

## Minutes of the Hoath Parish Council Meeting held on Monday 9<sup>th</sup> June 2024 at 5.45pm in Hoath Village Hall.

Present: Councillors: Imogen Morizet (Chair), Karen Johncock, William Hawkins, Mark Wilkinson and Adele Wright. CCC Cllr Rachel Carnac, Caroline Read (Parish Clerk & RFO) and 6 members of the public were also present.

1. **Apologies.** All Councillors present.
2. **Declarations of Interest & Dispensation requests.** Cllr Hawkins declared an interest in planning application CA/25/00570 (as a direct neighbour). There were no other declarations of interest to items in the agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
3. **Minutes of the Last Meeting.** Councillors RESOLVED to agree the minutes of the meeting held on Monday 19<sup>th</sup> May 2025, were a true record and they were signed by Cllr Morizet (Chair).
4. **Matters arising from previous minutes:** All matters arising were included as agenda items.
5. **KCC & CCC Report:** CCC Councillor Carnac provided her report. Due to the recent election, there was no report from KCC Cllr Mark Mulvihill.
6. **Representations from the public included:** A member of the public thanked the Parish Council for their support with Beating the Bounds, further thanks were extended to everyone involved in the Big Community Lunch, which saw many residents treated to a free ploughman's lunch and entertainment provided by a local pianist.
7. **Planning:** There were no new planning applications to consider.
8. **Neighbourhood Plan Questionnaire:** The Chair highlighted that the questionnaires were still being delivered to every household in the parish and looked forward to receiving residents responses.
9. **Open Spaces:** The new benches for the village green were expected mid-July.
10. **Allotments:** Communication with the Chair of the allotment association is positive, but unfortunately due to a family bereavement this matter is currently on hold.
11. **Governance and Policies:** Councillors unanimously RESOLVED to ADOPT the model Publication Scheme.

Chair Initials: .....

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**12. Annual Governance & Accountability Return 2024/25 (AGAR) - Internal Auditor's Report.**

Members were advised that the Clerk received notification from the Internal Auditor on 29th May 2025, that 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". The report is detailed on page 4 of the Annual Governance and Accountability Return (AGAR) and members reviewed and noted this.

**13. Annual Governance Statement (Section 1).** Members reviewed and completed the Annual Governance Statement 2024/25 - page 5 of the AGAR. The Chair signed and dated the form.**14. Annual Accounting Statements (Section 2).** Members reviewed and approved the Accounting Statements 2024/25 - page 6 of the AGAR. Chair signed and dated the form.**15. Certificate of Exemption.** Members reviewed and approved the Certificate of Exemption for smaller authorities under £25,000 turnover. (Page 3 of the AGAR) Chair and Responsible Financial Officer signed and dated the form.**16. Explanation of Variances and Bank Reconciliation 2024/25.** Members reviewed and approved the explanation of variances and bank reconciliation.**17. Exercise of Public Rights.** Members confirmed the dates of the period for the exercise of public rights as commencing Wednesday 11<sup>th</sup> June 2025 until Tuesday 22<sup>nd</sup> July 2025. Date of announcement to be Tuesday 10<sup>th</sup> June 2025, where the website and notice board are to be updated.**18. Report of the Clerk and RFO:**

- Cllr Hawkins completed the Lloyds bank reconciliations to 2<sup>nd</sup> May 2025, and the Unity Trust bank statement to 31<sup>st</sup> May 2025.
- Members NOTED the Unity bank balance at 31<sup>st</sup> May 2025 was £2,171.96 The Lloyds Bank Balance as at 2<sup>nd</sup> May 2025, was £31,407.16 Total: £33,579.12
- Members NOTED that Lloyds Bank has been contacted again regarding the delay of the account closure and transfer of funds to Unity Trust Bank plc, and assurance was received that this would happen shortly.
- Members CONSIDERED and RESOLVED to APPROVE the transfer of the reserves sum into the Unity Reserves (savings) account, once funds had been received from Lloyd's bank.
- Members CONSIDERED and APPROVED the following payments from the Unity Trust Bank account:
  - a) CCC Printing £280.00
  - b) Clerks May and June 2025 Salary/Expenses
  - c) Deborah O'Brien CiLCA PIALC - Internal Auditor £150.00
- There were no receipts to note.
- Members NOTED that CCC had opened the Capital Grants window from 1<sup>st</sup> July to 28<sup>th</sup> October 2025.

Chair Initials: .....

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- Members CONSIDERED and RESOLVED to contribute 50% of the CiLCA registration fee (£225.00 to Barham Parish Council)
- There was no significant correspondence requiring action by members.

**19. Date of next meeting:** The next Parish Council meeting would take place at 5.45pm on Monday 14<sup>th</sup> July 2025.

Caroline Read  
Parish Clerk and Responsible Financial Officer  
Hoath Parish Council  
[clerk@hoathparishcouncil.gov.uk](mailto:clerk@hoathparishcouncil.gov.uk)

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

Chair Initials: .....

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