

**MINUTES OF THE FULL ANNUAL COUNCIL MEETING
HELD ON MONDAY 8th May 2017 at 7.30pm
IN THE RACKLIFF CENTRE LOWER GREEN ROAD**

Present:

Members Present: Cllrs, B Edwards (Chairman), J. Blackburn, A. Britcher, M Fraser, R. Benoy and J. Clark.

Officer Present: S. Denne.

In Attendance: Borough Councillors Thelma Huggett and County Councillor James McInroy

Members of the Public: There were three members of the public present

Election of Chairman and of Vice Chairman –

Election for Chairman – It was proposed and resolved that Cllr Barry Edwards would remain as Chairman. He signed the declaration of office which was counter-signed by the proper officer.

Election for Vice Chairman – It was proposed and resolved that Cllr Alex Britcher would remain a Vice Chairman. She signed the declaration of office which was counter-signed by the proper officer

1. **Enquire whether anyone present intends to film, photograph and/or record the meeting** - No-one present intended to film, photograph and/or record the meeting.
2. **Apologies for absence** – Cllrs M. Simmons , Cllr K Punyer (work commitments)
3. **Declaration of Interests** – Cllr Clark has an interest in item 15.
4. **Declarations of Lobbying** – There were none.
5. **Minutes** of the meetings held on 24th April 2017 were agreed, and the Chairman signed them as a true record
- 5.2 **Matters outstanding from these minutes** (not listed as separate agenda items) None
- 5.3 **Matters outstanding from previous minutes:** None
6. **Session for County and Borough Councillors on matters concerning the Parish** – Cllr Edwards welcomed James McInroy as the newly elected KCC Councillor for the area. Cllr McInroy reminded the meeting that the last day for school placement appeals was the 17th May 2017. He voiced his concerns that at least a couple of Rusthall families had been unable to obtain a place at St Paul’s Primary and had been offered places in High Brooms. The cost of travel on the 281 would be expensive and could prevent the mothers concerned not being able to work due to the long traveling time. Cllr Fraser to, as a Governor of St Paul’s, contact the Headteacher to enquire if the RPC could help in resolving the problem. Cllr Huggett informed the members that the change in CCTV monitoring that TWBC wished to implement had been referred back to cabinet as there had been no consultation.
7. **Committee Reports:** Planning Committee meeting was held on 24th April 2017, draft minutes have been circulated.

8. **Appointment of Committees including KALC representative** – to confirm that the Chairman is to be the KALC representative and the Vice Chairman his deputy – Agreed. The Committees to be set up as follows: (with dates of meetings to be agreed at first meeting of all Committees)

Finance Committee – Cllrs Blackburn, Edwards, Fraser and Britcher.

Allotments – Cllrs Benoy, Edwards and Punyer (at least one more Cllr required).

Planning – Cllrs Edwards, Clark, Punyer, Benoy and Britcher.

Highways – Cllrs Fraser, Blackburn, Edwards and Britcher.

The Clerk reminded the members that five members on each Committee would be desirable. Cllr Clark to attend HWCAAG meetings when available.

9. **Parish Policies – to agree updates and new policies** – None
10. **To review the effectiveness of the system of Internal Control.** Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. This was agreed and resolved by all members. The Chair of the meeting and the Clerk to sign
11. **To approve the Annual Governance Statement for 2016-17,** Section 1 of the Annual Return for the year ending 31 March 2017. This was agreed and resolved by all members. The Chair of the meeting and the Clerk to sign.
12. **To approve the Accounting Statements for 2016-17,** Section 2 of the Annual Return for the year ending 31 March 2017 and the supporting Bank Reconciliation as at 31 March 2017 and if necessary the explanation of the significant variations from last year (2015-16) to this year (2016-17) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. This was agreed and resolved by all members. The Chair of the meeting to sign.
13. **To agree dates of inspection period for accounts-** The dates agreed were the 5th June 2017 to the 14th July 2017.
14. **Parish Assets Register:** After much discussion it was agreed that the following would be submitted to TWBC as consideration for village assets:
The White Hart Public House, Rusthall Club, Post Office within One Stop, Mary Caley playground, Southwood Road Pavillion and the Golf Course. A working group to comprise of, Cllrs Blackburn, Fraser and Benoy to complete the documentation and send to TWBC.
15. **Public Consultation:** To discuss Tunbridge Wells Borough Local Plan – after discussion it was agreed that Cllr Edwards would complete the questioner on behalf of the RPC and would refer any questions that needed an all Cllrs response to the other Cllrs.
16. **Village of the Year 2017** – It was agreed to enter the competition. The Clerk to complete the application form.
17. **Finance:** SLCC/ILCM membership - Cllr Blackburn proposed and Cllr Britcher seconded that RPC would pay for the Clerk's membership to the SLCC and the ILCM. This was agreed.

