



## **WHITFIELD PARISH COUNCIL**

Minutes of the Meeting of Whitfield Parish Council held on 8<sup>th</sup> June 2021 at 7.30pm in the Sports Pavilion, Recreation Ground, Cranleigh Drive, Whitfield.

### **Present**

Councillor J. Goodsell (Chair)  
Councillor W. Bowman  
Councillor C. Coleman  
Councillor C. Moore  
Councillor J. Cummings

Apologies: Councillor K. Colyer, Councillor J. Gould and Councillor K. Gowland

Reasons for Absence: Accepted by the Council

In Attendance: Mrs J. Matcham (Parish Clerk), Mrs L. Rashid (Deputy Clerk) and 1 member of the public.

### **17. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **18. MINUTES**

The Council considered the Minutes of the Parish Council Meeting, which took place on 4<sup>th</sup> May 2021.

**RESOLVED:** That the Minutes of the Meeting of 4<sup>th</sup> May be accepted and signed by the Chairman.

### **19. FINANCE**

The Council considered the Parish Council Finance Report for the period ending April 2021.

The Council considered the latest Bank Reconciliation for all Parish Council Accounts (Current Bank Account, Savings Accounts x 2, Petty Cash and Credit Card Statement) for the period to April end 2021.

**RESOLVED:** 1) That the Finance Report to the end of April 2021 be, accepted and signed by the Chair.

2) That the bank reconciliation for the 4no. Parish Banking Accounts and Credit Card statement are noted and accepted.

**20. ANNUAL RETURN**

The Council noted the Internal Auditor's completion of the Annual Internal Audit Certificate 2020 / 2021 and considered his full report.

The Council considered the Annual Governance Statement for 2020 / 2021.

The Council considered the Bank Reconciliation for 2020 / 2021.

The Council considered the Accounting Statements for 2020 / 2021.

The Council considered the variance report for 2020 / 2021.

The Council received and noted the Confirmation of the Date of the Period for the Exercise of Public Rights.

- RESOLVED:**
- 1) That the Internal Auditors completion of the Annual Internal Audit and additional report is accepted and noted with no points of concern.
  - 2) That the Annual Governance Statement for 2020 / 2021 is approved and signed by the Chair.
  - 3) That the Bank Reconciliation for 2020 / 2021 is approved and signed by the Chair.
  - 4) That the Accounting Statement for 2020 / 2021 is approved and signed by the Chair.
  - 5) That the Variance Report for 2020 / 2021 is approved and signed by the Chair.
  - 6) That the Confirmation of the Date of the Period for the Exercise of Public Rights is approved and noted.

**21. MATTERS ARISING**

The Clerk circulated the following update prior to the Meeting:

- That a letter has been sent to the existing Newsletter Distributors to establish their willingness / ability to resume their previous role.
- That a Printing / Distribution Company has been approached to quote for a one off delivery of the Newsletter for June whilst enquiries are on-going with the Distribution Network.
- That Meeting so Parish Council Committees and the Events Working Group will hopefully be convened during July.
- That unless specific, urgent business arises, there will not be a Parish Council Meeting held in July.

**22. CORRESPONDENCE**

The Clerk circulated the following update prior to the Meeting:

- Phone message received enquiring as to the availability of the football pitches for regular hire.
- Phone message left in respect of a planning slip posted through a letterbox by the Planning Committee.
- Email received in respect of the non-functioning Rota Net.
- Email received in respect of the notification of sale by DDC of the green space and car park adjacent to Guilford Avenue.
- Email requesting guidance in respect of the placing of a skip on the public highway.

**23. PUBLIC PARTICIPATION**

Members of the public present raised no matters for discussion.

**24. DOVER DISTRICT AND KENT COUNTY COUNCILLOR'S REPORTS**

Dover District and Kent County Councillors were not in attendance at the Meeting and no update reports have been received.

**25. GRANTS / DONATIONS AND SUBSCRIPTIONS**

The Council considered the request from the Residents Wildlife Group (Whitfield) for a grant / donation to purchase 50 x 'Wildlife Starter Packs' in the sum of £550.00 and to purchase 100 x A5 reverse Print Stickers and 50 x pal-board PVC plaques for joining members to display at a total cost of £360.00.

The Council considered the request from Whitfield Litter Pick Group for a grant / donation to purchase litter picking equipment to be used by the wider community (this is separate to the monthly organized litter picks) in the sum of £1250.00 - equipment to include adult litter grabbers, child litter grabbers, litter bag hoops, vis-vests and bags.

- RESOLVED:**
- 1) That the Parish Council will purchase equipment to the value of £910.00, as detailed on the grant application form, to donate to the Residents Wildlife Group (Whitfield) for distribution to interested / qualifying residents within the community.
  - 2) That the Parish Council will purchase equipment to the value of £1250.00, as detailed on the grant application form, for use within the community to support individual litter picking. All equipment will remain the property of the Parish Council. The loan of the equipment will be controlled by the Whitfield Litter Pick Group Co-Ordinator's and shall be returned in the event that it is no longer used / required.

**26. ANY OTHER BUSINESS**

Councillors raised the following matters for information:

- Councillor C. Moore raised the matter of potholes, particularly along Archers Court Road. The Chair will check the KCC reporting / tracking tool to establish if the matter has been reported and if so, what priority the matter has been assigned.
- Councillor C. Coleman advised Councillors that the pathway between Alison Crescent / Sandwich Road is becoming overgrown. The Clerk will discuss further with Grounds staff and report back to Councillor Coleman.
- Councillor J. Cummings reported that the defibrillators have been checked and are in good order.
- Councillor C. Coleman reported that remaining trees have recently been planted on the Recreation Ground, replacing those that have been removed / lost.

The meeting closed at 20.00

**COUNCILLOR J. GOODSSELL  
CHAIR**