

WEST FARLEIGH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 19th MARCH 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, and Mrs A Broadhurst, Clerk

IN ATTENDANCE: Five parishioners were present.

Cllr Scott requested, if anyone intended to record the meeting, that they inform the Parish Council.

Public Discussion:

A resident passed on thanks for the Parish Council's support with a recent planning application. Cllr Martin was thanked for arranging the Lambing Day event, which had been a great success. It was noted that only 2 volunteers have come forward to assist with Speedwatch. An article is going to be added to the next village email in the hope of drumming up more support. It was noted that flytipping is increasing in the area and it was suggested that covert CCTV cameras could be used to identify the culprits.

1. APOLOGIES

Community Warden Adam McKinley

2. COUNCILLOR DECLARATIONS

Cllr Swan declared an interest in Agenda item 8.8 (Finance – Donations for 2017/18) as she is an active member of three of the groups that have submitted requests.

3. MINUTES of the Meeting held on 15th January 2018

The Minutes of the meeting had been previously distributed and Cllr Martin 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.

4. POLICE MATTERS

The Clerk read out a message from the Community Warden that reminded residents to keep an eye out for anyone selling at the door. Don't just engage if you need a service, give Adam a ring and he will find a trusted trader. If ever residents are unsure, close the door and if they don't leave call the police.

The Clerk reported that, since the last meeting, she had found one reported crime which was a parcel containing plants being stolen from a doorstep in Charlton Lane.

5. HIGHWAYS AND FOOTPATH MATTERS

5.1 Highways Issues in West Farleigh

It was noted that the resurfacing work in Ewell Lane has been postponed, due to the recent bad weather. Cllr Martin reported that the road had still not been swept to clear the loose chippings that are a hazard for drivers. The Clerk offered to chase this with Kent Highways. **ACTION: Clerk**

The Clerk reported that, following the last meeting, she had been in contact with Kent Highways regarding purchasing the 'unsuitable for HGVs' sign for Hunt Street. This has been passed around several departments and today an email had been received asking for a plan of where the sign is to be erected. Cllr Martin stated that, as this is private land, Kent Highways don't need to be supplied with this. After brief discussion it was agreed that the Parish Council should approach the Royal British Legion to purchase the required signs directly from them. **ACTION: Clerk**

6. RESOURCES AND ENVIRONMENTAL MATTERS

6.1 Work Required on the Village Green

It was noted that the replacement posts have now been installed on the green. Other items, which had been highlighted at the last meeting would need to be completed when the weather improves. These were noted as:

- Picnic bench to be installed
- Fingerpost sign to be refurbished
- Bench to be repaired
- Stone and verge damage to be reinstated – possibly with a tractor

With regards to the bench being repaired, Cllr Merritt queried whether recycled plastic slats could be purchased rather than wooden ones and all Councillors were in agreement with this. The Clerk offered to investigate this and Cllr Merritt said that he would send across the sizes of the required slats. **ACTION: Cllr Merritt / Clerk**

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

Cllr Scott reported that he had been approached regarding this competition and there are three areas that the organisers would like to plant up. The junction by Teston Lane and Lower Road, which was noted as being owned by Rookery Estates. Concerns were raised that anything being planted here could have a major impact on the sightlines at this dangerous junction. The second area was the small green opposite Smiths Hill. It was noted that, whilst this is owned by Rookery Estates, the Parish Council has this area in the grounds maintenance contract and any planting could affect the maintenance schedule. The third area was the Village Green and Councillors agreed that no further trees can be planted on the green. Minutes had been circulated from the group's meeting and Cllr Merritt asked how large the proposed bug houses would be at the junction of Teston Lane as this could add to the sightline issues. Cllr Morgan explained the type of house that the group had suggested. There were thoughts of planting up the triangle at the junction of Ewell Lane and Lower Road. This was of concern as the area had had to be added to the Council's maintenance contract due to the sightline issues that he had seen last year. Cllr Merritt queried who would be responsible for maintaining any areas planted up and Cllr Morgan confirmed that the group accept that they would need to maintain any areas planted and she had also informed them that any planting on the Village Green would need the permission of the Parish Council. Cllr Martin stated that he did not have an issue with the junction by Teston Lane being planted as long as there are no sightline issues. He added that the Parish Council could not be left with an additional bill for maintenance. Cllr Merritt queried which areas will have planting directly in to the ground and it was noted that this could be at the junction of Lower Road and Kettle Lane. Cllr Merritt added that there could be backlash from this, as this particular junction had experienced several 'near misses' when Kent Highways had not cut the vegetation back. Cllr Merritt also asked where the proposed orchard was to be planted and Cllr Morgan confirmed that there was no site in mind at present. Cllr Morgan also added that planters had been disregarded. Cllr Morgan was asked to feed back to the competition organisers. **ACTION: Cllr Morgan**

7. MATTERS OF REPORT

7.1 County Councillor Report

No report was received.

