

Minutes of Annual General Meeting at 7pm on Wednesday 8th May 2024 at Sturry Social Centre.

Present:

Cllr Ashley Bubb (Chairman), Cllr John Hogben (Vice Chairman), Cllr Ann Davies, Cllr Peter Wenham, Cllr Heather Taylor, Cllr Steve Birch, Cllr Alan Mitchell, Cllr Gill Betts and Cllr Karen Isaac.

Ken Dekker Clerk, Ken Bullock Cemetery Superintendent, Alan Webster Caretaker.

Three residents in attendance

96-24: Apologies for absence

KCC Cllr Alan Marsh, CCC Cllrs Keji Moses and Harry McKenzie.

97-24. Election of Chairman of the Parish Council for the year.

Cllr Bubb was asked if he would continue on as Chairman.

Proposed by Cllr Birch and Seconded by Cllr Hogben. All in favour.

Cllr Bubb accepted the position.

98-24. Election of Vice Chairman of the Parish Council for the year.

Cllr Hogben was proposed by Cllr Birch and seconded by Cllr Davies.

Cllr Taylor abstained stating that she wanted to nominate someone else and was not given the chance.

All other Cllrs voted for Cllr Hogben

Cllr Bubb stated that the vote had been taken and would stand.

Cllr Hogben accepted the position.

99-24. Appointment of members to existing committees including appointment of the Chairman of each committee

a) Members of The Planning Committee.

b) Reserve member of the Planning Committee (Optional).

c) Chairman of the planning Committee.

There was a discussion on whether to have this committee or bring planning to full council.

It was agreed to bring planning back to full council unless there was an extreme planning application then there would be an extraordinary meeting for this. Proposed by Cllr Bubb and seconded by Cllr Hogben. All in favour.

d) Members of the Staffing Committee.

The following asked to be on the committee.

Cllr Hogben

Cllr Bubb

Cllr Betts

Cllr Isaac

e) Reserve member of the Staffing Committee (Optional). Cllr Taylor

f) Chairman of the Staffing Committee.

Cllr Betts was proposed by Cllr Birch and seconded by Cllr Bubb. All in Favour.

g) Members of the Finance Committee.

h) The following asked to be on the committee.

Cllr Taylor

Cllr Wenham

Cllr Davies

Cllr Bubb

i) Reserve member of the Finance Committee (Optional).

j) Chairman of the Finance Committee.

There were two candidates for this position and a show of hands failed to decide who it should be.

It was decided to wait until the first meeting of the committee to then decide who will be chairperson.

100-24. Review of the terms of reference for the following committees

a) Finance Committee.

Proposed by Cllr Bubb and seconded by Cllr Davies. All agreed.

b) Planning Committee. No committee so no need for terms of reference.

c) Staffing Committee

No terms of reference so this will be the first agenda item for the committee.

101-24. Review of the council's and/or staff subscriptions to other bodies.

a) Membership of Society of Local Council Clerks for new clerk cost per annum £229.00. plus £15 joining fee.

Proposed by Cllr Bubb and seconded by Cllr Davies. All agreed.

b) CPRE.

Proposed by Cllr Bubb and seconded by Cllr Davies. All Agreed.

c) ICCM; Cemetery Superintendent requires this.

Proposed by Cllr Bubb and seconded by Cllr Davies. All Agreed.

d) KALC.

Proposed by Cllr Davies and seconded by Cllr Bubb.

Three other Cllrs agreed with Cllrs Taylor and Birch against.

e) Publication Clerks and Councils Direct.

Proposed by Cllr Davies and seconded by Cllr Bubb. All agreed.

102-24. Review and adoption of the following:

- a) Council's Code of Conduct
There was a discussion on this item by the Cllrs and it was decided to bring back to the next meeting.
- b) Standing Orders.
Proposed by Cllr Bubb and seconded by Cllr Davies. All agreed. These are adopted.
- c) Financial Regulations. These were deferred to the next meeting.

103-24. Review of the Council's policies and procedures.

- a) Review of the council's complaints procedure.
- b) Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- c) Review the Councils policy for dealing with the press and media.
- d) Review the Councils employment policies and procedures.
- e) Parish Councils safeguarding policy.

