

Luddesdown Parish Council

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Minutes of the Annual Meeting of the Council
held on Monday 16 May 2022
at Luddesdown Village Hall, DA13 0UH,
commencing at 7:30pm

Present: Cllr N Clark
Cllr C Mileson
Cllr A Moorhouse – Chairman
Cllr M Newnes – Vice-Chairman
Cllr J Rossouw

In Attendance: Mr S Fishenden – Clerk and Responsible Financial Officer
Mr J Young – Parks and Open Spaces Manager, GBC
Cllr T Rice – Borough Councillor
7 Members of the public

Item 1 To elect the Chairman of Luddesdown Parish Council for the 2022/2023 Council Year and to receive the Declaration of Acceptance of Office from the Chairman

F.C. 01 Cllr Anne Moorhouse was elected as Chairman of the Parish Council.
PROPOSED: Cllr Mileson. SECONDED: Cllr Newnes. All in favour.

Cllr Moorhouse then signed the Declaration of Acceptance of Office, which was witnessed by the Proper Officer.

Item 2 To elect the Vice-Chairman of Luddesdown Parish Council for the 2022/2023 Council Year and to receive the Declaration of Acceptance of Office from the Vice-Chairman

F.C. 02 Cllr Matt Newnes was elected as Vice-Chairman of the Parish Council.
PROPOSED: Cllr Rossouw. SECONDED: Cllr Mileson. All in favour.

Cllr Newnes then signed the Declaration of Acceptance of Office, which was witnessed by the Proper Officer.

Item 3 ADJOURNMENT OF MEETING – To invite the speakers from Gravesham Borough Council to discuss the Luddesdown Recreation Ground play area. Also, to receive any reports from Borough Councillors, the County Councillor and local PCSO.

F.C. 03 The meeting was adjourned to receive a verbal report from James Young, Parks and Open Spaces Manager at Gravesham Council. A summary of his report is below –

- Mr Young is wishing to build strong relationships with all the parish councils within the borough
- The playground refurbishment at Luddesdown Recreation Ground is likely to commence in early to mid-July 2022
- Mr Young listened to residents' feedback regarding the proposed re-siting of the play area to a revised location. After consideration, the new play equipment would be situated in the existing location

- Mr Young would approach Southern Water regarding the pumping station to see if improvements to the visual appearance could be made. It was suggested that planting/screening might be appropriate.
- Members of the Luddesdown Village Hall Committee expressed their desire to make a donation to support the purchase of either additional seating and/or additional play equipment as part of the refurbishment. Mr Young agreed to follow-up with the trustees after the meeting.

Mr Young was thanked for attending the meeting.

F.C. 04 Cllr T Rice then gave a verbal report –

- The Electoral Boundaries Review has been completed for the Borough Council, Luddesdown from May 2023 will be represented by a ‘Cobham, Luddesdown and Istead Rise’ ward.
- A new Assistant Director of Strategic Regeneration; Mr Tom Reynolds has been appointed
- 31,000 homes within the borough are getting a Council Tax rebate
- The projected growth of Meopham is something to monitor in terms of the development of the Local Plan

Cllr Rice after hearing residents’ concerns, agreed to follow-up with the Planning Enforcement Team regarding a long-standing site requiring enforcement.

Item 4 **Apologies for Absence**

F.C. 05 There were no apologies for absence.

Item 5 **Declarations of Members Interests**

5.1 To remind all Members that if any of their disclosures on the Disclosable Pecuniary Interests form submitted to GBC have changed, they need to update their forms within twenty-eight days, forms can be obtained from the Clerk.

F.C. 06 This was noted.

5.2 To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 07 There were no declarations of interest.

Item 6 **To approve the minutes of the previous Parish Council meeting: 21.03.22**

F.C. 08 These were approved.
PROPOSED: Cllr Newnes. SECONDED: Cllr Clark. All in favour.

Item 7 **2021-22 End of Year Financial Matters**

7.1 To review the effectiveness of the System of Internal Control

F.C. 09 The Statement of Internal Control was reviewed and approved by Council.
PROPOSED: Cllr Mileson. SECONDED: Cllr Newnes. All in favour.

7.2 Annual Governance Statement

F.C. 10 The Annual Governance Statement for 2021-22 was approved.
PROPOSED: Cllr Moorhouse. SECONDED: Cllr Mileson. All in favour.

7.3 Accounting Statements, Bank Reconciliation and Variances

F.C. 11 The Accounting Statements (Section 2 of AGAR), plus the supporting bank reconciliation and variance analysis was approved.
PROPOSED: Cllr Newnes. SECONDED: Cllr Rossouw. All in favour.