7.2 Borough Councillor Reports

No reports were received.

7.3 Individual Councillor's Reports

Cllr Moy reported on the KALC Planning Conference that he had recently attended. Some of the points raised included:

- The new National Planning Policy Framework (NPPF) document is going out for consultation
- There is a challenge on upping the housing numbers and developers are being encouraged to pay the Community Infrastructure Levy (CIL), which is replacing the s106 payment made on larger housing developments.
- Neighbourhood Plans (NHP) were mentioned and the weight that they hold with applications submitted to Borough Councils.
- The impact on sightlines if areas have an Area of Natural Beauty (AONB) status.
- The need for Parish Councils to take their responsibilities very serious if they are tree owners. These need to be inspected and maintained correctly and high-risk areas need more regular inspections.
- Village Halls can be built without planning permission, if a village referendum is undertaken – Parish Councils have permitted powers.
- Single storey extensions only require neighbour's permission under Permitted Development rights.
- Properties can build upwards, if the development would be in character with the surrounding area (and the foundations permit this). Borough Councils would approve this type of application.

Cllr Moy queried whether the village is in the AONB and the Clerk stated that she thought that West Farleigh is in a Conservation Area but would double check and report back to Councillors. **ACTION: Clerk**

Cllr Swan reported that a village website meeting has been held and they would like to add maps to the website showing the footpaths etc. in the village. They had also suggested upgrading the three information boards to include QR codes that hold additional information, if viewed on a smart phone. There was discussion about who owns the rights to the boards and Cllr Scott asked who would complete this work and the likely cost. Cllr Swan offered to investigate this further to be discussed at a future meeting. **ACTION: Cllr Swan**

Cllr Martin reported that a reporter from the Kent Messenger turned up a week late to report on the Lambing Day event, even though he had confirmed the details twice beforehand!

Cllr Merritt reported that Ed Boyd has offered to be the village Tree Warden. They have already spent a couple of hours together and will meet again, hopefully next week, to walk around the village. Cllr Merritt added that he is very enthusiastic and wants to learn as much as he can about the trees we have in the village. Cllr Merritt offered to forward his details to the Clerk. **ACTION: Cllr Merritt**

Cllr Swan suggested that the next coffee morning be held on Saturday 16th June (10am – 12pm). All Councillors were in agreement. The Clerk reported that she would inform the Community Warden. **ACTION: Clerk**

Cllr Scott reported that he had attended the recent Police meeting which had been very disappointing. He added that Kent Police do not want to follow up on anything.

Cllr Scott thanked Cllr Martin, Candy and Ollie for arranging such a fun Lambing Day, especially as it is such a busy time of year for them. The event had raised over £1,000. Thanks were also offered to Larry Johnson who had run the hotdog stall for the Parish Council.

Cllr Scott reported that he, along with Borough Cllr Mortimer, had attended a planning meeting at MBC with Rob Jarman to discuss the proposed building of a meeting room at the Sports Club. It was noted that MBC would not have any issue with this proposed work and that, if the room was slightly smaller, we would only need building regs, rather than full planning permission. Cllr Scott added that it had been a very positive meeting and that permission was just required from the Landowner now and then the project can be progressed.

Cllr Scott reported that the litter bin on Teston Lane, opposite Mill Lane (by the steps) has disappeared. The Clerk offered to discuss this with MBC. **ACTION: Clerk**

7.4 Clerk's Reports

- Changes to the Data Protection Rules: The Clerk gave a brief update on GDPR, which comes into force from the 25th May 2018. The Clerk has contacted four companies, suggested by KALC, who can provide the Data Protection Officer (DPO) services. Two will need to complete a visit to fully audit all of the documents that are held by the Parish Council, one company had yet to respond, even though forms had been submitted giving a large amount of detail to assist them to come up with a price. The fourth company is Satswana, who provided the training for Clerks in January. They are charging £150 a year to complete the role and the Clerk stated that she had been impressed with them at the training session. The Clerk said that another Parish Council is challenging whether the Clerk can in fact be the DPO and so she does not want to engage anyone just yet. However, she asked that Councillors approve that she can progress with employing Satswana, without waiting for another meeting, if this proves necessary. All Councillors were in agreement that the Clerk should progress with employing Satswana, if this was found to be the best way forward. There was then general discussion regarding the need to encrypt all Parish Council documents held electronically, the disposal of historical documentation which contains personal data and the need to find a way to encrypt the email system. Cllr Moy added that a lot of this seems to be scaremongering, which is not helpful. The Clerk informed all present that the whole point of the new regulations is to provide members of the public with the right to be 'forgotten' at any point.
- Annual Parish Meeting: The Clerk asked that the Chairman produce a report for the meeting booklet.

