



WHITFIELD PARISH COUNCIL

Minutes of the Meeting of Whitfield Parish Council held on 25th January 2022 at 7.30pm in the Sports Pavilion, Recreation Ground, Cranleigh Drive, Whitfield.

Present

Councillor J. Goodsell (Chair)
Councillor W. Bowman
Councillor K. Gowland
Councillor J. Cummings
Councillor K. Colyer

Apologies: Councillor J. Gould and Councillor C. Moore

Reasons for Absence: Accepted by the Council

In Attendance: Mrs J. Matcham (Parish Clerk), Mrs G Hubbard (Deputy Clerk) KCC Councillor D. Beaney, DDC Councillor J. Back and 3 members of the public.

90. DECLARATIONS OF INTEREST

There were no Declarations of Interest.

91. MINUTES

The Council considered the Minutes of the Extra Ordinary Parish Council Meeting, which took place on 20th July 2021.

Councillor K. Gowland requested an amendment to the Minutes to reflect that he did not offer apologies for his absence. The Minutes shall be amended to record Councillor K. Gowland as absent.

RESOLVED: That following the amendment outlined above, the Minutes of the Extra Ordinary Parish Council Meeting of 20th July 2021 be accepted and signed by the Chairman.

92. ITEMS REQUIRING APPROVAL

The Council considered formal approval of the following items:

- The Council considered the External Auditors Report and any 'Except for...' matters.
- The Council received and noted the Conclusion of Audit Notice and the display of the notice as required.
- The Council considered the appointment for Chair of the Recreation Committee for the remainder of the 2021/2022 Parish Council year (nominated – Councillor J. Goodsell).
- The Council considered the appointment of Chair for the Planning Committee for the 2021/2022 Parish Council year (nominated Councillor W. Bowman).
- The Council considered the appointment of a fourth member to serve on the Finance Committee (nominated – Councillor C. Moore).
- The Council considered the appointment of a Parish Council Representative to the Whitfield Village Hall Management Committee (nominated Councillor C. Moore).

- The Council considered the quotation received in respect of the cost of Electrical Inspection for the Pavilion in the sum of £216.00 (inclusive of VAT).
- The Council considered the purchase of 3 x Air Purifier Units from Camfil at a cost of £1365.00 per unit (excluding VAT), delivery charge of £25.00 and noted the ongoing cost of replacement filters (required annually per unit) at an approximate cost of £138.00 each.
- The Council considered the position in respect of the recruitment for a Deputy Proper Officer / Responsible Finance Officer / Parish Clerk (Clerks email of 13th October to all Councillors refers followed by the Chairs response of 14th October).

- RESOLVED:**
- 1) That the External Auditors Report is accepted with no 'Except for....' Matters to be considered.
 - 2) That the Conclusion of Audit Notice is accepted and displayed as per the requirements.
 - 3) That Councillor J. Goodsell is approved as Chair of the Recreation Committee for the remainder of the 2021/2022 Parish Council year.
 - 4) That Councillor W. Bowman is approved as Chair of the Planning Committee for the remainder of the 2021/2022 Parish Council year.
 - 5) That Councillor C. Moore is appointed as fourth member of the Finance Committee.
 - 6) That Councillor C. Moore is appointed as the Parish Council Representative to the Whitfield Village Hall Management Committee.
 - 7) That the quotation received in respect of the cost of Electrical Inspection for the Pavilion, in the sum of £216.00 (inclusive of VAT) be accepted.
 - 8) That the Parish Council shall purchase 3 x Air Purification Units from Camfil at a cost of £1365.00 per unit (excluding VAT) delivery charge of £25.00 and the ongoing cost of replacement filters of £138.00 each is noted.
 - 9) That the Parish Council shall make an offer of employment to the candidate Gail Hubbard, for the position of Deputy Proper Officer / Responsible Finance Officer / Parish Clerk, as detailed in circulated correspondence.

93. FINANCE

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

The Council noted the latest Bank Reconciliation (to the end of November) of the Parish Council's Current Bank Account and Petty Cash.

- RESOLVED:**
- 1) That the Finance Report to the end of November 2021 be, accepted and signed by the Chair.
 - 2) That the bank reconciliation for the 2no. Parish Accounts are noted and accepted.

94. COMMITTEES

There were no matters relevant to the Planning Committee for the Council's consideration.

The Council noted the minutes of the Recreation Committee Meetings which took place on 27th July 2021 and 26th October 2021.

The Council noted the minutes of the Finance Committee Meeting which took place on 7th December 2021.

With reference to the Resolved to Recommend Action at points numbers 82 and 83 of the Finance Committee Meeting Minutes of 7th December:

The Council considered the operating budget for Whitfield Parish Council for the 2022 / 2023 financial year.

The Council considered the proposed total resource precept demand on Dover District Council of £119,900 for the 2022 / 2023 financial year.

