

DRAFT Minute Ref HPC 06/23**Hothfield Parish Council**

Minutes of the Meeting of the Parish Council

held on Wednesday 14th June 2023 at 7.00pm at The Bluebells Children's Centre.

DRAFT COPY**1. Note of Persons Present**

Cllr Lloyd, (Chairman), Cllr Sutcliffe, Cllr Pollock, Cllr Brock, Cllr Bowker, Cllr Fletcher

One member of the public was in attendance.

2. Apologies for absence

An apology was received from Cllr C Bell due to work commitments.

3. DECLARATIONS OF INTEREST**Declaration of Pecuniary Interest**

There were no Declarations of Pecuniary Interest

Declaration of Significant Interest

There were no Declaration of Significant Interest recorded this period.

i) To note the granting of any Requests for Dispensation and the decision

No requests received.

ii) Updating of Declarations of Interest for the Code of Conduct

There were no declarations of interest. Councillors were reminded that they should update their Declaration of Interest with the Monitoring Officer if necessary.

4. Acceptance of Minutes from the previous meetingMr Lloyd reminded members that amendments to the minutes should be raised with the clerk as soon as possible after the minutes had been distributed. Minutes 05/23 of the meeting held on 17th May were accepted and it was unanimously agreed that Mr Lloyd should sign them.**Proposed: Mr Lloyd****Seconded: Mrs Sutcliffe****5. Matters Arising from the previous minutes**

There were no matters for report not covered on the agenda.

6. Public Interval

No matters were brought to the attention of the Parish Council.

7. PLANNING

Application No: PA/2023/0904 PARK Cottage, Polla House, Church Lane, Hothfield TN26 1EL

Proposed infill side extension.

Parish Council: **Support**

8. Borough Councillors Report

Although Cllr Bell was unable to attend the meeting, the Chairman reported two matters on her behalf. Firstly, to advise HPC that, following the election process, Ashford Borough Council has changed from conservative run to a coalition of independent parties.

Secondly, Cllr Bell advised that she has put forward a recommendation that the planning application for the Esso Garage in Hothfield is put before the planning committee. Cllr Lloyd agreed to represent the PC at the committee if required.

9. Financial Reports

Bank Reconciliation

As of the 12th May 2023 there was £64, 813.98 Business Account, £100.00 in the Current Account and £1040.00 in the Reserve Account making a total of £ 65,954.02.

Payments for June total £963.27 this is made up off the following payments:

Salary £357.00

Salary £334.00

HMRC £83.60

S Flynn £ 7.64

Satswana £180.00

The clerk was also given at the meeting, the invoice for the painting of the MUGA for £500.00 and the supply of the paint £72.00, both payments were agreed at the meeting and cheques issued accordingly.

Earmarked Funds

The PC agreed that costs incurred for the recent painting of the Muga should come out of the earmarked funds. Additionally costs for the upcoming Craft and Flower Fayre would be offset against the funds currently held for the garden competition.

For accounting and budgeting purposes, the grant received from the borough councillor for the Coronation celebration would be shown against village projects.

HPC agreed that funds earmarked for the fete and social events should remain separate and not distributed between the other earmarked categories and that The Youth account, which retains a balance of £2409.00, should continue to be held in a separate account at least for this financial year.

Costs for the coronation should come out of village projects plus the Ward grant and ticket sales.

10. AGAR 22/23

The clerk reported that she will be meeting with Lionel Robbins on the 27th June for the annual audit of accounts. Prior to the meeting, a copy of the end of year accounts had been made available to all members and as a result of this, HPC agreed that the chairman should sign the certificate of exemption.

The chairman signed the accounting statement and governance statement for AGAR 22/23. This was agreed by all members along with the timeframe for the notification of public rights to view the accounts.

11. NatWest Banking Mandate

Following a visit to the branch by the Chairman, Mr Lloyd proposed that a number of previous Cllrs should now be removed from the banking mandate. This was agreed by all. Following the election and changes to the HPC members, additional members will now be added to the mandate.

At present, in accordance with our banking mandate, 2 signatures are required to authorise cheque payments. NatWest advised that this could be changed if needed however HPC was in agreement that the current provision of two signatures should remain. However, it was accepted that a facility to allow the clerk to view accounts and admin online would be beneficial for the HPC and the chairman agreed to organise this via online banking.

