

WEST FARLEIGH PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF WEST FARLEIGH PARISH COUNCIL
HELD ON MONDAY 15TH MAY 2023
IN BRAMLEY BARN, WEST FARLEIGH

PRESENT: Cllrs M Moy, J Morgan, B Scott, H Swan, C Wilson and Mrs A Broadhurst, Clerk
9 members of public

It was reported that, as this was a shorter meeting, there would be public discussion at the end, if time allowed.

1. Apologies

County/Borough Cllr S Webb (arrived at 7.20pm)

2. ELECTION OF OFFICERS

2.1 Chair

Cllr Moy was nominated by Cllr Scott and seconded by Cllr Swan. There being no other nominations and all Members being in agreement, Cllr Moy was duly elected as Chair for the forthcoming year and completed the Declaration of Acceptance of Office.

2.2 Vice-Chair

Cllr Morgan was nominated by Cllr Moy and seconded by Cllr Scott. There being no other nominations and all Members being in agreement, Cllr Morgan was duly elected as Vice Chair for the forthcoming year.

3. Councillor Declarations

No interests declared.

4. Minutes of the Meeting held on 20th March 2023

The Minutes of the meeting had been previously distributed and Cllr Scott proposed that they were a true record. This was seconded by Cllr Morgan, with 4 in favour and 1 abstention. The Chair signed off the official copy.

5. APPOINTMENT OF COMMITTEES AND COUNCIL REPRESENTATIVES

5.1 Structure of Committees

The following Committee arrangements were **Agreed** for the forthcoming year:

Planning Committee – A minimum of any three Councillors – as available

5.2 Appointment of Council Representatives

The following appointments were made for the forthcoming year:

Policing Meetings (if held) - Cllr Scott

KALC Area Committee - Cllrs Moy and Swan

Highways meetings - as available

6. FINANCE

6.1 Annual Return of Accounts and Audit 2022/2023

6.1.1 Annual Accounts for 2022/2023

It was proposed by Cllr Swan, seconded by Cllr Wilson “**that the Council’s Accounts should be Approved**”. This was **Agreed** by all present.

6.1.2 Internal Audit Report for 2022/2023

Councillors noted the Internal Audit Report contained within Page 3 of the AGAR.

6.1.3 Annual Governance Statement 2022/2023

Members considered the Statements of Assurance contained in Section 1 of the Annual Return and determined that the statements numbered 1 to 8 can all be answered "Yes" and number 9 "N/A". It was proposed by Cllr Moy, seconded by Cllr Wilson "that the Statement is Approved". This was **Agreed** by all present.

6.1.4 Accounting Statement 2022/2023

It was proposed by Cllr Morgan, seconded by Cllr Moy "that the Statement of Accounts contained on Page 5 of the Annual Return should be Approved." This was **Agreed** by all present.

6.1.5 Date of Public Inspection – to note

Councillors noted that the Date of Public Inspection for 2022-2023 would be Monday 12th June to Friday 21st July. The Clerk confirmed that the documents need to be uploaded onto the website the day before. It is assumed that this would be the working day before the start date, which will be Friday 9th June 2023.

6.2 Budget Monitoring Report to 30th April 2023

The Budget Monitoring Report was **Noted**.

6.3 Income received since the last meeting

MBC – Precept	£27,000.00
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6.4 Payments made since the last meeting

It was proposed by Cllr Moy to approve the following transactions, this was seconded by Cllr Swan; with all in favour.

Cheques

101327 – Dandelion Time – Hall Hire	£ 30.00
101318 – Severn C Products Ltd – Coronation Coins	£444.00

Internet Banking Payments to be made

KALC – Annual Subscription	£289.42
Zurich Municipal – Annual Insurance renewal	£497.04
Westbury Signs – Play Area Signs	£ 41.33
Mrs A Broadhurst – Expenses (Queen’s Canopy Plaque & Mileage)	£165.69
Mrs A Broadhurst – Salary Owed (April & May)	£214.86
Safeplay PS Ltd – Play Area Monthly Safety Inspection	£ 63.00 *

* The Clerk reported that this would be a monthly invoice for play inspections from April 2023 and asked Councillors to agree that the payment can be made between meetings. It was proposed by Cllr Moy and seconded by Cllr Morgan that the invoice for £63.00 could be paid, once received each month; with all in favour.