The Council considered the purchase of a new Speed Indicator Device (SID) as opposed to repairing the existing device.

- RESOLVED:**
- 1) That the proposed operating budget for Whitfield Parish Council for the 2022/2023 financial year be accepted.
 - 2) That the proposed total resource precept demand in the sum of £119,900.00 be submitted to Dover District Council.
 - 3) That the sum of up to £3500.00 be allowed to purchase a new Speed Indicator Device from Westcotec, along with the necessary associated software, as opposed to repairing the existing device.

95. DOVER DISTRICT AND KENT COUNTY COUNCILLOR'S REPORTS

Dover District Councillor J. Back was in attendance and gave an update report on the following matters:

- That a significant sum of grant monies has been allocated and paid out to date.
- That a Planning Application in respect of parking at McDonald's has received opposition.
- That electric buses will be operating on the Dover Fasttrack Rapid Bus Route.
- That Local Plan improvements to the Whitfield and Duke of Yorks roundabout are being discussed with anticipated completion for 2025/2026.
- The infrastructure of the A2 remains a priority.

Kent County Councillor D. Beaney was in attendance and gave an update report on the following matters:

- That following public consultation the booking system for the local Waste sites shall remain in place.
- That there is a KCC consultation in respect of KCC Road Infrastructure and Repairs which is currently open.
- That dealing with McDonalds traffic affecting the Whitfield roundabout and surrounding roads remains a priority.
- That Councillor Beaney is looking for causes to support from his members grant – if Councillors are aware of any such causes looking for funding, please do let him know, or pass on his details.
- That he is aware of issues of speeding traffic around the Parish and is willing to support the Parish Council in efforts to address this.
- The Chair suggested that speed data gathering may be beneficial at certain points where traffic is perceived to be travelling at speed.

96. 2022 CAROL SERVICE

The Council heard Reverend Sheffield's proposal to hold a Carol Service for the Parish in 2022. In principal, the Council is willing to consider supporting the financial costs to the event. Reverend Sheffield shall liaise with the Clerk. As and when specific requests are submitted they will be presented to the Parish Council for consideration.

97. GRANTS / DONATIONS AND SUBSCRIPTIONS

The Council considered the request from Pegasus Playscheme for a donation in the sum of £1000.00 to support running costs of £70,000.00 for the 2022 scheme.

The Council considered the request from Victim Support for a financial donation to assist with provision of services.

The Council considered the renewal of the Parish Council subscription to Local Councils Update – Plus Web Library Service - at an annual cost of £100.00.

The Council considered the renewal of the Parish Council Membership of CPRE at a suggested donation of £50.00.

- RESOLVED:**
- 1) That the Parish Council will make a donation in the sum of £1000.00 to Pegasus Playscheme to support the 2022 running costs.
 - 2) That the Parish Council will make a donation in the sum of £100.00 to Victim Support to assist with provision of Services.
 - 3) That the Parish Council shall renew the subscription to Local Councils Update – Plus Web Library Service – for 2022, at a cost of £100.00.
 - 4) That the Parish Council shall renew its membership of CPRE for 2022 by donation of £50.00.

98. PARISH COUNCIL NEWSLETTER

The Council considered expenditure for 2022 / 2023 monthly printing and paid delivery of the Parish Council Newsletter. Various quotations have been obtained and the expected costs are £2400.00 for printing up to 2500 copies, up to 12 times per year and for £3600.00 for paid for delivery service to all domestic postal addresses in the Parish (or as many as is practical).

- RESOLVED:** That costs outlined above, up to £2400.00 for printing and £3600.00 for paid delivery of the Parish Council Newsletter shall be allowed.

99. JUBILEE SEAT

The Council considered the expenditure of up to £2000.00 for the purchase and installation of a memorial seat in the same style as the silhouette seat already sited at the War Memorial Island, with appropriately worded plaque to commemorate the Queen's Platinum Jubilee.

- RESOLVED:** That costs up to £2000.00 for the purchase, installation and suitably worded plaque shall be allowed for a Jubilee Seat to commemorate the Queen's Platinum Jubilee.

100. BT PHONE LINE AT BEECHES BOUNDARY

The Council considered the Clerk's report regarding the initial costs involved as to the potential works to take the BT phone line, currently along the trees, underground.

- RESOLVED:** That the cost of a surveyor from BT OpenReach in the sum of £342.00 shall be allowed to enable a report / quote to be produced as to the total costs involved for the proposed works, shall be allowed.

101. GROUNDS MAINTENANCE 2022

The Council considered the renewal of the Landscape Services Grounds Maintenance contract (which includes grass mowing and hedge maintenance) for 2022 at a cost of £6004.53.

- RESOLVED:** That the quotation of £6004.53 from Landscape Services shall be accepted for the 2022 year. It is requested that a full reconsideration of costs for the year 2023 be undertaken for presentation to Parish Council, in the form of 3no. quotes to be sought.

