**Challock Parish Council Virtual AGM Minutes**

Memorial Hall, Audrey Allen room

Thursday,6th May 2021 7.40pm

Members of public present: 1

Apologies

KCC Ward Councillor Charlie Simkins

Present

Michael Fisher (Chairman), Russell Jaques (Vice Chair), John Ramsden, Tracy Brown, Max Thomas, Anthony Aitken, Duncan Hardie, ABC Ward Councillor Larry Krause & Di Sandy (Clerk).

Welcome

There were initial technical issues for the Chairman joining the meeting. Chairman thanked everyone for attending.

Declarations of Interest

Councilors no new changes to the declarations of interest.

Minutes of Last Meeting

Minutes of 15th April 2021 meeting were signed by Chairman Fisher as an accurate record.

Proposed by Councillor Thomas and seconded by Councillor Ramsden.

All agreed.

Election of Chair

Michael Fisher wished to stand as Chair. Michael Fisher was proposed by Max Thomas and seconded by John Ramsden. There were no other proposals

Election of Vice Chair

Russell Jaques wished to stand as Vice Chair. Russell Jaques was proposed by Max Thomas and seconded by Michael Fisher. There were no other proposals

Election of Representatives

Councillors discussed and agreed the representatives for this financial year.

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| --- | --- | --- |
|  | Representative 2020/2021 | Representative 2021/2022 |
|  |  |  |
| Footpaths | Tracy Brown/John Ramsden | Tracy Brown/John Ramsden |
|  |  |  |
| Challock Primary School | Anthony Aitken | Anthony Aitken |
|  |  |  |
| Village Hall Committee | Anthony Aitken | Anthony Aitken |
|  |  |  |
| Parish Council Finance | Michael Fisher | Michael Fisher |
|  |  |  |
| Speed Watch | Michael Fisher | Michael Fisher |
|  |  |  |
| William Oure Charity | Max Thomas | Max Thomas |
|  |  |  |
| Play Area | Max Thomas | Max Thomas |
|  |  |  |
| KALC and Parish Forum | Russell Jaques | Russell Jaques |
|  |  |  |
| Cricket Club Liaison | John Ramsden | John Ramsden |
|  |  |  |
| Forester Sub-Committee | John Ramsden | John Ramsden |
|  | Tracy Brown | Tracy Brown |

**PCSO Luke Jones Monthly Report**

There was no monthly report.

Clerk’s Report

**Public Rights of Way**

Reported dangerous tree Old Vicarage, Canterbury Road.

**The Lees**

The memorial tree for Freda Cantle has died and the family said they will purchase a new tree.

One of the tree saplings on the Lees, adjacent to Church Lane has also died. The grounds man will look to replace the tree saplings with one that is up in the wooded area.

The grounds man completed the first back up and trimmed overgrown vegetation along footpath, towards the school, Church Lane.

**Welcome to Challock Leaflet**

Clerk has collected 30 copies of Welcome to Challock leaflet.

**Play Park**

Weekly sanitization of play park equipment and refill hand sanitizer pump is continuing for the time being.

**Training**

Clerk attended an online litter pick training course on 26th April 2021 run by Keep Britain Tidy. Current status on litter picks, small groups of no more than 6 can do litter picking or we can loan out the equipment to parishioners who wish to carry out a litter pick. Litter picking cannot be done along the A roads. Can be arrested for causing a distraction to motorist. Clare Norman from ABC Street Scene informed attendees that due to covid the street cleaning operators had not been working for 6 months and upon return some of the operators were off sick with long covid. This has led to an increase in litter along our highways and a backlog in clearing it.

