

Luddesdown Parish Council

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Minutes of the Annual Council Meeting of Luddesdown Parish Council held on Monday 20th May 2024 at 7:30pm in Luddesdown Village Hall

Members Present: Cllr P Crow
Cllr L Martin
Cllr M Newnes
Cllr C Price
Cllr J Rossouw

In Attendance: C Amis – Clerk & Responsible Financial Officer, plus 1 parishioner

Item 1: To elect the Chairman of Luddesdown Parish Council for the 2024/2025 Council Year and to receive the Declaration of Acceptance of Office from the Chairman

Cllr Price had agreed to be Chair for 2023/24 on the understanding that it would only be for one year as they had other pressing commitments. Cllr Newnes was unable to attend meetings during the day due to work commitments. Cllr Martin and Cllr Rossouw were unable to commit to the role. Cllr Newnes thanked Cllr Price for being chair. Cllr Crow was considering applying as a councillor for another parish. Cllr Crow offered to become Chairman with Cllr Price providing support as and when needed. It was agreed to defer the decision until June.

Cllr Price was elected Chairman
PROPOSED: Cllr Newnes. SECONDED: Cllr Rossouw. All in favour

Item 2: To elect the Vice-Chairman of Luddesdown Parish Council for the 2024/2025 Council Year and to receive the Declaration of Acceptance of Office from the Vice-Chairman

Cllr Newnes was elected Vice-Chairman
PROPOSED Cllr Price. SECONDED Cllr Rossouw. All in favour.

Item 3: Apologies for Absence: To receive and accept apologies

F.C. 1 There were no apologies for absence.

Item 4: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 2 There were no declarations of interest.

Item 5: To approve minutes of the previous Full Council meetings: 18.03.2024

F.C. 3 The minutes of the meeting held on 18.03.2024 were approved.
PROPOSED: Cllr Price. SECONDED: Cllr Martin. All in favour.

Item 6: Public Session & External Reports

6.1 Public Session

F.C. 4 There were no items from the members of the public.

6.2 Borough Councillors and County Councillor

F.C. 5 Nothing to report

6.3 Police and Community Warden

F.C. 6 Nothing to report

Item 7: New Council Training Session

F.C. 7 Nothing to report. Remove from the next agenda.

Item 8: Clerk's Report: To receive a report from the Clerk

F.C. 8 The Mayor of Gravesham's walk will take place on the first weekend of October (5th and 6th October). In previous years, the walkers had arrived at around 4pm at Luddesdown. The Golden Lion had provided refreshments last year's Mayor's Walk. **Action:** Cllr Newnes to ask Silverhand if they could provide the refreshments. It was suggested that the Women's Institute could be asked to help provide refreshments.

It was agreed that Luddesdown Parish Council would provide sandwich platters, cake, tea and coffee from 4pm on Saturday 5th October.

PROPOSED Cllr Price, SECONDED Cllr Rosseuw, All in Favour.

Luddesdown Parish Council to pay for the refreshments. PROPOSED Cllr Price, SECONDED Cllr Newnes, All in favour.

F.C. 9 A Town Twinning event is taking place on Friday 21st June. A party of German visitors will be taken around the Silverhand vineyard. Gary Smith, the Silverhand CEO had been involved with the Town Twinning Visit.

Item 9: Annual Review of Council Operations

9.1 Schedule of Meetings: All of the parish councillors agreed for the parish council meetings to remain on the third Monday evening of the odd numbered months:

15th July, 16th September, 18th November, 20th January 2025. The Annual Parish Meeting 17th March and the Annual Council Meeting on 19th May. **Action:** Clerk to book Luddesdown Village Hall.

9.2 Subscriptions: It was agreed that Luddesdown Parish Council would continue to subscribe to the London Green Belt Council. LPC also attended the Secure the Landscape Meetings. **Action:** Clerk to report back to LPC on Cobham Parish Council's subscriptions.

The Clerk will carry on using Basic Tools on the HMRC website to record their salary and record their income tax and national insurance payments. It was agreed that the Clerk could claim mileage when attending meetings and when on council business. PROPOSED: Cllr Price, SECONDED: Cllr Martin, All in favour.

- 9.3 Arrangements for Receiving Correspondence:** Confirmed.
- 9.4 Banking Arrangements:** All of the parish councillors need to be set up as signatories and to have online access to the Unity Trust Bank Account. There are currently two parish councillors who are signatories. **Action:** Banking mandate forms to be printed and signed. Clerk to speak to the Unity Trust Bank
- 9.5 Internal Audit Report for 2023-2024:** The clerk was using a different Internal Auditor from last year.

Item 10: Council Governance

- 10.1 Standing orders:** Standing orders help the council function. Cllr Price had reviewed the current Standing Orders. **Action:** Clerk to circulate the current regulations. The Standing Orders will be reviewed on 19th May 2025.
- 10.2 Financial Regulations:** The current financial regulations on the LPC website date from 2015. NALC have recently produced an updated Financial Regulations for 2024. It was suggested that the threshold for obtaining three quotes for companies applying for work should be increased. It was also asked why LPC had assets totalling £10,000. **Action:** Clerk to check the most recent asset register. Clerk to add the Financial Regulations and Asset Register to the agenda the July Meeting.
- 10.3 Scheme of Delegation:** This allows the Clerk to organise or react to events.

Item 11: Financial Matters

11.1 Schedule of payments

The following cheque payments were authorised:

- £34.08 to S Fishenden for the difference in April salary
- £360 to Scribe for two year subscription.
- £11.99 to Hugo Fox for hosting the website
- £216.40 to the Clerk.

PROPOSED: Cllr Price. SECONDED: Cllr Newnes. All in favour.

11.2 Receipts & Payments Report

GBC had paid the precept of £8250 into the bank account. **Action:** Clerk to set up read access to Scribe for all of the parish councillors.

11.3 Bank Statement

F.C. 112 It was noted the current financial position was healthy, and there was a projected underspend due to the council projects cost code being unused.