ACTION: Cllr Scott

8. FINANCE

8.1 Budget Monitoring

The Budget Monitoring Report to 28th February 2018 was **Noted**.

8.2 Income received since the last meeting

No income since the last meeting.

8.3 Cheques/Payments for approval

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

101187 – Cancelled (KALC Training Session cancelled)	
101188 – Mrs A Broadhurst – March Salary	£679.06
101189 – Mrs A Broadhurst – Expenses (Mileage)	£ 28.80
101190 – L A Johnson – Installation of Posts on Village Green	£ 25.00
101191 – CPRE – Annual Subscription	£ 36.00
101192 - West Farleigh Evergreens – Donation	£ TBC
101193 – All Saints Church – Donation	£ TBC
101194 – The Farleighs WI – Donation	£ TBC
101195 – KALC – Planning Conference x1	£ 72.00
101196 – Mr B Merritt – Banners for Lambing Day	£108.00
101197 – Mr B Merritt – Printer cartridges	£ 29.99
101198 – Mrs A Broadhurst – April Salary (post-dated)	£650.00

Direct Debits:

People's Pension – Monthly Payment (March) £20.00

Telephone Bank Transfers:

(April) HMRC – PAYE (Jan - March) £589.78

8.4 Reviewed Standing Orders – To approve

Cllr Martin proposed that the reviewed Standing Orders be approved. This was seconded by Cllr Swan; with all in favour.

8.5 Reviewed Financial Regulations – To approve

Cllr Martin proposed that the reviewed Financial Regulations be approved. This was seconded by Cllr Swan, with all in favour.

8.6 Reviewed Risk Assessments – To approve

Cllr Martin proposed that the reviewed Risk Assessments be approved. This was seconded by Cllr Swan, with all in favour.

8.7 Reviewed Internal Control Statement 2017/2018 – To approve

Cllr Martin proposed that the reviewed Internal Control Statement for 2016/17 be approved. This was seconded by Cllr Morgan, with all in favour.

8.8 Donations for 2017/18 – To discuss and approve

The Clerk reported that four requests had been received for this year:

1. The Church has asked for a donation towards the grounds maintenance in the churchyard again this year (the annual cost is £2,400).
2. The Evergreens has requested some financial support to ensure that they can continue to offer a full programme of events.
3. The WI have now replaced the boiler, fitted new fire doors, painted the main hall and replaced the front windows. They have now submitted a request towards the kitchen and replacement soffits.
4. Yalding Parish Council have submitted a request for a donation towards their play scheme, although no children attended from the village last year.

It was noted that, last year, the Parish Council chose to make the following donations:

The Evergreens	£600.00
All Saints Church	£400.00
The Farleighs WI	£250.00

The Clerk reminded all present that £1,050 had been set aside in the budget for grants and that any additional money awarded would need to come out of the general reserves.

There was discussion on how to share the money out this year with Cllr Merritt stating that he would like to see The Evergreens still receive £600 and all Councillors did not support giving a grant to Yalding Parish Council.

Cllr Scott then proposed the following donations and they were seconded by Cllr Merritt, with 6 in favour and 1 abstention.

West Farleigh Evergreens	£600.00 – cheque no. 101192
All Saints Church	£300.00 – cheque no. 101193
The Farleighs WI	£250.00 – cheque no. 101194

8.9 Renewal of Annual Subscription to CPRE – To approve

The Clerk reported that the annual subscription for CPRE (Campaign to Protect Rural England) is due for renewal at a cost of £36.00. Cllr Martin proposed that the subscription be renewed. This was seconded by Cllr Scott, with all in favour.

9. PLANNING MATTERS

9.1 Minutes of the Planning Meeting held on 12th February 2018

The Minutes of the meeting had been previously distributed and Cllr Merritt proposed that the minutes were a true record. This was seconded by Cllr Martin, with 6 in favour and 1 abstention. The Chairman signed off the official copy.

9.2 Any planning applications received before the meeting

No applications had been received.

10. DATE OF NEXT MEETING

The next full Council meeting will be held on **Monday 21st May 2018 at 6.30pm**, followed by the **Annual Parish Meeting at 8.00pm** at The Good Intent.

With no further matters to discuss, the meeting was closed at 9.03pm