

EAST SUTTON PARISH COUNCIL

| | |
|-----------------|---|
| Date: | Wednesday 19 th June 2024 at 8.00pm |
| Venue: | Filmer Hall |
| Present: | Cllrs: Tim Turnill, Elizabeth May, Nigel Edmed Clerk Emma Hull |

The Chairman asked if anyone was recording – no recording took place
 Submissions from members of the public, Borough and Kent County Council Councillors.
 No submissions

1. Apologies received – no apologies received
2. Declaration of Lobbying -
 - I. Declaration of Changes to the Register of Interests - none
 - II. Declaration of Interest in items on the agenda – none
 - III. Requests for Dispensation – none
3. Minutes of the meeting held 15th May 2024 were signed and dated by the Chairman
4. Training
 - i) KCC Cllr Briefing session: Biodiversity Net Gain – 24th June, 6.00pm Cllr Edmed will try and attend
5. KALC
6. To consider CCTV at Filmer Hall or not – Clerk to contact Filmer Hall

The Clerk to contact the Filmer Hall Committee to see if they were still on board to having CCTV installed

7. To consider and agree street lighting contract

The Parish Council resolved to go with twelve months contact with EDF

8. Risk assessment

The Parish Council resolved to approve the risk assessment with the following amendment showing the frequency of meetings being every other month.

9. Ward Cluster meeting attendance 9th July 12.00 to 1.30 Cllr Turnill to inform Clerk if free to attend
10. Highways

i) Forthcoming water main works Tiden Road, Village Hall Headcorn 20th June 2.30-4.00 – Cllrs were unable to attend and noted the date

Clerk to report pot holds along Heniker Lane

11. Public Transport
12. Planning – none received
13. Police
14. Finance

Unity £ 8719.27

Nationwide £8311.68

- II. The following Income was noted

| | | |
|---------------------------|----------|----------------|
| Maidstone Borough Council | 6,434.00 | Precept |
| Maidstone Borough Council | 382.91 | PSS |
| Nationwide | 14.98 | Interest April |
| Nationwide | 15.50 | Interest May |

EAST SUTTON PARISH COUNCIL

| | |
|-----------------|---|
| Date: | Wednesday 19 th June 2024 at 8.00pm |
| Venue: | Filmer Hall |
| Present: | Cllrs: Tim Turnill, Elizabeth May, Nigel Edmed Clerk Emma Hull |

III. Expenditure

I) The following expenditure to be approved

| | | |
|-----------|--------|---|
| T Turnill | 9.50 | Sundries for Annual Parish Assembly |
| W Gatward | 175.00 | Sundries for 3 Suttons D Day 80 th Event |
| KALC | 167.47 | Yearly Subscription |

II) The following expenditure to be ratified

| | | |
|----------------|--------|-------------------------|
| Tailored Auto | 13.30 | Pension Admin |
| Westbury Signs | 101.88 | Signage for Filmer Hall |
| E Hull | 186.53 | Salary |
| HMRC | 46.60 | PAYE |
| HMRC | 46.60 | PAYE |
| BT | 38.52 | Broadband |
| SVPC | 39.00 | Room Hire April |
| Hugofox | 431.86 | Website |
| EDF Energy | 252.11 | Street Lighting |
| Paul Waring | 144.00 | Grass cutting |
| E Hull | 186.53 | Salary |
| HMRC | 46.60 | PAYE |
| BT | 38.52 | Broadband |
| Tailored Auto | 13.20 | Pension admin |
| BT | 38.52 | Broadband |
| Lionel Robins | 105.00 | Internal audit |
| EDF Energy | 236.50 | Street Lighting |
| SVPC | 39.00 | Room Hire May |
| E Hull | 186.53 | Salary |
| HMRC | 46.60 | PAYE |

III) Expenditure to be ratified –

I. Annual Audit – to complete the exemption certificate as a smaller council

The Parish Council resolved to complete the exemption certificate as a smaller council

II. External Audit - Annual Governance and Accountability Return

i. The Parish Council to review the effectiveness of the system of internal control and resolve to approve the Annual Governance statement 2023/24

The Parish Council reviewed the effectiveness of the system of internal control and resolved to approve the Annual Governance statement 2023/24

ii. The Parish Council to consider The Accounting statements 2023/24 and resolve to approve the Accounting Statement.

The Parish Council considered the Accounting statements 2023/24 and resolved to approve the Accounting Statement

iii. Notice of the period for the exercise of public rights was set for 21st June to 1st August 2024

iv. Appointment and scope of Internal Auditor –

The Parish Council resolved that Lionel Robbins be re-appointed as the Internal Auditor for 2024/25 and that the scope of work completed would enable him to complete Annual Internal Report for 2024/25

EAST SUTTON PARISH COUNCIL

| | |
|-----------------|---|
| Date: | Wednesday 19 th June 2024 at 8.00pm |
| Venue: | Filmer Hall |
| Present: | Cllrs: Tim Turnill, Elizabeth May, Nigel Edmed Clerk Emma Hull |

15. Play area –

| |
|--|
| The Clerk to obtain quotes for repairing the fence |
|--|

| |
|---|
| The Clerk to contact East Sutton Park Prison with regards to volunteer help cleaning the playground equipment and removal of overhanging branch |
|---|

16. Filmer Hall the lease – update given

17. Correspondence – none received

18. Date of next meeting – Monday 1st July 8.00 2024

Meeting Closed **21.21**