

LAMBERHURST PARISH COUNCIL
MINUTES
For the ANNUAL PARISH COUNCIL MEETING (A.G.M.)
On Tuesday 14th May, 2019, at 7.30pm.
In the War Memorial Hall Lamberhurst (Side Hall)

Members Present	Clr Denis Cruse	DC
	Clr John Uren	JU
	Clr Rolf Smith	RS
	Clr Steve Canella	SC
	Clr John Francis	JF
	Clr Clive Stott	CS
	Clr Dawn Beeby	DB
	Clr David Hurst-Brown	DHB

In Attendance	Parish Clerk – Barbara Uren	BU
	Web Designer (Proposed) – Charlotte Bellingham	CB
	NP Steering Committee Chair – Graham White (from 20:30)	GW
	Minutes Secretary – John Mottershead	JM
	3 members of the public at this meeting	

1 Election of Chairman:

JU proposed DHB, seconded RS
DHB was elected unanimously.

JF offered thanks on behalf of the council to the outgoing Chairman.
DC returned the thanks for the support of his fellow Cllrs.

DC adjourned the meeting.

DHB re-opened the meeting as the newly elected Chairman.

2 Apologies for absence: *SN*

3 Declarations of interest:

(In accordance with the current Members' Code of Conduct in respect of items on this agenda).

There were none.

4 Sub-Groups & Representatives:

Slight changes and additions were made and agreed.

DB would like to form a new media and communications sub group and introduced Charlotte Bellingham who is designing a new village web site.

(covered in item 9)

5 To approve minutes of Meeting held on 12th March & 9th April A.P.M.

12th March – Approved with no amendments

A.P.M. - Approved with no amendments

6 Matters arising from those minutes:

12th March - The access road up to The Elephants Head has been re-surfaced. *The Clerk to contact new Estate Manager at Harveys Brewery.*

DHB thanked DB for the excellent work undertaken for the Keep Britain Tidy campaign.

APM - The Local PCSO has sent through the latest crime figures for the Parish and informed the Clerk that this is to be a monthly update from now on.

SH has sent details regarding 'Heritage Open Days' – (Item 11)

7 Accounts: *Approval of Annual Return & Accounts*

The Annual Receipts and Payments Account for the year ended 31 March 2019 was considered and approved.

JF took members through the statutory Annual Governance & Accountability Return 2018/19. The Internal Auditor (S. Wells FCA) had completed and signed the Internal Audit Report, with no adverse findings. Councillors considered a series of nine assertions relating to internal control and accounting laid out in the Annual Governance Statement in Section 1. Two assertions were not applicable, and councillors agreed the remaining seven.

The accounting statements in section 2 were a summarisation of the detailed annual accounts already approved, section 2 was also approved. The documents were signed as required by the Responsible Financial Officer Chairman and Clerk. The RFO was authorised to send the approved paperwork to the external auditor with additional reports which were available at the meeting.

JF proposed keeping Miss Samantha Wells FCA as Internal Auditor – *Agreed unanimously.*

8 Planning: Noted.

The Fairfields site has gone to appeal. Statements by the developer in the appeal are misleading. Further comments will be submitted.

DHB mentioned that WDC had refused permission to develop Earth Lodges at Bewl Water. The developer has appealed the decision to the Inspectorate at Bristol.

9 New Parish Website & Communications Sub Group:

DRAFT MINUTES FOR APPROVAL

DB introduced the planning behind the new website.

She requested permission to pay for the website; and offer CB a designers fee for the work she will be doing.

She stated that the website will be more interactive; and hopes there will be a quarterly review.

There was a proposal for a time-capsule to launch the website; and in honour of DC's 15 year tenure as Chairman.

The Clerk stated that there are legal requirements for Parish Council's and that it would be worth finding out what these are as part of the design work.

DB proposed a web conference to show the new site at work. It was agreed this demonstration would take place by webex on 18th June at 6pm. DB offered to hold individual sessions for Councillors who would prefer that.

DHB reminded all of the costs involved and asked for a show of hands.

JU proposed. All approved.

DC suggested that DB and CB contact KCC for their advice on websites.

DB, CS and DHB will be on the new website and communications sub-group. CB will be co-opted.

*GW arrived at this point so DHB invited him to speak re **Neighbourhood Plan**. (Item 12)*

GW gave a presentation to the council on the progress of the NP.

He requested consent from the council to proceed with the next stage, which is the printing of the draft document.

GW hopes that we will have the consultation period between 14th June and 23rd July.

DHB asked if it might be possible to produce an executive summary of the plan? GW stated that it would certainly be possible at some stage, but was not sure how the full document might be abridged.

DHB asked if the council would like to vote on general consent for Graham to proceed.

Proposed by JF. All approved.

10 Replacement Flag & Red Ensign:

JU introduced a complaint from the British Legion about the state of the flag outside the hall.

CS went on to outline what it would like to buy as a replacement; and asked the approval of the council. Authority was given to spend up to £200 on a replacement.

11 Correspondence:

1. HW AONB Unit Event - Noted

2. Heritage Open Days – Not

3. JF stated that the Bowls Club need to come back to the council with some figures. Agreed.

4. Kent Highways: a. DHB noted the letter advising of proposed improvements to the build out closest to Forstal Roundabout. It was proposed that RS leads a group to discuss the preparation of a Highways Improvement Plan (HIP) for the parish per the template provided.

b. Information regarding Highway Improvement Plan.

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5a. JU has consulted neighbours around the allotments. He suggests a ruling, governing fires on the allotments. The common land sub-group need to discuss this further. BU

suggests that the complainants are contacted to see if a mutually agreeable solution could be found.

5b. DB volunteered to speak to the neighbours concerned.

6. Gravel Pit Trees - For Information - Passed to the Council's Insurers

1-4. Information - from KCC, Kent Highways and TWBC - Noted

12 Representative Reports:

Neighbourhood Plan:

Covered earlier in the meeting. *(See under Item 9)*

Common Land & Allotments:

Bonfires – Covered under Item 11

Flooding issues at Hook Green. Common Land Group will investigate.

Hall: Public Conveniences: JU had obtained the outgoing Chairman's permission to replace the blown strip-lights in the public conveniences between meetings as per emergencies SO.

Website & Communications:

Covered earlier in the meeting.

13 Announcements from the Chair

Nothing further to announce.

14 Exempt Items (if any): *It is proposed that pursuant to Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of the Schedule 12A of the Act.*

No exempt items.

Meeting closed at 21:30