

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF GOODNESTONE PARISH
COUNCIL HELD ON WEDNESDAY 22nd MAY 2024 AT 7.30PM AT GOODNESTONE VILLAGE
HALL**

PRESENT:

Councillors: Jon Aldington (JA), Paul Allen (PA), Sue Baker (SB), 1 Member of the Public, Parish Clerk – Joanna Jones

1. ELECTION OF CHAIRMAN

RESOLVED that Councillor Aldington becomes Chairman. Proposed by Cllr Allen and seconded by Cllr Baker. Cllr Aldington signed the Declaration of Acceptance of Office.

2. ELECTION OF VICE CHAIRMAN

To be moved to the next agenda.

Action Clerk

3. APOLOGIES

Cllrs Stanford and Plumptre and District Cllrs Bartlett and Porter

4. PUBLIC CONTRIBUTION TIME

One member of the public expressed concern that the Millenium field fence line on The Street was very overgrown, the overhanging laburnum by the Village Hall was causing a hazard for road users and the area around the bins opposite the pub needed strimming, Clerk to report all to KCC Highways. **Action Clerk.** The meeting re-opened at 7.41pm.

5. DECLARATIONS OF INTEREST

No declarations of interest.

6. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 27th March 2024 be duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Annual Parish Assembly held on 24th April 2024 be duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Extraordinary Meeting of the Parish Council held on 1st May 2024 be duly signed by the Chairman as a true and correct record of the meeting.

7. REPORTS

- a) County Councillor – No report
- b) District Councillors – Bartlett & Porter - May report emailed
- c) Parish Councillors – no reports
- d) Community PC – PC Jon Bowler – report emailed

8. ACTIONS

Action	Owner	Status	Update
Communications workshop	KS, Clerk	Discharged	Community & Clerk consulted, the Village Hall will take over Community Communications, next email edition of Messenger being finalised.
Footpaths Lower Rowling/Knowlton	JA	On-going	Lower Rowling footpaths look to be ok, to inspect Knowlton footpaths and report on the KCC Public Rights

Action	Owner	Status	Update
			of Way Reporting Tool, if needed.
Local Government Pension Scheme	Clerk	Discharged	Added to agenda
Fixed Asset Register	Parish Councillors	On-going	Parish Councillors to send photos of Fixed Assets to Clerk and provide details of volunteers to check the defibrillators.
Highway Improvement Plan	KS	Discharged	The importance of reporting all road accidents to the Police – included in next Messenger.
Street light Out	KS	Discharged	How to report Highways faults, including potholes, on Kent County Council's Highways Reporting Tool – included in next Messenger.
Neighbourhood Watch - Stickers	KS	Discharged	Details of stickers included in the next Messenger
Draft Grant Application Form	JA	On-going	JA to put grant form on website
Annual Parish Assembly	KS	Discharged	Event took place
National Grid Pylons	KCC (SC)	On-going	Cty Cllr SC will follow up with KCC for an update
Speed Indicator Device	SB	On-going	SB met with Staple PC, battery has been changed there is an intermittent fault, SB to get an estimate for repair costs from Westcotec. RESOLVED up to £500 worth of repairs agreed.
Noticeboards	PA Clerk	Discharged	Chillenden board moved , Goodnestone noticeboard ordered.
New litterbin	Clerk	Discharged	Ordered
Millenium Field - sheep grazing	KS Clerk	Discharged	School and Gabriel Richards Trust ok with sheep grazing and grazing started.
Environmental Fund	KS	Discharged	Ideas requested in Messenger
Mowing Contract	Clerk	Discharged	Contractors thanked for quotes
Defibrillators	Clerk	On-going	Pads and batteries ordered, once installed can register with The Circuit
Unity Trust Bank	Clerk	Discharged	Natwest funds transferred.
Dover & District Bee Keepers Association Grant	Clerk	Discharged	Grant paid
AGAR	Clerk KS	Discharged	Accounts work, Parish Councillor check of accounts and internal audit all complete
Church path/handrails	Clerk	Discharged	Letter of support provided
Annual Parish Assembly	Clerk	Discharged	Agenda amended and emailed out for noticeboards

9. RISK ASSESSMENT & FIXED ASSET REGISTER

To review the Council risk assessment document and Fixed Asset Register.

