

**MINUTES OF THE MEETING OF HASTINGLEIGH PARISH COUNCIL  
ON 13<sup>th</sup> MAY 2025 HELD IN EVINGTON VILLAGE HALL**

Present: Cllr Day (Chair) Cllr Helmer  
Cllr Hill Cllr Jakeman

Cllr Betty and the Clerk.

<b>1.</b>	<b>Election of the Chairman and any Vice-Chairman for the Council year 2025-26</b>
	Cllr Hill proposed that Cllr Day be elected as Chair. Cllr Helmer seconded this. Cllr Hill proposed that Cllr Helmer be Vice-Chair. Cllr Day seconded this.
<b>2.</b>	<b>Completion of the Declaration of Acceptance of Office Form</b>
	The Declaration of Acceptance of Office Form was completed by the Chair.
<b>3.</b>	<b>To receive and approve apologies for absence.</b>
	Apologies for absence had been received from Cllr Dryland. These apologies were approved.
<b>4.</b>	<b>To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.</b>
	There were no declarations of interest made.
<b>5.</b>	<b>To approve the minutes of the meeting held on 11<sup>th</sup> March 2025</b>
	The minutes were signed as a true record.
<b>6.</b>	<b>To discuss matters arising from the above minutes not covered by the agenda.</b>
	A quote for arborial work had been received. The work on the willow will be delayed until the autumn.
<b>7.</b>	<b>To receive reports from the Borough Councillor</b>
	Cllr Betty had circulated his report. Cllr Betty was asked how he feels about the new political climate. He stated that there is not much that the new County Council leadership can do as contracts will already be in place.
<b>8.</b>	<b>Public Session: To receive questions and comments from the public on any agenda item</b>
	There were no members of the public in attendance.
<b>9.</b>	<b>To confirm eligibility to use the General Power of Competence</b>
	The meeting confirmed that with the Clerk holding a recognised professional qualification (Certificate in Local Council Administration) and the Council meeting the electoral mandate of having at least two-thirds of the council elected, the Parish Council is eligible to use the General Power of Competence. Resolved – that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965. The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the council adopts the General Power of Competence from 13 <sup>th</sup> May 2025 until the next relevant Annual Meeting of the Council.  The resolution was correctly proposed and seconded (unanimous).
<b>10.</b>	<b>Appointment and Scope of the Internal Auditor</b>
	The meeting was circulated with the Clerk's recommendations regarding the Internal Auditor for 2025-26. The Parish Council approved that Mrs Lister should be appointed as the Internal Auditor for 2025-26.
<b>11.</b>	<b>To review the effectiveness of the System of Internal Controls: Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance Statement.</b>

	The Parish Council reviewed and agreed the System of Internal Controls.																								
<b>12.</b>	<p><b>Financial matters:</b></p> <p><b>To approve the following financial documents:</b></p> <p><b>To receive the end of year accounts</b></p> <p>The Parish Council received and approved the end of year accounts.</p> <p><b>To confirm that the Council can verify itself as exempt from the “limited assurance review” and complete the Certificate of Exemption.</b></p> <p>The Parish Council confirmed that it can verify itself as exempt from the limited assurance review and completed the Certificate of Exemption.</p> <p><b>To receive the report from the Internal Auditor</b></p> <p>The Parish Council received the report from the Internal Auditor.</p> <p><b>To approve the Governance Statement 2024/25, section 1 of the AGAR for the year ending 31 March 2025</b></p> <p>The Parish Council approved the Governance Statement 2024/25, section 1 of the AGAR for the year ending 31 March 2025</p> <p><b>To consider and approve the Accounting Statements 2024/25, section 2 of the AGAR for the year ending 31 March 2025 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2025, the explanation of significant variance. To ensure that the Accounting Statements 2024/25 are signed and dated by the person presiding at the meeting.</b></p> <p>The Parish Council considered and approved the Accounting Statements 2024/25, section 2 of the AGAR for the year ending 31 March 2025 and the supporting Bank Reconciliation as at 31<sup>st</sup> March 2025, the explanation of significant variance. The Accounting Statements 2024/25 were signed and dated by the person presiding at the meeting.</p> <p><b>To note the Parish Council’s financial position for the beginning of the new Financial Year.</b></p> <p>The Parish Council noted it had £2455.65 in the bank account.</p> <p><b>To authorise any payments</b></p> <p>The payments were authorised:</p> <table border="1"> <tr><td>Clerk Salary April</td><td>212.72</td></tr> <tr><td>HMRC</td><td>53.00</td></tr> <tr><td>Les Johnson Award Winner</td><td>50.00</td></tr> <tr><td>Local Council Insurance</td><td>739.15</td></tr> <tr><td>KALC</td><td>190.85</td></tr> <tr><td>HMRC</td><td>53.20</td></tr> <tr><td>Clerk salary May</td><td>212.52</td></tr> <tr><td>S Lister</td><td>60.00</td></tr> <tr><td>Clerk Salary June</td><td>212.52</td></tr> <tr><td>HMRC</td><td>53.20</td></tr> <tr><td>Evington Hall</td><td>200.00</td></tr> <tr><td>Hastingleigh Church</td><td>100.00</td></tr> </table>	Clerk Salary April	212.72	HMRC	53.00	Les Johnson Award Winner	50.00	Local Council Insurance	739.15	KALC	190.85	HMRC	53.20	Clerk salary May	212.52	S Lister	60.00	Clerk Salary June	212.52	HMRC	53.20	Evington Hall	200.00	Hastingleigh Church	100.00
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<b>13.</b>	<p><b>To approve the Financial Regulations, Standing Orders, Asset Register and Risk Assessment and confirm arrangements for insurance cover in respect of all insured risks.</b></p> <p>The Parish Council approved the Financial Regulations, Standing Orders, Asset Register and Risk Assessment and confirmed arrangements for insurance cover in respect of all insured risks.</p>																								

<b>14.</b>	<b>Review of the Council's subscriptions to other bodies ie KALC</b>
	The Parish Council reviewed the Council subscription to KALC.
<b>15.</b>	<b>Review of the Council's complaints procedure:</b>
	The Parish Council reviewed the Council's complaints procedure.
<b>16.</b>	<b>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21)</b>
	The Parish Council reviewed the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21)
<b>17.</b>	<b>Review of the Council's Policy for dealing with the press/media</b>
	The Parish Council reviewed the Council's Policy for dealing with the press/media
<b>18.</b>	<b>Review of the Council's employment policies and procedures</b>
	The Parish Council reviewed the Council's employment policies and procedures.
<b>19.</b>	<b>To consider any changes to the Risk Assessment.</b>
	The Parish Council considered the Risk Assessment and there were no changes to be made.
<b>20.</b>	<b>Planning matters: to authorise a response to any application(s) and to note any recent planning decisions by Ashford Borough Council or any correspondence on planning matters</b>
	There were 2 applications to discuss, one in Church Lane and one in Hassell Street.
<b>21.</b>	<b>Any Other Business (for information purposes only):</b>
	The Clerk had received a request for a donation towards the upkeep of the Churchyard.
<b>22.</b>	<b>Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</b>
	<div> Tuesday 8<sup>th</sup> July 2025  Tuesday 11<sup>th</sup> November 2025  Tuesday 10<sup>th</sup> March 2026 </div> <div> Tuesday 9<sup>th</sup> September 2025  Tuesday 13<sup>th</sup> January 2026  Tuesday 12<sup>th</sup> May 2026 </div>
<b>23.</b>	<b>Date of the next meeting</b>
	Tuesday 8 <sup>th</sup> July 2025

Signed: .....

Date: .....