

## Minutes of the Annual meeting of Hoath Parish Council held on Monday 13<sup>th</sup> May 2024 at 7.15pm in Hoath Village Hall.

Present: Councillors: Imogen Morizet (Chair), Karen Johncock, William Hawkins, Sandy Sinclair and Adele Wright. Caroline Read (Parish Clerk & RFO), 10 Members of the Public (MoP).

1. **To elect a Chair and Vice-Chair:** Cllr Imogen Morizet was unanimously re-elected as Chair, Cllr Karen Johncock was unanimously re-elected as Vice-Chair, both signed their Acceptance of Office, witnessed by the Parish Clerk.
2. **Apologies.** All members present, no apologies required.
3. **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.
4. **Minutes of the Last Meeting.** RESOLVED to agree that the minutes of the meeting held on Monday 8<sup>th</sup> April 2024, were a true record and they were signed by Cllr Morizet (Chair).
5. **Matters arising from previous minutes:** Cllr Morizet to attend the Community Resilience Workshop and provide feedback at the next meeting. Cllr Morizet to forward completed Community Asset application forms to the Parish Clerk, for submission to CCC; and to provide the first Neighbourhood Plan Report to the Parish Clerk for the website. Cllr Morizet to scan the Calluma Report, so it can be added to the new website.
6. **To NOTE appointment of other Members:** The members RESOLVED to be the lead Councillor for the following key areas of Parish Council affairs:
  - Cllr Morizet (Chair): Planning and Neighbourhood Plan
  - Cllr Johncock (Vice-Chair): Highways, HIPs, and Speedwatch
  - Cllr Sandy Sinclair: Community Engagement
  - Cllr William Hawkins: Finance/Budgeting
  - Cllr Adele Wright: Village Green & Open Spaces

Councillors RESOLVED to submit a monthly report to the Parish Magazine, detailing the work they each have been carrying out within the community. **Action:** All Councillors.

7. **KCC & CCC Report:** Both KCC and CCC Councillors provided their reports at the Annual Parish Meeting held at 6pm on 13<sup>th</sup> May 2024.
8. **Community Warden Report:** Roger Lithgow reported that he continues to support residents in Canterbury and Thanet areas.
9. **Representations from the public included:** A MoP thanked the Parish Council for their continued hard work and dedication during the preceding 12 months.

Chair Initials: .....

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A MoP raised a query regarding when Speedwatch would commence. Cllr Johncock advised that she is attending an event in June 2024, and it was envisaged that Hoath would liaise with Sturry PC and share their SID (Speed Indicator Device). A MoP had a further query regarding the flashing speed limit sign on Maypole Road, which had defective lights, unfortunately due to the high costs associated with replacing this device, it would remain in situ for the foreseeable future. Cllr Johncock advised that the HIP included roundels on the road surface and additional signage, and residents should see these being installed in the next few months.

A MoP queried the rollout of the governments Trust Registration Service and the need for Hoath Allotment Association (HAA) to register with HMRC. The Clerk explained that this was a government directive with penalties for associations not registering, with fines of up to £5,000. The Clerk confirmed that she was available to assist HAA should they require support in registering with HMRC.

The Clerk also confirmed that Parish Council had received the HAA's email regarding them sourcing their own insurance. The Clerk advised that before they proceed, they might wish to check with their allotment holders, to see if their home contents insurance policy provides personal liability cover for their activities, which would in turn save HAA a costly expense. The Clerk confirmed that the Parish Council's relationship with HAA regarding these administrative matters including insurance has not changed, highlighting that the HAA remain tenants of Hoath Parish Council. The Clerk further added that she continues to be available to assist HAA with all administrative matters, including the advertising of vacant plots.

## 10. Planning:

Members considered the following planning applications:

1. NEW: TPO No.1,2024 (Black Poplar x 1) - Land South of Marley Lane, Hoath, CT3 4JY.  
Members NOTED the TPO.
2. NEW: CA/24/00409 – Rose Cottage, Maypole Lane, Hoath, CT3 4LU. Demolition of lean-to extension to side.  
No objection by Hoath Parish Council.

Cllr Morizet highlighted the last date to comment on the Local Plan would be Monday 3<sup>rd</sup> June 2024, she encouraged all residents to make comment. Cllr Morizet confirmed that she intends to arrange an engagement session for the residents. **Action:** Cllr Morizet to identify a date and Clerk to advertise.

