

**KENARDINGTON PARISH COUNCIL**  
**Minutes of the meeting held on Tuesday 6<sup>th</sup> June 2023 at 7.00pm**  
**in the Village Hall**

**Present:**

**Parish Cllrs:** Cllrs. S. McIntyre, B. Hedley, R. Stone, T Coombes

**Borough Cllrs:**

**Members of Public:** 1

**PCSO:** 0

**Clerk:** A Beach

Minute No		ACTION
865	<b>Apologies &amp; Reasons for Absence</b> Cllr Shilton	
866	<p><b>Introduction and Co-option of Proposed New Councillor</b>            Cllr McIntyre introduced Simon Honnor and asked him to explain the reasons why he would like to become a Councillor and what he would bring to the Parish.            Mr Honnor explained that although he had been unsuccessful in the Borough elections he would still like to utilise his experience and help parishioners, he lives in the neighbouring village of Appledore and after attending a number of meetings within the Isle of Oxney ward he was impressed by what Kenardington are doing and would like to part of this.            Cllr McIntyre thanked him and Mr Honnor left the meeting to allow councillors to decide whether to offer him the vacancy.            Co-option was proposed by Cllr Stone and seconded by Cllr Coombes, and approved by all.            Cllr McIntyre welcomed Cllr Honnor to Kenardington PC.</p>	
869	<p><b>Election of Representatives on Bodies or Committees</b></p> <ul style="list-style-type: none"> <li>- Police Liaison Cllr Coombes</li> <li>- Risk Assessments SMc</li> <li>- Village Hall Key Holder BH</li> <li>- Village Caretaker Liaison SMc</li> <li>- KALC Cllr Honnor</li> <li>- Village Hall BH/Clerk</li> <li>- Notice Board BH</li> <li>- Social MediaLead BH/All</li> </ul>	

<p>870</p>	<p><b>Declaration of Councillor’ Interests</b></p> <p>a. To approve or reject any application put to the meeting by the Chairman in respect of Members seeking a dispensation under the Localism Act 2011, section 33.</p> <p>b. Request that Councillors’ or any other persons’ present declare if they intend to record any of the proceedings using any video or audio recording device or camera</p> <p>Cllr McIntyre declared an interest in the UK Power Networks upgrade of the proposed sub-station.</p>	
<p>871</p>	<p><b>Approve the Minutes of the Meeting held on 1<sup>st</sup> May 2023</b></p> <p>The minutes were approved by Councillors’ and were signed by Cllr McIntyre.</p>	
<p>872</p>	<p><b>Public Session</b></p> <p>At this point the Meeting will be adjourned. This session is for the public to express a view or ask a question on relevant matters on the agenda.</p>	

873	<p><b>Finance</b></p> <p>a. <u>Authorisation of Payments</u>  Chq No 434 - E Gibbs repayment Big Lunch £195.52  Chq No 435 - B Hedley repayment Big Lunch £463.03  Chq No 436 - S McIntyre repayment Big Lunch £633.83  Chq No 437 - B Hedley repayment Annual PM Refreshment £86.47  Chq No 438 - S McIntyre repayment Kenardington Volunteer 2023 £75.00  Chq No 439 - A Beach Apr-June Salary £454.98  Due to the delay in altering the Bank Mandate only two signatories are currently available; Cllrs Hedley and McIntyre; therefore, on this occasion they will be signing cheques to themselves. This was agreed and approved by the remaining councillors, Cllrs Stone and Coombes.</p> <p>b. <u>Receipts</u>  Ashford BC 1<sup>st</sup> Precept Payment £3,250.</p> <p>c. <u>Balance &amp; Financial Report</u>  The current account has a balance of £18,254.89 following these transactions totalling £1,368.17, of which £5,833 is allocated to the proposed QE2 play area.</p> <p>d. <u>Change of Bank Mandate</u>  NatWest are awaiting details for Cllr Coombes, once received they will process our request to change the mandate.</p> <p>e. <u>Approve Annual Governance &amp; Accountability Review (AGAR)</u>  The Clerk presented the AGAR and associated paperwork, approved by internal auditor. No issues had been raised by the auditor.  The AGAR was approved by all and signed by Cllr McIntyre. See Appendix 2023-62</p>	
-----	---	--

