

# SWINGFIELD PARISH COUNCIL

Minutes of a virtual meeting of Swingfield Parish Council held on  
Tuesday 30 June 2020

**PRESENT:** Councillor Tony Hutt (in the Chair), Councillors Tim Allard, Andy Csiszar, Vic Harmer, David Monk, Steve Notley, Les Palliser and Barbara Shaw.

Apology for absence: Councillor Ken Mitchell

**Officer in Attendance:** Mrs Tina Wiles

NOTE: Prior to the meeting starting Councillor Tony Hutt read a statement regarding development on the site of an agricultural field between the Cottage and Crosswinds on Canterbury Road Sested.

**6065. APPOINTMENT OF CHAIRMAN**

Proposed by Councillor Les Palliser

Seconded by Councillor Steve Notley and there being no other nominations

**RESOLVED: To appoint Councillor Tony Hutt as Chairman for 2020/21.**

**6066. DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**

Councillor Hutt remotely signed the declaration of acceptance of office.

**6067. APPOINTMENT OF VICE-CHAIRMAN**

Proposed by Councillor Tony Hutt

Seconded by Councillor Barbara Shaw and there being no other nominations

**RESOLVED: To appoint Councillor Vic Harmer as Vice-Chairman for 2020/21.**

**6068. DECLARATION OF ACCEPTANCE OF OFFICE OF VICE-CHAIRMAN**

Councillor Harmer remotely signed the declaration of acceptance of office.

**6069. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**6070. MINUTES**

The minutes of the meeting of the Parish Council held on 28 January 2020 were submitted and subject to an amendment to include the Chairman's expenses of £266 to be reallocated to the proposed tree planting scheme were, approved as a correct record and signed by the Chairman.

**6071. ANNUAL PARISH MEETING**

**REPORT:** The Annual Parish Meeting was scheduled to take place in April 2020. The Council noted this will take place when Government advice allows.

**6072. ANNUAL REVIEW OF STANDING ORDERS**

**REPORT:** On 26 February 2019 minute 5999 refers, the Council reviewed its adopted Standing Orders.

During the year NALC has not issued any amendments to the model which has been adopted.

Proposed by Councillor David Monk  
Seconded by Councillor Barbara Shaw and

**RESOLVED: To receive and note the Report.**

(8-0-0)

**6073. ANNUAL REVIEW OF FINANCIAL REGULATIONS**

**REPORT:** On 26 February 2019, minute 6000 refers, the Council reviewed its adopted Financial Regulations. NALC has since published Financial Regulations and these were adopted on 24 September 2019, minute 6041 refers.

Proposed by Councillor Steve Notley  
Seconded by Councillor Les Palliser and

**RESOLVED: To receive and note the Report.**

(8-0-0)

**6074. ANNUAL REVIEW OF RISK ASSESSMENT**

**REPORT:** On 26 February 2019, minute 6001 refers, Council reviewed its adopted risk assessment. The risk assessment enables the Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them. No changes are proposed.

Proposed by Councillor Les Palliser  
Seconded by Councillor Vic Harmer and

**RESOLVED: To receive and adopt the Report.**

(8-0-0)

**6075. REVIEW OF THE COUNCIL INSURANCE**

**REPORT** On 26 February 2019 minute 6002 refers, the Council reviewed the insurance policy. The Council reviewed the policy.

Proposed by Councillor David Monk  
Seconded by Councillor Les Palliser

**RESOLVED: To receive and note the report.**

(8-0-0)

**6076.REPORT ON INTERNAL CONTROL FOR THE YEAR ENDED 31 MARCH 2020**

**REPORT PC/20/01** sets out the Parish Council's Statement of Internal Control for the year ending 31 March 2020 to support the Annual Governance Statement required as part of the Annual Return for the year ended 31 March 2020.

The Statement of Internal Control supports box 6 of the Annual Governance Statement made by the Council at Section 2 of the Annual Return to the Council's External Auditor, PKF Littlejohn LLP.

Proposed by Councillor Steve Notley  
Seconded by Councillor Vic Harmer and

**RESOLVED:**

- 1. To receive and note Report.**
- 2. To approve the statement of Internal Control for the year ended 31 March 2020 and to authorise the Chairman to sign it.**

Voting: (8: 0: 0)

**6077. REPORT OF THE INDEPENDENT INTERNAL AUDITOR**

**REPORT PC/20/02** encloses the report of the Independent Internal Auditor Section 4 of the Annual Return to the Audit Commission which has been signed by the Independent Internal Auditor.

Proposed by Councillor Tony Hutt  
Seconded by Councillor Andy Csiszar and

**RESOLVED: To receive and note the Report.**

Voting: (8: 0: 0)

**6078. ANNUAL RETURN FOR YEAR ENDED 31 MARCH 2020**

**REPORT PC/20/03** attaches the following documents and asks the Parish Council to approve them.

- A) Approval of Annual Governance Statement for 2019/20.
- B) Approval of the Accounting Statements for 2019/20.

Proposed by Councillor David Monk  
Seconded by Councillor Vic Harmer and

**RESOLVED:**

- 1. To receive and note the Report.**
- 2. To approve the Annual Governance Statement at section one and Accounting Statements at section two within the Annual Return.**
- 3. To authorise the Chairman of the Council to sign the Annual Return for the year ended 31 March 2020.**

Voting: (8: 0: 0)

**6079. SCHEDULE OF MEETING DATES 2020/21**

The Council considered a schedule of meeting dates.

Proposed by Councillor Vic Harmer  
Seconded by Councillor Barbara Shaw and

**RESOLVED: To receive and adopt the schedule of meeting dates as appended.**

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

**6080. APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES 2020/21**

The Council considered the appointment of representatives to the outside bodies detailed in the report which was circulated with the agenda.

Proposed by Councillor Tony Hutt  
Seconded by Councillor Les Palliser and

**RESOLVED: To appoint the representatives as detailed in Appendix 2.**

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

**6081. BUDGET MONITORING REPORT AND SCHEDULE OF PAYMENTS**

**REPORT PC/20/04** provides the latest budget monitoring information and schedule of payments.

Proposed by Councillor Vic Harmer  
Seconded by Councillor Steve Notley and

**RESOLVED:**

- 1. To receive and note Report PC/20/04.**
- 2. To authorise the Chairman of the Council to sign the bank reconciliation and statements in accordance with best practice.**

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

**6082. PLANNING MATTERS**

The Council considered the schedule of planning matters attached to these minutes.

**6083. ROADS AND FOOTPATHS**

**REPORT:** The Chairman advised the Council of an article which had been featured on Local TV news regarding speed of the traffic on the A260.

**6084. PARISH MAINTENANCE**

Councillor Tim Allard had circulated a report giving an update to the Council on the progress of the tree planting project approved on 28 January 2020, minute 6060.

The Report included a note of the heavy use of the BMX track causing some repairs to be made and more regular emptying of the bins.

Proposed by Councillor Steve Notley  
Seconded by Councillor David Monk and

**RESOLVED: To note the progress report, to ask for the track condition to be assessed and request the bins to be emptied and monitored on a weekly basis.**

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

An update was given on progress of obtaining quotations for the repairs required to the Lychgate following the report on condition given at the January meeting.

An update was given on progress for the provision of a defibrillator.

Proposed by Councillor Steve Notley  
Seconded by Councillor David Monk and

**RESOLVED:  
To progress the repairs at the Lych Gate and provision of the Defibrillator.**

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

#### **6085. CORRESPONDENCE**

None reported.