

Minute Re TPC 04/24

Throwley Parish Council

Minutes of the Meeting of the Parish Council

Held on Tuesday 9th July 2024 at 6.00pm at Badlesmere Village Hall

Note of Persons Present

CLlr Adam Jastrzebski (Chairman), CLlr Sian Lewis, CLlr Paul Furneaux, CLlr Sarah Jane Tormey, CLlr Di Lintott, PC Gary Morris, Mr Ian Earl and Mrs M Norris (Clerk)

1. Apologies for absence

Apologies received from CLlr Alan Murphy, CLlr Terry Thompson (SWALE Borough Councillor),

2. Co-option of Francis Wilson to Throwley Parish Council

Francis Wilson was proposed for co-option to Throwley Parish Council, this was unanimously agreed. CLlr Wilson was elected and signed the Declaration of Acceptance of Office.

3. Agree minutes of previous meeting

The minutes of the previous meeting were approved and signed as a correct record by CLlr Jastrzebski.

4. Update on matters outstanding from the last meeting

- Parish Councillor Vacancy – Position filled
- Insurance cover
 - The insurance cover was renewed as of 30th May.
 - The update of the asset register remains outstanding.
 - It was confirmed that the current insurance arrangements are set to the level of the original purchase price of items, not the replacement value.
 - The list of items belonging to Throwley Parish Council does requires an update prior to the next insurance premium renewal.
- Planning Application 24/501883 was declined by Swale Borough Council.
- Footpaths – CLlr Paul Furneaux reported that the matter raised with the PC had now been resolved. It was suggested by the chairman that residents in the first instance report any issues with the footpaths to KCC. If the matter is not sufficiently resolved, they should then notify the PC who will then raise the matter with Terry Thompson.
- Publicising “What the Parish Council Does”- CLlr Tormey will send the updated version to the clerk for inclusion on the website/email and WhatsApp.

5. Finance

5.1 Year end accounts for FY23/24: The clerk will send the form for sign off to Lis Hamlin who has audited the end of year accounts for the PC. The Period of Public Rights is currently displayed on the website. The chairman expressed concern that the accounts do not show a correct picture of the finances as at year end there were a number of outstanding payments that the PC had yet to be invoiced for. The clerk/RFO advised that we operate cash based accounting made up of payments and receipt regardless of when the receipts and payments were received in year. It was agreed that

the clerk would put a note to the account advising that there are outstanding liabilities amounting to £1,925.00 that have yet to be invoiced. This was agreed

5.2 Bank Balance/ Payments authorised since last meeting:

Balance at the bank as of 9 July 2024 was £4,959.15. No receipts had been received in this period. A copy of the payments for the period had been shared with councillors prior to the meeting and agreed.

5.3 Unity Bank Administrator Change of Details: Cllrs Jastrzebski, Lewis and Tormey signed the bank mandate to allow Marie Norris administrator access.

6. Clerk handover and change of passwords

The clerk confirmed that she would now change the password for outlook.

7. Items for Planning

There were no items for planning.

8. Waste & Recycling Update

- Cllr Lintott advised that she has a contact number for Mr Jones at Suez who had recently arranged a catch-up collection for Stalisfield village. It was agreed that Cllr Lintott should contact to arrange a catch-up collection for Throwley and also to raise the question of how collections will take place when the A251 road closure happens.
- The chairman raised a question whether the parish council could lead the ombudsman complaint concerning waste collections. The clerk advised that the PC as an organisation cannot submit a complaint, this is because a complaint can only be made by an individual, not a group or organisation. However, as an individual you can assist and advise but not in the role as councillor. The clerk also confirmed that before a complaint can be made to the Ombudsman the complaints procedure of Swale Borough Council must be followed first. Cllrs Lintott and Wilson agreed to put together an action plan to ascertain how the parish council could assist residents with the complaints process and procedures. The PC would also raise an FOI with Swale BC. Once a way forward is agreed, Cllr Torney would advise residents, who asked that the PC take the lead to complain to the ombudsman, the PC's current position and plan of action.

Action: Cllr Lintott/Cllr Wilson /Cllr Torney

9. A251 Road Closure

Mr Ian Earl attended the meeting and very kindly provide the PC with an update from the meeting that had been held between stakeholders concerning the A251 road closure. The PC had many concerns around the closure and the impact on Throwley and its residents. The parish council will make contact with SGN, the contractor, to ensure that we are included on future updates and meetings. The PC will also raise its concerns with Cllr Lehmann, our KCC councillor.

Due to a number of actions arising from this agenda item, the clerk will provide an action list to all attendees prior to producing the minutes.

10. Signage within the village requiring maintenance.

It was brought to the attention of the PC that some signage in the village required maintenance. Road signs are the responsibility of KCC and Cllr Lintott will report.

It was drawn to the attention of the PC that The Throwley village sign has vandalised. The sign appears to have bullet holes. The chairman agreed to ask Maggie about how best to have it repaired.

Cllr Wilson will look at the insurance policy to ascertain whether the PC could claim on their existing policy. PC Gary Morris agreed to go and view the damage and, if possible, look into the matter further.

11. Councillors Reports

Due to time constraints this item was deferred until a future meeting.

12. Any Other Business

- Cllr Lewis announced her retirement from the parish council following 10 years of service. The chairman and the PC thanked her for her service and wished her well for the future.
- Cllr Lintott sought approval on behalf of the PC to seek further information regarding a Community Resilience Plan.
- Further to a past resident's enquiry, it has been confirmed that an unlicensed helicopter landing site can be used for up to 28 days per year with no more than 10 movements per day.
- Cllr Wilson will contact Community First responders (Faversham) regarding Defib and first aid training.

13. Report from PC Gary Morris .

No matters have been reported. However, PC Morris was keen to pass on the message to the resident that residents should report any matters of concern.

A councillor raised concerns that a fire hydrant in the village had been seen to be tampered with. PC Morris requested that if residents see this happening to report it via 999 as this could cause serious concerns for the fire brigade if they needed the hydrant and it was unusable for any reason.

14. Date of the next meeting

The next meeting is scheduled for Monday 16th September at Stalisfield Village Hall.

There being no other business the Chairman thanked all for their attendance in particular Mr Ian Earl and closed the meeting.