

MINUTES

Hever Parish Council on 11th January 2022 at Hever Village Hall. The meeting commenced at 7.30pm.

In attendance: Rick Brookes-Smith (RBS), Angela Connolly (AC), Angela Haydon (AH), John Hodson (JH) Chair, Stephen Lark (SL), Philip Lindsay (PL), Nick Roberts (NR), Stephen Sadler (SS), Joanna Wade (JW) Vice Chair

Also in attendance: Christina Divall (CD) Clerk, Rachael Turner (RT) Clerk, Cllr Margot McArthur.

Public Forum

Councillor Margot McArthur gave an update – KCC had balanced their budget but had to make some tough decisions – staff reductions, increase in costs and a reduction in Grants.

The Household Waste Recycling booking system consultation had received 10,500 responses. There had been less visits with 50% more unloading. Visits had been spread out with staff having more time to help, and more recycling being carried out and was a better experience for all. They are going to carry on with the booking system. It is available 362 days a year and you can book slots online/phone a month ahead. JW asked if there was a list of items that shouldn't be recycled like clingfilm as the whole load has to be incinerated if contaminated with these products. Education required to encourage less recycling but of a better quality. MM stated that 50% of SDC waste is recycled and the rest was incinerated with less than 1% going to landfill. Clerk to add to website.

JW asked MM if she had any feedback about the question in the last meeting with regards to footpath repair funding. MM is going to respond.

1. John Hodson stepped down from the role of Chairman. Vice Chair assumed role of Chair. Thanks were given for all the hard work and commitment to HPC and the community that JH had given over the years.
2. JW proposed that Angela Haydon, took up the position of Chair and was unanimously voted in.
3. New Chairman AH signed the Declaration of Acceptance of Office, witnessed by Clerk (CD)
4. To receive apologies for absence and resolve to approve reasons given. Matt Dickens, prior commitment.
5. To receive declarations of interests – no declarations.
6. All approved and AH signed the minutes of the meeting held on the 2nd November 2021.
7. Planning - Minutes will be recorded as decisions / comments submitted to SDC. The Planning Portal will be having some changes in the not too distant future.

Items for consideration and resolution

8. Resignation of the Clerk received. Thanks to the Clerk for the comprehensive handover and guidance documents prepared for the new Clerk, and offer of help going forward and for offering to attend the Internal Audit in May.
9. Noted and resolved - the appointment of Rachael Turner to the Responsible Financial Officer and Clerk's position.
10. Committee reports
 - a. Gatwick – nothing to report.
 - b. Pond – blocked drainage. Bobby Groves prepared 'description/report' of what is required of KCC to resolve the drainage issues going forward although some work had already been undertaken. If the drainage is still causing a problem report it to KCC.
 - i. Update on the purchase NR. Conveyancing is continuing with an expected date for exchange of contracts end January/early February.
 - ii. FE Pond purchase – To resolve to approve permission to the officer of the council (our Clerk) and the Chairman (additional signatory) can sign on behalf of the council. Resolved and approved.
11. Finance
 - a. * Bank reconciliation prepared by the RFO, approved by all and signed by member of FEC (SL)
 - b. To resolve to approve for payment items of expenditure to include ratification of items made between meetings. (ALL) Approved.

- c. To resolve to approve Rachael Turner (new Clerk) to be added to the Bank Mandate as a signatory to enable Rachael to do the financial functions of her responsibilities. Approved.
- d. To resolve to approve Rachael Turner can apply for Online Banking to enable her to carry out her financial duties. Approved.
- e. To note confirmation of tax base from SDC, subject to Cabinet approval on 13th January has been estimated at 638.60, a 3.2% increase on 21/22. HPC Finance Committee have met and considered budget options for 22/23. There is a need to increase the Precept this year due to rising costs and increased expenditure over the past year. The proposal was considered and the Precept request of £50,000 was approved by full council. This would result in an increase of £0.96 per household per month for a Band D property.
- f. Pond finances - Internal Auditor explained that there needs to be a plan on how long funds are expected to last and how the fund will be 'topped' up. NR to produce a document and also update the legacy document about previous history and current changes. Ongoing.
- g. Four Elms Playground Inspection Report – Goal posts had now been moved. This will need completing regularly and an allowance added to the budget.

Items 12 and 13 were discussed and it was decided that this falls under the Highway Improvement Plan. All villages have their own and similar issues with regard to speed, and accidents although some more than others. AH to update the HIP with SS and resubmit to Highways.

12. Speed limit on Bough Beech road be changed from 60mph to 30mph after the school.

13. Road rumble strips in Four Elms.

14. To receive report from Clerk outlining any actions taken since the previous meeting and any other updates.

- a. Banking Mandate to add SL was completed.
- b. Online banking application for AH completed. Now able to make payments online.
- c. New Pond ac – Clerk has chased several times and emailed a complaint.
- d. Bankline is now open for applications – Clerk to start process when Banking Mandate processed.
- e. New Internal Auditor - Mulberry and Co, appointed.
- f. Footpaths grant – update by JW and SL?

