

# Kingsley Parish Council

## Minutes of the Annual Meeting held on 21<sup>st</sup> May 2019, 7.30pm at the Kingsley Centre

**Present:** Cllr R Fletcher (Chairman)  
Cllr R Coury  
Cllr H Logan

**Also present:** Locum Clerk, Jane Ives  
1 member of the public

25.18 It was **RESOLVED** that Cllr Roger Fletcher is elected as Chair of the Council for 2019/20.  
Proposed: Cllr Coury. Seconded: Cllr Logan.

25.19 It was agreed to defer the election of a Vice Chair until after any new councillors are co-opted to the Council.

25.20 **Apologies for Absence** were noted for Cllr Millhouse. Cllr David Ashcroft had also sent his apologies.

25.21 **Declarations of Interests** – Cllr Fletcher declared an interest in the planning appeal SDNP/19/00346/FUL Land south of Green Street as the land is opposite his property. Cllr Fletcher requested a dispensation as otherwise the meeting would become inquorate. This was agreed by Cllrs Coury & Logan.

25.22 **Public Questions** – there were no questions from members of the public.

25.23 It was **RESOLVED** to approve the minutes of the meeting held on 24<sup>th</sup> April 2019.  
**Proposed: Cllr Coury. Seconded: Cllr Fletcher.**

### **Matters arising from the minutes:**

The Clerk advised that Castle Water had provided a new bill taking into account the meter reading provided. The Council were subject to a late payment charge but the Clerk had appealed this and the outcome of this will be reported. The account was currently on a 14 day hold whilst bank signatories are resolved.

25.24 It was agreed to defer the appointment of Council leads for Planning, Allotments, Transport Highways & Road Safety, St Nicholas Church & Cemetery and Commons Village Greens & Rights of Way until new councillors are co-opted to the Council.

25.25 It was agreed to defer the appointment of Councillors as representatives to any outside bodies until new councillors are co-opted to the Council. However, the Chair would continue to represent the Council at any relevant meetings and the Chair reminded councillors that anyone could attend EHAP&TC meetings if they are scheduled.

25.26 **Asset Register** – The register was reviewed and the Clerk will speak to the former Chairman to clarify some of the items listed. This will be brought back to a future meeting for adoption. **Action: Clerk**

25.27 **Insurance Cover** - It was agreed that there were no changes to the current insurance schedule and therefore the 3 year agreement would continue.

25.28 **Review of Council's Procedures** – It was **RESOLVED** to set up a working party consisting of the Clerk, Cllr Fletcher and Cllr Logan to review council policies and procedures and introduce new ones where necessary to include Standing Orders, Financial Regulations, Publication Scheme, handling FOI requests, GDPR and press/media policy.

**25.29 Meeting Dates for 2019/20** – Meeting dates were agreed up to the Annual Meeting in 2020 (Appendix 1).

**25.30 Planning Appeal: SDNP/10/00346/FUL Land south of Green Street, East Worldham**

Cllr Coury advised that owners of the land are still modifying the land as if they are going to put in vehicular access and they have removed some hedgerow. The Council will submit an objection to the appeal including reference to the number of planning applications that have been refused.

**Proposed: Cllr Coury. Seconded: Cllr Logan. Abstention: Cllr Fletcher.**

**25.31 Planning Application: 21228/005 Honeysuckle Cottage, Forge Road, Kingsley GU35 9NA**

It was agreed that no objection would be raised to this application.

**Proposed: Cllr Coury. Seconded: Cllr Logan.**

**25.32 Internal Audit Report** – The report from Do The Numbers Ltd (Appendix 2) was noted by councillors and the following actions were agreed:

- i) Write to the bank to seek further compensation & request that parish bank accounts can no longer be seen by anyone other than Council officers/members. **Action: Cllr Fletcher/Clerk**
- ii) Continue to seek professional legal advice regrading Footpath 6 and investigate the potential to use wayleave agreements. **Action: Cllr Fletcher/Clerk**
- iii) Ensure that the website contains all agendas, minutes and related reports/appendices presented to the meeting. **Action: Clerk**

**25.33 Annual Return and Governance Statements 2019/20:**

- i) The Annual Internal Audit Report signed by the Internal Auditor was noted
- ii) The Council considered responses to the Annual Governance Statements in Section 1 and it was duly approved by all councillors and signed by the Chairman, Cllr Fletcher, and by the Clerk.
- iii) The Accounting Statements contained in Section 2, prepared and signed by the RFO, were duly approved by all councillors and signed by the Chairman, Cllr Fletcher.
- iv) It was confirmed that the period for the exercise of public rights would be Monday 17<sup>th</sup> June to Friday 26<sup>th</sup> July 2019. The Clerk would arrange the necessary publication of these dates.