Correspondence

* Received an email from a parishioner concerning recent works on Faversham Road adjacent to Mill Lane and Paddock View on week commencing the 5th April. There is a lot of rubbish and mud left behind. Clerk reported issue to South East Water.
* Received an email from John Burden Friends of Challock Church informing the parish council the Country Fair date has been re-arranged for 10th September 2022 and support from the Parish Council granting permission for the use of the Lees for car parking as previously arranged. The Country Fair is being sponsored by Friends of Challock Church and supported by Challock Cricket Club.
* Received an email from Paul Howson, Deputy Team Leader Planning Applications, Ashford Borough Council to confirm that the High Tree Lodge Planning Application is currently held up by Stodmarsh and other drainage issues which the applicant is trying to resolve.
* Received an email from Charity Commission Revitalising Trusts, thanking the parish council for the charity’s resolution received on 11 March 2021.   
  Informing that they have considered the resolution and are satisfied that it meets the requirements of the Act.  Therefore, it will be effective on 10 May 2021 (60 days from date of receipt).  The charity’s records will be updated on that date.  
  With regard to the recent lack of expenditure, the Commission will review the charity’s position in 12 months’ time to see how the trustees are getting on with the new objects.
* Received an email from Ashford Volunteer Centre regarding Ashford Voluntary Car Scheme, as well as taking people to their vaccination appointments, we are now able to take people to a wider range of activities such as hair appointments and visiting people in care homes.  Additional activities and destinations are likely to open up from mid-May. Clerk has forward flyer onto the Editor, Forester magazine.
* Received an email from parishioner concerning parking issues in Green Lane during village events, boot fairs etc. The letter contains 11 signatures of parishioners living along Green Lane. Requesting the Parish Council set a condition upon permission for the use of the Lees that "no parking” signs are in place.
* Received an email requesting for bollards to be installed at the top end of the Lees, Church Lane. Cars parking on the right-hand side, leaving area with deep ruts.
* Received an email from parishioners requesting an update on the Faversham Road Footpath and concerned nothing is happening. Concerned about their daughter’s safety when walking to catch the bus to secondary school in September.
* Received telephone call from Flo Churchill Planning Consultant via KALC concerning High Tree Lodge application. To write to ABC Paul Howson Planning Officer to enquire if an extension time has been set and to request that ABC notifies the Parish Council giving sufficient notice in order for a representation from the Parish Council to attend the planning committee when deciding the application. Flo is also researching into KCC Highways statutory duties and equality act regarding Faversham Road footpath.

**Matters arising from correspondence**

* Councillors discussed parishioners request concerning parking issues in Green Lane during village events. Councillors agreed parking issues are created when event organizers charge for parking. Councillors agreed when permitting the use of the Lees for events, organizers are requested not to charge for parking.
* Councillors fully support the Country Fair to be held on the 10th September and grant permission for the use of the Lees for car parking.
* Councillors agreed not to install bollards at the top end of the Lees, Church Lane.
* Councillors to approved for the Clerk to write to ABC to enquire if an extension time has been set and to request that ABC gives the Parish Council sufficient notice in order for a representation from the Parish Council to attend the planning committee when deciding on the High Tree Lodge application.

**Finances**

The current account balance on 30th April 2021 is £14644.30

Received 1st half of precept from ABC £10500.

The NS&I account balance is £15669.03.

Received £89.18 Interest.

Withdrawal transfer from NS&I Account to PC Santander Bank Account £3850.00

Chairman Fisher requested a breakdown of the NS&I Savings and items ring-fenced.

Skate Park £6,000, Faversham Road Footpath £4,120, Planning Consultancy High Tree Lodge £2,000, £3,500 Bollard Installation.

William Oure Charity £4109.80

**Internal Audit** took place on 19th April 2021.

I am pleased to report to Members of the Parish Council that I have completed my internal audit of the Parish Council’s records for 2020-21 and have been able to complete the Annual Internal Audit Report (AIAR) for the 2020-21 Annual Return.

Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping to be of a good standard and the Parish Council’s approach to the management of risks to be sound. As a result of my audit and my discussions with your Clerk I was able to answer ‘YES’ to all the relevant questions contained in the AIAR for 2020-21.

I would like to take this opportunity to thank your Clerk for the assistance given to me in the conduct of the audit that took place on 19 April 2021.

**PKF External Auditor Report for Annual Governance Statement and Accounting Statements 2019/20**

Received email from PKF Littlejohn LLP on outcome of external audit. Section 3 with no concerns.

**AGAR – Annual Governance Statement and Accounting Statements**

**Approval of Annual Governance Statement 2020/21**

The Parish Council approved the Annual Governance Statement 2020/21.

The Chairman and Clerk signed the Annual Governance Statement 2020/21

**Approval of Accounting Statements 2020/21**

The Parish Council approved the Accounting Statements 2020/21

The Chairman and Clerk signed the Accounting Statements 2020/21

**Parish Council Insurance Renewal**

Parish Council insurance will be renewed on the 1st June 2021 and taken out with BHIB through NALC (National Association of Local Councils). The parish council has entered into a 3-year agreement at £488 per annum.

The following cheques for April were signed by Councillor Brown & Councillor Ramsden

Chq no. 022113 J P Sandy – Top Section, bollards £6552.33

Chq no. 022114 KALC – Annual Subscription £478.75

Chq no. 022115 Lionel Robbins – Internal Audit £90.00

Chq no. 022116 Parish Clerk – Ink Cartridge & Zoom Subscription £72.98

Chq no. 022117 Molash Parish Council – Forester Contributions Refund £198.59

A standing order amendment to Clerk’s salary from £420.56 to £455.56. Increase of hours to 13 hours per week. Signed by Chairman Fisher & Councillor Ramsden.

**A251 Faversham Road**

1. **Faversham Road Footpath – Funding**

Basic construction costs are £47500.

Funds accounted for are:

Parish Council £4190

ABC £18,000

KCC Ward Councillors Member's Grant £5,000

ABC Ward Councilors Grant £1500

Total £28690

Shortfall £18810

Plus, further additional costs below.  This could be in the region of £10,000 plus.

