

**MINUTES OF THE MEETING OF
ELMSTED PARISH COUNCIL ON 4th JUNE 2025 HELD IN EVINGTON HALL**

Present: Cllr Burge (Chair) Cllr J Argar
Cllr P Argar Cllr Castle
Cllr Stanley Cllr Wright

In attendance: The Clerk

Cllr Burge welcomed everyone to the meeting.

		To be actioned by
1.	Election of the Chairman and Vice-Chairman for the Council year 2025-26	
	Cllr J Argar proposed that Cllr Burge be Chairman, Cllr Stanley seconded this. Cllr Burge took the Chair. Cllr J Argar proposed that Cllr K Stanley be Vice-Chairman, Cllr Burge seconded this. Cllr Burge gave a vote of deep thanks to Cllr Argar for his extraordinary duty to the parish over the last 45 years.	
2.	Completion of the Declaration of Acceptance of Office Form by the Chairman	
	The Chairman completed his Declaration of Acceptance of Office Form.	
3.	To receive and approve apologies for absence.	
	Cllrs Hollingsbee and Francesconi had sent their apologies.	
4.	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.	
	There were no declarations of interest to be declared.	
5.	To approve the minutes of the meeting held on 13th March 2025	
	The minutes were signed as a true record.	
6.	To discuss matters arising from the above minutes not covered by the agenda.	
	Cllr J Argar questioned whether verges will be cut 6 times a year as per Cllr Martin's report last time. This is thought to be in the urban areas and not rural areas. Cllr J Argar reported that the tree in Glory Lane has been removed. Cllr Burge reported that the CIC set up to run "The Yard" has voluntarily closed and has chosen to be struck from the register at Companies House.	
7.	To receive a Report from District/County Councillors	
	Cllrs Hollingsbee and Martin had sent previous reports that will be circulated.	
8.	Public session: To receive questions and comments from the public on any agenda item.	
	There were no members of the public present.	
9.	To confirm eligibility to use the General Power of Competence.	
	The Parish Council has a Clerk holding a recognised professional qualification (Certificate in Local Council Administration - CiLCA) and the Council meets the electoral mandate of having at least two thirds of the council elected, the Parish Council is eligible to use the General Power of Competence. Resolved That having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the council adopts the General Power of Competence from 4 th June 2025 until the next relevant Annual Meeting of the Council.	
10.	Appointment and scope of the Internal Auditor.	
	The meeting was circulated with the Clerk's recommendations regarding the Internal Auditor for 2025-26. The Parish Council approved that Mrs Lister should be appointed as the Internal Auditor for 2025-26.	

11.	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.	
	The Parish Council reviewed the effectiveness of the system of Internal Controls.	
12.	Financial matters: <p>a) To approve the following financial documents:</p> <p>i. To receive the end of year accounts The Parish Council received the end of year accounts.</p> <p>ii. To confirm that the Council can certify itself as exempt from the “limited assurance review” and complete the Certificate of Exemption The Parish Council confirmed that it can certify itself as exempt from the limited assurance review and completed the Certificate of Exemption.</p> <p>iii. To receive the report from the Internal Auditor The Parish Council received the report from the Internal Auditor.</p> <p>iv. To approve the Annual Governance Statement 2024/25, section 1 of the AGAR for the year ending 31 March 2025. The Parish Council approved the Annual Governance Statement 2024/25 and this was completed and signed by the Chairman and the Clerk.</p> <p>v. To consider the Accounting Statements 2024/25 and approve the Accounting Statements 2024/25, section 2 of the AGAR for the year ending 31 March 2024 and the supporting Bank Reconciliation as at 31st March 2025 and the explanation of significant variance from 2023-24 to 2024-25. To ensure the Accounting Statements 2024/25 are signed and dated by the person presiding at the meeting. The Parish Council considered and approved the Accounting Statement 2024/25 and the supporting Bank Reconciliation and explanation of significant variance. The Accounting Statement was signed by the Chairman.</p> <p>b) To note/authorise the following:</p> <p>i. To note the Parish Council’s financial position, Chair to initial bank statement. The financial position as at 30th April 2025 was noted and the bank statement initialled.</p> <p>ii. To authorise any payments The Parish Council authorised the payments due.</p>	
13.	To review Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirm arrangements for insurance cover in respect of all insured risks	
	The Parish Council reviewed the Financial Regulations, Standing Orders, Asset and the Risk Assessment, and confirmed arrangements for insurance cover in respect of all insured risks	
14.	Review of the Council’s and/or staff subscriptions to other bodies i.e. KALC/ACRK	
	The Parish Council reviews the Council’s subscriptions to other bodies and agreed to continue with KALC and CPRE.	
15.	Review of the Council’s complaints procedure;	
	The Parish Council reviewed the Council’s complaints procedure. No amendments were necessary.	
16.	Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>);	

	The Parish Council reviewed its policies procedures and practices in respect to its obligations under the freedom of information and data protection legislation. No amendments were necessary.	
17.	Review of the Council's policy for dealing with the press/media;	
	The Parish Council reviewed its policy for dealing with the press/media. No amendments were necessary.	
18.	Review of the Council's employment policies and procedures;	
	The Parish Council reviewed its employment policies and procedures. No amendments were necessary.	
19.	To consider any changes to the Risk Assessment.	
	The Parish Council considered any changes to the Risk Assessment. No amendments were necessary.	
20.	Planning matters: to approve the responses to any recent planning applications.	
	The Parish Council discussed Planning Applications: 25/0865/FH and 25/0981/FH. No objections were raised to either of these applications.	
21.	Any Other Business (for information purposes only):	
	A parishioner had reported receiving an Environmental Nuisance letter regarding odour from an oil tank. This is on the hands of the District Council.	
22.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.	
	Thursday 11 September 2025 Thursday 11 December 2025 Thursday 12 March 2026 Thursday 14 May 2026	

Signed:

Date: