



Minutes of the Parish Council Tuesday 19 January 2021

68/20 Attendance and Apologies for absence

Attendance: Cllr Buxton (Chairman); Cllr Jacklin (Vice-Chairman); Cllr Biggs; Cllr Booth; Cllr Burn; Cllr Evans; Cllr Grover; Cllr Penney; Cllr Pike and Cllr Sayer

Apologies for absence: None

Present: Ruth Davies (Clerk)

There were 2 members of the public present. Their details are recorded in line with GDPRs.

69/20 Declaration of interest for items on the agenda

There were no other declarations of interest for items on the agenda.

70/20 Approval of Minutes of Council of 8 December 2020

The council **resolved to approve** the minutes and they will be signed by the Chairman as an accurate record of the meeting once the Clerk and Chairman meet.

Matters arising

- The Statement of Accounts produced by DCK were still to be placed on the website once the corrected copy was received.

71/20 Announcements from the Chairman

The Chairman formally welcomed Cllr Biggs to the council and looked forward to working with a full council.

The Chairman informed council of the consultations taking place by RBWM. These are available on the RBWM website and for council members on the internal website and are:

- Have your say on proposed cycling and walking schemes which closes on the 9 February 2021.
- PSPO for dog fouling and cycling in pedestrian areas which closes on the 7 February 2021.
- Budget Consultation 2021 -2022 which closes on the 23 February 2021.
- Housing Strategy 2020 -2025 which closes on the 3 February 2021.
- Early notification of a further consultation on library services which is looking of a further £292K of savings after the previous £145k at the end of 2020.

The Chairman requested council members wishing to respond to contact the Clerk.

The Chairman confirmed that the Recreation Ground was still open for residents and a new banner to inform visitors of this was now in place. All other updates regarding COVID-19 measures would be provided later in the meeting.

72/20 Public Adjournment

The Chairman acknowledged the attendance of a member of the public and requested a response to direct emails sent before questions would be received from this person.

The Chairman brought forward a question submitted prior to the meeting by email from a resident:

Q: Why do both councillors and members of the public have to wait until three working days prior to the following meeting to review the minutes of the previous meeting? This provides very limited time to absorb and to submit

questions. And even if this can be achieved such questions can only report the council meeting after the previous minutes have been adopted and are presumably considered unchangeable.

A: The Chairman confirmed this process was the decision of council.

73/20 Councillors Questions and Business Motions

The Chairman confirmed:

- There were no business motions brought forward.
- There were no questions from previous meetings to be answered.
- There were no new questions submitted prior to the meeting.

The Chairman invited council members present to raise questions. None were raised.

74/20 Business from previous meetings

The council received a verbal update from the Clerk on the Operational actions taken in respect of the new National Lockdown and these were:

- All members of the Parish Council team were now working from home and only travelling to the office for essential work items such as cemetery, facilities, and COVID-19 regulation changes.
- The car park at the Recreation Ground has been restricted as only residents should be using the park and playgrounds in line with the national regulations.
- A survey of users and travel distances has been undertaken on a weekend with the furthest to date travelling from Kent to use the park. However, the predominant users are local and where possible are attending on foot.

Cllr Jacklin raised the concern that with the restricted car parking, visitors are parking on Station Road at the weekends. The Clerk confirmed this would be kept under review and should the need arise to close the playground due to misuse the Clerk would inform council.

75/20 To receive the amended Budget as prepared by the Finance Committee.

The council received a revised budget paper presented by Cllr Booth as Chairman of the Finance Committee.

The committee proposed:

- an in-year deficit budget of -£4,218 which would be taken from the council general reserve.
- a resulting precept of £194,303 and £56.13 per band D house
- totalling 62p uplift on a band D house per annum
- an increase of 1% year on year

Questions were received from:

Cllr Pike questioned if a salary increase had been included in the budget. The Clerk/RFO confirmed that a budget facility had been included to cover the council obligations under the National Joint Council pay terms and conditions.

Cllr Sayer questioned if the budget for legal and professional fees was capped or uncapped as it currently stood at £3000. Cllr Booth confirmed that this matter was not within the council's control and it could increase depending on litigation actions.

Council **resolved to approve** the precept demand for 2021 2022 of £194,303 and 1 % increase.

Council **resolved to approve** the council budget for 2021 2022 as an in-year deficit budget balanced by £4,218 from the general reserves.

76/20 Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups

The committee received the Operations Committee minutes of the 1 December 2020. Cllr Jacklin confirmed that the actions in these minutes had been subsumed by the subsequent meeting on the 12 January 2021, however due to timings these minutes were not available prior to the council meeting and would be presented at the council meeting in February 2021.

The council received the proposal for Council Documentation Review presented by Cllr Jacklin as Chairman of the Operations Committee, detailing the review process and council documentation which required review by the annual council meeting in May 2021.

The council received the proposal for the Committee Structure request for information presented by Cllr Jacklin as Chairman of the Operations Committee, putting forward a process for an active review of the council committees, which elements were effective, and which would benefit from revision.

Cllr Jacklin confirmed that the request for information for the committee structure would close at the end of January and the document review would be in batches as detailed in the document.

Cllr Booth and Cllr Pike thanked Cllr Jacklin for her work in bringing the information together and commencing the review of the documentation.

Council **resolved to approve** the proposals.

The council received the Finance Committee meeting minutes. Cllr Booth confirmed these had been subsumed by a further meeting which once again had not left adequate time for the minutes to be brought to council for this meeting and suggested that timings between committees and council meetings were reviewed for the council year 2021 2022.

The Chairman confirmed this would be reviewed.

77/20 Finance Report

The council received the Finance Report presented by the Clerk/RFO noting the Internal Auditors report and actions and the External Auditors Interim Report. There were no questions.

The council received and reviewed the receipts and payments for November and December 2020.

The council **resolved to approve** the November receipts and payments and December receipts and payments.

78/20 Information Sharing

Cllr Evans updated council on the potential film site development in Cheapside and the potential impact of traffic from Longcross. The Chairman requested Cllr Evans and Cllr Sayer to update council with more information as appropriate.

Cllr Penney commented on the litter picker out around the village and thanked them for their time and diligence.

Cllr Pike informed council of the piling taking place at Sunningdale Park. The Chairman confirmed that this was prevalent on Facebook and that the expectation was for one more week. Cllr Penney confirmed his proximity to the development and the quick response time from Berkley Homes on any resident questions.

Cllr Jacklin confirmed the action to be taken to make a contact with the development to provide better local communication.

With no further items to discuss, the Chairman closed PART I of the meeting at 8:30 pm.

Members of the Public left the meeting at this point.