

**MINUTES OF THE MEETING OF  
ELMSTED PARISH COUNCIL ON 12<sup>th</sup> MAY 2022 HELD IN EVINGTON HALL**

Present: Cllr Argar (Chair) Cllr Castle  
Cllr Francesconi Cllr Francesconi  
Cllr Phipps Cllr Stanley

In attendance: District Cllr J Hollingsbee, the Clerk and 2 members of the public

		To be actioned by
<b>1.</b>	<b>Election of the Chairman and any Vice-Chairman for the Council year 2022-23</b>	
	Cllr Francesconi proposed Cllr Argar to stand as Chairman, Cllr Phipps seconded this. Cllr Argar took the Chair.  Cllr Argar proposed Cllr Burge as Vice Chairman, Cllr Phipps seconded this.	
<b>2.</b>	<b>Completion of the Declaration of Acceptance of Office Form by Chairman</b>	
	Cllr Argar signed the declaration of acceptance of office form.	
<b>3.</b>	<b>To receive and approve apologies for absence.</b>	
	Apologies had been received from Cllr Bevan, Burge and Castle.	
<b>4.</b>	<b>To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.</b>	
	There were no declarations of interest.	
<b>5.</b>	<b>To approve the minutes of the meeting held on 10<sup>th</sup> March 2022</b>	
	The minutes were signed as a true record.	
<b>6.</b>	<b>To discuss matters arising from the above minutes not covered by the agenda.</b>	
	There were no matters arising from the last meeting.	
<b>7.</b>	<b>To receive a Report from District/County Councillors</b>	
	A report from Cllr Hollingsbee and a report from Cllr Carey had been circulated. Cllr Phipps asked whether there are EV charging points in the car parks in Folkestone and Hythe. Cllr Francesconi asked when the house at Little Pett should be removed – there is probably a condition attached to the planning, the Clerk is to contact Planning Enforcement if the time frame has passed. Cllr Phipps asked when Otterpool is to begin being and built and from where will it start. Cllr Hollingsbee explained that there are amended plans submitted, a consultation is taking place at Westenhanger Castle on 19/5. The building will begin in about 2 years starting near to Westenhanger Station.	
<b>8.</b>	<b>Public session: To receive questions and comments from the public on any agenda item.</b>	
	The members of the public had no comment to make.	
<b>9.</b>	<b>To review the effectiveness of the system of Internal Controls: Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement.</b>	
	The Parish Council reviewed the effectiveness of the system of internal controls. This was accepted and signed by the Chairman.	

