

Minutes of the Sturry Parish Council meeting held on 27 June 2022 at 7.00pm at Sturry Social Centre

Present:

Parish Cllrs Ann Davies (Chairman), Ashley Bubb (vice chairman), Trevor Pilbeam, John Hogben, Peter Wenham, Karen Isaak, Mark Maher, Heather Taylor and Cerise Harriss.
Dawn Hyams, Clerk to the Council
Amanda Sparkes (Locum minute taker for the meeting)
KCC Cllr Alan Marsh (for part of the meeting)
CCC Cllrs Louise Harvey-Quirke, and Rachel Carnac (for part of the meeting)
Alan, the village caretaker
6 members of the public

7383. Appointment of a minute taker for the meeting

Cllr A Davies welcomed everyone to the meeting, this being the annual meeting of Sturry Parish Council. She proposed that Amanda Sparkes, as a qualified Clerk, be appointed to take the Minutes of the meeting; this was seconded by Cllr Bubb and all councillors agreed with a show of hands. Cllr Davies commented that she felt it best that the new Clerk shadows an experienced Clerk.

7384. Welcome to Dawn Hyams as our new Parish Clerk

Dawn Hyams was introduced as the new Clerk. She started the role only last Tuesday.

7385. Apologies for absence

Apologies were received from Parish Cllr Ben Davies

7386. Election of Chairman of the Parish Council for the year 2022-2023

Cllr. Hogben proposed Cllr A Davies as Chairman; this was seconded by Cllr Wenham. There were no other nominations. The proposal was supported by six other councillors who agreed with a show of hands. Two councillors abstained.

7387. Election of Vice Chairman of the Parish Council for the year 2022-2023

Cllr Davies asked Cllr Bubb if he would continue as vice chairman, he agreed. This was proposed by Cllr Hogben, seconded by Cllr Pilbeam, and all councillors supported this appointment.

7388. Appointment of members to existing committees including appointment of the Chairman of each committee. Members of the Planning Committee

i) Planning committee – Cllrs A Davies, Taylor, Pilbeam, Wenham and Isaak.

Reserve member of the Planning Committee – Cllr Bubb

Chairman of the Planning Committee – it was agreed the planning committee would elect its own Chairman at their first meeting and bring that decision to Full Council.

ii) Members of the Staffing Committee – Cllrs Hogben, Wenham, Harriss, Isaak and Bubb.

Reserve member of the Staffing Committee – Resolved that a reserve was not required.

Chairman of the Staffing Committee – Resolved that the appointment of the Chair of Staffing be the same as the planning committee.

7389. Appointment of new Finance Committee in accordance with standing order 2

Cllr Davies advised she had suggested a finance committee last November but there had been no volunteers at that time.

Members of the Finance Committee – Cllrs A Davies, Wenham, Taylor.

Reserve member of the Finance committee – Cllr Bubb

Chairman of the Finance Committee – Resolved that the appointment of the Chair of Staffing be the same as the planning and staffing committees.

Adjournment of the meeting for Members of the Public questions

A resident introduced himself and thanked Cllr Pilbeam for organising the Queen's Platinum Jubilee event.

He questioned why a couple of years ago the parish council had agreed to provide toilets at the park but these were still not done. Cllr Davies explained the consultation had given rise to only 13 responses. She said this item was not on the agenda, and if the resident wanted a formal agenda item for a future meeting that the resident should request this through the Clerk.

There were no other questions and the meeting continued.

7390. Declarations of Disclosable Pecuniary Interests – None.

7391. Approval of the minutes of the Parish Council Meetings held on Wednesday 13th April 2022

Cllr Pilbeam proposed, Cllr Hogben seconded and Cllrs agreed they were a true record of the meeting. Cllr Bubb abstained as he had not been present. The Chairman duly signed them.

