

# WEST FARLEIGH PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 20<sup>th</sup> MAY 2019 AT THE GOOD INTENT, WEST FARLEIGH

**PRESENT:** Cllr B Scott (Chairman), Cllrs G Martin, M Merritt, J Morgan, H Swan, M Moy, H Pritchard, Borough Councillor Richard Webb and Mrs A Broadhurst, Clerk

**IN ATTENDANCE:** Seven parishioners were present.

There was no public discussion as this was a shorter meeting that would be followed by the Annual Parish Meeting.

### 1. APOLOGIES

Community Warden Adam McKinley, PCSO Martin Chivers

### 2. ELECTION OF OFFICERS

#### 2.1 Chairman

Cllr Scott was nominated by Cllr Martin and seconded by Cllr Merritt. There being no other nominations and all Members being in agreement, Cllr Scott was duly elected as Chairman for the forthcoming year and completed the Declaration of Acceptance of Office.

#### 2.2 Vice-Chairman

Cllr Martin was nominated by Cllr Scott and seconded by Cllr Moy. There being no other nominations and all Members being in agreement, Cllr Martin was duly elected as Vice Chairman for the forthcoming year.

### 3. COUNCILLOR DECLARATIONS

There were no Declarations of Interest

### 4. MINUTES of the Meeting held on 19<sup>th</sup> March 2019

The Minutes of the meeting had been previously distributed and Cllr Scott proposed that the minutes were a true record. This was seconded by Cllr Merritt, with 4 in favour and 3 abstentions. The Chairman signed off the official copy.

### 5. POLICE MATTERS

The Clerk read out a report from the PCSO, which reported three crimes since December 2018, a small number of ASB incidents and made reference to Hunton village. The Clerk then reported that the information did not appear to be linked to West Farleigh, as she had a list of crimes since the last meeting. The Clerk then informed all present that, since the meeting in March there had been 6 crimes in West Farleigh and 1 in East Farleigh. All of the crimes in the village had occurred in Charlton Lane with all but 1 resulting in personal property and vehicle thefts, the other had been a failed burglary. The crime in East Farleigh had been a vehicle theft. A resident added that a set of Air Pods had been stolen from the Church at a recent event and 2 oil tanks have been tampered with in the village. The Clerk was asked to write to the PCSO to register the Parish Council's dismay at the report received. **ACTION: Clerk**

The Clerk then reported that copies of a report received from the Community Warden were available with the other meeting documentation.

### 6. APPOINTMENT OF COMMITTEES AND COUNCIL REPRESENTATIVES

#### 6.1 Structure of Committees

The following Committee arrangements were **Agreed** for the forthcoming year:

Community Centre Working Party – A minimum of any four Councillors – as available

Planning Committee – A minimum of any three Councillors – as available

#### 6.2 Appointment of Council Representatives

The following appointments were made for the forthcoming year:

Tree Warden – Ed Boyd

Policing Meetings - Cllrs Scott (Cllrs Merritt and Martin as back up). Cllr Scott confirmed that only one Councillor can now attend rather than two.

KALC Area Committee - Cllrs Moy and Swan (Cllr Pritchard as back up)

Highways meetings - as available (Led by Cllrs Scott, Martin and Merritt)

## **7. HIGHWAYS AND FOOTPATH MATTERS**

### **7.1 Highways Issues in West Farleigh**

Cllr Merritt reported that there is an increasing issue with HGVs using Charlton Lane. Just recently the road had been blocked when two foreign articulated lorries took 25 minutes to pass each other. It was agreed that this should be discussed with Jennie Watson at the meeting that is to be arranged.

Cllr Martin raised concerns that no one is addressing the issues around Teston Bridge and Cllr Merritt informed all present that he had complained about a driver to a company who had subsequently reported that they have spoken to him severely. Borough Cllr Webb reported that any Coxheath construction traffic should be correctly routed, however they have been seen in Dean Street. Gallaghers have reported that they will discipline any driver seen deviating from the correct route. If any company name is seen on the lorry, the company should be contacted to report the issue.

