

**Minutes of The Annual Statutory Meeting held at The Rackliff Centre on
Monday 15th May 2023 at 7.30pm**

Members Present:

Cllr Liz Ellicott, Chair; Cllr Barry Edwards, Vice Chair; Cllr Alex Britcher-Allan, Cllr Chris Ducklin, Cllr Angela Funnell, Cllr Dave Funnell, Cllr Paul Gripper, Cllr Mark O'Callaghan and Cllr Doug Smith.

Officers Present:

Alison Stevens, Locum Clerk

Others and Members of the Public:

County Councillor James McInroy, Borough Councillor Jayne Sharratt and two members of the public were present.

Councillor Keith Stevens (NALC) was on hand to answer any questions Councillors had about the Civility and Respect Pledge.

- 1. Signing in and Welcome to the new Council** - All councillors signed the Acceptance of Office, Register of Interests and Consent to Receive Electronic Agendas forms.

Councillor Ellicott began the meeting with a special welcome to Councillor Angela Funnell, Borough Councillor Jayne Sharratt, Councillor Keith Stevens and County Councillor James McInroy.

- 2. Enquire whether anyone present intends to film, photograph and/or record the meeting**
No one present filmed, photographed or recorded the meeting.

- 3. To receive and approve apologies for absence**
No apologies for absence were received.

- 4. Election of Chairman**

Councillor Gripper proposed and Councillor Britcher-Allan seconded Councillor Ellicott for the role of Chairman. All were in favour. Councillor Ellicott duly accepted the role.

- 5. Election of Vice Chairman**

There were two nominations for Vice Chairman, Councillor Edwards and Councillor O'Callaghan. Councillors resolved to appoint Councillor O'Callaghan as their Vice Chairman.

- 6. Declarations of Personal and Prejudicial Interests**

There were no declarations of interest nor were there any changes to the Register of Interests.

- 7. Declarations of Lobbying**

None.

- 8. Minutes of the Full Council Meeting held on the 3rd April 2023**

The Minutes of the Full Council Meeting held on the 3rd April 2023 were agreed, and it was RESOLVED that the Chair sign them as a true and accurate record of the meeting.

5.1 Matters outstanding from these minutes (not listed as separate items). None.

5.2 Matters outstanding from previous minutes. None.

5.3 The minutes of the Parish Assembly held on the 13th April 2023 were agreed and it was RESOLVED that the Chair sign them as a true and accurate record of the meeting.

9. Open session for questions from the public

Ms Foster asked the Parish Council to continue to support;

- i. The rollout of the 20mph signs. Councillor Gripper is to meet the KCC Community Engagement Officer about them and will feed back when he has an update.
- ii. Repairing the roads in general but particularly in Lower Green Road where footpaths need clearing, walls are crumbling, litter is accumulating and flooding is a regular occurrence. Ms Blackburn said Erskine Park Road is also bad.

Residents were reminded that all potholes need to be reported to KCC for repair via <https://www.kent.gov.uk/roads-and-travel/report-a-problem>

10. Session for County and Borough Councillor on matters concerning the Parish

County Councillor McInroy added his congratulations to the new Councillors. He;

- i. Encouraged everyone to take part in KCC Consultations, details of which can be found at <https://www.kent.gov.uk/about-the-council/have-your-say>
- ii. Said budgets have been cut and although the extra money to repair potholes has yet to filter through, potholes are still getting repaired it is just taking longer.
- iii. Encouraged the Parish Council to keep pushing for a crossing on the A264.

Councillor Ellicott said the Parish Council really appreciates all the help and support given by County Councillor McInroy.

Councillor Smith thanked him for his help in getting Shirley Gardens resurfaced.

Borough Councillor Britcher-Allan;

- i. Congratulated Councillor Sharratt for her recent success in the elections. She also thanked former Borough Councillor Dave Funnell for all his hard work.
- ii. Said she has reported the flooding in Lower Green Road and is waiting for a response. She is also working to get parking lines re-established in Common View.
- iii. Thanked everyone for an amazing Coronation weekend.

Borough Councillor Sharratt thanked everyone for welcoming her and her predecessor, Dave Funnell, for his hard work. She said she;

- i. Has attended two day induction training at TWBC. Officers stressed the financial predicament.
- ii. Was pleased to find out that childcare costs are reclaimable when councillors attend meetings at the Borough Council.
- iii. The state of the roads was a common issue residents raised when she was canvassing.
- iv. Is working to get the pavement repairs finished in Erskine Park Road.

