

IWADE PARISH COUNCIL

MINUTES OF THE MONTHLY PARISH COUNCIL MEETING

Held on Wednesday 8th December, 2010

Present: Cllr. D. Manning (Chairman) Clerk, Lynda Fisher
Cllr. P. Hyde Co-opted Parish Council Planning
Cllr. J. White member Mrs. J. Exley
Cllr. J. Gregory 2 Parishioners
Cllr. A. Hurrell
Cllr. S. Plumb
Cllr. J. Hunt

1. **Apologies**

Apologies received from Parish Cllr. Menzies and Cllrs. Stokes, Whiting and Willicombe.

2. **Declarations of Interest**

Cllr. D. Manning declared an interest in Item 12 – 1 Swaysdown Farm, School Lane, Iwade.

3. **Minutes of the Previous Meeting**

Agreed by Members and signed by the Chairman as a true transcript.

4. **Matters Arising from the Minutes**

Clerk reported that she has received a response from KCC Planning regarding the Countrystyle odour issues and the firm and KCC are happy to meet with the Parish Council.

5. **Visitors/Public Time**

Parishioners – the triangle shaped verge at the bottom of Sanderling Way has been left in a poor state because contractor's vehicles have used it as a parking area. Clerk to contact Highways to see if it can be reinstated. *Action: Clerk*

County Councillor and Borough Councillors – Non present due to prior engagements.

Temp. Community Warden (Nick Mayatt) – Could not attend, but the report submitted by him was acknowledged.

PCSO – did not attend.

6. **Finance**

Financial Regulations – the Financial Regulations were formally adopted by the Parish Council at this meeting.

Fixed Asset Schedule/Insurance – Clerk reported on items that were not owned by the Parish Council, but were placed on the Insurance Schedule by the previous Clerk. The insurance is due for renewal in June 2011; prior to this the Clerk will obtain quotes from other companies and will ensure the necessary amendments are made to the schedule of items covered and the Fidelity Guarantee Insurance, which will be increased once the current claim has been resolved.

It was agreed that the Fixed Asset Schedule will be reviewed on an annual basis and that the Clerk will delete the refuse bins, oak posts and dog waste bins from this document.

Audit – 2008/09 Accounts – Agreed the following response be sent to the Audit Commission:

‘The council confirmed that the following has been put in place:

- Revised Bank Mandate designating Signatories and instruction regarding signing of Direct Debits; and administration of bank accounts.
- Independent Accountants have been appointed to prepare wages and calculate Income Tax/National Insurance
- A Cheque List is prepared and submitted to monthly meetings, together with supporting documentation (e.g. invoices and cheques)
- At each meeting the cheque list, invoices, cheques and other documentation are checked and each signed by two Councillors.
- At each meeting Members receive a copy of the Income & Expenditure Account, showing the balance as at that date of the Current and Deposit Bank Accounts.
- At each meeting the reconciled Bank Statements are presented – Chairman signs against the closing balance on the Statement, after checking this figure agrees with that shown on the Income & Expenditure Account.
- Minutes are numbered on each page.
- A Fixed Asset Schedule has been prepared initially using Insurance valuations and this will be reviewed and updated annually
- The Schedule of Insurance was discussed and recommended amendments will be put forward to Insurers.
- Fidelity Insurance will be increased to £25,000 following the outcome of an outstanding claim; this will be regularly reviewed
- Now the full extent of the fraudulent V.A.T. claim has been revealed this will be repaid to H.M. Customs and Excise.
- A new independent Internal Auditor has been appointed and has already carried out the half-yearly internal audit for the current year
- The draft Budget to be presented to the Council in December of each year for approval.
- An annual Risk Assessment be carried out in January of each year
- The Financial Regulations have been adopted and will be revised annually.
- Model Standing Orders for Local Councils, 2010 have been adopted and will be revised annually.
- The Code of Conduct, May 2007, has been re-issued to all Members
- A formal risk assessment, covering financial and non-financial risks to be carried out on an annual basis.
- To use as a check list the internal control objectives as set out under Section 4 of the Annual Return.’