12. Review of Policies and Procedures

HPC reviewed the media policy and found no changes were needed. Cllr Pollock questioned the policy surrounding the use of social media and the clerk agreed to send a copy of a social media policy to all.

Action: Clerk

13. General Council Business

Correspondence – No matters were brought to the attention of the meeting.

Village Hall – Cllr Sutcliffe had attended the last meeting. Although initially it was brought to her attention that there was a problem with the fire doors, The village hall has found an in-house solution to mend the door and no action was needed by the PC.

Cllr Sutcliffe reminded the village hall committee that, as the tenants of the hall, it was their responsibility to ensure that the hall was kept in good condition and that the PC would only consider involvement if the upkeep incurred an exceptionally large financial outlay. The wi-fi in the hall was also discussed and it was agreed that the password would be made available to all hall visitors.

Police Matters - A new neighbourhood policing model in Kent has been introduced as a result of this, PC Natalie Faiers has been appointed as the Beat Officer for Hothfield and will be supervised by Sgt Richard Batten.

Cllr Fletcher told members that she had reported to the police that youths from out of the village have been vandalising the lights on the MUGA. Cllr Fletcher had reported this via 101 and has a crime reference number.

KALC- The KALC meeting is bi-monthly so no report due.

MUGA – Cllr Fletcher has inspected the area and asked Kenny to remove the broken basketball net as it is a possible hazard. There currently is a bulb that needs replacing however due to the costs of hiring equipment to access the lights it was decided that there needs to be more than one bulb replaced at a time.

Newsletter- Nothing to report.

14. Solar Funding Projects Update

A surveyors proposal for safety measures that could be implemented by KCC and HPC to mitigate the speed problems in the village had been received from Kent Highways. This included new signage, gateways and a drop kerb. The PC discussed the proposed measures and although all members felt that they would like to see stronger measures within the village, the initial proposals put forward was accepted as a suitable first stage approach to combat the speeding problem. The clerk agreed to contact KCC and accept the proposal and ascertain costs and a start date. **Action: Clerk**

Triangle of Land

The HPC are keen to move forward with phase 2 of the project which involves purchasing the plants for the area. The clerk has made contact with Ms Barton to facilitate this.

15. Sign for the Post Office

The owners of the post office had raised with Cllr Brock the possibility of a sign in the village. Cllr Brock brought this to the attention of the HPC for discussion. Although there is currently a sign in the village for the post office, it is obscured by the telegraph pole and the trees. It was agreed that, with many local post offices closing and more people having to travel further afield to visit the post office, this would be a good idea. HPC agreed that the initial assessment of application fee of £370 could be borne by the Parish Council. Cllr Brock agreed to take this forward with KCC.

Action: Cllr Brock

16. Forum of Exchange of Information

Cllr Pollock confirmed that he would provide details of the budget for the Craft and Flower Fayre at the next meeting. Cllr Pollard reiterated that anyone who makes, craft, grows & bakes etc would be very welcome to join in and as there has not been such an event in the village since before covid, it was hoped that the village would come out and fully support the fayre. It is free to enter the competitions, tea and coffee will be available.

Cllr Pollock reminded all about the outdoor theatre event taking place at the Vineyard 24/25 June

Cllr Fletcher raised some questions about a possible Jumble Sale or Bring and Buy sale. The HPC suggested she raise this with the Village Hall Committee.

The question about whether Hothfield have a Womens' Institute (WI) was raised. Hothfield no longer do but interested parties are encouraged to make contact with the Westwell WI

Cllr Fletcher raised concerns that Common Way off School Road has a lay by in which the Disabled Bay appears to be no longer used. Cllr Fletcher has requested that we investigate who owns the bay and if it is still required.

Action: Clerk

Cllr Fletcher raised the question about the proposed Bungalows in Plantation Close, the HPC believe that it has been delayed but will raise this with the borough council.

Cllr Bowker asked about a Hothfield Village Fete for 2024. The PC welcomed the idea but agree that this would be too big an event for the PC members to arrange in isolation. Volunteer committee members to organise and run such an event would be needed. It was agreed that this should be raised at the village residents meeting in the Autumn to see if there was an appetite for such an event.

17. Items for the Next Agenda

The chairman reminded members that agenda items should be raised with the clerk before the next meeting. The Chairman thanked all members for attending and called the meeting to close at 20:30pm.

18. Date of the Next Meeting

Wednesday 12th July 2023.