7392. Matters arising from minutes of 13th April 2022 – None not elsewhere on the agenda.

7393 Approval of minutes of meeting held on Wednesday 4th May 2022

Cllr Bubb abstained as he had not been present. Cllr Pilbeam proposed, Cllr Davies seconded and four other Cllrs agreed they were a true record of the meeting. The Chairman duly signed them.

7394. Matter arising from minutes of meeting held on Wednesday 4th May. Not agenda items

Cllr Taylor explained the beacon went ahead and it had been a great evening. She thanked Cllr Hogben. She also offered thanks to Cllr Pilbeam and his wife for organising a great Jubilee event.

ACTION: The Clerk will write a thank you letter on behalf of Sturry Parish Council to Cllr Pilbeam's wife.

7395. Chairman and Councillors' reports.

Cllr Davies read her annual report to the meeting:

"It's been a dramatic year in which we have lost two clerks but gained three new councillors - Karen, Mark and Cerise whose membership of this council is most welcome. In terms of membership, we are actually

doing very well at a time when parish councils generally, including our neighbours, are finding it difficult to recruit new members.

I'm sure you are all aware of the problems I inherited in June last year. It was obvious at that time that things were very much amiss with regard to accounting and administration. Since then, solving problems has been like peeling the proverbial onion when dealing with one problem has revealed another layer of failures and, I dare to say, incompetence. So, it's been a challenging year but we have arrived at this point with our accounts ready to submit, a new clerk and a plan. The Plan as you will see from the agenda, involves more sharing of the work needed to bring this council up to scratch – with the committees we now have being given sufficient scope and clarity of purpose for them to be effective in managing the affairs of the parish council. It remains the responsibility of the council as a whole to see that this is achieved. One member of last year's Staffing Committee told me that he had volunteered for the committee thinking that there wouldn't be much work to do – older and wiser now.

I need to remind and emphasize that thanks are in order at this point to all those who have voluntarily given up their time over the past for the public good.

First to our County representative Alan for attending our meetings, listening and supporting us and for keeping us informed of events in the wider world that impact on the running of the parish and the lives of our residents.

Secondly to our two City Council representatives, Georgina and Louise who have also attended our meetings, kept their ear to the ground both as far as the City Council and parish are concerned, reported back to us, and who have followed up numerous requests and enquiries on behalf of our residents

Thirdly to the very many volunteers, who have helped us by assisting at major events, driving the minibus picking up litter, distributing leaflets, organising and attending community liaison events and being our ears and eyes around the parish. We hear a lot about unsociable behaviour we sometimes don't hear enough about what the good people do.

Finally, our parish councillors, everyone of which has something to help us through the last year. I do feel that there are three that deserve special mention. I'm sure this would have been four if Sharon hadn't been so prematurely and so unfairly taken from us in November. This makes it all the more fitting that special thanks should go to John who, notwithstanding such difficult and sad personal circumstances, has devoted an enormous amount of time since Anne's resignation to the recruitment of a new clerk and to getting the beacon up and running.

Also, to Trevor to whom I delegated the massive job of planning and running the Jubilee event and who, being thrown into the deep end, pulled this off with people asking for another event next year. Don't worry Trevor it gets easier after the first time.

Finally, to Peter, our unsung hero, who apart from Bank holidays has devoted every Sunday morning and afternoon for the last year to liaising with Community Payback over all the work they have done in the cemetery and Community Woodland. Thanks to Peter a great deal of work has been done and we have fostered good relations with Community Payback and should benefit from their work future.

So that's it! No detailed list of stuff to do, issues or reports, just an overview of the last year and, I hope, a bit of optimism and encouragement for the year to come. Thank you All. Cllr Ann Davies.

ACTION: The Clerk to write about village volunteers in the next magazine.

Cllr Bubb explained that as it's summertime children are doing the usual bullying, littering, etc as is usual for this time of year.

Cllr Taylor explained she'd witnessed children knocking toilets over and as she knew the parents followed them home. The children then cleared up the next day, with one boy's efforts to be commended.

