

# SELLING PARISH COUNCIL

## Minutes of the Annual Parish Council Meeting held on Thursday 16<sup>th</sup> May 2024 at 19:00 hours at Selling Village Hall

**Present:** Cllr Kevin Hobson (Chairman), Cllr Andy Day, Cllr Andrew Bowles, Cllr Sue Henderson, Cllr Sally King, Cllr Garry Evans, County Cllr Rich Lehmann and Wendy Gregory (Clerk). There were 2 members of the public.

*The meeting started at 19:14 and not the scheduled time of 19:00 due to a disturbance caused by a member of the public.*

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

Cllr Day nominated Cllr Hobson for Chairman, Cllr Kitchen seconded the motion, there were no other nominations, a vote took place and it was agreed unanimously. Cllr Hobson nominated Cllr Day as Vice-Chairman, seconded by Cllr Evans. A vote took place and it was agreed unanimously.

**Resolved:** Cllr Hobson is chairman and signed the 'Declaration of Acceptance of Office of Chairman' witnessed by the clerk and Cllr Day is Vice-Chairman.

### **05.24.02 Welcome and apologies for absence**

The Chairman welcomed everyone and there were no apologies for absence although an emailed apology was received after the meeting from Ward Cllr Gould.

### **05.24.03 Declarations of interests and dispensations**

Cllrs had no interests to declare.

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

The chairman asked if councillors wished to take any items in a private session. No items were requested to be taken in a private session.

### **05.24.05 Confirmation of the Minutes of the last Ordinary Parish Council Meeting and the Annual Parish Meeting**

Cllr Bowles had emailed a small number of amendments to an item under the 'Open Forum', the changes were read out and shown in red ink. The Chairman asked councillors for any further comments regarding the accuracy of the Minutes of the Ordinary Parish Council meeting held on the 18<sup>th</sup> April 2024, there were none and the Chairman signed the Minutes as a true record. The Chairman asked councillors if they had any comments regarding the accuracy of the Minutes of the Annual Parish Meeting held on the 25<sup>th</sup> April. Cllr Henderson had spotted a repeated sentence which will be removed. There were no further comments.

**Resolved:** The Minutes of the Ordinary Parish Council meeting held on 18<sup>th</sup> April 2024 were signed by the Chairman as a true record. A note regarding the comments made will be kept with the Minutes of the Annual Parish meeting held on the 25<sup>th</sup> April 2024 and will be signed at the next Annual Parish meeting.

### **05.24.06 Clerk's Report**

The year-end accounts have been completed, checked and signed off by the internal auditor. The papers were collected on Tuesday and the formal process of the AGAR can be completed at the June meeting. An email of thanks has been sent

to Patrick McGrath the speaker at the Annual Parish meeting and to everyone who contributed to the event. All reports have been uploaded to the website. The water leak from Cannister Hall was reported. Works have been programmed for the blocked drains outside the village car park. Kent County Council have been chased up for an update regarding the slow-running drains inspection at Shepherd's Hill. Confirmation of the approval of the new 'unsuitable for HGVs' sign and the positioning for Brenley Corner was sent to KCC. Kent County Council were asked to look into why there were 'Road Closed' positioned at the entrance to the village from the A2 and the A251 when it was possible to drive all the way through with no road closures in sight. Later in the day the signs had gone. It is likely it was a coincidence but it is worth reporting if it should happen again. A reminder has been sent to Southeastern Railway to arrange a meeting regarding the disused building at Selling Station. A meeting with the planning team for the South East Faversham proposal was arranged and took place on Tuesday.

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

#### 05.24.07 Open Forum

County Cllr Rich Lehmann gave an update on the problems experienced by some residents for the bin collections and advised that there would be no refunds paid to residents who had experienced problems but anyone who hadn't had a brown bin collected, to report it in the usual way and in addition send an email advising of the missed dates and request an extension to their service and to email address csc@swale.gov.uk. Cllr Henderson thanked Cllr Lehmann for his help with this issue and noted the number of emails and Facebook requests that Cllr Lehmann had responded to. Sheldwich Primary School has been awarded a long lease on the pre-school building allowing them to undertake building restorations.

#### 05.24.08 Financial matters

##### a) Bank Account Balances and Reconciliation

##### i) April 2024

##### Current Account

Opening Balance as at the last meeting	£ 801.61
Plus receipts	£9,251.50
Less Payments	£ 779.18
<b>Closing Balance as at 26 April 2024</b>	<b>£9,273.93</b>

##### Reserve Account

Opening Balance as at the last meeting	£15,490.93
Plus, interest payments less £700 transfer	£719.97
<b>Closing Balance as at 30 April 2024</b>	<b>£14,810.90</b>

**Total monies as of 30 April 2024** **£ 23,907.23**

Councillors were asked if they followed the reconciliation, they agreed.

