

**Minutes of Mersham Parish Council**  
**Meeting held on Monday, 16<sup>th</sup> May 2022 in the Church room at St John the Baptist Church**

<b>Present</b>	Geoffrey Fletcher (Chair)	Peter Hawkin
	Gavin Murphy	Stewart Ross
	Kenton Stewart	Peter Turley
	Melanie Wells	

In attendance: 2 members of the public and Tracey Block (Clerk)

*To be actioned by:*

<p><b>Election of the Chairman and any Vice-Chairman for the Council year 2022-23</b>          Cllr Turley proposed that Cllr Fletcher be elected as Chairman, Cllr Murphy seconded this. Cllr Fletcher took the Chair. Cllr Fletcher proposed that Cllr Turley be elected as Vice-Chairman, Cllr Stewart seconded this.</p>	
<p><b>Completion of the Declaration of Acceptance of Office Form by the Chairman.</b>          The Chairman completed the Declaration of Acceptance of Office Form.</p>	
<p><b>To receive and approve apologies for absence.</b>          Apologies had been received from Cllr Bartlett.</p>	
<p><b>To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.</b>          Cllr Wells noted a personal interest in the Inland Border facility as a family member works on the site and a personal interest in the Village Hall.</p>	
<p><b>To approve the minutes of the meeting held on 18<sup>th</sup> April 2022</b>          Minutes of the Meeting of Mersham Parish Council on 18<sup>th</sup> April 2022 were approved as a true record and were signed accordingly.</p>	
<p><b>To discuss matters arising from previous minutes not covered by the agenda.</b>          Cllr Turley and the Caretaker are to install replacement railings round the beacon before the 2<sup>nd</sup> June. The materials have been purchased.</p>	
<p><b>Public session: To receive questions and comments from the public on any agenda item.</b>          The public in attendance requested that the Parish Council object to the planning application for The Annexe at Mersham Manor. The sight lines of the Church are now obstructed the materials used do not match that of the application.          A member of the public asked what had happened to the speed sign.          This did not have authority to be installed and KCC/ABC had requested its removal. KCC have been approached and there are not enough appropriate sites in the parish for the Parish Council to have an official KCC sign.</p>	
<p><b>To receive report from Borough Councillor</b>  <b>A detailed report had been circulated; a copy can be found on the website:</b>  <a href="http://www.mershampc.org.uk/community/mersham-parish-council-18392/borough-cllr-reports/">http://www.mershampc.org.uk/community/mersham-parish-council-18392/borough-cllr-reports/</a></p>	
<p><b>To receive an update regarding the creation of a green buffer zone in Highfield</b>          An update from the meeting had been received and an update had been supplied as part of the Annual Parish Meeting.</p>	
<p><b>To discuss the current situation at the inland Border facility</b>          An update from the meeting had been received and an update had been supplied as part of the Annual Parish Meeting.</p>	
<p><b>To receive an update on Highways Issues (Including the Highways Improvement Plan)</b>          The Clerk had applied for a grant and the Parish Council has been awarded a grant for £2,000.          The Parish Council has been through the process and secured what KCC consider appropriate.</p>	
<p><b>To receive an update regarding the Village Hall</b>          Cllr Wells provided an update on the Village Hall. A copy is kept on file.</p>	