15. Items for information only and correspondence

- a. Bulk refuse freighter - Saturday 12th Feb 22. 09:15-10:00 Four Elms VILLAGE HALL. 10:15 - 11:00 Hever Bottle bank area, Henry pub in coach car park. 11:15 - 12:00 MARKBEECH village hall
- b. Caretaker insurance in place.
- c. Climate change –* KALC have launched a free Carbon Footprint Calculator. More information <https://www.nalc.gov.uk/our-work/climate-change>
- d. Clerk wrote email to Willerby Landscapes thanking them for the Christmas tree and lights and their continued support for the community is much appreciated.
- e. NR reported that the Pond Officer was going through the process of DBS checking and has 3rd party liability insurance.

16. Items for noting or inclusion on future agenda at the discretion of the Chairman.

- a. A discussion had taken place about the CIL infrastructure levy with information given on what it can be spent on. Footpath repairs/maintenance rather than new footpaths? More information and decisions required (ALL). Estimates required.
- b. JW discussed the Jubilee celebrations. Bring your own picnic on 2nd June at Hever Castle. Require sponsorships to offset costs (ALL). Meeting being held on Sunday 16th January to discuss activities. Advertise with leaflets or in a newsletter. Insurance to be arranged.
- c. JH requested that a thank you card be given to Karen at FE café for the kind offer of allowing the lights to be plugged into the electricity supply. This had much improved the look of the Christmas tree and received a lot of positive comments of how nice it looked.

At the end of the meeting John Hodson resigned his position of Councillor. A presentation was then given to him in thanks for all he has done.

Meeting ended 8.40pm.

Hever Parish Council Meeting

Finance update 11th Jan 2022 meeting. Sent to all Councillors for approval.

Witnessed and signed by member of Finance and Employment committee

BANK RECONCILIATION		
Opening balance 1st Sept 21	49832.30	
Receipts - Precept	0.00	} 7275.00
Receipts - Other NatWest compensation	200.00	
Receipts - Pond account donations	7075.00	
Payments	6502.80	
Balance 15 Dec 21 as per bank statement	50604.50	
Less Pond account donations	7075.00	
Adjusted bank balance	43529.50	

	<u>Balance</u>	<u>RECEIPTS</u>	<u>BALANCE</u>	<u>PAYMENTS</u>
-	-	-	49832.30	-
16/10/2021	Pond ac donation	250.00	50082.30	
19/10/2021	Vistaprint posters		50048.35	33.95
19/10/2021	CMD Tax, NIC Sept		49755.33	293.02
21/10/2021	Pond ac donation	100.00	49855.33	
21/10/2021	Pond ac donation	25.00	49880.33	
21/10/2021	Pond ac donation	200.00	50080.33	
22/10/2021	Dropbox 1 year 21/10/21-20/10/22		49984.45	95.88
22/10/2021	CMD Pension May to Aug		48834.57	1149.88
22/10/2021	CMD Pension Sept		48382.59	451.98
25/10/2021	Pond ac donation	5000.00	53382.59	
27/10/2021	Office costs & mileage Oct		53304.59	78.00
27/10/2021	Emptying Dog Bins Jul-Sep 21		53270.03	34.56
27/10/2021	Pond ac donation	200.00	53470.03	
28/10/2021	Pond ac donation	50.00	53520.03	
29/10/2021	Staff costs October & extra hours		52599.23	920.80
29/10/2021	Computer stand		52573.74	25.49
02/11/2021	Pond ac donation	1000.00	53573.74	
05/11/2021	Computer hard drive		53513.74	60.00
05/11/2021	Caretaker works across parish		53413.74	100.00
05/11/2021	Pond Purchase Solicitor		53163.74	250.00
08/11/2021	Pond ac donation	250.00	53413.74	
09/11/2021	Caretaker works across parish		53128.74	285.00
18/11/2021	CMD Pension Oct		52837.14	291.60
18/11/2021	MB village hall hire Sep mtg		52809.14	28.00
18/11/2021	CMD Tax, NIC Oct		52595.94	213.20
19/11/2021	Annual membership		52585.94	10.00
25/11/2021	Compensation for poor service	200.00	52785.94	
26/11/2021	Staff costs Nov & extra hours		51893.31	892.63
02/12/2021	Office costs & mileage Nov		51830.61	62.70
02/12/2021	CMD Pension Nov		51549.94	280.67
07/12/2021	Meeting 2nd Nov 21		51524.94	25.00
07/12/2021	Pest control Sep - nov 21		51414.54	110.40
14/12/2021	Caretaker works across parish		51207.54	207.00
14/12/2021	CMd Tax, NIC Nov		51008.70	198.84
14/12/2021	Anti Virus Renewal		50969.70	39.00
14/12/2021	Bulk refuse freighter		50604.50	365.20
	TOTALS		7275.00	6502.80