

## IWADE PARISH COUNCIL

### MINUTES OF THE MONTHLY PARISH COUNCIL MEETING

Held on Wednesday 12 June 2024

#### Present:

Cllr. A. Dollimore – Chair	Cllr. P. Holowczycki	Cllr. D. Waters
Cllr. S. Tolhurst – Vice-Chair	Cllr. P. Hyde	County Cllr. M. Baldock
Cllr. S. Fuszard	Cllr. S. Lancashire	Samantha Gray, Clerk
Cllr. T. Guest	Cllr. R. Langham	Lynda Ives, RFO

#### **1. Welcome and Apologies**

The Chair welcomed everyone to the meeting; no apologies received from Borough Cllrs. Clarke and Chapman, and PC Phil Clemens.

#### **2. Declarations of Interest and Dispensations** – None.

#### **3. Minutes of the Previous Meeting**

Proposed by Cllr. Lancashire and seconded by Cllr. Holowczycki, the minutes of the Parish Meeting held on 8 May 2024 were agreed and signed by the Vice-Chair as a true record.

Proposed by Cllr. Guest and seconded by Cllr. Waters, the minutes of the Annual Parish Council Meeting held on 8 May 2024 were agreed and signed by the Vice-Chair as a true record.

Proposed by Cllr. Langham and seconded by Cllr. Lancashire, the minutes of the Parish Council Meeting held on 8 May 2024 were agreed and signed by the Vice-Chair as a true record.

#### **4. Visitors/Public Time**

**1. Visitors:** None attended.

**2. County and Borough Councillors:** Cllr. Baldock advised councils are currently in purdah due to the upcoming elections, therefore all meetings have been cancelled and business is on hold.

Swale Borough Council are still dealing with problems with bin collections. In two weeks time SBC will be able to issue fines to Suez for failed service. Cllr. Baldock is aware Plantation Court, Ferry Road and Featherbed Lane have been most affected by failed collections, and urges all residents to report missed bin collections on Swale's website: <https://swale.gov.uk/bins-littering-and-the-environment/bins/report-a-missed-bin>.

Cllr. Baldock is aware of the Kingsferry Bridge closures and is concerned about the affect this will have on traffic in Iwade. Council members advised there was no increase in traffic during the closure from 7<sup>th</sup> to 9<sup>th</sup> June, but will monitor this during the upcoming closures.

**3. Community Warden/Police Constable:** None attended and no reports received.

#### **5. Matters Arising from the Minutes**

**1. Emergency Control the Bleed Kit** – Proposed by Cllr. Lancashire and seconded by Cllr. Waters, members agreed to purchase an emergency control the bleed kit for the cost of £85.00p + VAT. This will be placed in the defibrillator cabinet which will be situated outside Iwade Village Hall.

**Action: Clerk/RFO**

**2. Chairman's Acceptance of Office** – Cllr. Dollimore duly signed the Chairman's Acceptance of office form.

6. **Planning** – applications are viewable on Swale: <http://pa.midkent.gov.uk/online-applications>; KCC: <https://cloud2.atriumsoft.com/KCCePlanningOPS/searchPageLoad.do>
1. **KCC/SW/0064/2024: Proposed construction of a two-storey portacabin onsite providing new welfare facilities: a canteen, drying room and store. Plot 6B Ridham Dock Estate, Iwade, Sittingbourne, Kent, ME9 8FQ.** Council members considered the application and made no comments.
7. **Correspondence**
1. **Iwade School** – Members agreed to respond to Iwade School asking for School Coach departure and arrival times to avoid the 8.30 a.m. school drop off and 3.15 p.m. collection times, to ease congestion in the area. **Action: Clerk**
  2. **Resident Concern – parking on Stangate Drive** – A resident has concerns about a van parking dangerously on the corner of Stangate Drive and advised the council the deeds of the property states no sign written vans over 1.75 ton. Council members agreed to contact Thames Water regarding this matter. Council members asked the Clerk to write to ten residents in this area of Stangate Drive to carry out an informal consultation for double yellow lines due to safety concerns. **Action: Clerk**
  3. **Grass Verges – Ferry Road** – A resident has raised concerns about parking on grass verges outside numbers 22 and 32 Ferry Road. Number 22 is next to the pedestrian crossing, and council members advised there is a visibility issue when a vehicle is parked on this verge. Cllr. Baldock agreed to raise this issue with KCC. The parking on the verge outside number 32 appears to be a temporary issue due to builders working on a property. This area will be monitored. **Action: Clerk**
8. **Finance**
1. **Approval of the Annual Return, 2023/24:**
    - a) **Section 1. Annual Governance Statement 2023/24** – The annual governance statement was accepted and duly signed by the Chairman and the Clerk
    - b) **Section 2. Accounting Statements 2023/24** – Council members agreed the figures in Section 2 and the form was duly signed by the Chair, having been already signed by the Responsible Financial Officer when completing the form.
    - c) **Explanation of Variances 2023/24** – Information circulated by the RFO and noted by council members.
    - d) **Cash Balance 2023/24** - Information circulated by the RFO and noted by council members.
    - e) **Fixed Asset Register** - Information circulated by the RFO and noted by council members.
  2. **Internal Audit Report 2023/24** – The RFO advised members the audit has been completed and the internal audit report has been sent to all members. The auditor recommends all files should be backed up on a Cloud server, and the RFO and Clerk have been pursuing a quote from Invicta IT Solutions to ensure all files are backed up correctly. **Action: RFO/Clerk**
  3. **Bank Signatories** - Cllrs. Lancashire and Hyde duly signed the account management form to add three new members as signatories for internet banking; cllrs. Tolhurst, Holowczycki and Dollimore. Barrie Whiting will be removed as signatory. **Action: Clerk**
  4. **ROSPA Repairs** – Awaiting a revised quotation from KSM management, who advised there is likely to have been a price increase for materials. Members queried whether the Parish Council are responsible for the repairs. The Clerk was asked to take this off the agenda, the Village Hall committee will go ahead with repairs. May put back on when the revised quotation is received. **Action: Clerk/RFO**
  5. **Microsoft Licenses for 2024/25** – Proposed by Cllr. Lancashire and seconded by Cllr. Guest, members agreed to the Microsoft licenses at a cost of £866.88p. **Action: RFO**

