

# **SELLING PARISH COUNCIL**

## **Minutes of the Annual Parish Council Meeting held on Thursday 19<sup>th</sup> May, 2022 at 19:00 hours at Selling Village Hall**

**Present:** Cllr Kevin Hobson (Chairman), Cllr Andrew Bowles, Cllr Sue Henderson, Cllr Andy Day, Cllr Tony Kitchen, Cllr Amanda Saunders, Cllr David Woollett, County Cllr Rich Lehmann, Ward Cllr Tim Valentine, Wendy Gregory (Clerk) and one member of the public.

### **05.22.01 Election of the Chairman and Vice-Chairman**

Cllr Bowles proposed Cllr Hobson for Chairman, Cllr Day seconded, a vote took place, 4 votes for, 1 against and 1 abstention. The Chairman signed the 'Declaration of Acceptance of Office as Chairman', witnessed by the Proper Officer. The Chairman proposed Cllr Bowles as Vice-Chairman, Cllr Day seconded, a vote took place and it was agreed by all.

**Resolved:** The Chairman for 2022-23 is Cllr Kevin Hobson and the Vice-Chairman is Cllr Andrew Bowles.

### **05.22.02 Welcome and apologies for absence**

The Chairman welcomed everyone and there were no apologies.

### **05.22.03 Declarations of interests and dispensations**

Cllrs had no interests to declare.

### **05.22.04 Items to be taken in a private session**

No items were required to be taken in private session.

### **05.22.05 Confirmation of the Ordinary Minutes of the last Meeting**

It was proposed by Cllr Woollett to remove the word 'Resolved:' from item 04.22.13 iii. The amendment was made and the Minutes of the Ordinary Parish Council meeting held on 21<sup>st</sup> April 2022 were agreed as a true record. Proposed by Cllr Bowles and seconded by Cllr Day. A vote took place, 6 were in favour and Cllr Saunders voted against.

**Resolved:** The Minutes of the Ordinary Parish Council meeting held on 21<sup>st</sup> April 2022 were approved.

### **05.22.06 Clerk's Report**

The annual internal audit has taken place. The Kent Resilience Team and Swale Emergency Planning were contacted to ask for assistance to create a village emergency plan. The Kent Resilience Team are drafting a new program at the moment and will let us know when it is available. Confirmation has been received that KCC Highways have obtained permission from the Duchy to site the white gates at the entrance to the village closest to the station. A copy of the results from the traffic consultation has been sent to Michelle Matthews of Kent County Council Highways team. KCC Highways will provide a design for the TRO scheme at a cost of £300 and Selling has been included for consideration of funding from the Highways small works budget to help with the costs of signage

**Resolved:** The Clerk's report was received.

### **05.22.07 Open Forum**

A member of the public spoke about the results of the traffic consultation regarding the option of installing picnic benches on the green opposite The Sondes and requested

on behalf of residents close by, that the parish council install benches and that they are positioned at pavement level facing The Sondes. The Chairman advised that this matter would be discussed under agenda item 05.22.13.vii. The resident requested that the signs at Neames Forstal to Woodgate Court that are obscured by trees and algae from the trees are cleared and cleaned. The Clerk will contact KCC Highways to report the fault and to find out what the process is for cleaning street signs. The resident described the challenges of leaving the junction at the station area of Selling. Ward Cllr Valentine described the Annual Council meeting of Swale and the new 'Committee System'. County Cllr Lehmann reported that KCC Highways plan to send out contractors to look at drainage solutions for Fox Lane.

## 05.22.07 Financial matters

### a i) Bank account balances and the reconciliation for April 2022

#### Current Account

Opening Balance as at the last meeting	£6,985.00
Plus Receipts	£6,590.00
Less Payments	£1,163.84
<b>Closing Balance</b>	<b>£12,411.16</b>

#### Reserve Account

Opening Balance as at the last meeting	£15,218.60
Plus interest payments	£1.06
Plus transfer from the Current account	£0
<b>Closing Balance</b>	<b>£15,219.66</b>

<b>Less cheques not yet cashed</b>	<b>£ 2,713.66</b>
<b>Total monies as of 29<sup>th</sup> April 2022</b>	<b>£24,917.16</b>

It was proposed by Cllr Bowles and seconded by Cllr Day that the bank account balances and reconciliation were approved. It was agreed by all. The bank statements were signed by Cllr Bowles.

