



# Rolvenden Parish Council

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting was held as a virtual meeting.

Minutes of the virtual meeting conducted at 7.30pm on 21<sup>st</sup> July 2020.

Present: Cllr Mrs D Curtain (Chairman), Cllr E Barham, Cllr S Bryant, Cllr Mrs F May, Cllr A Johnstone, Cllr Mrs I Newman, Cllr G Tiltman, Cllr Mrs T Turner and Cllr Mrs L Walker.

In attendance: Peter Setterfield PSLCC, Parish Clerk and Responsible Officer

Also attending: Ashford Borough Councillor K Walder.

423. **Apologies for Absence:**

There were no apologies for absence

424. **Declarations of interest:**

1. **Declarations of Members' Disclosable Pecuniary Interests:**

Cllr S Bryant declared an interest in the planning matter regarding Korkers Sausages Ltd as he owns an adjoining property.

2. **Declarations of Members' Other Significant Interests:**

Cllr Mrs D Curtain, trustee of War Memorial Trust

Councillor E Barham trustee of Basil Russel Trust, trustee of the Windmill Trust, Royal British Legion.

Cllr Mrs I Newman, trustee of War Memorial Trust

3. **Declarations of Members' Other Interests:**

Cllr G Tiltman, member of the Village Hall Management committee

Cllr S Bryant Chairman Rolvenden Football Club

425. **Minutes:**

The minutes of the virtual meeting held on 7<sup>th</sup> May were submitted, agreed as a true record and were approved for signature at a time when restrictions placed on movement by the Government have been removed.

Councillor Bryant enquired as to why there was no item on the agenda regarding the missing funds as previously agreed.

426. **Report of the Independent Internal Auditor:**

Report RPC/20/01 encloses the report of the independent internal auditor who has been asked to complete the Annual Internal Audit Report Section of the Annual Governance and Accountability Return to the Council's External Auditor PKF Littlejohn LLP.

Councillor Curtain highlighted the Auditor's comment regarding the lack of Corporate Plan and the apparent lack of progress on Neighbourhood Plan policies.

Councillor Barham queried the fact that the Auditor had looked at other matters than the accounts. Councillor Curtain responded that the audit also covers administration as well as accounts.

**Resolved:**

- 1. To receive and note Report RPC/20/01**
- 2. To receive and endorse the report of the Independent Internal Auditor**

**427. Report on General Risk Assessment:**

Report RPC/20/02 encloses the General Risk Assessment prepared as part of the end of year procedures prior to the internal audit being carried out.

The areas highlighted as needing attention will come before Council over the coming months.

**Resolved:**

- 1. To receive and note Report RPC/20/02**
- 2. To receive and note the content of the General Risk Assessment.**

**428. Report on Internal Control:**

Report RPC/20/03 details the statement on Internal Control to support the Annual Governance Statement required as part of the Annual Governance and Accountability Return for the year ended 31 March 2020.

**Resolved:**

- 1. To receive and note Report RPC/20/03**
- 2. To approve and endorse the Statement on Internal Control for the year ended 31 March 2020**
- 3. To authorise the Chairman of the Parish Council to sign the statement of Internal Control for the year ended 31 March 2020**
- 4. To respond "Yes" in boxes 1 to 8 of the Annual Governance Statement at Section 1 of the Annual Return subject to the adoption of Report RPC/20/03 which relates specifically to Box 6**
- 5. To authorise the Chairman of the Parish Council to sign the Annual Governance Statement.**

**429. Report on Statement of Accounts:**

Report RPC/20/04 attaches the Statement of Accounts for 2019/20.

Councillor Barham queried the fact that the Rolvenden Rocket float was included in Box 6, it was explained that the sum was paid to Councillor Tiltman's bank account by bacs and therefore there were no actual funds for the auditor to verify and taken as the sum was paid away.

