

Minutes of **RYARSH PARISH COUNCIL MEETING**  
Held virtually on **Monday 5<sup>th</sup> May 2021 at 8.00pm**

**Councillors Present:**

Cllr M McKinlay (Chairman)  
Cllr I Emson (Vice Chairman)  
Cllr M Barton  
Cllr C Martin  
Cllr J Sutton

**Also in attendance:**

L Mackie (Clerk)  
County Councillor Hohler (left at 8.05pm)  
2 members of public

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Borough Councillors Kemp and Montague. David Storey's resignation was reported at the earlier APCM.

**2. DECLARATIONS OF INTEREST**

There were no declarations of pecuniary or non-pecuniary interests.

**3. MINUTES**

The Minutes arising from the Parish Council Meeting on 12<sup>th</sup> April 2021 were agreed by all Councillors and will be signed by Cllr McKinlay at the next available opportunity.

**4. EXTERNAL REPORTS**

(a) County Councillor Hohler

- Highways England have responded about the ornamental Cypress Trees which they have planted. They tolerate little water, are slow to start growing properly, but will grow to be enormous.
- The number of break-ins were discussed. Residents are using social media to post images from their CCTV. Cllr McKinlay reported from her meetings with the police that they are taking more definite action, although the measures they are taking may not always be seen by residents.
- There is a planning application for a Solar Park in Offham which Ryarsh Parish Council may be interested in. There is a deadline for responses of 25<sup>th</sup> May.

(b) Borough Councillors

There was no report.

(c) Police

The monthly police report has been circulated.

**5. PLANNING**

(a) Plans Received for Comment

There were no plans received.

(b) Approvals

**TM/21/00352/FL - Titch Cottage, Old School Lane** - Proposed first floor side extension and small single storey rear extension. The Parish Council has responded with no objections to this application.

(c) Refusals  
There were no refusals to report.

(d) Any other Planning Matters  
There were no other planning matters.

**6. MATTERS ARISING**

(a) To consider Parish Councillor Vacancy and Approve Co-option  
Following the resignation of Tim Butler, there is a vacancy on the Parish Council. Two candidates have put their names forward and addressed the meeting. There was a vote and three Councillors voted in favour of Peter Read. Peter was duly elected as a Parish Councillor. The other candidate was thanked, and it is hoped he will put his name forward for the new vacancy.

(b) To consider, review and approve Annual Assessment of Risks  
Cllrs considered the Annual Risks Assessment Review Document and approved it.

(c) To consider delegation arrangements and confirm delegated powers to the Clerk: delegation of emergency powers to the Clerk due to Coronavirus in consultation with at least two Councillors, such delegation to enable the Council to fulfil its responsibilities to residents  
Cllrs unanimously AGREED and confirmed delegated powers to the Clerk due to Coronavirus in consultation with at least two Councillors, to enable the Council to fulfil its responsibilities to residents.

(d) Future Meetings –to confirm cancellation of monthly June meeting, to cancel planned finance meeting on 28<sup>th</sup> June, to agree change of date of September meeting to Monday 6<sup>th</sup> September 2021  
Virtual meetings cannot take place after 6<sup>th</sup> May, but it will not be possible to hold in person meetings until 21<sup>st</sup> June due to Covid-19 restrictions. It was agreed to cancel the June meeting and cancel the June Finance Meeting on 28<sup>th</sup> June. The Parish Council will next meet on Monday 12<sup>th</sup> July 2021. It was AGREED to change the date of the September meeting to Monday 6<sup>th</sup> September.

(e) Parish Council Projects:  
i. Beacons  
Cllr McKinlay is making enquiries into a suitable location for a beacon.

ii. Verge at Workhouse Road/The Street junction  
Gallagher will scarify the verge for the seeds to be planted.

iii. Replacement children's picnic table in play area  
The repairs or replacement of the picnic table has been an ongoing issue for a while, following the Annual Play Inspection Report. David Storey had discussed repairs with a contractor but the Parish Council had not approved the works. The Parish Council considered whether repairs were enough. It was AGREED that the repairs needed were quite substantial, that the children's picnic table was only for toddlers and was not widely used, and that an adult picnic table would be better as it could be used by adults and children. The Clerk will look at prices for an A frame hard wood picnic table to be put into this location.

**7. OPEN FORUM – Public Participation Session**

A worrying incident on The Street was reported. A girl was jogging in daylight when a van driver tried to get her into his van. Fortunately, someone from Brookline saw it happen and gave chase. It is understood that the van driver has been arrested.

A resident has reported someone burning horse waste from a property on Sandy Lane. This is not a matter for the Parish Council and should be dealt with by Environmental Health at TMBC or the police.

**8. PARISH COUNCILLOR REPORTS**

To receive updates and reports:

- (a) Joint Parish Councils Traffic Consultative Group 15.04.21 – MM  
Cllr McKinlay attended this meeting which focussed on the Environment and Pollution and J5 slips.
- (b) Village Hall and Car Park Tidy Up 03.05.21(DS)  
David has reported on the tidy up of the car park and Village Hall last Sunday and given thanks to those who came to help. It is a great opportunity to show how people in Ryarsh work together.
- (c) Great British Spring Clean 06.06.21 (CM)  
Cllr Martin is arranging for the village to take part in another Great British Spring Clean. Notices are being put up and she is contacting TMBC for more equipment. This is not a Parish Council event.

