

**HUNTON PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING**  
**HELD ON THURSDAY 8<sup>th</sup> MAY 2008**  
**AT HUNTON PARISH HALL**

**PRESENT :** Cllr R Sawtell in the Chair, Cllrs K Eatwell, D Heaton, L Leonard, G Thomas and Mrs V Stancombe, Clerk

**IN ATTENDANCE:** County Councillor P Stockell, Borough Councillors C Parr and J Wilson and 4 parishioners were present throughout the meeting.

**1 DECLARATION OF ACCEPTANCE OF OFFICE BY ALL COUNCILLORS**

All Councillors elected in the recent uncontested parish election and present made a Declaration of Acceptance, witnessed by the Proper Officer. Mrs Walter made the Declaration of Acceptance, witnessed by the Proper Officer prior to the meeting.

**2 ELECTION OF OFFICERS**

**2.1 Chairman**

Mr Roger Sawtell was nominated by GT, seconded by KE. There being no other nominations and all Members being in agreement, RS was duly elected as Chairman for the forthcoming year. He completed the Declaration of Acceptance of Office.

**2.2 Vice-Chairman**

Mr Gary Thomas was nominated by LL, seconded by KE. There being no other nominations and all Members being in agreement, GT was duly elected as Vice-Chairman for the forthcoming year.

**3 REGISTER OF INTERESTS**

Following the election, the Monitoring Officer required all Councillors to complete a new Register of Interests form. All Councillors completed the appropriate documentation.

**4. PARISHIONERS OPEN SESSION**

There were no matters raised.

**5. POLICE BUSINESS**

The Clerk reported one crime since the previous meeting being a theft of a motor vehicle on West Street. PC Gary Shaw has completed some speed checks on Hunton Hill and the PACT surveys have been delivered and information will be consolidated after the closing date.

**6. WELCOME AND APOLOGIES FOR ABSENCE**

The Chairman opened the meeting. Apologies were received and accepted from Mrs Moira Walter, Cllr Brian Mortimer, PC Gary Shaw and PCSO Hannah Percival.

**7. CONSIDERATION OF AGENDA ITEMS**

**7.1 Declarations of Personal or Prejudicial Interest**

There were no items declared.

**7.2. Possible Disclosure of Confidential Information**

There were no items that needed to be discussed in private session.

**8. Minutes of the full Council Meeting held on 13<sup>th</sup> March 2008 and the Planning Meeting held on 24<sup>th</sup> April 2008.**

The Minutes of the meetings had been previously distributed and were agreed unanimously. The Chairman signed off the official copy.

**9 Structure of Committees**

The following Committee arrangements were agreed  
Planning Committee – as available.

**10 Appointment of Representatives**

The following appointments were made for the forthcoming year:  
TRAMP & KCC Highways – Cllrs Thomas and Walter  
KAPC Area Committee - Cllr Sawtell  
KCC Local Committee – Cllr Leonard  
CAB Governing Body – Cllr Sawtell  
Policing matters – as available  
Hunton Primary School – as available  
Custodial Trustees of the King George V Playing Field – Cllrs Eatwell and Sawtell.

**11 Appointment of Internal Auditor**

Members unanimously agreed to appoint Kim Owen as the Internal Auditor for the forthcoming year.

**12 Standing Orders**

It was proposed by DH, seconded by LL “that the Standing Orders be adopted by the Council”. This was agreed.

**13. HIGHWAY AND FOOTWAY MATTERS**

**13.3 Public Path Diversion Order**

Members acknowledged the Notice of a diversion of Public Footpath KM164 received from KCC.

**14. RESOURCES AND ENVIRONMENT MATTERS**

**14.1 King George V Playing Field**

KE reported that the Sub-Committee for the Fete has met and all is progressing well but that finance was proving to be a problem. It was unanimously agreed that a float of £400 should be provided to the Committee.

**14.1.1 Rubbish Collection – Village Hall**

The KG Field Committee had asked for the fortnightly emptying of the rubbish bins in the car park at the field from June-August inclusive. It was felt appropriate to ask the Chairman of the Village Hall Committee if this was required.

**14.1.2 Safety Inspection of Field**

Members approved a safety inspection to be carried out by Safety at Work at an approximate cost of £200 plus travel and VAT.

**15 PARISH PLAN**

The Chairman had obtained the Bredhurst Parish plan and also a parish plan questionnaire and it was suggested that a Stand could be set up at the Fete to show parishioners what could be achieved and what was required to complete a Parish Plan.

**16. MATTERS OF REPORT**

**16.1 County and Borough Councillors’ Reports**

County and Borough Councillors would report at the Annual Parish Meeting which followed immediately after the close of the meeting.

