

Bodiam Parish Council
The minutes of the meeting held on Monday 8 January 2018 at 7.00p.m.
in Bodiam Parish Room.

Present:

Cllr B Napper (Chairman)
Cllr G Peters
Cllr R Mitchell

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

1/2018 Apologies for absence were received from:

Apologies were received from Councillor Goodsell. Also absent Councillor Gardner.

2/2018 Disclosure of Interests:

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

3/2018. The Minutes of the Meeting held on 4.12.17

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

4/2018. 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. Action: clerk to investigate the current fidelity insurance.

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 £9.25 from 1.1.18, with four weeks' holiday pay.

Resolution

The clerk salary would be increased to £11.30 per hour (spinal column point 24). 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 £52.17 (£50.66 last year) per cut for the recreation ground £21.45 (£20.83 last year) per cut for the village Green and £7.52 (£7.31 last year) per cut for the War Memorial. Councillor Goodsell had

met an alternative contractor (Jordan Grounds Maintenance Ltd) who had not supplied a quotation.

Resolution

The parish council approved the quotation received from Kent County Council Landscape Services subject to further information which may be supplied by Councillor Goodsell.

- 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.

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

Councillor Mitchell declared an interest as he is acquainted with the chairman of Senlac

Councillor Peters declared an interest as Church Warden of St Giles, Bodiam. Councillor Peters is on the committee for the MRI scanner for the Conquest Hospital.

The Council looked at sources of income and reviewed charges for 2018/19. The recommendations to be ratified at the next Council meeting on 29.1.18 were:-

Village Sports Clubs: **£30** per match for series

Single match booking **£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 revised insurance costs would be included on the register.

Resolution

Clerk to amend asset register

5/2018. To draw up schedule of works for 2018/19

The following works were identified:-

Pavilion

War Memorial

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

Resolution:

Councillor Mitchell would look into the possibility of obtaining a grant.

Defibrillator

£200

Resolution:

Clerk to contact Councillor Gardner regarding potential costs of defibrillator

Pavilion

External Painting - £2,000

6/2018.To set the budget and Precept for 2018/19

The Council resolved to make recommendations to be presented to the meeting on 29.1.18

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 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 | 450 | s111 |
| Insurance | 690 | 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 | 606 | s 137 |
| Contingency | 500 | |

Section 137 (292 electors) £7.57 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.

Councillor Peters declared a prejudicial interest as he was trustee of Rural Rother Trust

Councillor Peters declared an interest as a patron of St Michaels Hospice.

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Although not present Councillor Goodsell's interests were noted:

Councillor Goodsell had an interest with Hawkhurst League of Friends.

Councillor Goodsell had a personal interest in St Michaels Hospice as he was connected to their fundraising.

It was recommended that the following payments be made:

| | | |
|--|-------------------|-----|
| Bodiam Community Friends | | 100 |
| (Proposed councillor Peters, seconded Councillor Mitchell) | | |
| Bodiam CE Primary School | | 75 |
| (Proposed councillor Peters, seconded Councillor Napper) | | |
| Rural Rother Trust | | 80 |
| (Proposed Councillor Peters, seconded Councillor Napper) | | |
| CPRE | 36 (paid chq no) | 36 |
| Hawkhurst League of Friends | | 70 |
| St Michael's Hospice | | 105 |
| (Proposed Councillor Peters, seconded Councillor Napper) | | |
| Bodiam Pre School | | 60 |
| Rother Citizens Advice | | 80 |
| | | 606 |

An allocation of £606 in the budget was recommended.

Statements of accounts to be requested where appropriate.

Income

The Council recommended allowing for an income of **£725**

Reserves: the Council was mindful of the need to keep a reserve of half of the precept.

Balances

The carry forward is likely to be approximately **£15,000**.
 The Council recommended setting a budget for **£9300** which equated to just under 2% increase. The precept to be set at the next Council meeting on 29 January 2018.

7/2018 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.

8/2018 – 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 | |
|---------|-----------------------------|--------|-------------|-----|
| 1793 | EDF | 45.68 | Electricity | S44 |
| 1794 | Commercial Services Trading | 793.64 | Mowing | S44 |

9/2018 Dates of next meetings:

29 January 2018,

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