



WESTBERE PARISH COUNCIL

Clerk: Amanda Sparkes

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TO: ALL MEMBERS OF WESTBERE PARISH COUNCIL: Councillors are hereby summoned to attend a meeting of Westbere Parish Council on **Friday 28 May 2021** in Westbere Village Hall at **6.00pm** for the transaction of the business described in the following Agenda.

This meeting is open to Members of the public but face masks and social distancing will apply. Anyone attending should use the sanitiser provided on arrival; and provide their details for Track and Trace purposes. Capacity in the hall is limited as per the parish council's risk assessment for face to face meetings. Ideally anyone wishing to attend will advise the Clerk in advance that they wish to attend, or send written representations prior to the meeting as an alternative to attending in person. Please do not attend the meeting if you have any symptoms of coronavirus. Please contact the Clerk for more details if you have any questions.

Amanda Sparkes

A SPARKES, CLERK TO THE COUNCIL

A G E N D A

Opening matters arising since the last meeting: TO NOTE the resignation of Karen Williams on 26 April 2021 and the resignations of Maria Morcom, Sylvia Harlow and Kathy Wilson on 28 April 2021, rendered the parish council non-quorate with just one member, and unable to function. Using Section 91 of the 1971 LGA legislation, Canterbury City Council made an Order on 04 May 2021 and sent two copies to the Secretary of State on 05 May 2021 to appoint the two ward councillors, Cllr Georgina Glover and Cllr Louise Harvey-Quirke, as temporary parish councillors to enable Westbere Parish Council to function. The Notice of Vacancies was posted on 04 May 2021.

1. Cllr Glover and Cllr Harvey-Quirke to sign the Declarations of Acceptance of Office by Order of Canterbury City Council under section 91 of the LGA1972.
2. TO NOTE the Notice of Vacancies was posted on the website and village noticeboards on 04 May 2021 giving residents of Westbere an opportunity to call an election by 24 May 2021.
UPDATE at the meeting on whether an election has been called for.
3. This is the Annual Meeting of the Parish Council – the first item of business is to Elect a Chairman for the year 2021-2022
4. TO ELECT a Vice-Chairman for the year 2021-2022
5. The Chairman's opening remarks and apologies for absence.
6. TO RECEIVE any candidates putting themselves forward for co-option and TO CONSIDER whether to co-opt any candidates to fill any vacancies on the council
7. 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.
8. TO DEFER setting of councillor responsibilities for 2021-2022 until a fuller compliment of councillors is in place: Street lights; Transport; Planning, Fire Hydrants, KMBR reports; Environment; Neighbourhood Watch, parish council representative on the Village hall committee; Monitoring of the village salt bins; Village events; parish council representative for Westbere Village Preservation Society (WVPS) and attend WVPS meetings; parish council representative to attend the Twinning Association meetings if able.
TO NOTE that the Clerk will amend this information on the parish council website in order to satisfy the Transparency Regulations requirements.
9. To agree as a correct record the Minutes of the last meeting held **22 April 2021** (and TO NOTE that these will be signed by the Chairman of that meeting at the meeting.)
10. Chairman's Report and Councillors' reports
11. Reports from County and City Councillors
12. **Adjournment of the meeting for Parishioners' questions and comments.** The meeting will be adjourned 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.

13. Planning

New planning applications, decisions and appeal notifications in Westbere (Appendix 2).

TO NOTE any new applications that are validated prior to the meeting since the Agenda was posted.

14. Finance

15. Parish Council banking arrangements: TO PASS A RESOLUTION that as the resignation of all the councillors except the Chairman meant that there were no lawful signatories left, that the current and savings bank accounts held with Lloyds Bank now prepare a variation of mandate to add Cllrs *tbc at the meeting* as new signatories and remove those that resigned, and that instead of previous signatories authorising the variation of mandate, that a copy of this resolution be given to Lloyds Bank to explain the situation that has arisen.

TO NOTE Online banking arrangements to open a new online bank account with Unity Trust Bank are in hand.

TO NOTE that the Clerk has offered interest free loan payments to the parish council to meet payment obligations becoming due for annual insurance renewal, KALC annual subscription, HMRC and KCC Pension. Reimbursement to the Clerk for these payments and the Clerk salary to be paid when banking arrangements allow.