- 6. Accounts and Cheques raised at this meeting** - Proposed by Cllr. Langham and seconded by Cllr. Fuszard, members noted the budget figures and the accounts to 31 May 2024. Cllrs. Lancashire and Langham to log in and authorise the following payments: **Action: Cllrs. Lancashire/Langham**

EXPENDITURE				
Pay Date	Pay Method	Payable to	Reason	Amount
14.05.24	BACs	Arthur J. Gallagher	Insurance Premium 2024/25	£2295.89p
12.06.24	BACs	L. Ives	Expenses – Telephone, home as office – May	£18.00p
12.06.24	BACs	S. Grey	Expenses – Telephone, home as office, Stamps - May	£49.40p
12.06.24	BACs	H.M.R.C.	Tax May	£156.15p
12.06.24	BACs	Invicta IT Solutions Ltd	12 Months Exchange Plan 1 and Microsoft 365	£866.88p
12.06.24	BACs	S.L.C.C.	Qualification Fee – Clerk (ILCA to CILCA)	£144.00p
12.06.24	BACs	April Skies Accounting	Final Internal Audit 2023/24	£177.50p
12.06.24	BACs	Steve Wakeling	Handyman Fee April	£325.50p
12.06.24	BACs	Electrical Testing Ltd	Remedial Works following Electrical/Structural Testing	£2426.95p
12.06.24	BAC s	K.A.L.C.	Subscription underpayment in May – VAT due	£230.54p
<b>INCOME</b>				
Pay Date	Pay Method	Received from	Reason	Amount
01.06.24	SO	Staff Salaries	May	£1475.25p
01.06.24	DD	NEST	Pension contributions May	£65.67p
01.06.24	DD	HugoFox	Website monthly fee	£35.99p
25.06.24	DD	Npower	Electricity Supply April	£146.51p
30.06.24	DD	Countrystyle	Supply of Waste Wheelie Bin	£40.63p
24.05.24	BACs	H.M.R.C.	VAT Refund 2023/24	£6577.70

## 9. **Projects – Updates on Current and New**

- 1. Village Clean-Up Event** – Unfortunately the village clean-up planned for May was cancelled, due to the weather forecast predicting a storm during the time of the event. Council members agreed to hold the next clean up event in October at the same time as the Iwade Food and Craft Faye. Cllr. Dollimore will speak with the Fayre organiser. Cllr. Fuszard will source a quotation for a banner to advertise the clean up event. **Action: Cllrs. Dollimore/Fuszard**
- 2. Parish Council ‘Tracker’ update** – Cllr. Tolhurst discussed the following items on the Tracker:
  - Litter in the Village Centre – this issue has increased again, the bins have been emptied this week and needs to be monitored. First Port are contracted to empty the bins every two weeks.
  - Water leak outside the Village Hall – The Clerk will contact Southern Water for an update. **Action: Clerk**
  - The street lamp outside 48a Sheerstone has been repaired.
  - A tilted drain cover in Ferry Road outside Happy Days nursery has been refitted by KCC.
  - The defibrillator has been gifted to the Village Hall and is currently awaiting fitment.
  - The fifth CCTV camera has been installed and confirmed as working.
  - The original four CCTV cameras should be upgraded to 5G this week.
  - Lamp columns knocked down by Telly Tubby Hill and in Grovehurst Road are still to be replaced. The one by Telly Tubby Hill has been knocked down several times. Members agreed concrete bollards or a high concrete kerb are needed to protect the lamp column. The Clerk will contact Cllr. Mike Baldock who agreed to raise this with KCC. **Action: Clerk**

## 10. **Reports from Representatives**

- 1. Village Hall Committee** – Cllr. Lancashire reported the committee have received quotes to re-seal the roof, and confirmed the hire fees have risen by 10%.
- 2. KALC Area Representative** – Cllrs Langham and Holowczycki attended the KALC AGM held on 21<sup>st</sup> May and reported the following:
  - Swale Borough Council own the Suez trucks.
  - Kent Police spoke about ‘my community voice’ which anybody can sign up to, the Clerk will advertise this on Social Media and the Parish Council website. **Action: Clerk**

- There will be a Ward review in 2026. Cllr. Baldock advised the Parish Council an informal consultation will be required if properties are built in the land members would like to bring into the Parish.
- Cllr. Holowczycki has taken over Cllr. Langhams place on the General Purposes Committee.

**11. Any Other Matters Arising**

- The Street light outside of 39 Sheerstone is still not working. The faults with the streetlight need to be repaired by UK Power Network and the RFO has requested a cost for the repairs.
- A garden company has posted advertisement signs along Grovehurst Road which the Clerk has reported to Swale Borough Council.
- Cllr. Tolhurst advised members he will write up a description about the role of a Parish Councillor.

**12. Next Meeting(s)**

Wednesday 10 July 2024, 7.30 p.m., in Iwade Village Hall.

**The meeting closed at 09.08 p.m.**