

SELLING PARISH COUNCIL

Minutes of the Ordinary Parish Council Meeting held on Thursday 16th September 2021 at 19:00 hours at Selling Village Hall

Present: Cllr Andrew Bowles (Chair), Cllr Sue Henderson, Cllr Andy Day, Cllr Anthony Kitchen, Cllr Amanda Saunders, Cllr David Woollett, Wendy Gregory (Clerk) **plus County Cllr Rich Lehmann and 1 member of the public.**

09.01.01 Welcome and apologies for absence

The Chairman welcomed everyone. Apologies were received from Cllr Hobson due to a holiday and from Ward Cllr Gould due to a late running surgery and Ward Cllr Valentine due to a planning meeting.

09.21.02 Declarations of interests and dispensations

Cllrs had no interests to declare.

09.21.03 Items to be taken in a private session

No items were required to be taken in private session

09.21.04 Confirmation of the Ordinary Minutes of the last Meeting

The Chairman asked councillors if they had any comments regarding the accuracy of the draft Minutes from the Ordinary Parish Council meeting of 19th August 21, no amendments were required. It was proposed that the minutes are a true record by Cllr Saunders and seconded by Cllr Woollett. The minutes were initialled and signed as a true record.

Resolved: The Minutes of the Ordinary Parish Council meeting held on 19th August 2021 were approved.

09.21.05 Clerk's Report

The Openreach scheme has been re-opened to include residential addresses left off the scheme by mistake by Openreach. The village hall has been booked and a notice for the open meeting regarding the fast-broadband scheme has been displayed on all of the notice boards and the website for Tuesday 28th September at 7:00pm.

Following on from the request for assistance by residents at Neames Forstal to help to stop parking on the grass verges, Optivo have been contacted and they advised that the land doesn't belong to them. Further investigations show that the land is owned by KCC Highways and as this is a parking issue, it may be that Swale Borough Council need to be involved. Both authorities have been contacted and residents are being kept informed.

Resolved: The Clerk's report was received.

09.21.06 Open Forum



County Cllr Lehmann gave an update on the HGV meeting that he and Cllrs Hobson and Kitchen attended that had been organised by KCC Highways to discuss problems of large vehicles travelling through villages. No resolutions were possible from that meeting. Cllr Lehmann was asked to update the meeting on the other matters under the relevant agenda items.

09.21.07

Financial matters

a) Bank Account Balances and Reconciliation

Current Account

Opening Balance as at the last meeting	£7,455.16
Plus Receipts	
Less Payments	£1,040.09
Closing Balance	£6,415.05

Reserve Account

Opening Balance as at the last meeting	£15,217.59
Plus interest payments	.13
Plus transfer from the Current account	£0
Closing Balance	£15,217.72
Less payments not yet cashed	£129.00

Total monies as of 31st August 2021 **£21,503.77**

Resolved: The bank account balances and reconciliations were received.

b) Accounts for Payment

- i) Clerks salary £597.13 by BACS and expenses for August '21 £33.35
- ii) PKF Littlejohn £240 incl. VAT external audit
- iii) David J Buckett £305.40 internal audit

Resolved: The above invoices were approved by all for payment.

- iv) KALC £42.00 incl. VAT training course Data Protection for councillors. Cllr Saunders spoke against paying this invoice because the attendance at the course hadn't been resolved at a previous meeting. As the expenditure under the training budget hadn't been exceeded, other councillors approved the payment. A vote took place; 5 votes in favour and Cllr Saunders voted against.

Resolved: The KALC invoice is approved for payment

c) Expenditure against the budget

A report showing current expenditure against the budget was circulated to councillors and will be provided on a quarterly basis as recommended by the internal auditor.

Resolved: The expenditure against budget report was received

d) Clerk's attendance at the SLCC National Conference



Cllr Bowles proposed to agree the request from the clerk of a 50% contribution of the cost of (£568.80) £284.40 to attend the SLCC National Conference on 13th and 14th October plus 50% contribution to travel costs and seconded by Cllr Kitchen. Cllrs Saunders and Woollett spoke against the Clerk attending in person and argued that she should attend the course virtually because the cost was lower. A vote took place, 4 votes in favour and 2 votes against.

Resolved: The Clerk will attend the SLCC National Conference in person

e) Internal auditor's report

The recommendations made by the internal auditor were reviewed:

Risk assessments should be made annually. The next risk assessment will take place in November and annually thereafter.

Policy reviews should be made on a regular basis. In future the review of policies will be added to the agenda either one or two on an ongoing basis

Budget monitoring the expenditure against budget report received this evening is the first of an ongoing quarterly report

Bank signatories it is recommended that more councillors are named as signatories on the bank account. **Action:** The Clerk to add Cllrs Bowles and Day to the mandate.

Cllr Saunders pointed out that a statement under 'Computer systems' conflicts with what she was told by the Clerk that she uses her own computer. The Clerk confirmed that she uses her own computer. The Chairman will contact the internal auditor to advise him of this. Cllr Woollett thought it would be useful to note on this report that the first in-person meeting took place in May and the S101 delegated powers were removed at the meeting of 17th June 2021.

It was proposed by Cllr Bowles and seconded by Cllr Day that the Internal Auditor's report is received. A vote took place; 4 in favour and 2 against. Cllrs Saunders and Woollett asked that their votes against, be recorded.

Resolved: The Internal Auditors report was received.

f) External auditor's report

The External Audit has been completed. Section 3 the External Auditor Report and Certificate 2020/21 shows that unpresented cheques were incorrectly omitted from the bank reconciliation and from expenditure in Section 2. The figures in boxes 6 and 8 should read £20,016 and £19,959 respectively. These are the figures to be used in next year's audit.

