

Appledore Parish Council

Minutes of the Meeting on 14th December 2015 at 19.30hrs

Appledore Village Hall

Present:

Cllrs: James Perkins (Chairman), Helen Hennig, Chris Vane.

Clerk: Mary Philo

1. Formalities

- I. The Council was quorate.
- II. Apologies: None
- III. Declarations of Interest and Dispensations: None

2. Approval of Draft Minutes

It was resolved to agree the minutes of the meeting held on the 3rd December 2015 as a true record.

Meeting Adjourned

Public Questions

Council Elections

A member of the public expressed concern that the council had lost several good members.

Introduction of New Council Member Chris Vane

Chris had lived in the village for the last two years and most of his spare time was dedicated to renovating his home. As a way to give something back to the village, he had agreed to become a council member. He was up to date with the council position in most areas.

Salt Bins

A request was made for the council to look into what progress had been made with salt bins which had been suggested before the May elections.

Council Website

It was advised that it was difficult to locate the agenda for the meeting. The clerk would be looking into the website in the coming month.

Doctors Surgery

It was queried that the doctor's surgery had been for sale for 6 years. It was advised that for sale did not necessarily mean on the open market.

Council Owned Land

A member of the public asked if the council had any plans for the field. The chair responded that the council would be waiting for the new council members to consider the matter.

The Meeting was reconvened.

3. Matters Arising

The necked light opposite the recreation ground had been reported again.

Highways had been advised the highways road works employee had informed a resident at Fourwents Crossroads that one of the stop signs was incorrectly sighted. A response was awaited.

The clerk still had to write to the Kentish Messenger to request advice on parking in the village to be included in every issue.

4. Appledore Parish Council Members

- I. The resignation of Cllr Morgan and Blaney had left the council with just three members. It was anticipated that the coming bye-election would bring the council up to the required number of 7 members.
- II. The Bye-election on the 21st January 2016 had been changed to an election for 4 members of the council to include the 3 places created by the recent resignations and the one outstanding co-option. Should there be four or less valid nominations for the election, then the nominees would be elected unopposed. However, should there be more than four standing then there would be a bye-election. Poll cards had been requested to bring the election to the attention of residents.

5. Finance

- I. Precept discussion
The clerk had proposed possible costing for the coming year based on expenditure of the last three years. It was noted that the public toilet funding received from ABC of £ 9,080 had been spent and the council was now totally responsible for its funding. It had been anticipated that the toilets would cost around £7,000 for two years. However, the toilets had cost closer to £5,000 a year. Overall the probably total annual expenditure for 2016/7 was around £31,000. Apart from the precept (currently £26,000) the parish council also received a Concurrent Grant and Council Tax Scheme Grant. Recycling Credit and Street Cleaning grants no longer existed. In the reserve account just over £10,000 was held and it was estimated that at the end of the current financial year the current account would hold around £28,500. The clerk had read through the minutes and financial files and found that no monies were ring fenced nor that there were any officially voted council schemes that required a large sum of money. The council had the opportunity to use excess reserves in various ways: for expenditure on new schemes, to pay off some of the outstanding loan for the village hall and reduce the precept.
- II. **It was resolved to apply for government funding to meet the mandatory requirements of the Transparency Code for smaller authorities under £25,000 annual turnover**, with regard to the new laptop and new software.
- III. Cheques

03.12.2015	
£439.00	Salaries
14.12.2015	
£579.00	Wellers Hedley's Solicitors
£81.84	M Philo – Clerk's room, ink, paper, files, suspension files refund of £35 for registration of APC as Data Handler
£43.06	Office Depot
£78.36	South East Water – Public Toilets
£110.00	Southern Water Waste – Public Toilets

IV. Bank Signatories

It was resolved that the signing rules in the current mandate for the account in Sect 2 (Appledore Parish Council 59078790) be replaced in accordance with section 5 (removal of T. Blaney and G. Morgan) and the authorised signatories to be changed in accordance with section 6 (addition of Christopher Vane) and the current mandate will continue as amended.

V. Asset Register

The Clerk had been advised of some possible unregistered land between the public toilets and the recreation ground. The Clerk would look at the land registry document for the toilets.

6. Planning

I. Decisions Received from ABC:

14/0963/CONA/AS - Griffin House, School Road, Appledore - Discharge condition 2, 4 & 8: Permit

II. New Applications

- a. **15/01316/AS – Land adjacent Prospect House, School Road – Construction of detached chalet style dwelling. It was resolved to support with the following condition that an ecological survey is carried out before hand and any mitigation or translocation measures proposed by the survey to be carried out prior to building and on the condition that a tree survey is carried out to verify that the proposed pruning/removal is suitable and acceptable.**
- b. **15/01533/AS – The Surgery, The Street, Appledore – Change of use of Doctors Surgery to detached dwelling. It was resolved to support the application.**

7. Highways and Byways

- I. Report from Appledore Footpath Warden (K Gerkin): Mr. Gerkin had sent his apologies.
- II. Traffic Monitoring Programme: Tenterden Speed watch had offered to have Appledore speed watch team members attend any of their sessions to get road side experience.

8. Parish Magazine

It was resolved to donate £250 to Appledore Parish Magazine. It was suggested that a yearly contribution in exchange for guaranteed space within the magazine be considered at the next council meeting.

9. Public Toilets

Since the toilets cleanliness had improved the general public appeared to show more respect and greater care. The hand rail for the outside steps had been repaired. A bill for £75 would be due. The lights and door closing system still needed repairing and it was believed that the timer was the issue. Clerk requested to source electricians, in addition to earlier visits by electricians. The toilets were now blocked and a plumber required.

10. Any Other Business/Information for Councillors

Noticeboards: Mr Morgan had agreed to complete the noticeboard acquisition and installation.

Clerk's Expenses Policy: Cllrs would be receiving information on the standard expenses for Clerks and HMRC treatment. Most expenses did not need council agreement but some are recommended and HMRC were aware of Clerk's office costs/expenses.

Chairman's Allowance / Members Allowance Policy: It was advised that there were two options: 1) a chairman's allowance, amount to be set at a reasonable sum, for the costs of carrying out his role which was not directly paid to the chair but accounted for separately or 2) councillors allowance for the same annual total for all councillors for predefined costs, which an independent committee set. Not all councillors' costs could be reimbursed. The Clerk offered to reduce the cost to councillors by printing material for them as this was a council administration cost.

Parish Council Accounting Company KS&S

The council was paying approx. £50 a month to run the pension scheme and PAYE scheme

Parish Council Insurance renewal 27th January 2016

Clerk was asked to obtain additional quotes to compare.

Councillor Training

A member of the council requested to be advised of the next training session as it had become evident that councillor training was essential.

11. Date of the Next Meeting

Monday 18th January 2016 at 19.30 hrs, Village Hall.

The meeting closed at 20.45hrs.