**Resolved:** The bank account balances and reconciliation for April 22 is approved.

### a ii) Annual account balances and reconciliation for 2020-21

#### Cash Book

Opening Balance as at YE Mar 2021	£19,959
Plus Receipts	£16,662
Less Payments	£15,441
<b>Closing Balance as at YE Mar 2022</b>	<b>£21,180</b>

#### Bank Statements

Reserve Account	£15,218
Current Account	£6,985
<b>Closing Balance</b>	<b>£22,203</b>
<b>Less uncleared payments</b>	<b>£ 1,024</b>
<b>Balance carried forward</b>	<b>£21,180</b>

It was proposed by Cllr Day and seconded by Cllr Woollett that the annual bank account balances and reconciliation were approved. It was agreed by all.



**Resolved:** The annual bank account balances and reconciliation are approved.

**b) Accounts for payment**

- i) Clerk's salary and expenses for April, 22 £59.49
- ii) DM Payroll Services £120.00
- iii) Streetlights £51.00
- iv) Councillors considered insurance quotations from Zurich, BHIB and CAS. It was proposed by Cllr Kitchen and seconded by Cllr Day that the quotation from Zurich for 5 years at an annum premium of £373.51 be accepted. A vote took place and it was agreed unanimously.
- v) The clock for the village hall £60.00

**Resolved:** The above items were approved for payment.

**c) Certificate of Exemption**

It was proposed by Cllr Kitchen and seconded by Cllr Day that the revised 'Certificate of Exemption', be signed and submitted to the external auditor and was agreed by all.

**Resolved:** The revised Certificate of Exemption will be submitted to the external auditor.

**d) Annual Internal Audit Report AGAR 2021/22**

To receive the Annual Internal Audit approved and signed by David Buckett.

**Resolved:** The Annual Internal Audit report has been received.

**e) Annual Governance Statement AGAR 2021/22**

Cllr Day proposed and it was seconded by Cllr Kitchen that the parish council has a sound system of internal control. A vote took place, 6 votes in favour and 1 abstention.

**Resolved:** The Annual Governance Statement is approved.

**f) Accounting Statement AGAR 2021/22**

It was proposed by Cllr Bowles and seconded by Cllr Day that the accounting statement is approved. A vote took place, 6 votes in favour and 1 abstention.

**Resolved:** The Accounting Statement is approved.

**g) Assets Register 2022-23**

To receive the Register of Assets for 2022-23.

**Resolved:** The Register of Assets has been received.

**h) Notice of Public Rights and Publication of Annual Governance & Accountability Return.**

It was proposed by Cllr Bowles and seconded by Cllr Day and agreed by all that the Notice of Public Rights and the Publication of Annual Governance & Accountability be published and the audit documents submitted to PFK Littlejohn.

**Resolved:** The AGAR and Notice of Public Rights will be published and submitted to PFK Littlejohn, the external auditors.



**22/501838/FULL** 1 Shepherds Hill Cottages, demolition of existing flat-roof extension and erection of new pitched and concealed green flat roof single storey rear extension, including concealed with roof light.

Cllrs were impressed by the design but concerned that the extension would not allow access for maintenance to the neighbouring property. If officers ensure that adequate provision is made in this respect, the parish council have no objection to the application.

**Resolved:** Cllrs comments will be uploaded to the planning portal.

**05.22.10 Parish Council Members Responsibilities and Representation on Outside Bodies**  
**Resolved:**

<b>Role</b>	<b>Councillor</b>
Community Speedwatch	Cllr Kitchen
Highways	Cllr Kitchen
Law & Order	Cllr Day
Perry Wood	Cllr Henderson
Public Rights of Way	Cllr Day
Mid-Kent Downs	Cllr Woollett
Village Hall Committee	Cllr Henderson
KALC	Cllr Saunders and Cllr Bowles
Selling Church Building Trust	Cllr Bowles
Selling School	Cllr Hobson

**05.22.11 Dates and times of future meetings**

**Resolved:** The meetings will be held on the third Thursday of the month at 7:00PM subject to availability of the village hall.

