Minutes of the Full Council Meeting of Sturry Parish Council

which took place on Wednesday 11th November 2026 at the Sturry Social Centre.

Meeting opened at 7pm

179-26 **To note those, present and record any apologies:**

Present: Cllr Steve Birch (Chairman), Cllr Ann Davies, Cllr Gill Betts, Cllr Ashley Bubb, Cllr John Hogben, Cllr Paul Ireland, Cllr Kathleen Warner, and Cllr George Spence (arrived at 7:08pm).

Also In Attendance: Members of the Public, Matthew J. Bridger (Locum Clerk & RFO) and Ken (Cemetery Superintendent).

Apologies Received: Cllr Mark Mulvihill, Cllr Dill Rai (Diwali Celebrations) and Cllr Chris Gartland (Work).

Resolved: That the reason for absence for Cllr Dill Rai and Cllr Chris Gartland be accepted in accordance with Section 85(1) of the Local Government Act 1972.

180-26 **Notification of Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary Interest:**

There were no Declarations of Disclosable Pecuniary Interest (DPI), Other Significant Interest (OSI), or Voluntary Interest made.

181-26 **To consider and adopt the Minutes of the Full Council Meeting held on 14th October 2026:**

The Council considered the minutes of the Full Council Meeting held on 14th October 2026.

Resolved: That the Minutes of the Full Council held on 9th September 2026 be approved as a true and correct record for signing by the Chair.
(**Proposed:** Cllr Warner, **Seconded:** Cllr Bubb) **Carried with a majority. (Cllr Hogben and Cllr Ireland abstained)**

Action: Clerk to publish signed minutes on the Parish Council website.

182-26 **Public Open Session:**

No members of the public wished to speak.

183-26 **Monthly Reports.**

The Council received and noted information and reports relevant to the Council:

1. **Correspondence Received:** No extra correspondence received

2. **Clerk's Report:** The Clerk's Report was read out and noted.

3. **Councillors Training / Courses attended:** Cllr Spence reported attending Funding with Parish Council training.

   (Cllr Spence arrived at 7:08pm).

4. **Chairman and Councillors reports:** Councillors gave updates on work in their local areas. Cllr Betts requested that an informational sign be placed by the demolished bus shelter explaining why it was demolished and outlining what the Council will be doing. Cllr Bubb raised an issue regarding residents of the flats parking on the grass and confirmed he is in contact with the County Councillor and Roger (Community Warden).

5. **County and District Councillors reports:** Cllr Mckenzie and Cllr Moses (Canterbury City Council Councillors) and Cllr Mulvihill (Kent County Councillor) Submitted a written report **(taken as read)**

6. **Community Warden report:** Submitted a written report **(taken as read)**

7. **Cemetery Superintendent's Report:** Submitted a written report **(taken as read)**

8. **Report from Committees:**

- **Events Committee:** Cllr Warner reported that the Events Committee had met and gave an update on progress for the Christmas event.
- **Staffing Committee:** Cllr Betts reported that the Staffing Committee had met and recorded her thanks to everyone who gave their time and shared their views for the recruitment progress of a permanent Clerk and RFO.
- **Finance Committee:** Cllr Davies gave an update following the last Finance Committee meeting.

194-26 **Casual Vacancies:**
The Council agreed to vary the order of business to hear from the casual vacancy applicant, Keith, who gave a brief overview of himself and answered questions from councillors, before returning to the published agenda order.

Resolved: Deferred for final discussion and vote in closed session.

184-26 **Parish Office Fire Safety:** The Clerk outlined the requirement for an L5 fire alarm system and presented the quotes received. The Council discussed the cost of the quotations, potential alternative specifications, and the required timeframe for completion.
Resolved: That the item be deferred to a future council meeting pending further enquiries.
(**Proposed**: Cllr Bubb, **Seconded**: Cllr Ireland) **Carried unanimously.**

Action: Cllr Davies to provide the Clerk with details of an alternative alarm supplier. Clerk to check alternative system options and installation timescales with suppliers, seek clarification from Health & Safety and the Fire Risk Assessors regarding the L5 specification and completion timeframes, and send a copy of the Fire Risk Assessment to Councillors.

185-26 **Councillor Parish Representation:**
Cllr Betts spoke about ongoing works across the parish (including the Data Centre and railway) and asked that councillors identify areas matching their skill sets to attend local meetings as Council representatives (such as the church, SABORA, etc.)

Resolved: That councillors come up with ideas and compile a list of areas where they can act as Council representatives.

(**Proposed**: Cllr Warner, **Seconded**: Cllr Hogben) **Carried unanimously.**

186-26 **Lone Working Policy:** The Clerk introduced the template policy, and the Council discussed the draft Lone Working Policy.

Resolved: That the Lone Working Policy be accepted in its current form and referred to the Staffing Committee to adapt and revise before bringing it back to Full Council for formal adoption.

(**Proposed:** Cllr Davies, **Seconded:** Cllr Bubb) **Carried unanimously**.

187-26 **Disposal of Surplus Office Equipment:** The Council discussed the empty filing cabinets in the parish office.

Resolved: That the office filing cabinets be declared surplus to requirements and donated.

(**Proposed:** Cllr Bubb, **Seconded:** Cllr Davies) **Carried unanimously**.

188-26 **Appointments to Committees:** It was noted that Cllr Spence had resigned from the Finance Committee. Nominations were received for additional members.

Resolved: That Cllr Ireland and Cllr Bubb be appointed to the Finance Committee.

(**Proposed:** Cllr Davies, **Seconded:** Cllr Hogben) **Carried unanimously**.

189-26 **Rialtas Training:** The Clerk explained the motion. Cllr Bubb queried the cost comparison between engaging a local RFO versus formal Rialtas training, and Cllr Davies advised on the urgency of getting training sorted.

Resolved: That the Council accepts short-term immediate support from an experienced local Rialtas user from another council's RFO.

(**Proposed:** Cllr Betts, **Seconded:** Cllr Spence) **Carried unanimously.**

190-26 **Finance:**

1. **Receipts & Payments:** Deferred to the next meeting due to a file error.
2. **Payments for Approval:** Deferred to the next meeting due to a file error.

191-26 **Items for inclusion on the next agenda:** Asset Register, Councillor Responsibilities (Cllr Betts motion), Lone Working Policy, Centenary Woodlands, Church Lane Bollards.

192-26 **Date of next meeting:**
Wednesday 9th December 2026 at 7:00pm at Broad Oak Village Hall.

193-26 **To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972:**

Resolved: That under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972, the public and press be excluded from the meeting for closed session items.

(**Proposed:** Cllr Birch **Seconded:** Cllr Hogben) **Carried unanimously.**

The Council entered closed session.

194-26 **Casual Vacancies:**
The Council considered an application from Keith Swinden for co-option to the Parish Council.

Resolved: That Keith Swinden be co-opted onto the Parish Council
(**Proposed:** Cllr Hogben, **Seconded**: Cllr Davies) **Carried unanimously.**

Action: Clerk to arrange a meeting with Keith to sign the DPI Form, send to Canterbury City Council, and set up council email access.

195-26 **Recruitment of Permanent Clerk and RFO:** The Council considered the recommendation of the Staffing Committee regarding the appointment of a permanent Clerk and Responsible Financial Officer.

Resolved: That Matthew J. Bridger be appointed as permanent Clerk and Responsible Financial Officer to Sturry Parish Council.

(**Proposed:** Cllr Betts, **Seconded**: Cllr Bubb) **Carried unanimously.**

196-26 **Close of Meeting.**
The meeting closed at 8:35pm.

Signature: _____ Date: _____

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