

ANNUAL MEETING OF THE COUNCIL

held at Aylesford Football Club Pavilion on

Tuesday 9 May 2017

Present: Cllrs Balcombe, Mrs Brooks, Ms Dorrington, Elvy, Gledhill, Rillie, Shelley, Smith, Walker, Winnett, and Wright

In attendance: Mr Harris, Clerk

Others: 2 Members of the Public

Apologies: Cllrs Base, Mrs Gadd, Jones and Phibbs.

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AGENDA ITEM 1 - **Declarations of Interest additional to those contained in the Registry of Members' Interests**

1. There were no declarations of interest additional to those contained in the Register of Members Interests.

AGENDA ITEM 2 - **Apologies for absence**

2. Cllrs Base – TMBC meeting; Cllr Mrs Gadd – holiday; Cllrs Jones and Phibbs work commitment.

Apologies and the reasons for their absence were noted and accepted.

AGENDA ITEM 3 - **Election of Chairman of Council: Declaration of Acceptance of Office**

3. Cllr John Balcombe was proposed as Chairman by Cllrs Elvy, Mrs Gadd and Smith seconded Cllrs Ms Dorrington, Gledhill and Wright. Cllr Balcombe accepted the nomination with thanks and was unanimously elected.

Cllr Balcombe made his Declaration of Acceptance of Office before the Clerk.

AGENDA ITEM 4 - **Election of Vice-Chairman of Council**

4. Cllr Thomas Shelley was proposed as Vice Chairman by Cllrs Elvy and Smith, seconded Cllrs Gledhill and Wright. Cllr Shelley accepted the nomination with thanks and was unanimously elected.

AGENDA ITEM 5 - **Casual Vacancies**

5. Current Vacancies stand at Aylesford South 3.

AGENDA ITEM 6 - To confirm as a correct record the Minutes of the Council Meeting held on 21 March 2017

6. These Minutes were proposed as a correct record of the meeting by Cllr Wright, seconded Cllr Shelley and actions included to be accepted. **AGREED**

AGENDA ITEM 7 - Matters Arising from the previous minutes (including those which required Members' action)

7. There were no Matters Arising.

AGENDA ITEM 8 - Chairman's Announcements

8. There were no Chairman's announcements.

AGENDA ITEM 9 - Adjournment of the meeting to allow for public participation (subject to the limitations of Standing Order 29 d)

9.1 Mr Ted Sergeant, whose wife is in a wheelchair, raised the issue of the lack of dropped kerbs in the Parish and in particular Aylesford South Ward. As an example he highlighted the lack of a dropped kerb at the highway entrance to the Capel Morris Centre where the polling station was located. In addition he also indicated that there was no halo on the second level crossing in Hall Road and that the traffic signal on the right hand side of the junction of Hall Road and the A20 was positioned so that it was not possible for a wheelchair or a buggy to pass whilst remaining on the pavement.

It was agreed that the Council would raise these issues with the KCC including Cllr Walker taking the matter up with Cty Cllr Peter Homewood.

AGENDA ITEM 10 – Annual Return 2016/17 including the Annual Governance Statement and Annual Accounts

10.1 The Annual Return for 2016/17 Sections 1 and 2 and the Annual Internal Audit Report for 2016/17 were submitted to all Members of the Council and are attached at **Appendix A** to these Minutes.

10.2 The Council considered the Annual Governance Statement first and were able to answer Yes to all questions except question 9 which was not applicable. The Council then agreed that as their response to the External Auditor. **AGREED**

10.3 The Council then Considered Section 2 Accounting Statements for 2016/17 and approved these for submission to the External Auditor. **AGREED**

AGENDA ITEM 11 - Law and Order in the Parish

11. There was no report to this meeting. The Council instructed the Clerk to write to the Police to invite them to attend the Annual Meeting of the Council and to submit an annual report to the Council. The Clerk is authorised to take appropriate measures to bring about attendance including writing to the Police and Crime Commissioner.

