

# KENTON PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council held at Victory Hall, Kenton on Wednesday 9 May 2018 at 7.00pm

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### Present

Cllrs C Thompson (Chairman), D Appleton, D Blount, S Cowell, H Hutchings, J Randall and S Maguire-Walker

### Also present

Suzanna Hughes (Clerk), District/County Cllr Connett and one member of the public

The meeting was opened by the Chairman at 7.00pm.

#### 180509.01 Election of Chairman

It was proposed by Cllr Blount, seconded by Cllr Randall and agreed by all those present and voting that Cllr Thompson is re-elected as Chairman.

#### 180509.02 Election of Vice Chairman

It was proposed by Cllr Maguire-Walker, seconded by Cllr Blount and agreed by all those present and voting that Cllr Randall is re-elected as Vice Chairman.

#### 180509.03 Apologies for Absence

- PC Rob Harvey & PCSO Adrian Overieu
- Peter White

#### 180509.04 Open Forum

There were no comments from members of the public.

#### 180509.05 Declarations of Interest & Requests for Dispensations

Members were reminded of their responsibility to continually update their Notice of Registerable Interests and invited to state whether they have any interest in the items to be discussed during this meeting in accordance with the Council's Code of Conduct. Unforeseen requests for a Dispensation to be considered at this point only if there was no way a Councillor would have been aware of such before the meeting.

There were no declarations of interest or requests for dispensation.

#### 180509.06 Ratification of Minutes

Members present received the minutes of the Parish Council meeting held on 11 April 2018. It was agreed unanimously that those minutes are signed by the Chairman as a true and correct record of the meeting.

#### 180509.07 Police Report

No report.

#### 180509.08 District/County Councillor's Report

No report.

#### 180509.09 Village Tidyman Report

Peter White was unable to attend the meeting but reported that he had purchased a new padlock for the sandbag store which carries the same combination code as before.

## **180509.10 Action List**

Members reviewed the action list and noted outstanding actions.

## **180509.11 Representatives and Responsibilities**

### **11.1 Planning**

It was agreed that Cllrs Randall, Hutchings and Appleton would take the lead on Planning, looking at plans in greater detail in advance of the meeting, making site visits, if appropriate, and making recommendations to the Parish Council.

### **11.2 Finance**

It was agreed that the clerk and all councillors would be involved in the consideration of finance and budgeting.

### **11.3 Neighbourhood Plan Steering Group**

It was agreed that Cllrs Thompson, Maguire-Walker, Randall and Blount would represent the Council on the Neighbourhood Plan Steering Group.

### **11.4 Dementia Friendly Group**

It was agreed that Cllr Blount would continue to act as the Council's representative on the Dementia Friendly Group to assist with the information flow between the council and the organisation.

### **11.5 Emergency Planning**

It was agreed that all Councillors would be listed as contacts in the Emergency Plan but that the Plan should be reviewed at a future meeting of the Council.

### **11.6 TALC**

It was agreed to rotate attendance between members.

### **11.7 Friends of the Field**

It was agreed that that Cllr Appleton would continue to represent the Council on Friends of the Field.

### **11.8 Community Forum**

As this was linked with the school, it was agreed that Cllr Appleton, as the Council's representative on Friends of the Field, would continue as the Council's representative on the Community Forum.

### **11.9 Local Listings Project**

It was agreed that Cllr Randall would continue to represent the Council on the Local Listings project.

### **11.10 Defibrillators**

It was agreed that Cllr Blount would be the continue as the guardian of the defibrillators, carrying out the weekly checks and reporting to the Ambulance Service.

## **180509.12 Delegate Reports**

### **12.1 Dementia Friendly Village:**

Cllr Blount reported that the Reflections Café will be meeting on Saturday 19 May with the Royal Wedding as the theme. They are hoping to show TV coverage of the wedding and will be inviting people (not just those living with dementia) who might like to watch it with company. A design for the Sensory Garden is currently being drawn up.

**12.2 Friends of the Field/Community Forum:**

Cllr Appleton reported that at a recent meeting there had been a discussion about cars dropping children off around the school and the problems this causes. The school is looking at various options including whether 'no stopping' signs could be installed.

**12.3 Local Listings Project:**

No update.

**180509.13 Review of Parish Council Governance Documents**

**13.1 Standing Orders**

It was agreed to replace current Standing Orders with new model Standing Orders which incorporate legislative changes over the last five years.

**13.2 Financial Regulations**

It was agreed to replace Financial Regulations with updated version which incorporates legislative changes over the last five years.

**13.3 General and Financial Risk Assessment**

Members received and accepted updates to the General and Financial Risk Assessment which deleted reference to the security patrols in the car park and referenced GDPR.

**13.4 Fixed Assets Register**

Members reviewed the Fixed Assets Register. There were no changes.

**13.5 Statement of Internal Control**

Members received and accepted revisions to the Statement of Internal Control which include reference to the name of the internal auditor, the Parish Council's bank The Smaller Authorities (Transparency Requirements) Regulations 2015.

