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| Date: | Thursday November 12th 2020 at 6.30pm |
| Venue: | Remote zoom meeting |
| Present: | Cllrs: Eve Poulter (Chair), Gary Ward, Derek Eagle, Tina Oakley and Peter Murray  Parish Clerk: Janet Burnett  Cllrs: Wendy Young and Eric Hotson (part of the meeting) |

The Chairman asked if anyone was recording

Submissions from Borough Councillor and County Councillor took place during the meeting

1. Apologies previously received from Cllr Cook and were approved

2. **Declaration of lobbying** – none

1. Declaration of Changes to the Register of Interests - none
2. Declaration of Interest in items on the Agenda – none
3. Requests for Dispensation - none

3. **Minutes** of the meetings held 8th and 29th October 2020 were agreed and signed

4. **Financial Regulations** – previously circulated

**The Parish Council resolved to approve and adopt the financial regulations**

5. **Covid 19**

* + 1. Football cancelled
    2. Play areas and public toilet remain open
    3. Office closed to members of the public
    4. Clerk is working from home where possible

6. **Electrical Charging points –** The Parish Council were successful in the first round of this application.

7. **Consultations**

8.  **KALC** – meeting 23/11/20

9. **Website** - ongoing

10. **Training**

1. Chairing Virtual Meetings:  Skills for Councillors” which is taking place via Zoom on Thursday 10th December - £35.00

**Action: Chairman to consider this**

1. Effective Communication during Lockdown for Parish and Town Councils 13/11/20 – free. Clerk booked on.

11. Data protection

12**. Local Development Framework**

* + 1. Neighbourhood Plan

1. Proposal has been put forward to halt all works on the Neighbourhood Plan at the moment

**The Parish Council resolved to temporarily halt the work on the Neighbourhood plan. The steering group would be stood down**

1. Neighbourhood plan website

**The Parish Council resolved to close this website. The Chairman to retrieve the information and inform Clerk when to close down.**

* + 1. Local plan – latest call for sites was discussed.

13. **Planning**

14. **Finance**

* + 1. Authorisation of payments
    2. Bank Balances

Nationwide 68085.64

Unity 56712.54

* + 1. The following items of income were noted

Nationwide 2.89 Interest

East Sutton Parish Council 78.00 Use of room as office

MBC 2193.00 Concurrent functions

1000.00 Pavilion donation

* + 1. Expenditure

1. Ratified at this meeting

J Burnett 1743.79 Salary

Haven Power 272.03 Street lighting November 2020

Legal and General 118.84 Pension

Tailored Auto Pension 13.20 Pension

British Gas 11.26 Pavilion

XLN 57.53 Telephone

1 and 1 Ionos 18.00 NP website

Lloyds 3.00 Charges

11.28 Microsoft

1. Agreed at this meeting

J Burnett 65.00 NP postage

CPRE 36.00 Subscription

IOS 104.95 Photocopying

Fields in Trust 65.00 Subscription

Village Hall 342.91 Room Rent

Prime One Maintenance 173.46 Street lighting – October 2020

HMRC 611.14 Paye month 7

Wallgate 526.80 Repairs - toilet

RBL 100.00 Donation for wreath

Hugo Fox 399.00 Website

PFK Littlejohn 360.00 External Audit

Vinyl signs 180.00 Signage

* + 1. Bank Reconciliation – circulated
    2. Performance against budget – circulated
    3. External Audit received back with no matters arising

**The Parish Council noted this**

1. 2020/21 Budget meeting was set as 25/11/2020

15. **Recreation and Open Spaces**

* 1. War Memorial Play Area and Field
     1. Play area fence – £1500.00 received from Cllr Hotson

1. Car Park
2. Football
3. Pavilion - Electricity quotesreceived and decided on last month

Standing charge Unit rate

Company 1 26.22 17.64

The Parish Council resolved to accept the quote from Company 1 however they decided they were not prepared to take on such a small account.

Another quote was sourced which was for green electricity:

Standing Charge - £8.55 per month (28.11p per day)

Unit Rate - £17.408p p/kwh, following discussion with Councillors during the month, due to the time issue it was agreed to accept the latest quote

**The Parish Council resolved to ratify this decision**

1. Tennis

Tender is due to go out on the Government website during the next 2 weeks. Revised tender documents were circulated

**The Parish Council resolved to approve the updated tender documents**

1. Harbour Play area and field
2. Open Spaces
3. TPO on trees adjacent to footpath - precautionary TPO has been progressed.
4. Extension of Conservation Area – Consultation opened – Parish Council has responded.
5. Sign for the new dog Control PSPO ordered
6. Quad Bike signage – in place
7. Gate posts at Bowhalls – urgent work needed. Quote received for £285.00

**The Parish Council resolved to accept this quote**

16. **Roads and Transport including lighting**

1. Kent Highways Seminar 19/11/20 – 9.30 – 12.30 – Clerk has booked on.
2. Cllr Ward raised the issue of HGV’s on Tumblers Hill.

**Action: Cllr Hotson agreed to set up a meeting to discuss**

1. Letter from MBC asking for a name for the new development at Sapphire Kennels

**The Parish Council resolved to accept the suggestion from the developer of Sapphire Park**

1. Public Transport

Bus stops by the Village Hall – Ongoing.

1. Lighting – quotes received for the two vandalised lights for £249.00 each – these are led.

**The Parish Council resolved to accept this quote**

*17.* **Sub-Committees and Working Groups**

***Allotments***

Following consideration of the finances a proposal was made to not increase the allotment fees for next year.

**The Parish Council resolved not to increase the allotment fees.**

Allotments 8 and 10 split to be agreed.

**The Parish Council resolved to divide this allotment into four**

18. **Police**

19. ***Correspondence***

Request from PTA for a donation to the solar panels.

**The Parish Council resolved to consider this during the budget process**

20. ***Village Hall***

22. **Agenda items for next meeting discussed**

23. **Date of next meeting:** 10th December 2020

**Meeting closed: 20.25**

**Acronyms**

NALC – National Association of Local Councils

MBC – Maidstone Borough Council KALC – Kent Association of Local Councils

ACRK – Action with communities in Rural Kent SLCC – Society of Local Council Clerks

CPRE – Campaign to Protect Rural England PPF - Police/Parish Forum

NP – Neighbourhood Plan PEG – parish Enhancement Group

JPG – Joint Parishes Group LLV – Landscape of Local Value PSS – Parish Service Scheme