AGENDA ITEM 12 - To receive the observations of the County Councillor

12. County Cllr Homewood was not present and there was no report.

AGENDA ITEM 13 - **To receive the observations of the Borough Councillors**

13. Cllr Walker had nothing to report to the meeting.

AGENDA ITEM 14 - **Committee Reports/Minutes: to consider and adopt; to deal with any matters arising**

14.1 - Policy and Resources – 4 April 2017

Proposed by Cllr Balcombe, seconded Cllr Elvy as an accurate record of the meeting and actions included to be accepted. **AGREED**

There were no matters arising.

14.2 – Policy and Resources - 2 May 2017

Proposed by Cllr Balcombe, seconded Cllr Wright as an accurate record of the meeting and actions included to be accepted. **AGREED**

There were no matters arising other than a request from the Rugby Club for permission to use the **Ferryfield for car parking on 4 June**, subject to the normal conditions, for an It's a Knockout event being held in conjunction with the Cornwallis Freemasons and the KM to raise money for local charities. As part of the event the Air Ambulance was landing on one of the rugby pitches.

AGREED

14.3 - Environment Services – 28 March 2017

Proposed by Cllr Balcombe, seconded Cllr Winnett as an accurate record of the meeting and actions included to be accepted. **AGREED**

There were no matters arising.

14.4 – Environmental Services - 25 April 2017

Proposed by Cllr Balcombe, seconded Cllr Smith as an accurate record of the meeting and actions included to be accepted. **AGREED**

There were no matters arising other than on Minute 9.3 relating to the **Proposed 20mph Speed Limit in Eccles** where the Clerk updated the members by indicating that the scheme did not include Bull Lane though did include all the side roads except Eccles Row which was a private road. At the committee members had been supportive of the scheme and the Council confirmed its support and agreed that the Kent County Council be informed of its support. **AGREED**

14.5 - Planning – 4 April 2017

Proposed by Cllr Wright, seconded Cllr Elvy as an accurate record of the meeting and actions included to be accepted. **AGREED**

There were no matters arising.

14.6 – **Planning - 3 May 2016**

Proposed by Cllr Wright, seconded Cllr Gledhill as an accurate record of the meeting and actions included to be accepted. **AGREED**

There were no matters arising

AGENDA ITEM 15 - To appoint representatives to Outside Bodies

15. That the following appointments be made to outside bodies for 2017/18:-

Aylesford Village Community Centre – Vacancy
Blue Bell Hill Village Hall – Vacancy
Tunbury Hall Committee – Cllr Wright
KALC – Cllr Shelley
TMBC Parish Partnership – Cllr Shelley
Tree Warden – Cllr Shelley
Bushy Wood – Cllrs Balcombe, Gledhill, Jones and Phibbs
Rochester Airport – Nigel Tiller (co-opted)
Three Villages Liaison (E/B/W) – Eccles Ward members
United Charities of Burham – Cllr Smith
TMBC Joint Standards Committee – Cllr Elvy

AGENDA ITEM 16 - Appointments to Standing Committees

It was agreed that the Clerk be authorised to finalise the appointments to the Council's standing committees including the Finance Advisory Sub Committee, and submit the appointments to Policy and Resources Committee on 6 June 2017 for final ratification.

AGENDA ITEM 17 - Appointments to ad hoc committees

It was agreed that the following ad hoc committees and the membership detailed below be appointed:-

Sandpit Liaison Group – Cllrs Balcombe, Gledhill and Rillie
Staffing Committee – Cllrs Balcombe, Ms Dorrington, Elvy, Mrs Gadd and Gledhill
Rugby/Netball Group – Cllrs Balcombe, Mrs Gadd, Gledhill and Winnett

AGENDA ITEM 18 - Accounts for Payment

18.1 - Payment list distributed to all Members and attached at **Appendix B** to these minutes.