Cllr Martin reported that the road surface on Smiths Hill, heading towards the Yalding Road, is coming away.

**ACTION: Clerk**

The parking issue in the lay-by on Lower Road was discussed and Cllr Merritt confirmed that he had spoken with Rookery Estates and the car has now been moved back. There is a further issue that 2-4 cars are parking in the lay-by every day resulting in the problem getting worse. There was further discussion about the possibility of erecting 'Resident Parking Only' signs and Cllr Merritt offered to discuss this with Rookery Estates.

**ACTION: Cllr Merritt**

The Clerk gave an update from MBC regarding the possibility of having yellow lines painted near the edges of the layby and they had stated that KHS would need to be contacted for any crash data; which was unhelpful. The Clerk confirmed that this issue had been added to the Highways Improvement Plan for discussion at the meeting with Jennie Watson from KHS, hopefully scheduled for June.

### **7.2 Teston Bridge**

The Clerk reported that the request to have high level mirrors added to the bridge had been included on the Highways Improvement Plan. Cllr Scott read out an email from English Heritage, following the Clerk contacting them regarding the damage that has been caused to the bridge. After further discussion it was suggested that County Cllr Stockell be contacted to see if she can offer any assistance with the issue of oversized vehicles on the bridge.

**ACTION: Clerk**

### **7.3 Speed Indicator Devices**

The Clerk reported that KHS have stated that SIDs will probably not be suitable on Lower Road, however this has been added to the Highways Improvement Plan to be discussed with Jennie Watson.

## **8. RESOURCES AND ENVIRONMENTAL MATTERS**

### **8.1 West Farleigh Community Centre**

Cllr Scott informed all present that the Parish Council has employed a solicitor to look into the lease options using information supplied by the Sports Club. The possible length of a lease could be an issue as it is not currently long enough to borrow money against. A meeting has been held with the Landowner, who will need to speak with the other Directors of Rookery Estates, but Cllr Martin felt that it had been an upbeat discussion. Cllr Scott added that a meeting had been held with a Planning Officer from MBC who had said that they were not unhappy with the proposals but said that the Parish Council would need to think about having photocells on the roof. The meeting had cost £300 but the Officer had not even completed a site visit ahead of the meeting, he had relied on Google Earth. It was noted that one of the next steps will be to have plans drawn up ready to submit a planning application.

### **8.2 Work Required on the Village Green**

Cllr Merritt reported that 12 posts are required on the green at a cost of £114.18, but he was not sure whether there would be a delivery charge on top. It was proposed by Cllr Scott that £150 be approved so that the posts can be ordered. This was seconded by Cllr Merritt, with all in favour.

### **8.3 Playground Annual Inspection**

The Clerk reported that the flooring has now been repaired. Cllr Merritt confirmed that the buffer on the gate has been replaced and the new by-law signs have been installed. The Clerk informed all present that the inspection had been completed on the swings and the contractor had recommended that anti-wrap swings should be installed to protect the top rail from damage at a cost of £390 (+ vat). Cllr Merritt commented that he had cleaned and greased the swing shackles and that the situation should be monitored. This was agreed by all present.

### **8.4 Requested Meeting with the Kent Police and Crime Commissioner**

The Clerk reported that Mr Scott's secretary had emailed to say that he will be unable to attend the coffee morning that had been arranged for him. After brief discussion it was agreed that he should be contacted again to ask for a date that he will be able to attend and a further coffee morning can then be arranged.

**ACTION: Clerk**

## 9 MATTERS OF REPORT

### 9.1 County Councillor Report

No report was received.

### 9.2 Borough Councillor Reports

Borough Cllr Webb reported that he had been re-elected for a further 4-year term.

### 9.3 Individual Councillor's Reports

It was noted that the next coffee morning will be held on Saturday 15<sup>th</sup> June.

### 9.4 Clerk's Reports

- Internal Audit: The Clerk reported that the Internal Audit had now taken place and that no issues had been found. The report will be circulated to Councillors as soon as it is received. The Clerk was thanked for all of the work completed.
- Parish Service Scheme Agreement Form: The Clerk reported that the current year's agreement form had been received and a breakdown of the funding highlighted that it is likely the Parish Council will only receive in the region of £500 in the next financial year.