Additional costs requiring quotation (not included within the estimate provided):

1. Tree removal and stump grinding (to include conifers that currently form the current boundary between private land and public highway)
2. Accommodation works to private driveways to tie into new footway.
3. Demolition of existing boundary fences and walls
4. Replacement of fencing to private land (1M or 2M close boarded fencing proposed)
5. Kent lane rental fees
6. Replacement tree planting
7. Any legal costs associated with land transfer/dedication of land.

To seek borrowing approval from the Ministry of Housing, Communities & Local Government the Parish Council will need to provide.

- a copy of Parish Council’s budget for next year showing the loan repayment costs

- a copy of the written report/business plan considered by the Council in reaching its decision to apply for borrowing approval.

- the full draft minutes of the full council meeting at which the resolution to make the application was passed.

- evidence that residents have been consulted on the following:

1. proposed project

2. the Council’s intention to borrow, and

3. proposals to increase the precept to meet borrowing costs, if applicable.

Evidence of public support – an online survey, flyers through the village magazine or directly to households. To have one or more public meetings or open days for the residents to have their say.

Councillors resolved to discuss further after ABC Ward Councillor Larry Krause has carried out his investigations and discussions with KCC.

Councillors resolved to discuss upon further research and investigations have been made concerning KCC statutory duties to fund Faversham Road, footpath.

Noted. ABC Ward Councillor Larry Krause, May elections and purdah period restrictions apply.

1. **A251 Highways Improvement Plan**

Councillors approved the Highways Improvement Plan with speed average cameras and regular police speed checks are included in the HIP. The next step for the Highways Improvement Plan to hold a consultation with parishioners.

**Duty of Care Play Park Inspections**

Received costings for play park inspections from Ian Curteis, Commercial Services. £2080 for weekly visual checks, £1040 for bi-weekly & £480 for 3 monthly checks. Councillors resolve for ROSPA to produce a play park inspection checklist at £30. Upon receipt of checklist, Councillors to consider whether the Clerk can carry out the inspection using the checklist or for Commercial Services to carry out the play park inspections. Councillor Thomas & Councillor Ramsden offered to assist the Clerk in carrying out the play park inspections using the checklist provided by ROSPA.

Noted. ROSPA play park inspection to take place in July.

Planning

The following application was discussed:

**21/00683/AS Berisal, Buck Street, Challock, Ashford, TN25 4AR**Proposal: Proposed rear extension; First floor side extension to atop the ground floor level; works to facilitate a roof conversion.

Challock Parish Council supports this application providing neighbours’ comments are taken into consideration.

**Ratification of Planning Applications**

There were no applications to ratified.

Items for Information

1. **Speed watch**

The speed watch training that took place on Wednesday, 5th May at 6 pm but due to the weather the training was later abandoned. Another training session is due to take place on the 19th May. Approved sites for speed watch are on the A251 grass verge adjacent to Victoriana Nursery & opposite Woodlands, adjacent to the entrance to Forestry Commission, A251 4 The Bungalow, Faversham Road & A252 layby adjacent to Helphire Garage & opposite, Canterbury Road. Sites at Crossroads garage and Mill Lane were considered not safe to conduct Speed watch.

Councillors agreed to re-advertise for more volunteers to join the Speed Watch.

1. **Community Litter Pick**

Clerk to organize a community litter pick in June. Date to be advised.

A.O.B

Councillor Aitken informed the Parish Council works on the cricket pavilion extension will re-commence in July /August and the old sheds will be removed.

Councillor Aitken informed the Parish Council John Burden will be organizing a barbecue, music and beer, fund raising event for the Church, at the end of June. Due to covid there will be limited attendees and will be ticketed.

Councillor Ramsden informed the Parish Council the village stores had received a couple enquiries regarding boot fairs in the village this year. It was resolved to wait until the end of May, dependent on government notification on restrictions before considering organizing a boot fair for the August bank-holiday.

Parish Forum

Parishioner commented we need these things and the need to get them done.

**The meeting closed at 9.02 pm**

Parish Council Meeting Dates for 2021

Next Parish Meeting

Annual Public Meeting Tuesday, 22nd June 2021.

Due to government legislation virtual meetings will not continue beyond 7th May 2021.

Under government guidelines parish meetings can resume at indoor venues after the 21st June.

**Future Parish Meeting Dates:**

Due to possible continuation of social distancing measures the following proposed meeting dates will be held in the main hall and not the Audrey Allen room.

Wednesday 7th July Main Hall

Wednesday 15th September Main Hall

Wednesday 13th October Main Hall

Wednesday 17th November Main Hall

**Signed as a true record by: ……………………………Michael Fisher Chairman Challock Parish Council**

**Dated………………………………………..**