

**SURFLEET PARISH COUNCIL  
MEETING MINUTES**

Minutes of Annual General Meeting held on 18<sup>th</sup> May 2021 at the Lady fraiser room,  
Surfleet.

**Present.**

**Councillors:** Cllr Glynn Waltham (Chairman), Alan Tokley, James Lacey, Trevor Wright and  
Patrick Caulfield.

**In attendance:** Granville Hawkes (Clerk).

Minute	Item	Action																		
1	<b>Apologies for absence:</b> Cllrs Godderidge and Storey.																			
2	<b>Public Forum:</b> No public members present.																			
3	<b>Election of Chairman and officers of the Council:</b> The following officers were proposed by Cllr Tokley and seconded by Cllr Caulfield and agreed unanimously, Chairman Cllr Waltham Highways Cllr Tokley Planning Cllrs Godderidge & Wright Cemetery Cllrs Godderidge & Lacey																			
4	<b>Approve minutes of the previous meeting March 2021:</b> These had been circulated and were agreed as a true record																			
5.	<b>Matters arising:</b> The Clerk reported that Cllr Templeman had resigned after many years service and a letter of thanks had been sent, SHDC had been advised by the Clerk.																			
6.	<b>Police matters:</b> Noted that a stock car, boat and other untaxed vehicles had been parked in Station Road.																			
7	<b>Highway matters:</b> There was no new update.																			
8.	<b>Cemetery matters:</b> In the absence of Cllr Godderidge the Clerk advised that the cemetery looked in good order and the rodent problem had been eradicated.																			
9	<p><b>Finance report:</b> The Clerk reported the following cheques for issue,</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">101035 Clerk salary</td> <td style="text-align: right;">£ 222.11</td> </tr> <tr> <td>101036 Clerk salary</td> <td style="text-align: right;">£ 218.51</td> </tr> <tr> <td>101037 HMRC</td> <td style="text-align: right;">£ 83.00</td> </tr> <tr> <td>101038 Playdale Playgrounds</td> <td style="text-align: right;">£ 234.00 vat £39.00</td> </tr> <tr> <td>101039 Came &amp; Co</td> <td style="text-align: right;">£ 442.11</td> </tr> <tr> <td>101040 LALC</td> <td style="text-align: right;">£ 354.58</td> </tr> <tr> <td>101041 T Wright</td> <td style="text-align: right;">£ 43.19</td> </tr> <tr> <td>101042 D Lewis re Glen Park</td> <td style="text-align: right;">£ 750.00</td> </tr> <tr> <td>101043 Kuk Sool Won club</td> <td style="text-align: right;">£ 400.00</td> </tr> </tbody> </table> <p style="margin-left: 40px;">Balances: Interest a/c £12,992 Current a/c £ 9,643 Cheques £ 1,199 Total £21,436</p> <p>The Bank reconciliation was circulated and was agreed by members. The new bank mandate has been organised through Barclays Bank.</p>	101035 Clerk salary	£ 222.11	101036 Clerk salary	£ 218.51	101037 HMRC	£ 83.00	101038 Playdale Playgrounds	£ 234.00 vat £39.00	101039 Came & Co	£ 442.11	101040 LALC	£ 354.58	101041 T Wright	£ 43.19	101042 D Lewis re Glen Park	£ 750.00	101043 Kuk Sool Won club	£ 400.00	
101035 Clerk salary	£ 222.11																			
101036 Clerk salary	£ 218.51																			
101037 HMRC	£ 83.00																			
101038 Playdale Playgrounds	£ 234.00 vat £39.00																			
101039 Came & Co	£ 442.11																			
101040 LALC	£ 354.58																			
101041 T Wright	£ 43.19																			
101042 D Lewis re Glen Park	£ 750.00																			
101043 Kuk Sool Won club	£ 400.00																			

	<p>2020-2021 Audit, The Clerk reported that the internal auditor had completed their review of the accounts and members proposed and agreed to approve the internal audit report. Members proposed and approved the Annual Governance Statement Section 1. Members then proposed and approved the Statement of Accounts section 2. Members then proposed and agreed that the Chairman sign the annual return.</p>	
10.	<p><b>Planning:</b> Applications have been circulated and actioned.</p>	
11.	<p><b>Litter bins:</b> Cllr Wright advised that the owner of the Post office would keep the litter bin empty so Councillors requested that the Clerk order a new bin. The Clerk was requested to contact SHDC regarding a new bin to be installed at the bus stop in Station Road.</p>	<p><b>GJH</b> <b>GJH</b></p>
12.	<p><b>Grass cutting contract:</b> The Clerk presented a proposal to put out the grass cutting contract to tender which members agreed</p>	<p><b>GJH</b></p>
13	<p><b>Martial arts school Tonic Health:</b> A request had been received to support the new group with a grant of £400 for new mats which after discussion was agreed by members.</p>	
14.	<p><b>Members reports:</b> Cllr Wright reported that maintenance of the defibrators had been completed. Cllr Waltham advised that the play area report recommended a number of repairs that could be done more economically by local tradespeople, the start is to power wash the equipment and weed the area which will be started during the May bank holiday weekend. This would be promoted on Celebrate Surfleet requesting help from volunteers.</p>	
15.	<p><b>Correspondence:</b> The Clerk confirmed that this had been dealt with.</p>	
16.	<p><b>Date of next meeting:</b> Tuesday 15<sup>th</sup> June 2021</p>	
17.	<p>The Chairman closed the meeting at 20.25</p>	

Signed:.....

Date:.....