



**Minutes of The Full Council Meeting held on
Monday 13th July 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 M O'Callaghan, Cllr Wilson, Cllr C Ducklin

Officer Present: S Denne

In Attendance: County Cllr James McInroy and Borough Cllr Joy Podbury

Members of the Public: Two

Cllr Edwards congratulated Cllr Podbury on becoming Mayor of Tunbridge Wells.

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 D Funnell
3. **Declarations of Personal and Prejudicial Interests** - None
4. **Declarations of Lobbying** – None
5. **Minutes** of the meeting held on **8th June 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:** A member of the public reported that there was still no signage at the Red Lion development, warning vehicles of possible vehicles parked and pedestrians in the road. The members informed her that the PC could supply the signs if the developer was not cooperative. Mr Heasman, the Speedwatch coordinator, thanked County and Borough Cllrs for their response to his email regards road drain clearance and their support for 20mph. Speedwatch only able to be carried out on two sites at present. It was hoped that the PCSo would be able to join them at one of their sites.
7. **Session for County and Borough Councillors on matters concerning the Parish** – Cllr McInroy thanked the Community Speedwatch team for the work that they were carrying out. He reported that he had requested that Lower Green Road be included in KCCs proposed 20mph. This could be requested through the travel fund scheme, 2nd tranche. KCC has postponed ATCs until September, when the traffic may be back to normal. Cllr Podbury informed the members that the Community Safety Report stated that TW is the safest place in Kent. She was looking forward to helping with the judging of TW in Bloom, 118 residents had entered the competition.

8. **Update on volunteers and those seeking help** – Cllr Britcher informed the members that there were still 33 families receiving help from volunteers, but no new applications. Some volunteers had returned to work. Food boxes, from the government, will be stopping end of July.
9. **All abilities path above Happy Valley** – Cllr Edwards to forward map to other Cllrs and to arrange visit to site. Cllr Ellicott suggested that visits could be made with three Cllrs a time in order to be able to observe social distancing and to carry out the visits asap. Cllrs agreed.
10. **To Consider instructing a maintenance person** The Cllrs agreed that a maintenance man was required. Clerk to draw up a draft advert, payment and hours to be discussed.

THE MEETING WAS RESUMED AT 20:15

11. **Signage for Upper Street** – Clerk to arrange meeting with Commons Warden and awaiting quote for signage.
12. **General Risk Assessment** – Updates were agreed by the members.
13. **Accessibility for website** – Clerk and Cllrs Ellicott and O'Callaghan would be attending a Zoom course about the legal changes required for websites. The Clerk informed the members that she was greatly concerned on how the updating would be completed on time. She would not be able to complete it alone. Despite emails and phone calls the website provider had yet to finish their part in the update.
14. **To agree to employment and advertising for a Deputy Clerk** – It was agreed that a deputy clerk was required asap, for initially 10 hours a week. Clerk to draft a job description and advert. It was agreed that applicants should be made aware that the successful candidate would be expected to take over from the Clerk, if they passed the probation period, when the Clerk retires.
15. **Hardship Fund** – Clerk informed the members that they were unable to use the fund for individuals as she did not have the GPC. She would contact KALC to confirm if the PC could give the money to the RVA for distribution. A policy to be drawn up between the RPC and the RVA on how the money should be distributed, if it was required.
16. **Appointment of Committee Members – Finance** – Cllrs Britcher, Edwards, Funnell, Ellicott, Wilson and O'Callaghan, **Highways**– Cllrs Ducklin, Britcher, Edwards, Funnell, Wilson, Smith and O'Callaghan **Allotments** - Cllrs Edwards, Funnell, Wilson, Smith and Ellicott. None Cllr, Miss S French **Planning** Cllrs Edwards, Wilson, Ducklin, Smith and Ellicott **HWCAAG** – Cllr Ducklin **Commons Conservators** – Cllr Ellicott and **Pond Warden** – Mrs J Blackburn
17. **KALC representative** – It was confirmed that the Chairman and Vice Chairman would remain as the KALC representatives.
18. **Co Op Bank Account**- To consider closing account – The Clerk informed the members that the account had a very small amount in it and had not been used for several years. She had also found it extremely difficult to contact them within the last few months, no reply to phone calls or letters. It was resolved to close the account.

