

HUNTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON THURSDAY 12TH MAY 2011 AT HUNTON VILLAGE HALL

PRESENT: Cllr R Sawtell in the Chair, Cllrs K Eatwell, D Heaton, L Leonard, G Thomas, M Walter and Mrs S Goodwin, Clerk

IN ATTENDANCE: Borough Cllrs B Mortimer, J Wilson and D Collins, and Mr A Bishop and Mrs S Heaton were in attendance throughout the meeting.

1. APOLOGIES

Apologies were received and accepted from Cllr Porter and County Cllr Stockell.

2. ELECTION OF OFFICERS

2.1 Chairman

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

2.2 Vice-Chairman

Cllr Thomas was nominated by Cllr Leonard and seconded by Cllr Heaton. There being no other nominations and all Members being in agreement, Cllr Thomas was duly elected as Vice-Chairman for the forthcoming year.

3. COUNCILLOR DECLARATIONS

Cllr Eatwell announced his resignation from the Parish Council due to work load and location. Cllr Eatwell has also retired from the King George V Playing Field Management Committee and Hunton Football Club. The Chairman thanked Cllr Eatwell for all his time over the years with the Parish Council, King George V Playing Field and the Village Fete. All Members agreed that Cllr Eatwell had done a very good job, particularly in getting the various clubs talking and working together. Cllr Eatwell also stated that he would not be involved in the Village Fete this year, but would be willing to provide any advice required.

4. MINUTES OF THE FULL COUNCIL MEETING HELD ON 10TH MARCH 2011

The Minutes of the meeting had been previously distributed and were unanimously **Agreed** to be an accurate record. The Chairman signed off the official copy.

5. POLICE BUSINESS

PCSO Richard Chainey and PC Tom Mepstead were unable to attend the meeting. PCSO Chainey provided a crime report in advance:

18/02/11 to 01/05/11 – Shed break in, in an area of woodlands – exact date unknown.
29/03/11 – Theft from Underground Civil Engineering company.

6. APPOINTMENT OF COMMITTEES AND COUNCIL REPRESENTATIVES

6.1 Structure of Committees

Members **Agreed** to the following Committee arrangements for the forthcoming year:
Planning Committee – A minimum of three Councillors as available.

6.2 Appointment of Representatives

The following appointments were made for the forthcoming year:

KCC Highways – Cllrs Thomas and Walter

KALC Area Committee – Cllr Sawtell

KCC Local Committee – Cllr Leonard

CAB Governing Body – Cllr Sawtell

Policing matters – as available

Hunton Primary School – possibly Ms J Leach, but need to check with Cllr Porter

Custodial Trustees of the King George V Playing Field – Cllr Sawtell and one other to be decided.

Due to the resignation of Cllr Eatwell from the Parish Council, Members **Agreed** to consider a replacement as Custodial Trustee of the King George V Playing Field. **ACTION: ALL COUNCILLORS**

7. HIGHWAY AND FOOTWAY MATTERS

7.1 Footpath – Bensted Close to Village Hall

The Chairman reported that he has spoken with David Smith of KCC, who is optimistic that the agreements will soon be completed. Both parties have agreed to the content of the agreements and it is hoped that they will be in place by the date of the Village Fete, 26th June. The construction of the bridges is to start at the beginning of June and should be installed before the fete if the Tregothnan estate agrees. It is likely that the Parish Council will not have to fund the cost of the actual footpath. Cllr Thomas asked whether it would be worthwhile forming a Footpath Committee. Members **Agreed** that this should be considered once the agreements were progressed and it had been established what was required of the Parish Council.

7.2 Gateways

The Chairman reported that, following agreement by the Parish Council for the Gateways to go ahead, Michael Heath of KHS had stated that the design of the Gateways required alteration as the gates were proving too large. Following a review of the designs, Members did not initially like the position of the Gateways as they do not reach the extremities of the village. Mr Heath indicated that changing the position would mean the speed limits would need to be changed, which would be problematic. Following a meeting between Cllr Porter and Mr Heath, Members agreed to accept the design and Mr Heath has been asked to go ahead with the work. No start date has been provided as yet.

