

# APPLEDORE PARISH COUNCIL



6<sup>th</sup> May 2021

## Minutes of the Virtual Annual Meeting, 7.30 pm

### Present

James Perkins (Chair), Roger Hiskey, Helen Hennig, Charles Wilkinson Chris Vane and Derek Winter.

In Attendance: Clerk Mary Philo.

Members of the Public: 8

### 1. Formalities

#### I) Quorum

The council was quorate.

#### II) Election of Chairman

The council was quorate. Councillor Vane nominated Councillor Perkins and Councillor Winter seconded. There were no other nominations. **It was resolved to elect Councillor Perkins as Chairman till the next annual meeting in 2022.** Councillor Perkins confirmed his acceptance of office. Paperwork to be signed later.

#### III) Election of Vice-Chairman

Councillor Vane nominated Councillor Hiskey and was seconded by Councillor Winter. **It was resolved to elect Councillor Hiskey as Vice-Chairman till the next annual meeting in 2022.**

#### IV) Apologies

Apologies had been received from County Councillor Michael Hill and District Councillor Mick Burgess  
(LGA 1972 schedule12, 12)

#### V and VI) Declarations of interest and dispensations

None (Code of Conduct)

### 2. Approval of Draft Minutes

**Following minor amendment, it was resolved to agree the minutes of the meetings held on 12<sup>th</sup> April 2021 as a true record.** Proposed by Councillor Wilkinson and seconded Councillor Hiskey.  
(LGA Act 1972 schedule12,19.1)

### Adjournment of Meeting for Reports and Public Questions

The meeting was adjourned at 7.39 pm

#### Public Questions.

##### Public Session

A resident stated their belief that the alteration to public question format was an illegal action by the council. The clerk advised that the resident was incorrect.

##### Parish Council Bye Election

A member of the public made a statement that any councillors thinking of standing down in the near future should do so immediately so the vacancy could be covered in the bye election due to be held

towards the end of June. The Chairman advised that it is a personal decision for each member as to when and if they step down from the council.

#### Village Hall Representatives

A parishioner queried how the elected hall representatives would work with the hall committee to modernise the hall management and financial structure and use of modern technology in the hall. This was dealt with within the meeting.

#### Public conveniences

A member of the community stated that they thought the exterior appearance of the toilets was bleak.

#### Hall Refurbishment

A member of the public suggested that the village hall refurbishments be on the next agenda.

#### Keep Britain Tidy

A member of the public asked for an update during the public session as they did not want to wait for the item to be addressed later in the meeting. For the response, please see the item on the agenda.

### **The meeting reconvened at 7.55 pm**

3. No point 3 on the agenda

### **4. Appointment of members to outside organisations.**

#### **I) To elect a representative for Friends of Appledore Train Station (FoAS).**

It was resolved to elect Councillor Hennig as FoAS representative. Proposed by Councillor Vane and seconded by Councillor Perkins. Elected members will report to council, as appropriate, following attendance of meetings

#### **II) To elect two representatives to attend the Kent Association of Local Councils (KALC) Annual Meeting.**

It was resolved to elect Councillors Hiskey and Hennig as representatives to attend KALC Annual Meeting. Proposed by Councillor Vane and seconded by Councillor Perkins. Elected members will report, as appropriate, to the council following attendance of meetings.

#### **III) To elect a representative for Appledore Recreation Ground Management Committee (ARGMC)**

It was resolved to elect Councillor Winter as representative to ARGMC. Proposed by Councillor Hiskey and seconded by Councillor Perkins. Elected members will report, as appropriate, to the council following attendance of meetings.

#### **IV) To elect two representatives for the Appledore Village Hall Committee (AVHC)**

It was resolved to elect Councillor Perkins and Councillor Winter as representatives to AVHC. Proposed by Councillor Wilkinson and seconded by Councillor Vane. Elected members will report to council, as appropriate, following attendance of meetings. In response to the question posed during the public session, a hall representative responded that work on these issues is already well underway.