## 10. FINANCE

### 10.1 Annual Report and Audit 2018/19

#### 10.1.1 Council's Accounts

It was proposed by Cllr Martin, seconded by Cllr Moy "that the Council's Accounts should be Approved". This was **Agreed** by all present.

#### 10.1.2 Annual Governance Statement – Section 1 of Annual Return

Members considered the Statements of Assurance contained in Section 1 of the Annual Return and determined that the statements numbered 1 to 9 can all be answered "Yes". It was proposed by Cllr Martin, seconded by Cllr Scott "that the Statement is Approved". This was **Agreed** by all present.

#### 10.1.3 Accounting Statements – Section 2 of Annual Return

It was proposed by Cllr Merritt, seconded by Cllr Swan "that the Statement of Accounts contained on Page 5 of the Annual Return should be Approved." This was **Agreed** by all present.

### 10.2 Budget Monitoring

The Budget Monitoring Report to 30<sup>th</sup> April 2019 was **Noted**.

### 10.3 Income received since the last meeting

MBC – Precept	£25,500.00
Donations – Lambing Day Event	£ 1,548.31

Cllr Scott offered thanks to all of the volunteers at the Lambing Day, especially to Cllr Martin and his family. It was noted that this is a great opportunity for children to learn about the farming industry.

### 10.4 Cheques/Payments for approval

It was proposed by Cllr Merritt, seconded by Cllr Martin "that the Council approve the following payments".

101242 – Mrs A Broadhurst – May Salary	£835.00
101243 – Tollgate Taverns Ltd – (Good Intent) APM Refreshments	£ 40.00
101244 – KALC – Annual Subscription	£241.13
101245* – Came and Company - Annual Insurance Renewal	£378.21
101246 – Mrs A Broadhurst – Expenses (Printer, Cartridges, Mileage)	£350.86
101247 - Mr B Merritt – Expenses (Cartridges & Postcrete)	£ 31.74
101248 - Barge Group Ltd – Playground Repairs	£352.50
101249 – Cancelled	
101250 – Mrs A Broadhurst – June Salary (post-dated)	£732.40
(* confirmed during meeting)	

#### Direct Debits:

People's Pension – Monthly Payment (April)	£ 55.00
People's Pension – Monthly Payment (May)	£ 55.00
People's Pension – Monthly Payment (June)	£ 55.00

Telephone Bank Transfers:

(July) HMRC – PAYE (April - June)

£678.34

(The Clerk reported that this payment is due before the July meeting)

**10.5 Annual Renewal of Insurance**

The Clerk reported that the long-term contract is due to end this month and further quotes had been obtained. After brief discussion it was proposed by Cllr Scott that a new three-year contract be entered with Inspire Insurance (through Came and Company) at a cost of £378.21 (for the first year). This was seconded by Cllr Morgan, with all in favour.

**10.6 Renewal of Annual Subscription to the Kent Association of Local Councils (KALC)**

It was proposed by Cllr Martin to renew the annual membership to the Kent Association of Local Councils, at a cost of £241.13 (£200.94 + vat). This was seconded by Cllr Merritt, with all in favour.

**11. PLANNING MATTERS**

**11.1 Any planning applications received before the meeting**

No applications had been received.

**11.2.1 Applications Approved by MBC**

19/500223/FULL – Land rear of 3 Bow Meadow Cottages

Creation of 1no. pond with maximum depth of approximately 1.2m and shallow sloped sides

**11.2.2 Applications Refused by MBC**

19/500452/FULL – River Barn, Tutsham Farm

Erection of dwelling and associated works with parking and landscaping as shown on drawing references: DHA/10757/11; 15; 16; 18 and 19; and unreferenced existing elevations received 26/02/19

**12. DATE OF NEXT MEETING**

The next full Council meeting will be held on **Monday 15<sup>th</sup> July 2019** at 7.30pm at The Good Intent.

*With no further matters to discuss, the meeting was closed at 8.02pm*