**16.2 Chairman’s Report**

The Chairman had nothing specific to report.

**16.3 Individual Councillors Reports**

GT reported the need for a re-assessment of the footpath.

**16.4 Clerk’s Reports**

**16.4.1 Lorry Problems – Redwall Lane and George Street**

Members noted that following a complaint from a resident regarding problems with lorries in Redwall Lane and George Street, Alan Firmin Ltd has confirmed that a notice has been erected at the exit of the yard instructing drivers to turn left only.

#### **16.4.2 Charities Commission – King George V Playing Field**

Members noted the New Scheme has been sealed by the Charities Commission and is now in operation.

### **17 FINANCE**

#### **17.1 Annual Report and Audit 2007/2008**

**17.1.1** DH proposed, seconded by GT “that the Council’s Statement of Accounts should be Approved”. This was Agreed.

**17.1.2** LL proposed, seconded by GT “that the Statement of Accounts contained on Page 2 of the Annual Return to the Audit Commission should be approved”. This was Agreed.

**17.1.3** Members considered the Statement of Assurance contained on page 3 of the Annual Return, determined that the statements numbered 1 to 8 should all be answered “Yes”, the LL proposed, seconded by DH “that the Statement should be approved”. This was Agreed.

#### **17.2 Budget 2008/2009 Setting and Monitoring**

Members noted a report showing the position as at 30<sup>th</sup> April and the 2007/2008 actuals together with the preliminary budget for 2008/2009. It was proposed by LL, seconded by GT “that the budget should be approved”. This was Agreed.

#### **17.3 Income received since the last meeting**

Members noted the following payments received since the last meeting:-

Devolved Budget Grant	£345.00
MBC Precept	£9500.00
HMRC Online Reporting Incentive Payment	£100.00

#### **17.4 Confirmation of payments already made**

It was proposed by GT, seconded by LL “that the following payments be ratified”. This was agreed.

Mrs V Stancombe – Net salary for March	£245.00
Mrs V Stancombe – Net salary for April	£245.00

#### **17.5 Cheques for signature**

It was proposed by GT, seconded by LL “that the Council should approve the following payments”. This was agreed and GT and LL signed the cheques:-

868 – D Swan – Net Salary for November 07 (2007/08)	£132.78
869 – ACRK – Annual Subscription	£35.00
870 – KAPC – Annual Subscription	£257.28
871 – KCPFA – Annual Subscription	£15.00
872 – Mrs V Stancombe – Reimbursement of Expenses	£98.12
873 – Hunton Bowls Club – Insurance for KGV	£136.00
874 – Allianz – Renewal of Insurance	£2042.37
875 – Kent County Supplies – Stationery	£37.60
801 – K Owen – Audit Honorarium	£75.00
802 – Hunton Village Club – (DBG) Grant	£345.00
803 – King George’s Field Committee – Float for Fete	£400.00

#### **17.6 Review of Clerk’s Appointment & Salary**

It was proposed by GT, seconded by LL “that the Clerk’s appointment should be confirmed and a formal contract offered. In addition the Clerk’s hours should be increased to 27 hours per month and salary increased by one point to Spinal Column Point 24 with a review in April 2009”. This was Agreed and the Chairman and Clerk signed the contract of employment.

#### **17.7 Village Club**

Members noted receipt of £345 from the Cllr Parr’s Devolved Budget Grant and it was proposed by LL,

seconded by DH “that a payment of £345 is made to the Village Club”. This was Agreed.

**17.8 Financial Regulations**

It was proposed by KE, seconded by DH “that the Council should adopt the Financial Regulations”. This was agreed.

**17.9 CiLCA**

Members noted the cost of the CiLCA increased on 1<sup>st</sup> April from £70 to £150. It was proposed by DH, seconded by LL “that the Council share the cost of CiLCA registration with two other councils at £50 each”. This was Agreed.

**17.10 Annual Renewal of Insurance Cover**

Members noted receipt of the insurance renewal from Allianz of £2042.37 which includes a 15% reduction as a price match with Norwich Union who had canvassed all Councils for business this year. It was proposed by LL, seconded by GT “that the renewal from Allianz at 2042.37 be accepted”. This was Agree.

**17.11 King George’s Field Indemnity Assurance**

It was proposed by GT, seconded by DH “that the cost of £136.00 for Insurance for the King George’s Field Charity should be paid by the Council”. This was agreed.

**18 CORRESPONDENCE**

**19 DATE OF NEXT MEETING**

The next full Council Meeting is on Thursday 10<sup>th</sup> July 2008 at Hunton Parish Hall.

**There being no further business the meeting closed at 7.50 pm.**