There was a discussion by the Cllrs and the outcome was to form a small working group to go through the policies. It was suggested that the Clerk get all the policies ready for the Cllrs to review in the office.

104-24. Review of the council's expenditure incurred under Section 137 of the Local Government Act or the General Power of Competence.

There is nothing to review on this item as we have not used it.

105-24. Review of representation on or work with external bodies and arrangements for reporting back.

- a) Ayre sur la Lys Twinning Association.
Cllr Hogben.
- b) Sturry Social Centre.
Cllr Taylor.
- c) Broad Oak Village Hall.
Cllr Birch.
- d) Kent Association of Local Councils.
Cllr Davies and Cllr Taylor

106-24. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

It was decided to keep the meetings to the second Wednesday and see if Broad Oak Village Hall is available every second month. No meeting in August.

Public questions

There were no public questions.

107-24: To receive Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests on any agenda items and a reminder to think of any changes to the DPI register held at CCC, such as change of job or home.

Cllrs Davies and Wenham have an interest in item 117-24.

108-24: To approve the minutes of the Parish Council Meeting held on 10th April 2024

Proposed by Cllr Davies and Seconded by Cllr Hogben. All agreed.

109-24: Matters arising from the minutes of the Parish Council Meeting held on 10th April 2024.

Cllr Taylor asked about changing the code for the Cemetery gate. This will be discussed later in the meeting.

110-24: Chairman and Councillors' reports.

Cllr Bubb stated that he had asked to change the combination on the Cemetery gate lock, and he had a suggestion that he will bring to a future meeting.

Cllr Davies stated that she would be meeting the representative from Natural England at Centenary Woodland tomorrow for the management plan.

She also stated that she had attended the Parish Charter meeting at the Guild Hall, she brought up the item on S106 monies, she asked the question on why the City Council had kept hold of an amount of S106 monies for five years before passing it onto the Parish Council. The leader of the Council said he would look into it.

Cllr Taylor stated that she had attended the Local plan meeting at the Guild Hall.

Cllr Birch stated that the playpark group are working on the S 106 monies.

111-24: County and District Councillors' reports.

No report from KCC

Sturry - Councillor Report:

This was read out by Cllr Bubb

Shelford Landfill Site:

We are aware of the issue with this landfill site and the environmental hazard it poses. We also represent Broad Oak as a part of Sturry Ward and so we have had conversations with residents there and with Sturry Parish Councillors. We have also, as we have been in Broad Oak a lot of visiting residents, smelled the smells and seen the unpleasant sight of the site ourselves.

We have read through the proposals, and we have discussed the issue with the cabinet member for waste - Cllr Charlotte Cornell - and two local KCC councillors - Cllr Mel Dawkins and Cllr Alister Brady - and we are all equally dismayed at what they are trying to do up there.

The consultation has been reopened and will close on 8th May, please do respond as individuals and as FTC and ask residents in Fordwich to do the same. We will be sending off our own responses as your ward councillors ourselves before the

deadline.

On Friday 10th May, there is a site visit on the site at which we will be able to ask questions. We are going with councillors from other affected wards, some concerned citizens that the organiser - Mel Dawkins - has invited, and the local MP - Rosie Duffield.

Buses for Broad Oak:

On Wednesday 1st May, we met with the Commercial Director of Stagecoach in the Southeast to discuss reinstating the number 7 bus for Broad Oak. We delivered our petition with over 351 signatures and some letters from residents. We are assured that Stagecoach is looking proactively to the future and will be seeking to overcome challenges such as sizes of their buses on the narrow and uneasy roads on that route and operating costs. Stagecoach might be able to access some funding in the near future and will be in a better position to reinstate the number 7.

Draft Local Plan:

The draft local plan is still out for consultation until the 3rd June. Please, if you have not already done so, respond to the consultation on the council website and let us know your thoughts. Please help us to ensure as many residents in Fordwich as possible do the same.

We will not be commenting on matters related to the local plan until after the consultation period has ended as we believe this is the right and professional thing to do. We are, however, more than happy to listen to anything you have to say regarding the local plan and we will ensure it is passed on appropriately.

112-24: Community Warden report.

No Report.

113-24: Village Caretaker's report.

Not much to report, there has been a small amount of fly tipping, and we now have five wheels on the bus again now that we have the bank card. I have been going out with Cll Mitchell on the shopping run and he will be taking over this duty next week.

