

# WEST FARLEIGH PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 16<sup>th</sup> MAY 2016 AT THE GOOD INTENT, WEST FARLEIGH

**PRESENT:** Cllrs B Scott (Chairman), Cllrs M Merritt, G Martin, L Johnson, J Morgan, C Stockwell, H Swan, Mrs A Broadhurst (Clerk), Borough Cllr R Webb and Community Warden Adam McKinley (from 7.00pm)

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

Cllr Scott requested, if anyone intended to record the meeting, that they inform the Parish Council. He added that, as this was a shorter meeting, there would be public discussion at the end, if time allowed.

### 1. APOLOGIES

Borough Cllrs B Mortimer & E Fermor and PCSO M Judges

### 2. ELECTION OF OFFICERS

#### 2.1 Chairman

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

### 3. COUNCILLOR DECLARATIONS

There were no declarations.

### 4. MINUTES of the Meeting held on 21<sup>st</sup> March 2016

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 all in favour. The Chairman signed off the official copy.

### 5. POLICE MATTERS

The Clerk informed all present that no report had been supplied for the meeting, however a more detailed report had been added to the Annual Parish Meeting booklet which was available.

### 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 - Cllr Merritt

Policing Meetings - Cllrs Merritt and Scott (Cllrs Martin & Johnson as back up)

KALC Area Committee - Cllrs Stockwell and Johnson (Cllr Swan as back up)

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

### 7. HIGHWAYS AND FOOTPATH MATTERS

#### 7.1 Highways Issues in West Farleigh

Cllr Merritt raised concerns that traffic is still being diverted down Charlton Lane, when surrounding roads are closed. He added that, as it is an unregistered road, Kent Highways shouldn't be allowed to do this. He asked that someone from Kent Highways come out to meet with Councillors. The Clerk said that she would try to contact Richard Emmett to discuss the possibility of a visit.

**ACTION: Clerk**

Cllr Merritt stated that he was unhappy with the state of the green, following the damage that had been caused by HGV lorries. The Clerk reported that she had been in contact with MBC's Park Department, who had failed to look into the matter, this had resulted in the matter being escalated into a complaint. The Clerk stated that she would contact them again and Cllr Merritt asked for a site visit to discuss the issue. **ACTION: Clerk**

Cllr Johnson raised concerns with the lower part of Teston Lane, as water is crossing the road and travelling down KM21, making it very muddy. He added that there are drainage issues in that area of Teston Lane and stated that the bottom drains need to be cleared. **ACTION: Clerk**

It was noted that, whilst 18 potholes had been filled on Ewell Lane, the ones heading towards Heath Road are still outstanding. **ACTION: Clerk**

Cllr Scott informed all present that the constant removal of the 30mph sign in Charlton Lane has been reported by Kent Highways to the Police. It was noted that the roundel has been replaced again and has been fitted with anti-tamper screws.

The Clerk reported that the ploughing issue on KM34 had been reported to the Public Rights of Way department in February with them responding to say that the Landowner was arranging a new tenant who would complete the work as soon as they were in place; the PROW Officer had given them 28 days. This had been chased again, as the path has still not been reinstated, and the PROW Officer had confirmed that a new tenant is now in place and the reinstatement should take place in the next 7-14 days.

## **7.2 Speedwatch**

Cllr Stockwell reminded all present that County Cllr Stockell had funded the lowering of the speed limit from 50mph to 40mph along the Lower Road, however cars are still speeding through the village. Cllr Stockwell suggested that setting up a Speedwatch group might help with this issue. He stated that Staplehurst Parish Council have recently purchased new equipment and it might be possible to borrow their old unit. **ACTION: Cllr Stockwell**

After brief discussion it was agreed that Cllr Stockwell would investigate this further. There was then some discussion relating to whether Kent Police are sending the warning letters out to people caught speeding and it was noted that at a previous Police Forum meeting they had stated that they did not have the man power to complete this. Borough Cllr Webb stated that he would look into this further. **ACTION: Borough Cllr Webb**

