

MINUTES OF RYARSH PARISH COUNCIL MEETING
MONDAY 11TH MAY 2020 AT 8.00PM
Held online via Zoom video conferencing

Taking Part:

Cllrs McKinlay (Chairman), Emson (Vice-Chairman), Barton, Butler, Martin, Storey and Sutton, County Councillor Hohler, Clerk

ITEM	MINUTES	ACTION
1.	<p><u>APOLOGIES RECORDED, DECLARATIONS OF INTEREST MADE AND REGISTER OF INTERESTS:</u> Apologies were received from Borough Councillors Kemp and Montague. There were no declarations of interest.</p>	
2.	<p><u>MEETING PROCEDURES DURING COVID-19 LOCKDOWN</u></p> <p style="padding-left: 40px;">i. To note legislation changes</p> <p>It was noted that since the introduction of restrictions on gatherings of people by the Government in March 2020 it has not been able to hold standard face to face meetings. This has led to the temporary suspension of meetings. The Coronavirus Act 2020 in Section 78 gives local authorities (including Parish Councils) the power to hold meetings without it being necessary for any of the participants or the audience to be present together in the same room.</p> <p style="padding-left: 40px;">ii. To approve temporary variation to standing orders</p> <p>The Parish Council agreed to adopt the following amendments to standing orders:</p> <p style="padding-left: 80px;">(a) Temporarily suspend Standing Order 3 (e) – (k) until normal business is resumed</p> <p style="padding-left: 80px;">(b) Add to Standing Order 3 (s) – that a members voting hand shall be in clear view of the camera. The chairman shall confirm the vote by speaking the name of the councillor with his/her hand raised.</p> <p style="padding-left: 80px;">(c) Adopt the parish council's video conferencing principles.</p> <p style="padding-left: 40px;">iii. To consider temporary variation to planning application response procedure</p> <p>It was AGREED that:</p> <p style="padding-left: 80px;">(a) Planning applications are circulated to residents using the Parish Council's email list so that residents can respond directly to TMBC who are the planning authority</p> <p style="padding-left: 80px;">(b) Responses sent to the Parish Council will be considered by Councillors when reaching a decision</p> <p style="padding-left: 80px;">(c) Planning responses will be agreed by Councillors by email, with a quorum of 3 needed for a decision</p>	
3.	<p><u>ANNUAL PARISH COUNCIL MEETING</u></p> <p style="padding-left: 40px;">(a) Elections</p> <p style="padding-left: 80px;">i. Chairman – to receive nominations and vote on appointment</p> <p>Cllr McKinlay was nominated for Chairman by Cllr Barton and this was seconded by Cllr Butler. Cllr McKinlay was elected Chairman.</p> <p style="padding-left: 80px;">ii. Vice-Chairman – To receive nominations and vote on appointment</p> <p>Cllr Emson was nominated for Vice Chairman by Cllr McKinlay and this was seconded by Cllr Storey. Cllr Emson was elected Vice-Chairman.</p> <p style="padding-left: 80px;">iii. Appointment of representatives to external bodies and wardens</p> <p>The following appointments were agreed:</p> <p>Tree Warden – Cllrs Emson and Butler</p> <p>Play Equipment Warden – Cllrs Storey and Barton</p> <p>Emergency Planning – Cllrs Emson and Sutton</p> <p>Ryarsh Village Hall – Cllr Storey</p> <p>TMBC Standards Committee – Cllr McKinlay</p> <p>JPCTCG – Cllr McKinlay</p> <p>Fire Hydrant Wardens – Cllrs Barton and Sutton</p>	