7.4 Certificate of Exemption

F.C. 12 The Council confirmed it met the criteria for exemption and therefore certified itself exempt from the 'Limited Assurance Review'.
PROPOSED: Cllr Clark. SECONDED: Cllr Moorhouse. All in favour.

7.5 Exercise of Public Rights

F.C. 13 It was noted the exercise of public rights would be held between Monday 13 June 2022 to Friday 22 July 2022

Item 8 Council Governance: To review and approve the Council's -

8.1 Standing Orders

F.C. 14 These were approved without amendment.
PROPOSED: Cllr Clark. SECONDED: Cllr Moorhouse. All in favour.

8.2 Financial Regulations

F.C. 15 It was agreed to adopt these, subject to amendments to remove the red text and re-uploading to the website.
PROPOSED: Cllr Clark. SECONDED: Cllr Moorhouse. All in favour.

Item 9 Councillor Responsibilities & Representation on External Bodies

F.C. 16 It was agreed councillors would take the following responsibilities –

- KALC Area Committee: Cllr Moorhouse and Cllr Rossouw
- Recreation Ground: Cllr Newnes
- Police Liaison: Cllr Newnes
- Transport & Highways: Cllr Mileson
- Projects, Infrastructure & Local Developments: Cllr Clark

Item 10 Asset Register: To review and approve the inventory of assets

F.C. 17 The Asset Register was reviewed and approved.
PROPOSED: Cllr Newnes. SECONDED: Cllr Clark

Item 11 Subscriptions: To review and approve the Council's and employees' subscriptions to other bodies

F.C. 18 It was agreed to renew subscriptions with;
- Kent Association of Local Councils (KALC) at a cost of £161.95

- Zurich Insurance at a cost of £167.44
- UK.2 Net for email hosting at a cost of £41.04
- Scribe for accounting software at a cost of £150.00

Item 12 Arrangements for Receiving Correspondence

F.C. 19 It was confirmed that all councillors will continue to receive their summons, agendas and minutes plus other correspondence via their council email address.

Item 13 Banking Arrangements: To authorise the Clerk to set up a savings account with Unity Trust Bank to transfer the council's reserves into

F.C. 20 It was agreed to set-up the council savings account with Unity Trust Bank. PROPOSED: Cllr Moorhouse. SECONDED: Cllr Newnes. All in favour.

Item 14 Planning

14.1 Planning Applications

F.C. 21 There were no planning applications to consider.

14.2 Planning Enforcements

F.C. 22 There were no updates.

Item 15 Financial Matters for 2022-2023

15.1 To approve the Schedule of Payments in accordance with Financial Standing Order 5.2

F.C. 23 The Schedule of Payments was approved. PROPOSED: Cllr Moorhouse. SECONDED: Cllr Mileson. All in favour.

15.2 To receive the bank statement as of 10.05.22

F.C. 24 The bank statement up to 10.05.22 was received. PROPOSED: Cllr Moorhouse. SECONDED: Cllr Mileson. All in favour.

15.3 To consider approving the revised budget for 2022-2023

F.C. 25 The revised budget presented by the Clerk was approved, this contains a total annual expenditure of £7305.00, which remains within the precept set of £7305.90. PROPOSED: Cllr Newnes. SECONDED: Cllr Moorhouse. All in favour.

15.4 To approve Community Grants the Parish Council wishes to make during 2022-2023

F.C. 26 Grants were approved for the following:
- £1400.00 to Luddesdown PCC for Village Green and Churchyard Maintenance in accordance with S.9 & S.10 of the Open Spaces Act 1906
- £75.00 to Luddesdown PCC as a S.137 Grant under the Local Government Act 1972
PROPOSED: Cllr Mileson. SECONDED: Cllr Rossouw. All in favour.

Item 16 Highways and Environment

16.1 To receive an update on the Highways Improvement Plan and signage: Cllr Mileson

F.C. 27 It was noted that KCC had no money available for any requests in the HIP. It was also agreed the following suggestions would be considered for inclusion into the plan –

- Unsuitable for HGV Sign on Leywood Road
- Village Gateway signs (if desired by parish residents) as cost is expected to be around £2500 per Gateway sign
- ‘Danger, Sharp Bend’ sign for Lockyers Hill

16.2 To receive an update on Rights-of-Way

F.C. 28 Cllr Clark reported the Rights of Way Group held it’s meeting on 5 April 2022. 10-12 people attend the Wednesday walks. The Group continues to try and attract younger walkers.

Item 17 Chairman’s Announcements

F.C. 29 There were no announcements.

The meeting closed at 10:06pm

Signed:

Date: