

VIGO PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
Held on Monday 16th May 2022 at 7.30pm in Vigo Village Hall

Present	Cllr Pat Banks (in the Chair); Cllr Jim Haslem; Cllr Mandie Jones; Cllr Alan White; Mrs Joanne Glass (Clerk & Responsible Financial Officer).
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1] To elect the Chairman of Vigo Parish Council for the 2022/23 Council Year and to receive the declaration of acceptance of office from the Chairman.

1. The following nomination was made for the office of Chairman:

- Cllr Banks: proposed by Cllr White and seconded by Cllr Haslem.

There were no further nominations and all members voted in favour of Cllr Banks, who was therefore declared elected as Chairman of Vigo Parish Council for the 2022/2023 year.

Cllr Banks duly signed the acceptance of office, which was witnessed by the Clerk.

2] To elect the Vice-Chairman of Vigo Parish Council for the 2022/2023 Council year and to receive the declaration of acceptance of office from the Vice-Chairman.

2. The following nomination was made for the office of Vice-Chairman:

- Cllr Haslem: proposed by Cllr Banks and seconded by Cllr White.

There were no further nominations and all members voted in favour of Cllr Haslem, who was therefore declared elected as Chairman of Vigo Parish Council for the 2022/23 year.

Cllr Haslem duly signed the acceptance of office, which was witnessed by the Clerk.

3] To receive apologies for absence.

3. Cllr Simon Chaplin (VPC); Cllr Mike Germain (VPC); Cllr Dave Hawkins (VPC); Cllr Andy Woolway (VPC); Cllr Ejaz Aslam (GBC); Cllr Denise Tiran (GBC); Ms Mandy Cason (KCC Community Warden).

19] To note that the Council has ONE vacancy that can be filled by co-option.

4. Cllr Banks proposed that agenda item 19 be moved further up the agenda to enable discussion to take place earlier in the meeting. This was agreed by all members

5. Mrs Sharon Vickers, having met with the Cllr Banks and the Clerk, and having attended the online meeting of Parish Council Members on 25th April, expressed that she would like to join the Parish Council.

MOTION: Cllr Banks proposed that Vigo Parish Council co-opt Mrs Sharon Vickers to the current vacancy. This motion was seconded by Cllr Jones, and a vote showed that the motion was agreed by all present.

Cllr Vickers was welcomed to the Parish Council. The Clerk provided her with a Declaration of Pecuniary Interest form (which would need to be completed within 28 days).

The Clerk would set up a Parish email address and forward on copies of the following documents:

- Code of Conduct
- Standing Orders
- Financial Regulations
- Working Party Commitment List
- Meeting Dates
- Good Councillor Guide
- Policy regarding Councillors meeting with residents
- KALC login

Cllr Vickers was also directed to the Parish Council website where all the Parish policies were available.

Cllr Vickers would attend a Dynamic Councillor workshop as soon as one was available from KALC.

[Action: Clerk]

4] To receive declarations of Members' Interests.

6. Members were reminded that if any of their disclosures on the Disclosable Pecuniary Interest forms submitted to GBC had changed, they needed to update their form within 28 days.

Cllr White informed that he would need to update his form and requested that the Clerk sent him a blank copy for him to complete.

[Action: Clerk]

5] To note the minutes of the last Annual Parish Council meeting, by zoom on 4th May 2021.

7. The minutes of the last Annual Parish Council meeting 4th May 2021 were duly noted, agreed and signed.

6] To agree the schedule of the ordinary meetings (date, time and place) of the Full Council for 2022/2023 up to and including the next Annual Meeting.

8. The meeting dates for 2022/23 had been sent to all Members in advance of the meeting and were duly agreed.

Clerk to circulate the list of dates to relevant parties, and to publish the dates on the noticeboard and office door. Clerk to also book the small hall as the venue for the meetings.

[Action: Clerk]

7] To review and approve the Council's Standing Orders and Financial Regulations.

9. The Clerk noted that there had been no change to these documents over the last 12 months.

MOTION: That the Council's Standing Orders and Financial Regulations (both circulated prior to the meeting) be agreed.

Proposed by Cllr Jones, seconded by Cllr Haslem, all members voted in favour.

8] To review the Council's Delegation Policy.

10. The Clerk noted there were two delegation policies.

The first was a standard delegation policy which enabled the Clerk to carry out regular activities throughout the Council year. This was reviewed annually.

The second was a temporary scheme of delegation which would only be used during times when it is not possible to hold a full Parish Council meeting. This policy allowed the Clerk to take on a more executive role as necessary during such times. It was noted that all decisions taken under delegated powers would be ratified at the next available Full Parish Council meeting. The temporary delegation scheme would be reviewed in October 2022.

MOTION: That the Delegation Policy (both Standard and Temporary) (both circulated prior to the meeting) be agreed.

Proposed by Cllr White, seconded by Cllr Vickers, all members voted in favour.

9] To review the Council's Working Party Membership.

11. The working party membership was agreed as follows:

- FINANCE COMMITTEE:
Cllr Banks (Chair); Cllr Germain; Cllr Haslem; Cllr Hawkins; Cllr Woolway.
- GROUNDS MAINTENANCE:
Cllr Woolway (Chair); Cllr Banks; Cllr Germain; Cllr Hawkins; Cllr White.
- COVENANTS:
Cllr Banks (Chair); Cllr Haslem; Cllr Hawkins; Cllr White; Cllr Woolway.
- PARKING:
Cllr Hawkins (Chair); Cllr Chaplin; Cllr Haslem; Cllr Jones; Cllr White.
- POLICIES:
Cllr Banks (Chair); Cllr Haslem; Cllr Woolway.
- ENVIRONMENT. It was decided to split the working group, with the Ecology group to look at wildflower meadows, no-mow May and working with Trosley Country Park etc. The infrastructure group would look at Electric Vehicle Charging Points, Carbon Net Zero projects, insulation, solar panels etc.
ECOLOGY GROUP:
Cllr Jones (Chair); Cllr Banks, Cllr Vickers & Cllr Woolway.
INFRASTRUCTURE GROUP:
Cllr Haslem (Chair); Cllr Chaplin & Cllr Vickers.
- DRAINAGE:
Cllr Pat Banks (Chair); Cllr Mike Germain; Cllr Alan White. Mr Alan Smith (local resident) was also a member of this group.

Village Events and Street Lighting were no longer needed as working parties and were removed from the list.

Working Parties were invited to write terms of reference for their groups if they wished.

10] To review the Council's representatives on external bodies.

12. The following representation was agreed:

- Kent Association of Local Councils (Gravesham): Cllr Banks & Cllr Haslem.
- Action with Communities in Rural Kent: Cllr White.
- Vigo Village Hall: Cllr Vickers (Clerk to update Hall Manager).
- Joint Transportation Board: Cllr Chaplin.
- Trosley Country Park: Cllr Germain. Cllr Jones would attend if Cllr Germain were unable to.
- Vigo Village School Governor: There was no longer a representative from the Parish Council on the Governing Body. It was unclear if the Governing Body constitution required a Parish Council Member. Clerk to check with the Governing Body Secretary (Mrs McNeill).

[Action: Clerk]

11] To approve appointment of Tree Warden.

13. Cllr Germain had informed that he would be happy to continue as a Tree Warden.

The Clerk was not sure if Mr Talboys wished to continue but would ask and report back.

The Clerk asked if Cllr Jones would be interested, she would think about it, the Clerk would forward on any information that she had, so that Cllr Jones could make an informed decision.

[Action: Clerk]

12] To review and approve the inventory of land and assets including buildings and office equipment (Asset Register)

14. The Asset Register had been updated to show the new insurance values (which were increased by 3% each year). Cllr Haslem proposed that the Council review replacement values on a five yearly basis. This was agreed by all. The replacement values had last been reviewed in August 2022 and would be done again in 2027. The Clerk would check with the Auditor (Mr Robbins) to make sure this was acceptable.

The Asset Register now also included the streetlights at a value of £138,000 (69 lights). These were insured for public liability only. Ownership had transferred to the Parish Council from 1st April 2022.

Cllr Banks proposed that the Asset Register be accepted as a true record, this was seconded by Cllr Vickers and agreed by all.

It was noted that the Asset Register was not available online via the Parish Council website. The Clerk would check to see if this was correct.

[Action: Clerk]

- 13] To review and approve the Council's and / or Employee's subscriptions to other bodies.**
- 15.
- Kent Association of Local Councils (KALC).
 - Action with Communities in Rural Kent (ACRK).
 - Society of Local Council Clerks (SLCC).
- Cllr Banks proposed that these memberships (3) continue for the 2022/2023 year, this was seconded by Cllr Haslem and agreed by all.
- 14] To review and approve the Council's Complaints Procedure.**
16. This had not changed in the last 12 months and therefore did not need to be approved again.
- 15] To review and approve the Council's policies, procedures and practices in respect of its obligations under the Freedom of Information and Data Protection legislation.**
17. These policies had not changed in the last 12 months and therefore did not need to be approved again.
- 16] To note the arrangements for insurance cover in respect of all insurable risks for 2021/2022.**
18. The insurance schedule for 2022/2023 had been circulated to all Members. It was agreed unanimously that the insurance cover was adequate.
- The Clerk noted that a long-term agreement was in place until November 2024.
- The level of fidelity guarantee (employee dishonesty) cover was noted to be sufficient at £250,000. All agreed.
- 17] To review and agree the Parish Council's Risk Assessment.**
19. MOTION: That the Council's Risk Assessment (circulated prior to the meeting) be agreed.
- Proposed by Cllr Haslem, seconded by Cllr Vickers, all members voted in favour.
- 18] To confirm that all councillors will receive summons, agendas and minutes plus other correspondence via email.**
20. MOTION: That all councillors will receive summons, agendas and minutes plus other correspondence via email.
- Proposed by Cllr Vickers, seconded by Cllr White, all members voted in favour.
- 20] Finance:**
- a) To review the current bank account signatories and to approve any additional signatories.**
21. Existing account signatories (Cllr Banks, Cllr Haslam & Cllr White) would remain. Cllr Jones & Cllr Woolway had been added more recently. Cllr Woolway had not been able to logon to the internet banking and was liaising with Unity Trust regarding this. Cllr Jones had not tried to logon but would do so as soon as possible.
- Cllr Banks would only authorise payments in an emergency, and in line with the Financial Regulations.

b) To review the banking arrangements for 2022/2023

22. Cllr Banks proposed that the banking arrangements for 2022/2023 remain with Unity Trust Bank Limited. This was seconded by Cllr Jones, and a vote showed that all members were in agreement.

c) To review the Audit arrangements for 2022/2023

23. The Clerk noted that the audit arrangements were currently as follows:
- Finance Councillor to do quarterly checks.
 - Mr Lionel Robbins to act as Independent Internal Auditor.
 - The External Auditor was PKF Littlejohn.

Cllr Haslem proposed that these arrangements be agreed by the Parish Council, Cllr Banks seconded this motion, and a vote showed that all Members were in agreement.

24. The Clerk was to check that Cllr Hawkins was still happy to act as Finance Councillor. If he was not able to do so, it was suggested that Cllr Chaplin may be able to assist. Clerk to make enquiries.

[Action: Clerk]

d) To review the Council's expenditure incurred under s.137 of the Local Government Act 1972.

25. The Clerk reported that there had not been any s.137 expenditure during the year ended 31.03.2022.

21] To review the following policies

- a) Media Policy.**
- b) Woodland Management & Tree Risk Assessment.**
- c) CCTV Policy.**
- d) Privacy Statement.**

26. It was noted that the Media Policy, the Woodland Management & Tree Risk Assessment Policy and the Privacy Statement had changed in the last twelve months so did not need to be agreed again.
27. CCTV Policy: It was noted that a new Code of Practice (by the Surveillance Camera Commissioner) had been published. Cllr Banks would look into this.

[Action: Cllr Banks]

22] Chairman's Announcements.

28. None.

There being no other business, the Annual Parish Council meeting closed at 20.45.