

DEERHURST PARISH COUNCIL

Minutes of the Annual Council Meeting held on Wednesday, 15 May 2019, in Apperley Village Hall.

PRESENT:

Councillors L Attard (Chairman)
L Bromberg
J Pollard
B Oldham
J Rutter
J Smith
A Wilkes
Mrs F Wallbank – Clerk
Parishioners: 2 (1 partial attendance)

1 APOLOGIES: None

2 ELECTION OF OFFICERS DECLARATION OF ACCEPTANCE

The Clerk asked for nominations for Chair – Councillor Oldham proposed Councillor Attard and Councillor Smith seconded the proposal all voted in favour. Councillor Attard accepted the post and signed the Declaration of Acceptance.

It was agreed not to appoint a Vice-Chairman.

3 DECLARATION OF INTEREST: None

4 MINUTES OF MEETING:

The minutes of the meetings held on the Wednesday, 25 April 2018, having been circulated with the agenda were agreed and signed.

5 APPOINTMENT OF REPRESENTATIVES:

Village Hall	Ben Oldham
Deerhurst Parish Playing Field	Len Attard & Anthony Wilkes
Public Rights of Way	Jim Pollard
Neighbourhood Watch	John Rutter
Snow	Steve Topham/Timothy Morris
Flood	Apperley, Gabb Lane: Ginger Blayney Deerhurst: Norman Macpherson Deerhurst Walton: Jonathan Smith
Planning Sub-Committee	Len Attard – Lower Apperley Jim Pollard – Apperley John Rutter – Deerhurst Jonathan Smith – Deerhurst Walton
Allotment:	Jean Scorer
Neighbourhood Development Plan:	Laura Bromberg

6 PUBLIC COMMENT: None

7 COUNTY COUNCILLORS REPORT: Not present

8 BOROUGH COUNCILLORS REPORT: Not present

9 PLANNING:

9.1 Applications: None

9.2 TBC Decisions:

9.3 Appeals/Appeal Decisions: None

Any Other Planning Matters: Neighbourhood Plan: Councillor Bromberg reported as follows:

- The NDP is likely to take around 2 years to complete, and the resulting document is about 60+ pages. Once a NDP is adopted, it carries real weight. Decision makers are obliged by law to take what it says into account when they consider proposals for development in the neighbourhood. If tested, there is evidence that NPs can hold sway in the High Court, e.g. Highnam.
- The finished flyers, which are now ready for distribution. Thanks goes Richard Baldwin for his time and generosity in designing and sponsoring the printing. Delivery is likely to happen early/mid-June after NC training and once the questionnaire design is underway.
- Several Neighbourhood Champions had been appointed who would act as a point of contact for neighbours throughout the parish to enable face to face contact.
- Mapping software will be very useful when needed.
- The Parish Council website privacy compliance notice has some omissions. It was agreed that Charlotte Forbes would contact the Clerk about these.
- To view the complete minutes from the NP meeting held on Wednesday, 8 May go to www.ourparishplan.co.uk

Proposed Garden Village: Nothing to report

10 FINANCIAL MATTERS:

10.1 Insurance: This is the second year of the 3-year contract.

10.2 Accounts for payment and receipts:

Mrs F J Wallbank –

Salary for 1-31 May 2019	337.98		
Less Tax	67.60	270.38	Via Bank Transfer
Inland Revenue – Tax for FJW refund due Clerk		67.60	Via Bank Transfer
Apperley Village Hall Meeting 15.5.19		15.00	Via Bank Transfer
Shirley Fowler: Carrying out internal audit		50.00	Via Bank Transfer
Came & Co Renewal of insurance due 1.6.19		429.16	Via Bank Transfer
Countrywide for carrying out grass cutting on 4 and 18 April		300.00	Via Bank Transfer
Total:		£1132.14	

