

WEST FARLEIGH PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON MONDAY 21ST MAY 2018 AT THE GOOD INTENT, WEST FARLEIGH

PRESENT: Cllr B Scott (Chairman), Cllrs M Merritt, G Martin, J Morgan, H Swan, M Moy, H Pritchard, Borough Councillors Emily Fermor (left at 7.15pm), Richard Webb, Lottie Parfitt-Reid and Mrs A Broadhurst, Clerk
IN ATTENDANCE: Three 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 Jasmine Pay

2. ELECTION OF OFFICERS

2.1 Chairman

Cllr Scott was nominated by Cllr Martin and seconded by Cllr Swan. 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 Merritt and seconded by Cllr Scott. 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 19th March 2018

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

5. POLICE MATTERS

The Clerk informed all present that both the Community Warden and PCSO had submitted a reported for the Annual Parish Meeting booklet. She added that the dates for crimes in the article were to the beginning of May and the PCSO had confirmed that there had not been any crimes reported since.

A resident queried whether fly tipping is recorded in the crime numbers, as there had been seven incidents since the last meeting. The Clerk confirmed that these would be dealt with by the Borough Council rather than the Police.

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 the road outside Rookery Row has been closed for a water leak to be repaired and this has been named Rookery Lane by Kent Highways. Most of the work was completed very quickly, but the tarmac has stopped approximately 3" short of the carriageway surface and no one has been back since.

Cllr Martin reported that the signs at the end of Hunt Street (Bow Hill end) have still not been replaced. The Clerk offered to chase this with MBC.

ACTION: Clerk

The damage that had been caused to the Ewell Lane triangle was discussed and it was noted that the lorry had also managed to knock the Good Intent directional sign post down as well. Councillors were unsure of the best way to rectify the terrible damage and the Clerk offered to report this to Kent Highways in the first instance.

ACTION: Clerk

Borough Cllr Farmor reported that a resident had requested that some 'Caution Horses' signs be installed in Charlton Lane. Cllr Martin confirmed that these are triangular warning signs with 'Caution Horses – Slow Down'. After brief discussion it was proposed to set aside £100 towards the cost, if the Parish Council has to purchase these in the future. Borough Cllr Farmor stated that she would double check the details and email the Clerk.

ACTION: Borough Cllr Farmor

7.2 Request for white priority lining approaching Teston Bridge

Cllr Scott reported that a request had been received to have white priority lines added in Teston Lane, on the approach to the bridge (West Farleigh side). Having discussed this with Jennie Watson from Kent Highways, who had subsequently carried out a site visit, the cost for adding this would be £117. After brief discussion Cllr Martin proposed that the work be completed. This was seconded by Cllr Merritt, with all in favour. The Clerk informed all present that Jennie Watson had to arrange an invoice before the works order can be raised. Councillors agreed that the invoice will be paid on satisfactory completion of the work.

ACTION: Clerk

7.3 Speedwatch

Mags Zak reported on the progress made with the Speedwatch scheme. There are now eight fully qualified volunteers and three are need each time the team goes out. Borough Cllr Webb confirmed that he is able to supply a full set of Speedwatch equipment to use to begin with, before paying out for a new set. It was noted that the Parish Council would need to purchase high-vis jackets, tally counter, tuning fork (for calibration of the speed gun) and the radar kit, which would cost approximately £500, if the scheme is a success.

8. RESOURCES AND ENVIRONMENTAL MATTERS

8.1 General Data Protection Regulations (GDPR)

The Clerk reminded all present that the new regulations come in to force on the 25th May. Documents had been circulated to all Councillors, including an Impact Assessment, Consent Forms, Privacy Policies and a Document Retention list. Councillors confirmed that they had read these documents and there were no amendments necessary. It was agreed by all present that the documents should be adopted by the Parish Council. The Clerk reported that she would need several residents and the Borough Councillors to complete Data Consent Forms to hold on file. The Clerk then reported that, in the second reading in Parliament, there was an amendment to the Bill. This asked for Parish/Town Councils to be exempt for requiring a Data Protection Officer (DPO) but that employing one would be seen as 'best practice'. This amendment hasn't yet been approved however it is thought that there won't be a challenge. The Clerk reminded Councillors that she had intended to sign the Parish Council up with one particular provider of the DPO Service, who had overseen the GDPR training in January. However, having discussed this with other Clerks and the Internal Auditor, further options had been investigated. The Clerk reported that she had recently found another provider, the Local Council Public Advisory Service, who can offer this service at the same cost as Satswana (£150). However, they had offered a discount if she intends to sign two Parish Council's up for their service. This brought the cost down to £125 each. The Clerk stated that, whilst Parishes do not have to legally have an outside body as the DPO, she thought that, for the first year at least, it would be advisable. All Councillors were in agreement with this course of action and approved the employment of the Local Council Public Advisory Service, at a cost of £125.

ACTION: Clerk

The Clerk reminded all Councillors about the need for the circulated disclaimer to be added to their emails.

