

MINUTES OF THE MEETING OF GUSTON PARISH COUNCIL
held on Thursday 16th May 2019
at Guston Village Hall -7pm (following the Annual Parish Meeting)

PRESENT: Parish Clerk: Mrs Glynis Farthing. Parish Councillors: Chair: Mrs Tracey Creed, Mrs Julie Gray, Mr. Keith Gowland, Ms. Karen Husk

ABSENT:

MEMBERS OF THE PRESS/PUBLIC:

None

3896 Apologies for absence:

None

3897 Election of Officers:

The Vice-Chairman took the Chair for the election of the Chairman.

Councillor Gray nominated Councillor Tracey Creed for the position of Chairman of the Parish Council for 2019/20. This was seconded by Councillor Husk . There were no other nominations.

Councillor Husk nominated Councillor Keith Gowland for the position of Vice-Chairman of the Parish Council for 2019/20. This was seconded by Councillor Creed. There were no other nominations.

Councillor Gray nominated Councillor Keith Gowland to represent Guston Parish Council at KALC and other meetings. This was seconded by Councillor Creed.

Cllr Gowland stated that it is always a privilege to represent Guston Parish Council on KALC and elsewhere.

RESOLVED: a) That Councillor Tracey Creed be elected Chairman of the Parish Council for the 2019/20 Council Year.
b) That Councillor Keith Gowland be elected Vice-Chairman of the Parish Council for the 2019/20 Council Year.
c) That Councillor Keith Gowland be the elected representative of Guston Parish Council at KALC and other meetings as required.

3898 Declarations of Interest

Cllrs.Creed ,Gowland and Gray declared an interest as Trustees of Guston Village Hall Trust. Additionally Cllr. Creed declared that her husband is contracted to work on the hall refurbishment.

3899 Minutes of the last meeting

Proposed for acceptance by Cllr.Gray, seconded Cllr. Gowland.

RESOLVED: That the Minutes of the meeting held on 4th April 2019 be accepted and signed by the Chairman.

3900 Public Participation

None

3901 Guston Green/Chance Meadow

a) Guston Green

New benches have been installed. Playground inspection has been completed. All in good condition.

b) Mini- Meadow Play Park

Inspection has been completed. All is currently fine.

3902 GVHT

AGM for the village hall has now taken place and a new strong team is in place moving forward.

Rendering of the whole building is now complete, this needs to have stabiliser added by brush or roller as the next stage before painting. This allows the paint to be absorbed properly rather than having darker/lighter patches. Mark Walton has been away and will be returning this coming week to complete the cladding on the front of the building. A photo can then be taken to add to invitations which are being arranged for the opening at the end of June. Date to be advertised.

New hedging has been planted at the top of the bank to the front of the hall free of charge by Mscape. New fence and gates are being installed in new position to enable safer entrance into the hall carpark, this has been widened for emergency vehicle access. Gate works to complete Monday 13th May.

New signage has been installed at the entrance to the village hall to aid advertising and also to promote that the building is actually the village's village hall. Provided by Steve Marsh Designs.

Oak effect safety flooring has been installed in the two main halls and the safety flooring in the entrance hallway now complete, managed by Mascalls Flooring.

Full fire safety inspection check and fire assessment has been carried out by fire assessor. Pending his report, but he was very happy with all the fire safety that has been put in place. He will supply a fire safety log book. He has advised although fire extinguishers are new they must be checked and certified. He has recommended Safe & Secure at Effingham Crescent Dover to do this.

Water quality check is being organised by Affinity Business. This must be done before we can officially connect to the water meter and have an account. Water was switched off for such a long time.

Large ruts in the ground along the front of the building have been filled with new tarmac. This was damage caused by rain water. This may need to be done around the right hand side of the building as we have trip hazards where the ground is uneven. Painting of all wooden fascia's are complete. Broken cement windowsills all around the building have been fixed and will be painted white.

New safety splashback has been installed behind the hob in the kitchen by Dover Glass.

New interior fire safety doors being installed from 21st May as per specifications by fire safety assessor. All doors, fixtures and fittings must be fire rated.

Electricians have returned and fire alarm now fully installed and working. They will get all internal works completed and will return to do external lighting once painting of the building has taken place. Fire alarm checks will need to be done on a frequent basis and logged.

Funding is being sourced to provide the community with a defibrillator which can be installed on the front of the hall.