18 payments totalling £1914.15 were checked and proposed for payment by Cllr Shelley, seconded Cllr Elvy. **AGREED**

AGENDA ITEM 20 - To consider any other items of correspondence/Any Other Business

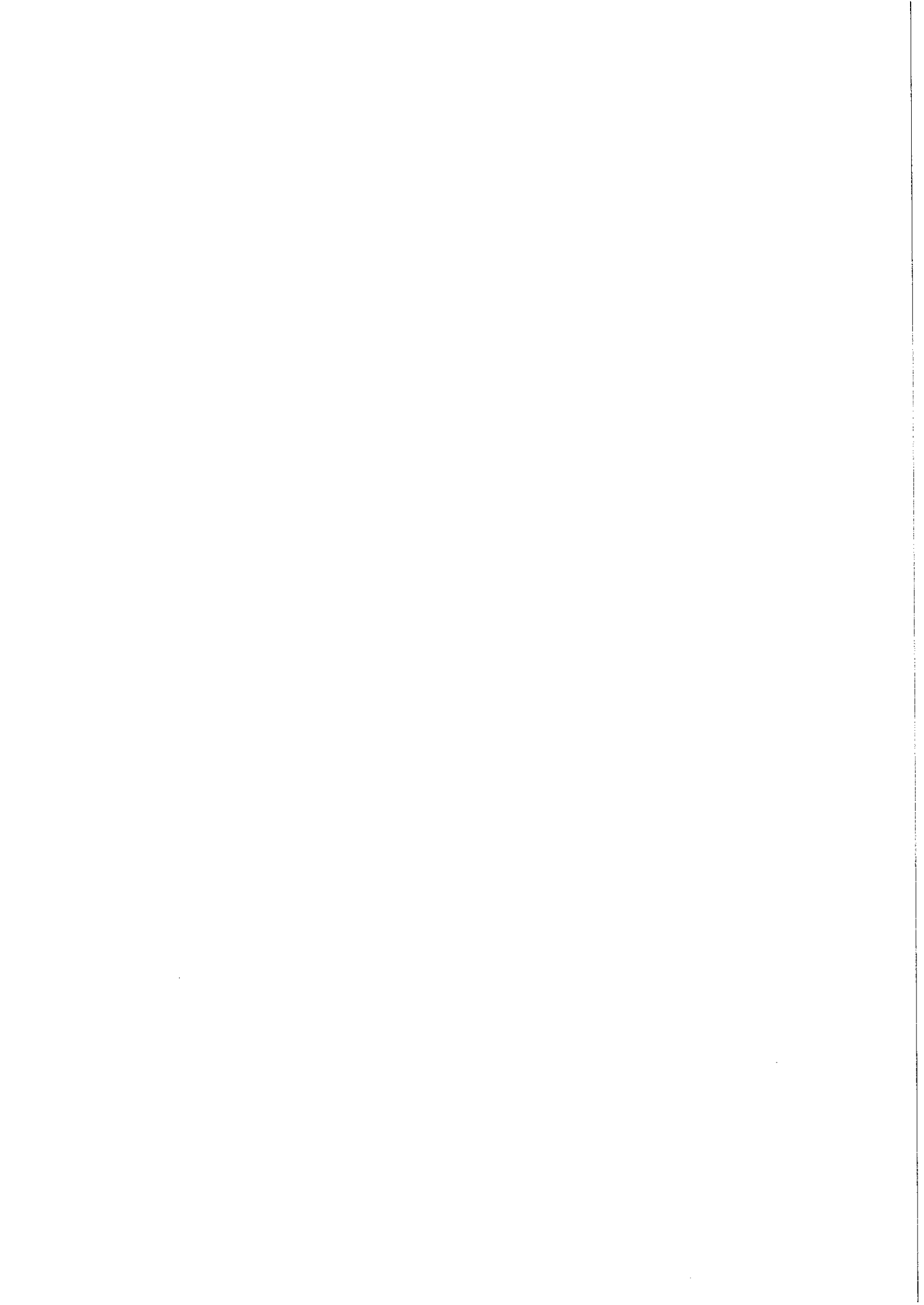
There were no other items of correspondence or business.