Standing Order

Mrs A Broadhurst – April Salary	(£82.43 owed)	£760.00
Mrs A Broadhurst – May Salary	(£132.43 owed)	£760.00

Direct Debits:

People’s Pension – Monthly Payment (April)	£155.04
People’s Pension – Monthly Payment (May)	£155.04
Waveney IT Support Services – Email Accounts & Remote Support (Apr)	£ 95.40
Waveney IT Support Services – Email Accounts & Remote Support (May)	£ 95.40

6.5 Annual Insurance Renewal

It was noted that this is the second year in the current contract with Zurich Municipal. It was proposed by Cllr Moy to renew the annual insurance at a cost of £497.04. This was seconded by Cllr Swan, with all in favour.

6.6 Kent Association of Local Councils Annual Subscription Renewal

It was proposed by Cllr Morgan to renew the annual membership to the Kent Association of Local Councils, at a cost of £289.42 (£241.18 + vat). This was seconded by Cllr Swan, with all in favour.

7. RESOURCES AND ENVIRONMENTAL MATTERS

7.1 King's Coronation Village Event

Cllr Swan reported that there had been some last minute hitches, including the cricket pitch being waterlogged and having to move the event into the Church. However, the Coronation event had been a huge success, with 150 tickets being sold. Many who attended had commented on how much they enjoyed themselves and the organisers were very grateful for the donation made by the Parish Council.

8. HIGHWAY MATTERS

8.1 Highways Improvement Plan

The Clerk reported that data had been received from the traffic surveys which KHS had arranged. Copies of the documents were available for residents to read.

Ewell Lane and Lower Road had an average speed of 28mph. Neither meet the criteria for lowering the speed limit to 20mph (needs to have more than 20 houses) and, as they are both B roads, with an acceptable currently average speed, there would be no change to the speed limit.

Charlton Lane had an average speed of below 30mph (between 23.1 and 26.3mph) so also did not meet the criteria for lowering the speed limit to 20mph. Statistics indicate that only 17.7% of drivers would comply with the lower limit. KHS would not recommend having repeater 30mph signs, as this could actually increase the speed of vehicles along the road. They would consider traffic calming measures but, as the road is unlit, these would need to be virtual, although there was no indication of what that would entail. Councillors commented that, if these would be similar to the road markings on Lower Road (through East Farleigh) they would not be an acceptable alternative to lowering the speed limit.

After discussion the Clerk was asked to contact KHS to ask if there was any further information from the surveys, as the information supplied was minimal and to ask for the exact locations of where the data point strips were placed on each road. This was requested due to Councillors having some concerns that the strips had been placed where vehicles would naturally slow down.

ACTION: Clerk

Concerns were raised that, whilst there may not be a high level of crashes, when there is an accident, particularly along Lower Road, they are extremely serious.

9. PLANNING MATTERS

9.1 Any applications received before the meeting

No applications had been received.

9.2 Planning Decisions

9.2.1 Decisions Outstanding with MBC

The outstanding decision was noted.

9.2.2 Applications Refused by MBC

The refused application was noted.

10. DATE OF NEXT MEETING – Monday 17th July 2023 at 7.30pm

With no further matters to discuss, the meeting was closed at 7.26pm.

Public Discussion:

A resident raised concerns regarding the awful potholes and ridiculous speed of vehicles travelling along the unadopted road from Ewell Lane to Rookery Row. This is resulting in the road surface being thrown into the area outside the properties in Rookery Row and the surface run off runs down to the properties, filling their soakaways, which has now resulted in the houses being flooded. This issue had been reported to KHS and they had responded that there was nothing they could do. However, sometime later, the holes were filled with tarmac, however this was above the street level, which has just made the runoff even worse. The resident will send photos to the Clerk for her to report to KHS. **ACTION: Clerk**

County Cllr Webb reported on the issue of HGVs damaging minor roads, commenting that KCC is only obliged to fill potholes on A & B roads, not the minor ones; which is unacceptable. A resident commented that the potholes in the area now pose a significant health & safety risk.

There was also discussion regarding the ongoing flooding issue on Smiths Hill and the damage that is causing to the road surface (and subsequently vehicles travelling in the area).

The Clerk offered to send a copy of the Parish Council's HIP to Borough Cllr Webb.

ACTION: Clerk