

**MINUTES OF THE FULL ANNUAL COUNCIL MEETING  
HELD ON MONDAY 14<sup>th</sup> May 2018 at 7.30pm  
IN THE RACKLIFF CENTRE LOWER GREEN ROAD**

**Members Present:** Cllr A Britcher (V. Chairman), Cllr J Blackburn, Cllr Smith  
Cllr H Duncombe, Cllr J Clark, Cllr E Ellicott, Cllr C Gordon and Cllr C Ducklin

**Officer Present:** S Denne

**In Attendance:** Borough Cllr Huggett

**Members of the Public:** There were 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. To sign the declaration of office and to be 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** – Cllr B Edwards

3. **Declaration of Interests** — Cllr Smith, Item 9, rents an allotment plot.

4. **Declarations of Lobbying** – There were none.

5. **Minutes**

5. To resolve that the minutes of the Council Meeting held on 9<sup>th</sup> April 2018 be taken as read, confirmed as a correct record and signed by the Chairman.

5.1 Matters outstanding from these minutes (not listed as separate agenda items)

5.2 Matters outstanding from previous minutes

6 **Session for County and Borough Councillors on matters concerning the Parish** –  
Cllr Huggett informed the members that the proposed application for a new Civic Centre had been agreed.

7 **Committee Reports:** Finance Committee 23<sup>rd</sup> April 2018 and Planning Committee 16<sup>th</sup> April 2018 and the 8<sup>th</sup> May 2018, 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 deputy – All Committees to remain the same and confirmation that KALC representatives will also remain the same.

- 9 **Southwood Road Allotments** – To agree to security fencing The members agreed to consider fencing subject to quotes received. It was also suggested that allotment holders should be reminded to report all crimes to 101.
- 10 **KALC** – To agree to KALC subs, this was agreed.
- 11 **SLCC** – To agree to SLCC subs, this was agreed
- 12 **Payroll** – To consider outsourcing of payroll – It was agreed that the Clerk would obtain quotes and report at the next Finance Committee meeting.
- 13 **Signatories** – To consider further signatories – It was agreed to have all Cllrs, except Cllr Clark, as signatories for banking. *Clerk to arrange.*
- 14 **Fire Proof Safe** – To consider which safe to purchase – it was agreed – *Clerk to order.*
- 15 **Training and Development** – It was agreed that the Clerk amend the policy to suit RPC and present at the June meeting.
- 16 **Health and Safety** – Cllr Duncombe reported that she had spoken to a very helpful company, who had advised her on which markings to use on steps outside shops in the High street, to help the visually impaired. The village may, also be eligible for a TWBC grant to help towards the costs. The Daily Bread had agreed to pay for their step to be the first one to be remodelled. To be discussed at the RVA meeting.
- 17 **HWCAAG** – Cllr Clark reported that Gatwick would like to increase day flights from 55 to 60 an hour and up to 70 flights per night, noting that Heathrow has a strict curfew on night flights from 11.30pm to 5.30am.
- 18 **Rackliff Centre Risk Assessment** – To agree to draft document, this was agreed
- 19 **Guidance on local government investments** – To agree to policy, this was agreed.
- 20 **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.
- 21 **To approve the Annual Governance Statement for 2017-18,** Section 1 of the Annual Return for the year ending 31 March 2018. The Chair of the meeting and the Clerk to sign. This was agreed and signed
- 22 **To approve the Accounting Statements for 2017-18,** Section 2 of the Annual Return for the year ending 31 March 2018 and the supporting Bank Reconciliation as at 31 March 2018 and if necessary the explanation of the significant variations from last year (2016-17) to this year (2017-18) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. The Chair of the meeting to sign. This was agreed and signed.

- 23 To agree dates of inspection period for accounts** – It was agreed that the inspection period would run from the 4<sup>th</sup> June until the 13<sup>th</sup> July.
- 24 Chair’s Report** – Nothing to report.
- 25 Clerk’s Report** - Clerk had received a complaint about parking on Common View. The complainant requested that the double yellow lines be extended. Clerk explained that this was a KCC Highways matter.
- 26 Diary Dates** - 15<sup>th</sup> May 2018 Battle is Over meeting at the Rusthall Club. 31<sup>st</sup> May Garden Club 2.30pm at the library. 30<sup>th</sup> June Rusthall fete.
- 27 Accounts for Payment** – to authorise the payment of invoices as listed - These were agreed.
- 28 Open session for questions from the public:** A member of the public thanked Cllr Clark for attending the HWCAAG meetings and for the support of the members. He was concerned with the noise levels if the increase in planes happens. It was suggested that perhaps Cllr Clark could write a short article for the Rusthall Life. Mr Sefton informed the meeting that he had secured a place in the ‘Over 80s’ section of the 19th World Veteran Championships to be held in Las Vegas. There are 4003 competitors in the competition.
- 29 Items for Information**
- a) Cllr Britcher informed the meeting that Cllr Blackburn would be the guest speaker at the next RVA meeting. The Big Dig on the 5<sup>th</sup> of May was very successful, 5000 years of history in an hour and a half.
  - b) Cllr Ellicott informed the meeting that the Family History Group would be meeting on Thursday, 10am.

**The Meeting Closed at 2100**