AGENDA ITEM 21 - Chairman to move that: 'The press and public be excluded from the remainder of the meeting as publicity for any confidential aspects of the business identified in agenda items 1 – 19 above would be likely to prejudice the public interest.'

There were no confidential items of business this evening.

AGENDA ITEM 22 - Closure of the meeting

There being no further items of business, meeting closed at 8.26pm.



App A
Council
9/5/17

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

AYLESFORD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	Yes		has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	Yes		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

[Signature box]

and recorded as minute reference:

[Signature box]

Signed by Chair at meeting where approval is given:

[Signature box]

Clerk:

[Signature box]

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

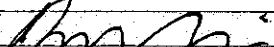
Enter name of smaller authority here:

AYLESFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	524,350	327,185	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	166,526	177,374	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	78,715	89,274	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	112,427	112,857	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	/	/	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	329,979	230,297	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	327,185	250,679	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	320,633	238,109	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,287,325	1,451,253	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

9 MAR 2017

I confirm that these accounting statements were approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

AYLESFORD PARISH COUNCIL
2017/18

Tuesday 9 May 2017

Payment number	Gross Amount	VAT	Net Amount	Supplier	Details	Budget Heading No:
BA1007	119.10	19.85	99.25	Henry Squire locks	5x new padlocks for Ferryfield (paid 2/5)	202/3/1
BA1008	50.00	nil	50.00	Rural Kent	Annual membership renewal 2017/18	102/7
BA1009	156.00	26.00	130.00	ICCM	Cemetery course for Neil in June	102/9
BA1010	29.94	4.99	24.95	Neil Harris	Land Registry documents	102/4
BA1011	124.08	20.68	103.40	Veolia	Hire & lift bin at BBH	608/3
BA1012	38.68	6.45	32.23	Godfreys	Engine oil and other oil for mowers	106/1
BA1013	17.96	2.99	14.97	BCTec	Hosted mailbox	103/6
BA1013	11.99	2.00	9.99	BCTec	Remote backup for computers	103/6
BA1013	60.00	10.00	50.00	BCTec	Technical support for computers	103/6
BA1014	450.00	75.00	375.00	Kent Turf Care	Clearance of shrubs etc Catkin Close	209
BA1015	490.00	nil	490.00	Blue Dragon Plumbing	New circuit board and thermostatic valves for heating system	103/1
800001	170.00	nil	170.00	Post Office Ltd	100x 1st class, 100x 2nd class & 50x large 1st class stamps	103/5
DD0505	22.57	1.07	21.50	SSE	Electric used at Eccles clock	202/2/1
DD0507	8.00	nil	8.00	South East Water	Water used at cemetery	401/3
DD0511	33.00	nil	33.00	Aviva	Monthly pension management fee - May	101/8
DD0512	6.00	1.00	5.00	Sage UK	Monthly payroll subscription - May	102/4
DD0513	61.00	2.90	58.10	Haven	Monthly fee for electricity used in parish office	103/3
Cash01	65.83	2.88	62.95	Petty cash	Various items inc milk & groceries for office	106/1 104/1 110
TOTAL	1914.15	175.81	1738.34			

[Handwritten signature]
Council
9-5-17

Business Reserve	£0.00
Direct Reserve	£0.00
Current Account	£339,899.98
Petty Cash	£34.17

LATE PAYMENTS

I hereby confirm that I have checked all payments listed, they match the Invoices attached & I authorise payment to be made

I hereby confirm that I have checked all payments listed, they match the Invoices attached & I authorise payment to be made

Signed
 Print Name
 Date

Signed
 Print Name
 Date

Income received

Amount	Received from 27/4 to 5/5
90.00	John Lawsons Circus, additional night due to arriving the day before they had booked
210.00	Re-open B1212 (in) Viners
7977.25	HMRC VAT Return February

Total 8277.25