<p><b>To receive any update on the Platinum Jubilee Celebrations</b> The banners are up and the invitations have been delivered. All arrangements are in hand.</p>	
<p><b>Planning matters: to authorise a response to any application(s) and to note any recent planning decisions by Ashford Borough Council or any correspondence on planning matters.</b></p> <p>The following applications required comments: 18/01527/AM01/AS Chequer Tree Farm, Chequer Tree Farm Road, Mersham Non material amendment to planning permission to alter building materials <b>No objections raised</b></p> <p>18/01016/COND/AS Land North of Fairlawn, Blind Lane Discharge of condition 2 <b>No objections raised</b></p> <p>18/00933/CONA/AS Cranwell House, The Forstal, Church Road, Mersham Discharge of conditions 2, 5, 6, 8 and 9 <b>No objections raised</b></p> <p>22/00602/AS Annexe at Mersham Manor, Church Close Variation of condition 9 on planning permission 19/01802/AS to alter height, footprint and orientation of the annexe <b>The Parish Council object to this application. Historically, the Parish Council have been against any retrospective applications. The Parish Council has received direct objections from neighbours and this application obstructs the sight lines of the historic listed buildings in its environs.</b></p> <p>22/00554/AS Chestnut Tree Cottage, Bank Road LDC – proposed replacement of existing lean to. <b>No objections raised</b></p> <p>Planning Inspectorate appeal re: footpath <b>The Parish Council noted that the Cllr Bartlett had reported on this at the Parish Meeting.</b></p> <p>Court Lodge Farm Barn <b>The Parish Council is to work with Historic England, the applicant and the Borough Council to achieve agreement on this site.</b></p> <p>Evolution Power <b>The Parish Council is to raise objections to the items decided to be out of scope: Agricultural soils, height for graing, how the decommissioning of the site would be achieved, glint/glare impacts, near infrastructure impact, traffic and access from Smeeth crossroads</b> <b>Cllr Murphy is to attend the Community Panel meeting between 6-8pm on 9<sup>th</sup> June.</b></p>	
<p><b>To approve the Financial Regulations, Standing Orders, Asset Register and Risk Assessment and confirm arrangements for insurance cover in respect of all insured risks.</b> The Parish Council approved the Financial Regulations, Standing Orders, Asset Register and Risk Assessment.</p>	
<p><b>Review of the Council’s subscriptions to other bodies ie KALC/CPRE</b> The Parish Council confirmed it will subscribe to CPRE and KALC this year.</p>	
<p><b>Financial matters:</b></p> <p><b>a) To approve the following financial documents:</b></p> <p><b>i. To receive the end of year accounts</b> The Parish Council received the end of year accounts.</p> <p><b>ii. To receive the report from the Internal Auditor</b> The Parish Council received the report from the Internal Auditor.</p>	

**iii. To approve the Governance Statement 2021/22, section 1 of the AGAR for the year ending 31 March 2022**

The Parish Council approved the Governance Statement 2021/22, section 1 of the AGA for the year ending 31 March 2022.

**iv. To consider and approve the Accounting Statements 2021/22, section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2022, the explanation of significant variance. To ensure that the Accounting Statements 2021/22 are signed and dated by the person presiding at the meeting.**

The Parish Council considered and approved the Accounting Statements 2021/22, section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2022 and the explanation of significant variance. The Accounting Statements 2021/22 was signed and dated by the chairman.

**b) To note the Parish Council's financial position.**

The financial position was noted as at 30<sup>th</sup> April 2022

There was a discussion regarding new playing equipment

**To authorise any payments**

Cheque No:	Payee	Amount
502201	KCC (Highways Improvements)	£ 12,454.00
502202	KALC	£ 566.66
502203	Roof Media (Printing of banners)	£ 279.36
502204	S Lister (Internal Audit)	£ 60.00
502205	I King (May Salary)	£ 130.00
502206	T Block (May Salary)	£ 404.81
502207	HMRC	£ 36.20
502215	P Turley (postcrete and wood)	£ 46.00

A copy of the budget v expenditure was distributed to all Councillors.

**Any Other Business (for information purposes only):**

ClIr Turley expressed concern about succession planning.

The Parish Council needs to consider a robust picture for the parish Council. This is to be an agenda item going forward for the next year ahead of the election year in May 2023.

**Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

**Monday 20<sup>th</sup> June 2022**

**Monday 19<sup>th</sup> September 2022**

**Monday 21<sup>st</sup> November 2022**

**Monday 20<sup>th</sup> February 2023**

**Monday 17<sup>th</sup> April 2023**

**Monday 18<sup>th</sup> July 2022**

**Monday 17<sup>th</sup> October 2022**

**Monday 16<sup>th</sup> January 2023**

**Monday 20<sup>th</sup> March 2023**

All

**The meeting closed at 9.40pm**