7396. County and District Councillors' reports

Canterbury City Councillor, Cllr Louise Harvey-Quirke read her report to the meeting:

Firstly, a huge congratulations and thank you for your hard work in organising a wonderful Queen's Platinum Jubilee event. I had the pleasure of joining you in the park, albeit briefly. It was wonderful to see the community coming together to celebrate Her Majesty.

I am pleased to report that the City Council reception in Military Road will be reopening next Monday (4th July), after a long closure due to the pandemic.

Initially, the reception will be open from 10-2pm on Monday, Wednesday, and Friday.

Last week, I had the pleasure of speaking with Mr Buckley, the Chairman of Bluebell Woods & Dengrove Park Association. We spoke about the loss of the Number 7 bus and the new scheme, funded by Alan Marsh.

Some will remember that I have been pressing KCC to maintain several footpaths in the area. I can report that these works have been agreed and are currently waiting to be scheduled. The roads included are Bournes Close, Popes Lane & Hawe Lane, Copt Close, and Hillbrow Ave.

This afternoon, after some emailing to KCC, I received confirmation that my request to include Sleigh Road in the programme of works has been sent to the Road & Footway Asset Team.

I recently received word that Spires Academy is consulting on the removal of their sixth form provision. Following a series of resident comments, I wrote to Mr Robinson at Spires with concerns.

The Sturry Park & Ride will close this Friday (1st July), after the decision was taken to mothball the site for two-years. I am hopeful that the service will resume in two-years and be returned to its former glory.

Recently, I sat on the Overview & Scrutiny committee, where two items were discussed - The future of Canterbury Market and St George's Street renovations.

The St George's Street renovations will go ahead, retaining the mature trees, and this will now sit with the Cabinet member, Cllr Barbara Flack. While the future of the market will be out to consultation until 11th July.

I have recently received several reports of missed bin collections, mainly in Broad Oak. After much chasing, I believe Canenco have addressed them all. However, I have been advised that Canenco are short staffed at the moment due to sickness, and have been under pressure. That being said, please do let me know if you hear of any more missed bins.

Finally, at last week's JTB, I proposed to extend the double-yellow lines on the eastern side of Fairview Gardens junction.

Originally, the consultation was to extend the existing lines on both sides surrounding the junction. However, after taking into account the results from the consultation, a compromise was made. This should ease congestion around the junction and allow for safe access/egress to Fairview Gardens and the cul-de-sac. The recommendation from the JTB will now go to the Cabinet member for Highways.

Thank you. Kind Regards

Louise Harvey-Quirke, The Sheriff of Canterbury, Sturry Ward Councillor

In answer to a question from the Chairman, Cllr Rachel Carnac, deputy Leader of CCC, advised options for the Sturry Park and Ride site are being looked at, and although she could not at this stage say for what, she confirmed not housing. The hope is that usage will increase to make Sturry Park and Ride more viable and useable. The recent down turn has been a mixture of people working from home and not all students returning – CCC is to keep an eye on this this September. Cllr Carnac confirmed she will let Cllr Harvey-Quirke have information in due course.

KCC Cllr Alan Marsh report

Cllr Marsh commended the meeting's annual agenda commenting that the manner in which it was presented was top notch.

He introduced Cllr Carnac as deputy Leader of CCC and the Cabinet Member for parish council liaison.

Cllr Marsh explained he was disillusioned in April about the loss of Stagecoach bus services locally. He has managed to get two buses back to service Spires Academy. Working with both Cllr Carnac and Cllr Harvey-Quirke they have set up a scheme with the Thanet Community Transport Association (01843 602030). Cllr Marsh had distributed an information leaflet to everyone at the meeting – he drew attention to the loose leaf registration document for anybody wanting bus travel between Hoath and Broad Oak and to and from Canterbury. Cost is £2.50 each way to travel. 150 forms have already been returned. The first schedule/timetable is due in a couple of weeks – Cllr Marsh will advise. He explained that although the information leaflet says a membership fee is payable, this is not the case as his budget will pay for this.