16. TO NOTE any use of Section 101 since the last meeting: tbc and reported at the meeting.

17. Financial matters, including bank statements and authorisation of accounts (Appendix 3)

18. To discuss and resolve the spend or return of Covid contingency balance of £284.89 to KCC.

19. Update on the future of Concurrent Function Funding – TO RECEIVE any update.

20. Annual subscriptions: TO RESOLVE to renew:

- a. Kent Association of Local Councils;
- b. Campaign for the Protection of Rural England;
- c. Action for Communities in Rural Kent.
- d. The Information Commissioners Office

and as per the clause in the Financial Regulation that approval is given for the use of a direct debit TO RESOLVE that payment be by direct debit for the £36 annual CPRE subscription, and the £35 annual subscription to the Information Commissioner's Office (ICO).

21. TO RECORD thanks to resident David Elliott for again completing the year end internal audit inspection and completion free of charge for the village/parish council.

22. 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 2021 has the Fidelity Guarantee set at £250,000 with a £100 excess per claim for all Members and Officers.

23. Standing Orders and Financial Regulations – annual review:

TO RESOLVE that as there have been no changes to the model Standing Orders that the parish council continue with those already adopted and published in 2018 until changes are made to the NALC Models.

TO RESOLVE that as there have been no changes to the Model Financial Regulations that the parish council continue with those already adopted and published in October 2019 until changes are made to the NALC Models.

24. For Annual Return 2020-2021

TO RESOLVE that Westbere Parish Council meets the criteria for 2020-2021 to be an exempt authority, and wishes to be an exempt authority, not subject to a PKF Littlejohn LLP review for that year.

TO RECEIVE AND APPROVE :

- i) The Year End Bank reconciliation to 31 March 2021 – year end balance is £25,960.16
- 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 2020-2021
- vii) TO NOTE that the Joint Panel on Accountability and Governance new Practitioners Guide 2021 explains that mileage should not be recorded in Staff Costs, and that as this is a change of reporting basis, corresponding figures from the preceding year must be restated on a similar basis - so the figures for Staff Costs and All Other Payments for 2019-2020 have been restated.
- viii) The Annual Governance & Accountability Return (AGAR Form Part 2) for the financial year ended 31 March for submission to PKF Littlejohn:
 - 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 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

AND TO NOTE that the council will make arrangements for the exercise of public rights irrespective of claiming exemption from a review, publishing, before 01 July 2021, the Notice of Public Rights 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

25. Highways, traffic and roads

Any updates re two x week-long traffic data surveys at a cost circa £700 for Westbere Lane and Bushy Hill Road to be undertaken in September 2021 or later.

26. Newsletter items and anything urgent to communicate to residents and/or post on Website.

UPDATE on the Chairman's open letter as an alternative to the Annual Electors Meeting for 2021

27. Clerk report

TO NOTE the Clerk completed a further Risk Assessment around Coronavirus risks for April and May 2021. The Clerk has also completed a Risk Assessment for the return of meetings in-person as per the insurance company's requirement to do so, now that legislation that allows parish councils to hold virtual meetings has expired.

28. Date and time for the next meeting tbc

29. The Council is recommended TO RESOLVE that Members of the Press and Public be excluded from the meeting during consideration of the following agenda item by reason of the confidential nature of the items of business to be transacted, in accordance with Section 1(2) of the Public Bodies (Admission to the meeting) Act 1960.

30. Confidential Item: Staffing matters.

TO RECEIVE correspondence from the Chairman of the ALCC (Association of Local Council Clerks) further to the employment relationship between the Clerk and Westbere Parish Council having irretrievably broken down.

Westbere Parish Council to make a resolution on whether or not to agree in principle that Amanda Sparkes' requested exit from the council's employment be by way of a negotiated settlement as opposed to any other employment resolution, which could be financially impactful on both sides, in order to conclude the employment relationship.

Next Meeting dates for 2021-2022 tbc: 22 June (day after England should emerge fully from lockdown) 27 July, No meeting in August, 14 September, No meeting in October; 09 November, No meeting in December; 11 January 2022; 22 February 2022