7.3 New Salt Bin on Barn Hill

Cllr Thomas reported that Richard Dixon of KHS had called him to say that an engineer would be in contact regarding the location of the salt bin, but he has since heard nothing. The Chairman added that the funding of the salt bin is available and there is no big rush at the moment for the installation of the bin.

7.4 West Street Problems

Hedge – Members put forward a recommendation at the last meeting to KHS to dig a new ditch alongside the old one and put the spoil back on top of the line of the hedge and the original road edge, with the insertion of a support membrane. The recommendation was put to Richard Dixon of KHS by the Clerk, but there has been no progress due to the water coming from the BT cover on West Street. KHS have been trying to get BT to sort the water issue out, but BT do not see it as their responsibility. Until the water problem is resolved, other actions will not be possible as there is little point repairing the road and putting white lines down. Members would also like the road to be narrowed as the road has widened over the year, but KHS do not seem in favour of this.

20mph speed limit - Borough Cllr Wilson is pushing for the 20mph speed limit outside Hunton Primary School. Cllr Porter has spoken to the Board of Governors and Headteacher, who are to send letters of support to Borough Cllr Wilson.

The Chairman reported that he had spoken to Mr Dixon of KHS regarding the dangerous pothole which has formed below the BT cover and Mr Dixon has now made this a priority action.

8. RESOURCES AND ENVIRONMENT MATTERS

8.1 King George V Playing Field

Cllr Eatwell reported on the last meeting of the Committee on 21st April, which was well supported. Items discussed at the meeting included the footpath, the hedge falling in and the emptying of the litter bins, which Margaret Carpenter is keeping a close eye on. In terms of health and safety the play equipment meets satisfactory status. One item is low risk, but it is not considered worth doing anything now as the Committee is hoping to replace the equipment. The Committee has written to Borough Cllr Mortimer for advice on the surfacing of the car park. Cllr Mortimer said that this had been passed to Cllr Parr. More signage is also required to make clear the locations of the sports clubs and playing fields. The Committee has also had active involvement in the Village Fete.

8.2 Hunton Parish Plan

Cllr Heaton reported that there are sufficient funds for the production of the Hunton Parish Plan, so financial assistance will not be required from the Parish Council. The Hunton Parish Plan is on target to be released at the Village Fete.

8.3 Notice Boards

The Chairman reported that there is to be a new notice board outside the Village Club, for which funding may be requested from the Parish Council. Cllr Heaton asked whether there would be space on the new notice board for Parish Council information. If there is, the board would be better positioned further down near the school as it would be more visible. Cllr Heaton agreed to approach the resident who lives near the desired location of the notice board, following which costings could be obtained. Borough Cllr Mortimer indicated that it is unlikely that planning permission would be required, but it is dependent on the size of the board.

A request has been received from Barbara Wright to look at the notice board on East Street, which is need of some attention. The Chairman asked Alan Blackledge-Smith to look at the notice board and also the village sign.

His recommendations were as follows:

East Street notice board. Option 1: Clean and recoat - £35. Option 2: Option 1, including glass replacement - £99. Members **Agreed** to try and clean the East Street notice board, but if it had no effect, to take Option 2.

Village sign. Option 1: Cut out rotten timber, insert new sections, fill minor cracks, paint - £150. Option 2: Make a new outer frame, stain and preserve treat to gain a close match to existing timber - £225.

Members **Agreed** that they should look at the sign first.

ACTIONS: CLLR HEATON/ALL MEMBERS

9. MATTERS OF REPORT

9.1 County and Borough Councillors

County Cllr Stockell was unable to attend the meeting, but had provided a report which was to be distributed at the Annual Parish Meeting later in the evening.

Borough Cllr Wilson reported that the elections had recently been the main focus.

