

WEST FARLEIGH PARISH COUNCIL
MINUTES OF THE ANNUAL MEETING OF WEST FARLEIGH PARISH COUNCIL
HELD ON MONDAY 13th MAY 2024
IN BRAMLEY BARN, WEST FARLEIGH

PRESENT: Cllrs M Moy (Chair), J Morgan, H Kirk-Brown, G Underdown and Mrs A Broadhurst, Clerk
4 members of public

Due to the elections held on the 2nd May 2024, all Councillors signed a Declaration of Acceptance of Office before the meeting commenced.

Public Discussion

There was no public discussion.

1. Apologies

No apologies had been received.

2. ELECTION OF OFFICERS

2.1 Chair

Cllr Moy was nominated by Cllr Kirk-Brown and seconded by Cllr Morgan. 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 Kirk-Brown. 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

There were no declarations of interest.

4. Minutes of the Meeting held on 18th March 2024

The Minutes of the meeting had been previously distributed and Cllr Morgan proposed that they were a true record. This was seconded by Cllr Moy, with 2 in favour and 2 abstentions. 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 Kirk-Brown (Cllr Moy as back up)

KALC Area Committee - Cllr Moy

Highways Meetings - as available

Weekly Visual Playground Inspections – Cllr Underdown

Bi-monthly Financial Reconciliation – Cllr Morgan

6. FINANCE

6.1 Annual Return of Accounts and Audit 2023/2024

6.1.1 Annual Accounts 2023/2024

It was proposed by Cllr Moy “**that the Council’s Accounts should be Approved**”. This was seconded by Cllr Kirk-Brown, with all on favour.

6.1.2 Internal Audit Report for 2023/2024

Councillors noted the Internal Audit Report contained within Page 3 of the AGAR.
The Clerk reported that the in-depth Internal Auditor's report would be circulated, once received.

6.1.3 Annual Governance Statement 2023/2024

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 Morgan, seconded by Cllr Kirk-Brown "that the Statement is Approved". This was Agreed by all present.

6.1.4 Accounting Statement 2023/2024

It was proposed by Cllr Kirk-Brown, seconded by Cllr Underdown "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

Councillors noted that the Date of Public Inspection for 2023-2024 would be Monday 3rd June to Friday 12th July. The Clerk confirmed that the documents need to be uploaded onto the website the day before, which will be Friday 31st May 2023.

6.2 Budget Monitoring Report to 30th April 2024

The Budget Monitoring Report was noted.

The Clerk reminded Councillors that, at the budget setting meeting, there had been discussion regarding ringfencing funds for specific projects. The Clerk went on to explain her recommendations:

Village Green (for posts) £1,500 (increased from £1,000)

Highways Projects £1,000

New Parish Council Land £4,000

Election Costs £1,500

All Councillors were in agreement with the recommended funds being set aside.

6.3 Income received since last meeting

MBC – Precept	£27,904.00
MBC – CIL Payment	£ 1,552.57

6.4 Payments since last meeting

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

Cheques

No cheques

Internet Banking Payments

Safeplay PS Ltd – Play Area Monthly Safety Inspection (March)	£ 63.00
Safeplay PS Ltd – Play Area Monthly Safety Inspection (April)	£ 63.00 *
KCC – Highway Improvements	£2,656.33
Mrs A Broadhurst – Salary owed (April & May)	£ 294.90
KALC – Annual Subscription	£ 296.69
Zurich Municipal – Annual Insurance	£ 529.18
Dandelion Time – Hall Hire	£ 25.00

* The Clerk asked for Councillors to confirm that the Safeplay inspection invoices can continue to be paid between meetings to avoid late payment fees. This was agreed by all present.

Standing Order

Mrs A Broadhurst – April Salary	(£122.55 owed)	£760.00
Mrs A Broadhurst – May Salary	(£172.35 owed)	£760.00

Direct Debits:

People’s Pension – Monthly Payment (April)	£171.50
People’s Pension – Monthly Payment (May)	£171.50
Waveney IT Support Services – Email Accounts & Remote Support (April)	£ 95.40
Waveney IT Support Services – Email Accounts & Remote Support (May)	£ 95.40

The Clerk reminded all present that, due to the change in Councillors, the bank signatories would need to be amended in the near future.

