

# POSTLING PARISH COUNCIL

postlingpc@aol.co.uk | www.postlingpc.co.uk

## Minutes of the Annual Meeting of Postling Parish Council held in Postling Village Hall on Tuesday 28 May 2024 at 6.30pm

1. Appointment of Chairman and Vice Chair
  - a. Councillor Frank Hobbs was appointed Chairman, as proposed by Cllr Dan Shaddick and seconded by Cllr Helen Calderbank
  - b. Councillor Helen Calderbank was appointed Vice Chair, as proposed by Cllr Christine Hobbs and seconded by Cllr George Burgess.
2. Attendance and apologies for absence  
Attending: Chairman Frank Hobbs, Councillors Helen Calderbank, Christine Hobbs, John Patrick, Daniel Shaddick, Rob Lye, George Burgess, Parish Clerk Clare Hamilton.  
Apologies: Cllr Elaine Martin, Cllr Susan Carey, Cllr Jenny Hollingsbee.
3. Councillors' Acceptance of Office and Code of Conduct  
There were no changes to Councillors' Declarations of Disclosable Pecuniary Interests.
4. **It was resolved** unanimously to accept the Minutes of the Annual Meeting of the Council on 23 May 2023.
5. There were no Members' declarations of interest on Agenda items.
6. **It was resolved** to confirm exemption from Limited Assurance Review.  
Postling Parish Council confirms that during the financial year 2023/24, the higher of the Council's gross income for the year or gross annual expenditure for the year did not exceed £25,000. Having met the full criteria for exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015, the Certificate of Exemption was signed and will be submitted to the external auditor.
7. Internal Control and Annual Governance Statement
  - a. Chris Reynolds completed and approved the Internal Audit on 21 April 2024.
  - b. **It was resolved** to approve and sign the Annual Governance Statement for the year ended 31 March 2024.
8. Accounting Statements for the year ended 31 March 2024  
**It was resolved** to approve the Accounting Statements for the year ended 31 March 2024 which were signed and dated by the Chairman.
9. The Budget for the financial year 2024/25 was agreed at the November 2023 meeting.
10. Banking Arrangements  
The HSBC Business Account incurs an £8 monthly fee. Account signatories are Chairman and Clerk.
11. There were no amendments to Financial Regulations.
12. Review of Insurance provision and renewal quotation  
**It was resolved** to approve payment of the year 3/5 premium for 2024/25 of £301.10 to Zurich Municipal.
13. Amendments to Policies and Procedures  
Risk Assessment and Asset Register updated. GDPR reviewed.
14. KALC Area Committee and Village Hall Committee appointments  
KALC Area Committee: It was proposed by Cllr Helen Calderbank and resolved unanimously that Chairman Frank Hobbs and Cllr George Burgess represent the council on the KALC Area Committee.  
PNVH Committee: It was proposed by Cllr Christine Hobbs and resolved unanimously that Cllr Helen Calderbank and Chairman Frank Hobbs continue in their roles on the PNVH Committee.

*Chairman Frank Hobbs*

Parish Clerk/RFO Clare Hamilton | 14a Elmstead Place, Folkestone CT20 1QU | 01303 257321 / 07890 248601

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*This concludes Annual Meeting business*

