

# POSTLING PARISH COUNCIL

postlingpc@aol.co.uk | www.postlingpc.co.uk

## Minutes of the Annual Meeting of Postling Parish Council held online on Tuesday 27 April 2021 at 6.30pm

*This meeting was brought forward due to the government not extending remote meeting powers beyond 7 May*

1. Appointment of Chairman
  - a. Councillor Frank Hobbs was appointed Chairman, as proposed by Cllr John Patrick and seconded by Cllr Helen Calderbank.
  - b. Councillor Helen Calderbank was appointed Vice Chair, as proposed by Cllr Charlie Wilkins and seconded by Cllr Yvonne Mumford
2. Attendance and apologies  
Cllr Frank Hobbs in the chair, Cllr Christine Hobbs, Cllr John Patrick, Cllr Helen Calderbank, Cllr Charlie Wilkins, Cllr Yvonne Mumford, Cllr Dan Shaddick, Parish Clerk Clare Hamilton, District Councillor Jenny Hollingsbee and County Councillor Susan Carey. There were no apologies.
3. Acceptance of Office and Disclosable Pecuniary Interests  
There were no changes to Councillors' declarations of Disclosable Pecuniary Interests. Cllr Daniel Shaddick's Acceptance of Office and Disclosable Pecuniary Interests forms were lodged with F&HDC on 26.4.21.
4. Confirmation of Exemption from Limited Assurance Review  
Postling Parish Council certifies that during the financial year 2020/21, the higher of the Council's gross income for the year, or gross annual expenditure for the year, did not exceed £25,000. Having met the full criteria for exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, the Certificate of Exemption will be signed and submitted to the external auditor.
5. Internal Control
  - a. The Internal Auditor recommended an adjustment to the Asset Register to take into account the depreciation of some assets (not including land). The Asset Register has been amended to include purchase value and current values. **It was resolved** to accept the findings of the Internal Audit carried out by Chris Reynolds on 15 April 2021.
  - b. **It was resolved** to approve and sign the Annual Governance Statement for the year ended 31 March 2021.
6. Accounting Statements for the year ended 31 March 2021
  - a. **It was resolved** to confirm Exemption from Limited Assurance review.
  - b. **It was resolved** to approve the Accounting Statements for the year ended 31 March 2021 which were signed and dated by the Chairman.
7. Budget  
The Budget for financial year 2021/22 as approved at November 2020 meeting was noted.
8. Banking Arrangements  
**It was resolved** to update the Banking Arrangements for the Chairman to be co-signatory to the account. Clerk to arrange necessary forms with HSBC.
9. Financial Regulations  
There were no changes to the Financial Regulations.
10. Insurance  
**It was resolved** to pay Zurich Municipal the final instalment of a 3 year LTA; as quoted £291.24.

Chairman Frank Hobbs

Parish Clerk/RFO Clare Hamilton | 14a Elmstead Place, Folkestone CT20 1QU | 01303 257321 / 07890 248601

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## 11. Policies and Procedures

**It was resolved** to accept a slight amendment to the Communications Policy to include details of new website. GDPR Policy is under review. Other Policies and Procedures are unchanged.

## 12. KALC and PNVH

**It was resolved** to appoint two representatives of the KALC Area Committee, and two representatives of the Village Hall Committee as follows:

All were in favour of the continuation of Cllr Frank Hobbs and Cllr Christine Hobbs as KALC Area Committee representatives.

All were in favour of the continuation of Cllr Frank Hobbs and Cllr Helen Calderbank as PNVH representatives.

13. There were no members' declarations of interest on Agenda items.

14. **It was resolved** to accept the Minutes of the meeting held online on 30 March 2021.

15. There were no matters arising from the previous meeting.

## 16. Planning Applications

- a. 21/0385/FH Stour Rise, Staple Lane, Postling CT21 4EZ  
Creation of horse training area  
F&HDC Approved
- b. 21/0238/FH Staple Farm Barn, Sandling Road, Postling CT21 4HA  
Creation of natural swimming pond and erection of oak outbuilding  
F&HDC Approved
- c. 19/1258/FH Postling Lodge, Farthing Common  
Retrospective planning permission for a grounds maintenance building and entrance gate accessed from Loughborough Lane at Postling Lodge  
**It was resolved** to object to this application. Deadline for comments to F&HDC 3 May 2021.

## 17. Highways

- a. Farthing Common from 19th April 2021 for up to 3 days BT Openreach, works complete
  - b. Sandling Road works to road edging awaiting start date
  - c. Cuckoo Lane general condition being investigated by Highways Steward
- Fault reporting: Parishioners are encouraged to join Councillors in reporting Highways faults at <https://www.kent.gov.uk/roads-and-travel/report-a-problem>

## 18. Finance

- a. Balance of account at 27 April 2021: £7,964.90
- b. To note Payments and Receipts since last meeting:

Payments:	C Hamilton	Salary Feb & Mar	£ 354.98
	C Hamilton	Zoom fee Mar meeting	£ 14.39
	C Hamilton	Expenses 1.4.20-31.3.21	£ 92.81
Receipts:	F&HDC	2021/22 Precept	£3,280.00
- c. Expenditure due before next meeting:

KALC	Annual subs	£ 170.66	vat £28.44
Zurich	Insurance premium	£ 291.24	
PNVH	Annual hall hire	£ 48.00	
Age UK	s137 donation	£ 100.00	
Air Ambulance	s137 donation	£ 250.00	
PCC	s137 donation	£ 200.00	
C Hamilton	Salary Apr & May	£ 354.98	
C Hamilton	Zoom fee April meeting	£ 14.39	

*Chairman Frank Hobbs*

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d. In the event that no extension is given by the Government for online meetings to be lawfully held after 7 May, and in the event a July meeting is not held, **it was resolved** for the Clerk to make any regular and unforeseen payments following councillors' approval by email.

19. Telephone kiosk adoption

Clerk to enquire if any planning permission is required.

20. Defibrillator

Cllr Christine Hobbs checked the defib on 2 April - batteries fine, replacement pads due March 2024.

21. Correspondence received

- Response sent to enquiry about cycle route for children. Cllr Susan Carey informed that cycle paths at the Otterpool Park development may lead to more inter-connectivity of routes.

22. For information

- A new entrance driveway at Postling Wood Cottage on Loughborough Lane appears to be being installed despite no notice of a planning application being received. Clerk will check with F&HDC
- BT have been investigating access for cabling.

Signed ..... *Chairman* Date.....

*Chairman* Frank Hobbs

*Parish Clerk/RFO* Clare Hamilton | 14a Elmstead Place, Folkestone CT20 1QU | 01303 257321 / 07890 248601