

SWINGFIELD PARISH COUNCIL

Minutes of a virtual meeting of Swingfield Parish Council held on Tuesday
24 November 2020

PRESENT: Councillor Tim Allard, (in the Chair) Councillors Vic Harmer, Tony Hutt, Ken Mitchell, David Monk (part), Steve Notley and Les Palliser.

Officer in Attendance: Mrs Tina Wiles

Note: The virtual meeting started at 6.15pm.

6110. **APPOINTMENT OF CHAIRMAN**
Proposed by Councillor Tony Hutt
Seconded by Councillor Les Palliser and there being no other nominations

RESOLVED: To appoint Councillor Tim Allard as Chairman for the remainder of the municipal year 2020/21.

6111. **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**
Councillor Tim Allard signed the declaration of acceptance of office.

Note: The Chairman thanked Barbara Shaw for her work for the Council.

6112. **DECLARATIONS OF INTEREST**
Councillor Vic Harmer declared a Disclosable Pecuniary Interest in Minute other significant interest in minute 6123 (Evaluation of Tenders) and was absent from the meeting during discussion and voting on the item.

6113. **MINUTES**
The minutes of the meeting of the Parish Council held on 27 October 2020 were submitted and subject to the following amendment; minute 6104 - replace Kent County Councillor Susan Carey and with Barbara Shaw.

Proposed by Councillor Les Palliser
Seconded by Councillor Tony Hutt and

RESOLVED: To receive the minutes of 27 October 2020 subject to the amendment above.

(Voting: For 8; Against 0; Abstentions 0)

6114. **BUDGET AND PRECEPT 2020/21**
REPORT PC/20/07 sets out a Budget for 2021/22 and makes recommendations to enable the Council to set its Precept for 2021/22 and to notify the tax collecting authority in accordance with statutory legislation.

A schedule of payments had also been circulated.

Note: Councillor David Monk left the meeting.

Proposed by Councillor Tim Allard
Seconded by Councillor Les Palliser and

RESOLVED:

- 1. To receive and note the schedule of payments circulated with the agenda.**
- 2. To vire £2000 from reserves to cover pension payments.**

(Voting: For 7; Against 0; Abstentions 0)

Proposed by Councillor Tony Hutt
Seconded by Councillor Les Palliser and

RESOLVED:

- 3. To not increase the precept for 2021/22.**

(Voting: For 6; Against 1; Abstentions 0)

Proposed by Councillor Tony Hutt
Seconded by Councillor Les Palliser and

RESOLVED:

- 4. To receive and note Report PC/20/07 as amended.**
- 5. To approve the Parish Council's budget for 2021/22 as set out in the report and attached to these minutes.**
- 6. To confirm the Precept for 2021/22 in the sum of £25,651 in accordance with the provisions of the Local Government Finance Act 1992.**
- 7. To authorise the Chairman of the Parish Council to sign the Precept demand on the District Council.**
- 8. To fund the balance between the budget and the precept from reserves**
- 9. To adopt the Transparency Code for smaller Authorities.**

(Voting: For 6; Against 1; Abstentions 0)

6116. **PLANNING MATTERS**

The Council considered the responses forwarded to the District Council set out on the schedule of planning matters **attached to these minutes.**

Proposed by Councillor Les Palliser
Seconded by Councillor Ken Mitchell and

RESOLVED: To endorse the schedule of planning applications.

(Voting: For 7; Against 0; Abstentions 0)

6117. **ROADS AND FOOTPATHS**

REPORT: The Council noted;

- the No HGV signs were up at both ends of Swingfield Street;
- there was a new surface on the A260 and thanked Susan Carey for her assistance with this.
- Street lamp NSP M002 in Swingfield Street had been reported as not working.

6118. **PARISH MAINTENANCE**

The Council noted the Clerk had contacted Jenner's regarding the repairs required to the BMX track and that no response had been received as at the date of the meeting.

Councillor Vic Harmer said that he would make enquiries regarding a contractor who could undertake the repairs.

6119. **CORRESPONDENCE**

None reported.

6120. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor Les Palliser
Seconded by Councillor Tony Hutt and

RESOLVED: To exclude the public and press from the meeting for the following items of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

(Voting: For 7; Against 0; Abstentions 0)

6121. **COMPLAINT**

REPORT: The Council considered a complaint from a local resident the details of which had been circulated in a report.

Proposed by Councillor Ken Mitchell
Seconded by Councillor Steve Notley and

RESOLVED:

1. **To receive and note the report.**
2. **To advise the complainant the Council has responded fully and has no further information and will not be responding to any further communications.**

(Voting: For 7; Against 0; Abstentions 0)

6122. **WEBSITE AND DOMAIN NAME**

REPORT: The Clerk had circulated information regarding a new website provider and details of the license costs of the domain for gov.uk.