- a) Risk Assessment

RESOLVED to adopt the 2024/25 Risk Assessment.

- b) Fixed Asset Register

RESOLVED to adopt the Fixed Asset Register

10. NOMINATION OF ROLES

RESOLVED the following Councillors would undertake the roles as below:

- a) Highways – Cllr Baker
- b) Planning – Cllr Allen
- c) Footpaths – Cllr Aldington
- d) Councillor Responsible for Finance – Cllr Stanford
- d) Communications – Cllr Stanford

11. REVIEW OF COUNCIL PROCEDURES

- a) Standing Orders
- b) Financial Regulations
- c) Code of Conduct
- d) GDPR Statement

RESOLVED the above should be adopted for the coming year.

12. FOOTPATH OFFICER REPORT

- a) Report – nothing further to report
- b) KCC – (Byway Open to All Traffic EE496 and Restricted Byway EE497 at Wingham and Goodnestone) Definitive Map Modification Order 2022 – Inspector’s Interim decision issued

Discussions were held, Clerk to look into why the document won’t open and JA,PA and SB to review the document and update the Clerk with views, Clerk to then report. **Action Clerk, JA, PA, SB**

- c) PROW response to electric fence query

Noted by members.

13. HIGHWAY OFFICER REPORT

- a) New position for SID pole – Agreed by Kent County Council, cost £1,080.01

Noted by members.

- b) Parishioner Email – Bus service

Nothing more to add to Clerk’s response.

- c) Speedwatch initiative

Discussions were held, agreed to put in the Messenger to request volunteers, Clerk to check if it can be in a 20mph zone. **Action KS and Clerk**

14. COMMUNITY INITIATIVES

- a) Parish Noticeboard for Goodnestone

Discussions were held, agreed that PA will organise installation and Clerk to forward photographs of location agreed with DDC. **Action PA and Clerk**

- b) New litterbin for Goodnestone

To be installed by DDC at the end of June.

- c) Millenium Field – How to maximise usage and add value to the village

Nothing further to discuss

- d) Environmental Fund – Options for spending budget held over from previous year

To be added to the next agenda

Action Clerk

- e) Mowing Contract

Nothing further to discuss

f) Defibrillators

Discussions were held, parts have been ordered, PA and SB to confirm defibrillator checker contact details with the Clerk in order that defibrillators can be registered with The Circuit. **Action PA and SB**

15. FINANCE

a) Precept received £7,951.61

Noted by members.

b) KALC renewal - £196.27 plus VAT

RESOLVED to renew the KALC subscription for £235.52.

c) Natwest bank accounts closed

Noted by members.

d) 2023/24 year end accounts

RESOLVED the year end accounts were adopted by the Council.

e) 2024/25 Budget

Discussions were held, it was agreed to update the budget to take account of the VAT refund which has been claimed for several years, RESOLVED the amended 2024/25 Budget to be adopted by the Council.

Action Clerk

f) Restatement of AGAR – Section 2 – Accounting Statements to 31 March 2023 – Boxes 8 & 9

RESOLVED to restate boxes 8 & 9 figures on section 2 of the AGAR to correct historical errors, JA to put on website. **Action JA**

g) Annual Governance and Accountability Return Section 1

i) Consider the findings of the review by the members meeting as a whole

ii) Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements

RESOLVED the Annual Governance Statement was approved by the Council.

h) Annual Governance and Accountability Return Section 2

i) Consider the Accounting Statements by the members meeting as a whole;

ii) Approve the Accounting Statements by resolution

RESOLVED the Accounting Statements were approved by the Council.

iii) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

The Chairman signed the Annual Return.

i) Certificate of Exemption – AGAR 2023/24 Part 2

RESOLVED the Council met the exemption criteria, there is no need for a limited assurance review or to submit an Annual Governance and Accountable Return to the external auditor.

