

**The Minutes of the Annual Statutory Meeting of Detling Parish Council  
held on 1<sup>st</sup> May 2018 at 7.20pm in Detling Village Hall.**

**Councillors present:** *Bowie  
Finn  
Howells  
Zammit*

***Also, present: Parish Clerk, Mrs Sherrie Babington, KCC Councillor Shellina Prendergast and Members of the Public and Press***

***The meeting was chaired by Councillor Bowie.***

**1. To elect a Chairman.**

It was proposed by Cllr Finn to elect Cllr Bowie as Chairman. This was seconded by Cllr Zammit and agreed by all present.

Cllr Bowie accepted this role and took the Chair.

**2. Chairman to sign Declaration of Acceptance of Office.**

Cllr Bowie signed her Declaration of Acceptance of Office.

**3. Apologies.**

*Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.*

Apologies were received from Cllr Maynard.

**4. To elect a Vice Chairman.**

It was proposed by Cllr Finn to elect Cllr Clayton as Vice Chairman, this was seconded by Cllr Howells and agreed by all present.

Cllr Bowie confirmed that Cllr Clayton was happy to accept this role.

**5. To appoint Committees, Representatives to Outside Bodies and external appointments.**

The appointment of committees, representatives to outside bodies and external appointments was approved by members. (Bowie/Howells).

**Planning**

Cllr. Howells (Chairman)

Cllr. Zammit

Cllr. Evernden

**Finance**

Cllr. Maynard

**Representatives for Outside Bodies**

Village Hall

Cllr. Bowie

Police Liaison	Cllr. Clayton
A249 Action Group/Tri-Parish	Cllr. Bowie
Highways	Cllr. Howells
KALC	Cllr. Clayton
JPG	Cllr. Bowie

**Other Liaison**

Grants	Cllr. Zammit
Environment	Cllr. Cosgrove & Evernden
Neighbourhood Watch	All Cllrs.
Parish Events	Cllr. Bowie & Zammit
Community Shop	Cllrs Finn & Clayton

**Other Appointments**

Internal Auditor - Martin Thomas and Co  
 External Auditor - Little John  
 Bank - Cooperative  
 Solicitor – Gullands

**6. Declaration of Interest.**

*To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.*

*To consider any Dispensation requests received by the Parish Clerk and not previously considered.*

There were no Interests declared and no Dispensation requests to consider.

**7. Public Comments and Observations.**

*This is the opportunity for members of the public to raise issues with the Parish Council.*

A resident raised concerns about vehicles parking on pavements in Hockers Lane.  
 It was agreed that the Clerk would raise this with PCSO Adlington.

**Action: Clerk to Action.**

**8. Approval of the minutes of the previous meeting.**

*To consider the minutes of the previous meeting and if in order sign as a true record.*

The minutes from the previous meeting were circulated to all members for consideration and approval.

It was proposed by Cllr Zammit to accept these as a true record, these were seconded by Cllr Finn and agreed by all present.

***The minutes were then signed and dated by the Chairman.***

**9. Matters arising from the previous minutes (not reported elsewhere).**

Cllr Finn reported on the progress of the Community Shop.

He stated that the Community Shop Group was expecting to be gifted a hut for the shop and when this was confirmed, planning permission would be submitted, and a Business Plan would be formalised.

He stated that he had held a meeting with the KCC Grants Officer who had approved a Pre-application for £24000 for the shop and he was now due to submit a fill application.

He reported that the Kent Community Foundation may give a £3000 grant and a £10000 loan for the shop.

Cllr Finn reported that he had met with Gullands Solicitors who had given good advice regarding the shop and the School site.

Cllr Bowie spoke regarding the need for a Resources Meeting to formally consider the finances of the Parish Council and the projects it wished to undertake.

This was agreed, and Cllr Bowie stated that this would be progressed.

**Action: Clerk and Cllr Bowie to action.**

Cllr Howells suggested that all notices displayed on the noticeboards should be laminated to protect them from the weather.

This was agreed.

Flint Wall – the Clerk informed members that KCC were not responsible for the flint wall as this was the responsibility of the Parish Council and adjacent property owners.

This was discussed, and it was agreed that the Parish Council should meet with the residents responsible to discuss the maintenance of the wall.

**Action: Clerk to progress.**

## 10. Open Spaces.

### a. Horish Wood

The Clerk stated that she had tried to contact Alison Wainman from KWES regarding the Woodland Grant Scheme as evidence of the work undertaken needed to be submitted with the claim. This was discussed, and it was noted that the required work for the grant had not been undertaken.

Members discussed the maintenance of the Woodland and agreed that the Clerk should email Alison Wainman to seek an update on the work in relation to the Management Plan.

**Action: Clerk to progress.**

### b. Old School Playing Field.

Cllr Zammit reported on the Public Consultation event that had taken place regarding the new play equipment for the Playing Field.

She stated that the proposed equipment was presented at the event that was attended by members of the public and the interest was for a climbing frame and slide.

She stated that the positioning of the equipment was also raised at the consultation and it was agreed by members that this would be placed further away from the properties.

Cllr Zammit stated that she had received quotations from three suppliers and she had contacted them regarding taking out the Roundabout and for a climbing fame slide and a disability swing and activity board.

Cllr Finn asked about the surfacing and Cllr Zammit confirmed that this was safety matting compliant with the safety regulations.

She stated that all three quotations were similar and within budget.

Cllr Zammit stated that she had contacted the Big Lottery to ensure that the changes still met the grant conditions.

Cllr Howells suggested that two Councillors were given delegated powers to vet the contractors and appoint one to undertake the work.

