

THROWLEY PARISH COUNCIL
Tuesday 28th November 2023 at 6.30pm, Sheldwich Village Hall

Parish Council Meeting Minutes

Present:

Roger Clarke	(TPC Chairman)
Adam Jastrzebski	(TPC Vice Chair)
Sian Lewis	(TPC Councillor)
Alan Murphy	(TPC Councillor)
Di Lintott	(TPC Councillor)
Sarah Jane Tormey	(TPC Councillor)
Sarah Selby	(Clerk)

Terry Thompson (SBC Councillor, East Downs)

1. Apologies:

Paul Furneaux	(TPC Councillor)
Rich Lehmann	(KCC Borough Councillor, Swale East)
Gary Morris PC	(Kent Police)

2. Agree minutes of previous meeting (Chair) - All agreed minutes.

3. Update on actions from previous meeting (Chair)

Cllr Tormey asked for the noticeboard refurbishment action to be carried forward.
Cllr Jastrzebski confirmed the storage containers are owned by Throwley PC. The Clerk advised that the Council needs to consider the insurance implications of this.

Action: Clerk to add footpath issue to next meeting agenda to discuss land ownership

4. Consider course of action for new Clerk (Chair)

Action: Clerk to email the Swale network of Clerks

Action: Clerk to share details of Clerk pay scales and job description template with TPC

5. Finance update (Clerk) -

a. Latest bank balance and payments

Balances are correct as of 17:06 on 26 November 2023.

↓ Date	Description	Paid in	Paid out	Balance
Tuesday 31st October 2023				7,356.36
31/10/23	Direct Debit (EDF ENERGY) • 673113018992		-22.00	7,356.36
Tuesday 10th October 2023				7,378.36
10/10/23	B/P to: LandscapeSolutions • EDLINCHGRASS70868		-125.00	7,378.36
10/10/23	B/P to: Sarah Selby • PAY		-462.10	7,503.36
10/10/23	B/P to: HMRC • 120PV021686222407		-115.40	7,965.46
10/10/23	B/P to: SWALE BOROUGH COUN • 200874		-95.13	8,080.86
Tuesday 3rd October 2023				8,175.99
03/10/23	SWALE BOROUGH COUNCIL • Precept Oct-Mar24	1,874.50		8,175.99

- b. The budget was agreed with minor amendment adding £100 for noticeboard material costs.

Action: Cllr Jastrzebski to follow up on Hugo Fox lump sum payment and possibility of spreading this over 3 years

- c. The Council agreed a 10% increase in the precept. The precept has been 'frozen' for the last 3 years and our parish Council Tax rates are one of the lowest for the Swale area. A 10% rise is a compromise to meet rising costs and making best use of the Council reserves. The Council considered cost saving by reducing the mowing frequency for the Forstal but this is not practical currently.

6. Forstal tree work update – Landscape solutions confirmation of dates, if known
Dates not confirmed at time of meeting but now provisionally set for January 2024.

7. Village updates (Cllr Lintott)

All agreed that more regular village updates from TPC would be valuable.

Action: Cllr Lintott will draft the next update to share recent Council changes and include tribute to Roger Scutt and his role on the Council.

8. Footpaths – how to confirm landowner details ready for 2024 season (Chair)

Cllr Thompson confirmed it is a very low cost to carry out a land registry search for land ownership, as advised by KCC Public Rights of Way officer.

Action: Council to revisit the land ownership discussion at our next meeting.

9. Letter of resignation from our Chairman

Cllr Clarke has formally written to the Clerk to resign from TPC, effective today, 28th November

10. Elect new Chairperson

Cllr Jastrzebski was elected new Chair

11. Elect new Vice Chairperson

Cllr Lintott and Cllr Lewis were elected new joint Vice Chairs

Action: Clerk to inform Swale BC democratic services of changes to Council and advise them of Council vacancy

Action: Clerk to issue notice of vacancy and advise TPC of next steps

12. 2024 meeting dates

Next meeting 6.30pm on 9th January 2024 at Sheldwich Village Hall

Subsequent meetings tbc when new Clerk is recruited

13. Any other business

All agreed that we will add proposed timings for items to future Council agendas in order to keep a meeting to an hour and a half at most ie if it starts at 6:30 it should end by 8:00 pm, suggested by Vice Chair Cllr Lewis.

Vice Chair Cllr Lintott is still working on training for the Parish on how to use the defibrillator.

Our Chair thanks all for their support for his new role and suggested reading recent emails from the Clerk, particularly the short PowerPoint presentation about planning.