ACTION: The Clerk will have copies of the registration forms for members of the public and will publicise the information in the next magazine, on Facebook, and in the noticeboards.

Cllr Marsh asked Sturry Parish Council to keep an eye on its people, especially with the cost of living, health, etc.

7397. Community Warden and Police Officers' reports – None.

7398. Village Caretaker's report.

Alan explained he had just returned from holiday and had met the new Clerk. There is glass around the MUGA at the play park to clear. Some bikes have also been dumped in the park which he has dealt with. One of the young children's swings has been badly damaged recently and he kept tying it up but has now padlocked it to prevent its use,

Cllr Bubb commented that foxes have on more occasion ripped open bags of rubbish causing Alan more work, and he suggested storage elsewhere until collection day. Alan explained the collections have been haphazard and there is no storage except at the cemetery but there is no collection from there.

ACTION: The Clerk to ask Canenco what the collection days are.

KCC Cllr Marsh left the meeting at this point.

7399. Cemetery Report

Cllr Davies explained that as the cemetery officer is no longer with Sturry Parish Council there was no report. She explained that the council could have problems if a burial is requested before a suitable new person is in post. CCC or a private company may help.

Cllr Davies advised that she, Cllr Wenham, and Cllr Taylor did a cemetery inspection a couple of months ago – regulations are not always being observed. The village caretaker has dealt with many items from the list created, and those still outstanding will be passed to the new officer when in post. Before the previous officer left employment she had suggested a complete rewrite of the cemetery regulations – Cllr Davies agrees although the council cannot review for a while as other priority reviews are also due.

ACTION: undertake cemetery regulations review in due course.

The Community Payback team has tidied several neglected areas. There are plans to plant bulbs, and grass seed soon, and for more trees in November.

Cllr Bubb advised he'd been contacted by some residents – the garages that back onto the cemetery have laurel trees encroaching on them. Cllr Davies said she and the Clerk would visit this week – it may need an external company rather than Community Payback. Cllr Wenham advised that a lamppost is obscured by a parish council owned tree. The village caretaker explained a resident has asked if a yew tree on the right hand side could be lopped as it causes shade in their garden.

ACTION: Cllr Davies, Cllr Wenham and the Clerk to look at the above reports.

CCC Cllrs Harvey-Quirke and Carnac left the meeting at this point.

7400. Review of delegation arrangements to committees, sub-committees, staff and other local authorities

Cllr Davies explained that the council's Standing Orders require a review of delegation arrangements. There is no delegation to other local authorities. But there could be a scheme of delegation to the Clerk to enable her to authorise certain things in certain circumstances. Sturry Parish Council has never had such a delegation before. Cllr Davies explained she has looked at other council's examples. The KALC/Chestfield Parish Council template is clear.

The Locum Minute taker explained that Section 101 within the LGA legislation enables this. The Clerk should get written agreement from a minimum of two councillors, one ideally the Chairman, keep the written confirmation to tie to any subsequent invoice, and report back any use of S101 to the next available parish council meeting.

Cllr Davies proposed the Scheme of Delegation document be adopted, Cllr Isaak seconded and all councillors agreed it with a maximum spend level of £1000.

7401. Review of the terms of reference for committees

Cllr Davies that the council's Standing Orders require a review of the TORS for committees and for the following to be added to all terms of reference (if not already there): The number of members, the quorum, authority to co-opt temporary or permanent members, minimum no of meetings and the dates of these meetings, and whether the public may participate at a meeting of a committee.

i) Planning Committee

The planning committee already has fairly detailed TORs. Cllr Davies had circulated these to all councillors prior to the meeting:

Planning and Development Committee

Draft Terms of Reference 6th November 2017

1. Committee Membership

1.1. All councillors shall be members of the Planning and Development Committee.

1.2. The quorum shall be three

1.3. The number of members - add

1.4. authority to co-opt temporary or permanent member - add

1.5. no of meetings and the dates of these meetings - add

1.6. whether the public may participate at a meeting - add

1.7. A Chairman and Vice-chairman shall be appointed at the parish council annual meeting. A temporary Chairman or Vice-chairman may be appointed by the council at any time.