This was discussed, and it was agreed that Cllr Zammit and Finn would be given delegated powers vet and select a contractor and to progress the order with the appointed contractor. It was further clarified that the budget of £19500 was allocated for this project.

This was proposed by Cllr Howells, seconded by Cllr Finn, and agreed by all present.

Cllr Bowie thanked Cllr Zammit for her work on the project and gave thanks to Past Parish Councillor, Janice Kennard for acquiring the grant.

**Action: Cllrs Zammit and Finn to action.**

The Clerk reported that the benches in the Playing Field were damaged. It was agreed that these would be inspected by Tony Taylor who would report back to the PC.

c. Village Environmental Improvements.

It was reported that KALC had offered to look into the cost of diffusion tubes to monitor air quality in parishes.

It was agreed that this item would be discussed at the next meeting, in the meantime it was agreed that the PC would express an interest in the offer from the KALC.

d. Monks Meadow.

It was agreed that the Clerk would seek a quotation from Contractor Steven Waring for the grass cutting at Monks Meadow.

**Action: Clerk to progress.**

e. Scragged Oak View Point.

No matters were raised.

Cllr Finn suggested that the Parish Council should consider further maintenance in the Village such as litter picking.

It was agreed that this would be discussed at the Resources Meeting.

**11. Reports from External Parties.**

a. MBC Ward Councillor Report.

Ward Councillor Nick de Wiggondene gave his apologies to the meeting.

KCC Councillor Report.

KCC Councillor Shellina Prendergast gave her report to the meeting.

She informed members that KCC was undertaking a Find and Fix programme to deal with the potholes.

She spoke regarding the problem with rat running traffic in the village and stated that she was awaiting correspondence from Cllr Clayton regarding this matter.

Cllr Finn stated that KCC had sent on a report to Cllr Clayton following his meeting with the Highways Officer.

Cllr Howells asked for a copy of the report to be circulated to enable him to be kept informed as he was due to meeting with John Watson to discuss Highways issues.

b. Maintenance Report.

Tony Taylor reported on the maintenance that he had undertaken around the parish.

He reported that the Highways Division signs had been removed from the Village.

He asked whether the PC had liaised with the Church regarding having a flagpole erected at the Church.

**Action: Clerk to liaise with Cllr Clayton.**

He reported that the drains were blocked outside of the Village Hall and Old School.

**Action: Clerk to report to KCC.**

The Chairman thanked Mr Taylor for his work around the parish.

c. Police Report.

PCSO Matt Adlington gave his apologies to the meeting.

**12. Parish Council Reports.**

a. Clerk's/Correspondence Report.

*To consider items of correspondence received relevant to the Parish Council.*

The Clerks report was noted by members.

b. Chairman's/ Councillors Report.

*Members who have attended any meeting on behalf of the Parish Council are invited to give their report to the meeting.*

Cllr Bowie reported that she had attended a meeting with Jackie Watson to discuss the planned Hog Roast due to take place in the summer.

She stated that she would attend the Village Hall Management Committee Meeting on 15<sup>th</sup> May 2018.

c. Planning Committee Report.

The planning decisions made by the Planning Committee were ratified by the Parish Council. (Zammit/Bowie).

d. Parish Council Committee Reports.

No matters were raised.

**13. PC Policy Review and General Data Protection Regulations.**

The Clerk circulated Data Protection Information, Policies, and consent forms for review and adoption.

It was also agreed that the Clerk would be appointed and the Data Protection Officer for the Parish Council.

These were discussed and approved by members. (Bowie/Howells)

**14. Village Events.****Beacons of Light.**

The Chairman stated that this was being progressed.

**Action: Chairman to Action.**

**Annual Meeting of the Parish.**

The Chairman stated that the Annual meeting of the Parish had been arranged for 29<sup>th</sup> May 2018 She reported on the arrangements for this and stated that Village Organisations would be invited to attend.

**15. Financial Matters.****a. To approve the payment of accounts (list to be supplied at the meeting)**

The cheques for payment were authorised and approved by members. (Howells/Finn)

The cheques and invoices were then signed by two authorised signatories.

**b. To note the bank account balances as circulated in report supplied at the meeting.**

The balances of the Parish Councils bank accounts were noted by members.

**Bank Balances**

<b>Co-operative Current Account</b>	<b>£72046.75</b>
Less/Add Account transfers/deposits	£0
Less Account for payment	£1569.39
<b>Closing Balance</b>	<b>£70477.36</b>

<b>Co-operative Playing Field A/C</b>	<b>£1505.87</b>
Less/Add Account transfers/deposits	£0.00
<b>Closing Balance</b>	<b>£1,505.87</b>

<b>Total Balance of all Parish Council Accounts</b>	<b>£71983.23</b>
---	------------------

**Transparency Fund (This fund is included in the current account balances)**

20/07/2016	Grant received	£1,420.32
	Less payments	£353.99
<b>Balance</b>		<b>£1066.33</b>

**c. 2017/2018 Accounts.**

The Clerk circulated the 2017/18 Accounts to all members for information and confirmed that these were now with the auditor.

It was agreed that these would be placed on the next agenda for formal consideration when the audit had been completed.

d. To consider the purchase of a media projector for PC use.

Cllr Bowie asked for members approval to purchase a media projector for Parish Council use at meetings, she stated that this would reduce the paper usage.

This was agreed by members (Bowie/Finn).

**Action: Cllr Bowie to Action.**

**16. Items for the next Agenda.**

No matters were raised.

**17. Date of next meeting.**

Tuesday 5<sup>th</sup> June 2018 in the Meeting Room of Detling Village Hall at 7.00pm.

***There being no further business to discuss the meeting was closed to the press and public at 8.55pm.***

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_