**13.6 Investment Strategy**

Members reviewed the Investment Strategy. There were no changes.

**13.7 Anti-Fraud and Corruption Policy**

Members reviewed the Fixed Assets Register. There were no changes.

**180509.14 Finance and Governance**

**14.1 Invoices for payment** - it was agreed unanimously that the payments as listed in the supporting documents (attached) be approved and cheques signed

**14.2 Audit 2017/18**

14.2.1 Members received and noted the year end bank reconciliation.

14.2.2 Members received and noted the internal auditor's report and agreed that this Council is confident that the internal audit arrangements provided by Lee Accounting (South West) Ltd provides excellent reassurance for the public that the financial systems are robust and fit for purpose and to continue with his appointment as the Internal Auditor to the Parish Council.

14.2.3 Members received, completed, approved and authorised the Chairman and Clerk to sign Section 1 of the Annual Return (Annual Governance Statement 2016/17).

14.2.4 Members received, approved and authorised the Chairman and Clerk to sign Section 2 of the Annual Return (Accounting Statements 2016/17).

### 14.3 Insurance

Members received and noted the new pay scales for 2018-20 to be implemented from 1 April 2018 and 1 April 2019 respectively.

### 180509.15 GDPR

15.1 Members received and approve the following Privacy Notices to be posted on the parish website:

- The General Privacy Notice
- The Privacy Notice for Staff, Councillors and Role Holders

15.2 Members noted that the government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils from the requirement to appoint a Data Protection Officer under the GDPR the need to appoint a Data Protection Officer.

### 180509.16 Planning

#### 16.1 New applications/appeals

None.

#### 16.2 Decisions

16.2.1 18/00695/FUL – Treetops, Witcombe Lane, Kenton  
Single storey extension

Members noted that TDC had granted conditional planning permission.

16.2.2 17/03001/FUL – Penhayes Hospital  
Erection of railings and gate

Members noted that TDC had granted conditional planning permission.

### 180509.17 Neighbourhood Plan

The Chairman reported that an advert has been placed in the newsletter seeking those who might have the skills to help write the Neighbourhood Plan document. A couple of people have come forward. The consultant has not yet made any further progress with the plan. A grant of £1563 has been received from Groundwork UK which will part-cover the cost of the consultant. An application has also been made to Awards for All to cover the remaining fees.

### 180509.18 Brook Path

Members noted the following in relation to repairs to the watercourse wall:

- TDC has secured funding from the Environment Agency and has been appointed to design, supervise and project manage the repair works
- Marine and Civil Solutions have been appointed to carry out the work
- Works will commence on Monday 14 May and will take up to 4 weeks
- There will be a site compound within the Chi Restaurant car park and a section of the village car park will be used for contractors' parking. Cllrs Randall and Blount offered to put up notices in the car park and cone off the section being used prior to works commencing on 14 May.
- The footpath will be closed for the duration of the works and a diversion will be signposted

### 180509.19 Playing Field/Hard Court

19.1 Members received the annual inspection reports and noted the contents contained therein. It was further noted that all reported risks were either low or very low.

19.2 Members received two quotations from Richard Grave to reattach the lock bar (£4) and to reattach the top cover of the climbing wall (£10). Both quotes were accepted.

**180509.20 Highways & Footpaths**

Members noted the closure of Brook Path whilst the work to the watercourse wall was being undertaken.

**180509.21 Members' items for information or general discussion, for inclusion on future agendas and/or items requiring urgent attention**

*[Members were reminded that they have not received the statutory notice of this business to be transacted and should therefore recognise that any decision made may be taken to be unlawful if challenged in the future]*

None.

**180509.22 Correspondence**

There were no items of correspondence.

**180509.23 Date of Next Meeting**

The next meeting of the Parish Council will be held on 13 June 2018 at 7.00pm in Victory Hall

The meeting was closed by the Chairman at 8.45pm.

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**Chairman**

## **9 May 2018**

### **Item 14:**

#### **Expenditure**

<b>Cheque no</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>
000433	S Hughes	Mileage & postage	£31.20
000434	Richard Grave	Playing field inspections x2; repairs, as previously agreed	£91.72
000435	Lee Accounting (South West) Ltd	Internal audit	£240
000436	Came and Company	Insurance renewal	£668.21
000437	Peter White	Padlock and new blade for mower	£33.97
Standing Order	Payroll	Salaries (April)	£648.22

#### **Income (7 April – 2 May 2018)**

<b>Date received</b>	<b>Received from</b>	<b>Details</b>	<b>Amount</b>
8 & 13 April 2018	Parish Councils	Contribution towards GDPR training for clerk	£32
20 April 2018	1 & 1 internet	Refund for overpayment	£57.36
27 April 2018	TDC	1 <sup>st</sup> instalment of precept (less DALC subs)	£9308.75
27 April 2018	Cemetery	Memorial plaque	£120
30 April 2018	HMRC	VAT refund	£1500.64

#### **Bank Balance at 2 May 2018**

<b>Current account</b>	£36,261.95
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