



WESTBERE PARISH COUNCIL

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TO: ALL MEMBERS OF WESTBERE PARISH COUNCIL: Councillors are hereby summoned to attend a meeting of Westbere Parish Council on **15 July 2024** 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. **The Chairman's opening remarks** and reminder of rules for public participation during the meeting – whilst parish council meetings are meetings in and open to the public, they are not public meetings, and to ask for adherence and respect about the public participation opportunity:
2. **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.
3. **The parish council meeting to now resume: there is no public participation from this point forward.**
4. **Apologies for absence.**
5. **Declarations of Disclosable Pecuniary Interests**, Other Significant Interests & Voluntary Announcements of Other Interests, & reminder for any changes to the DPI register held at CCC, such as change of job or home.
6. **To agree as a correct record the Minutes of the last meeting held 17 June 2024**
7. **Defibrillator:** <https://vimeo.com/557677120/e7524918c5> is a link to a training demonstration and FAQs. TO NOTE an offer of free training sessions (with donations to trainer welcomed by attendees) is being explored – either a Talk with no practical 30-40 minutes duration, or a Practical with CPR training - 1 hour duration; for 12 - 15 persons per session.
8. **TO RECEIVE feedback re the event to celebrate/mark the gifting of the Green to the village held on Sunday 07 July 2024**
9. **Parish Councillors' reports**
10. **Reports from County and City Councillors**
11. **Planning matters**

Bread and Cheese field (currently in Hersden parish): Community Governance Review by CCC re “Should the parish boundary for Westbere be moved to incorporate the Bread and Cheese Field site?” The next step is that after the General Purposes Committee meeting on 15 July their recommendation then goes to full Council on the 18th July, which is when CCC will agree the next stage.

The Parish's application to record three public footpaths across “The Two Fields”

UPDATE: This has now been allocated to a KCC officer (claim number C428). The officer will be writing to witnesses and landowners requesting interviews. The Clerk and Chairman are booked for 12 July 2024.

Canterbury District Local Plan

CCC's 12-week consultation on the latest Regulation 18 draft of the Local Plan closed on Monday 3 June. An update on the CCC website which outlines what happens next and when is [here](#). Indicative timetable:

Analysis and consideration of consultation feedback, changes to the draft plan considered by the cross-party councillor working group	June 2024 to December 2024
Canterbury City Council's Cabinet and then Full Council to consider approval of revised draft plan for Regulation 19 consultation and submission to planning inspector	Expected January 2025
Regulation 19 consultation (six weeks)	Expected February/March 2025
Submission to Planning Inspectorate	Expected by 30 June 2025
Examination in Public	Expected to begin Autumn 2025

TO NOTE any new applications that are validated prior to the meeting since the Agenda was posted.
Notifications: None this month.

12. **Use of Section 101 Scheme of Delegation** to the Clerk in conjunction with a minimum of two councillors since the last meeting: None.
13. **Finance** - Financial matters, including bank statements and bank reconciliations to be signed by a Councillor (not the Chairman), and Authorisation of payments, and initialling of invoices by two Cllrs. TO NOTE that on 01 July 2024 the Clerk submitted an online VAT refund claim for the period 01 March 2024 to 30 June 2024 totalling £371.83.
14. **KCC Pension – policies review notification** - TO NOTE the Clerk attended a KCC Pension Forum on 13 June 2024. Under the 2013 Regulations employers were required to make policy decisions under parts of the Regulations (the parish council joined the KCC scheme on 01 April 2016 and did this and approved its policy on 18 April 2017). TO NOTE KCC is now in the process of reviewing and updating its materials and it is anticipated that in September 2024 KCC will write out to all employers and will ask all employers to review their policies and will request a copy of the reviewed Employer Policy. The Clerk will watch for this notification.
15. TO RECEIVE an End of Quarter One report of expenditure against budget – for information – and the Chairman of the meeting to sign this.

Concurrent function funding for year 2024-2025 - Westbere Parish received its CFF Payment of £4,503 for 2024-2025 on 01 July 2024.

TO NOTE the Clerk attended the Canterbury Area Kent Association of Local Councils meeting on 27 June 2024 and under AOB asked that the Minutes Secretary seek an update from CCC re the audit/future of the concurrent function funding for parish councils.

CCC Capital grant of £1,095 paid towards two further replacement recycled benches on the village green. The Clerk ordered the seats on 29 May 2024.

16. **Model Financial Regulations** –TO RECEIVE and resolve TO ADOPT revised Financial Regulations to reflect the new NALC Model template. And TO NOTE the council's Financial Regulations will be replaced with the new version on the parish council's website.
17. **C/fwd: Internal Auditor's report – suggestions and recommendations**
18. **Village Hall insurance** – a new updated legal document between The Diocesan Board, the PCC, Westbere Parish Council, plus now the hall committee also - to make the hall committee responsible for buildings cover for the hall as well is being signed by all four parties. Westbere Parish Council and Westbere Village Hall committee representatives have signed. All 4 x signed copies have been forwarded to the PCC (and will then be sent on to The Board– with ultimately a copy signed by all 4 parties to be held and retained by each of the 4 parties). TO RECEIVE any UPDATE.
19. **Authorisation of online payments** (Chairman to sign Finance Appendix x2 for Minute book and Invoice file)

J. P. Cubbage – rub down and paint handrails at village green yellow	120.00
J. P. Cubbage – clean and sand Paddy's bench in churchyard and coat with external oil	180.00
J. P. Cubbage - Refurbishment of Village Green sign and plaques on post	825.00
Clerk salary July and Mileage	578.05
HMRC PAYE and NIC July 2024	154.67
KCC LGPS Pension July 2024	246.15

BANK BALANCES - bank balances are as follows: At **30 June 2024**: Unity Trust £30,463.60

20. **Next inspection of the parish council's Assets**
21. **Assets of Community Value** – Cllr D Wilson's draft spreadsheet to be further populated/discussed.
22. **Clerk report** – for anything not noted elsewhere on this agenda/meeting paperwork. TO NOTE the Clerk reported five x blocked drains on 26 June 2024
23. **Neighbourhood Plans: "Locality" is the government sponsored neighbourhood planning team.** TO NOTE the clerk has booked on to two free Locality training surgeries: 16 July 2024 - Getting grant ready and preparing an application. And on 25 July 2024 - Preparing a neighbourhood plan - all you need to know about the process and support available
24. **Newsletter** - format / next edition – to receive any update
25. **Parish Plan** – to consider any new households to receive this (there is one copy left after which the Welcome Pack will be delivered)
26. Closure of the meeting

Next Meeting dates: - the third Monday of the month except none in August and December: 15 July, 16 September, 21 October, 18 November 2024.