



**Minutes of The Full Council Meeting held on
Monday 24th August 2020 at 7.30 pm Conducted Online Via Zoom**

Members Present: Cllr B Edwards (Chairman), Cllr A Britcher - Allan, Cllr E Ellicott, Cllr D Smith,
Cllr Wilson, Cllr C Ducklin and Cllr D Funnell

Officer Present: S Denne

In Attendance: No One

Members of the Public: One

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. **To receive and approve apologies for absence:** – Cllr M O'Callaghan
3. **Declarations of Personal and Prejudicial Interests** - None
4. **Declarations of Lobbying** – None
5. **Minutes** of the meeting held on **13th July 2020** were agreed, and it was **RESOLVED** that the Chairman signed them as a true record
 - 5.1 **Matters outstanding from these minutes (not listed as separate agenda items)** - None
 - 5.2 **Matters outstanding from previous minutes** – None
6. **Open session for questions from the public:**
7. **To agree to Advert and hourly rate for Maintenance Person** – The Members agreed to the advert and for it to go into the RL. Clerk to also share it on social media and PC website. It was agreed that hourly rate would be £20.
8. **Signage for Upper Street** –The members agreed to the quote for improved signage at the entrance of Upper Street, to inform drivers that the road is a no through road and has no space for turning.
9. **To agree to Job Description, Salary and where to place Advert for a Deputy Clerk** – The job description and salary were agreed. Clerk to advertise on KALC and own website, RL and social media. She would also ask other PCs if they would advertise on their websites. Clerk to draw up application form.

10. **Knot weed** – A resident reported a small amount of Knot weed on PC land. Members agreed to plan and quote on how to deal with it. Work scheduled for the 16th September 2020 and then yearly thereafter.
11. **To Discuss Opening of the Rackliff Centre** – It was agreed that the Clerk would draw up a RA and document for hirers on how to use the hall. Sanitiser to be put in place by the entrance and Clerk to arrange for a deep clean of the building. Clerk to work from home when the hall is in use for the time being. Hirers to clean the hall after use. Will endeavour to open the hall week beginning the 8th September 2020. Clerk also to contact insurer.

THE MEETING WAS RESUMED AT 20:15 – Cllr Smith was not able to attend the second half.

12. **To Discuss KCC Highways statement regards delaying none emergency work.** The Clerk informed the members that County Cllr McInroy had written to Michael Payne, the Cabinet Member for Highways on behalf of Bidborough, Rusthall and Speldhurst Parish Councils.
13. **To consider instructing Kent University to report on website accessibility** Cllr Ellicott reported that she, the Clerk and Cllr O'Callaghan had attended a Zoom training course on website accessibility. Kent university will look at websites and inform on how much work is required to update website in line with new legislation. The cost will be £25. The Cllrs agreed to this.
14. **Accounts for Payment** – to authorise the payment of invoices as listed (to follow)
15. **Items for Information** - There were none

Date of Next Meeting –14th September 2020

The meeting closed at 20:45

..... Chairman

Dated

ACCOUNT PAYMENTS

DATE	NAME	ITEM	DEBIT	CREDIT
19-Aug-20	B/P to: Signal UK Ltd	Road Sign	552	
17-Aug-20	Direct Debit (LLOYDS BANK PLC)	Bank Charges	3	
14-Aug-20	TUNBRIDGE WELLS BC	Rates Grant		10,000.00
13-Aug-20	B/P to: Langton Life Ltd	R0594/SEPT Rusthall Life	500	
13-Aug-20	B/P to: David J Buckett	Audit	361	
10-Aug-20	B/P to: Barclays Bank PLC	CB01368405/ Transfer to Cambridge	14,000.00	14,000.00
03-Aug-20	B/P to: HMRC CUMBERNAULD	TAX/NI	337.67	
03-Aug-20	B/P to: HMRC CUMBERNAULD	TAX/NI	337.67	
03-Aug-20	B/P to: Viking 2	Stationery	31.07	
03-Aug-20	S/O to: Microshade Bus Con	Computer Hosting	52.5	
03-Aug-20	Direct Debit (BUSINESS STREAM RA)	Water	46.3	
03-Aug-20	Direct Debit (NEST)	Pension	77.05	
31-Jul-20	S/O to: Mr PA Bamford T/A	GRASS CUTTING	399.33	
31-Jul-20	Direct Debit (EE LIMITED)	Mobile Phone	34.36	
28-Jul-20	S/O to: S J DENNE	SALARY July	1,361.59	
28-Jul-20	HMRC VTR	VAT rebate		4,208.71
22-Jul-20	B/P to: Simon	FENCE SWR 18/07/20	345	
22-Jul-20	Direct Debit (BT GROUP PLC)	Broadband/Phone	54.37	
20-Jul-20	B/P to: Mrs A sarota	RPC ALLOTMENT	58.75	
20-Jul-20	B/P to: Woodcraft	RPC ALLOTMENTS RUB	350.88	
20-Jul-20	B/P to: KALC	Training	60	
20-Jul-20	B/P to: KALC	Training	120	
20-Jul-20	B/P to: KALC	Training	60	
20-Jul-20	B/P to: KALC	Training	60	
16-Jul-20	Direct Debit (LLOYDS BANK PLC)	Bank Charges	3	
07-Jul-20	B/P to: Viking 2	Stationery	14.72	
07-Jul-20	B/P to: Langton Life Ltd	R0569/ Rusthall Life	500	
03-Jul-20	Direct Debit (NEST)	Pension	77.05	