

# **GRAVENEY with GOODNESTONE PARISH COUNCIL**

**Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Graveney,  
on Monday 14<sup>th</sup> May 2018 at 7.30pm**

**Present:** Cllr Alan Stewart (Chair), Cllr Roger Mitchell (Vice-Chair), Cllr Clare Boggia (from item 5), Cllr Teresa Bowles, Cllr Lesley Lound, Cllr Catherine Wilkinson, Bex Ratchford (Clerk), Cllr George Bobbin (SBC)                      Public: 2

**1. Apologies for absence**

Apologies were received from Cllr Andrew Bowles (SBC & KCC).

**2. Election of Chair and declaration of acceptance of office**

Cllr Stewart was elected as Chair and signed the declaration of acceptance of office.

**3. Election of Vice-Chair and declaration of acceptance of office**

Cllr Mitchell was elected as Vice-Chair and signed the declaration of acceptance of office.

**4. Declarations of interests**

Cllrs had no interests to declare and were reminded to update their details as necessary.

**5. To approve the minutes of the meeting held on 9<sup>th</sup> April 2018**

It was **agreed** to change ‘176’ to ‘177’ under minute 171h. Subject to this amendment the minutes were **agreed** as an accurate record of the meeting and were signed and dated by the Chair.

**6. Matters arising (for information only)**

- a. Action 171a – it was **agreed** to have the dog bin delivered to Cllr Stewart and to ask a local contractor to install it. **Action 6a: Clerk to order and request installation.**
- b. Action 171c: bus shelter work needs to be checked. **Action 6b: Clerk to check.**
- c. Action 171d: NhW sign needs to be collected. **Action 6c: Clerk to collect.**
- d. Action 174: response sent.
- e. Action 175: agenda item 11.
- f. Action 177: response sent.
- g. Action 182b: KCC still to be contacted. **Action 6g: Clerk to contact KCC.**

**7. Crime Report**

There have been three crimes (all thefts) but none in Graveney or Goodnestone.

**8. Cleve Hill Solar Park**

GREAT continues to hold weekly meetings and met for the first time with the developers last week. There is also an upcoming meeting with SBC and KCC. The focus is still on raising awareness, including producing posters. There is now some drone footage of the site. The second phase of the consultation opens on 14<sup>th</sup> June; all residents should have received a community newsletter from the developer. Residents were encouraged to attend the sessions and make comment. It was **agreed** to ask KALC for any advice. **Action 8: Clerk to contact KALC.**

**9. Review of policies**

- a. Code of Conduct – reviewed and approved.

- b. Standing Orders – reviewed and approved.
- c. Financial Regulations – reviewed and approved.
- d. Complaints – reviewed and approved.
- e. Diversity and Equality – reviewed and approved.
- f. Freedom of Information – reviewed and approved.
- g. Risk Assessment – reviewed and approved.
- h. Data Protection – the draft Privacy Notice was **agreed** subject to minor changes of wording.  
**Action 9h: Clerk to publish and check that newsletter distribution complies with GDPR.**
- i. Other policies – reviewed and approved.

## 10. Committees and election of representatives

- a. Committee and working party structure and terms of reference – it was **agreed** to continue with no standing committees and for the finance working party to continue with Cllrs Stewart, Mitchell and Wilkinson as the members and for them to continue as signatories.
- b. KALC Swale Area Committee – it was **agreed** to continue with no formal representative but with cllrs to attend as available.