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

### **8.1 Roundabout in the Play Area**

The Clerk reported that she had been in contact with HAGS-SMP who had advised that the currently installed 'Kidabout' roundabout has full disabled access and has suggested another roundabout which would offer accessibility for a disabled person able to move from a wheel chair to a seat on the roundabout. The Company is going to provide a full quote for this along with the basic version. The Clerk stated that she had hoped to have the costings for the meeting, however they had not been emailed across. The information will be circulated as soon as it is available. **ACTION: Clerk**

### **8.2 Village Green**

Cllr Merritt reported that he may need a further 5 posts to complete the repairs required to the village green, if MBC do not rectify the damage that has been caused. Cllr Scott suggested that some additional posts be purchased so that there are some spares. After brief discussion it was proposed by Cllr Scott that be set aside £500 for the reinstatement work required, this was seconded by Cllr Stockwell; with all in favour.

Cllr Merritt also reported that MBC's grounds maintenance person had strimmed the Oak tree on their last visit. The man was challenged and reminded to be careful around the trees on the green. After brief discussion Cllr Merritt suggested that he place a small mesh cage around the bottom and Cllr Martin added that a small amount of Roundup may move the edge of the grass away from the tree.

Cllr Merritt informed all present that the Acer tree had died on the green, he has spoken to the resident and it is intended that a replacement will be planted in September.

## **9 MATTERS OF REPORT**

### **9.1 County Councillor's Report**

No report provided.

### **9.2 Borough Councillor's Report**

Borough Cllr Webb reported that, following the Elections, there is still no overall control in the Council (Conservative 26, Liberal Democrats 22, Independents 5, UKIP 3, Labour 2), he added that unfortunately one of the UKIP Councillors has since suddenly passed away. A new Leader will be elected at the Council meeting to be held and Derek Butler will be the Mayor for the forthcoming year.

Borough Cllr Webb also reported that John Wilson has now stood down as a Borough Councillor and offered thanks to him for all of his support when he had been elected onto the Council.

### 9.3 Individual Councillor's Reports

Cllr Stockwell reported that 12 people had volunteered at the recent litter pick and 88kgs of litter had been collected. The next litter pick is to be arranged for the 5<sup>th</sup> June.

Cllr Swan reported that 13 people had attended the coffee morning on Saturday and asked whether dates could be set for the rest of 2016. After brief discussion Cllr Swan proposed that they should be the 2<sup>nd</sup> Saturday of every other month 10am – 12pm, this was seconded by Cllr Stockwell; with all in favour. (9<sup>th</sup> July, 9<sup>th</sup> September and 12<sup>th</sup> November).

Cllr Johnson reported that he had collected the marquee however it was noted that approximately 100 fixings are required to be able to secure it properly. Cllr Johnson proposed that £100 be set aside so that he can purchase the fixings, when he has double checked the amount. Cllr Scott seconded this proposal, with all in favour.

**ACTION: Cllr Johnson**

Cllr Martin thanked Cllrs Merritt, Scott and Johnson for all of the work they complete voluntarily, as it saves the village money. Cllr Scott responded thanking Cllr Martin and his son Ollie, as they too assisted in the group.

Cllr Merritt reported on a recent meeting he had attended at the Planning offices at MBC, with Cllr Scott. Attendees had been told that only pre-submitted items would be discussed, however Councils had not actually been made aware of this and so had not submitted questions. It was noted that all Councils had the same issues and MBC were not seen in a good light. It was apparent that planning applications are not being processed properly and there is no consistency with decisions that the Planning Officers are making (a dwelling is refused on environmental issues but 5 dwellings 200m down the road is approved). Parishes had asked if MBC would be prepared to speak with individual Councils, if they were of a mind to go against the recommendation of the Parish Council (to explain their reasons) and the Officers present had stated this was already happening; all visiting Parishes had confirmed that this was incorrect. The Clerk added that this should be happening as part of the newly agreed Parish Charter.

