

IWADE PARISH COUNCIL

MINUTES OF THE MONTHLY PARISH COUNCIL MEETING

Held on Wednesday 14 June 2023

Present: Cllr. S. Waters – Acting Chair Cllr. R. Langham
Cllr. S. Tolhurst Cllr. S. Lancashire
Cllr. D. Waters Samantha Gray, Clerk
Cllr. B. Whiting Lynda Ives, RFO
Cllr. R. Stalley-Moores 1 Resident

1. Welcome and Apologies

The Chair welcomed everyone to the meeting; apologies received from Parish Cllrs. Hyde and Dollimore.

2. Declarations of Interest and Dispensations

None.

3. Minutes of the Previous Meeting

Proposed by Cllr. Lancashire and seconded by Cllr. Stalley-Moores, the minutes of the Parish Meeting, Annual Parish Council Meeting and monthly Parish Council Meeting held on 10 May 2023, were agreed and signed by the Chair as a true record.

4. Visitors/Public Time

1. **Visitors** – A resident of the Parish attended the meeting to express interest in the current vacancies for Parish Council members. Members held a vote and all were in favour to appoint Sam Fuszard as a Parish council member, the Acceptance of Office form to be signed at the end of the meeting.

Action: Clerk

2. **County and Borough Councillors** – None attended.

3. **Community Warden/PCSO** – No reports received. Noted that Kent Police advised The Neighbourhood Policing Model has started its transition this week, which means every ward will have a named officer.

5. Matters Arising from the Minutes

1. Village Repairs:

- Grovehurst Road – uneven ground and broken fence – this damage was caused by the Pond Farm developer therefore they should carry out the repair as promised. Grass also needs to be reinstated. Clerk to follow up and request a repair date. Keep on the agenda.
- Overgrown hedges on Grovehurst Road and Sheppey Way by the Farm Shop – should be maintained by KCC. Clerk to chase.
- Repair and stain fences on Entrances and Exits of the village – The Clerk to ask handy man to carry out.
- Some flower beds in planters around the village have not been maintained by volunteers, Clerk to ask the handyman to maintain.
- Following items reported by council members that need addressing; Bus shelter on Ferry Road, Village Precinct, Lamp post painting, damaged information board Woodpecker Park, standard of

grass cutting, fence posts at Monins Green are rotten at ground level, alleyway between Kingfisher and Ferry Road overgrown, two trees by the Cairn appear to have died.

Action: Clerk

2. **Parish Council Community Cost of Living Grant Scheme** – Members agreed to apply for funding for the Church to help with the food bank. **Action: Clerk**

6. **Planning** – applications are viewable on: Swale: <http://pa.midkent.gov.uk/online-applications>; KCC: <https://cloud2.atriumsoft.com/KCCePlanningOPS/searchPageLoad.do>

23/502028/FULL: 8 Helen Thompson Close Iwade Sittingbourne Kent ME9 8DW. Raising roof height of garage including a front dormer to create additional habitable space. Erection of a single storey rear extension. Members discussed and advised no comments.

23/502058/FULL: Erection of a part single storey, part two storey side and rear extension. 32 Ferry Road Iwade Kent ME9 8RR. Members discussed and advised no comments.

23/502585/FULL: Erection of a first-floor side extension over existing bedroom. 7 Meadow Brown View Iwade Sittingbourne Kent ME9 8XB. Members discussed and advised no comments.

7. **Correspondence**

1. **Parking Issues – Cormorant Road** – A resident reported to the Parish Council that parking in Cormorant Road is restricting access to their property for bin collections and delivery vans, resulting in missed bin collections. Members discussed and advised that installing double yellow lines would only cause the parking problem to move to another area. The Clerk will follow this issue up with Borough Councillor Roger Clarke and in the meantime the Parish Council suggest leaving the bin in an area where it can be accessed for collection. Members also discussed the restricted access for emergency services and asked the Clerk to add to this issue to the next agenda for further discussion. **Action: Clerk**

2. **Invitation to Nominate for Local Heritage List** – The following suggestions were made and the Clerk will advise Swale Borough Council:

- The Church
- Old Bakery (The Street)
- The Cairn
- The Gunnery Site
- The Henge (Peach Blossom Field)

