

BODIAM PARISH COUNCIL

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Minutes of the Meeting of the Parish Council held on Monday 8th of January at 7.00 p.m. in Bodiam Parish Room

Present:

Councillors, Geoffrey Goodsell Chairman, Richard Mitchell Vice Chairman,
 Graham Peters, Linda Stevens, Christine Burgess (Clerk).

1/2019 Apologies for Absence

Councillor Barbara Napper

2/2019 Disclosure of Interests

It was resolved that Councillors declare Budget interests at each item.

3/2019 Minutes of Meeting 10th December 2018

The minutes, which had previously been distributed were approved and signed by the Chairman as a true record.

4/2019 Annual Reviews

(a) Risk Assessment

The risk assessment on all assets and activities was reviewed and updated. The extended risk assessment for the Recreation Ground was updated and the Fire risk assessment reviewed and updated. Cllr Mitchell confirmed that the fire extinguishers have been serviced in the Pavillion.

Actions: The electrics are due to be tested Feb 2019.

Clerk to scan the current Insurance schedule to be discussed at the next meeting, (renewal June 2019)

Resolution: Cllr Mitchell will arrange for an electrician to inspect the Pavillion.

(b) Employees contracts

The Council reviewed the contracts of the Clerk and of the Caretaker/Cleaner.

Resolution: It was recommended that there would be no change to the Clerk's rate of pay as it was a new contract in October.

The Caretaker/Cleaner's rate of pay to be increased by 25p to £9.50 per hour from 1st January 2019.

Minutes signed as a true record.....Dated.....

(c) Contracts

i Grass Cutting

The Clerk had displayed a notice on the notice board inviting Quotations for the mowing of the Recreation Ground, the Village Green and the War Memorial Areas. Kent County Council Landscape Services have submitted a significantly increased quotation for mowing the Recreation Ground £103.15 (£52.17 last year), Village Green £34.40 (£21.45 last year), War Memorial £17.20(7.31 last year) per cut. This quote has not yet been accepted and further estimates will be obtained as soon as possible. For budgeting purposes at this meeting this is the figure to be used, subject to lower quotes coming in. A further quote is still awaited. Action: Cllr Peters and Cllr Stevens will forward names and address of alternative Contractors to the Clerk to be contacted for quotes.

ii Internal Audit

It was resolved that the Clerk would contact Mr T Barrett to verify if he was happy to continue to internally audit the Parish Council Accounts at a rate of £27.00 per hour, and to report back at the next Parish Council Meeting.

(d) Income and Charges for Recreation Ground Bookings

The Council looked at the Sources of Income and reviewed the charges for 2019/20. The recommendations (to be ratified at the next meeting) were:

- Village Sports Clubs:-Single match £40, Series Match £30, Evening Game £20.
- Juniors:-£12.50 per match, £5 per practice, at the Councils discretion.
- National Trust Bookings, £250.00 per day.
- Sedlescombe Rangers FC, £500 per season.

Bodiam Church of England Primary School to have free use of of the Ground

The cost of purchasing copies of documents from the Council 20p per sheet

(e) Asset Register

The Asset Register was reviewed and to be updated in June when the Insurance would be due renewal.

5/2019 To Draw up Schedule of Works 2019/20

The following works were identified:-

Pavilion	Referees shower room needs a solid shower enclosure	£400
Notice Boards	To be repaired, board opposite the Parish rooms to be moved to a more visible site	£700
Computer	Encryption Package for 2 computers, to comply with GDPR	£50

Minutes signed as a true record.....Dated.....

6/2019 To set the Budget and Precept for 2019/20

The Council resolved to make recommendations to be presented to the meeting on 28th January 2019.

Interests declared

Cllr Peters declared a personal interest as a Trustee of the Parker & Ashcombe Trust, also a personal interest as the Church Warden and a personal interest as a Trustee of the Rural Rother Trust.

Councillor Goodsell declared a personal interest as a life time member of St Michaels Hospice.

Councillor Peters left the room when the donation when the fee for the hire of halls was considered, when the donation to the Churchyard was discussed and the donation for the Rural Rother Trust.

Councillor Goodsell left the room when the donation to St Michaels was discussed.

Item	£	Power
Gen Admin:Subs	220	S 143
Churchyard	240	S215
Footpaths	40	S130
RFO/Clerk	5460	S151, 112(1)
Hire of Halls	30	S111
Admin	600	S111
Insurance	700	S111,143,114
Audit	200	S21(6)
Village Green	500	LGA 1894 1894 S8
War Memorial	250	S133
Notice Boards	700	
Recreation Ground	2400	S44
Election	500	
Section137	521	S137
TOTAL	12361	

Section 137 (303 electors) £8.12 allowed per elector

It was resolved that the Council, in accordance with its powers under sections 137 and 139 of the Local Government Act of 1972 should incur the following expenditure which, in the opinion of the Council, is in the interests of, or will directly benefit, the area or its inhabitants, or part of it, or some of it in a manner commensurate with the expenditure.

It was recommended that the following payments be made:-

Beneficiary	£
Bodiam C of E Primary School	75
Rural Rother Trust	80
Hawkhurst League of Friends	75
St Michael's Hospice	110

Minutes signed as a true record.....Dated.....

Bodiam Pre School	65
Rother Citizen’s Advice	80
CPRE	36
TOTAL	£521

An allocation of £521 in the budget was recommended.

Income

The Council recommended allowing for an income of £660

Balances

£12361-£660= £11701

Precept

The Council recommended setting a Precept of £9,900 an increase of 6.45% to take account of increased grass cutting cost(92% increase) and new clerk salary. The remaining £1801, to be taken from reserves if required. The Precept is to be set at the next Council Meeting on the 28th January 2019.

7/2019 Councillors Travel and Subsistence Allowances

The mileage allowance remained at 45p per mile. Subsistence allowance for meals would be in line with NJC recommendations.

There had been no claims made by the Councillors during the year.

8/2019 Finances

(a) To Authorise Payments

CHQ no	Payee	Amount	Description
1853	Commercial Services Trading Ltd	886.76	Grass Cutting
1854	SSALC	540.00	Recruitment Assistance

(b) Monthly Finance Report

The Clerk/RFO presented the report showing movement on the accounts. It was reported that the Bank Statement to 30 December had not yet been received, and Cllr Stevens initialed the payments in the Receipts & Payments book. The Councillors signed a change of name and address letter to the bank requesting them to be sent to the new RFO/Clerk. Letter to be forwarded to Cllr Napper, for signature and forwarding to the Bank.

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9/2019 Information for Councillors

Cllr Goodsell read out a letter of thanks received from Emma, a pupil at Bodiam Church of England Primary School for providing the all the pupils with a WW1 Memorial Mug. The Council appreciated the letter of thanks and was very pleased to receive it.

Cllr Goodsell asked the Clerk to add Mr Bill Hamilton, Friends of Conquest Hospital to the invite list for the Parish Assembly meeting in March.

Cllr Mitchell had received a request from Sedlescombe Rangers FC to have the pitches mown. The Clerk contacted Landscape Services who stated that it was not possible at this time of year use heavy machinery on the Ground, and informed us that the only possibility was with a smaller mower to just mow the Pitch area and would cost around £180 because of the extra time and labour involved. On inspection it was considered too wet to take any machinery onto the Pitch.

Cllr Peters had received an invitation to a meeting on rural crime and asked for any comments. The Cllrs commented on the time it took to report an incident, an average of 30-45mins.

10/2019 Date of next meeting

January 28th in the Parish Rooms.

There being no further business, the Chairman thanked everyone for attending and closed the meeting.