Signed

Date

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	<p>KALC (T&M) – Cllr McKinlay</p> <p>(b) Approval of Minutes of Annual Parish Council Meeting for 2019-20 It was noted that the APCM was on 14th May 2019 and formed part of the May meeting. The Minutes were approved at the June 2019 meeting.</p> <p>(c) Annual reports: Parish Council Chairman, County Councillor Hohler and Borough Councillors Kemp and Montague Reports have been circulated to Cllrs from Cllr McKinlay, County Councillor Hohler and Borough Councillors Kemp and Montague. These are available on the Parish Council website.</p> <p>(d) Any other reports There were no other reports.</p> <p>(e) Financial Statement 2019/20 The Financial Statement for 2019/20 was considered and approved by Councillors and will be signed as approved by Cllr McKinlay at the next available opportunity.</p>	
4.	<p><u>APPROVAL OF MINUTES OF MEETING ON 9th MARCH 2020 (minutes to be physically signed at the next available opportunity)</u> The Minutes arising from the Parish Council Meeting on 9th March were agreed by all Councillors and will be signed by Cllr McKinlay at the next available opportunity.</p>	MM
5.	<p><u>REPORTS:</u> County Councillor –</p> <ul style="list-style-type: none"> ○ KCC are keeping vital services running and are holding virtual meetings ○ Highways are still working. There were some initial problems and they needed additional signage and clothing to show they were key workers ○ 6500 highway enquiries have been dealt with and closed during this time and 3000 new enquiries received ○ Household Waste and Recycling Centres are opening on Friday but you must book an appointment. 87,000 people thanked KCC on Facebook for this ○ Libraries have had 3500 new joiners online and are running services and offering books online ○ 950 adult education courses have taken place online and there is a youth hub ○ 230 business have been supported and 89,212m of highway shave been patched ○ KCC are doing a lot including supplying 2.5million pieces of PPE in 1300 deliveries ○ Unfortunately, there has been a huge surge in scams ○ Country Parks have been open although the car parks have been closed so people would walk or cycle there. The car parks are now reopening ○ Changes have been made so you can register deaths online <p>It was noted that it was excellent news that the Inspector has broadly supported the Kent Minerals and Waste Local Plan which excludes the Ryarsh, West Malling Site. This now needs to be accepted by KCC with some minor modifications. However, it is still open to the promoter to appeal or to launch a planning application.</p> <p>Borough Councillor – There was no monthly report.</p> <p>Police – Regular police reports and updates have been circulated.</p>	
6.	<p><u>PLANNING:</u> (a) Plans Received for Comment: i. TM/20/00896/FL - 2 Brick Gardens - Single storey side extension Cllrs will look at the plans and provide comments to be submitted.</p>	All

	<p>(b) Decision Notices:</p> <ul style="list-style-type: none"> i. TM/20/00410/LDP - Ryefields Chapel Street - Lawful Development Certificate Proposed: Erection of detached outbuilding. CERTIFIED ii. TM/20/00254/FL - Hillview, London Road -New bay and entrance porch to front elevation and single storey side extension. APPROVED iii. TM/20/00255/LDP - Hillview, London Road - Lawful Development Certificate Proposed: loft conversion with rear dormer also hip to gable alteration. CERTIFIED iv. TM/20/00622/TPOC - Unit 2 The Courtyard Business Centre Birling Road - T1 Oak - Fell due to close proximity to adjacent offices and the stream potentially undermining the root system due to excess water and bad weather. APPROVED <p>(c) Any other Planning Matters There were no other planning matters.</p>	
7.	<p><u>MATTERS ARISING</u></p> <p>(a) To delegate emergency powers for council matters in consultation with at least two Councillors It was AGREED by all Councillors that:</p> <ul style="list-style-type: none"> • While meetings are cancelled due to COVID-19 that delegated authority should be given to the Clerk in consultation with at least two Councillors to include the Chairman and/or Vice Chairman if they are available • All information will be circulated by the Clerk to all Councillors by email • To delegate emergency powers for Council matters to either Cllr Storey or Cllr Barton in consultation with at least two Councillors in the event that the Clerk is unavailable <p>(b) To note actions from last meeting, ongoing projects and any urgent actions taken There is nothing further to report.</p>	
8.	<p><u>HIGHWAY AND FOOTWAY MATTERS:</u></p> <p>(a) To report any highways problems – www.kent.gov.uk/roads-and-travel/report-a-problem</p> <ul style="list-style-type: none"> o Vegetation has grown around the streetlight outside Godfreys o The footpath from the business unit by the Oast House is overgrown and you cannot get through. This has been reported before. <p>(b) To receive an update on progress of S106 Monies and Traffic Calming There is no update as it has not been possible to go ahead with a public meeting to consult residents.</p> <p>(c) To report any street lights issues There were no further issues to report.</p> <p>(d) To report any footpaths issues There were no further issues to report.</p>	Clerk Clerk
9.	<p><u>VILLAGE HALL</u></p> <p>(a) To receive updates and information about Ryarsh Village Hall Cllr Storey reported that the Village Hall have received a £10,000 grant from TMBC. They have lost all income from bookings and have no hiring's. They are uncertain which hirers will come back or when. The hall has been given a deep clean.</p>	
10.	<p><u>PARISH MAINTENANCE AND REPORTS:</u> To receive reports on and report any issues about:</p>	