15. **It was resolved** unanimously to accept the Minutes of the meeting held on 26 March 2024.
16. There were no Members' declarations of interest on Agenda items.
17. Public Participation session not required.
18. There were no matters arising from the meeting on 26 March 2024 not included on the Agenda.
19. Planning Applications received since last meeting, circulated to Councillors for comments, outcomes of those deliberations, and to consider any applications received since this agenda was published
  - a. **24/0493/FH 2 Church Villas, Pilgrims Way, Postling CT21 4EY**  
Demolish and replace existing garage with an oak framed garage with log store.  
Comments to FHDC by 28 May. PPC No Objection.
  - b. **24/0715/FH High Shaw, Farthing Common CT18 8DH**  
Garage conversion including replacement pitched roof, together with solar panels to rear roof slope and new larger windows to front elevation.  
Comments to FHDC by 6 June. PPC No Objection.
20. Highways
  - a. Canterbury Road, Etchinghill: Road closure 22 April for up to 5 days for drainage repairs at entrance to Etchinghill Golf Course with diversion via Sandling Road. Concerns were raised by a parishioner re. road width and poor condition not suitable for such a diversion.
  - b. Sandling Road: A letter was received from a parishioner requesting consideration of suggested Highways improvements to Sandling Road which were duly considered.
    - Widening the road: this was not deemed feasible and could potentially lead to higher speeds.
    - Weight restriction: restrictions would need to exclude the bus service and local agricultural vehicles. Restrictions would not be policed.
    - Speed limit restrictions: a traffic survey would need to be undertaken at great cost to the parish council and any change to the speed limit would not be policed.
    - Name change: a change of name to Sandling Lane was not considered feasible due to the high cost of new signage, and address and map changes.For any parish road improvements and changes, KCC Highways request that parish councils produce a Highways Improvements Plan (HIP) with proposals to be authorised by KCC. The full cost of any changes would then need to be funded by the Parish Council, ie. costs met by parishioners via a large increase per household on the Precept.  
The Chairman and Clerk will reply.
  - c. Cuckoo Lane: the Chairman has been informed by KCC Highways that a budget of £13,000 has been approved for Cuckoo Lane and work will commence on 2 July. We await confirmation of a road closure.

*Chairman Frank Hobbs*

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## 21. Finance

- a. Balance of account at 28 May 2024: £8,482.86
- b. Payments and Receipts since last meeting

### Payments:

02.04.24	HSBC	bank charges	8.00
03.04.24	HugoFox	website hosting	11.99
22.04.24	Hopkins AED	defib service & parts	301.15
03.05.24	HugoFox	website hosting	11.99
03.05.24	HSBC	bank charges	8.00

### Receipts:

FHDC	Precept 2024/25	£4,236.00
	Badgers Bridge Infant electrodes for defib	£ 139.36

### c. Expenditure due before next meeting:

Zurich Municipal	Insurance premium 2024/25	£ 301.10	
HSBC	Account charges May & June	£ 16.00	
KALC	Annual subscription	£ 179.29	vat £29.34
PCC	Annual donation	£ 100.00	s.137
Age UK	Annual donation	£ 100.00	s.137
Air Ambulance	Annual donation	£ 200.00	s.137
PNVH	Hall hire 2023/24	£ 48.00	overdue
Hopkins	Defib Aftercare	£ 51.75	due in June, tbc (3 mths)
C Hamilton	Salary April & May	£ 395.89	
	Travel exp May meeting	£ 7.20	

**It was resolved** to approve expenditure. Proposed Cllr John Pattrick, seconded Cllr Christine Hobbs, all in favour, approved by the Chairman.

*Reports from District and County Councillors are included in the Annual Parish Meeting minutes.*

## 22. Defibrillator

The defibrillator was serviced in early April by Hopkins and a new battery, adult electrode pads and infant/child electrode pads were fitted as these had all expired. Location details have been registered with the South East Coast Ambulance Service through The Circuit interface.

As Badgers Bridge Nursery paid for the infant/child electrode pads, the total cost to the parish council for the above is £111.60.

Hopkins Annual Aftercare Service is now in place and Aftercare report received on 20.05.24. The aftercare service includes a training session and the clerk will gauge interest from the parish email list.

## 23. Otterpool Park Working Group

The Working Group continues to meet. Progress has slowed since the change of district government who are still aiming to get Homes England back on board. Westenhanger station platforms will be lengthened, and a no.10A bus will serve Otterpool Park. Delays are causing issues with the strategic plan and consequently Sellindge is having many planning applications for small developments which lack infrastructure.

The proposed solar farm will be spoken about at the next KALC Area Committee meeting at the end of June.

## 24. For Information

- Letter from Damian Green of Ashford Conservatives: inviting Chairman and Councillors to meet him to discuss parish priorities. To consider at next meeting.
- Next Parish Council meetings: 30 July, 24 September, 26 November.
- Meeting closed at 7.20pm.

Signed..... Cllr Frank Hobbs, Chairman, 27 July 2025

Chairman Frank Hobbs

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