

**MINUTES OF THE ANNUAL GENERAL MEETING OF HUNTON PARISH COUNCIL**  
**Held on 9<sup>th</sup> May 2006 at 7.00pm at Hunton Parish Hall**

**PRESENT:** Cllr Roger Sawtell Chairman  
 Cllr Keith Eatwell  
 Cllr Les Leonard  
 Cllr Mrs Lorraine Redfarn  
 Cllr David St John  
 Cllr Gary Thomas  
 David Swan Clerk

**1. INTRODUCTION AND WELCOME**

The Clerk welcomed all present.

**2. ELECTION OF CHAIRMAN**

Councillor Roger Sawtell was elected unanimously and took the Chair.

**3. APOLOGIES FOR ABSENCE**

These had been received from Cllr Moira Walter, Revd Peter Walker and Borough Cllrs Mortimer and Brindle.

**4. MINUTES OF THE MEETINGS OF 18<sup>th</sup> MAY 2005 & 8<sup>th</sup> MARCH 2006**

These had been distributed and were agreed and signed as a correct record. Matters arising would be discussed at the following Annual Parish Meeting.

**5. ELECTIONS, APPOINTMENTS AND NOMINATIONS**

David Swan was reappointed as Clerk, Kim Owen as Internal Auditor and Cllr Thomas as Vice-Chairman. All Councillors and Clerk as Custodial Trustees of the King George V Playing Field. Cllr Redfarn agreed to act as Deputy for meeting minutes should the Clerk be indisposed.

The continued work of Anne Bishop as parish Tree and Pond Warden was subject to her agreement.

The Finance Committee to consider any finance issues between meetings would be formed of any two Cllrs.

The Chairman would represent the Council at the KAPC Maidstone Area Committee and, with the Clerk, the Annual MBC Conference with Parishes.

Cllrs Thomas and Walter would represent the Council at KCC Highways meetings and the TRAMP project. Cllr Redfarn would represent the Council at Hunton Primary School, Cllr Leonard at the KCC Local Committee and the Chairman on the CAB governing body. The Clerk would let these representatives have copies of the notices of meetings as soon as they were to hand.

ACTION: CLERK

Volunteers to attend other meetings would be requested as required.

**6. THE ANNUAL ACCOUNTS**

The Clerk reported that the Council's financial records had been internally audited and were in order. The following accounts had been copied to all members and would be made available at the Annual Parish Meeting. There were no matters for discussion. Members approved the accounts endorsed each element of the Statement of Assurance at page 3 of the Annual Return for 2005/6.

**Receipts, payments and bank reconciliation for 2005/2006 at 31<sup>st</sup> March 2006**

**Receipts**

Brought forward from 2004/5	9156.26
Precept 2005/6	6800.00
Concurrent Functions grant from MBC for 2005/6 – both instalments	4938.25
Interest on deposit account	36.03
Grant from KCC for strimmer	350.00
EDF Wayleave	8.89
VAT Refund	476.55
Devolved budget MBC grants for hall storage and repairs to play equipment	1395.00
	<b>Receipts in 2005/6</b>
	<b>14004.72</b>

**Payments**

18.5.05	ACRK	Annual subs 2005/6	652	35.00
	KAPC	Annual subs 2005/6	653	216.39
	D A Swan	Net salary April	654	203.78
1.6.05	Allianz & Cornhill	Parish Insurance	655	2050.50
	D A Swan	Net salary May	656	163.02
	West Farleigh Parish Council	Phone contribution	657	75.00
	Kim Owen	Internal audit honorarium	658	55.00
4.6.05	EDF Energy	Lighting	659	4.34
15.6.05	Parish Hall Committee	Grant to hall insurance	660	1614.91
3.7.05	D A Swan	Net salary June	661	145.86
	Inland Revenue	PAYE first quarter	662	144.59
	D A Swan	Petty cash top-up	663	50.00
13.7.05	Kenward House	Grant	664	100.00
	Mower Plant Services	Strimmer grant to KGV Field	665	350.00
9.8.05	D A Swan	Net salary July	666	167.31
	Audit Commission	Audit fee	667	141.00
	KCC (KCS)	Gang mowing	668	438.52
	D A Swan	Petty cash top-up	669	50.00
	Kent County PFA	Subs 2005/6	670	10.00
27.8.05	Playground Management Ltd (RoSPA)	Inspection fee	671	69.33
1.9.05	D A Swan	Net salary August	672	109.40
6.9.05	BCTV Tree Warden	Grant	673	100.00
	BCTV Pond Warden	Grant	674	100.00
	Seeboard Energy	Lighting	675	4.35
2.10.05	CPRE	Subs 2005/6	701	25.00
	D A Swan	Net salary September	702	225.23