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	<p>(a) Parish Property (including Ryarsh Resource Room, Defibrillator etc) Cllr Storey regularly checks and tidies the Resource Room and a £5 note was left which has been donated to the Village Hall towards a maintenance fund. The defibrillator is working ok. There are no other issues.</p> <p>(b) Play Area, Recreation Ground, Trees The play area remains closed as agreed and the Recreation Ground continues to be cut. Cllr Emson has checked the trees and there is nothing to report.</p>																						
11.	<p><u>FINANCIAL MATTERS</u></p> <p>(b) To receive bank statements, consider and approve financial statements (to be physically signed at the next available opportunity) The Financial Statements for March and April 2020 were approved and will be signed at the next available opportunity.</p> <p>(c) To consider and approve invoice payments The following invoices were APPROVED and the payments will be authorised by Cllrs Barton and Martin:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">PSR</td> <td style="width: 40%;">Street light Maintenance April 2020</td> <td style="width: 30%; text-align: right;">£116.40</td> </tr> <tr> <td>St Martin's PCC</td> <td>Annual Donation Churchyard Gardening</td> <td style="text-align: right;">£1,200.00</td> </tr> <tr> <td>British Red Cross</td> <td>Donation</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td>Came & Company</td> <td>Insurance Renewal 01.06.20-31.05.21</td> <td style="text-align: right;">£1,097.24</td> </tr> <tr> <td>Clerk</td> <td>May 2020 Salary, expenses, allowance</td> <td style="text-align: right;">£846.34</td> </tr> <tr> <td>HMRC</td> <td>May 2020 PAYE and NI</td> <td style="text-align: right;">£56.28</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">£3,416.78</td> </tr> </table> <p>Payment to Eon for electricity for May 2020 of £127.55 was approved.</p> <p>(d) To consider changes to End of Year Financial Accounts and Reporting, Annual Governance Review, Annual Governance and Accountability Return and Internal Audit 2019/20 due to Coronavirus Information about changes to the dates and reporting have been circulated and the Clerk is liaising with the internal auditor.</p> <p>(e) To consider any other financial matters Cllrs AGREED that:</p> <ul style="list-style-type: none"> • The Nat West bank account remain open and online banking be set up when this becomes possible • That Cllrs Martin and Butler are added as signatories to the Nat West Bank account and Dave Peddie and Rob Coleman are removed as signatories when this becomes possible <p>Cllrs AGREED to continue with the insurance policy with Came &Co and approved its renewal on 1st June 2020.</p>	PSR	Street light Maintenance April 2020	£116.40	St Martin's PCC	Annual Donation Churchyard Gardening	£1,200.00	British Red Cross	Donation	£100.00	Came & Company	Insurance Renewal 01.06.20-31.05.21	£1,097.24	Clerk	May 2020 Salary, expenses, allowance	£846.34	HMRC	May 2020 PAYE and NI	£56.28			£3,416.78	<p>MM</p> <p>MB, CM</p> <p>Clerk</p> <p>Clerk</p>
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11.	<p><u>MATTERS FOR NEXT MEETING</u> There were no matters raised.</p>																						

The Meeting concluded at 8.30pm

Date of the next Parish meeting is **Monday 8th June 2020**