The Council considered the details of the packages from each of the potential providers.

Proposed by Councillor Tim Allard
Seconded by Councillor Les Palliser and

RESOLVED:

- 1. To award the contract to provide the new website to Aubergine - www.aubergine262.com**
- 2. To appoint Councillor Tim Allard to be the website co-ordinator and undertake development of the new website.**
- 3. To not progress with the gov.uk domain.**

(Voting: For 7; Against 0; Abstentions 0)

6123. **ST PETER'S CHURCH LYCHGATE**

REPORT: On 27 October 2020, minute 6109 the Parish Council resolved to commission a structural survey to determine the works required at the Lychgate and on which to base a specification and explore grant funding for the project working with the Churches Conservation Trust Local Representative and the Swingfield Community Group.

The Council noted a request from the Churches Conservation Committee Local Representative to delay action whilst it investigated the matter further and because refurbishment works to the Tower were underway.

Proposed by Councillor Les Palliser
Seconded by Councillor Ken Mitchell and

RESOLVED:

- 1. To receive and note the report.**
- 2. To await further advice from the Churches Conservation Committee.**

(Voting: For 7; Against 0; Abstentions 0)

6124. **EVALUATION OF TENDERS**

REPORT PC/20/08 set out the outcome of the recent tender exercise.

Proposed by Councillor Les Palliser
Seconded by Councillor Tim Allard and

RESOLVED:

- 1. To receive and note the report.**
- 2. To award the contract to contractor 1.**

(Voting: For 5; Against 0; Abstentions 1)

Proposed by Councillor Ken Mitchell
Seconded by Councillor Tony Hutt and

RESOLVED:

- 1. To award the contract for three years.**

	A	B	G	H	I	J
1	Swingfield Parish Council					
2	Budget 2021/22					
3						
4		Budget 2020/21	Budget 2021/22			
5						
6	Staff Costs	9,625.40	12500			
7	Payroll services	360.01	600			
8	Clerks expenses	1,201.53	500			
9	Chairman's expenses	295.36	300			
10	Stationery	119.25	100			
11	Parish Maintenance Swingfield Minnis contr	6,924.05	7200			
12	Subscription to KALC	479.27	500			
13	Insurance premiums	454.75	300			
14	Poppy Appeal	60.18	600			
15	Audit fees	227.37	400			
16	Hire of hall	239.64	250			
17	Expenditure against grant funding	0.00	0			
18	General reserve + By-election	5,424.67	5000			
19						
20	Total estimated expenditure	25411.48	28250			
21						
22	VAT Paid					
23	Total expenditure					
24						
25	Precept	25651.12	25651.00 *			
26	Interest	0				
27	vat	0				
28	Miscellaneous	0				
29	Grants received	0				
30	Total Income	25651.12				
31						
32						
33						

* Note: balance of £2599 to be funded from reserves.

(Voting: For 6; Against 0; Abstentions 0)

APPENDIX 1

Schedule of payments – November 2020

Staff costs September 2020 Note: Includes NALC annual pay award backed dated to April 2020	1111.41
PKF Littlejohn Annual Return 2020	240.00
Hawkinge TC Wreathsx3 Remembrance	53.97
KempCarrBrown Payroll services April-Sept 2020	288.00
Staff costs October 2020 Note: Includes an adjustment to LGP Scheme backdated.	1292.58
Crest medical Defibrillator Minute 6095, 29 September 2020	1776.00
Harmer and Sons Grounds Maintenance Contract 2020/21	£6,726.00
Harmer and Sons Signs at the Minnis	£48.00
Transfer of funds into current account from reserves	£15,000
Reimbursement Parish Clerk for purchase of zoom Annual License	£143.88

APPENDIX 2

Schedule of Planning Applications

November 2020

Responses sent to FHDC since the last meeting of the Council

Ref: 20/1423/FH

Proposal: Modifications and Extension to existing grain storage building

St Johns Farm, Swanton Lane, Swingfield, CT15 7HG

Parish Council response – Strongly support.

Ref: 20/1459/FH

Proposal: Proposed detached garage with holiday let over

The Granary, Densole Lane, Densole, Folkestone, CT18 7BL

Parish Council response – No objection

Ref: 20/1674/FH

Proposal: Cut back selected branches of a Norway Maple subject of Tree Preservation Order No 16 of 2016

St Peters Church, The Street, Swingfield

Parish Council response – Strongly support

Ref: 20/1814/FH

Proposal: Proposed replacement porch and utility space with new kitchen extension.

Northcourt, The Street, Swingfield, CT15 7EZ

Parish Council response – no objection