

HUNTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 13th MAY 2010 AT HUNTON PARISH HALL

PRESENT : Cllr R Sawtell in the Chair, Cllrs D Heaton, R Porter, G Thomas, M Walter and Mrs V Stancombe, Clerk

IN ATTENDANCE: Borough Cllr J Wilson, Mrs L Oliver, KM Correspondent and three parishioners were present.

1. APOLOGIES

Apologies were received and accepted from Cllrs Eatwell and Leonard, County Cllr Stockell and Borough Cllrs Mortimer and Parr.

2. ELECTION OF OFFICERS

2.1 Chairman

Cllr Sawtell was nominated by Cllr Porter and seconded by Cllr Thomas. There being no other nominations and all Members being in agreement, Cllr Sawtell was duly elected as Chairman for the forthcoming year and completed the Declaration of Acceptance of Office.

2.2 Vice-Chairman

Cllr Thomas was nominated by Cllr Sawtell and seconded by Cllr Porter. There being no other nominations and all Members being in agreement, Cllr Thomas was duly elected as Vice Chairman for the forthcoming year.

3. COUNCILLOR DECLARATIONS

There were no declarations made.

4. MINUTES of the FULL COUNCIL MEETING held on 11TH MARCH 2010

The Minutes of the meeting had been previously distributed and were unanimously **Agreed** to be an accurate record. The Chairman signed off the official copy.

5. POLICE BUSINESS

There were no crime figures to report.

6. APPOINTMENT of Committees and Council Representatives

6.1 Structure of Committees

It was **Agreed** to the following Committee arrangements for the forthcoming year:
Planning Committee – A minimum of three Councillors as available.

6.2 Appointment of Representatives

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

7. STANDING ORDERS

Members considered the new Standing Orders provided by KALC and amended by the Clerk in accordance with the practices of the Council and it was proposed by Cllr Porter, seconded by Cllr Heaton **“that the new Standing Orders are adopted”**. This was **Agreed**.

8. ANNUAL POLICY REVIEW

8.1 In accordance with the Standing Orders, Members considered the new policy documents produced by the Clerk and it was proposed by Cllr Sawtell, seconded by Cllr Thomas **“that the new Media Policy and Code of Conduct Complaints Procedure together with the amended Complaints Procedure are adopted”**. This was **Agreed**.

Members reviewed the Financial Regulations, Freedom of Information Publication Scheme and Risk Assessment Policy and **Agreed** there were not amendments required at the present time.

8.2 **Annual Review of Memberships and Contracts**

In accordance with the Standing Orders, Members reviewed and approved the Council's Memberships and Contracts for the forthcoming year.

9. **HIGHWAY AND FOOTWAY MATTERS**

9.1 **Footpath – Bensted Close to Village Hall**

The Chairman reported that agreement has been received from the landowners for a permissive footpath across their land and that KCC have now taken on the project with a view to finalising the agreements and installing the footpath.

10. **RESOURCES AND ENVIRONMENT MATTERS**

10.1 **King George's Field Charity**

The Chairman of the Management Committee was unable to be present..

10.2 **Title Number K902335 – King George V Playing Fields**

Members considered the advice obtained from the National Association of Local Council's legal advisor that the Council can consent to the registration of the adverse possession application without any breach of the Council's responsibilities. Following discussion regarding the statement made by the Legal Advisor that the Council has never owned the land, it was **Agreed** to write to NALC to clarify that the Council has owned the land that is the subject of the adverse possession application. It was proposed by Cllr Porter, seconded by Cllr Heaton "**that the Council consents to the adverse possession application**". This was **Agreed**. Members **Noted** that the section of land will be removed from the Council's title and Mr Savage will be registered as the proprietor of the land under Title No. K958806.

ACTION: CLERK

11. **MATTERS OF REPORT**

11.1 **County and Borough Councillors**

Cllr J Wilson reported that the Election has been the focus in the Borough over the past few weeks with the first full Council meeting to be held in the forthcoming week.

11.2 **Chairman**

The Chairman reported that he is very pleased that the footpath project is finally nearing completion.

11.3 **Individual Councillors**

Members had nothing specific to report.