Resolved: The External Auditor's report was received.

g) Notice of conclusion of audit for the year March 2021



It was proposed by Cllr Day and seconded by Cllr Saunders that the amount of £1.17 would be made to cover the cost of printing and posting a copy of the Annual Governance & Accountability Return. A vote was taken and it was agreed by all.

Resolved: To charge £1.17 for printed copies and to publish the Notice of Conclusion of Audit on the website.

09.21.08 Planning Applications

21/504493/FULL 17 Neames Forstal Demolition of existing outbuilding and erection of single storey side and rear extension, with alterations of rear patio doors to form a window. A discussion took place and councillors had no objection.

Resolved: To update the portal with no objection

21/504681/FULL Grove Bungalow, Grove Road Conversion of existing garage into habitable room including external and roof alterations, creating front canopy, erection of single storey rear extension and creation of 3 new parking spaces. A discussion took place and councillors had no objection.

Resolved: To update the portal with no objection

09.21.09 Speedwatch

A paper on the Speedwatch scheme was provided by Cllr Hobson and circulated to councillors. Cllr Kitchen gave an update and advised that the next steps are for Kent Police to do a site visit to advise which sites are suitable.

Resolved: Cllr Kitchen will continue progressing a new scheme and report back at the next meeting.

09.21.10 Defibrillators

i) Installation of the third defibrillator

Cllr Hobson provided a written update to advise that Sondes Court residents have objected to any movement of the small wooden fence and post close to the wall of the Sondes that would facilitate the placement of the defibrillator cabinet on the eastern wall of the Sondes. Further options are being explored. Cllr Day may be able to provide help with the preparation of the area for installation and will liaise directly with Cllr Hobson.

Action: The Clerk will check with the land registry to verify land ownership.

ii) To receive an update for the maintenance plan for the defibrillator at the school

A request has been made to Selling School to provide a written confirmation of the maintenance of the defibrillator positioned outside of the school.

iii) The maintenance plan for the defibrillator at Sandbanks Farm

Cllr Day spoke in favour of setting up a formal method of checking all of the defibrillators and recording the checks on line. Cllr Henderson suggested that the cabinet at Sandbanks would be better placed on the side of the house.

Resolved: No decisions were made, all items to be put on the next agenda.

09.21.11 Matters concerning the Highways Improvement Plan



- i) **Update from the meeting arranged by KCCC concerning HGV movements through the villages**
An update for this item was provided by County Cllr Lehmann under Open Forum.
- ii) To receive an update following the KCC Vision Zero Road Safety Strategy
No report

09.21.12 Table and benches for the green opposite The Sondes

Cllr Bowles advised that some residents living close to The Sondes wrongly believe that the owner of The Sondes has initiated the request for table and benches and their behaviour has led to The Sondes being closed for part of this week. Councillors expressed their surprise and disappointment that a local business has been affected in this way. Cllr Bowles proposed and Cllr Saunders seconded that no actions should be taken at the present time and agreed by all.

~~**Resolved:** To revisit possible solutions to show that this area is a village and to encourage reduced vehicle speeds to a future date.~~

09.21.13 Cultivation licence

A virtual meeting has been arranged with Sarah Goodhew to discuss the options for altering the cultivation licence for the land close to the junction of Monica Close on Friday, 8th October at 12:30.

Resolved: Cllrs Hobson and Day and the Clerk will attend this meeting.

09.21.14 Community Fast Broadband

The Clerk advised that the Boughton Exchange has recently been selected to be upgraded under the Openreach Commercial programme. This would mean that residents included in this upgrade may not be eligible for the Government Voucher. County Cllr Lehmann advised that the KCC top-up voucher is £1,000 available from October, however, it only applies to households with a speed below 30mbps.

Resolved: Answers to questions following this development will be provided by a representative of Openreach at the Open Meeting on the 28th September, 2021.

09.21.15 Motions to be raised for KALC's AGM

Resolved: There were no suggestions

09.21.16 The Queen's Platinum Jubilee

Cllr Bowles spoke and councillors agreed that the Parish Council would like to be involved and the idea as circulated by the Lord Lieutenant's Office of the 'Green Canopy' was a good idea.

Resolved: No resolution is required today but the Clerk was asked to get quotations from tree growers for the next meeting.

08.21.17 Matters raised for information purposes only from portfolio holders and adopted schemes

- i) **Highways** – No further reports
- ii) **Law and Order** – No report



- iii) **Perry Wood** – No report
- iv) **Public Rights of Way** – Cllr Day reported that the works to the Fox Lane and Selling Station footpath is complete
- v) **Mid-Kent Downs** – No report
- vi) **Village Hall Committee** – No report
- vii) **KALC/SAC** – No report
- viii) **Church Building Trust** – Cllr Bowles reported the proposal to extend the number of trustees from 5 to 6 has been approved in principle.
- ix) **Selling School** - A written report has been circulated

09.21.18 Correspondence

Cllr Hobson sent a message to councillors to read the Swale Eastern Area Committee minutes and agenda and email any items to be raised at the next meeting to him.

09.21.19 Items to be placed on the next Agenda

Defibrillators and maintenance, update from the Swale Eastern Area Committee meeting, the purchase of a tree(s) to commemorate the Platinum Jubilee, complaint to SE Water company, review of the Privacy Policy. Any other items to be considered, should be emailed to: clerk@sellingparishcouncil.gov.uk no later than Tuesday, 12th October, 2021

09.21.20 The next Ordinary Parish Council meeting will take place on Thursday, 21st October 2021 at 19:00 at Selling Village Hall.

The meeting closed at 21:05 hours.

Signed.....

Date

21st OCT 2021