

WEST FARLEIGH PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING
HELD ON MONDAY 18TH MAY 2009
AT ALL SAINTS CHURCH, WEST FARLEIGH

PRESENT :- Cllr Cllr B Scott in the Chair, Cllrs B Hards and J Morgan and Mrs V Stancombe, Clerk

IN ATTENDANCE:- Three parishioners were in attendance.

1. APOLOGIES

Were received and accepted from Cllrs D Bailey, G Martin and B Merritt, County Cllr P Stockell, Borough Cllrs B Mortimer, C Parr and J Wilson and PCSO Joanna Watts.

2. ELECTION OF OFFICERS

2.1 Chairman

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

3. COUNCILLOR DECLARATIONS

There were no declarations made.

4. MINUTES of the Full Council Meeting held on 16th March 2009

The Minutes of the meeting had been previously distributed and were **Agreed** unanimously. The Chairman of the meeting signed off the official copy.

5. POLICE MATTERS

PCSO Joanna Watts had provided the crime figures since the last meeting being two incidents of criminal damage and one theft. Members **Noted** Inspector Sandwell has advised that PC Lee Tallon has been appointed to cover the Parish of West Farleigh and while he is currently attached to another department PC Tallon is expected to commence his neighbourhood role in early June 2009.

6. APPOINTMENT of Committees and Council Representatives

6.1 Structure of Committees

It was **Agreed** to the following Committee arrangements 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 Representatives

The following appointments were made for the forthcoming year:

Tree Warden – Cllr Merritt

Policing Meetings – Cllrs Merritt and Scott

KALC Area Committee - Cllrs Bailey and Hards

TRAMP Joint Highways Committee – Cllrs Martin and Scott

Highways and Planning meetings – as available

7. COUNCILLOR VACANCY

Members **Noted** MBC have confirmed it is now in order for Members to identify a new councillor to co-opt as soon as possible and it was **Agreed** to discuss the matter at the next meeting.

8. THE POWER OF WELL BEING

It was **Agreed** to defer this item until the training sessions have been organised by KALC.

9. HIGHWAY AND FOOTWAY MATTERS

9.1 PROW Bottom of Teston Lane

It was **Agreed** to arrange a meeting with Highways to discuss this issue.

ACTION: CLERK/CLLRS HARDS, MARTIN, SCOTT

9.2 Charlton Lane

Members **Noted** KHS have confirmed that the verge will be reinstated again but at the time of the meeting confirmation had not been received from KHS on when the remedial work will be actioned.

9.3 Charlton Lane – Gritting & Salt Bins

Members **Noted** KHS are currently reviewing their Winter Maintenance Schedules and the Clerk has requested Charlton Lane is included in the Programme and the salt bin at the bottom of Charlton Lane is also on hold until the review has been completed which is hoped to be before Autumn.

9.4 Footpath KM21

Members **Noted** that the cost of reinstating the original route would be in the region of £3,500 and the landowner was not happy to meet these costs. The Council **Agreed** they were not in a position to fund this change and **Agreed** to accept the current route of the path.

9.5 Change of Priorities – Teston Lane/Lower Road

Members **Noted** the response from KHS advising that as there have been no reported personal injury crashes at the location over the past 3 years it would be difficult to secure funding at the present time and until these circumstances change, it will not be cost effective to change the layout. It was **Agreed** to try to arrange a meeting with Highways to discuss this issue. ACTION: CLERK

10. RESOURCES AND ENVIRONMENT MATTERS

10.1 Community Centre

Members **Noted** Gullands has sent a letter to Lambert & Foster and to date a reply is awaited regarding the Ewell Lane site. Members further **Noted** receipt of the Draft Lease for the Charlton Lane land which is nearing completion.

10.2 Village Green

10.2.2 Posts

Members **Noted** confirmation from KHS that ragstone boulders are acceptable as a replacement for the wooden posts but should be sited at least 450mm from the highway and must be heavy enough that they cannot be carried away. It was **Agreed** Cllr Scott would obtain prices to be discussed at the next meeting.

ACTION: CLLR SCOTT

10.2.3 Land Registration

Following the return of the application to register the land, it was **Agreed** to fence off the section of land and maintain it until such time as a further claim can be made at the appropriate time.

11. MATTERS OF REPORT

Reports were received from:

11.1 County and Borough Councillors' Reports

Reports had been received at the preceding Annual Parish Meeting.

11.2 Chairman's Report

The Chairman had nothing further to report.

11.3 Individual Councillors Reports

Councillors had nothing specific to report.

11.4 Clerk's Reports

11.4.1 CiLCA

Members **Noted** the Clerk has submitted and passed the section on The Power of Well Being and has now

received a full Pass and Certificate for the Certificate in Local Council Administration.