Clerk to submit Certificate of Exemption to Auditor & all relevant documents to go on the website.

Action Clerk & JA

j) Clerk – Local Government Pension Scheme & Hours

Discussions were held, it was agreed that the Clerk will forward the pension start-up costs email to JA and he will follow up with KCC. It was acknowledged that the Clerk is owed many hours and this will be reviewed at the September meeting. **Action Clerk & JA**

k) VAT refund received £1,662.54

Noted by members.

16. PAYMENTS

a) Payments to be approved

RESOLVED the following payments should be made.

Payee	Service	Invoice	Amount
Joanna Jones	Clerk's Net Salary April		£156.60
HMRC	PAYE - April		£39.00
Unity Trust Deposit Account	Transfer of deposit account funds from Unity Trust Current to Unity Trust Deposit account		£14,980
Joanna Jones	Clerk's Expenses – Printer paper & dividers		£5.85
KALC	Annual Subscription 2024/25	9031	£235.52
Roger Austin	Mowing of Playing & Millenium Fields – 4/4/24	2377	£178.50
Joanna Jones	Clerk's Net Salary May		£156.40
HMRC	PAYE - May		£39.20
Defib Store	Defibrillator batteries & pads	36560	£392.40

17. PLANNING

a) Planning Applications

i)DOV/24/00353 & Dov/24/00354

Proposal: Change of use to residential dwelling with the erection of a single-storey rear extension, minor external alterations, extensive repair and renovation works and associated parking.

Location: The Forge, Goodnestone Road, Chillenden Kent

Discussions were held, RESOLVED to fully support this application as it is of benefit to the village and in-keeping.

ii)DOV/24/00337

Proposal: Erection of a garage car port

Location: Pear Tree House, Orchard Court, Chillenden, CT3 1YA

Discussions were held, RESOLVED to support the planning application.

b) Planning Decisions

To note any planning applications received prior to the meeting

None received.

c) Planning Correspondence

To discuss any correspondence related to planning

i)Dover District Council – Local Plan – Main Modifications Consultation – ends 24th May

Noted by members.

d) Report

Concerns had been raised by parishioners about a tree being felled in the Conservation Area without

planning permission, this had been raised with DDC who had agreed that no Planning Permission had been sought, however they would not pursue an enforcement notice. The members were concerned that a tree could be cut down in a Conservation Area with no enforcement action likely to be taken by Dover District Council.

18. CORRESPONDENCE

- a) KALC (Kent Association Local Councils) & NALC (National Association Local Councils) – all updates emailed
- b) KALC – Parish Charter feedback

Both of the above noted by members.

19. CHILLENDEEN WINDMILL

- a) Proposed KCC Consultation to Divest

Cllr Baker reported that she had met the KCC windmill representative on site, he recognised that it was a valuable Community Asset, Cllr Allen reported that over 2,000 responses are being considered for the consultation.

20. COMMUNICATION

- a) Gov.uk – website & emails - £100 grant available

Cllr Aldington will research into .gov email addresses.

Action JA

21. EVENTS

- a) Training – KALC & Local Meeting 24th April – Minutes emailed.

Noted by members.

22. PUBLIC CONTRIBUTION TIME: A short session set aside for parishioners to raise matters.

Individual contributions should be kept to less than 5 minutes.

It was reported that DDC permission for the Street Party is still outstanding.

23. DATE OF NEXT MEETING

31st July – 7.30pm – Goodnestone Village Hall

25th September

20th November

22nd January

26th March

14th May

Meeting was formally closed at 21:19

