

THROWLEY PARISH COUNCIL
Wednesday 29th June 2022 at 7pm, Badlesmere Village Hall
Annual Parish Council Meeting
MINUTES

Present:

- Roger Clarke (TPC Chairman)
- Sian Lewis (TPC Councillor)
- Sarah Jane Tormey (TPC Councillor)
- Paul Furneaux (TPC Councillor)
- Alan Murphy (TPC Councillor)
- Di Lintott (TPC Councillor)
- Sarah Selby (Clerk)
- Rich Lehmann (KCC Councillor – Swale East)

1. Apologies

Adam Jastrzebski (TPC Vice Chair) gave his apologies due to work commitments.

2. Acceptance of Office by new Councillor

Di Lintott signed the declaration of acceptance of office.

3. Appointment of Chairman

Roger Clarke was nominated as Chairman, all voted in favour.

4. Appointment of Vice Chairman

Adam Jastrzebski was nominated as vice Chairman, all voted in favour

5. Agree minutes of previous meeting

All agreed the minutes were an accurate reflection of the meeting

6. Matters arising

Action (carried forward): Cllr Murphy to research suitable % increase for Clark salary

Unnamed Roads (ongoing item):

Maps shared during the meeting do not show a definitive name for South Hill road, also known by KCC as Leaveland / Belles Forstal Road. Councillor Lehmann suggested naming the road might be less expensive than previously understood and via SBC not KCC. Cllr Lehmann suggested advising residents in unnamed road of their What3Words location to use in case of emergency.

Action Chairman and Cllr Lewis to contact local historian, John Owen, for historical records of road names

Action Cllr Murphy will advise residents of their What3Words location

Action Clerk to add Unnamed Roads as an item to next meeting agenda

7. Finance update

a. Bank balance and payments made

Transactions

Customer: Throwley Parish Council
Account: 20419286 - Unity Current Account T1
Owner: Throwley Parish Council
Currency: GBP

Below you will find a list of transactions for the selected account.

[Printable Version](#)

Date	Description	Serial No	Debits	Credits	Balance
17Jun2022	B/P to: Martin Thomas		(125.00)		6,698.41
17Jun2022	B/P to: Badlesmere Parish		(24.00)		6,823.41
17Jun2022	B/P to: Lawn&LandscapingCo		(660.00)		6,847.41
01Jun2022	B/P to: ZURICH TEN CLIENT		(257.60)		7,507.41
30May2022	Direct Debit (EDF ENERGY)		(72.00)		7,765.01
29Apr2022	SWALE COUNCIL			1,874.50	7,837.01
28Apr2022	Direct Debit (EDF ENERGY)		(72.00)		5,962.51

b. EDF charges – changes to tariff

Clerk contacted EDF and was quoted a significantly cheaper tariff which would be fixed for 3 years with a standing charge of 25p per day. All agreed to this change.

Action Clerk to switch tariff

c. Internal auditor

Auditor carried out full review of accounts and signed off the Annual Internal Audit Report for the AGAR return.

d. End of Year accounts 2021/22

All agreed the Certificate of Exemption AGAR 2021/22 and Form 2 was duly signed by the Chairman and the Clerk.

All agreed to the Annual Governance Statement 2021/22 and this was duly signed by the Chairman and the Clerk.

All agreed the Accounting Statement for 2021/22 and this was duly signed by the Chairman and the Clerk

Action Clerk to return Certificate of Exemption to the appointed Auditors by 30th June deadline and arrange publication of the AGAR on TPC website.

8. The Queen's Platinum Jubilee final costs

Music £100 (0% VAT)

Flowers £26 + VAT

Tablecloths £22 (0% VAT)

Flags £45.89 + VAT

Corkboard £28.63 + VAT

Custom OS Map £18.99 (0% VAT)

Portaloo Hire £88 + VAT = half of total cost

Additional grass cutting and collection £220 (0% VAT) = half of total cost

Action Clerk to invoice TEA:

£220 for grass cutting (half of total cost)

£36 for electricity (half of monthly standing charge)

Plus, arrange payment to TEA of £88 + VAT for Portaloo hire

9. Thank Yous

The Chairman extended his thanks to all involved in organising the fete and picnic including Cllr Jastrzebski and Ela Jastrzebski, Cllr Lewis, Cllr Furneaux and the Clerk. Particular thanks were acknowledged for James Dowson for his tireless contribution to village events. The Chairman thanked Paddy and Sarah Reeves for their invaluable contribution to the website and village emails.

Action Clerk to arrange £50 'voucher' for James Dowson

10. Red telephone box repairs

Cllr Tormey raised concerns about the current state of repair

Cllr Lewis has got a quote from a local decorator to complete the work needed for £595. All agreed to accept this quote. No further action is thought necessary regarding the potential lead paint as this will be addressed by the refurbishment.

Action Cllr Lewis to instruct decorator to go ahead with work when possible

Cllr Lehmann kindly proposed a contribution towards the cost of £300 from KCC grant money

Action Clerk to liaise with KCC to arrange application for grant

Cllr Tormey gave the Clerk the documentation relating to the phonebox and its use to house the defibrillator

Action Clerk to register as the 'guardian' of the phonebox

11. Date for next meeting

Tuesday 13th September at Throwley Church was proposed as the date for the next ordinary Council meeting and the Annual Parish Meeting

Suggested timings: 6.30pm to 7.30pm for Council meeting followed by Annual Parish meeting at 7.30pm

12. Any other business

Cllr Lehmann is concerned about cuts to local regular bus services. He enquired about the number of users of the 'Kent Karrier' bus service which is an on demand transport option. No Councillors were aware of this service so it is not known how many Throwley residents make use of it.