11.4 **Clerk**

Members **Noted** that Highways is investigating the problems of erosion of the bank on Hunton Hill and the project for the provision of Village Gateways and roundels is being processed.

12. **FINANCE**

12.1 **Annual Return of Accounts and Audit 2009/10**

Members **Noted** the Internal Audit had been carried out and the Report of the Internal Auditor had raised no issues.

12.1.1 **Council's Accounts**

It was proposed by Cllr Porter, seconded by Cllr Thomas "**that the Council's Statement of Accounts should be Approved**". This was **Agreed**.

12.1.2 **Annual Return – Statement of Accounts**

It was proposed by Cllr Thomas, seconded by Cllr Heaton "**that the Statement of Accounts contained on Page 2 of the Annual Return to the Audit Commission should be Approved**." This was **Agreed**.

12.1.3 **Annual Return – Statement of Assurance**

Members considered the Statement of Assurance contained on page 3 of the Annual Return, determined that the statements numbered 1 to 8 can all be answered "Yes" and statement number 9 should be answered "N/A" then it was proposed by Cllr Porter, seconded by Cllr Thomas "**that the Statement is Approved**". This was **Agreed**.

12.2. Budget Monitoring Report

Members **Noted** a report showing the 2009/10 budget and actuals, the preliminary budget for 2010/11 as previously agreed, the recommended change and receipts and payments for April. It was proposed by Cllr Heaton, seconded by Cllr Sawtell “**that the revised budget is accepted with the reduction of the insurance figure to reflect actual premium**”. This was **Agreed**.

12.3 Income received since the last meeting

Cllr Porter perused the records and was satisfied that the balances in hand agreed with the Clerk’s records. Actual payments received since the last meeting were:-

KCC Member Grant – Hunton Parish Plan	£1,000.00
NatWest Capital Deposit Account Interest	£0.29
MBC – Devolved Budget Grant – Hunton Parish Plan	£250.00
MBC – Precept	£14,000.00
HMRC – Refund of VAT	£396.61

12.4 Confirmation of payments already made

It was proposed by Cllr Thomas, seconded by Cllr Walter “**that the following payments made since the last Meeting are approved**”. This was **Agreed**.

S/O - Mrs V Stancombe – Net salary & Office Allowance for March	£390.31
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913 – Hunton Parish Plan – DBG	£1,000.00
914 – EDF – Streetlighting	£20.87

12.5 Cheques for signature

It was proposed by Cllr Heaton, seconded by Cllr Porter “**that the Council approve the following payments**”. This was **Agreed** and the cheques were signed:-

915 – K Funnell – Internal Audit	£60.00
916 – KALC – Annual Membership	£257.64
917 – Ringway Infrastructure Services Ltd – Annual Streetlight Maintenance Fee	£56.20
918 – NALC – LCR Subscription	£13.50
919– ACRK – Annual Membership	£35.00
920 – MBC – Litterpicking (KGF)	£122.20
921 – Hunton Parish Plan (DBG)	£250.00
922 – HMRC – PAYE	£255.24
923 – V Stancombe – Reimbursement of Expenses	£43.82
924 – Sevenoaks District Council – Lottery Permit (KGF)	£20.00

12.6 Annual Renewal of Insurance Cover

Members **Noted** receipt of the insurance renewal from Allianz and an alternative quotation from Aviva. Following some discussion on the advantages of both Schemes, it was proposed by Cllr Heaton, seconded by Cllr Porter “**that the renewal from Allianz at £2078.51 is accepted**”. This was **Agreed** and cheque no. 925 was signed.
ACTION: CLERK

12.7 Fidelity Guarantee

Members **Noted** the Fidelity Guarantee Cover provided by Aviva is £100,000 and this is adequate.

13. PLANNING

The following application was considered and recommendation made:

13.1 Oakfield, West Street – MA/10/0532

Application for creation of a wider vehicle access and area of hardstanding. Council recommendation: Approve and not reported to Committee.

14. DATE OF NEXT MEETING

The next full Council Meeting is on Thursday 8th July at 8.00 pm at Hunton Parish Hall.

There being no further matters to be discussed the meeting closed at 7.50 pm.