**05.22.12 Local Council's Liaison Forum**

Cllr Bowles gave a summary of the meeting. The new Chief Executive's levelling-up paper was circulated to councillors. Cllr Bowles attended the KALC Executive Committee meeting and brought the agenda and minutes of the meeting to share with councillors.

**05.22.13 Matters concerning Highways and/or the Highways Improvement Plan**

- i) **To receive an update on flooded roads.**  
There were no further updates.
- ii) **To receive an update on the Traffic Regulation Order**  
County Cllr Lehmann advised that the scheme will be designed. The Chairman gave a summary of the benefits of the Traffic Regulation Order.
- iii) **To receive an update on the Community Speedwatch Scheme.**  
The Chairman advised that once the 30mph speed limit is in place it is likely that there will be more positions where the speedwatch scheme can be undertaken.
- iv) **To receive an update on the advertising vehicles on the bridge over the M2**  
The vehicles are no longer parked here.
- v) **To receive an update on the request for the parish council to be consulted on road closures in Selling.**  
There is no update.
- vi) **Pot holes on the verges and not on the highway**  
Cllr Saunders described the problems on Winding Hill where vehicles can't pass because the potholes on the verges are so large that vehicles can't pull over.

County Cllr Lehmann was asked to find out what the KCC Highways policy for repairing the verges.

- vii) **To resolve what actions if any to be taken following the results of the public consultation.**

**Picnic Benches.** The Chairman summarised the findings from the survey and advised that 49% agreed that a trial for picnic benches should take place, as had been suggested by KCC Highways, and that 37% had disagreed, with many of these giving compelling reasons for opposing the idea. The Chairman advised that he had been approached by those most closely affected by this proposal, who also wished to support the speed reduction scheme and advised that they have asked for two benches instead of picnic benches, as a compromise, to be positioned at the lower part of the green and facing towards The Sondes. The Chairman proposed that KCC Highways is contacted to ask their opinion about whether two benches at this site will help with the TRO and what would need to be done to position the benches at pavement level to make the benches accessible for all, seconded by Cllr Day and agreed by all.

**Resolved:** Advice to be sought from KCC Highways.

**Village Sign.** The Chairman advised that 93% of all responders of the consultation supported having a village sign. Cllr Saunders volunteered to undertake the research for this project. Cllr Henderson said that she would pass over the information that had previously been gathered.

**Resolved:** To consider a village sign when the information is available.

#### **HGVs**

To be considered at another meeting

#### **Potholes**

To be considered at another meeting

#### **05.22.14 Matters raised for information purposes only from portfolio holders and adopted schemes.**

- i) **Highways** – No further report.
- ii) **Law and Order** – No report
- iii) **Perry Wood** – Two cycle racks have been installed and the Perry Wood Management meeting will take place on 9<sup>th</sup> June.
- iv) **Public Rights of Way** – No report.
- v) **Mid-Kent Downs** – No report.
- vi) **Village Hall Committee** – The bark for the children's play area has been part delivered.
- vii) **KALC/SAC** – No report.
- viii) **Church Building Trust** – No report
- ix) **Selling School** – The Chairman reminded members of the fete that takes place on the 25<sup>th</sup> June.

#### **05.22.15 Correspondence**

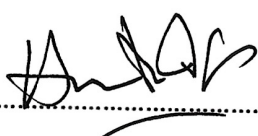
Cllr Bowles handed out a copy of a letter that has been provided by a resident with an idea that councillors are being asked to consider.

#### **05.22.16 Items to be placed on the next Agenda**

The appointment of the internal auditor for 2022-23. Any other items to be considered should be emailed to: [clerk@sellingparishcouncil.gov.uk](mailto:clerk@sellingparishcouncil.gov.uk) no later than Tuesday, 7<sup>th</sup> June 2022

**05.22.17** The date of the next Ordinary Parish Council meeting will take place on **Thursday, 16<sup>th</sup> June, 2022** at 19:00 at Selling Village Hall.

The meeting closed at 21.24 hours

Signed.....

Date .....16 June 2022