1.8. Committee meetings shall be in accordance with the Parish Council's Standing Orders.

2. Sub Committees and Working Groups

2.1. The Committee may appoint such sub-committees, working and other groups as may be necessary for the proper discharge of these terms of reference.

2.2. Sub-committees and working groups may contain non-council members.

2.3. All sub-committees and groups so appointed will report directly to the planning and Development committee.

3. Development

3.1. The Committee will consider planning applications and pre-application consultation for development within or affecting the parish and

3.1.1. Receive comments and representations from residents of the parish on proposed new development

3.1.2. Consider the views of residents and councillors when responding to consultation on proposed development so that local views are fairly represented.

3.1.3. Where appropriate liaise with the local planning authority, developers, other statutory consultees and such other organisations and individuals as may be affected by or provide expertise on matters relating to local development.

3.1.4. Provide information for residents and, where appropriate for major development, carry out community consultation to inform and gather residents' views.

3.1.5. Carry out or, with council approval, commission such research as necessary to inform the Committee's response to proposed development.

3.2. Will prepare planning applications with supporting material to be submitted on behalf of the Parish Council

4. Developers' Contributions

4.1. Identify and deliver projects for the provision and enhancement of local facilities where developers are required to make off-site contributions under Section 106 of the Town and Country planning Act 1990

4.2. Prepare CIL strategy for the parish. Identify and deliver projects for the provision of community facilities funded through the parish entitlement to the Community Infrastructure Levy applicable to development within the parish.

5. Central Government and District Planning Policy

5.1. The Committee will review and respond to consultation relating to the Canterbury Local Plan

5.2. The Committee will note and, where necessary, respond to local and central government consultation on new planning policy and guidance likely to have implications for the parish.

6. Parish Planning

The Committee will advise the council on the opportunities for managing development and for the provision and improvement of community facilities including the exercise of powers provided by the Localism Act 2011 and where required will:

- 6.1. prepare assessments of need, cost/benefit balance and business plans
- 6.2. carry out community consultation on proposals
- 6.3. manage the preparation of parish planning policy documents.
- 6.4. advise the Council on the need to keep the Parish Plan up to date with community needs and will manage a review of the Plan when required.
- 6.5. manage the preparation of such other planning documents as may be required including a Village Design Statement.

ACTION: The planning committee to agree revised TORs at its next meeting and bring back to Full Council for approval.

ii) Staffing Committee

Cllr Davies explained she can't find the TORs for the staffing committee. She has listed and circulated a list of the staffing committee to do and to include in its TORs:

Staffing Committee - Proposal for SPC meeting 27th June 2022

- 1) TO DO: that the Staffing Committee with immediate effect will:
 - a) commence recruitment of a New Cemeteries Administrator and Office Support Assistant to generally follow the procedures used for the recruitment of Parish Clerk:
 - i) advertisements including professional journals
 - ii) customisation of the application form and other supporting documentation for applicants
 - iii) make provision for ensuring the confidentiality of applications.
 - iv) assessment of applications and shortlisting
 - v) scheduling of interviews
 - vi) preparation of interview questions and method of assessment.
 - vii) final selection and recommendation to the council.
 - b) commence and manage any currently identified grievance or disciplinary matters according to existing policies and procedures.
- 2) That the Staffing Committee will prepare its Terms of Reference for approval by the Council no later than the ordinary council meeting in September. The Terms of Reference to include as a minimum:
 - a) delegations to the Staffing Committee
 - b) number of members
 - c) the quorum
 - d) authority to co-opt temporary or permanent members
 - e) authority to co-opt temporary or permanent members
 - f) whether the public may participate at a meeting
 - g) a timetable for the review of all council policies relating to employment.
 - h) In consultation with council's clerk a timetable for the review of all council procedures relating to employment.