10.	<b>Financial matters:</b>																			
	<p>a) To approve the following financial documents:</p> <p><b>i. To complete the certificate of exemption on the Annual Governance and Accountability Return - To be completed only by smaller authorities where the higher of gross income or gross expenditure was £25,000 or less, that meet the qualifying criteria, and that wish to certify themselves as exempt from a limited assurance review</b> The Council agreed to certify itself as exempt, the Chairman signed the Certificate of exemption.</p> <p><b>ii. To receive the end of year accounts</b> The end of year accounts were received by the Parish Council.</p> <p><b>iii. To receive the report from the Internal Auditor</b> The Internal Auditors report was received.</p> <p><b>iv. To approve the Annual Governance Statement 2021/22, section 1 of the AGAR for the year ending 31 March 22</b> The Annual Governance Statement 2021/22 was completed and approved. The Chairman signed the Annual Governance Statement.</p> <p><b>v. To consider the Accounting Statements 2021/22 and approve the Accounting Statements 2021/22, section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2022 and the explanation of significant variance from 2020-21 to 2021-22. To ensure the Accounting Statements 2021/22 are signed and dated by the person presiding at the meeting</b> The Parish Council approved the Accounting Statements 2021/22. This was supported by the Bank Reconciliation and the explanation of significant variance. The Chairman signed the Accounting Statement 2021/22.</p> <p>b) To note/authorise the following:</p> <p><b>i. To note the Parish Council's financial position.</b> The Parish council bank account has £15,780.81</p> <p><b>ii. To authorise any payments</b> The Parish Council authorised the payments to be made:</p> <table border="1" data-bbox="229 1357 1449 1711"> <tr> <td>000399</td> <td>Kingsfords</td> <td>£300</td> </tr> <tr> <td>000400</td> <td>Kent Association of Local Councils</td> <td>£233.23</td> </tr> <tr> <td>000401</td> <td>S Lister</td> <td>£ 30.00</td> </tr> <tr> <td>000402</td> <td>CPRE</td> <td>£ 36.00</td> </tr> <tr> <td>000403</td> <td>Evington Hall</td> <td>£200.00</td> </tr> <tr> <td>000404</td> <td>T Block</td> <td>£999.25</td> </tr> </table>	000399	Kingsfords	£300	000400	Kent Association of Local Councils	£233.23	000401	S Lister	£ 30.00	000402	CPRE	£ 36.00	000403	Evington Hall	£200.00	000404	T Block	£999.25	
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11.	<b>To review Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks</b>																			
	The Parish Council reviewed its Financial Regulations, Standing Orders, Asset Register and Risk Assessment were reviewed and the arrangements were insurance cover were all approved.																			
12.	<b>Review of the Council's and/or staff subscriptions to other bodies ie KALC</b>																			
	The Parish Council reviewed the subscription to KALC and CPRE. These will be renewed again this year.																			
13.	<b>Review of the Council's complaints procedure</b>																			
	The Parish Council reviewed its complaints procedure. This was approved with no changes.																			

<b>14.</b>	<b>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information (see also standing orders 11, 20 and 21)</b>	
	The Parish Council reviewed the Council's policies, procedures and practices in respect of its obligations under freedom of information. This was approved with no changes.	
<b>15</b>	<b>Review of the Council's policy for dealing with the press/media;</b>	
	The Parish Council conducted a review of the Council's policy for dealing with the press/media, the Parish Council is satisfied that it meets its obligations in this matter.	
<b>16</b>	<b>Review of the Council's employment policies and procedures:</b>	
	The Parish Council conducted a review of the Council's employment policies and procedures, the Parish Council is satisfied that it meets its obligations in this matter.	
<b>17</b>	<b>To consider any changes to the Risk Assessment.</b>	
	The Parish Council considered the Risk Assessment and there were no changes to be made.	
<b>18</b>	<b>Planning matters: to approve the responses to any recent planning applications.</b>	
	The Parish Council considered the following applications:  22/0640/FH – no objection, 22/0596/FH – no objection & 22/0481/FH – object due to noise and impingement of enjoyment of the countryside for others.	
<b>19</b>	<b>Any Other Business (for information purposes only):</b>	
	Thanks are extended to Gary Honeysett for painting the sign post at Elmsted Court.  The Clerk was asked to email Cllr J Argar with any notifications of road closures on Wye Road.  The excessive road signs that are left lying around should be reported.	
<b>20</b>	<b>Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</b>	
	Thursday 8 September 2022 Thursday 8 December 2022 Thursday 9 March 2023 Thursday 11 May 2023	
<b>21</b>	<b>Date of next meeting – 8<sup>th</sup> September 2022</b>	
	Date of next meeting – 8 <sup>th</sup> September 2022	
<b>22</b>	<b>Resolution to exclude the public</b>	
	It was resolved that under section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, because of the confidential nature of the business to be dealt with, the Public and Press leave the meeting during item 23 & 24 namely to receive an update on the purchase of land & to approve a scale point for the Clerk's pay.	
<b>23</b>	<b>To receive an update on the purchase of land.</b>	
	The purchase of the land is in the hands of the Solicitor.	
<b>24</b>	<b>To approve a scale point for the Clerk's pay</b>	
	It was agreed that the Clerk should be placed on SCP 13 going forward.	

Signed: .....

Date: .....