- 19. Cambridge Building Society** – a) Requirement for a new signatory It was agreed that Cllr M O'Callaghan would become a signatory. Papers to be signed in due course.
- b) Consider transferring funds from Unitytrust – It was resolved to transfer £14,000 from Unitytrust Bank to the Cambridge BS
- 20. To review the effectiveness of the system of Internal Control.** Councillors were asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. This was resolved and signed by the Chairman, after the meeting, and the Clerk.
- 21. To approve the Annual Governance Statement for 2019-20,** Section 1 of the Annual Return for the year ending 31 March 2020. The Chair of the meeting and the Clerk to sign. This was resolved and signed by the Chairman, after the meeting, and the Clerk.
- 22. To approve the Accounting Statements for 2019-20,** Section 2 of the Annual Return for the year ending 31 March 2020 and the supporting Bank Reconciliation as at 31 March 2020 and if necessary the explanation of the significant variations from last year (2018-19) to this year (2019-20) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. This was resolved and signed by the Chairman after the meeting.
- 23. To agree dates of inspection period for accounts** – It was resolved that the 20th July to the 28th August would be the inspection period.
- 24. Internal Financial Control System** – Updating of IFCS was agreed.
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- 25. Chair's Report** – Nothing to report
- 26. Clerk's Report** – Clerk received a complaint from a resident with regards to the manner of driving around Allen Close and Cranwell Road. Clerk to speak to PCSO and Speedwatch. Informed resident to contact police. Clerk raised concerns about the cleaning of the RC when it is decided to re-open it.
- 27. Diary Dates** – 14th July Clerk and Cllr Britcher to attend an online course on how to conduct an online meeting correctly. 27th July Planning Committee Meeting.
3rd August Allotment Committee Meeting.
- 28. Accounts for Payment** – to authorise the payment of invoices as listed. These were agreed (see below)
- 29. Confirm bank balances and Bank Reconciliation as at 30th June 2020.** These were not available due to computer failure
- 30. Items for Information** – There were none

Date of Next Meeting –14th September 2020

The meeting closed at 21:25

..... Chairman

Dated

ACCOUNT PAYMENTS

01-Jul-20	S/O to: Microshade Bus Con	Computer Hosting	-52.5
01-Jul-20	Direct Debit (EE LIMITED)	Mobile	-34.36
30-Jun-20	Service Charge	Bank Charges	-18
30-Jun-20	S/O to: Mr PA Bamford T/A	Grass Cutting	-399.33
29-Jun-20	S/O to: S J DENNE	SALARY June 2020	-1,361.59
26-Jun-20	Direct Debit (SCOTHYDRO ELEC GAS)	Utilities	-108.65
23-Jun-20	Direct Debit (BT GROUP PLC)	Phone & Broadband	-54.94
19-Jun-20	B/P to: Quality Sussex Pla	Plants	-210
19-Jun-20	B/P to: Capel Groundcare	Allotment Maintenance	-189.12
19-Jun-20	B/P to: The National Allot	Subscriptions	-66
19-Jun-20	B/P to: Rialtas	Software Payment	-148.8
16-Jun-20	Direct Debit (LLOYDS BANK PLC)	Bank Charges	-3
10-Jun-20	Direct Debit (PUBLIC WORKS LOANS)	PWLB	-3,388.65
03-Jun-20	B/P to: S J Denne	SALARY ADJ 2MNTHS	-81.92
03-Jun-20	B/P to: HMRC CUMBERNAULD	HMRC	-337.67
01-Jun-20	S/O to: Mr PA Bamford T/A	Grass Cutting	-399.33
01-Jun-20	S/O to: Microshade Bus Con	Computer Hosting	-52.5
01-Jun-20	Direct Debit (SOUTHERN ELECTRIC)	Utilities	-68.3
01-Jun-20	Direct Debit (EE LIMITED)	Mobile	-34.36