**Resolved:** The bank account balances and reconciliation were approved and documents initialled by Cllr King.

##### ii) Bank reconciliation for accounts 2023-2024

#### Annual reconciliation 2023-2024

Opening Balance as at 31-03-23	£16,577.67
Plus, receipts	£15,119.13
Less Payments	£ 15,576.26
<b>Closing Balance as at 31-03-24</b>	<b>£16,120.54</b>
<b>Bank Accounts as at 31-03-24</b>	
Reserve Account	£15,490.93
Current Account	£ 801.61
<b>Closing Balance</b>	<b>£16,292.54</b>

The bank balance less the unpresented cheques to the value of £172.00 = £16,120.54 to match the cash book. Councillors were asked if they had followed the reconciliation, they agreed.

**Resolved:** The bank account balances and reconciliation were approved.

**b) Accounts for Payment**

- i) Clerk's part salary and expenses for April '24
- ii) Streetlights £44.62 plus VAT
- iii) Annual subscription to KALC and NALC £345.87 plus VAT  
Cllr Hobson proposed that the annual subscription be renewed, seconded by Cllr Kitchen. A vote took place and it was agreed by all.
- iv) Replacement for cheque 1509 for KALC £88.80
- v) Reimbursement for refreshments at the Annual Parish Meeting £99.75

**Resolved:** The above invoices were approved for payment and the cheques signed by Cllr Day and Cllr Bowles.

**c) Accounts for Payment for information only**

- i) Clerk's salary £635.70 by Standing Order 12-04-24
- ii) SSE Southern Electric £60.28 by Direct Debit

**d) Certificate of Exemption**

Based on the income and expenditure already approved, councillors agreed to the signing of the 'Certificate of Exemption' to be submitted to the external auditor.

**Resolved:** The Certificate of Exemption was signed by the Responsible Financial Officer and the Chairman in preparation for submission to the External Auditor.

**e) Accounting Statement AGAR 2023/24**

It was proposed by Cllr Bowles, seconded by Cllr Day to approve the accounting statement, a vote took place and it was agreed unanimously.

**Resolved:** The Accounting Statement AGAR 2023/24 was approved.

**f) Assets Register 2023-24**

The Register of Assets for 2023-24 was reviewed. Cllr Henderson proposed and Cllr Kitchen seconded to resolve to accept them. A vote took place and it was agreed unanimously. **Resolved:** The Register of Assets for 2023-24 is approved.

**05.24.09**

**Planning Applications**

To consider planning policies, applications and appeals received and resolve to submit comments where appropriate. *Please note that any applications received following the issue of this agenda will be considered.*

**24/501585/PNR Cherry Tree Farm, Grove Road.** Prior notification for the change of use of a building from an agricultural use to a flexible commercial use class B8 (storage or distribution). For its prior approval to: Transport and Highways impacts of the development. Noise impacts of the development. Contamination risks on the site. Flooding risks on the site.

Councillors acknowledged the very good reasons for objecting to the proposal submitted onto the portal by neighbours.

**Resolved:** To strongly object to the application and request if officers are minded to approve the application, that Ward Councillors call in the proposal for it to be decided by the Planning Committee.

**24/501792/FULL 3 Station Cottages, Crouch Lane, ME13 9PW.** Erection of first floor side extension.

**Action:** This application will be considered at the next meeting.

#### 05.24.10 **23/505533/EIHYB Duchy Development**

It was proposed by Cllr Day and seconded by Cllr Evans that the draft response submitted by Cllr Hobson for submission to Swale Borough Council in response to the Duchy development on behalf of the parish council was approved. A vote took place and it was agreed unanimously. Councillors expressed their appreciation to Cllr Hobson for all the work he had done in putting together a good and cohesive document.

**Resolved:** The response written by Cllr Hobson with no alterations will be submitted to Swale Borough Council in response to the Duchy development on behalf of the parish council.

#### 05.24.11 **Parish Council Members' responsibilities and representation on outside bodies**

Each portfolio was discussed and Cllrs agreed responsibilities.

**Resolved:** The following responsibilities were approved.

Community Speedwatch	Cllr Tony Kitchen
Highways	Cllr Tony Kitchen
Law & Order	Cllr Andy Day
Perry Wood	Cllr Sue Henderson
Public Rights of Way	Cllr Garry Evans
National Landscapes	Cllr Sally King
Selling Village Hall Committee	Cllr Sue Henderson
KALC and other official bodies	Cllr Andrew Bowles and Cllr Sally King
Selling Church Buildings Trust*	Cllr Andrew Bowles
Selling School	Cllr Kevin Hobson

\* The Parish Council to write to Selling Church Buildings Trust to advise that the Cllr Bowles was once again nominated as our representative for Selling Church Buildings Trust.