Action: Clerk

3. **Parking issues – Meadow Close** – A resident reported to the council that parking in Meadow Close during School drop off and pick up times is having an impact on themselves and neighbours of the Close. Council members discussed and advised the Clerk to add this issue to a future Highway Improvement plan to discuss this issue with KCC at the next opportunity. **Action: Clerk**

4. **Issues with PROW between Springvale and Sheerstone** – Residents have been experiencing issues with anti-social behaviour relating to the alleyway between Springvale and Sheerstone, ZR92. It was suggested that this alleyway should have locked gates installed at either end with added security measures, with access granted to the Environment Agency. There is an alternative alley further along Springvale which links to Sheerstone. Council members asked the Clerk to contact the KCC PROW officer and invite them to site. Also liaise with the local PCSO regarding anti-social behaviour.

Action: Clerk

8. **Finance**

1. **Gala Lights – Quote to Extend Christmas Tree Lights** – Council members asked the Clerk to enquire about Warranty cover and to defer this item to the next agenda. **Action: Clerk**

2. **Internal Audit Report 2022-23** – The RFO advised members the annual internal audit went well, and the auditor noted the following action plans: backup documents to One Drive, add notes on reserves to the financial report, note scale points of staff pay on payments, council member to sign the bank statement and financial report to show reconciliation. **Action: Clerk/RFO**

3. **Grounds Maintenance – grant from KCC** – The RFO advised a meeting is scheduled for Thursday 15 June with Swale, KCC, the RFO and the Clerk. KCC have already advised that some areas have been removed from the maps, therefore the grant has reduced from £3,579.22 to £3,441.01. The cost to the Parish will be £8,061.00.

4. **Microsoft 365 License and Mailbox – Clerk** – The Clerk advised that the cost of an additional Microsoft 365 license and mailbox is £163.20. Proposed by Cllr. Lancashire and seconded by Cllr. D. Waters.

5. **Approval of Annual Return, 2022/23:**
 - a) Section 1. Annual Governance Statement – Duly signed by the acting Chairman and the Clerk, the annual governance statement was accepted, proposed by Cllr. Langham and seconded by Cllr. Lancashire.
 - b) Section 2. Accounting Statements 2022/23 – Previously signed by the RFO, and duly signed by the acting Chairman at the meeting, members accepted the accounting statements, proposed by Cllr. Langham and seconded by Cllr. Lancashire.
 - c) Explanation of Variances – the RFO circulated the information to council members.
 - d) Cash Balance 2022/23 – the RFO circulated the information to council members.

6. **Insurance 2023/24** – The RFO Advised council members the insurance has been paid, the cost for this year is £2,183.76.

7. **Grounds Maintenance 2023/24, confirmation of risk assessment, monitoring etc.** - The Parish Council has assessed and accepted the RAMS as appropriate and satisfactory to the tasks being undertaken on the highway and, can confirm that the Council has assessed and accepted all workers are trained and competent to work safely for all tasks being undertaken on the highway. Councillors are also aware that these two areas are also monitored by Swale Borough Council. I trust Kent County Council will now release the funding due to the Parish Council. **Action: RFO**

8. **Parish Footway Lighting** – An Electrical and Structural survey of the Council’s 28 lighting columns was carried out by ETL Limited. ETL advised there were no structural defects, but some minor electrical work is required to bring in line with current regulations. A quote for £2202.58 has been received, but as 2 columns still need examining the RFO advised that the cost may increase to £2400 when these are included.

9. **Revised Grant Form** – The RFO presented a revised grant form to members and all agreed with the changes.

10. **Accounts and Cheques raised at this meeting** - Proposed by Cllr. Lancashire and seconded by Cllr. Whiting, members noted the budget figures and the accounts to 31 May. The following payments were agreed, Cllrs. Whiting and Lancashire to log in and authorize payments. **Action: Cllrs. Whiting/Lancashire**

EXPENDITURE				
Pay Date	Pay Method	Payable to	Reason	Amount
17.05.23	BACs	Arthur J. Gallagher	Insurance Premium 2023/24	£2183.76p
14.06.23	BACs	L. Ives	Expenses – Telephone, home as office	£18.00p
14.06.23	BACs	S. Gray	Expenses – Telephone, home as office, Dell Laptop	£612.00p
14.06.23	BACs	H.M. Revenue & Customs	Tax May	£160.06p

