

Minutes of the Annual Parish Council Meeting held at 7.30 p.m. on Wednesday 14th May 2003 in Stoke Village Hall

Attendance Those present were as follows: Parish Councillors Mrs M D Stanney (Chairman); M E Budd (Vice-Chairman); R J Beckey; Mrs C Johnson; H S Khatkar and The Clerk/RFO E C Woodards.

Medway Councillor P Filmer was the only other person present.

Result of the Uncontested Parish Council Election held on the 1st May 2003 The Clerk produced the Report of the Returning Officer on the result of the recent uncontested Parish Council Election showing that Mrs M D Stanney; M E Budd; R J Beckey; Mrs C Johnson and H J Khatkar had been elected as Parish Councillors for the Period of 4 Years. These Members were welcomed into Office. Declarations of Acceptance of Office were signed by Members and countersigned by other Members.

Appointment of Chairman and Vice-Chairman for the coming Civic Year Mrs M D Stanney was again elected as Chairman with M E Budd as Vice-Chairman again. The necessary Declaration of Acceptance of Office was signed by the Chairman.

The Chairman welcomed onto the Parish Council the three new Members who were serving for the first time.

Bank Mandate Form the Clerk referred to the new Bank Mandate Form required by Barclays Bank Plc. which required completion including all six specimen signatures with only the first three being eligible to sign cheques and other documents. This was duly completed and Members confirmed that they had completed the three new Members Personal Detail Sheets and had them accepted by Barclays Bank.

Code of Conduct - Register of Member's Interests Completed Forms were received from the three new Members and letters stating that there was no alteration in their Interests were received from the two re-elected Members.

Minutes of the Parish Council Meeting held on the 12th March 2003 These Minutes, copies of which had been previously circulated, were agreed as a true record and signed by the Chairman.

Matters arising from the Minutes

Internal Auditors The Clerk reported that he had been unable to liaise with the two ladies concerned for various reasons. He also reported that a major external auditor had stated that, for very small local authorities, "internal" audit need only be carried out once a year although permission would be required for this.

Financial Regulations The Clerk reported that these Regulations were still under preparation.

Member's Allowances Regulations The Clerk reported upon these Regulations which were due to take effect on the 1st September 2003. It was agreed that Medway be notified of the present policy of the Parish Council and that the matter be further considered at the July Parish Council Meeting when more information will be available.

Planning Application and Associated Items The Clerk reported on the following items:-

1. Medway Local Plan adopted with effect from 20th May 2003.
2. Application to carry out Improvements to Iden, Newlands Farm Road. No comment made to Medway.
3. Infringement of Planning Approval alleged at Fenn Croft, Newlands Farm Road. In view of the denial by the owner, it was agreed to take no further action.
4. Biffa Landfill Site. Application for an Amended Pre-Settlement Restoration Profile refused by Medway. Medway Councillor P Filmer was thanked for his assistance in this matter.
5. Regional Waste Management Strategy - Consultation Draft. This was received by Members

Appointment of Parish Council Representatives onto Committees.

1. Medway Council Rural Liaison and Rural Forum (1). Councillor M E Budd with R. J. Beckey to cover.
2. KAPC Local Area and County Committee (2). Councillors M D Stanney and M E Budd.
3. Police Liaison Committee (1). Councillor Mrs C Johnson.
4. Biffa Landfill Site Liaison Committee (2). Councillors Mrs M D Stanney and H S Khatkar.
5. Village Transport Representative (1). Councillor Mrs M D Stanney.

Finance -General

1. The Clerk reported that the Precept in the sum of £1680 had been received as had the recovery of expenditure totalling £200 in respect of the Cliffe Airport protests.
2. Purchase of Second-Hand Computer and New Printer by Vice-Chairman M E Budd and Chairman Mrs M D Stanney in the total sum of £173.10 on the 20th March 2003. It was reported that Councillor Budd had met the initial payment personally and a cheque had been drawn out of Meeting on that date in order to reimburse him. The action of the Chairman and Vice-Chairman and the preparation of a grant claim on Medway Rural Liaison Committee was approved.
3. Subscription to KAPC in 2003/2004 in the sum of £71.41 plus VAT together with Sundry Publications amounting to £44.11. Approval was given to continue the subscription and to meet the cost of the publications.
4. Allhallows Primary School - Request for Contribution. It was agreed to consider this request at a future Meeting.

Finance - Accounts for Payment Approval was given as follows:-

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| 1. M E Budd Purchase of Computer and Printer | £173.10 |
| CHEQUE DRAWN OUT OF MEETING ON 20.03.2003 | |
| 2. Mrs M D Stanney On a/c Chairmans Allowance 2003/2004 | £ 30.00 |
| 3. E C Woodards On a/c Clerk's Allowance and Expenses | £ 80.19 |
| for 2003/2004 (Detailed breakdown submitted) | |
| 4. E C Woodards Clerk Purchase of 2 Ink Jet Cartridges | £ 52.52 |
| 5. KAPC Subscription for 2003/2004 including VAT | £ 83.91 |
| 6. KAPC Publications | £ 44.11 |
| 7. Allianz Cornhill Insurance Plc. Insurance Premium | £238.41 |
| due 01.06.2003 for 2003/2004 | |
| 8. Allhallows Parish Council Contribution towards The | |
| Scene Feb/Mar 2003 £34.45 and Cliffe Leaflets | £ 44.00 |

Finance - Submission of the Final Accounts for the Year 2002/2003 together with The Annual Audit Return and supporting Statements for that Year Copies of the Accounts Book and the Audit Returns and Statements had been circulated previously to all Members. The Clerk/RFO went through them page by page. The Accounts File containing the Expenditure and Income Vouchers was produced for the information of Members. Approval was given to the Accounts and the Audit Return and the Chairman then signed the Accounts Book in three places and the Audit Return in two places. The Annual Audit is due to commence on the 9th June 2003.

Proposed Alterations to Regional Planning Guidance S.E. - Energy Efficiency and Renewable Energy The Clerk reported that views on the alterations are required by the 29th July 2003. It was agreed to make no comment.

Countryside Agency Publication Guidance in applying for grants of up to £5,000 for Parish Plans. The Publication was received

Lower Stoke Skatepark Invitation to attend the Opening of the Skatepark on the 28th May 2003.

Medway Council - Local Access Forum Medway is seeking views from organisations on the rights, duties and make-up of this Forum. It was agreed to make no comment.

Medway Council's Green Spaces Development Officer (Biodiversity) Development Plan This officer wishes to meet Members at a Parish Council Meeting to discuss Greenspace Issues. It was agreed to make no comment.

Next Meeting It was agreed to meet at the Fenn Bell Inn at 7.00 p.m. on Tuesday 15th July 2003.

Signed.....
Chairman of the Parish Council

Dated.....