



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 **16 May 2022** in Westbere Village Hall at **7.00pm** for the transaction of the business described in the following Agenda

Amanda Sparkes

A SPARKES, CLERK TO THE COUNCIL

A G E N D A

1. This is the Annual Meeting of the Parish Council – the first item of business is to Elect a Chairman for the year 2022-2023
2. TO ELECT a Vice-Chairman for the year 2022-2023
3. The Chairman's opening remarks and reminder of rules for public participation during the meeting.
4. Apologies for absence.
5. Vacancies on the council and to consider any candidate for co-option
6. 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.
7. To agree as a correct record the Minutes of the last meeting held **25 April 2022**
8. 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 TO RESOLVE that payment be by variable direct debit for the annual CPRE subscription, and the 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, or duly delegated committee.

TO NOTE that has been reviewed – the Insurance renewal from 01 June 2022 has the Fidelity Guarantee set at £250,000.

9. TO DISCUSS and RESOLVE Cllr responsibilities for 2022 – 2023. These are currently as follows:

- Newsletter production – Clerk and
- Newsletter distribution – All Councillors and Clerk and a volunteer resident;
- Street lights – Cllr P. Glover;
- Transport – All councillors;
- Planning – Cllr Harlow and Cllr Dekker;
- Fire Hydrants – Cllr P. Glover;
- KMBR reports – Cllr Harlow;
- Environment – Cllr Harlow;
- Neighbourhood Watch, and WPC representative on the Village hall committee – Cllr Wilson;
- Monitoring of the village salt bins – Cllr P. Glover;
- Village events – All councillors;
- Parish council representative for Westbere Village Preservation Society (WVPS) and attend WVPS meetings – Cllr Wilson.
- 3 x Vacancies - new Councillor responsibilities to be confirmed when someone is co-opted.

TO NOTE that the Clerk will amend this information if necessary on the parish council website in order to satisfy the Transparency Regulations requirements

10. Model Standing Orders and Model Financial Regulations – TO NOTE that there have been no changes since the last review and adoption of the parish council's Standing Orders and Financial Regulations and TO RESOLVE to continue with them as last adopted until changes are made to the NALC Models.
11. Parish Councillors' reports
12. Reports from County and City Councillors

13. 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.

14. Updates on event for the Queen's Platinum Jubilee - Sunday 05 June 2022

15. Planning

There are no new applications or notifications since the last meeting.

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

TO NOTE that the Clerk contacted CCC Planning on 26/04/2022 for conservation area consent to undertake tree work: CA/22/00910 Proposal: T41 Cypress/Western Red Cedar. Located in the Church yard opposite the Church - To Remove major deadwood and reduction of approximately 10-15ft. This will ensure that the tree is below the worst of the soft decay and reduce the weight on the damaged wood. This reduction will also reduce the peak height below the other trees, to protect it from any strong winds and ensure it will continue for years to come.

TO CONSIDER Canterbury City Council's Planning Manager invite to an online training session on 06 June regarding: 1) Stodmarsh issues, and 2) Presumption in favour of sustainable development.

TO RECEIVE Chairman's verbal update of latest meeting with Fordwich, Sturry and Westbere Parish council representatives re the Bretts owned Westbere Lakes/Fordwich site

Any Update re the Village Green application to KCC for the Two Fields site

16. Finance - Financial matters, including bank statements and Authorisation of payments (Appendix 3)

TO RECEIVE any further information from Westbere preschool TO THEN CONSIDER their request for a £50 grant for an apple tree for the preschool to commemorate the Queen's Platinum Jubilee in 2022.

17. TO NOTE any use of Section 101 Scheme of Delegation to the Clerk in conjunction with a minimum of two councillors since the last meeting: None

18. For Annual Return 2021-2022

TO RESOLVE that Westbere Parish Council meets the criteria for 2021-2022 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 2022 – year end balance is £28,355.38
- ii) Office and 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 2021-2022
- vii) 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

19. Clerk report – TO NOTE Westbere Lane & Church Lane, will be closed in 2 phases, from 13 June 2022 to 5th August 2022 for gas mains replacement.

20. TO NOTE the nominated Sheriff of Canterbury for 2022/23, Cllr Louise Harvey-Quirke invites Westbere Cllrs to join her as her special guest at the reception following CCC's Mayor Making and Annual General Meeting on 18 May 2022 at 8.30pm in the Beaney House of Art & Knowledge, High Street, Canterbury.

21. TO CONSIDER any new residents that a Westbere Parish plan may be delivered to.

22. Closure of the meeting

Next Meeting dates: Third Monday of each month except no meeting in August and December – 16 May, 20 June, 18 July, 19 September, 17 October, 21 November 2022. Annual Electors Meeting at 7pm on Monday 23 May 2022

