THE DRAFT MINUTES OF THE ANNUAL GENERAL MEETING OF HEVER PARISH COUNCIL.

Tuesday 7th May 2019 AT 7.30PM. Held at Hever Village hall.

Present: Cllrs., John Hodson (JH) (Chair), Joanna Wade (JW) – apologies in advance for late arrival, arrived 8.05pm / item 11, Angela Haydon (AH), Stephen Sadler (SS), Anita Sebastian (AS), Rick Brookes-Smith (RBS)

**Also in attendance**: Charlotte Cole (CC, Clerk), and 1 member of the public. The meeting commenced at 7.30pm.

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| **1.To receive apologies** – Matthew Dickins (MD) Sevenoaks District Councillor – busy at SDC, but notes sent (item 12), Stephen Lark (SL) – working, Bonnie White (BW) - busy, Christine Thompson (CT) - busy, Peter Lake (PL) Kent County Councillor – busy. These apologies were accepted and noted.  **2. Public Forum** – had query over refuse bin collection, to be discussed under item 12.  **3. Declarations if interest in respect of business specified on the agenda** – any such declarations to be specified per item.  **4. To approve accuracy of minutes from the previous meetings** (20.03.19)**.** Previously circulated draft minutes approved by all and signed by JH.  **5i. May 2019 elections** – 9 out of 10 Cllrs. elected uncontested. One casual vacancy.  **5ii**. **Casual vacancy** - The Clerk clarified the process and Members resolved to co-opt to the vacancy. Agreed to advertise the vacancy and ideally appoint within 6 months of May. To remain on Agendas of future meetings.  **5iii**. **Electoral expenses form** – the *whole* form needed to be returned to SDC by 30th May. Those present at the meeting either gave to Clerk or had already submitted.  **6i**. **Election of Chair** – AS proposed JH, SS seconded.  **6ii**. **Election of Vice Chair** – JH proposed JW, RBS seconded.  **7i**. **Acceptance of Office** - Those present at the meeting gave to Clerk (HPC keeps, not SDC).  **7ii** **Register of Interest documents** – needs to be witnessed by Clerk. Those present at the meeting gave to Clerk. These will be available online via SDC.  **8.** **Appointment of members of Committees**;   * Planning (CT, SS, AH, AS, RBS). SS was appointed as Chair and RBS as Vice Chair of. * Finance and Employment (JW, JH, AH, Clerk) * appointment of members to serve on outside bodies / local groups e.g. HWCAAG (currently RBS, SL).   **9. HPC Annual policies** – all agreed to adopt and review in a year, or subject to legislative changes.  Complaints Policy (2019) GDPR (2019) Planning Committee Terms of Reference (2019)  Finance Regulations (2019) Code of Conduct (2019)  Terms of Reference of Finance and Employment Committee (2019) Standing Orders (2019)  Training Policy for the Clerk and Cllrs. (2019) Risk Management (2019)  **10.** The Council received and accepted;  **10i.** The annual accounts (Financial year 2018 – 2019)  **10ii**. Bank reconciliation  **10iii.** Significant variation form  **10iv.** Dates for public rights to inspect accounts  **10v.** Internal Audit report (completed 30.04.19)  **11i.** The Council received and approved the Annual Governance and Accountability Return (AGAR) Annual  Governance statement (Section 1, part 2 &3) by resolution.  **11ii.** Considered the Accounting statements, (Accounts and Audit Regulations 2011) and findings on the review by the members meeting as a whole.  **11iii.** Approved the Accounting statements by resolution.The statements were signed and dated by the person presiding at the meeting at which that approval is given.  **12.** SDC Dog waste refuse collection service and charges – MD sent notes on the process change. Noting the changes in procedure of SDC / KCC and cost implications, it was resolved to stop paying SDC to collect the waste, check HSE for implications of dog waste collection, keep dog waste bins in situ and caretaker (contracted) to transfer contents. To review. Report that bin by Hever bus shelter not being emptied – Clerk to report to SDC.  Notes sent in absence from MD -   * **Elections** – congratulations! * **GB Spring Clean –** many thanks as ever for coordinating. * **Off-Roading Motorcyclists in Markbeech** – following their return earlier in the year, Police are now involved and have asked that whenever the motorcyclists appear, they be reported by telephoning 101. * **Agricultural Prior Notifications** – SDC Planning officers are going to organise a training and Q&A session for District and Parish Members. * **19/01091 (Trudges Farm)** – refused. * **Dog Waste Collection (Item 12)** – as per our correspondence. * **Local Plan (Item 13)** – lodged with PINS on 30 April.  Awaiting details of examination timetable et cetera. * **Planning Enforcement (Item 16)** –Stephen Whitehead’s appointment has brought welcome and overdue additional resource to the team.  Now he’s settled in there are a number of cases which have rumbled on for a long time on which I am hoping we might secure some movement. * **Neverworld Meeting (Item 20)** – a positive meeting with the proposals generally welcomed.   **13. Richard Morris, Head of Planning, SDC** updated at Clerks meeting on 23.04.19 – Clerk reported back on timetable for Local Plan, now submitted to Inspectorate. Likely 5 – 6 months wait to be allocated at Inspector, which may recommend minor / major changes to the plan. Felt unlikely to re-examine now excluded sites. SDC feel they can meet District housing needs for next 12 years. Green Belt won’t be reclassified by Govt. and no political willingness to do this.  **14. Matters arising from previous minutes – none.**  **15. Highways meeting and village gateways** – Clerk reported that Highways meeting had to be rescheduled by them, now booked 15.05. Need Highways approval for proposed village gateways, which will be considered at the Assembly (23.05).  **16. SDC Planning Enforcement –** Steve Whitehead new head of at SDC. Focused on better communications with town / parishes and clearing backlog of cases. Clerk to contact with outstanding list of queries across the parish.  **17. Finance update** – spend in Dec 2018 and Jan 2019 attached to Agenda plus bank reconciliation and end of year accounts.  **18. GDPR** – no further action required to date and no breaches reported.  **19.** Gatwick – RBS reported that no significant update, other than HWCAAG agreed to continue within Noise Management Board.  **20.** Neverworld Licensing application – Clerk reported back on comments (traffic, day tickets, noise management plan, drinking water availability, shuttle bus provision) submitted to SDC Licensing and responses discussed. No further concerns for SDC.  **21. Planning -** applications responded to and outcomes attached to Agenda.  **22.** **Urgent / other issues –** none.  Meeting ended 8.50pm  **NEXT MEETING – ANNUAL PARISH ASSEMBLY Thursday 23rd MAY 7.30pm FOUR ELMS Parish rooms.** |
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