8.2 Work Required on the Village Green

The Clerk reported that she had managed to contact several companies regarding the slats for the bench but needed to discuss this further with Cllr Merritt.

ACTION: Clerk & Cllr Merritt

Cllr Martin stated that, now that the weather has improved, a working party could look to move on with some of the outstanding work.

8.2 South East in Bloom (Village of the Year Competition)

The Clerk reported that Cathryn Meddemmen had hoped to attend the meeting but had had to give apologies. The group wish to carry out some planting under the 'Welcome to West Farleigh' signs and around the trees on the Village Green. Dandelion Times is constructing a bug house and the organisers would like to agree where this is to be sited. Cllr Martin raised concerns with further planting on the green as the strimming is causing damage to the play equipment and benches and any planting could also be ruined. He added that there are more children coming to play there now and so planting may not be appropriate. All Councillors were in agreement that under the village signs would be a good position for planting. Cllr Morgan confirmed that the planting had been completed at the Teston Lane/Lower Road junction.

All Councillors felt it might be useful for a discussion to be held between both parties and Cllr Scott suggested that Councillors attend a future meeting of the group. The Clerk also informed all present that they wished to have some funding for purchasing the plants and £300 had subsequently been requested. Councillors agreed that funding could be looked into when further discussion has taken place.

9 MATTERS OF REPORT

9.1 County Councillor Report

No report was received.

9.2 Borough Councillor Reports

The Borough Councillors confirmed that they would give a report at the Annual Parish Meeting.

9.3 Individual Councillor's Reports

Cllr Morgan welcomed Borough Cllr Lottie Parfitt-Reid as the new Councillor and asked that a letter be sent to Brian Mortimer to thank him for all of his support over the years. All Councillors were in agreement with this. **ACTION: Clerk**

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.

10. FINANCE

10.1 Annual Report and Audit 2017/18

10.1.1 Council's Accounts

It was proposed by Cllr Moy, seconded by Cllr Pritchard **"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 Scott, seconded by Cllr Martin **"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 30th April 2018 was **Noted**.

10.3 Income received since the last meeting

MBC – Precept	£23,000.00
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10.4 Cheques/Payments for approval

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

101199 – Mrs A Broadhurst – May Salary	£800.91
101200 – Tolgate Rain Ltd – (Good Intent) APM Refreshments	£ 40.00
101201 – KALC – Annual Subscription	£237.65
101202 – Zurich Municipal - Annual Insurance Renewal	£480.43
101203 – Mrs A Broadhurst – Expenses (Cartridges, Mileage & Signs)	£151.44
101204 - KALC – Planning Training x2	£144.00
101205 - Local Council Public Advisory Service – DPO Service	£125.00
101206 – Harrietsham Parish Council – Printing of 230 APM Booklets	£ 5.52
101207 – Mrs A Broadhurst – June Salary (post-dated)	£697.65

Direct Debits:

People's Pension – Monthly Payment (April)	£ 40.00
People's Pension – Monthly Payment (May)	£ 52.00
People's Pension – Monthly Payment (June)	£ 52.00

Telephone Bank Transfers:

(July) HMRC – PAYE (April - June)

£623.67

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

10.5 Annual Renewal of Insurance

The Clerk reminded all present that the Parish Council had tied into a contract with Zurich Municipal and this this was the final of the three years. It was proposed by Cllr Merritt to approve the payment of £480.43, this was seconded by Cllr Martin; with all in favour.

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

It was proposed by Cllr Moy to renew the annual membership to the Kent Association of Local Councils, at a cost of £237.65 (£198.04 + vat). This was seconded by Cllr Martin, 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

17/506504/FULL – Byways, Charlton Lane

Demolition of existing garage and erection of a two-storey side extension

18/500301/PNP – The Hollow, Charlton Lane

Prior notification for the change of use of land and building to form a single dwelling for its prior approval to - Transport and Highways impacts of the development, Contamination risks on the site, Flooding risks on the site, Noise impacts of the development, Impacts of air quality on the intended occupiers of the development. Where the building is located in an area that is important for providing storage or distribution services or industrial services or a mix of those services, whether the introduction of, or an increase in, a residential use of premises in the area would have an adverse impact on the sustainability of the provision of those services

18/500338/FULL – Peacehaven, Charlton Lane

Remove the existing conservatory and replace it with a new single storey flat roof extension with lantern skylight, erection of front porch and side extension to infill linking garage to main dwelling

11.2.2 Applications Refused by MBC

18/500192/FULL – Burnea Oast, Lower Road

Loft Conversion to roundel, involving lowering of existing bedroom ceiling, addition of staircase and velux window

Councillors queried the refusal of the Burnea Oast application and the Clerk offered to forward details of the decision.

ACTION: Clerk

12. DATE OF NEXT MEETING

The next full Council meeting will be held on **Monday 16th July 2018** at 7.30pm at The Good Intent.

With no further matters to discuss, the meeting was closed at 7.32pm