**Proposed: Cllr Fletcher. Seconded: Cllr Coury.**

**25.34 St Nicholas Church repairs** - It was **RESOLVED** to appoint Oakworks to carry out work on the balcony at St Nicholas Church at a maximum cost of £25,000. It was noted that this was specialist work and previous quotes from builders had been obtained. The solution proposed by Oakworks and the architect, Richard Ashby, were a far better solution and more sympathetic to the building. Funding was being provided by a £20,000 donation with the Friends of St Nick's and the Parish Council each paying 50% of any amount over £20,000. **Proposed: Cllr Coury. Seconded: Cllr Logan.**

**25.35** It was **RESOLVED** to approve the following payments: **Proposed: Cllr Fletcher. Seconded: Cllr Logan.**

Payee	Description	Net	VAT	Total
Do The Numbers Ltd	Internal Audit for year ended 31st March 2019	£ 240.00		£ 240.00
Zurich Insurance	Council Insurance for 01/06/19-31/05/20 (inc. IPT £100.93)	£ 941.95		£ 941.95
Castle Water	Water charges for allotment 01/01/19-30/06/19	£ 298.56		£ 298.56
	<b>Total Payments</b>	<b>£ 1,480.51</b>	<b>£ -</b>	<b>£ 1,480.51</b>

**25.36** It was **RESOLVED** to add Cllr Logan to the bank mandate. **Proposed: Cllr Fletcher. Seconded: Cllr Coury.**

**25.37** It was **RESOLVED** to appoint Woodside Pest Control Services to carry out work to remove moles at St Nicholas Church at a cost of £90.00 for 3 visits. The cost of this work is being covered by a resident. **Proposed: Cllr Fletcher. Seconded: Cllr Logan.**

25.38 It was agreed that the Council would ask for the Community Infrastructure Levy contribution from EHDC in the sum of £3,102.31 to be paid to the Council. The Clerk will speak to EHDC about any legacy S106 contributions that have not yet been paid out. **Action Clerk**

25.39 **Updates from Councillors:**

- i) **Allotments** – there was nothing to report
- ii) **Transport, Highways & Road Safety** – Cllr Fletcher advised that Highways are due to report back to the Council in June and he will chase this.
- iii) **St Nicholas Church & Cemetery** – work will now be scheduled with Oakworks and Richard Ashby, with the end of 2019 being the target completion date .
- iv) **Commons, Village Greens & Rights of Way** – Cllr Fletcher is due to discuss the common land with the MOD and noted new signs in the car park regarding keeping dogs on leads.  
Lower Green – Cllr Millhouse is looking at potential improvements to this area and will report to Council at a future meeting.  
Upper Green – Annual playground inspection is due to take place soon and decisions will need to be made later about the future of the playground and whether a replacement is warranted. Feedback from residents will be an essential part of this process.  
Footpath 6 – land registry has been applied for.

25.40 **Agenda items for next meeting** – co-option of new councillors will be advertised this month with a view to making appointments at the next meeting; village greens update; St Nick’s Church project plans/phase 2.

25.41 The meeting closed at 9.40pm. Next meeting is Wednesday 26<sup>th</sup> June 2019.

Signed: ..... Chairman

Date: .....

## Appendix 1: Meeting Dates 2019/20

### Kingsley Parish Council

#### Meeting Dates 2019/20`

The Parish Council meets once a month, usually on the 4<sup>th</sup> Wednesday of the month. There are no meetings in August or December.

Tuesday 21 <sup>st</sup> May 2019	Annual Meeting
Wednesday 26 <sup>th</sup> June 2019	Full Council Meeting
Wednesday 24 <sup>th</sup> July 2019	Full Council Meeting
Wednesday 25 <sup>th</sup> September 2019	Full Council Meeting
Wednesday 23 <sup>rd</sup> October 2019	Full Council Meeting
Wednesday 27 <sup>th</sup> November 2019	Full Council Meeting
Wednesday 22 <sup>nd</sup> January 2020	Full Council Meeting
Wednesday 22 <sup>nd</sup> February 2020	Full Council Meeting
Wednesday 25 <sup>th</sup> March 2020	Full Council Meeting
Wednesday 22 <sup>nd</sup> April 2020	Full Council Meeting
Thursday 14 <sup>th</sup> May 2020	Annual Parish Meeting
Wednesday 27 <sup>th</sup> May 2020	Annual Meeting