Building Inspector meeting 21st May at the hall. He will inspect all works carried out over the past few months.

Clerk has contacted the Elections office at DDC with a view to reinstating the Village Hall a Polling Station for Guston. They will come to inspect the building once it has been completed.

3903 Feedback/Matters arising from Council Representative(s)

Annual KALC Report for 2018 - 2019

The past year has been quite 'a mixed bag' with many of the same issues needing to be addressed. These include HGV Parking, Stack, now Brock because of Manston being used as a 'holding area' as and when. The Government has altered its Housing Allocations upwards for districts and altered the Planning rules to encourage development where appropriate. This has implications in Dover District. I have been involved through KALC in many issues through my being part of KALC Advisory Committees / Groups on Transport, Planning and Devolution and on Dover Planning Project Advisory Group (a DDC Cabinet appointment).

At Area Committee level we have had interesting Presentations from the Area Commander of Kent Police, the Ports Engagement Team, Victim Support and Care Support, All covering popular topics. The new four year Local Council term has just begun with trying but exciting times ahead although the lack of Candidates in the recent Elections is of concern.

The role of Parish Councillors, Parish Councils and their Clerks will change over the coming years which will mean a greater commitment and Cllrs being better prepared (increased Training) to carry out their functions. Can I put on record my appreciation of the support I have been given by the Parish Clerk and the Chairman Cllr. Creed and the other Cllrs who form the nucleus of a "good team".

Cllr. Keith Gowland

3904 Kent County

Cllr Manion gave his report at the Annual Parish Meeting.

3905 Dover District

Cllr. Richardson introduced himself to the PC and is looking forward to working with them. The other ward Cllr. is Cllr. Keith Morris who is also the leader of DDC.

3906 Annual Governance Statement: Approval of the Annual Return

The internal audit had been carried out by Mr. Tony Kilbee on Wednesday 8th May 2019 and the accounts are correct. Cllrs. reviewed the system of internal controls and completed the Annual Governance Statement (Section 1 of the Annual Return).

RESOLVED: a) That the system of internal controls is robust and that members approve the internal audit inspection.
b) That the Annual Governance Statement be accepted and signed by the Chairman Proposed Cllr. Gowland seconded Cllr. Husk

3907 Accounting Statements

The Clerk presented the Accounting Statements to the members. All Cllrs. present considered the statements and made checks.

RESOLVED: That the Accounting Statements be approved and signed by the Chairman.

The Annual Return would be available for public inspection between Monday 17th June and Friday 26th July. This notice would be placed on the village noticeboard and on the website. The Annual Return would also be published on the Parish Website. Proposed Cllr Gray, seconded Cllr Husk

3908 Financial Reports/Accounts/Payments

a) The Financial statement for April has been prepared and circulated to Cllrs.
Items for payment:

Cheque HSBC (No.101861) NJ Creed ** £526.00
Cheque HSBC (No.101862) D. Neame (Flat roof) £850.00**
Cheque HSBC (No.101941) NJ Creed (Guston Green Anchor Kits) £349.95
Cheque HSBC (No.101942) NJ Creed (Skip & Scaffold Hire)** £1,295.95
Cheque HSBC (No.101943) D King (Invoice 15/16) £904.29**

All above cheques have been cleared: Total payments = £3,926.19.

Cheque HSBC (No.101944) Play Inspection Company (Annual Inspection) £156.00
Cheque HSBC (No.101945) NJ Creed (Village Hall works)** £1,396.69
Cheque HSBC (No.101946) Dover Glass Centre** £550.00
Cheque HSBC (No.101947) D.King (invoice 17) £409.75**
Cheque HSBC (No.101863) NJ Creed (Invoice 02285)**£746.92
Cheque HSBC (No.101864) Mascalls (Flooring)** £4,358.40
Cheque HSBC (No.101865) Came &Company (Parish Insurance) £1,014.37
Cheque HSBC (No.101866) D King (Invoice 19)**£431.75
Cheque HSBC (No. 101867) NJ Creed (D.King invoice 18)**£544.50
Cheque HSBC (No. 101868) Steve Marsh Design (Village Hall Sign)** £492.00
Cheque HSBC (No. 101869) Chris Shields (Plastering/Rendering)**£6,600.00
Cheque HSBC (No. 101870)AJ Kilbee (Internal Audit) £30.00
Cheque HSBC (No. 101871) NJ Creed (Guston Green) £359.51
Cheque HSBC (No. 101872) MSCAPE (April/May maintenance) £1,166.84
Cheque HSBC (No. 101873) G. Farthing (April salary £529.10, +£12exp) £541.10