Receipts

Precept for 2019/20	7750.00
Allotment rents	325.00
Total Receipt:	£8075.00

10.3 Financial Statement: Noted and signed by the Chairman

10.4 Accounts for the year ended 31 March 2019: Clerk reported that Shirley Fowler had completed the Internal Audit and reported as follows:

- Applied the tests as set out in Appendix 8 of the Practitioner's Guide Governance and Accountability in Local Councils in England and Wales and found them to be satisfactory.
- Confirmed that Risk management procedures currently in place are completely appropriate, sufficient and very well monitored in accordance to the Risk Management file.
- Tested payment procedures as against receipts/invoices, cheques drawn and bank statement entries and found these to be satisfactory, also leaving a good audit trail.
- Understands that no Petty Cash system operates within the Parish Council

Mrs Fowler therefore completed and signed Annual Internal Audit Report section of the accounts. She had submitted her invoice for these services.

10.5 Accounts for the year ended 31 March 2019 Agree and sign Governance Statement: The Clerk took the Councillors through the Annual Governance Statement – it was agreed and signed by the Chairman and the Clerk.

10.6 Accounts for the year ended 31 March 2019 Agree and sign accounts: The accounts were agreed and signed by the Chairman and the Clerk.

The Clerk and the members of public left the room whilst this matter was discussed

10.7 Proposed Clerk's salary increase: The Clerk had circulated a spreadsheet with the agenda. It was agreed to increase the Clerk's salary by 3% per month. The Clerk thanked the Councillors.

11 MATTERS ARISING

11.1 Apperley Village Hall: Nothing to report.

Playing Field: The Parish Council had received an invoice from Countrywide for 2 cuts carried out in April. The Councillors are sure that the grass had not been cut as the playing field was extremely long in May. The Clerk had arranged a meeting with several Councillors and the area manager from Countrywide to discuss the grass cutting situation.

Play Area: Councillor Oldham reported that following the cutting of the play area he had to fix the fence around the play area and repair the double gates.

Allotments: The Clerk said that she had been contacted by Mrs Scorer about Village Hall users parking and blocking the path up to the allotments. A short discussion took place on this and a possible answer would be to paint some hatchings at the entrance. It was agreed Councillor Pollard would speak with Complete Utilities about the process.

11.2 Highways: Road Closures: The contractors had left the signs behind. The road will be surfaced dress and CC Awford has requested that this work is carried during the school holidays. Parish Council is very grateful to CC Awford for all his assistance in this matter.

VAS: Date back to normal following the road closures.

11.3 Public Rights of Way: Councillors Pollard reported there was a tree down on the Coombe Hill canal walk and he has asked GCC to clear this. He has now completed his photographic reported on all the signs and poles in the Parish.

11.4 Broadband: Councillor Pollard reported that he is in contact with Ben Stone about several matters. Work still to be done at Greyhill Farm, Hoo Lane and Ringers Close.

11.5 First Aid Course: This has been organised for Saturday, 25 May to be held in AVH from 2-5pm the clerk already has a number of names.

Defibrillator: It was agreed that the Clerk should look into a grant to fund 3 defibrillators for Deerhurst, Deerhurst Walton and Apperley.

11.6 Noticeboard Deerhurst: Councillor Rutter reported that he had cut back the vegetation around the noticeboard and although the noticeboard is a bit wobbly it is serviceable. He confirmed that it really is in the best position for the Village.

Noticeboard Deerhurst Walton: Councillor Bromberg reported that the garage where the current noticeboard had been attached had been pulled down, so a new location and board needed to be sourced. Perhaps the best location would be opposite where the previous noticeboard was by the post box. Clerk to obtain costings of a metal noticeboard.

12 CORRESPONDENCE: None

13 MATTERS RAISED FOR NOTIFICATION:

Dog Waste Bin: Still awaiting Highways response for them to give their agreement on siting the post for the bin.

Police Incident: There was a police incident at the cricket club - a successful result transpired.

14 DATE FOR NEXT MEETING: Tuesday, 26 June 2019 at 7.15pm

The meeting closed 8.27pm.