

CHESTFIELD PARISH COUNCIL

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TO: ALL MEMBERS OF CHESTFIELD PARISH COUNCIL: Councillors are summoned to attend a meeting of Chestfield Parish Council on **MONDAY 22 May 2023 at 7.30pm** at the Women's Institute Hall, Chestfield Road, Chestfield, for the transaction of the business described in the following Agenda.

Amended Sparkes

A SPARKES, CLERK TO THE COUNCIL

A G E N D A

Under Appendix A of the Parish Council's Standing Orders (both available on the Parish Council's website or from the Clerk on request), all councillors and members of public should announce at the start of the meeting whether they wish to record the meeting.

1. Welcome to the parish councillors elected for a 4-year term following the Parish Councils' 4-yearly Uncontested Election on 04 May 2023. They took up office from 09 May 2023.
2. TO RECORD thanks to Pat Gibson who stood down at the May 2023 elections
3. TO NOTE the ward councillors elected for a 4-year term are Liberal Democrat City councillors Cllr James Flanagan and Cllr Peter Old
4. All Councillors to complete the Declaration of Acceptance of Office
5. This is the Annual Meeting of the Parish Council - the first item of business is to Elect a Chairman for the year 2023-2024
6. TO ELECT a Vice-Chairman for the year 2023-2024
7. Chairman's Opening remarks
8. Apologies for absence
9. Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests, and a reminder to think of any changes to the DPI register held at CCC, such as change of job or home.
10. TO RECEIVE the Minutes from the Annual Parish Meeting for Electors held on 20 March 2023 (note these get approved at the 2024 Annual Parish Meeting)
11. To agree as a correct record the Minutes of the last parish council meeting held **13 March 2023**
12. UPDATES (not covered elsewhere on the agenda)
 - UPDATE re Kitewood to supply a new two-Bay noticeboard at the Grasmere Gardens development - update and notes of recent visit there by the Clerk detailed on Appendix 2.
 - For Maydowns Road rose bed area the Clerk and Cllr East have undertaken bulb and other planting.
 - TO AGREE wording for a small plaque to mark the grant given to Chestfield Cricket Club: suggested wording is "Community grant given by Chestfield Parish Council in March 2023 to Chestfield Cricket Club to facilitate disabled access and disabled toilet."
13. **Adjournment of the meeting for parishioners' questions and comments.** This is the only opportunity during the meeting for residents to speak. The period for public participation will last no longer than 10 minutes and a single member of the public is afforded no more than 3 minutes to make their representation, with the discretion of the Chairman.
14. TO RECEIVE City and County Councillor Report (if applicable)
15. Annual subscriptions: TO RESOLVE to renew:
 - (a) Kent Association of Local Councils;
 - (b) Society of Local Council Clerks; and The Association of Local Council Clerks;
 - (c) Campaign for the Protection of Rural England;
 - (d) The Information Commissioners Office
 - (e) Satswana Ltdand TO RESOLVE that payment be by variable direct debit for the BT quarterly telephone bills; and the £35 annual subscription to the Information Commissioner's Office (ICO).

Financial Regulation 15.5 states: All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council. TO NOTE that has been reviewed - the Insurance renewal from 01 June 2023 has the Fidelity Guarantee set at £250,000.

16. TO RESOLVE TO ADOPT and undertake the General Power of Competence for the next 4 years (see Clerk's report explaining the power) - TO NOTE the parish council meets the qualifying criteria for this
17. TO DISCUSS and RESOLVE Cllr responsibilities for 2023 - 2024
18. Model Standing Orders - TO RESOLVE TO ADOPT new Standing Orders to reflect the NALC Model template