- i) to prepare for the Annual Meeting each year a review of all council policies and procedures relating to employment.
- j) to prepare for approval at the March council meeting each year:
 - i) A review of salaries in compliance with the national living wage, NJC pay scales and cost of living increases as appropriate.
 - ii) A review of projected staffing requirements.
 - iii) A review of existing and future staff training requirements.
- k) to identify and manage all staff disciplinary matters.
- l) to receive and manage all staff grievances that cannot be addressed through normal line management.
- m) to receive and manage all public complaints about staff.
- n) to monitor and support the process of staff appraisals.

Cllr Davies proposed the following actions, which were seconded by Cllr Wenham and agreed by all councillors:

ACTION: The staffing committee to commence recruitment of a replacement burials officer and office support assistant immediately.

ACTION: The staffing committee to agree revised TORs at its next meeting and bring back to Full Council for approval.

iii) **Finance Committee**

Cllr Davies had similarly prepared and circulated a proposal for the Finance Committee:

Finance Committee - Proposal for SPC meeting 27th June 2022

That the Finance Committee will prepare its Terms of Reference for approval by the Council no later than the ordinary council meeting in September.

The Terms of Reference to include as a minimum:

1. Delegations to the Finance Committee
2. number of members,
3. the quorum
4. authority to co-opt other councillors as temporary or permanent members
5. minimum no of meetings and the dates of these meetings
6. whether the public may participate at a meeting.

7. A review of payment controls with recommendations to the council.
8. The review and update of all cost centres and nominal cost codes.
9. An interim review of expenditure in September each year, to include analysis of actual expenditure against the budget including over/under spending and recommendations for actions and virements.
10. By 30th November each year prepare for approval by the council:
 - a. A projected detailed budget against cost centre and nominal cost centres for the next full financial year
 - b. A calculation of the precept figure for the following financial year.

- c. A three-year Financial Plan to include a Twelve-month Financial Risk Assessment and Three-year Financial Risk Assessment.
11. For each Annual Meeting prepare for approval:
 - a. a review of the council's Financial Regulations
 - b. a review of the effectiveness of the council's financial controls with recommendations for changes to existing procedures where necessary
 12. Interim reviews of the council's Financial Regulations as necessitated by changes in legislation or other circumstances.

Cllr Davies proposed and Cllr Bubb seconded and all councillors were in agreement that the finance Committee should meet to agree TORs with the items on Cllr Davies list above as a minimum.

ACTION: The finance committee to agree revised TORs at its next meeting and bring back to Full Council for approval.

ACTION: the Clerk to send councillors a list of the committee memberships.

7402. Review and adoption of appropriate Standing Orders and Financial Regulations

The Financial Regulations were reviewed in December 2021 and approved at the January parish council meeting in January 2022, so Cllr Davies proposed leave the review until the Annual meeting of the parish council next year unless there are any changes to the NALC Model. Cllr Davies said she could circulate the document if required.

The Standing Orders haven't been updated since 2018. The NALC Model has been amended but not rewritten since then.

ACTION: Cllr Davies proposed and Cllr Wenham seconded and all councillors agreed a review based on the latest NALC Model should be brought to the September 2022 meeting.

7403. Review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses

Cllr Davies explained there is a lease with CCC for land at Bakery Green, and a lease for land by the Scouts/Guides hall.

Cllr Bubb stated that he would like a list for Minute items 7403/7404/7405 as per previous years and felt this would be particularly useful for new councillors.

ACTION: Items 7403/7404/7405 to be carried forward to the July meeting with a list.

