

STAPLE PARISH COUNCIL

Minutes of Extra-Ordinary Council Meeting, Wednesday 14th August 2019
Staple Village Hall

Present: Cllr Bartlett (in the Chair)
 Cllr Mrs Coulson
 Cllr G McCollum
 Cllr N McCollum
 Cllr D Kirk
 Cllr Loukes
 Acting Clerk to the Council Miss L Fidler
 1 Members of the public

1. APOLOGIES

Apologies were received and accepted from Cllr J Kirk (family commitment).

2. DECLARATION OF INTERESTS

No declarations of interest were made.

3. PLANNING

- (i) 19/00806 | Erection of a double garage with ancillary accommodation over (existing outbuilding to be demolished) | Rookery Cottages Durlock Road Staple CT3 1JU
RESOLUTION: To support this application.
- (ii) 19/00846 | Variation of Condition 2 (approved plans) to allow the addition of 2no. rooflights to porch of planning permission DOV/18/01335 (application under Section 73) | 1 The Oast Durlock Road Staple CT3 1JX
RESOLUTION: To support this application.
- (iii) 19/00850 | Certificate of Lawfulness (existing) for the erection of a detached dwelling | Land North Of The Three Tuns Car Park Grove Road Staple
RESOLUTION: To support this application.

4. FINANCE

- (i) The following cheques were presented for approval:
 Amount: £102.50
 Cheque # 200321
 To: Miss P Heathfield
 For: Invoice received for payroll services and internal audit 2018/19.

Amount: £190.00
 Cheque # 200322
 To: Miss L Fidler
 For: Acting Parish Clerk August 2019

Amount: £179.26
 Cheque # 200323
 To: Dover District Council
 For: Annual charge for emptying two dog waste bins

RESOLUTION: All payments were approved and the cheques authorised.

- (ii) Councillors considered two quotes for the supply of a new mower (incl. mulching kit and first service).

RESOLUTION: That the quote from Trevor Laker Engineering be accepted (£455 for mower including mulching kit and £60 for first service).

- (iii) Councillors considered the purchase of a laptop (incl. Office software, security & insurance) for the Clerk to the Parish.

RESOLUTION: That a refurbished laptop with Office software be purchased along with appropriate antivirus and insurance.

- (iv) Councillors reviewed the Internal Audit controls system; currently the internal auditor carries out an assessment of compliance with relevant procedures and controls expected to be in operation during the year, as per the "Annual internal audit report 2018/19" within the Local Councils in England Annual Return.

RESOLUTION: The Internal Audit Controls System was approved.

- (v) Councillors considered completion of the Annual Governance Statement for 2018/19.

RESOLUTION: All questions within the Annual Governance Statement were answered in the affirmative (where applicable).

- (vi) Councillors considered approval of the finalised Accounting Statements for 2018/19.

RESOLUTION: The Accounting Statements for 2018/19 were approved.

- (vii) Councillors considered whether the Council wishes to complete the Certificate of Exemption, which allows smaller authorities to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

RESOLUTION: The Council will not opt to undertake a limited assurance review (external audit) this year and so the Certificate of Exemption was completed.

5. CONFIDENTIAL ITEM

- (i) It was AGREED that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

- (ii) Councillors were asked to consider the recruitment of a new Clerk to the Council.

RESOLUTION: The appointment of Ms A Griffiths as Clerk to the Parish of Staple was confirmed, the Acting Town Clerk will arrange a hand-over and attend September's council meeting in conjunction with Ms Griffiths.

6. ADDITIONAL CORRESPONDENCE

- (i) Cllr Bartlett reported on meeting with DDC to discuss Kent Highways land at Rowan Close.

- (ii) Cllr Loukes reported that vehicles on The Street travelling east have continued straight across the road into Buckland Lane and a major road traffic collision could result.

RESOLUTION: The Clerk to ask KCC to re-instate the white lines along The Street to School Lane, especially at the corner.

7. DATE & TIME OF NEXT MEETING

The next meeting of Staple Parish Council will be held on Wednesday 11th September 2019 at 7.30pm.

The meeting was closed by Cllr Bartlett at 20:45hrs

Approved: (Chairman)