

THROWLEY PARISH COUNCIL

6.30pm on Tuesday 18th August 2020

Zoom Virtual meeting

PARISH COUNCIL AGM

MINUTES

Attendees:

- Roger Clarke (Chairman)
- Adam Jastrzebski (Vice Chair)
- Sian Lewis
- Sarah-Jane Tormey
- Alan Murphy
- Roger Scutt
- Paul Furneaux (new Council member)
- David Simmons (Swale Borough Councillor for East Downs Ward)
- Andrew Bowles (KCC)
- Sarah Selby (Clerk)

1. Apologies

None received

2. Election of Chairman and Vice Chairman

Cllr Clarke – nominated as Chairman by Cllr Scutt and Seconded by Cllr Lewis

Cllr Jastrzebski – nominated as Vice Chairman by Chairman and seconded by Cllr Tormey.

The Chairman would like to thank his Clerk and Vice chairman for their ongoing support.

3. Agree minutes of previous meeting

All agreed the minutes were a fair and accurate reflection of the meeting.

4. Matters arising – Chairman

Planning: Cllr Furneaux asked if there was an update on the Old Bindery planning application. It was confirmed this application is still awaiting a decision.

Venue: Cllr Murphy established that Throwley Golf Club is likely to only be available in the Summer as the Club close early in the winter months. The cost of room hire is around £35. David Simmons suggested the Club may be open in the winter on Monday evenings as the Rotary Club meets there.

Action Cllr Murphy to follow up when meetings return to 'normal'

Speeding issues: we received a letter from Michael Payne in response to ours asking for actions following the sad fatality on the Faversham Road. This has been circulated. Michael Payne advises completion of a local Highways Improvement Plan.

Regarding speeding issues through the Forstal, a new 'gateway-type' sign was reviewed and found not feasible due to costs and lack of suitable location. Instead, signs have been purchased and located on resident's property each end of the Forstal.

Cllr Tormey asked that hedges be cut back to improve visibility of existing signage.

Action Cllr Furneaux agreed to arrange the appropriate hedges to be cut back.

Trees on the Forstal: a tree survey was carried out for insurance and safety purposes. Works may be required in winter.

Action Chairman to arrange necessary quotes and works

Village clean up: Cllr Lewis reported that this was a successful event with 46 participants. The Chairman would like to thank Sian for her organising efforts and everyone for their help.

Website: Cllr Jastrzebski reported that our current web address will close down on 1st September. It is currently run by a KCC funded contractor and the costs of continuing are exorbitant. Cllr Jastrzebski has found a suitable alternative, Hugo Fox, which will host our website for free and hosts a number of other well-established Council websites. The new website will also comply with accessibility guidelines. Cllr Jastrzebski is working with Paddy Reeves on transferring all of the details over to our new web address at www.throwley.org. All agreed to this low cost solution.

5. Consider and approve annual accounts to April 2020 - Clerk
 - a. Approve Certificate of Exemption - All approved
 - b. Review Annual Internal Audit Report - All approved and thanked Lis Hamlin for her time in completing this
 - c. Approve Annual Governance Statement - All approved
 - d. Approve Accounting Statements - All approved

The necessary documents were signed by the Clerk at the time of the meeting and will subsequently signed by the Chairman before posting on the Parish Council website for scrutiny during September.

6. Finance update - Clerk
 - a. Bank balance and payments made

Date	Description	Serial No	Debits	Credits	Balance
28Jul2020	Direct Debit (EDF ENERGY)		(38.00)		6,186.33
14Jul2020	B/P to: Lawn&LandscapingCo		(440.00)		6,224.33
14Jul2020	B/P to: KALC		(199.18)		6,664.33
30Jun2020	Service Charge		(18.00)		6,863.51
29Jun2020	Direct Debit (EDF ENERGY)		(38.00)		6,881.51
23Jun2020	B/P to: ZURICH TEN CLIENT		(257.60)		6,919.51
28May2020	Direct Debit (EDF ENERGY)		(38.00)		7,177.11
12May2020	B/P to: Roger Clarke		(36.60)		7,215.11
11May2020	SWALE COUNCIL			1,704.00	7,251.71
28Apr2020	Direct Debit (EDF ENERGY)		(38.00)		5,547.71
21Apr2020	B/P to: SIAN LEWIS		(11.95)		5,585.71
21Apr2020	B/P to: Alison M Young		(90.63)		5,597.66

- b. Unity Bank Account update on access to account

Two councillors now have full account and payment approval set up and another will have full access when the necessary forms are completed.

7. Forstal upkeep – bench repair – Chairman

The Chairman reported that Brendan Clarke has kindly offered to repair the bench on the Forstal for the cost of materials only. The Council extends its thanks to Brendan.

8. Defib update – Chairman

Cllr Lewis gave an update on the defibrillator, as follows:

“In regards to putting the defibrillator in the phone box, I’ve spent quite a bit of time Googling info about it. There is a BT scheme called “Adopt a Kiosk” where we can buy the box from them for just £1, which is what 5,000 communities have already done, a lot for the housing of defibrillators. BT will even continue to supply the electricity to the box for the light for free (not that we have a light, I checked earlier). They’ll disconnect the phone and take it away. We can change the sign along the top outside that says Telephone to Defibrillator. They have an 11 page contract especially written for Parish Councils taking over the telephone box for such things like defibrillators.

Yesterday I rang BT to find out how many calls had been made from the box in the last 6 months and after 45 minutes of going round and round in circles from number to number I eventually got through to someone who happily gave me the information that absolutely no calls at all were made in that time. So therefore the box is no longer in day to day use...

... I would like to proceed asap with this process of putting the defibrillator in the phone box.

All agreed to proceed with purchasing the phone box for the purposes of housing the defibrillator.

The Chairman thanked Sian for her perseverance with this matter.

Action Sian will circulate the BT contract for review and take the next steps.

9. Charitable donations 2020 –

The Clerk asked the Council for their thoughts on who should receive the charitable donation this year. It was agreed that Citizens Advice Bureau are in exceptional need due to the pandemic and will receive £200.

10. Highways Improvement Plan - Clerk

The Council needs to submit to a Highways Improvement Plan (HIP) to KCC to raise our concerns about local speeding and other road related issues.

Andrew Bowles has supported other local Parish Councils to submit HIPs, recently in relation to the A251. He has offered to review ours if we compile a draft version and send it to him.

Action Clerk to add this to the agenda for our next meeting.

Cllr Furneaux raised his concerns about the road around the Forstal. Andrew Bowles kindly offered to get a copy of the policy relating to this.

The Chairman asked if pothole repair works were ongoing and Andrew Bowles stated they are and has circulated relevant statistics from KCC.

11. Date and venue for next meeting – Chairman

Our next meeting will be in late October or early November. We may be able to hold a face to face meeting, if not we will continue to use Zoom.

Action Clerk to arrange a date for our next meeting

Action Cllr. Murphy to find out if the Throwley Golf Club could host our meeting.

12. Any other business

Cllr Jastrzebski suggested an additional meeting to review the new website, using Zoom.

The Chairman asked the Clerk to keep a monthly subscription to Zoom until the end of this year.

Update since the meeting Cllr David Simmons has kindly offered to pay our Zoom subscription for the year which is much appreciated. He will liaise with the Clerk to arrange this.

13. Time and date of next meeting: **TBC**