Borough Cllr Mortimer commented on the two planning applications at Lughorse Lane to provide plots for gypsy travellers, that were being passed to Steve Clarke in MBC Planning. Cllr Mortimer asked that the Parish Council comments regarding Plot 9 at Lughorse Lane, from August 2010, are passed on to MBC Planning. Cllr Mortimer stated that MBC has been holding back on decisions regarding all gypsy sites, but that they would need to determine them soon.

Borough Cllr Collins did not have anything to add, having only been elected as a Borough Councillor less than a week earlier.

ACTION: CLERK

9.2 Chairman

The Chairman stated that all issues he wished to raise had been covered elsewhere on the agenda and he would be making a report at the Annual Parish Meeting later in the evening.

9.3 Individual Councillors

Members had nothing specific to report.

9.4 Clerk

9.4.1 Previous Meeting Actions

The Clerk reported that the following actions from the last meeting on 10th March were carried out (not included elsewhere on the agenda):

The original planning application for the stores at Amsbury Farm was reviewed for any restrictions regarding lighting. There were no restrictions.

A letter of thanks was sent to Mr Hubble for a cheque for £75 to go towards paying for some of the hedging plants on West Street.

Hunton playground was nominated for the 'Parents for Playgrounds' campaign, but was unsuccessful.

A cheque for £1,000 was sent to Lisa Halliday for the Hunton Village Fete float.

10. FINANCE

10.1 Statement of Internal Control

Members reviewed the Statement of Internal Control produced by the Clerk and it was proposed by Cllr Heaton, seconded by Cllr Thomas "that the Statement of Internal Control is signed and included with the year end accounts". This was **Agreed** and the Statement was signed by the Chairman and the Clerk.

10.2 Annual Review of Effectiveness of Internal Audit

In carrying out its Annual Review, Members **Agreed** that the internal auditor is independent of the Council and has no involvement in the financial decision making and is competent to carry out an effective audit of the Council's system of internal control; that the review and scope of the internal audit adequately assesses the

Council's internal controls and management of risk; that Members understand the importance of the relationship between the internal audit and the Council and that adequate preparations are made for the audit procedure and reports received from the Internal and External Auditor are actioned when necessary.

10.3 Annual Return of Accounts and Audit 2010/11

Members **Noted** that the Internal Audit had been carried out and the Report of the Internal Auditor had not raised any issues.

10.3.1 Council's Accounts

It was proposed by Cllr Heaton, seconded by Cllr Leonard **"that the Council's Statement of Accounts should be Approved"**. This was **Agreed** and the Statement of Accounts was signed by the Chairman and the Clerk.

10.3.2 Annual Return – Statement of Accounts

It was proposed by Cllr Heaton, seconded by Cllr Thomas **"that the Statement of Accounts contained on page 2 of the Annual Return to the Audit Commission should be Approved"**. This was **Agreed** and page 2 of the Annual Return was signed by the Chairman and the Clerk.

10.3.3 Annual Return – Annual Governance Statement

Members considered the Annual Governance Statement contained on page 3 of the Annual Return and determined that the statements numbered 1 to 8 could all be answered "Yes" and statement number 9 should be answered "N/A". It was then proposed by Cllr Heaton, seconded by Cllr Leonard **"that the Statement is Approved"**. This was **Agreed** and page 3 of the Annual Return was signed by the Chairman and the Clerk.

10.4 Budget Monitoring & Setting

Members **Noted** a report showing the budget and actual for 2010/11, the preliminary budget for 2011/12 as previously agreed and receipts and payments for April. Members noted the position and **Approved** the budget for 2011/12.

10.5 Review of Clerk's Salary

Members **Agreed** that the Clerk's salary is increased by one point to Spinal Column Point 18, with a review again May 2012. Two Members signed the standing order instruction for the bank.

10.6 Income received since the last meeting

Actual income received since the last meeting is:

D Hubble – Contribution Towards Hedge Planting	£75.00
South Eastern Power Networks Plc – Wayleaves	£9.39
NatWest – Business Reserve Account Interest	£0.29
MBC – Precept	£15,000.00

10.7 Confirmation of payments already made

Members **Agreed** **"that the following payments made since the last Meeting are approved"**:

1005 – E.ON – Street Lighting	£6.94
1006 – Hunton Village Fete Committee – Fete Float (to be repaid after the fete)	£1,000.00

10.8 Cheques for signature

Members **Agreed** **"that the Council approve the following payments"** and the cheques were signed:

991 – MBC – Litterpicking for January (KGF)	£62.40
995 – MBC – Litterpicking for February and March (KGF)	£124.80
1007 – Kevin Funnell – Internal Audit	£60.00
1008 – KALC – Annual Membership	£267.56
1009 – Kent Men of Trees – Annual Membership Subscription	£25.00
1010 – Fields In Trust – Annual Membership Subscription	£35.00
1011 – South East Water Ltd – Cricket Field Water Charges (KGF)	£88.16

10.9 Annual Renewal of Insurance Cover

10.9.1 Annual Renewal

Members noted receipt of the insurance renewal from Aviva through Came & Co, offering 16 months cover for the price of 12 months to 30th September 2012, in exchange for a three year long term agreement, with the premium rates remaining the same for the length of the agreement. The premium is £1,950.53 compared to last year's premium of £1,974.58. Members **Agreed** to renew the insurance cover with Aviva for a three year period.

10.9.2 Fidelity Guarantee

Members **Noted** the Fidelity Guarantee Cover provided by Aviva is £100,000 and **Agreed** that it is adequate.

10.10 Grounds Maintenance for 2011

Members considered the quotation received from KCC Landscape Services for the maintenance of the King George V Field for 2011/12. Members **Agreed** to accept the quotation of £921.73 for 21 cuts (an increase of 3% on last year).

10.11 Street Lighting Maintenance 2011/12

Members considered the street lighting maintenance proposal from Ringway for 1st April 2011 to 31st March 2012. Members **Agreed** to accept the proposal for an annual cost of £39.70 and fortnightly scouting of £9.33 (an increase of 2.5% on last year).

The meeting was adjourned at 8:05pm and reconvened at 9:20pm following the Annual Parish Meeting.

11. PLANNING

The following application was considered and recommendation made:

11.1 Plot 5 Land at Lughorse Lane – MA/10/1542

Change of use of land to provide two plots for gypsy travellers, including the stationing of two mobile homes, two touring caravans, a stable building and two utility blocks. Members have reviewed this application previously, but additional information has been received from MBC. Members reviewed the additional information received, an ecology report, but considered that the proposal would have a detrimental effect on the landscape, with the ecology report making little difference.

Council recommendation: Refuse.

11.2 Planning Decisions

The following decisions received from MBC were **Noted**:

11.2.1 Land at South End of Water Lane – MA/10/1216

Change of use to keeping of horses and erection of a building comprising two stables, a tack room, and hay and tractor store, an access and hard surfacing.

Council recommendation: Approve. MBC decision: Granted Planning Permission.

11.2.2 Bridge House, East Street – MA/01/0141

Listed Building Consent to remove external door and partition wall to shower room.

Council recommendation: Approve. MBC decision: Granted Planning Permission.

11.2.3 The Grove, Grove Lane – MA/11/0129

Listed Building Consent for the removal of existing in-fill panels and replacement with new panels consisting of a traditional lime finish externally, with a modern build up internally incorporating insulation.

Council recommendation: Approve. MBC decision: Granted Planning Permission.

11.2.4 Lantern Cottage, Barn Hill – MA/11/0268

Erection of a two storey extension to the northern elevation and insertion of a dormer window.

Council recommendation: Approve. MBC decision: Granted Planning Permission.

12. DATE OF NEXT MEETING

The next full Council Meeting is on Thursday 14th July 2011 at 8:00pm at Hunton Village Hall.

There being no further matters to be discussed the meeting closed at 9:35pm.