114-24: Cemetery Superintendent's Report

Admin Work:

We have dealt with numerous enquiries as business as usual.

Cemetery Database:

I can now confirm that the details of every missing interment record in Burial Register 2 (14th Mar 1987 to date) have been entered into the cemetery database.

Work has commenced on adding the interment records from Burial Register 1 (7th June 1933 to 15th Jan 1987) So far, I have completed 36 Deeds and the associated Interments.

The cemetery survey I started 16 months ago is now complete. I have covered the whole cemetery, matching records from the various registers, the database and physically checking headstones to match names to records. There are still a few anomalies to resolve, but the actual survey is complete.

Cemetery Other:

Since my last report, we have had one burial.

I currently have no further burials booked.

I have completed one application for a monument and corrected and reissued one Deed for Exclusive Right of Burial.

We took delivery of a skip & payback have cleared all the rubbish from the cemetery, which has improved the general look of the cemetery.

Payback have cleared the bushes etc. from the Southern boarder as per the Cemetery improvement plan. I now need to find companies and get quotes for the landscaping. The new hedge cannot be planted before November.

We have started the safety survey of all monuments. So far we have completed 60 tests and laid down 2 headstones which were loose.

I wait for guidance on the design, costing & approach for composting area in the cemetery.

It has been brought to my attention that a minority of Cemetery visitors are breaking Cemetery Regulations, including letting dogs run free and non-Blue Bage holders parking in the Cemetery.

It has been proposed to change the Cemetery Access Code. This will generate issues and complaints, as well as extra work for the office. I will therefore require full Council Agreement before proceeding.

115-24: Clerks Report

I attended the Parish Charter meeting at the Guild Hall.

I have been working on the end of year reports for finance.

I am getting everything ready for the internal audit which is going to take place on the 4th June and I will be able to bring to the Council meeting on the 12th our AGAR for acceptance and signature, this will then be submitted to Mazars before the end of June also the dates for the public viewing of the accounts will be set and posted.

Signed: Date: 12th June 2024

I have started to work my way through the Policies and Procedures, quite a lot of these have not been updated for at least 10 to 12 years.

When these have all been updated, they will require the Councillors to come into the office and go through them and any changes that require making will be done before they are brought to Council for adoption.

Once this has been done then all the Policies and Procedures can be adopted at the next Council meeting without discussion.

I have been booked on a Rialtas course on 16th July from 10:00 to 16:00. This date is a Tuesday, and I will be doing this in the office as I will require the Rialtas program on the computer.

We have dealt with several resident's queries over the last month.

I have been trying to locate the deeds for the Guides and Scouts building to find out what agreements were set.

The date has been set for the Annual Parish Meeting and that is 21st May at Sturry School, the meeting will start at 7pm, the agenda will be posted tomorrow.

116-24. Outside Bodies members reports.

No reports

117-24. Finance

(a) Presentation for approval end of year accounts 1st April 2023 to March 31st 2024.

- I. **Balance sheet as of 31st March 2024.**
- II. **Income and expenditure sheet as of 31st March 2024.**
- III. **Annual General Accountability Return.** Deadline 30 June.

Cllr Betts stated that it would be nice for the Council to show their appreciation to the Clerk and Cemetery Superintendent for all their hard work that they have put in.

(b) **Payments for approval.** Proposed by Cllr Bubb and seconded by Cllr Taylor. Cllrs Davies and Wenham abstained.

£100	ICCM	Membership
£8.12	Amazon	Heavy Duty Staples
£18.55	Viking	1 st Class large stamps
£100	CCC	Licence to use land
£128.57	Westley Hire	Toilet hire and cleaning
£244.70	Westley Hire	Outstanding invoices
£5271.56	Howdens	SSC Kitchen.

(c) **Accounts for approval and signature.** Chair and one other Cllr signed.

(d) **Finance Committee.** Nothing to report.

Signed: Date: 12th June 2024

Date for next meeting.

12th June 2024 at Broad Oak Village Hall.

Meeting ended at 20;34

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

118-24. Staff wages.

It was discussed that one member of staff has their wages increase in line with the Government guidelines.

All agreed.

Meeting closed 20:39

DRAFT