Cheque HSBC (No. 101874) MSCAPE (new fencing /French drain)** £2,432.95
Cheque HSBC (No.101875) NPower (electricity account)** £705.79
Cheque HSBC (No.101876) Elite Flooring (Liquid for floor)**£ 460.00

Total £22,396.57

** Payments for Guston Village Hall

Proposed for acceptance by Cllr.Gray, seconded by Cllr. Gowland

Cllrs discussed the completion of the hall and the costs still to be paid. Unanimously agreed that the project needed to be completed. Discussion with the Village Hall Trust to consider would be asked to make a financial contribution on a regular basis

From 01/04/19 the clerks' salary has been increased in line with the NALC 2019-20 national salary awards for clerks.

Due to the introduction of the National Living Wage, the NJC agreement includes the introduction of a new pay spine where there has now been a conversion of the existing spinal column points and scales ranges used in the sector to new scales. Therefore the clerk's existing spinal column point was 26 to the end of March 2019 and is now converted to spinal column point 19 from 01/04/19 paying £24,799 per annum which is prorated to the 12 hours per week that she is contracted to work.

RESOLVED: (a) That the financial report for April be accepted and signed by the Chairman

RESOLVED: (b) To approve payments, cheques signed by Cllrs. Gray and Cllr. Gowland

3909 Planning

DOV/18/00981- Connaught Barracks: Proposal: Approval of reserved matters (access, appearance, landscaping, layout and scale) for 64 dwellings, with associated access, parking, road/footway/cycleway provision, open space, landscaping, surface water attenuation, and ancillary works; and the discharge of conditions 5, 6, 8, 11, 13, 14, 16, 18, 19 and 25; pursuant to outline planning permission DOV/15/00260.

Location: Connaught Barracks, Dover Road, Guston, CT16 1HL – the information regarding the proposed design of the properties has been updated. This includes close up pictures of brick work and more detailed design. All information is available on the planning website.

Clerk has been in contact with planning officer – Darren Bridgett to request an extension to allow more time to consider this application. This has been agreed.

3909 Roads & Footpaths and other Parish Matters

- Noticeboard – three quotations have been obtained for Cllrs to consider. Cllrs. discussed the various options available. Cllr. Gray will investigate using a local carpenter to make something. Possibly three would be required.
- Cllrs discussed the possibility of producing a Parish Newsletter – various options would be considered and Cllrs would bring along examples from various other parishes. This would be considered at the next meeting.
- Community News in the Kent Messenger. Cllr Creed would contact the Kent Messenger.

3910 Items for consultation and other correspondence received

All email correspondence and consultation documents forwarded to Cllrs.

1. ALERT - Doorstep criminals roofing scam across Kent
2. Forward Works Planning Interim Programme
3. Road and Footway Asset Team Interim Programme 2019 – 2020
4. Fort Burgoyne workshop
5. KALC NEWS - APRIL 2019
6. Town/Parish Disclosable Pecuniary Interest Forms
7. ALERT - Doorstep Cold Callers Alert!
8. Council Matters Spring 2019

9. KALC COMMUNICATION AND SOCIAL MEDIA NETWORKING EVENT - 22ND JUNE 2019
10. TOWN & PARISH COUNCILS - VE DAY 75 - 8TH MAY 2020
11. Fields in Trust AGM 2019
12. Kent Mineral Sites Plan and Early Partial Review of the KMWLP: Submission Notification
13. ALERT - Phone scammers
14. Invitation to 'Kent Digital Accessibility Conference' at University of Kent: Thursday 6th June 2019

All consultation items and news articles have been added to the parish website for information.

3911 Training/Seminars etc.

All training on offer has been forwarded to Cllrs for their consideration. Cllr Gray will attend the Dynamic Cllr. course in Dover in July.

3912 Closed Session

This item was related to possible future financial arrangements.

3913 Dates and venues for future meetings

Parish Council Meeting: Thursday 11th July 2019 Venue - Village Hall
Thursday 5th September 2019

This meeting closed at 22.15pm

CHAIRMAN

DATE