

## Minutes of Hoath Parish Council meeting held on Monday 10<sup>th</sup> June 2024 at 5.45pm in Hoath Village Hall.

Present: Councillors: Imogen Morizet (Chair), Karen Johncock, William Hawkins and Sandy Sinclair.  
Caroline Read (Parish Clerk & RFO), 12 Members of the Public (MoP).

1. **Apologies.** Apologies were RECEIVED and ACCEPTED from Cllr Adle Wright and KCC Cllr Alan Marsh.
2. **Declarations of Interest & Dispensation requests.** Cllr Hawkins declared that his spouse is a Cllr at Chislet Parish Council. There were no other declarations of interest.
3. **Minutes of the Last Meeting.** RESOLVED to agree that the minutes of the meeting held on Monday 13<sup>th</sup> May 2024, were a true record and they were signed by Cllr Morizet (Chair).
4. **Matters arising from previous minutes:** Cllr Morizet to forward completed Community Asset application forms to the Parish Clerk. Cllr Morizet to scan the Calluma Report, so it can be added to the new website. The first monthly report for the Parish Magazine to be completed by Cllr Johncock on Speedwatch/HIP developments.
5. **CCC Report:** CCC Cllr Carnac highlighted the General Election would be taking place on 4<sup>th</sup> July 2024, and provided an update on the now closed consultation of the Local Plan 2040.
6. **Community Warden Report:** Roger Lithgow's monthly report was previously circulated to Cllrs. Members noted that he continues to support residents in the wider Canterbury and Thanet areas, including Hoath.
7. **Representations from the public:** There were no representations from the public.
8. **Planning:** Members considered the following planning applications:
  1. NEW: CA/24/00774 – Cornerstone, Maypole Lane, Hoath, CT3 4LP. T1 Willow. Repollard from a height of 20 metres to 8 metres. T2 Willow. Repollard from a height of 20 metres to 8 metres. No objection by Hoath Parish Council.
  2. NEW: CA/24/00810 – Fairview, Marley Lane, Hoath, CT3 4JY. TPO No.1 - 2024 T1 Black poplar at the eastern end of the ownership of Fairview, adjacent to Marley Lane. Reduce to monolith 4-6 m tall. Comments by 28 June 2024. Members NOTED comments made by the Hoath Tree Warden. Hoath Parish Council to object and make comment. **Action:** Cllr Hawkins
  3. NEW: CA/24/00693 – High Elms House, Hicks Forstal Road, Hoath, CT3 4NA. Application for lawful development certificate for exiting use of dwelling unrestricted to High Elms Arabian Stud. No objection by Hoath Parish Council.
  4. Cllr Morizet provided feedback to the Members on the Parish Council's submission to the draft Local Plan 2040, previously published in the Parish Magazine.

Chair Initials: .....

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### 9. Report of the Clerk and RFO:

Members NOTED that the new <https://hoathparishcouncil.gov.uk/> website was now live. The Clerk's new email address is: [clerk@hoathparishcouncil.gov.uk](mailto:clerk@hoathparishcouncil.gov.uk) Members NOTED that the Clerk continues to receive emails to the .org email account and this auto forwarding will be turned off in due course. Councillors RESOLVED to transition to their new .gov.uk email addresses before the next meeting. **Action:** All Councillors.

- Members NOTED current cashbook/bank balance: £34,309.42/£34,774.44.
- Members NOTED that the cheque for £100.00 to SeCAMB dated 11<sup>th</sup> March 2024, had not yet been cashed, but had been hastened by the Clerk.
- The bank statement and bank reconciliation for May 2024 was passed to Cllr Hawkins for scrutiny and signing.
- Members NOTED the requirement to spend the remaining £250 of the Winter Support Grant from KCC. Members previously RESOLVED to purchase hygiene & cleaning products, to be placed into small packs which would then be given to nominated residents of Hoath. Members NOTED the need for VAT receipt-based evidence, and that the KCC statement would need completion by 30 June 2024, detailing where the Grant was spent. **Action:** Cllr Morizet

Members RESOLVED to agree the following payments:

1. Clerks June 2024 Salary/Expenses.
2. Wednesday Club - £250.00
3. Community Hub - £250.00
4. Saturday Community Club - £250.00
5. Internal Auditor - £140.00
6. United Parish of Reculver - £275.00
7. Zurich Insurance - £264.00
8. BWP Creative - £830.46
9. Ian Sargent – Grass Cutting £150.00
10. Bench for Village Green £

Correspondence, to note and review:

- a) The Clerk confirmed that had not received any correspondence/engagement from the Allotment Association. A MoP, also a trustee of the Allotment Association stated that she was grateful for the offer of assistance and would wish to accept. **Action:** Clerk to email MoP/trustee directly.
- b) Members NOTED the receipt correspondence from Lloyd's bank regarding exclusion from the FSCS should be ignored as Parish Councils had been wrongly categorised.
- c) Members NOTED correspondence from a resident whose employer wishes to use the Village Green for a team building event. Parish Council refused this request as they wish to protect the Village Green for residential use only.
- d) Members NOTED that the Village Green and Car Park were now registered with HM Land Registry. The Members RESOLVED to apply to KCC for Village Green status. **Action:** Clerk.
- e) Members NOTED the additional requirements for the CCF funding agreement, to be completed and forwarded to CCC by 30th September 2024. **Action:** Clerk

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- f) A cheque from a resident to be returned as it was not clear what this donation was for, noting it was received before the Memorial Bench & Tree Policy had been approved:  
**Action:** Clerk.