Budget 2010-2011 – The draft Budget was agreed by the Parish Council and it was proposed by Cllr. Manning and seconded by Cllr. Hurrell that the precept remain the same as the past two years, which means no increase to residents. It was also agreed that a level be put on miscellaneous donations, under Section 137, of £50.

Sensory Garden, Bus Shelters, Notice Boards and Contingencies – Clerk advised the school would like a sensory garden. Cllr. Hurrell and Mrs. Exley were keen to assist and volunteered to meet with the Headteacher to discuss the project; once details are finalised the agreed grant of £2000 for the work will be released.

Action: Cllr. Hurrell and Mrs. Exley

It was agreed to replace the existing bus shelter located adjacent to the village park, with a new ‘rustic style’ building and the Council approach local firms to see if they can come up with a suitable design. This item to be placed on the January Agenda. *Action: Cllr. Hunt*

Members agreed to replace the up-stands for the notice board outside the Post Office and to plan a programme of installing new/replacing old notice boards as and when necessary.

As advised by the Audit Commission, it is normal practice to have a contingency sum set aside in the Reserve Account; this sum is normally a half year’s expenditure - £15,000 in the case of the Parish Council, added to which needs to be the £12,000 earmarked for the bus shelters – Members agreed a contingency sum of £27,000.

Grounds Maintenance 2011 – School Lane Playing Field – A quote has been received from Landscape Services for mowing the field for 2011. I was agreed that the Clerk contact Landscape Services to see if they will renew the contract on a month to month basis, until the field passes over to the developers. *Action: Clerk*

SwaleRail Community Rail Partnership – request for donation – refused.

Cheques raised at this meeting:

Date	Cheque	Details	Amount
08.12.10	1366	Age Concern	£100.00p
08.12.10	1367	Audit Commission	£470.00p
08.12.10	1368	All Saints Parish Church PCC	£100.00p
08.12.10	1369	Wages	£335.92p
08.12.10	1370	Inland Revenue	£84.00p
08.12.10	1371	Iwade C.P. School	£45.00p
08.12.10	1372	Mr. D & Mrs S. Cross	£29.99p
08.12.10	1373	Mr. D. Ruse	£50.00p
08.12.10	1374	Mr. M. Budd	£29.99p
08.12.10	1375	Steve Wakeling	£180.00p
Ten cheques in total			

7. Standing Orders

The revised Standing Orders were formally agreed and adopted by the Parish Council.

8. **Code of Conduct**

Clerk circulated a 'pocket book' version of the Code of Conduct to all Members, who can view the full document at <http://www.standardsforengland.gov.uk/Guidance/TheCodeofConduct/>.

9. **Resignation – Cllr. Wilks**

Clerk reported that she has received the formal resignation of Councillor Wilks and this was acknowledged by Members. Cllr. Wilks has been a long-standing Member of the Parish Council and was Chairman for many years. He has always fought hard on behalf of the village, particularly with planning matters and his expertise will be sorely missed.

Clerk to seek advice regarding advertising this vacancy, in light of the elections in May 2011.

Action: Clerk

10. **New Hall**

Members of the Village Hall Committee addressed the Council and put forward a proposal for a new hall. It was proposed by Cllr. Manning that the Parish Council offers it support and works with the Village Hall Committee to see how far we can pursue this project – agreed.

11. **Correspondence**

Invite to Briefing on the Publication of Swale B.C Core Strategy – Cllr. Manning and Mrs. Exley agreed to attend.

Action: Cllr. Manning and Mrs. Exley

Invite from Lord Lieutenant of Kent – Civic Service, Canterbury – Members were unable to attend.

Kent Fire Services – Towards Tomorrow – Members to respond individually – Clerk to e-mail link.

Action: Clerk

12. **Planning**

SW/10 1261 -1 Swaysdown Game Farm – refused.

KCC/SW/0379/2010 - Countrystyle Recycling – Application to vary conditions 12, 20, 22, 26 and 22 – Agreed Clerk to write letter of objection to the variation in conditions with regards to vehicle movements, extension of hours and increase in tonnages of compostable waste and processed waste.

Action: Clerk

11. **Next Meeting**

The next monthly meeting will be on Wednesday 12th January 2011, commencing at 7.30 p.m. in the Village Hall.

The meeting closed at 10.15 p.m.