#### 05.24.12 **Dates and times of future meetings**

**Resolved:** The dates of the meetings for the next 12 months are as follows:

<b>Meeting dates for 2024 - 25</b>
Thursday, 20th June 2024
Thursday, 18th July 2024

Thursday, 15th August 2024
Thursday, 19th September 2024
Thursday, 17th October 2024
Thursday, 21st November 2024
Thursday, 19th December 2024
Thursday, 16th January 2025
Thursday, 20th February 2025
Thursday, 20th March 2025
Thursday, 24th April 2025
Thursday, 15th May 2025

It was proposed by Cllr Hobson, seconded by Cllr Bowles that the above meeting dates be approved. A vote took place and it was agreed unanimously.

**Resolved:** The above meeting dates are approved.

### 05.24.13

#### **Defibrillators**

i) The defibrillator that was situated in Perry Wood has developed a fault and is out of the warranty period of 8-years and is uneconomical to repair. The defibrillator that was situated at Selling School was also found to have a fault and although it is also out of warranty it has been returned to the manufacturer for inspection. Selling School received a defibrillator under an educational scheme and that machine has replaced the faulty unit and is in the cabinet outside of the school. The defibrillator at The Sondes is in good working order.

ii) **Maintenance of the defibrillator at the school including the purchase of disposables as required.**

It was proposed by Cllr Kitchen and seconded by Cllr Evans that the parish council undertake the maintenance of the defibrillator at Selling School including the purchase of disposables as required. A vote took place and it was agreed unanimously.

**Resolved:** The parish council will undertake the maintenance of the defibrillator at the school including the purchase of disposables as required.

iii) **A new defibrillator for Perry Wood**

It was proposed by Cllr Henderson and seconded by Cllr Day that a new defibrillator is purchased to be placed in the cabinet on the wall of Sandbanks, Perry Wood. A vote took place and it was agreed unanimously. Details were given of a match-funding offer of a 'Mindray' defibrillator for £745 and a soft carry case £45. Councillors agreed that the offer should be pursued.

The residents of Sandbanks have been approached about moving the cabinet to a more accessible location and are agreeable to looking at other options. Cllr Henderson will speak with the Rose and Crown pub to ask if they will allow the cabinet to be installed on their wall. Cllr Henderson spoke about 'Bleed control kits' and will investigate whether they could sit alongside a defibrillator in the existing cabinets.

### 05.24.14

#### **Matters concerning Highways and or the Highways Improvement Plan**

i) To receive an update on flooded roads - no updates

- ii) To receive an update on the Community Speedwatch Scheme - Cllr Kitchen is attending a conference at the police headquarters on the 15th June.
- iii) To hear of any other matter concerning highways - the new Highway's Information Pack has been circulated to all councillors.

**05.24.15 Matters raised for information purposes only from portfolio holders and adopted-schemes.** Any matters raised to be advised by a written report, circulated prior to the meeting or as a verbal report.

- i) **Law and Order**  
PC Gary Morris' report was circulated and no crimes or anti-social behaviour have been reported.
- ii) **Perry Wood**  
No report.
- iii) **Public Rights of Way**  
No report.
- iv) **National Landscapes**  
No report.
- v) **Village Hall Committee**  
Landscaping around the hall has been started. The picnic tables have had restoration work on them. Quotes have been received for cutting the verges. The Gardener's Association held a successful plant sale at the village hall and the last theatre production was enjoyed by approximately 60 people.
- vi) **KALC-SAC and other committees**  
The AGM of KALC SAC will take place on Tuesday 21st May at Swale House.
- vii) **Church Building Trust**  
No report.
- viii) **Selling School**  
On Monday 10th June at 13:30 the Village Car Park make-over event will take place with Selling School and the Trustees of the Car Park and the Village Hall Committee. This is a community event and the organisers hope many people will come and help and bring tools.

**05.24.16 Correspondence**  
All items have been circulated.

**05.24.17 Items to be placed on the next Agenda**  
Apologies for Cllr Evans due to work, Cllr Bowles due to a holiday and Cllr Henderson. Any other items to be emailed to: [clerk@sellingparishcouncil.gov.uk](mailto:clerk@sellingparishcouncil.gov.uk) on later than Tuesday 11th June, 2024.

**05.24.18 The date of the next Ordinary Parish Council meeting will be Thursday, 20 June, 2024.**

The meeting closed at 21:13 hours

Signed.....

Date .....