28.10.05	Inland Revenue	PAYE second quarter	703	141.46
	Safety at Work Services	General risk assessment KGV Field	704	202.92
	Colin B Langridge	Hedging	705	47.00
1.11.05	D A Swan	Net salary October	706	216.65
8.11.05	Land Registry	Registration fee	707	30.00
24.11.05	Safety at Work Services	Extra copies of report	708	30.00
	CC Butchers	Repairs to football hut	709	370.00
	D A Swan	Petty cash top up	710	50.00
6.12.05	D A Swan	Net salary November	711	163.02
	EDF Energy	Lighting	712	5.99
31.12.05	KCC (KCS)	Gang mowing	713	438.52
1.1.06	D A Swan	Net salary December	714	137.28
	Inland Revenue	PAYE	715	145.80
2.1.06	NPFA	Annual subs	716	25.00
3.1.06	RoSPA	Inspection fee	717	70.50
1.2.06	D A Swan	Net salary January	718	210.21
28.2.06	D A Swan	Net salary February	719	188.76
	D A Swan	Petty cash top-up	720	50.00
1.3.06	Kent Men of the Trees	Annual subs	721	25.00
8.3.06	EDF Energy	Lighting	722	6.79
	Hunton Parish Hall Committee	Reimbursement water costs	723	264.01
23.3.06	Invicta Cleaning group	Play equipment surface	724	173.90
31.3.06	KAPC	Annual subscription	725	214.50
	ACRK	Annual subscription	726	35.00
	D A Swan	Net salary March	727	220.94
	Inland Revenue	PAYE final quarter	728	174.84
		<b>Payments in 2005/6</b>		<b>10216.22</b>

### Bank balances & reconciliation

Balance from 2004/5	9156.26	Current a/c at 3.3.06	12056.72
Receipts in 2005/6	<u>14004.72</u>	Less cheques 707, 719-728	<u>1383.74</u>
	23160.98		10672.98
Payts in 2005/6	<u>10216.22</u>	Reserve account at 31.3.06	<u>2271.78</u>
<b>Cash book balance</b>	<b><u>12944.76</u></b>	<b>Total bank balances</b>	<b><u>12944.76</u></b>

### Petty cash balance

Opening balance at 1 <sup>st</sup> April 2005	51.28
Petty cash received during the year	<u>200.00</u>
	251.28
Spending in 2005/2006	<u>200.95</u>
Closing balance at 31st March 2006	£ 50.33

## 9. OTHER MATTERS TO BE NOTED

### 9.1 Parish Plan

The Chairman had talked to Jim Boot of the Borough Council who would be happy to meet Councillors to discuss the process. The Clerk would arrange a suitable evening. It was agreed that Councillors from West Farleigh (which was also considering a plan) should be invited.

ACTION: CLERK

### 9.2 Flood protection

The Chairman had attended a meeting at Yalding about proposals for flood protection. The papers would be circulated.

ACTION: CLERK

### 9.3 Planning site meeting

The Clerk had arranged a site meeting at Barn Hill House for Friday 19<sup>th</sup> May at noon. Available Members would attend.

## 10. DATES OF FUTURE MEETINGS in 2006

These were agreed as 19<sup>th</sup> July, 13<sup>th</sup> September and 8<sup>th</sup> November.

There being no other business the meeting ended at 7.30pm.