**Resolved by majority: For 6, against 2, abstentions 1.**

- 1. To receive and note Report RPC/20/04**
- 2. To approve and endorse the Annual Governance Statement at Section 2 of the Annual Return for the year ended 31 March 2020**

**3. To authorise the Chairman of the Parish Council to sign the Accounts contained within the Annual Return for 2019/20 and the Annual Governance Statement.**

**430. Rolvenden Rocket:**

Councillor Curtain reported that as a consequence of the Coronavirus Pandemic the Borough Council had decided that it could no longer fund the project and advised of the immediate withdrawal of the minibus. However as there were already committed bookings for KCC and also deliveries until 1<sup>st</sup> August, it was agreed that the Borough Council would continue to fund the minibus until then.

Councillor Tiltman added that he was disappointed with the lack of support from the village for the Rocket and that it had been hard work to maintain the momentum required to make the scheme the success it was before the lockdown. It would be extremely difficult to make the scheme work post pandemic and agreed that it was right to terminate. Arrangements are being made with the Tenterden Hub to cover the bookings from local clubs.

A vote of thanks was given to Cllr Tiltman and the team of drivers for all of their efforts.

**Resolved to pay the invoice in the sum of £2,695.20 in respect of the lease to Ashford Borough Council.**

**431. Planning matters:**

- 1. Planning application 20/00822/AS - Land West of Hodee, Frensham Road, Rolvenden:** - Variation of condition 1 of 19/00455/AS (Reserved matters application for details of access, appearance, landscaping, layout and scale for the erection of one detached bungalow in pursuant to Outline Planning permission 18/00545/AS) to replace drawing number 17.879.01D with new drawing number 17.879.01I to provide an enclosed porch to front elevation and set dwelling back to accommodate redesign of roof, change of brick to Flemish Antique and internal reconfiguration of room layouts.

It was noted that residents had expressed concerns to the Parish Council over the proposals.

**Resolved: To object to the application on the grounds that the revised drawings reduce the already inadequate garden space and that the roof height is not in keeping with the street scene impacting negatively on the visual appearance.**

Councillor Bryant declared an interest in the next item and although remaining present in the meeting did not take part in the discussion

- 2. Planning application 20/00820/AS - Korkers Sausages Ltd, High Street, Rolvenden:** - Proposed demolition of existing flat roofed side extension on the west elevation together with removal of 3No. refrigeration units from the yard area and erection of an extension providing storage and freezer facilities.

Councillor Barham commented that the height of the wall against the neighbouring properties would overshadow, and it would be better suited if the factory moved to Copfield.

**Resolved: The Parish Council wish to support local businesses and support the application subject to conditions being applied, namely 1. That the removal of the refrigeration units will free up parking spaces which should be used by the owners and**

staff to relieve the pressure on the High Street parking. 2. That some form of soundproofing is installed along the wall adjoining the High Street properties to minimise disturbance to residents 3. That the materials proposed for the extension are reviewed as this is within the conservation area.

3. **Planning application 20/00833/AS - Kingsgate, Maytham Road, Rolvenden:-** Demolition of existing rear conservatory and erection of replacement, single storey extension. Erection of timber enclosure adjacent to Pool House to accommodate 2no. Air Source Heat Pump also with associated listed building application 20/00834/AS Demolition of existing rear conservatory and erection of replacement, single storey extension.

**Resolved: The Parish Council supports the application.**

432. **Other items for information:**

Councillor Bryant again asked why there was no mention on the agenda for the missing funds despite the fact that it was agreed earlier in the year that it would be an agenda item every meeting.

Councillor Curtain responded that there nothing to report, the loss adjuster is still awaiting the court transcript before any decision will be made, this has been delayed as the department at the CPS has been furloughed.

The next meeting of the Parish Council will be on 19<sup>th</sup> August whilst some councillors want this to be face to face it will depend on guidance on gatherings and also venue availability.

There being no further business the meeting closed at 8.45pm