

WEST FARLEIGH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 15th MAY 2017 AT THE GOOD INTENT, WEST FARLEIGH

PRESENT: Cllr B Scott (Chairman), Cllrs M Merritt, G Martin, L Johnson (from 7.00pm), J Morgan, C Stockwell, H Swan, Mrs A Broadhurst (Clerk), Borough Cllr E Fermor and Community Warden Adam McKinley

IN ATTENDANCE: Six parishioners were present.

Cllr Scott requested, if anyone intended to record the meeting, that they inform the Parish Council. He added that, as this was a shorter meeting, there would be public discussion at the end, if time allowed.

1. APOLOGIES

Borough Cllrs B Mortimer & R Webb and PCSO Jasmine Day

2. ELECTION OF OFFICERS

2.1 Chairman

Cllr Scott was nominated by Cllr Martin and seconded by Cllr Merritt. There being no other nominations and all Members being in agreement, Cllr Scott was duly elected as Chairman for the forthcoming year and completed the Declaration of Acceptance of Office.

2.2 Vice-Chairman

Cllr Merritt was nominated by Cllr Martin and seconded by Cllr Scott. There being no other nominations and all Members being in agreement, Cllr Merritt was duly elected as Vice Chairman for the forthcoming year.

3. COUNCILLOR DECLARATIONS

There were no declarations.

4. MINUTES of the Meeting held on 20st March 2017

The Minutes of the meeting had been previously distributed and Cllr Merritt proposed that the minutes were a true record. This was seconded by Cllr Martin, with all in favour. The Chairman signed off the official copy.

5. POLICE MATTERS

The Clerk reported that there had been three crimes, since the last meeting in March. One was Criminal Damage, one was Theft and the other was an Attempted Burglary. Cllr Scott reported that the new PCSO (Jasmine Day) wishes to attend the next coffee morning. Cllr Swan added that she would also be welcome to come along to The Evergreens too. Community Warden Adam McKinley stated that he would give a report at the Annual Meeting.

6. APPOINTMENT OF COMMITTEES AND COUNCIL REPRESENTATIVES

6.1 Structure of Committees

The following Committee arrangements were **Agreed** for the forthcoming year:
Community Centre Working Party – A minimum of any four Councillors – as available
Planning Committee – A minimum of any three Councillors – as available

6.2 Appointment of Council Representatives

The following appointments were made for the forthcoming year:

Tree Warden - Cllr Stockwell

Policing Meetings - Cllrs Merritt and Scott (Cllrs Martin & Johnson as back up)

KALC Area Committee - Cllrs Stockwell and Johnson (Cllr Swan as back up)

Highways meetings - as available (Led by Cllrs Martin and Merritt)

7. HIGHWAYS AND FOOTPATH MATTERS

7.1 Highways Issues in West Farleigh

Cllr Merritt reported on a recent South East Water meeting he had attended with Cllr Scott. They are intending to close roads for a month in the village whilst they install new water mains pipes. These road closures had been a real concern as the bus service to West Farleigh would have had to be cancelled for the duration. This issue had been raised with South East Water and they have subsequently proposed a different way of working through the village, which will mean that the roads affected will not need to be closed. Buses can still run through West Farleigh, although the service may be limited,

although hopefully for a shorter period of time. The Water Company is to liaise with Nu-Venture and Councillors discussed putting something in the noticeboards to explain the amended bus service, closer to the work commencing.

Cllr Stockwell reported that, during the recent litterpick, it had been noted that the drains in Ewell Lane are blocked with debris and leaves. **ACTION: Clerk**

Cllr Stockwell added that the potholes in Ewell Lane are also outstanding. **ACTION: Clerk**

Community Warden Adam McKinley stated that he would like to be included in any meetings with Kent Highways.

7.2 Teston Bridge

Cllr Scott reported that he would ask Borough Cllr Mortimer if there was any update at the Annual Parish Meeting, to be held at the conclusion of this meeting.

7.3 Speedwatch

Cllr Stockwell reported that he has finally passed the on-line test. He has registered six sites around the village, which will be looked into. The site surveys will then be completed and additional volunteers need to be trained. There needs to be a minimum of 6 but Cllr Stockwell added that he is still trying to confirm actual numbers. The insurance was discussed and Cllr Stockwell offered to clarify whose insurance would cover the scheme. **ACTION: Cllr Stockwell**

Cllr Stockwell also reported that he has been to Coxheath and had a practice session with their volunteers. 283 cars passed through in 1 hour, approximately 40 vehicles during that time were recorded as breaking the speed limit.

8 MATTERS OF REPORT

8.1 County Councillor's Report

No report provided.

8.2 Borough Councillor's Report

Borough Cllr Fermor informed all present of the South-Eastern Rail Consultation, one of the options is to reduce the service; Linton Parish Council is to submit a response. Borough Cllr Fermor reported that the MBC committee members may be altered as this is the start of the new year.

8.3 Individual Councillor's Reports

Cllr Stockwell reported on the recent litter pick in the village, adding that Tim Knowles regularly litter picks on his own as he is unable to take part on the village one. Thanks was given to him for all of his work.

Cllr Stockwell reported that the fingerpost sign on the Green needs refurbishing. After short discussion, it was agreed that this may be able to be completed with the other work outstanding on the Green. Cllr Merritt stated that he had completed the last refurbishment, which had been approximately 7 years ago. Cllr Stockwell offered to see what work is required. **ACTION: Cllr Stockwell**

Cllr Stockwell reported that he had attended a recent Flood Defence meeting, and there is one house in the area which actually comes under Wateringbury rather than West Farleigh.

Cllr Johnson reported that Kent Highways have completed some of the grounds maintenance which the Parish Council had had to complain about last year. Cllr Martin stated that the Lower Road footpath would need to be completed soon.

Cllr Merritt stated that the outstanding vegetation clearance opposite Elmscroft is now very urgent. Cllr Martin stated that he would chase this. **ACTION: Cllr Martin**

Cllr Scott reported that Kent Highways had come out to look at the wrong sign by the Tickled Trout (reported at the last meeting). He will get a photo of the correct one for the Clerk to send to the Highways Officer. **ACTION: Cllr Scott**

8.4 Clerk's Reports

- Grants: The Clerk reported that thanks had been received from all of the groups who had been awarded a grant at the March meeting. Mrs Broadhurst added that the WI had invited any interested Councillors to the hall to see the work that is being completed with the donations received.
- Internal Audit: The internal audit has been completed, with no issues found. The Clerk added that she will circulate the report, once it has been received. Cllr Scott thanked the Clerk for her work on preparing for the Audit.

9 FINANCE

9.1 Annual Report and Audit 2016/17

9.1.1 Council's Accounts

It was proposed by Cllr Stockwell, seconded by Cllr Merritt **"that the Council's Accounts should be Approved"**. This was **Agreed**.

9.1.2 Annual Governance Statement –Section 1 of Annual Return

Members considered the Statements of Assurance contained in Section 1 of the Annual Return and determined that the statements numbered 1 to 9 can all be answered "Yes". It was proposed by Cllr Swan, seconded by Cllr Stockwell **"that the Statement is Approved"**. This was **Agreed**.

9.1.3 Annual Governance Statement –Section 1 of Annual Return

Members considered the Statements of Assurance contained in Section 1 of the Annual Return and determined that the statements numbered 1 to 9 can all be answered “Yes”. It was proposed by Cllr Swan, seconded by Cllr Stockwell “**that the Statement is Approved**”. This was **Agreed**.

9.1.4 Accounting Statements – Section 2 of Annual Return

It was proposed by Cllr Martin, seconded by Cllr Merritt “**that the Statement of Accounts contained on Page 3 of the Annual Return should be Approved.**” This was **Agreed**.

10.2 Budget Monitoring

The Budget Monitoring Report to 30th April 2017 was **Noted**.

10.3 Income received since the last meeting

MBC – Precept	£21,000.00
Donation – Money from Lambing Day & Coffee Mornings	£ 627.72

10.4 Cheques for signature

It was proposed by Cllr Scott, seconded by Cllr Martin “**that the Council approve the following payments**”.

101159 – Mrs A Broadhurst – Nett Salary for May (Inc. phone allowance)	£757.92
101160 – Tolgate Rain Ltd – (Good Intent) – APM Refreshment	£ 40.00
101161 – KALC – Annual Subscription	£234.17
101162 – Zurich Municipal - Insurance	£473.99
101163 – Post Office Ltd – PAYE	£589.58
101164 – Mrs A Broadhurst – Nett Salary for June (Post-dated)	£679.06

10.5 Annual Renewal of Insurance

The Clerk reminded all present that the Parish Council had tied into a three-year contract with Zurich Municipal last year and that this year’s payment is £473.99. It was proposed by Cllr Stockwell to approve the payment, this was seconded by Cllr Martin; with all in favour. The Clerk added that the asset register held by the Insurance company had been updated (removing the roundabout and adding the Rota Bounce and safety flooring).

10.6 Renewal of Annual Subscription to the Kent Association of Local Councils (KALC)

It was proposed by Cllr Martin to renew the annual membership to the Kent Association of Local Councils, at a cost of £234.17 (£195.14 + vat). This was seconded by Cllr Stockwell, with all in favour.

11. PLANNING MATTERS

11.1 Any planning applications received before the meeting

No applications had been received.

12. DATE OF NEXT MEETING

The next full Council meeting will be held on **Monday 17th July 2017 at 7.30pm** at The Good Intent.

With no further matters to discuss, the meeting was closed at 7.22pm