### **5. Allocation of council members' responsibilities as leading councillors who oversee that area of council work.** (Major decisions to be put to the full council for voting).

It was suggested that communications should be considered as a stand-alone responsibility at the next meeting and that the council should have a representative on the allotments. It was thought that the allotment constitution did not require council representatives. A neighbourhood plan and village design were suggested as possible areas for the council to work on however, it was pointed out that central government appeared set to completely shake up the planning system which could negate any benefit of a neighbourhood plan and village design before these could be completed.

**It was resolved to agree responsibilities as follows:**

Highways and byways	Councillor Hennig
Planning	All Councillors
Website	Councillor Vane with the Clerk
HR/Training/Communications	Chairman, Vice Chairman and Clerk
Development of Council Field, Hall Refurbishment and Linear Park	Councillors Perkins, Vane and Winter
Parish Plan -	Update to be considered following the completion of all building and associated works involved with the council field
Resilience Plan -	Clerk to have a watching brief
Court Lodge Car Park	Councillor Wilkinson
External Affairs (Community transport county associations, climate change)	Councillor Hiskey

## 6. Planning

(Town and Country Planning Acts 1990 schedule 1/2010)

### 6.1 Planning Decisions by Ashford Borough Council

a) 21/00190/AS Manclark Cottage, Woodchurch Road: Wildlife pond for Great Crested Newts – Permitted

### 6.2 Planning Applications Considered

a) 21/00665/AS Land South of May House: Construction of a 4-bedroom detached residential chalet bungalow with attached garage and associated parking. Although there was no issue with the design, concern was raised that the dwelling was outside the development envelope and could possibly lead to more development, **it was resolved to make no comment and leave the decision to be made by the planning department.** Proposed Councillor Perkins and seconded Councillor Wilkinson

## 7. Finances

### 7.1 Bank Balance and End of Year Financial Report

As at 31<sup>st</sup> March 2021 £.105,752.48. Financial report can be found at the end of the minutes.

### 7.2 March Receipts

£0.55	March Bank Interest
£267.64	EDF solar panels feed in tariff payment
£344.56	HMRC vat refund claim
£70,000.00	Girtings Solicitors: cash element of the sale of the council field

### 7.3 April Payments

£305.00	Mike Cuerden: Internal Audit Fee (no vat)
£191.44	M Philo refund: £180 Laptop drive replacement, £8.75 Toilet cleaner, £1.70 stamps (vat £2.79)
£392.42	Kent Association of Local Councils annual subscription (£65.40 vat)
£1,159.36	April Salaries

### 7.4 Internal Audit and Statement of Internal Control

Having considered the internal auditors report, **it was resolved to agree the statement of Internal Control.** Proposed by Councillor Winter and seconded by Councillor Hiskey. Chairman and Clerk to sign after the meeting.

### **7.5 Annual Return Section 1**

Having considered the 9 assertions, **it was resolved to agree Annual Governance, Section 1.** Proposed by Councillor Hiskey and seconded Councillor Perkins. Chairman and Clerk to sign after the meeting.

### **7.6 Annual Return Section 2**

Having reviewed the paperwork, **it was resolved to agree the Annual Accounts Section 2.** Proposed by Councillor Vane and seconded by Councillor Hiskey. Chairman to sign after the meeting.

### **8. Information for Councillors**

Keep Britain Tidy Campaign 28<sup>th</sup> May – 13<sup>th</sup> June. Residents are requested to participate to help maintain the countryside roads and footpaths clear of rubbish. The clerk will be organizing residents in small groups over that period. The Clerk had attended some training provided by Ashford Borough Council and Keep Britain Tidy about organizing safe groups. Bags and litter pickers and rubbish collection would be provided by Ashford during the two weeks. Keep Britain Tidy were looking for micro-groups to continue thereafter. Refreshments would be provided.

### **9. Date of Next Meeting**

Monday 7<sup>th</sup> June 2021, 7.30pm, St Peter and St. Paul. The meeting closed at 8.30pm.