11. Appointment of Committee Members

It was resolved to disband the Finance and Highways Committees to help improve efficiency. Items dealt with by them will now be included on Full Council Meeting agendas and Working Parties will be established to deal with specific topics. This decision will be reviewed in six months.

11.1 Planning Committee - Cllr Edwards, Cllr Ellicott, Cllr Ducklin, Cllr D Funnell and Cllr Smith.

11.2 Allotments Committee - Cllr Smith, Cllr Ellicott, Cllr Gripper, Cllr A Funnell, Cllr D Funnell and non-voting members Miss S French, Mr L Banks and

Mr A Farmer.

- 11.3 Environment Committee - Cllr Britcher-Allan, Cllr P Gripper, Cllr M O'Callaghan, Cllr A Funnell, Cllr C Ducklin and non-voting members Jenny Blackburn; Jayne Sharratt and Phillip Wheeler
- 11.4 The High Weald Councils Aviation Action Group (HWCAAG) – To be confirmed when the meeting dates are known.
- 11.5 Commons Conservators – Cllr P Gripper.
- 11.6 Pond Warden – Ms J Blackburn.

12. Kent Association of Local Councils (KALC)

Cllr Ellicott, Chairman was approved as KALC representative and Cllr O'Callaghan, Vice-Chairman was approved as her deputy.

13. To approve the Annual Governance Statement for 2022-2023

Councillors RESOLVED to approve Section 1 of the Annual Return for the year-ending 31st March 2023 which was then signed by the Chair and Officer Stevens.

14. To approve the Accounting Statements for 2022-2023

Councillors RESOLVED to approve Section 2 of the Annual Return, the supporting Bank Reconciliation and the Explanation of Significant Variances for the year ending 31st March 2023. Section 2 was then signed off by the Chair and was also signed before the meeting by the Locum Responsible Finance Officer.

15. To agree the dates of inspection period for the accounts as the 5th June to 14th July 2023 – Approved.

16. Policies – Councillors resolved to;

- 16.1 Adopt the Standing Orders (2023) and Financial Regulations (2023)
- 16.2 Re-adopt the Code of Conduct
- 16.3 Sign the NALC Civility and Respect Pledge
- 16.4 Confirm the Parish Council's Eligibility for the General Power of Competence

17. Finance update – Cllr O'Callaghan had no worries about the accounts and nothing new to add.

17.1 Accounts for Payment – the following payments were approved;

			£	
02/05/2023	EE	DD	59.54	Mobiles
16/05/2023	KCS	BACS	186.53	Photocopier
16/05/2023	L Neusten	BACS	61.00	Expenses
16/05/2023	NEST	DD	30.72	Pension Payments
16/05/2023	HMRC	BACS	27.70	PAYE
16/05/2023	Langton Life Ltd	BACS	750.00	Magazine Advert
16/05/2023	Microshade	BACS	250.32	April Support
16/05/2023	Microshade	BACS	322.44	May Hosting
16/05/2023	Capel	BACS	1026.80	Pond Maintenance
16/05/2023	Capel	BACS	449.08	April Maintenance
16/05/2023	KALC	BACS	1532.76	Annual Subscription
16/05/2023	Matt The Tree Man	BACS	1900.00	Allotment Maintenance
16/05/2023	April Skies	BACS	444.25	Internal Audit
16/05/2023	m:power	BACS	330.00	Payroll
16/05/2023	Rialtas	BACS	246.91	Annual Support

16/05/2023	Rialtas	BACS	594.00	Year End Alpha
16/05/2023	Viking	BACS	107.28	Stationery
16/05/2023	Viking	BACS	64.93	Stationery
16/05/2023	S Large	BACS	2740.00	Allotment Maintenance
16/05/2023	The Cleaning Lady	BACS	54.00	Rackliff Cleaning
16/05/2023	SLCC	BACS	189.00	L Neusten
16/05/2023	C May	BACS	363.00	Locum RFO
16/05/2023	A Stevens	BACS	2634.90	Locum Clerk
16/05/2023	Bonfire and Fete Comm	BACS	2150.00	Grants
16/05/2023	Counselling Centre	BACS	300.00	Grant
16/05/2023	Lunch Club	BACS	600.00	Grant
16/05/2023	British Legion	BACS	150.00	Grant
16/05/2023	Almshouse	BACS	1323.61	Grant
16/05/2023	LM Construction	BACS	1902.00	Rackliff Centre Repairs
16/05/2023	Mastercard	BACS	6.00	Zero balance
19/05/2023	L Neusten	BACS	941.20	Salary
19/05/2023	K Watson	BACS	634.40	Salary
19/05/2023	A Stevens	BACS	1444.76	Salary
22/05/2023	BT	DD	89.23	Broadband/Telephone

Councillor Ellicott asked those who are signatories to respond quickly to authorisation requests.