7404. Review of representation on or work with external bodies and arrangements for reporting back.

Cllr Bubb stated that he would like a list for Minute items 7403/7404/7405 as per previous years and felt this would be particularly useful for new councillors.

ACTION: Items 7403/7404/7405 to be carried forward to the July meeting with a list.

Cllr Pilbeam proposed that he stand down as the parish council representative on the Broad Oak Village hall committee and that Cllr Isaak as a resident of Broad Oak take over – Cllr Isaak was happy to do so.

ACTION: Confirm at the next (July) meeting.

7405. Review of inventory of land and assets including buildings and office equipment.

Cllr Bubb stated that he would like a list for Minute items 7403/7404/7405 as per previous years and felt this would be particularly useful for new councillors.

ACTION: Items 7403/7404/7405 to be carried forward to the July meeting with a list.

7406. Confirmation of arrangements for insurance cover in respect of all insurable risks.

Cllr Davies explained she had not had time to pull out a list of all insurable risks.

For the minibus, licencing is not compliant so it is not insured and cannot be used. The licence covers:

- i. hire to third parties
- ii. hire to volunteers
- iii. members of staff use

Cllr Hogben said that at renewal there is a need to tick all boxes. Service agreements are needed – and Cllr Hogben confirmed that these have been written for the vehicle. The village caretaker explained he'd dealt with the minibus flat battery that day. It was clarified that the caretaker can drive the vehicle but not with any passengers.

ACTION: Deal with insurance at renewal.

7407. Review of the council's and/or staff subscriptions to other bodies: Membership of Society of Local Council Clerks for new clerk cost per annual £230.00; CPRE; ICCM; KALC; and Publication Clerks and Councils Direct

Cllr Davies explained the SLCC subscription has lapsed and should now be renewed in the new Clerk's name. Three new councillors need to be added to the distribution list for the Clerks and Councils Direct publication.

Cllr Bubb said he could only propose renewal of the SLCC Membership as the others have now associated costs detailed to them, Cllr Wenham seconded this and all councillors agreed.

ACTION: Other subscriptions to come back to the July meeting with prices.

Cllr Davies explained that the next four items require reviews under the Standing Orders. None have been reviewed:

7408. Review of the council's complaints procedure.

7409. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

7410. Review of the council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation (see standing orders 6.1, 6.2.1, and 6.3)

7411. Review of the council's policies for dealing with the press/media.

ACTION: The Clerk to prepare draft documents for items 7408/7409/7410 and 7411 ideally one a month for four months and bring each back to Full Council for approval.

7412. Review of the council's employment policies and procedures

ACTION: This is in the list for the TORs for the staffing committee.

7413. Parish Council Safeguarding Policy

This is required by KCC for the parish council to be given £1,000 by KCC.

ACTION: The finance Committee to look at the finance section and the Clerk to complete the rest.

7414. Review of the council's expenditure incurred under Section 137 of the Local Government Act or the General Power of Competence.

Cllr Davies explained she has not reviewed this.

ACTION: The finance Committee to look at this.

7415. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

Cllr Davies proposed and Cllr Pilbeam seconded and all councillors agreed that full council meetings should be the first Wednesday of each month except January due to the bank holiday and no meeting in August. Venue to alternate between Sturry Social Centre and Broad Oak Village hall.

7416. Approval of appointment of Lionel Robbins as Internal Auditor for year ending 31st March 2022

Cllr Davies explained his quote is £150 to £240. She proposed and Cllr Hogben seconded that he be appointed as the parish council's internal auditor (not external auditor as the agenda stated.)

7417. Finance

Approval of end of year accounts 01 April 2021 to March 31st 2022

Councillors had received the Balance sheet as at 31st March 2022; Income and expenditure sheet as at 31st March 2022, and the Annual General Accountability Return (AGAR).