874	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>- <u>Village Coffee Morning</u> These are becoming popular and to date £101 has been raised, to ensure all villagers have the opportunity to attend Cllr Stone is going to hold one on Saturday</li> <li>- <u>Village Hall Chairs</u> Nothing to report, ongoing</li> <li>- <u>Village Hall Coffee Machine</u> Nothing to report</li> <li>- <u>Coronation Big Lunch</u> -Cllr McIntyre reported that the event was a huge success and enjoyed by all who attended, once all expenses were paid a total of £1,306 was made on the day, excluding card payments in the bar, which we are still awaiting confirmation of.</li> <li>- <u>Discussion on UK Power Networks Upgrade.</u> Cllr McIntyre gave a short brief on the proposed works, and he will send copies of the proposed plans. UK Power Networks will be attending the next meeting to discuss it further.</li> </ul>	
875	<p><b>Planning</b></p> <p>PA/2023/0936 - Braeside, Appledore Road</p> <p>Amendment to the permission granted on PA/2022/3128 for a proposed annexe and extended hard standing - porch added to annexe</p> <p>KPC Decision: Agree with reminder to them not to split property at a later date and the hard standing should be permeable</p>	
876	<p><b>Village Matters</b></p> <ul style="list-style-type: none"> <li>- <u>Play Area</u> - Due to the delay in receiving a reply from ABC regarding the lease for the ground the Clerk has recently chased them and hopes to receive a reply shortly.</li> <li>- <u>Speedwatch Update</u> - Cllr McIntyre explained that he attended a recent meeting where new equipment was discussed.</li> <li>- <u>Highway Improvement Plan</u> - Ongoing</li> </ul>	
877	<p><b>Village Hall</b></p> <ul style="list-style-type: none"> <li>- <u>Refurbishment Update</u> Cllr Hedley updated the meeting on the work still required.</li> <li>- Cllr Hedley will pass the books onto the Clerk to audit and going forward the Clerk will provide a monthly financial update.</li> </ul>	

878	<b>Green Energy</b> <ul style="list-style-type: none"> <li>- Nothing to report</li> </ul>	
879	<b>Correspondence</b> <u>Previously emailed</u> <b>KALC</b> <ul style="list-style-type: none"> <li>- NALC CEO Report</li> <li>- KALC CEO Report</li> <li>- Kent Plan Bee Newsletter</li> <li>- Kent Police Rural Update</li> <li>- June Newsletter</li> <li>- Invitation to Annual Councillor Conference 6<sup>th</sup> July at Appledore Village Hall - Cllr Honnor to attend</li> </ul> <b>Ashford BC</b> <ul style="list-style-type: none"> <li>- Notification of re-opening of Tenterden Swimming Pool on 1<sup>st</sup> June 2023</li> <li>- Arcus Planning Portal Training 23<sup>rd</sup> May or 18<sup>th</sup> July 2023</li> <li>- Street Lights for Removal</li> </ul>	
864	<b>Future Agenda Items/Items for Information</b> Due to both Cllrs McIntyre and Hedley being on holiday for the normal July meeting another date needs to be agreed, Clerk is unavailable on 19 <sup>th</sup> and 26 <sup>th</sup> June. Councillors agreed to hold the meeting on 11 <sup>th</sup> July 2023	

Cllr McIntyre closed the meeting at 8.55pm

#### **Dates of Future Meetings**

August - no meeting to allow for annual holidays

September 5<sup>th</sup> - October 3<sup>rd</sup> - November 7<sup>th</sup> - December 5<sup>th</sup>

**Meetings start at 7.00pm**



## Certificate of Exemption – AGAR 2022/23 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2023 and a completed Certificate of Exemption is submitted no later than **30 June 2023** notifying the external auditor.

### KENARDINGTON PARISH COUNCIL

certifies that during the financial year 2022/23, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2022/23: **£9,704** ENTER AMOUNT £00,000

Total annual gross expenditure for the authority 2022/23: **£9,090** ENTER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2019
- In relation to the preceding financial year (2021/22), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2023.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date  
06/06/2023

I confirm that this Certificate of Exemption was approved by this authority on this date:

06/06/2023

Signed by Chairman

Date  
06/06/2023

as recorded in minute reference:

873e

Generic email address of Authority

kenardingtonpc@gmail.com

Telephone number

07905658117

\*Published web address

kenardington.com

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2023. Reminder letters for late submission will incur a charge of £40 + VAT.**