## 11. Streetlighting

Cllr Stewart provided a summary of issues. **Action 11: Clerk to chase.**

## 12. Village sign

The sign has been installed and good feedback has been received. Landscaping of the area around the sign is going to cost more than expected. The WI will put an application in to the Trust and Cllr Bobbin's member's grant fund. **Action 12: Clerk to send details of funding opportunities to Cllr Boggia.**

## 13. Swale Local Plan

Cllr Stewart attended the recent briefing held by SBC. The housing allocation must increase by 35% to 1050 new houses per year by 2022. There will be a growing pressure on greenbelt land. It was **agreed** to respond to the consultation individually. **Action 13: Cllrs to respond.**

## 14. KALC membership

It was **agreed** to renew membership of KALC at a cost of £178.90 plus VAT. **Action 14: Clerk to renew membership.**

## 15. CPRE membership

It was **agreed** to become members of CPRE at a cost of £36. **Action 15: Clerk to apply for membership.**

## 16. Correspondence

All correspondence was noted.

- a. The requirement under GDPR to appoint a Data Protection Officer may be discretionary for parish councils. **Action 16a: Clerk to monitor the situation.**
- b. It was **agreed** to sign up for access to free aerial photography data. **Action 16b: Clerk to sign up.**
- c. Cllr Stewart may be able to attend the Annual Cllrs Conference. **Action 16c: Cllr Stewart to inform clerk of availability and clerk to book.**

## 17. Finance

- a. The financial statement and bank reconciliation were reviewed and accepted.

Account	Balance as of 30/04/18
Current Account	7426.50
Reserve Account	4019.10
<b>Total</b>	<b>11,445.60</b>

b. Internal Audit

- i. The Internal Audit Report was not yet available.
- ii. It was **agreed** to appoint David Buckett as the Internal Auditor for 2018-19.

c. AGAR – end of year accounts 2017-18

- i. The Statement of Internal Control was reviewed and signed with minor changes regarding external audit.
- ii. The Annual Governance Statement was reviewed and signed.
- iii. The Accounting Statements for 2017-18 were approved and signed.
- iv. The Certificate of Exemption was reviewed and signed. **Action 17c: Clerk to publish AGAR and return Certificate of Exemption to PKF Littlejohn.**

d. Payments were **agreed** as follows:

Ref	Payment	Net	VAT*	Total
S/O	Bex Ratchford – salary and office rental			
D/D	SSE – footway lighting (April)	43.05	2.14	45.19
100547	Streetlights – lighting maintenance – payment 1 of 4	115.48	23.10	138.58
100548	Bex Ratchford – extra hours (for GREAT meeting) and expenses (mileage and ink)	76.09	-	76.09
100549	KALC - training	60.00	12.00	72.00
100550	KALC - membership	178.90	35.78	214.68
100551	KCC – road sign (replacement for cheque 531)	369.00	-	369.00
100552	CPRE - membership	36.00	-	36.00

\* VAT to be reclaimed

## 18. Planning

There were no planning issues to discuss.

## 19. Report from Graveney & Goodnestone Trust

The funding report for this quarter shows that the amount held has gone down due to a weaker market for the investment funds held. The AGM is at the end of the month.

## 20. Reports from Parish Councillors

- a. Cllr Boggia: the ‘turn right’ sign at Cleve Hill was reported but hasn’t been dealt with.  
**Action 20a: Clerk to send link to KCC Highways reporting tool to Cllr Boggia.**
- b. Cllr Lound: the fingerpost sign at Monkshill has been knocked into.

## 21. Reports from Borough and County Councillors (if present)

Cllr Bobbin reported that there is ongoing discussion between KCC and Highways England over who is responsible for the bridges at Brenley Corner in view of the poor condition of the road surface.

## 22. Any other business (for information only)

Fire Hydrant checks are ongoing and some work has been carried out by KFRS. Speeding in Goodnestone is an issue. Cllrs will attend the licensing hearing for the Monks Hill application.

## 23. Staffing matters

The clerk and members of the public left the room for this item. Cllrs discussed the clerk’s annual appraisal prepared by Cllr Stewart and proposals for her salary review, to be approved at the June meeting.

**24. Close and date of next meeting**

The meeting closed at 9.45pm.

**The next meeting will be held on Monday 11<sup>th</sup> June 2018 at 7.30pm.**

Signed..... Date.....