



**Draft Minutes of the Meeting on 14<sup>th</sup> May 2018 at 19.30 hrs  
Appledore Village Hall**

**Present**

Cllrs: James Perkins (Chair), Helen Hennig, Roger Hiskey, Lyndsey Jenkins, Derek Winter and Chris Vane.

In Attendance: Clerk Mary Philo.

Members of the Public: 7

1. Cllrs. Vane and Jenkins nominated Cllr. Perkins for the position of Chairman. **It was resolved to elect Cllr. Perkins as Chairman of the council till the next Annual Meeting of the parish council.** Cllr. Perkins declared his acceptance of office. (Local Government Act 1972,15(1) & (2))
2. Cllrs. Winter and Jenkins nominated Cllr. Vane for the position of Vice-chairman. **It was resolved to elect Cllr. Vane as Vice-chairman of the council till the next Annual Meeting of the parish council.** Best Practice
3. **Formalities**
  - I) The council was quorate. LGA Act 1972 sch12, 12/28/45
  - II) Apologies had been received from Cllrs. Hill, Burgess and Wilkinson. LGA Act 1972 sch12, 12
  - III) Declarations of interest and dispensations: None. Code of Conduct
4. **Approval of Draft minutes**

**It was resolved to agree the minutes of the meeting held on 9<sup>th</sup> April 2018 as a true record.**  
Proposed Cllr. Vane and seconded Cllr. Jenkins. LGA Act 1972 sch12,19.1

**The meeting was adjourned at 19.41 hrs.**  
**Public Questions**  
**2018 Council Budget** – It was confirmed that version 2 had been approved.  
**Report from PCSO Katherine Smith**– Her brief written report was read out.  
**The meeting was reconvened at 19.51 hrs.**
5. **Appointment of members to outside organisations.** (Election of member to the Recreation Ground Management Committee took place in April to comply with its' governance rules)
  - I) **It was resolved to elect Cllrs. Perkins and Hennig as representatives to attend the Kent Association of Local Councils.** (Elected members will report to the council following attendance of meetings). Proposed by Cllr. Vane and seconded by Cllr. Winter.
  - II) **It was resolved to elect Cllrs. Jenkins and Perkins as representatives to the Village Hall Management Committee.** (Elected members will report to council, as appropriate, following attendance of meetings). Proposed by Cllr. Vane and seconded by Cllr. Winter
  - III) Other forums, organisations and groups to be decided upon notification of meetings.
6. **It was resolved to agree the following allocation of council members' responsibilities as leading councillors who report on that area of council work.** (Major decisions to be put to the full council for voting). Proposed by Cllr. Winter and seconded by Cllr. Vane.

Highways – Charles Wilkinson and Helen Hennig  
 Planning – All councillors  
 Community Resilience – Lyndsey Jenkins  
 Development of council field – Chris Vane, James Perkins and Derek Winter  
 Transport – Helen Hennig  
 (Note: Crown Estate Car Park – Charles Wilkinson as an individual)

**7. Chairman’s Annual Report** attached.

**8. Finances**

- I) Annual Financial Report (Responsible Financial Officer) attached. As at 31<sup>st</sup> April the bank balance stood at £48,239.
- II) Review the Council’s Asset Register – The Clerk had updated the council asset list to include assets gained during the year and for improvements to assets. List attached.
- III) The clerk briefly ran through the review the council financial and management risk assessment and internal auditor report 2018. **It was resolved to agree the ‘Statement on Internal Control for the Year Ending 31<sup>st</sup> March 2018’.** The Chairman and Clerk signed the statement. Proposed by Cllr. Vane and seconded by Cllr. Winter.
- IV) Having considered the systems of internal control, **it was resolved to agree the Annual Governance Statement** (Section 1 of the Annual Return). The Chairman signed the governance section of the annual return. Proposed Cllr. Jenkins and seconded by Cllr. Hennig.
- V) Having considered the Accounting Statements (Section 2 of the Annual Return), **it was resolved to agree the Annual Accounts Return.** The Chairman signed the accounts section of the annual return. Proposed Cllr. Winter and seconded Cllr. Vane.
- VI) Income received (receipts):
  - £13,000 Precept (50%)
  - £375.00 Council Tax Support Grant
  - £525.00 Concurrent Grant
  - £0.91 April Bank Interest
  - £243.39 Solar Panel Fit Payment
  - £88.92 Donations from the Public Conveniences – grand total donations £1,254.48
- VII) Cheques raised since the last meeting:
  - £117.44 Laser Toilets electricity bill: Payment due since 2016 once corrections made as meter now read.
  - £42.98 H Hennig: Refund for Refreshments for annual parish meeting
  - £ 948.33 April Salaries
- II) It was resolved to draw the following:
  - £5,243.75 Public Works Loan Board: Village Hall grant – standing order
  - £49.43 KCS: Toilet requisites and box of paper (vat 8.24)
  - £45.00 Appledore Village Hall: April, May, June Hire
  - £16.25 J Perkins: Refund for refreshments
  - £19.96 M Philo: Refund for refreshments annual parish meeting
  - £36.00 Zurich: Local Councils Advisory Service risk assessment training (vat £6)
  - £125.00 Local Council Advisory Service: Data Protection Officer Service
  - £900.00 Sibley Pares (Taylor Riley) Limited: Final balance for 1 the Street valuation (vat £150)
  - £42.00 Care Signs: sticky notice for dog bins (vat £8.40)
  - £79.85 M Philo Administration costs: car, room. Company checks £24.00, 5 wallets £2.45
  - £265.00 M Cuerden: Internal Audit
  - £337.87 KALC annual subscription fee (vat £56.31)

