

**Minutes of The Full Annual Council Meeting held on
Monday 13th May 2019 at 7.30 pm in The Rackliff Centre Lower Green Road**

Members Present: Cllr B Edwards (Chairman), Cllr A Britcher – Allan, Cllr D Smith, Cllr C Ducklin and Cllr D Funnell.

Officer Present: S Denne

In Attendance: None

Members of the Public: There were 7 members of the public present

Election of Chairman – RESOLVED to elect Cllr Barry Edwards, **Election of Vice chairman** – RESOLVED to elect Cllr Alex Britcher– Allan

Declarations of Acceptance were signed.

1. **Enquire whether anyone present intends to film, photograph and/or record the meeting** - No-one present intended to film, photograph and/or record the meeting.
2. **To welcome new members on to the Parish Council** – Cllr Edwards welcome Cllr Dave Funnell to the Parish Council.
3. **Apologies for absence** – Cllr Ellicott
4. **Declaration of Interests** — None
5. **Declarations of Lobbying** – None
6. **Minutes** of the meeting held on **8th April** 2019 were agreed, and it was **RESOLVED** that the Chairman signed them as a true record
 - 5.1 Matters outstanding from these minutes (not listed as separate agenda items) - None
 - 5.2 Matters outstanding from previous minutes – None
7. **Rusthall Life** – Mr Langridge informed the meeting that the Rusthall Life magazine required more financial help in order to keep it running. It had only made a profit twice in the last two years (any profits going to village organisations). The magazine was having problems trying to persuade businesses that giving money towards an advert would be supporting the community that their businesses relied on. The cost to produce the magazine was about £2000 per edition. Cllr Smith suggested reducing the publications to one a quarter, but this was not considered a positive option. It was suggested that businesses outside the village should be approached.
8. **Session for County and Borough Councillors on matters concerning the Parish** – Borough Cllr Dave Funnell informed members that the Borough Council meeting is to be held on the 22nd May 2019.

- 9. Committee Reports:** Planning Meeting 8th & 29th April 2019 draft minutes have been circulated.
- 10. Appointment of Committee Members** – Finance, Highways, Allotments, Planning, HWCAAG, Commons Conservators and Pond Warden:
- Planning** – Cllrs Ellicott, Edwards, Smith, Britcher– Allan, Ducklin and Funnell
Allotments – Ellicott, Edwards, Smith and Funnell
Highways – Edwards, Smith, Britcher–Allan, Funnell and Ducklin
Finance – Edwards, Smith, Britcher–Allan and Funnell
Commons Conservator Attendee – Cllr Ellicott
Pond warden – Mrs J Blackburn
HWCAAG – Cllr Ducklin
- 11. KALC representative** – to confirm that the Chairman is to be the KALC representative and the Vice Chairman deputy - Confirmed
- 12. SLCC** – It was agreed by the members to pay the clerk’s annual subscription.
- 13. Grants/ Donations** – There were none
- 14. Assistant Clerk** – It was agreed that the members would look at the information given to them by the Clerk and further discussions to take place at next Full Council meeting.
- 15. Date for July Litter pick** - The Litter pick to be the 6th July at 11am. To meet at the Rackliff Centre.
- 16. Hanging Baskets** –The Clerk informed the members that the planters were due to be delivered and that she and Cllr Ellicott would be visiting a plant nursery.
- 17. Update Policies** – **i.** Financial Regulations, **ii.** Model Standing Orders- The members resolved to accept both policies.
- 18. To Review Assets Register** – The members resolved to accept the updates, with a minor amendment.
- 19. Guidance on local government investments** – It was resolved to accept this policy, with no alterations from previous year.
- 20. To review the effectiveness of the system of Internal Control.** Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. This was resolved and signed by the Chair of the meeting and the Clerk.
- 21. To approve the Annual Governance Statement for 2018-19,** Section 1 of the Annual Return for the year ending 31 March 2019. This was resolved and signed by the Chair of the meeting and the Clerk.

- 22. **To approve the Accounting Statements for 2018-19**, Section 2 of the Annual Return for the year ending 31 March 2019 and the supporting Bank Reconciliation as at 31 March 2019 and if necessary the explanation of the significant variations from last year (2017-18) to this year (2018-19) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. This was resolved and signed by the Chair of the meeting.
- 23. **To agree dates of inspection period for accounts** – It was resolved that the 17th June to the 26th July would be the inspection period.
- 24. **Chair’s Report** – Cllr Barry Edwards asked the members to consider whether a flag pole and flag should be considered by the PC. Cllr Britcher-Allan felt that it was not necessary and would be of great expense to the PC. Cllr Ducklin was concerned about the structural fabric of the building. It was agreed that Cllr Edwards would investigate further and return to the members with costs.
- 25. **Clerk’s Report** - Clerk to speak to Town & Country regarding the laptops. The speaker for June’s meeting to be a Rusthall youth worker. Clerk to contact Reverend Warmington to arrange a meeting with regards to the dementia programme. Co –Option interview dates to be arranged. Borough Cllr Podbury had visited both playgrounds in the village and reported faults that she found.
- 26. **Diary Dates** – 15th May RVA meeting-archaeology speaker on Rusthall. 25th May Garden dig at 16 Apsley Street. 28th May Planning Committee meeting.
- 27. **Accounts for Payment** – to authorise the payment of invoices as listed on page 4 - These were agreed.
- 28. **Open session for questions from the public:** Mr Barber informed the members that he had found the JTB, which he attended with Cllr Ducklin, not very supportive towards the request of a crossing over the A264. It was agreed that the RPC needed to enquire what the constraints were and whether it could be funded locally.
- 29. **Items for Information**
 - a) Cllr Ducklin wondered whether One Stop would consider installing a reverse vending machine.

The meeting closed at 21:10

..... Chairman

Dated

	ACCOUNTS FOR PAYMENT	9 th April 2019 to 13 th May 2019 ACCOUNTS	
<u>Payee Name</u>	<u>Payment Type</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
MICROSHADE	SO/11719	52.50	Hosting
D CONSTABLE	03052019/300373	25.00	Windows
EE	63251/DD	33.62	Mobile April
VIKING	734030/300372	21.95	Stationery
RVA	BACS	150.00	Grant
BT	DD/M037CG	73.02	Phone & Broadband April
HMRC	300370	325.37	Tax & NI
NEST	DD	74.16	Pension April
S DENNE	SO	1271.72	Salary April
S DENNE	BACS	48.91	Salary April
KALC	7427/300371	61.43	Publications
CAPEL GRPUNDCARE	SI192012	387.54	Grass cutting April
CAPEL GRPUNDCARE	SI192013/300375	316.06	Covering of plots plus materials
DATA PROTECTION	DD	35.00	Annual Fee
S LARGE	BACS	2290.00	Fencing Southwood Road
BUSINESS STREAM	DD	33.21	Water
LLOYDS BANK CARD			
MONTHLY FEE		3.00	April
MONTHLY TOTAL		5202.49	