**9. MONTHLY CHECK LIST**

- (a) General Data Protection Regulations: To consider, review and approve Privacy Notice  
There were no GDPR updates. The Privacy Notice was reviewed and it was noted the website address, email address and Clerk’s phone number have been updated. The Notice was approved.
- (b) To note any problems and receive reports about
  - i. Highways  
As you travel up The Street towards Roughetts Road there is a pole ready for a sign to go on. The Clerk was asked to find out if Kent Highways would put up a “give way” sign. This is narrow and vehicles do not give way to traffic. Priority is to those travelling uphill not downhill.  
A number of potholes have been marked out in Chapel Street but there have been no repairs carried out. The Clerk will find out when the work is due to take place.
  - ii. Footpaths and Footways  
There were no issues to report.
  - iii. Street lights  
There were no issues to report.
  - iv. Trees  
There were no issues to report.
- (c) Play Area and Recreation Ground  
David Storey has completed regular play area inspections. Cllr Barton will now carry these out.
- (d) Ryarsh Village Hall  
David Lucas spoke about Ryarsh Village Hall and the work carried to the willow tree at the rear. The hedgerow was also trimmed to allow better access to the pavement.  
Cllr McKinlay noted from David Storey’s report that most hirers are returning after 21 June although some are waiting until September. He intends to resume Defibrillator Training Classes and is considering running the fete this year. It was noted the school PTFA will be running a fete this summer.

**10. FINANCIAL MATTERS**

(a) To receive bank statements, consider and approve financial statements (to be physically signed at the next available opportunity), budget monitoring  
 These have been circulated and considered by Cllrs. The statement was approved and will be signed by Cllr McKinlay at the next available opportunity. There were no issues relating to budget monitoring for the year.

(b) To consider and approve invoice payments  
 The following invoices were APPROVED and the payments will be authorised by Cllrs Martin and Barton:

Payee	Description	Total £
PSR Lighting	Streetlight Maintenance April 2021	£116.40
Surrey Hills Solicitors	Legal Fees: Village Hall Lease	£480.00
Clerk	Reimbursement – Mobile Phone PAYG Credit	£10.00
KALC	AGAR Training Course	£21.00
Came & Co	Insurance Renewal 01.06.21-31.05.22	£1,128.66
Ryarsh Village Hall	Annual donation 2021-2022	£1,000.00
Clerk	May 2021 Salary, expenses, allowance	£862.24
HMRC	May 2021 PAYE and NI	£65.16

(c) A payment to Eon for Electricity for April 2021 of £127.55 will be paid by Direct Debit.

(d) To consider and approve annual donations to Ryarsh Village Hall  
 A request was made at the last meeting for the Annual Donation for 2021-2022 to be made towards repairs to fencing around the John Brookes memorial garden. Cllrs APPROVED a donation of £1,000.

(e) To review Internet Banking  
 Cllrs AGREED they were happy with the service provided by Unity Trust Banking and there were no issues to address.

(f) To review, consider and approve Insurance Policy (renewal due 01.06.21)  
 Cllrs discussed the insurance policy and the renewal. The service received when a claim was made was good. Cllrs AGREED to renew through Came & Co and accepted the renewal price.

(g) To approve the Supporting Statement and Fixed Asset Register  
 The Council considered and approved the Supporting Statement and Fixed Asset Register for the year ending 31 March 2021. The Chairman and Clerk will sign the Statement on behalf of the Council at the earliest opportunity.

(h) Report from Clerk – KALC Training on the Annual Governance and Accountability Return (14.04.21)  
 The Clerk has circulated details from the Training Course.

(i) To review the effectiveness of the system of Internal Control.  
 The Council considered and approved the Statement of Internal Control for the year ending 31 March 2021. The Chairman and Clerk will sign the Statement on behalf of the Council at the earliest opportunity.

(j) To approve the Annual Governance Statement for 2020-21, Section 1 of the AGAR for the year ending 31 March 2021  
 The Council considered and approved the Annual Governance Statement for 2020-21. The Chairman and Clerk/Responsible Financial Officer will sign and dated the Statement on behalf of the Council at the earliest opportunity.

## Minutes of Ryarsh Parish Council Meeting

- (k) To approve the Accounting Statements for 2020-2021, section 2 of the AGAR for the year ending 31 March 2021 and the supporting Bank Reconciliation as at 31 March 2021 and the explanation of the signification variations from 2019-2020 to 2020-2021.  
The Council considered and approved the Accounting Statements and supporting documents as provided by the Clerk/RFO who had prior to the meeting signed and dated Section 2 of the AGAR for 2020-21. The Chairman will sign and date the Accounting Statement on behalf of the Council at the earliest opportunity.
- (l) To note publication of Local Authority Accounts: A Summary of Your Rights and Notice of Public Rights and Publication of unaudited Annual Governance & Accountability Return  
The Clerk will publish the Notices and Unaudited Return in the appropriate timescales.
- (m) To note Annual Internal Audit Report booked 18<sup>th</sup> May  
It has not been possible for the Internal Audit to take place before the AGAR is considered by the Parish Council at this meeting due to the availability of the Internal Auditor. The Internal Audit will take place on 18<sup>th</sup> May and will be reported at the following meeting.
- (n) To consider any other financial matters  
There were no other matters.

### 11. MATTERS FOR NEXT MEETING

There were no matters.

The Meeting concluded at 8.30pm

Date of the next Parish Council Meeting is **Monday 12<sup>th</sup> July** at 8pm

Signed .....

Dated .....