

Bodiam Parish Council

The minutes of the meeting held on Monday 9 January 2017 at 7.00p.m. in Bodiam Parish Room.

Present:

Cllr G Goodsell (Chairman)
Cllr G Peters
Cllr B Napper
Cllr J Gardner

In attendance: Mrs V Davies (Clerk) No members of the public present

1/2017 Apologies for absence were received from:

Apologies were received from Councillor Mitchell.

2/2017 Disclosure of Interests:

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

3/2017. The Minutes of the Meeting held on 5.12.16

The minutes, which had been previously distributed, were agreed and signed by the Chairman.

4/2017. Annual reviews

a) **Risk assessment**

The risk assessment on all assets and activities was reviewed and up-dated. The extended risk assessment for the Recreation Ground was updated, and the Fire risk assessment reviewed and updated. GP would update the warning notice on the gate.

Resolution:

The chairman would contact the Electrician to arrange the 5 year electrical check.

Resolution:

The fraud level of cover to be reviewed at renewal.

Resolution:

The Clerk would contact the Fire Assessment provider to arrange a Fire Assessment.

b) **Employees' Contracts**

The Council reviewed the contracts of the Caretaker/Cleaner and of the Clerk: It was recommended that the Caretaker/Cleaner's rate of pay be increased by 25p an hour to £9.00 from 1.1.17, with four weeks' holiday pay.

The clerk salary would be discussed at the next meeting. The clerk was currently on £10.63 per hour (spinal column point 22).
7 hours per week.

c) **Contracts:**

i) **Mowing**

The clerk had displayed a notice on the noticeboard inviting tenders for the mowing of the Recreation Ground. Kent County Council Landscape Services had submitted mowing quotations for £50.66 (£49.66 last year) per cut for the recreation ground, £20.83 (£20.42 last year) per cut for the village Green and £7.31 (£7.17 last year) per cut for the War Memorial. Councillor Goodsell had met an alternative contractor (Idverde) who had supplied quotations which were in excess of the quotations received from Kent County Council Landscape Services.

Resolution

The parish council approved the quotation received from Kent County Council Landscape Services.

- 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 at a rate of £27.00 per hour.

Resolution:

Clerk to report back to the next parish council meeting.

d) **Income and charges for Recreation Ground bookings**

Councillor Peters declared a personal interest as he regularly swam at Claremont School.

Councillor Gardner declared a personal interest as she worked at the National Trust.

Councillors Napper declared an interest as a member of the National Trust Bodiam Castle local committee.

The clerk and Councillor Goodsell had attended a presentation evening held by Senlac.

Councillor Peters declared an interest as Church Warden of St Giles, Bodiam.

The Council looked at sources of income and reviewed charges for 2017/18. The recommendations to be ratified at the next Council meeting on 23.1.16 were:-

Village Sports Clubs: to be increased to **£30** per match for series

Single match booking to be increased to **£40**

Evening game: **£20.00**

Juniors £12.50 per match, **£5** per practice, and at the Council's discretion

Other lettings at the Council's discretion.

National Trust bookings would be charged at £165 per day.

Senlac Rotary Booking previously agreed at a rate of £650.

Bodiam CE Primary School to have **free use of the Ground**

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

e) **Asset Register:** The Asset Register was reviewed. The insurance rebuild costs would be reviewed in May/June for the Insurance Renewal.

5/2017. To draw up schedule of works for 2017/18

The following works were identified:-

Pavilion

Renewal of locks

War Memorial

First World War Brass plate – estimate £2,000.

Defibrillator

£2,500. Adoption of phone box.

Contingency - £1,000

Resolution:-

Councillor Goodsell would contact Waterhouse Funeral Directors regarding a quotation to replace the First World War Brass plate.

6/2017.To set the budget and Precept for 2016/17

The Council resolved to make recommendations to be presented to the meeting on 23.1.16

Interests declared:

Councillor Peters declared a personal and prejudicial interest as the Chairman of Parker and Ashcombe Trust

Councillor Peters declared a personal and prejudicial interest as the Church Warden.

Councillor Goodsell declared a personal interest as a fundraiser for St Michaels Hospice.

Councillor Peters declared a personal interest as trustee of Rural Rother Trust

Councillor Peters left the room when the donation for the churchyard was discussed.

Item of expenditure	2017/2018 estimate	power
Gen Admin: subs	200	s 143
Churchyard	240	s 215(6)
Footpaths	40	s 130
RFO/Clerk	4000	s 151,112(1)
Hire of halls	25	s111
Administration	400	s111
Insurance	650	s 111,143,114
Audit	300	s 21(6)
Village Green	300	LGA 1894 s8 (1)
War Memorial	150	s 133
Recreation Ground	2700	s 44

Section 137	726	s 137
Contingency	500	

Capital	4000
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Section 137 (292 electors) £7.36 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 it's inhabitants, or part of it, or some of them in a manner commensurate with the expenditure.

Bodiam Community Friends. Coucillor Gardner,
 Bodiam Community Friends. Councillor Goodsell
 Councillor Peters declared a prejudicial interest as he was trustee of Rural Rother Trust
 Councillors Goodsell declared prejudicial interest as a Governor of Bodiam CE Primary School
 Councillor Goodsell declared a personal interest in St Michaels Hospice as he was connected to their fundraising.
 Councillor Peters declared an interest as a patron of St Michaels Hospice.
 Councillor Goodsell declared an interest with Hawkhurst League of Friends.
 Councillor Peters declared a prejudicial interest as a patron of St Michaels Hospice

It was recommended that the following payments be made:

Bodiam Community Friends		100
(Proposed councillor Peters, seconded Councillor Goodsell)		
Bodiam CE Primary School		70
(Proposed councillor Peters, seconded Councillor Gardener)		
Rural Rother Trust		80
(Proposed Councillor Goodsell, seconded Councillor Napper)		
CPRE	36 (paid chq no)	36
Hawkhurst League of Friends		70
St Michael's Hospice		100
(Proposed Councillor Gardner, seconded Councillor Napper)		
Bodiam Pre School		60
Rother Citizens Advice		60
Conquest Hospital Scanner (one off)		150
		726

An allocation of £726 in the budget was recommended.

Statements of accounts to be requested where appropriate.

Income

The Council recommended allowing for an income of **£400**

Reserves: the Council was mindful of the need to keep a reserve of half of the precept i.e. £4,400.

Balances

The carry forward is likely to be approximately **£15,000**.

The Council recommended setting a budget for **£9000** which equated to just under 2% increase. The precept to be set at the next Council meeting on 23 January 2017.

7/2017 Councillors' Travel and Subsistence Allowance

The mileage allowance remained at 45p per mile. Subsistence allowances for meals would be in line with NJC recommendations. There had been no claims made during the year. Clerk will put notices on the boards to that effect.

8/2017 – Finances

a) To authorise payments and note receipts

Receipts

Payments

Councillor Goodsell scrutinised the invoices and vouchers. Cheques were signed by Councillor Goodsell and Councillor Gardner.

CHEQ NO	PAYEE	AMOUNT	DESCRIPTION	
1718	Commercial Services Trading	552.89	Mowing	

9/2017. Dates of next meetings:

23 January 2017,

There being no further business, the Chairman closed the meeting at 8.25pm