17.2 Internal Audit Report – Councillors reviewed the Internal Audit Report and resolved to adopt the recommendations made. The Allotments, Fremlin Pond, Litter Picking, Lone Worker, Salomons Road, Snow Clearance, Beacon Lighting and Rackliff Centre Risk Assessments were all reviewed and adopted. The Clerk will seek prices to get an up to date insurance valuation for the Rackliff Centre and the hire agreements will also be reviewed.

17.3 The effectiveness of Internal Control was also reviewed and adopted by the Parish Council.

- 18. Highways and Transport Committee update** – Councillors resolved to adopt the draft minutes of the Highways and Transport Committee Meeting which was held on the 17th April 2023
- 19. Environment Committee update** - Councillors resolved to adopt the draft minutes of the Environment Committee Meeting which was held on the 24th April 2023
- 20. Defibrillator** – The defibrillators at the Toad and the United Reform Church were checked in April and were found to be sound.
- 21. St Paul’s School** – Cllrs Ellicott and O’Callaghan met the Acting Head of St Paul’s School, Kelly Harman to see if there is anything the Parish Council can do to help support the school. The future of the school is still unknown but measures are being taken to improve both its physical appearance and its links with the church.

- 22. Rusthall Summer Fete 2023** – Councillors resolved to have a stall at the Summer Fete to help raise the profile and the achievements of the Parish Council. The stall will include a collection of photographs with written descriptions. There will also be two feather style signs to help make it stand out.
- 23. Rusthall History Group Archives** – The archives are now ready for collection and will be stored temporarily at the Rackliff Centre until a more permanent solution is found. It is understood the Borough Council is obliged to store Parish Council owned documents.
- 24. Rusthall Volunteers** – Councillor O’Callaghan suggested the Parish Council could act as a conduit or operate a hub to direct potential volunteers to organisations which need their help and which would also let them know the different types of help they need.

Councillors resolved to set up a Working Party consisting of Councillors Gripper, O’Callaghan and Britcher-Allan to look into all the options and costs involved.

- 25. Chair’s Report** – Cllr Ellicott;
- i. Said she attended the Langton Green and Rusthall Treasure Hunt which was held to mark the Coronation. It was not possible to have the inflatable castle for health and safety reasons but the event was still a success.
 - ii. Thanked Councillor Smith for pointing out an article in the Evening Standard which incorrectly credits Kensington and Chelsea Borough Council as being the first council to offer a Thermal Imaging Camera Service for its residents.
 - iii. Thanked the Clerk for all the work that went into this particular meeting.
 - iv. Reported the Parish Assembly was a great success and said a lot of useful contacts were made.

- 26. Officers’ Report** – All the matters in the Officer’s Report were covered elsewhere in the meeting.

27. Diary Dates

12 th June 2023	7.30pm	Full Council Meeting.
1 st June 2023	7.30pm	Allotment Committee Meeting
24 th July 2023	7.30pm	Environment Committee Meeting

28. Items for Information –

Councillor Ellicott said the Family History Group is meeting next on the 18th May.

Councillor Britcher-Allan;

- i. Reported the results of the Boundary Commission Consultation are expected imminently.
- ii. Asked for the Parish Council’s Contact List to be updated.

Councillor O’Callaghan asked for the following to be included on the next agenda;

- i. the Budget Consultation
- ii. Membership of the Staffing Committee

Councillor D Funnell asked for the next issue of Rusthall Life to remind dog walkers to clean up after their pets.

29. Next meeting of Full Council -

12 th June 2023	7.30pm	The Rackliff Centre
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IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEM ON THIS AGENDA THE PRESS AND PUBLIC WERE EXCLUDED UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960.

- 30.** It was resolved to approve the following appointments and contracts;
 - 30.1** Alison Stevens – Parish Clerk
 - 30.2** Kevin Watson – Allotments’ Manager

There was no further business, and the meeting closed at 9.15pm.

..... Chairman

Dated