6.5 Internal Auditor for 2024/2025

The Clerk reported that the Internal Auditor had confirmed he was happy to continue for the forthcoming financial year. Councillors were all in agreement with his appointment for 2024-2025.

6.6 Annual Insurance Renewal

It was noted that this is the third year in the current contract with Zurich Municipal. It was proposed by Cllr Morgan to renew the annual insurance at a cost of £529.18. This was seconded by Cllr Kirk-Brown, with all in favour.

6.7 Kent Association of Local Councils Annual Subscription Renewal

It was proposed by Cllr Moy to renew the annual membership to the Kent Association of Local Councils, at a cost of £296.69 (£247.24 + vat). This was seconded by Cllr Underdown, with all in favour.

7. RESOURCES AND ENVIRONMENTAL MATTERS

7.1 Play Area

The Clerk reported that, before the elections, Mr Scott had agreed to continue assisting with the play area Rotabounce issue until resolved. Having met with Safeplay at the beginning of the month, their Director has now agreed that the current damage has been caused by the previous repair. They are to remove the top section of the unit imminently and take it away to be stripped and rebuilt free of charge. Cllr Moy asked for thanks to be noted to Mr Scott for his assistance in getting this matter resolved.

7.2 Defibrillator at The Good Intent

The Clerk reported that, having borrowed a battery to test the defibrillator removed from The Good Intent, the unit was subject to the recall previously mentioned. To bring the defibrillator back into service, it would require a new battery, 2 sets of pads and the preparation kit. Following that, it must be sent back to be updated, as it will be showing the incorrect battery life. With the addition of a new cabinet included, the likely cost for getting the current defibrillator back in service will cost in the region of £950. Due to the age of the current machine, the Clerk suggested that it would be more beneficial to purchase a completely new defib and had been in contact with London Hearts, who are currently assisting with grants. They can offer the following:

Mindray C1A Defibrillator & heated external cabinet	£1195.00
Soft carry case	£ 45.00 (minimum donation)
Or	
Hard shell backpack	£126.00 (minimum donation)
Preparation pack	(included)

The Clerk added that the pub would need to be approached to confirm they are happy for the new defibrillator and cabinet to be installed and Cllr Moy offered to speak with them. Councillors felt that a soft case would be adequate for the defibrillator. The Clerk stated that, whilst this expenditure is not included in this year's budget, Community Infrastructure Levy (CIL) money had just been received from MBC (£1,552.57), which would cover the purchase. There was then discussion regarding the possibility of placing an additional defibrillator at The Tickled Trout and Cllr Kirk-Brown stated that she would email them to see whether they would agree to the installation of a unit outside the pub. If they did, it was proposed by Cllr Moy that two be purchased. This was seconded by Cllr Kirk-Brown, with all in favour. Cllr Kirk-Brown will confirm whether they are in agreement in order for the Clerk to complete the funding application for either 1 (£1,240 + vat) or 2 (£2,480 + vat) defibrillators with heated cases and soft carry cases. If The Tickled Trout are unable to make a financial donation towards the cost, the additional cost would be taken from general reserves. **ACTION: Cllrs Moy & Kirk-Brown and Clerk**

6. PLANNING MATTERS

6.1 Any applications received before the meeting

No applications to discuss.

6.2 Planning Decisions (To be noted)

6.2.1 Decisions Outstanding with MBC

The outstanding decisions were noted.

6.2.2 Applications Approved by MBC

The approved applications were noted.

6.2.3 Applications Refused by MBC

The refused application was noted.

6.2.4 Applications Withdrawn

The withdrawn application was noted.

7. DATE OF NEXT MEETING – Monday 15th July 2024 at 7.30pm

(Cllr Moy gave apologies for the July meeting.)

With no further matters to discuss, the meeting was closed at 8.10pm.