

MINUTES OF THE ANNUAL GENERAL MEETING OF HUNTON PARISH COUNCIL

Held on 24th May 2007 at 7.00pm at Hunton Parish Hall

PRESENT:

Cllr Roger Sawtell	Chairman
Cllr Keith Eatwell	
Cllr Les Leonard	
Cllr Mrs Lorraine Redfarn	
Cllr Moira Walter	
David Swan	Clerk

1. INTRODUCTION AND WELCOME

The Clerk in the Chair welcomed all present.

2. ELECTION OF CHAIRMAN

Councillor Roger Sawtell was unopposed, elected unanimously and took the Chair.

3. APOLOGIES FOR ABSENCE

These had been received from Cllrs StJohn and Thomas.

4. MINUTES OF THE MEETINGS OF 9th MAY 2006 & 15th MARCH 2007

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 until 31st December or until a replacement was recruited, Kim Owen as Internal Auditor and Cllr Thomas as Vice-Chairman. Cllr Redfarn agreed to act as Deputy for meeting minutes should the Clerk be indisposed.

All Councillors and Clerk were confirmed as Custodial Trustees of the King George V Playing Field. Members were pleased with the way in which this was being managed and had every confidence in the Trustees. The Clerk would pass this on at the AGM on 14th June.

ACTION: CLERK

The continued work of Anne Bishop as parish Tree and Pond Warden was appreciated but 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 whoever was available would attend 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 they came 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 and discussed and endorsed each element of the Statement of Assurance at page 3 of the Annual Return for 2006/7.

Receipts

Brought forward from 2005/6	12944.76
Precept 2006/7	7500.00
Concurrent Functions grant from MBC for 2006/7 and devolved budget grant	5681.96
Bank interest	32.35
HM Customs and Revenue – VAT refund	343.82
EDF Energy – wayleave	8.99
Credit from voided payment in previous accounting year	<u>30.00</u>
	Receipts in year to 31st March 2007
	26541.88

Payments

3.4.06	D A Swan	729	Petty cash top-up	50.00
19.5.06	Kent County PFA	730	Annual subs	20.00
	D A Swan	731	Net salary April	268.13
	D A Swan	732	Reimbursement of Land Registry fee	30.00
22.5.06	Allianz & Cornhill	733	Parish Insurance	2197.17
4.6.06	Kim Owen	734	Internal audit fee	60.00
	D A Swan	735	Net salary May	285.29
7.6.06	EDF Energy	736	Electricity for street lighting	6.79
27.6.06	D A Swan	737	Net salary June	289.58
	D A Swan	738	Reimbursement of PAYE	237.75
18.7.06	Mid Kent Water	739	Water charge for KGV for 6 months	55.35
	West Farleigh PC	740	Contribution to cost of Clerk's official phone	75.00
19.7.06	Hunton Parish Hall	741	Contribution to insurance costs	1540.72
	Hunton Bowls Club742		Contribution to insurance costs	243.60
	Hunton Primary School	743	Grant towards lighting costs	500.00
31.7.06	RoSPA	744	Play equipment safety inspection fee	70.50
1.8.06	D A Swan	745	Net salary July	158.73
	D A Swan	746	Petty cash top-up	50.00
5.8.06	KCC (KCS)	747	Gang mowing (half)	456.06
9.8.06	CPRE	748	Annual subs	26.00
3.9.06	D A Swan	749	Net salary August	216.65
	D A Swan	750	Petty cash top-up	50.00

15.9.06	Bredhurst Parish Council	751	Parish Plan	5.00
	EDF Energy	752	Lighting	6.79
	CK Electrical	753	Work on football pavilion	581.62
9.10.06	HMIT	754	PAYE	169.39
	D A Swan	755	Net salary September	225.23
11.10.06	BTCV	756	Donation	200.00
1.11.06	D A Swan	757	Net salary October	145.86
	Iden Signs	758	Hall car park sign	511.25
	J Brazil	759	Car park repairs	646.25
8.11.06	Audit Commission	760	Audit fee	141.00
11.11.06	D A Swan	761	Petty cash top-up	50.00
15.11.06	Kenward Trust	762	Donation	100.00
	Colin Langridge	763	Hedging	58.75
3.12.06	D A Swan	764	Net salary November	214.50
5.12.06	EDF Energy	765	Charges	6.83
7.12.06	NPFA	766	Subscription	25.00
21.12.06	KCC (KCS)	767	Gang mowing	499.50
31.12.06	D A Swan	768	Net salary December	184.47
	HM Revenue & Customs	769	PAYE third quarter	153.67
7.1.07	Mid Kent Water	770	KGV Field charges	147.66
16.1.07	Plumbase	771	KGV Field water meters	153.65
30.1.07	MBC	772	Litter picking January	58.75
	D A Swan	773	Petty cash	50.00
1.2.07	D A Swan	774	Net salary January	242.39
22.2.07	Acaster Arboriculture	775	Hedging – Bowls Club	135.00
27.2.07	MBC	776	Litter picking February	58.75
	MBC	777	Litter picking March	58.75
12.3.07	D A Swan	778	Net salary February	195.20
	EDF Energy	779	Lighting	6.82
15.3.07	KAPC	780	Subs 2007/2008	246.15
	ACRK	781	Subs 2007/2008	35.00
	EMS	782	Mower	950.40
	S Maidstone Parishes Grp	783	Subs	50.00
	Yorke Fencing	784	Bowls club fence	2097.38
31.3.07	Invicta Cleaning Group	785	Play equipment and car park	216.00
	D A Swan	786	Net salary March	257.40
	D A Swan	787	Petty cash top-up	50.00
	HM Revenue and Customs	788	PAYE	196.01
			Payments in year to 31st March 2007	16017.74

Bank balances & reconciliation

Balance from 2005/6	12944.76	Current a/c at 30.3.07	11332.95
Receipts in 2006/7 to date	<u>13597.12</u>	Less cheques 780, 783 - 788	<u>3112.94</u>
	26541.88		8220.01
Payts in 2006/7 to date	<u>16017.74</u>	Reserve account at 30.3.07	<u>2304.13</u>
Cash book balance	<u>10524.14</u>	Total bank balances	<u>10524.14</u>

Petty cash balance

Opening balance at 1 st April 2006	£ 50.33
Petty cash received during the year	<u>£300.00</u>
	£350.33
Spending in 2006/2007	<u>£281.24</u>
<u>Closing balance at 31st March 2007</u>	<u>£ 69.09</u>

7. SUCCESSION PLANNING

It was agreed to discuss recruitment for the Clerk's post at the July meeting. There would be a Parish Council election in May 2008 and the Chairman said that he was minded to stand down from that position then as he had first been elected in 1996.

8. DATES OF FUTURE MEETINGS in 2007

These were agreed as 12th July, 13th September and 15th November.

9. COUNCIL IN COMMITTEE

The Council in Committee considered three planning cases. The Clerk would advise the Borough Council of Members' views.

ACTION: CLERK

There being no other business the meeting ended at 7.25pm.