

LOWER HARDRES AND NACKINGTON PARISH COUNCIL

Minutes of the Annual Parish Council Meeting

held on Wednesday 8th May 2024

In attendance were Cllrs Miss Grundy, Taylor, Mrs Fox, the Parish Clerk and one member of the public

1. Appointment of Chairman

It was proposed and seconded that Cllr Jane Grundy be elected as Chairman of the Council for the forthcoming year 2024-2025, on being put the motion was carried. The Chairman then signed the Declaration of acceptance of Office

2. Apologies for Absence

Apologies were received from Cllr Beaumont

3. Declarations of Interest

Cllr Miss Grundy declared an interest in item 7i Payments

4. To Approve the Minutes of the last Meeting and Matters Arising

The minutes of the meeting held on 17th April 2024 were approved and signed by the Chairman as a true and correct record.

5. Appointment of Proper Officer and Responsible Financial Officer

It was proposed and seconded that the Parish Clerk is appointed as Proper Officer and Responsible Financial Officer. On being put the motion was carried.

6. To consider appointment of Members Responsibilities

It was considered this is not necessary as members generally offer to take on an issue that may need additional attention.

7. Finance Matters

(i) To approve the following payments

HMRC	£	93.40	PAYE (April 2024)
KSS Air Ambulance	£	50.00	Donation
McCabe Ford Williams	£	283.20	Operation of PAYE
Zurich Municipal	£	300.00	Annual Insurance
Carol Castle	£	200.00	Internal Audit Fee
Village Hall Committee	£	TBA	Commemoration of D Day 1944
Cllr Miss Grundy	£	50.00	Refreshments for Annual Parish Meeting
Parish Clerk	£	42.95	Expenses & Stationery

(ii) Update on website following Members informal meeting

Members agreed that they had a very successful meeting to decide what we require at this time for a simple website. Each Councillor taking on specific tasks and contacts.

As the End of Year Accounts papers are legally required to be publicized by certain dates it is important that the Parish Council tab must be live by 1st June 2024.

(iii) Painting and repair to Bus Shelters – Deferred to future meeting

(iv) To note and take action if necessary on Internal Auditor's Report

Members noted and approved the Internal Auditors Report for End of Year Accounts in which there were no issues raised.

(v) To approve and sign Section 1 of AGAR – Annual Governance Statement 2023-2024

It was proposed and seconded and the motion carried that the Parish Council has met the requirements of the Governance Statement and followed the correct procedures.

Section 1 of the Annual Governance and Accountability Return (AGAR) was then signed by the Chairman and Clerk.

vi) To approve and sign Section 2 of AGAR – Accounting Statements 2023-2024

The Clerk explained the boxed figures in Section 2 of the AGAR compares the figures for the previous year and the current year, any variations over a certain percentage has to be accounted for. The Clerk has provided written details of the audit variations. It was

proposed and seconded approval of Section 2 Accountability Statement 2023-2024, on being put the motion was carried. The Chairman then signed the paper. The Clerk having previously signed Section 2 as is required.

- (vii) To approve remainder of End of Year Papers and AGAR 2023-2024
Members then approved the Audit Variation Paper and the Balance Sheet for 2023-2024
- (viii) To note dates for Public Inspection of 2023-2024 Accounts
The Clerk explained that the Notice of Public Rights to inspect the accounts and related papers must be available for 30 clear working days which must include the first ten working days in July. This year's accounts will be available for inspection on the website or in person, commencing on 3rd June 2024 until 12th July 2024.

8. Planning Matters

- (i) Consultation on Local Plan up to 2040

9. Planning Decisions of Canterbury City Council

10. Highway Issues and PROW

- To note and approve Cllr Taylor's observations on further Highways letter of refusal for a speed reduction on the B2068.
The Clerk has been instructed to write to KCC Highways accepting their kind offer of painted 40mph roundels on the road surface of the B2068.
- Notice of diversion of Public Footpath CB 362 (Part) – Little Catts Farm and Great Catts Farm.
The relevant papers have been placed on the notice boards to inform the public of the diversion.

The following item may be taken with the press and public excluded

11. Parish Council Vacancy

12. Correspondence, Publications and other matters of an urgent nature

To consider any correspondence that needs attention

13. Confirmed the Date of the Next Meeting as 5th June 2024 5pm

The Meeting closed at 6.05pm

Signed.....Date.....