## 11. Report of the Clerk and RFO:

- Members RESOLVED to note current cashbook/bank balance: £35,233.42.
- Members NOTED the General and Earmarked Reserves had increased to £20,651 after identifying a £750 Grant that was received from CCC in 2020 but had not been previously ringfenced.

Chair Initials: .....

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Members noted the following receipts:

1. Precept: £10,000.00
2. VAT Return: £854.21
3. Winter Support Grant £1,000.00

Members RESOLVED to agree the following payments:

1. Clerks May 2024 Salary/Expenses.
2. Information Commissioner's Office (ICO) £40.00
3. Easy PC Accounts £60.00
4. KALC Subscription £273.07
5. BWP Creative £238.98
6. Wilkinson S £51.95 (from Reserves)
7. Village Green Grass Cutting £150.00

Correspondence, to note and review:

- a) Members noted that CCF for FY 24/25 would be £745.00.
- b) The Internal Audit would be taking place on 15 May 24.
- c) The Clerk confirmed that the new website build was going well and would be available in June, she invited residents to email photos of Hoath to be used on the site.

**12. Allotments:** Members NOTED and supported the Parish Clerks comments made earlier in the meeting.

**13. Winter Support Scheme Grant:** Members CONSIDERED and RESOLVED to provide £250 to each of the Community Coffee Clubs in the village:

- Monthly Saturday Community Coffee Morning.
- Weekly Wednesday Club.
- Monthly Tuesday Community Coffee Club.

The remaining £250 would be used to purchase hygiene & cleaning products, to be placed into small packs which would then be given to nominated residents of Hoath. Members RESOLVED to identify members on the community who might benefit from these items. **Action:** Cllr Morizet.

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

**14. Annual Insurance Policy:** Members CONSIDERED three quotes and RESOLVED to change provided to Zurich Municipal (£264.00). **Action:** Clerk to publish insurance policy schedule on website.

Chair Initials: .....

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### 15. Memorial Bench and Tree Policy

1. Members CONSIDERED and APPROVED Hoath Parish Council's new Memorial Bench and Tree Policy. **Action:** Clerk to place on website
2. Members CONSIDERED and APPROVED a request from a resident to place a memorial bench and tree on the Village Green. **Action:** Clerk to engage with resident.

### 16. Councillors Reports:

- **Cllr Wright:** Provided an update on Hoath Meadow Group activities which included sourcing suitable picnic benches for the village green, she assured members that the picnic benches she had sourced were suitable for public areas, made of high-quality teak requiring no maintenance and came with ground anchors so could not be stolen. Cllr Wright further stated that the picnic benches could not be flipped over and that they were cheapest. Members discussions continued as to what Reserve fund the expenditure would come from as installation costs would also need to be considered, it was unclear what budget the Members had agreed. The Members also discussed other designs of more traditional style benches.

The Clerk enquired what benches the Members had gone to look at, i.e. had they considered what benches were in other Parish's, but this was not a consideration for Members, with Cllr Wright stating that none of these were suitable for Hoath. The Clerk also highlighted to members that she was concerned that their Biodiversity Policy has not been considered, in that they are not considering purchasing from the local businesses.

The Clerk highlighted to members the importance of considering the residents views before resolving to purchase picnic/benches, and that Members had yet to evidence that they had engaged with a broad demographic. The Members considered that the advert in the Parish Magazine would fulfil this requirement but agreed that a further Facebook post would be useful: **Action:** Clerk to place a post.

The Clerk also advised the Councillors to consider different types of installation available, in addition to ground spikes, such as concrete plinths, noting the boggy ground.

In addition to the discussions of purchasing benches at the next meeting, Cllr Hawkins noted that weeds were starting to break through the car park tarmac and if left could lead to additional yet avoidable maintenance. **Action:** Cllr Wright to arrange for weeding of the Village Car park.

- **Cllr Morizet:** Provided a brief update on the Neighbourhood Plan but advised members that she would be placing an article in the Parish Magazine for residents to make comment. **Action:** Cllr Morizet

Chair Initials: .....

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**17. Date of next meeting:** 5.45pm on Monday 8<sup>th</sup> July 2024.

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)

Chair Initials: .....

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