18. Chair's Report: Cllr Edwards informed the members that he had received a complaint about cars speeding up and down Edward Street and allegedly a resident was carrying out a second hand car business from his home, leaving cars untaxed and uninsured on the road side and in the private carpark. Cllr Edwards arranged to meet the PCSO one evening to try and resolve the problems. However, the PCSO did not attend. Cllr Edwards did not witness speeding cars that evening but passed on details of cars that looked abandoned to the police but was informed it was not a police matter; it was a DVLA matter. Cllrs Huggett and Fraser informed members that the police were aware of both problems. Cllr Edwards to arrange a meeting with PCSO and Town & Country (who own the property that the alleged business is being carried out from) to try and resolve the problems. Cllr Edwards enquired about reducing the length of the double yellow lines at some junctions within the village but was informed that it would cost as much to have them reduced as it would to have them painted, in the area of £3000.00. To consider discussing with Targetfollow further parking spaces at the bottom of Common View.

19. Clerk's Report: The Clerk informed the members that due to the resignation of Cllr Moore, she would be advertising for a new Cllr. She also reminded the members again of their duty to attend all meetings. Any absences to be reported to the Clerk asap with the reason for absence. The absence will be agreed/ or not by the meeting.

20. Diary Dates: 15th May planning meeting, 24th May working group for village assets.

21. Accounts for Payment – to authorise the payment of invoices as listed

	ACCOUNTS FOR PAYMENT	From 11 th April 17 to 8 th May 17 ACCOUNTS	
<u>Payee Name</u>	<u>Payment Type</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
C PATTERSON	BACS	308.33	Grass Cutting April 2017
C PATTERSON	BACS	386	Hedge Cutting and other cutting
S DENNE	S/O	1070.48	Salary April
S DENNE	BACS	44.24	Salary adjustment
HMRC	300323	199.09	TAX/NI
BT	DD	50.26	Telephone and Broadband
EE	DD	31.46	Mobile April
RC&YP	300321	2700	Grant
LLOYDS BANK	DD	140.17	Credit Card
GDS	BACS	1111.1	Final Payment
SE WATER	DD	26.99	Southwood Road
SE WATER	DD	36.28	Wickham Gardens
SE WATER	DD	28.58	Rackliff Centre
ICO	DD	35	Data Protection
JOHN DOWN	BACS	180	Allotment Brambles
COLLIBROOK	BACS	285.08	Boiler
DB DEVELOPMENTS	BACS	3614.04	Final payment
Total Payments			

22. Open session for questions from the public: None

23. Items for Information:

- a) Cllr Blackburn informed the members that she had received enquiries from the playgroup at the URC Hall, asking if the polling station could be located at the Rackliff Centre to save disruption.
- b) Cllr Blackburn requested clarification from Highways with regards start of road works.
- c) Cllr Britcher informed the meeting that the next RVA meeting is to be held on the 17th May.
- d) Cllr Britcher thanked everyone who attended the litter pick and hoped for another one in October. There would be a soft launch of the photography competition.
- e) Cllr Edwards informed the meeting that the RC&YP book presentation would take place on the 25th May, 7pm at the library.
- f) Cllr Benoy informed members that fencing work had started at Southwood Road Allotments, concrete spurs and access gate closed.

The Meeting Closed at 21.10