102. REMEDIAL WORKS NEEDED FOR SATISFACTORY EICR (PAVILION)

The Council considered the quotation received from MJT Electrical to carry out remedial works to the Pavilion electrics in order to obtain a 'Satisfactory' inspection rating at a cost of £210.00 (inclusive of VAT).

RESOLVED: That the quoted cost of £210.00 from MJT Electrical be accepted.

103. BIN EMPTYING CONTRACT

The Council considered the Clerks report in respect of the engagement of a Contractor for the emptying of the main Parish Council bin, to be located at Manley Close.

RESOLVED: That quote 1, from Biffa, 1 x general waste 1100l container (0.14 pence per day container rental), emptied weekly (weight limit of 72kg) @ £14.00 plus additional standing charge £1.55 giving the Total weekly cost £16.53, Total monthly cost £71.63, Total annual cost £859.56 Exclusive of VAT be accepted.

104. PARISH BASIC ALLOWANCE (2021/2022)

The Council considered the Clerks report in respect of the payment of Parish Basic Allowance (PBA) for qualifying Councillors for the 2021/2022 financial year.

RESOLVED: That PBA shall be paid to qualifying Councillors with an increase applied on last years payable rate, at the rate of inflation (current information gives the rate of inflation as at November 2021 as 4.6%).

105. BUILDING REVALUATION COSTS

The Council considered the quoted costs from Gallagher (Whitfield Parish Council's Insurance provider) for revaluation of the Parish Council owned buildings. Desktop assessment £130.00 per building plus VAT, on site valuation of £700.00 per building plus VAT.

RESOLVED: That it shall be clarified with Gallagher as to whether a desktop assessment shall meet our duties to our insurer. If a desktop assessment is sufficient, a desktop assessment shall be undertaken. If a full assessment is required for insurance purposes, the Council agrees the costs involved to achieve this.

106. PAVILION BUILDINGS ASBESTOS MANAGEMENT SURVEY

The Council considered the Deputy Clerks report in respect of engagement of a Contractor to undertake an Asbestos Assessment and Management Survey and approve the costs involved.

RESOLVED: That quote 1 from SPS Environmental at a cost of £300.00 not inclusive of VAT, shall be accepted to undertake an Asbestos Survey as detailed in the Deputy Clerks report.

107. REPORTS FROM REPRESENTATIVES

The Council noted the minutes of the KALC Area Committee Meeting which took place in October 2021.

Councillor J. Cummings confirmed that monthly checks to the Parish Council defibrillators are up to date with no issues to report.

There were no other Reports from Parish Council Representatives for consideration / note.

108. WHITFIELD WILDLIFE GROUP

The Council noted the email from Residents Wildlife Group – Whitfield indicating an intention to mark the increase in their membership.

The Parish Council request that the Clerk make a response that they would be willing to consider supporting specific proposals to mark the achievement.
There is no nominated Councillor available to take a lead role as Parish Council Representative for the group, but application for funding requests shall be considered if submitted.

The Chair suggested that the Parish Council consider an event, such as an afternoon tea, to thank the Litter Pick / Adopt a Street participants, as has previously been done for the volunteer Newsletter Distributors. The Clerk shall take this forward and report back to Parish Council.

109. MATTERS ARISING

The Clerk circulated relevant correspondence prior to the Meeting and gave an update on the following:

- That the Parish Council's Mole Control Contractor has been asked to attend the Recreation Ground.
- That the requested Facebook page for the Parish Council has been set up and the Clerk and Deputy Clerk are making progress in utilizing the new resource.
- That the 'cloudy' cameras on the Recreation Ground have now been replaced.

110. ANY OTHER BUSINESS

- The Clerk asked the Council whether it will be necessary to hold February's Parish Council Meeting, given the postponement of January's Meeting. It was agreed that a February Meeting shall only be held if urgent business requires attention.
- The Clerk advised the Council that the new Chief Executive of KALC is now in place following the imminent retirement of the existing Chief Executive.

111. TO CONSIDER APPLICATIONS FOR CO-OPTION

The Council considered an application received for co-option to Whitfield Parish Council and introduced the candidate. The candidate was given the opportunity to introduce himself and take questions from serving Councillors.

112. MOTION TO EXCLUDE THE PUBLIC

The Council considered the exclusion of any public and press present.

RESOLVED: That any members of the public and or press be excluded from the Meeting.

The co-option candidate left the meeting at this point

113. TO CONSIDER CO-OPTION TO WHITFIELD PARISH COUNCIL

The Council considered the co-option to the Parish Council of Mr John Hudson.

RESOLVED: That Mr John Hudson be co-opted to Whitfield Parish Council for the remaining electoral term.

The meeting closed at 21.50

**COUNCILLOR J. GOODSSELL
CHAIR**

Draft minutes to be Agreed at the next Parish Council meeting