12 FINANCE

12.1 Annual Review of Effectiveness of Internal Audit

In carrying out its Annual Review, the Council **Agreed** that the system of internal audit currently in place is effective.

12.2 Statement of Internal Control

In carrying out its Annual Review, it was proposed by Cllr Hards, seconded by Cllr Morgan “**that the Council approves the Statement of Internal Control**”. This was **Agreed** and the Chairman signed the official document.

12.3 Annual Return of Accounts and Audit 2008/09

12.3.1 Council’s Accounts

It was proposed by Cllr Hards, seconded by Cllr Morgan “**that the Council’s Statement of Accounts should be Approved**”. This was **Agreed**.

12.3.2 Annual Return – Statement of Accounts

It was proposed by Cllr Morgan, seconded by Cllr Hards “**that the Statement of Accounts contained on Page 2 of the Annual Return to the Audit Commission should be Approved.**” This was **Agreed**.

12.3.3 Annual Return – Statement of Assurance

Members considered the Statement of Assurance contained on page 3 of the Annual Return, determined that the statements numbered 1 to 9 can all be answered “Yes” then it was proposed by Cllr Hards, seconded by Cllr Morgan “**that the Statement is Approved**”. This was **Agreed**.

12.4 Budget 2009/2010 Setting and Monitoring

Members **Noted** a report showing the 2008/2009 budget and actuals, the preliminary budget for 2009/2010 as previously agreed, the recommended changes and receipts and payments for April. This was **Agreed** with the changes as follows: Insurance figure to reflect actual premium; Bank Interest adjusted to take into account market conditions; Stationery and Office Expenses increased to reflect actual figure 2008/09; Donations increased to the actual figure in 2008/09.

12.5 Income received since the last meeting

Cllr Scott perused the records and was satisfied that the balances in hand agreed with the Clerk’s records. Actual payments received since the last meeting were:-

Co-op – Interest on Instant Access Account – Jan-Apr	£1.40
Co-op – Interest on Community Directplus Account – March & April	£0.97
HMRC – VAT Refund (Year 2008/09)	£1269.09
MBC – Play Area Improvements Grant (Year 2008/09)	£1,635.00
MBC – Precept	£9,500.00

12.6 Confirmation of payments already made

It was proposed by Cllr Hards, seconded by Cllr Morgan “**that the Council approve the following payments made since the last Meeting**”. This was **Agreed**.

Mrs V Stancombe – Net salary for March	£306.85
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100824 – VOID - Returned cheque from Land Registry for Application to Register Land	£30.00

12.7 Cheques for signature

It was proposed by Cllr Hards, seconded by Cllr Morgan “**that the Council approve the following payments made since the last Meeting**”. This was **Agreed** and the cheques were signed:-

100825 – CPRE – Annual Subscription	£29.00
100826 – KALC – Annual Subscription	£182.59
100827 – NALC – Annual Subscription LCR	£13.50
100828 – ACRK – Annual Subscription	£35.00
100829 – Whitehead Monckton – Fees for Charlton Lane Land Lease	£608.35
100830 – Churchwarden, All Saints West Farleigh – Hire of Church, 15 April & 18 May 09	£40.00

12.8 Annual Renewal of Insurance Cover

Members **Noted** receipt of the insurance renewal from Allianz. It was proposed by Cllr Scott, seconded by Cllr Hards “**that the renewal from Allianz at 591.06 is accepted**”. This was **Agreed** and cheque no. 100832 was signed.

12.9 Review of Clerk’s Salary

It was proposed by Cllr Scott, seconded by Cllr Hards “**that Clerk’s salary is increased by two points to Spinal Column Point 26 (to include a one point rise in recognition of achievement of CiLCA) with a review again May 2010**”. This was **Agreed**.

13. PLANNING

13.1 Planning Applications

The following applications were considered and recommendations made:

13.1.1 3 Tutsham Warren Cottages, Teston Lane – MA/09/0627

Erection of a two storey side extension and installation of two south facing dormer windows and erection of single storey conservatory and porch to south elevation. Recommendation: Approve.

13.1.2 Tutsham Hall, Hunt Street – MA/09/0603

Demolition of American oast, reconstruction/restoration of traditional oast house and change of use to holiday let accommodation, swimming pool and meeting room. Conversion of general purpose building to stable complex, conversion of small barn to office/store and construction of tennis courts and ménage. Recommendation: Defer subject to site visit.

14. DATE OF NEXT MEETING

The next full Council Meeting is on Monday 20th July 2009 at All Saints Church

There being no further business the meeting closed at 9.45 pm.