There was no agenda item 9 and 10

11. **Planning** Town and Country Planning Acts 1990 sch1/2010  
I) Ashford Borough Decisions Advised: None.  
II) New applications for A.P.C. to consider and vote on: None.
12. **It was resolved to agree to review council policies throughout the year as opposed to at the annual meeting.** Proposed by Cllr. Winter and seconded by Cllr. Hiskey.
13. **It was resolved to agree the following policies:**  
**Email Disclaimer**  
**Data Protection Policy**  
**Information Protection Policy**  
Proposed by Cllr. Jenkins and seconded by Cllr. Vane Best Practice
14. **Capital Project List to be potentially funded from the sale of the council field.**  
Following the working party meeting on the 19<sup>th</sup> April regarding a possible community centre, Cllr Vane outlined the reasons why he and Cllr. Perkins did not believe that a community centre should go forward. There was no readily available location on the recreation ground and the funds from the sale of the field would fall short of the estimated cost for a community centre. Although grants could be applied for there was no guarantee, especially in current economic climate, that these would be successful. The length of the project would be too long for the council. The village hall committee were not in favour of a joint facility and there were no volunteers to run the project. The aims of a community centre could be achieved with the improvements to the village hall. The meeting was adjourned to hear comments from the public. It was mentioned that the conveyance for the village hall may not allow the land to be converted into a residential development. **It was resolved that a community centre would not be included on the capital project list.** Proposed by Cllr. vane and Seconded by Cllr. Perkins.
15. Highways and Byways  
**Damaged Kerb Stones, The Street** – These have been repaired.  
**Road Through Parkwood** – The white lines on edge of the road have been painted, thus assisting with the roads path.  
**Route Study** – A meeting is scheduled for the 26<sup>th</sup> June.  
**Paving Stone Outside 42/45 The Street** – Resolved.
16. **It was resolved that ordinary public meetings will be held on the 1st Monday of each month at 19.30hrs in Appledore Village Hall for the next 12 months, except for May 2019 which will be 13<sup>th</sup> May.** Proposed by Cllr. Lindsey and seconded Cllr. Winter.
17. **Recreation Ground Report**  
As a result of the committee secretary falling ill, the AGM had been delayed and committee was now looking for someone to step up. Gusbourne had withdrawn their sponsorship of the car rally. The rally would still continue but the committee would look for other sponsors. The committee would be making a request to the council for a donation towards the play area swing surface. The committee still wanted to acquire a container to store their machinery. It was pointed out that the swings surface and storage for equipment were already being considered as part of the projects to be funded for the council field sale so it was recommended that the committee should delay any action.
18. **Village Hall Report**  
The quiz night had gone well: the next event was the first film night on the 25<sup>th</sup> May – Jumanji. The

committee structure had been officially amended to five trustees as executive committee and a general committee.

19. **Beacon:** The Chairman signed the terms of agreement letter between Appledore Parish Council, Appledore History Society and the owners of Horne's Place

20. **Information for Councillors**

**K6 Red Phone Box** –The Clerk had asked Tollets to complete the work in time for Appledore's Open Gardens on the 24<sup>th</sup> June.

**Air Ambulance Request for a donation** – The Clerk advised that the council's current donation policy would not allow a donation to them and requested cllrs. to consider the policy.

National pay rise for clerks – A national agreed pay increase had been confirmed.

Council's smaller assets – It was highlighted that there was still outstanding work for the history noticeboard and the "Best in Bloom" bin. The clerk had contacted a couple of blacksmiths about the bin but had no success so far.

21. **Date of Next Meeting**

4<sup>th</sup> June 2018, 19.30hrs in the village hall.

DRAFT