14.06.23	BACs	Steve Wakeling	Handyman Fee and Materials	£362.75p
14.06.23	BACs	K.S.M. Ltd	Cutting back Brambles side of Village Hall	£245.00p
14.06.23	BACs	Viking	Ink Cartridges	£78.86p
14.06.23	BACs	April Skies Accounting Ltd	Internal Audit 2022/23	£347.05p
14.06.23	BACs	Invicta IT Solutions	12 Month Plan Microsoft 365 and 12 Mailboxes*	£803.18p
14.06.23	BACs	Electrical Testing Ltd	Electrical/Structural Testing 28 Lamp Columns	£1196.40p
14.06.23	BACs	K.S.M. Ltd.	Work on Beacon and surrounds	£125.00p
01.04.23	SO	Staff Salaries	May	£1332.78p
01.05.23	DD	NEST	Pension contributions	£56.75p
01.05.23	SO	Invicta IT Solutions	13 Microsoft 365 Mailboxes and Exchange*	£63.70p
01.05.23	DD	HugoFox	Website monthly fee	£35.99p
31.05.23	DD	HugoFox	Website monthly fee	£35.99p
27.05.23	DD	Npower	Electricity Supply for April	£43.67p
27.06.23	DD	Npower	Electricity Supply May	£95.60p
30.05.23	DD	Countrystyle	Supply of Waste Wheelie Bin	£36.94p
30.06.23	DD	Countrystyle	Supply of Waste Wheelie Bin	£36.94p
INCOME				
Pay Date	Pay Method	Received from	Reason	Amount
31.05.23	BACs	H.M.R.C.	VAT Refund 2022/23	£3845.53p

9. Projects – Updates on Current and New

1. **King’s Coronation 2023** – Members discussed the upcoming Beacon Lighting which will be held Saturday 19 June at 9pm. Cllr. Lancashire noted thanks to parishioner Andy Shilling, who used his drone to check the Beacon basket was clear of chicks that were nesting a few weeks ago.
2. **Iwade Clean Up** – Members discussed the arrangements for delivering and collecting equipment for the upcoming clean up event. Clerk to continue to advertise on social media. A First aid volunteer is required, Clerk to confirm who this will be. Cllr. S. Waters volunteered to be the Co-ordinator contact for the event.

10. Reports from Representatives

1. **Hall** – Cllr. Langham advised the following:
 - The hall has good bookings
 - A few minor problems with hirers not clearing up and leaving rubbish
 - New quote received for the floor but unfortunately is too expensive. It has been decided to leave the floor as it is because there will be a new village hall in approximately 3 years.
 - The filters in the bathrooms will be replaced.
2. **KALC** – Cllr. Langham advised that unfortunately he was unable to attend the Annual General Meeting but has volunteered for the general purpose committee.
3. **Swale Western Area Committee** – Cllr. Tolhurst advised he following:
 - The meeting was held Thursday 8 June and has a new set of councillors.
 - They have been working on a walking and cycling project, and there are now maps and leaflets available of walking routes. Cllr. Tolhurst suggested that once we receive the link we should add this to the Iwade Parish Council website. Leaflets will be printed as well.
 - The Youth provision group, Brogdale, was initially funded by Western Area Committee, they organised events at The Herons field last year, but are now running out of money. Cllr. Baldock

suggested Parish Councils could contribute towards the group. Cllr. Tolhurst will keep members updated.

- They are helping people with their energy bills by sending out packs with things like draught excluders and bulb timers. The packs need to be applied for and Cllr. Tolhurst suggested adding a link to the Iwade Parish Council website. **Action: Clerk**

4. **Swale West Parishes** – No meeting held.

11. Any Other Matters Arising

- The Clerk advised she is in contact with Southern Water regarding the ongoing water leaks in the village and is waiting to be advised a date for a meeting with them.
- Cllr. Tolhurst advised that work on the pond to unblock the outfalls/headwalls will start after a bird nest clears. The next job is to deal with the reedmace, and he has been advised this needs to be tidied up, not removed, as it acts as a filter for the stream.
- Also reported that in the Nature Park the sign to warn there is water is not visible. The Clerk will add this to the next agenda. **Action: Clerk**

12. Next Meeting(s)

Wednesday 12 July 2023, 7.30 p.m., in Iwade Village Hall

The meeting closed at 08.54 p.m.