

WEST FARLEIGH PARISH COUNCIL
MINUTES OF THE MEETING OF WEST FARLEIGH PARISH COUNCIL
HELD ON MONDAY 15th JULY 2024
IN BRAMLEY BARN

PRESENT: Cllrs J Morgan (Chair), H Kirk-Brown, G Underdown and Mrs A Broadhurst, Clerk
Borough Cllr C Kehily
3 members of public

Public Discussion

A resident reported issues with the hedges along Charlton Lane (on both sides).

ACTION: Clerk

A resident reported that trees are blocking the view across Teston Bridge on both sides.

ACTION: Clerk

1. Apologies

Cllr M Moy, Borough Cllr L Parfitt-Reid.

2. Councillor Declarations

There were no declarations of interest.

3. Minutes of the Meeting held on 13th May 2024

The Minutes of the meeting had been previously distributed and Cllr Kirk-Brown proposed that they were a true record. This was seconded by Cllr Underdown, with all in favour. The Chair signed off the official copy.

4. FINANCE

4.1 Budget Monitoring Report to 30th June 2024

The Budget Monitoring Report was noted.

4.2 Income received since last meeting

HMRC – VAT Refund	£920.48
MBC – Parish Service Scheme (1 st half)	£408.14

4.3 Payments since last meeting

It was proposed by Cllr Kirk-Brown to approve the following transactions, this was seconded by Cllr Morgan; with all in favour.

Cheques

No cheques

Internet Banking Payments

Safeplay PS Ltd – Play Area Monthly Safety Inspection (May)	£ 63.00
Safeplay PS Ltd – Play Area Monthly Safety Inspection (June)	£ 63.00
David Bucket – Internal Audit	£ 303.60
The Play Inspection Co Ltd – Annual Safety Inspection	£ 139.20
HMRC – PAYE	£ 827.80
London Hearts – Defibrillator & Cabinet (Good Intent)	£1,136.00
Harrietsham Parish Council – Share of SLCC membership	£ 120.00
Dandelion Time – Hall Hire	£ 25.00

Standing Order

Mrs A Broadhurst – June Salary	(£122.35 owed)	£760.00
Mrs A Broadhurst – July Salary	(£122.55 owed)	£760.00

Direct Debits:

People’s Pension – Monthly Payment (June)	£171.50
People’s Pension – Monthly Payment (July)	£171.50
Waveney IT Support Services – Email Accounts & Remote Support (June)	£ 95.40
Waveney IT Support Services – Email Accounts & Remote Support (July)	£ 95.40
Information Commissioner’s Office – Data Protection Annual Fee	£ 35.00

4.4 Internal Auditor’s Full Report (2023-2024) & Re-Employment (2024/2025)

The Clerk reminded all present that the full report from Mr Buckett had been circulated to all and a copy had been added to the website.

It was noted that, having approved the re-employment of Mr Buckett for the 2024-2025 internal audit, he had subsequently sent a quotation for his work, at a cost of £350 (+ mileage). As this was only £50 more than the cost for the previous financial year, Councillors confirmed their wishes to continue as previously agreed. It was also noted that his support, between audits if a query arises, is also helpful to the Parish Council.

4.5 NALC Financial Regulations

It was noted that the newly released model NALC Financial Regulations have been amended to reflect the Parish Council’s financial procedures and had been circulated in draft form to all Councillors for consideration. It was then proposed by Cllr Kirk-Brown to adopt the new Financial Regulations. This was seconded by Cllr Underdown, with all in favour.

5. RESOURCES AND ENVIRONMENTAL MATTERS

5.1 Play Area

The Clerk reported that the rotabounce had been taken away for repair and a worn area on the post had subsequently been bought to their attention. There had been no further update and the Clerk will contact them for further information.

ACTION: Clerk

5.2 Defibrillator at The Good Intent & Tickled Trout

The Clerk reported that the decision had been made to order the defibrillator and cabinet for The Good Intent, as the Landlord had agreed to the replacement being installed. The cost of the purchase came to £1,136 and included the case to protect the defibrillator; Cllr Moy will arrange for the installation in the near future. The Clerk explained the process of registering the defibrillator on the national database (The Circuit) and highlighted that the defibrillator would need to be closely monitored, as it will automatically be removed from service if its location is given out to a member of public. Even if not used, the defibrillator, pads and emergency pack etc must be checked before it can be put back into service. Cllr Kirk-Brown reported that discussions with The Tickled Trout are ongoing.

6. HIGHWAY MATTERS

6.1 Donation Request from East Farleigh Parish Council

The Clerk reported that a request had been received from East Farleigh Parish Council to help fund a speed limit reduction to 40mph on Heath Road, from where the 30mph limit ends in Coxheath to just after the junction with North Folly Road. The project will cost £15,000, with KCC part funding the project due to the accident history, leaving East Farleigh Parish Council to find £7,500. The grant request had been circulated to Councillors for consideration. After brief discussion, it was agreed that the Parish Council would be unable to offer any funding, as a large sum had recently been spent on highway projects in the village.

ACTION: Clerk

Councillors queried some of the work agreed on the Highways Improvement Plan (HIP), which still appeared to be outstanding. The Clerk offered to discuss this with the Officer at KCC to receive an update and then, once all work has been completed, arrange for the HIP to be updated accordingly.

ACTION: Clerk

7. PLANNING MATTERS

7.1 Any applications received before the meeting

No applications to discuss.

7.2 Planning Decisions (To be noted)

7.2.1 Decisions Outstanding with MBC

The outstanding decisions were noted.

7.2.2 Applications Approved by MBC

The approved applications were noted.

7.2.3 Applications Refused by MBC

The refused application was noted.

8. DATE OF NEXT MEETING – Monday 16th September 2024 at 7.30pm

With no further matters to discuss, the meeting was closed at 8.00pm.

Public Discussion

A resident reminded Councillors that County Cllr Webb, at a previous APM, had spoken positively regarding getting a 20mph scheme approved in the village. The Clerk reported that, having had a meeting with KCC, they did not feel that the roads highlighted for the scheme met the criteria. After brief discussion, the Clerk was asked for an update from Cllr Webb.

ACTION: Clerk