**10. Annual Governance & Accountability Return 2023/24 (AGAR) - Internal Auditor's Report.**

Members NOTED the Internal Auditor's Report and that not all is in accordance with the Accounts and Audit Regulations 2003 and 2006, the Local Audit and Accountability Act 2014 and Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494 and as directed in "Governance and Accountability for Local Councils in England & Wales: A Practitioners' Guide". It was further NOTED and ACCEPTED that many processes had been implemented to bring the Council into compliance and best practice. Members further NOTED that there are a few areas requiring attention but overall, the standard of governance is good. The members REVIEWED the Internal Auditors report, and also page 4 of the Annual Governance and Accountability Return (AGAR).

**11. Annual Governance Statement (Section 1).** Members REVIEWED and RESOLVED the Annual Governance Statement 2023/24 (page 5 of the AGAR). Chair signed and dated.

**12. Annual Accounting Statements (Section 2).** Members REVIEWED and RESOLVED the Accounting Statements 2023/24 (page 6 of the AGAR). Chair signed and dated.

**13. Certificate of Exemption.** Members REVIEWED and RESOLVED to approve the Certificate of Exemption for smaller authorities under £25,000 turnover. (Page 3 of the AGAR) Chair and Clerk signed and dated.

**14. Explanation of Variances and Bank Reconciliation 2023/24.** Members REVIEWED and ACCEPTED the explanation of variances and bank reconciliation to 31<sup>st</sup> March 2024.

**15. Exercise of Public Rights.** Members RESOLVED to confirm the dates of the period for the exercise of public rights as commencing Monday 17<sup>th</sup> June 2024 until Friday 26<sup>th</sup> July 2024. Website and notice board to be updated Friday 14<sup>th</sup> June 2024.

**16. HIP Update:** Cllr Johncock reported that the 30mph roundels and 'slow road markings' as detailed on Hoath Parish Council's Highway Improvement Plan had been approved. Members NOTED that these would be installed by KCC Highways in the coming months.

**17. Speedwatch Update:** Cllr Johncock confirmed that training for Speedwatch would soon commence, with volunteers also attending the Speedwatch Conference at Maidstone on 15<sup>th</sup> June 2024.

**18. Purchase of Benches for Village Green:**

- Members CONSIDERED three quotes for benches and RESOLVED to purchase one Teak Park Bench (Cyan Balmoral Teak Park Bench £365 + £48 deliver, = VAT) **Action:** Cllr Morizet to confirm delivery address. (Proposer: Cllr Morizet, Seconder: William Hawkins. Cllr Johncock abstained).

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- 2. Councillors to CONSIDER three quotes for installation of benches and RESOLVED to purchase ground anchors (£47 + VAT) from the same supplier at the bench. Councillors RESOLVED to install the bench using volunteers from the Hoath Meadow Group. The Clerk advised that a full risk assessment would need to be completed.
  - 3. Councillors CONSIDERED Earmarked Reserves and RESOLVED to use remaining funds from the donation from the Garden Society for the bench purchase and associated installation costs. (Funds remaining prior to purchase £528.05).
  - 4. Members confirmed that they had not considered any additional cost relating to additional strimming requirements. The Clerk advised that the Asset Register had nearly met it is £28,000 limit, so consideration to this will need to be RESOLVED after purchase.
  - 5. The Clerk advised the Councillors to consider their own Memorial Bench and Tree Policy, along with the advice provided to Councillors on 28<sup>th</sup> March 2024, before purchasing additional benches. The Councillors NOTED the Clerks comments and RESOLVED to only purchase the Balmoral Bench, if it was deemed suitable.
  - 6. Members NOTED that prior to the addition of a plaque on the bench, the size, description, wording, etc. would need to be RESOLVED at a public meeting.
  - 7. Members requested that the image of the selected bench be published on social media.
- Action:** Clerk

**19. Date of next meeting:** 5.45pm on Monday 8<sup>th</sup> July 2024. Members NOTED that agenda items to be forwarded no later than 12pm on 19th June 2024. Members NOTED and ACCEPTED that the July meeting was the last meeting prior to the summer break, therefore, late submissions could not be RESOLVED until the 9<sup>th</sup> September 2024 meeting.

Caroline Read  
 Parish Clerk and Responsible Financial Officer  
 Hoath Parish Council  
[clerk@hoath.org](mailto:clerk@hoath.org)

Signed as a true record \_\_\_\_\_ Date: \_\_\_\_\_  
 (Chair)

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