19. Model Financial Regulations - TO NOTE that there have been no changes since the last review and adoption of the parish council's Financial Regulations and TO RESOLVE to continue with them as last adopted until changes are made to the NALC Model.
 20. **TO RESOLVE New Bank Mandate to remove Christopher Ellis and Pat Gibson's bank access and add Cllr Mike Poole as a new signatory**
 21. **For Annual Return 2022-2023**
TO RECEIVE AND APPROVE :
 - i) The Year End Bank reconciliation to 31 March 2023 - year end balance is £109,109.24.
 - ii) Finance Risk Assessment
 - iii) The Parish Council's Statement of Internal Control
 - iv) The Parish Council's Statement of Accounting Policies
 - v) The Internal Auditor's report and TO NOTE any recommendations thereon and TO NOTE the Internal Auditor having completed Section 4 of Annual Return
 - vi) Breakdown of Income, Staff Costs and All Other Payments in 2022-2023
 - vii) The Annual Governance & Accountability Return (AGAR Form Part 3) for the financial year ended 31 March for submission to the external auditor Mazars:
 - Section 1 : the Annual Governance Statement - TO RESOLVE to accept Section 1 in advance of approving Section 2 - and section 1 to be signed by the Chairman and the Minute No. subsequently noted
 - Section 2 : the Accounting Statements -
 - TO NOTE that the figures for 2021-2022 in Section 2 have been RESTATED as the £141.00 payroll services shouldn't be included in Box 4 Staff Costs – they are contractors and therefore an administrative cost, not a staff salary cost. Practitioner's guide states: *"The amount in line 4 should comprise gross salary, employer's National Insurance, employer's pension contributions and any taxable allowances processed through the payroll"* and *"Payments for agency staff and other contractors should go into box 6"*.
 - TO RESOLVE to approve Section 2 - and when resolved Section 2 should be signed by the Chairman (and the subsequent Minute No entered later)
- AND TO RECEIVE
- o Statement of Variances proforma and the explanations of significant variances.
 - o Ear Marked Reserves schedule up to 31 March
 - o The Parish Council's Register of Fixed Assets at 31 March
 - o Community Infrastructure Levy (CIL) Schedule of payments and receipts for 2022-2023
- AND TO NOTE that the council will make arrangements for the exercise of public rights for the period 05 June to 14 July 2023, publishing, before 03 June 2023, the Notice of Public Rights (and a declaration that the accounting statements are as yet unaudited), along with Publication of the Annual Governance & Accountability Return Section 1 and Section 2 (approved and signed), along with a copy of the Internal Auditor's report, on both its parish noticeboard(s) and website
- TO NOTE that the Accessibility Statement on the parish council's website has been reviewed.
22. TO NOTE Use of section 101 Scheme of Delegation to the Clerk in conjunction with a minimum of two councillors since the last meeting: Replacement "No Parking, Turning Point" sign for Fern Close, cost tbc.
23. Finance: Community event, at the cricket club on Bank Holiday Monday 28 August 2023:
C/FWD: TO NOTE that AMG Ambulance Group is offering a free demonstration of the defibrillator, covering from a person found unconscious, to calling 999, the defib process, through to what to expect on ambulance arrival - note AMG is elsewhere committed and therefore not available for the Community Fun Day so TO DISCUSS alternative suitable dates/venues for a free session
24. Financial matters (Appendix 3)
 - o Schedule of Payments Appendix 3 Finance Schedule to be signed by the Chairman of the meeting.
 - o TO RESOLVE to invest £25,000 in a HSBC money market 3 month deposit.
 - o UPDATE re a resident's suggestion that the parish council pay for more trees at the CCC owned Radfall Recreation ground: CCC has mapped and proposed 28 new trees: 5 Cypress, 5 x Eucalyptus, 5 x Magnolias, 5 x Field Maple, and 5 x Water Tupelo. And 3 new Oaks in an existing oak line boundary. QUOTE 1: Local Nursery: £ tbc, should be available at the meeting for the 28 trees. *Planting and watering costs may also be quoted for - tbc.* QUOTE 2: CCC Contracts £6500-£7500 for the 28 trees. CCC Contractors will plant in Autumn 2023. Planting and Watering costings in addition and awaited.

- TO CONSIDER residents' request that the parish council pays KCC to plant and water a new Cherry tree outside No. 22 Cherry Orchard. (TO NOTE request for No. 37 cannot progress as there is a gas main.) KCC has advised cost for the tree is £110.00 and the overall cost for the planting is £362.16. That is calculated on last years' prices from their contractor though so will be subject to a slight increase in the new financial year.

25. TO RECEIVE the Clerk's report, including correspondence (Appendix 4)

TO NOTE the Coach for the Petanque court at Chestfield Cricket Club advised the Clerk on 04 May 2023 that they have received some funding for improvements to the surface of the court - and will be putting some extra surface over the top of it, to combat issues of it being waterlogged and frozen during the winter. There will be no changes to size or access.

26. Environment

- Re possible car park extension at Radfall Recreation ground - TO RECEIVE the clerk's writeup of a virtual meeting held with CCC officer on 16 March 2023 - CCC do not support an extension to the carpark.
- TO DISCUSS whether to explore KCC permission to move the current community herb boxes and tubs from the WI Hall to the entrance to the play park at Chestfield Road next year.

26. TO RECEIVE Planning Report including current applications (to be appended to the Minutes as Appendix 2)

TO NOTE a response from Southern Water was made under the Environmental Information Regulations 2004 and received on 31 March 2023, to the parish council's Freedom of Information Request of 07 February 2023 re application CA/21/01430 - foul drainage discharge condition for the new Greenhill development of 450 homes and its proposed connection into Maydowns Road. (CA/21/01430 has now since been approved. More information on the Planning Appendix). TO NOTE City Cllr Peter Old is trying to get a Zoom meeting arranged.

The draft Canterbury District Local Plan (CDLP) (www.canterbury.gov.uk/localplanmap) proposes two strategic housing/mixed use sites for Chestfield:

- a) Brooklands Farm (1,300 dwellings, a primary school and a Special Educational Needs school)
- b) Bodkin Farm (for a secondary school with sixth form, and 300 houses) - TO NOTE the development team has asked for a virtual meeting with the parish council to give an update following further discussions with CCC, and KCC as the local education and highways authority, and TO NOTE public consultation for Maydowns Road residents only initially is being set up by the development team in June - with a view to them offering wider community participation to follow.

27. Close of the meeting

All Councillors to complete both the Election Expenses form (even if nil expense) and the Declaration of Pecuniary Interests form for both themselves and their spouse/partner for return to Canterbury City Council within 28 days of the election - i.e. by 01 June

Dates of planned full parish council meetings: 22 May (delayed by May elections and bank Holiday 08 May), 10 July, 11 September, 13 November 2023. Christmas Carols event 20 December 2023. **Councillor surgeries for residents** - Come along informally between 6.30pm and 7.30pm to the WI hall in Chestfield Road to voice any concerns or give any comments to a councillor. **Dates of surgeries for residents:** from 6.30pm - 7.30pm - 22 May, 12 June, 10 July, none in August, 11 September, 09 October, 13 November and 11 December 2023. (AND Monday 20 March 2023 for the Annual Electors' Meeting. AND Christmas Carols Event to be Wednesday 20 December 2023.