Cllr Scott informed all present that he had received a coin to commemorate the Queen's 90<sup>th</sup> birthday and asked Councillors what they felt should be done with it. After discussion, Cllr Martin suggested that the coin should be given to Miss Wakefield and all Councillors were in agreement with this.

### 9.4 Clerk's Reports

- Internal Audit: The internal audit has been completed, with no issues found. The Clerk added that she will circulate the report, once it has been received. Cllr Scott thanked the Clerk for her work on preparing for the Audit.
- Local Needs Housing Survey: The findings of the Local Needs housing survey have been circulated to Councillors and the report shows that there is no need for housing in the village. The Clerk added that copies of the report were available for residents. Cllr Scott reported that the results meant that the Parish Council would not continue with this project.

## 10 FINANCE

### 10.1 Annual Report and Audit 2015/16

#### 10.1.1 Council's Accounts

It was proposed by Cllr Stockwell, seconded by Cllr Merritt **"that the Council's Accounts should be Approved"**. This was **Agreed**.

#### 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 Swan, seconded by Cllr Stockwell **"that the Statement is Approved"**. This was **Agreed**.

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

It was proposed by Cllr Martin, seconded by Cllr Merritt **"that the Statement of Accounts contained on Page 3 of the Annual Return should be Approved."** This was **Agreed**.

### 10.2 Budget Monitoring

The Budget Monitoring Report to 30<sup>th</sup> April 2016 was **Noted**.

### 10.3 Income received since the last meeting

Co-operative Interest – Direct Plus Account (March)	£ 1.26
Co-operative Interest – Direct Plus Account (April)	£ 1.40
MBC – Precept	£17,250.00
MBC – Government Support Grant	£911.00

#### 10.4 Cheques for signature

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

101121 – Mrs A Broadhurst – Nett Salary for May (Inc. phone allowance)	£725.36
101122 – Tolgale Rain Ltd – (Good Intent) – APM Refreshment	£ 40.00
101123 – KALC – Annual Subscription	£216.86
101124 – Zurich Insurance	£458.69
101125 – Post Office Ltd – PAYE	£542.80
101126 – Mrs A Broadhurst – Expenses (Cartridges & Mileage)	£116.18
101127 – Mrs A Broadhurst – Nett Salary for June (Post-dated)	£657.58

#### 10.5 Annual Renewal of Insurance

The Clerk reported that the Parish Council's three-year agreement with Aviva (through Came & Company broker) will finish at the end of May. Came and Company had provided three quotations (Aviva, Hiscox and Ecclesiastical) and the Clerk had requested a quote from Zurich Insurance. The information had been circulated to all Councillors to read and it was noted that there is an offer for purchasing a three contract.

Company	1 year	3-year contract
Zurich	£460.33	£458.69
Aviva	£608.33	
Hiscox	£579.36	
Ecclesiastical	£551.78	£524.19

The Clerk informed all present that the three Companies supplied through Came & Company offered £5,000 of defibrillator cover, whereas Zurich offered £2,000. Councillors all agreed that £2,000 would be sufficient cover.

It was then proposed by Cllr Scott that the Parish Council enter a three-year contract with Zurich Insurance, at an annual cost of £458.69. This was seconded by Cllr Stockwell, 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 £216.86 (£180.72 + vat). This was seconded by Cllr Stockwell, with all in favour.

#### 11. PLANNING MATTERS

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

No applications had been received.

Cllr Scott asked if MBC could be contacted to obtain an update on the stables application at Tutsham Farm, which has live for approximately 3 years, to see when it is likely to go before the Planning Committee. **ACTION: Clerk**

#### 12. DATE OF NEXT MEETING

The next full Council meeting will be held on **Monday 18<sup>th</sup> July 2016 at 7.30pm** at The Good Intent.

*With no further matters to discuss, the meeting was closed at 7.35pm*

#### **PUBLIC DISCUSSION:**

There was further discussion with regards to vehicles speeding in Charlton Lane and the possibility of having a Speedwatch group. The resident offered to volunteer, if Speedwatch was arranged. The Community Warden, Adam McKinley, stated that he would support the scheme too, when it is up and running.