Cllr Davies explained expenditure in 2021-2022 was less due to covid and well within the budget projection for 2022-2023. The AGAR figures have been prepared by Rialtus consultants. Cllr Bubb queried the fixed asset figure showing as zero for 2021-2022 and the master copy was amended to the same figure as 2020-2021 - £509,019.

7417a.- Section 1 : the Annual Governance Statement – There was a lot of discussion as Cllrs worked through each of the eight sections on Section 1.

1. Arrangements for financial management during the year – Cllr Taylor felt the answer was no, as Rialtus staff were not in place until February 2022, but Cllrs Davies and Bubb felt the answer was yes, as bank reconciliations had been presented at meetings, and four councillors agreed Yes, so majority ruled.
2. That there had been an adequate system of internal control – all agreed No.
3. That the council has only done what it has the legal power to do and complied with proper practices – Cllr Taylor felt no, although the majority felt Yes.
4. Exercise of public rights to inspect the accounts – Cllr Davies confirmed the external auditor PKF Littlejohn had signed off year end accounts to 31 March 2021 and the relevant notices had been uploaded to the website and posted on noticeboards and confirmation of this provided to PKF Littlejohn.

5. Assessment of all risks – a financial risk assessment had not been done so the answer is No.
6. Maintained internal control on accounting – No.
7. Dealt with actions from matters raised from the internal auditors report – not all matters have been dealt with, so No.
8. Disclosed everything about parish council activity – Yes.

ACTION: The finance Committee to pick up to make improvements to the “No” boxes. It is likely the internal auditor will also pick these up and follow up.

Cllr Davies proposed approval of Section 1 as agreed above, and Cllr Hogben seconded and six other Cllrs RESOLVED to accept Section 1 in advance of approving Section 2 (Cllr Taylor disagreed) - and section 1 was then duly signed by the Chairman.

ACTION: Explanations to the external auditor on a separate sheet for each No response are required. Cllr Davies with the internal auditor’s help to help get the proper terms will draft these and circulate to all councillors.

7417b.- Section 2 : the Accounting Statements –

There was a lengthy scrutiny of Section 2.

Rialtus consultants have input all the 2021-2022 invoices and produced figures for column two this year.

Cllr Taylor queried the Income and Expenditure Account for year ended 2022 figures against the AGAR figures, along with the budget projection figures.

The Locum Minute taker explained column one figures are all from last year’s AGAR carried over.

She explained Box 1 is always last year’s Box 7 figure. The precept figure was correct. The all other receipts was made up of four components on the Income and Expenditure Account and reconciled. Cllr Taylor remained unconvinced about administration/staff costs. However the figures match the year end bank reconciliation closing figure.

Cllr Davies proposed that the Rialtus figures for year ended 31 March 2022 be approved, Cllr Hogben seconded and all Cllrs (except Cllr Taylor) RESOLVED to approve Section 2 – and the Chairman signed Section 2. Cllr Davies explained that a whole suite of documents and reports are available to all councillors in the office.

The parish council budget for 2022/23

Cllr Davies explained she and Cllr Bubb have worked on a projected budget under budget headings. This budget has been delayed as the expenditure figures were not available earlier. She explained the parish council can make virements between budgets if needed, some headings have contingency, and there are unrestricted reserves.

Cllr Bubb proposed, Cllr Davies seconded and all Cllrs (except Cllr Taylor) RESOLVED

Update on V.A.T.

Cllr Davies confirmed Rialtus has completed a list of all transactions but where they did not have a valid VAT invoice for them, they did not add to the VAT refund claim. Approximately £3000 has been reclaimed. There are 3 years to claim VAT back. Cllr Davies explained that once the list and claim has been analysed, they can then decide how much time to invest in pursuing copy VAT invoices.

Exclusion of the press and public pursuant of section 1 of the Public Bodies (Admission to Meetings) Act 1960

Members of the public left the meeting at this point.

Cllr Bubb left the meeting at this point also as he felt unwell.