



Cowden Parish Council

MINUTES OF THE COWDEN PARISH COUNCIL MEETING HELD ON MONDAY 12 JUNE 2017 AT COWDEN MEMORIAL HALL

PRESENT: Councillors: Valerie Bishop, Glyn Henley, Lorraine Millgate and Stephen Boakes.
Also present: Caroline Bizios (Parish Clerk), Councillor Matthew Dickins (Sevenoaks District Councillor) and Councillor Peter Lake (Kent County Councillors).

Public Question Time:

In response to a question from Members in respect of the provision of the bulk refuse freighter, Councillor Dickins reported that Hever Parish Council has made its own individual arrangements to provide this service to its parishioners.

Councillor Dickins agreed to forward correspondence to the Clerk in respect of the “Leefest” event and noise levels from the event between the hours of 11.00pm and 01.00am.

Councillor Lake advised Members that it is his intention to attend meetings of Cowden Parish Council at which he will report matters of interest from Kent County Council (KCC).

Councillor Lake reported that funding is available to Parish Councils from the KCC Member’s Fund for small highways or village projects. Such funding could be used towards the cost of repairing and cleaning road signage. The Parish Council agreed to undertake an audit of signs within the Parish to establish which were in need of attention.

Whilst Councillor Lake is not a GATCOM representative, he advised Members that Michael Payne is KCC’s GATCOM representative and has a place on the Noise Management Board. Councillor Lake will be happy to take forward with Michael Payne any concerns from the Parish Council.

Councillor Henley raised the matter of the cut in KCC grant funding to Edenbridge Voluntary Transport Service and expressed concern regarding this. Councillor Lake advised that he was unaware of this matter and agreed to raise this within KCC

Note: The above notes do not form part of the Minutes.

MINUTES:

1. Apologies for Absence

Apologies for absence received from Councillor Saunders.

2. Co-option of Parish Council Member

There was no further update available for the meeting in respect of this agenda item.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes of Previous Meeting

Resolved: The Minutes of the Annual Parish Council Meeting held on 8 May 2017 were approved as an accurate record of the meeting with the following amendments:

Public Questions; paragraph 1; line 1: insert words “in Edenbridge” after “Station Approach”.

Public Questions; paragraph 1; line 2: replace “Station Road” with “Blowers Hill”.

Section 8; paragraph 2; line 1: replace “Blowers Hill” with “Station Road”

Section 10(f); line 2: typographic error – correct to read “refuse”.

4. Clerk’s Report

Clerk’s Report circulated and noted.

6. Highways

(a) Highways Report:

Highways Report circulated and noted.

The Clerk was requested to log the following highways matters onto the Kent Highway Services fault reporting system:

Potholes in the road at the entrance to Chantler’s Mead.

Overgrown hedgerow along Spode Lane between “Chantrils” and “The Limes”.

7. Aircraft Noise

The report in respect of aircraft noise monitoring at Cowden had been received from Gatwick Airport Ltd (GAL). A response to be drafted by the Parish Council requesting further information based on the data from the noise meter for the last twelve months.

8. Financial Matters

(a) Accounts for Payment:

Resolved: Payments approved as set out below:

Payee	Description	Amount (£)
Mrs C Bizios	Reconciliation Payment & Expenses	522.63
HMRC	Tax & NI	369.21
The Print Room	Burial Records Reproduction	70.00
Bridget Danzelman	Contribution – Village Christmas Event	100.00
Cowden Memorial Hall	Hall Hire	48.00
Keith Robertson	Internal Audit Services	110.55
SLCC	Annual Subscription	139.00
TOTAL		1359.39

(b) **Year-End Audit:**

The internal audit had been carried out of the Parish Council accounts and financial controls for financial year ending 31 March 2017 and the following actions are to be implemented:

Review of Financial Regulations: Financial Regulations to be reviewed and updated to ensure that the “Contracts” section accurately reflects the way in which the Parish Council sources quotations and selects contractors.

Authorisation of Invoices: Invoices to be paid to be signed/initialled by two Members at the time cheques are signed. This is in addition to Member’s approval of the Payments List at Parish Council meetings.

Bank Reconciliations: One Member of the Parish Council to be nominated to initial bank reconciliation and bank statements on a quarterly basis to confirm and provide audit trail that account balances are correct.

Budget Report: Budget Report to be amended to include column setting out total spend for each budget category to align with totals set out in accounts ledger. This will require amendment to the categories set out in accounts ledger.

(c) **Budget Report:**

Budget Report circulated and noted. The contribution of £100 agreed by Members towards the cost of the Village Christmas Get-Together event to be taken from General Reserves.

(d) **Asset Register:**

The work to review the value of assets included on the Asset Register is ongoing.

(e) **Provision of Bulk Waste Lorry:**

The Clerk to ask Chiddingstone Parish Council if it would be interested in considering a route sharing arrangement for the bulk waste lorry service.

9. Recreation Ground

The Clerk reported that the annual RoSPA safety inspection of the children’s play area had been booked and will take place during July. Councillor Millgate will undertake the Parish Council’s internal inspection.

Kevin Agate has confirmed that the new fencing for the children’s play area has been ordered.

The Clerk has asked Smithers & Sons to provide a quotation for repairs to the footpath on the Recreation Ground. Councillor Henley to source a second quotation for the required works.

10. Allotments

The Clerk reported that one allotment payment remained outstanding. The allotment holder to be contacted to confirm their intention in respect of the allotment.

The Clerk was requested to contact Kevin Agate to confirm that the Parish Council requires a quotation in respect of the cost associated with the provision of a kissing-gate to replace the small gate at the Church Street entrance to the allotments.

11. Burial Ground Matters

Nothing to report.

12. Asset Repair and Maintenance

Nothing to report.

13. Correspondence Received

Correspondence received from two residents in respect of broadband. A resident of Moat Lane had contacted the Parish Council requesting its support in respect of concerns raised with BT in respect of the positioning of a new telegraph pole. A resident of Furnace Lane had requested an update from the Parish Council in respect of the implementation of broadband speed improvements along Furnace Lane. These enquiries had been passed to Councillor Saunders for his attention.

14. Reports from Councillors on Outside Bodies

Nothing to report.

15. Matters for Reporting or Inclusion on Future Agenda

Grant Requirements
Review of Financial Regulations

16. Dates of Future Parish Council Meetings

Monday 10 July
Monday 11 September
Monday 13 November
Monday 11 December

Meeting closed at 9.15pm.

Chairman:

Date: