

HUNTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON MONDAY 14TH MAY 2012 AT HUNTON VILLAGE HALL

PRESENT: Cllr G Thomas in the Chair, Cllrs D Heaton and T Stanbridge, and Mrs S Goodwin, Clerk

IN ATTENDANCE: Borough Cllr D Collins was in attendance. Nine members of the public were in attendance at the start of the meeting, with a further four members entering during Item 14.1. Eight members of the public left after Item 15.4, two left during Item 18.1.2 and two left after Item 18.1.2.

In the open session, prior to the start of the meeting, a number of parishioners voiced their objections to planning application MA/12/0436, Linstone, East Street. The main objection to the application was the render finish, which does not match the existing building. The owners of the property explained that, following extension work, there was a mismatch of brickwork, with four different bricks on the property. This looked very messy, so the owners had used traditional lime render to try and make it more aesthetically pleasing. Only one elevation has been rendered to date, so the finish could be changed as they would like to do the right thing and find a solution. Some parishioners said that the brickwork may be difficult to match, but it has been done on other properties and the render finish is just too dominant. The Chairman said that the application would be discussed at Item 18.1.2, but Maidstone Borough Council (MBC) will make the actual decision on the application.

1. ELECTION OF OFFICERS

1.1 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. Cllr Sawtell had completed the Declaration of Acceptance of Office prior to the meeting, witnessed by the Proper Officer.

1.2 Vice-Chairman

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

2. MEMBERS DECLARATION OF ACCEPTANCE OF OFFICE

All Members elected in the recent uncontested parish election and present at the meeting completed the Declaration of Acceptance of Office, witnessed by the Proper Officer. Cllrs Porter and Leonard completed the Declaration of Acceptance prior to the meeting, witnessed by the Proper Officer.

3. APOLOGIES

Apologies were received and accepted from Cllrs R Sawtell, R Porter and L Leonard, County Cllr P Stockell and PCSO J Watts.

4. REGISTER OF INTERESTS

Following the election, the Monitoring Officer requires all Members to complete a new Register of Interests form. The Clerk provided all Members with the documentation. The form was provided to Cllrs Sawtell, Porter and Leonard prior to the meeting.

5. COUNCILLOR DECLARATIONS

There were no councillor declarations of lobbying, personal or prejudicial interests.

6. PARISH COUNCILLOR VACANCY

The Chairman explained that, following the resignation of Moira Walter, there is a casual vacancy on the Parish Council which can be filled by co-opting a parishioner. The vacancy has been advertised and expressions of interest have been given by several parishioners. As the next full Parish Council meeting is

not until July, Members **Agreed** that the interested parties should be invited to meet Members when the next Planning Meeting takes place. ACTION: CLERK

7. MINUTES OF THE FULL COUNCIL MEETING HELD ON 12TH MARCH 2012 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON 26TH MARCH 2012

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

8. MATTERS ARISING FROM PREVIOUS MINUTES NOT INCLUDED IN THE AGENDA

Item 8.2 – The Clerk was to establish the level of grant that the Village Club requires for the Jubilee event and check whether the Parish Council could contribute to licensed premises, but the Village Club subsequently decided that a contribution was not required from the Parish Council.

Item 8.8 – Members decided not to respond to the Kent County Council Development and Infrastructure consultation.

9. POLICE BUSINESS

PCSO Watts was unable to attend the meeting, but had provided the following crime figures:

14 - 16/04/12 – Royal Mail post box stolen from Hunton Hill.

03/05/12 – Green Rutland Electric Shockard stolen from Clockhouse Farm.

The Clerk was asked to contact Royal Mail to establish when a replacement post box would be put in place.

ACTION: CLERK

10. APPOINTMENT OF COMMITTEES

Members **Agreed** to the following Committee arrangements for the forthcoming year:

Planning Committee – A minimum of three Councillors as available.

11. APPOINTMENT OF NEW COMMITTEE

Cllr Heaton suggested that the Hunton Fete Committee, which currently operates as a separate entity from the Parish Council, but with Parish Council representation, could be appointed as a committee of the Parish Council to ensure the Hunton Fete is covered by the Parish Council's insurance. Following some discussion regarding the requirements for setting up the committee, Cllr Heaton agreed to go back to the Hunton Fete Committee to establish their views.

ACTION: CLLR HEATON

12. APPOINTMENT OF COUNCIL REPRESENTATIVES

The following appointments were made for the forthcoming year:

KCC Highways – Cllr Thomas

KALC Area Committee – Cllr Sawtell

KCC Local Committee – Cllr Leonard

CAB Governing Body – Cllr Sawtell

Policing matters – as available

Hunton Primary School – Cllr Porter

Custodial Trustee of the King George V Playing Field – Cllr Sawtell.

Following the resignation of Cllr Walter from the Parish Council, Members **Agreed** to ask Cllrs Sawtell and Porter at the next meeting whether they would also like to be council representatives regarding KCC Highways.

ACTION: CLERK

13. APPOINTMENT OF INTERNAL AUDITOR

Members **Agreed** to appoint Kevin Funnell as the Internal Auditor for the forthcoming year.

14. HIGHWAY AND FOOTWAY MATTERS

14.1 Footpath – Bensted Close to Village Hall

The Chairman gave the background to the permissive footpath and the Clerk reported that the latest position from David Smith of Kent County Council (KCC) was that the works would be completed by the end of May 2012. Contractors are expected to be on site in the week commencing 21st May and KCC will monitor the work to ensure it is completed on time so the route is available for the Hunton Fete.

Cllr Heaton stated that the new tenant of Buston Manor had not been aware that the path was to go over his land. Members **Agreed** that Cllr Heaton should contact the tenant again to advise of the forthcoming works and invite him to the next meeting to obtain his comments.

ACTION: CLLR HEATON/CLERK

14.2 Gateways

The Clerk reported that Richard Dixon of Kent Highway Services (KHS) is aware that the work carried out to date on the Gateways on West Street does not fully meet the design shown in the drawings agreed by the Parish Council. A reply is still awaited from the individual overseeing the work

14.3 West Street Problems

14.3.1 Ditch & Road Verge

The Clerk reported that permission has been obtained to shut West Street and Hunton Hill in August to carry out patching work. Work will be carried out on the ditch on West Street at the same time, to dig out the ditch and deposit the spoil on the verge. John Reynolds, Highways Engineer, has been tasked with this work.

The Clerk was asked to obtain details of the dates that West Street/Hunton Hill are closed so it can be publicised in the Hunton Herald. ACTION: CLERK

The Chairman stated that the culvert in front of the Village Hall needs clearing and it is necessary to find a system of rodding out the culvert.

14.3.2 20mph Speed Limit Outside Hunton Primary School

The Chairman reported that the 20mph limit was to be implemented outside Hunton Primary School at the end of April 2012, but no work has been carried out as yet. The Clerk reported that Richard Dixon had been unable to obtain an update.

15. RESOURCES AND ENVIRONMENT MATTERS

15.1 King George V Playing Field

Danny Peacock, Chairman of the King George V Playing Field Committee, gave the following summary:

- The Committee meets bi-monthly and appreciates the support of the Parish Council in running the field;
- One of the main priorities of the Committee is cleanliness and the emptying of bins has been carefully monitored;
- Once the footpath is in place it is proposed to improve the play area and sports facilities, although funding is an issue;
- Temporary repairs have been made to the car park, but this is still a concern;
- All the sports clubs are happy to support the Hunton Fete Committee;
- The AGM is on 5th July at 8pm, everyone is welcome.

15.2 Hunton Parish Plan

The Chair of the Hunton Parish Plan Steering Committee was not at the meeting to provide an update.

15.3 Village Sign

This item was not discussed at the meeting.

15.4 Consultations

Members **Agreed** to hold a separate meeting to discuss the five consultations sent to the Parish Council for comment. ACTION: CLERK

The meeting was adjourned at 8:00pm and reconvened at 9:35pm, following the Annual Parish Meeting.

16. MATTERS OF REPORT

16.1 County and Borough Councillors

16.1.1 County Councillor

County Cllr Stockell was not able to attend the meeting.

16.1.2 Borough Councillors

Borough Cllr Collins did not have any matters to report.

16.2 Chairman

The Chairman did not have anything to report other than that already covered elsewhere in the meeting.

16.3 Individual Councillors

Members did not have anything to report other than that already covered elsewhere in the meeting.

16.4 Clerk

The Clerk did not have any matters to report.

17. FINANCE

17.1 Statement of Internal Control

Members reviewed the Statement of Internal Control produced by the Clerk. It was proposed by Cllr Heaton, seconded by Cllr Stanbridge **“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.

17.2 Annual Review of Effectiveness of Internal Audit

In carrying out the Council’s Annual Review, Members **Agreed** that the Internal Auditor is independent of the Council, 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; that adequate preparations are made for the audit procedure and reports received from the Internal and External Auditor are actioned when necessary.

17.3 Annual Return of Accounts and Audit 2011/12

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

Although not raised in his report, the Internal Auditor had recommended to the Clerk that the monthly bank reconciliation prepared by the Clerk should be checked by Members and the bank reconciliation and bank statement should be initialled and dated to show that Members have seen that the funds are actually in the bank. Members **Agreed** to the recommendation.

The Internal Auditor had also advised the Clerk that the HMRC mileage rate had increased from 40p to 45p per mile last year and recommended that the mileage rate used by the Parish Council increases to 45p per mile. Members **Agreed** to the recommendation.

17.3.1 Council’s Accounts

It was proposed by Cllr Stanbridge, seconded by Cllr Heaton **“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. Cllr Heaton said that the Village Hall should be added to the list of assets. ACTION: CLERK

17.3.2 Annual Return – Statement of Accounts

It was proposed by Cllr Stanbridge and seconded by Cllr Heaton **“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.

17.3.3 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 and seconded by Cllr Stanbridge **“that the Annual Governance Statement is Approved”**. This was **Agreed** and page 3 of the Annual Return was signed by the Chairman and the Clerk.

17.4 Budget Monitoring & Setting

Members **Noted** a report showing the budget and actual figures for 2011/12, the preliminary budget for 2012/13 as previously agreed and receipts and payments for April.

17.5 **Income received since the last meeting**

Income received since the last meeting is as follows:

NatWest – Business Reserve Account Interest	£0.30
MBC – Precept	£15,000.00

The Chairman reviewed and signed the bank reconciliation.

17.6 **Confirmation of payments already made**

It was proposed by Cllr Heaton and seconded by Cllr Stanbridge that the following payments made since the last meeting are approved. This was **Agreed**.

SO – S Goodwin – Salary & Office Allowance – March	£368.53
SO – S Goodwin – Salary & Office Allowance – February	£368.53
1057 – Alan Blackledge-Smith – Village Sign / Notice Board Refurbishment	£35.00

17.7 **Cheques for signature**

Members **Agreed** that the Council approve the following payments and the cheques were signed by Cllr Heaton and Cllr Thomas:

1058 – KCPFA – Membership Subscription	£20.00
1059 – KALC – Membership Subscription / Planning Conference	£340.25
1060 – NALC – LCR Subscription	£15.50
1061 – Ringway – Annual Street Lighting Maintenance Contract	£48.36
1062 – E.ON – Street Light Electricity	£6.94
1063 – MBC – Litter Bin Emptying – March (KGF)	£74.88
1064 – Kevin Funnell – Internal Audit	£60.00
1065 – Sharon Goodwin – Expenses March to May 2012	£71.48

17.8 **Queen’s Diamond Jubilee 21 Gun Salute**

The Clerk reported that a request has been received from Mr Seymour for the Parish Council to consider contributing to the purchase of cannon shots for a 21 gun salute for the Queen’s Diamond Jubilee. It will take place at ‘The Battle of the Nations’ event being held at Hunton Court on 26th and 27th May 2012 in aid of Help for Heroes. The cannon shots cost £25 each, totalling £525 for 21 shots. Members considered the request, but **Agreed** not to contribute on this occasion.

17.9 **Annual Review of Insurance Cover**

This item was not discussed as the Clerk had included it in error. Insurance cover needs to be discussed at the September Council meeting as the current insurance cover runs for 16 months, rather than 12 months.

18. **PLANNING**

18.1 **Planning Applications**

The following applications were considered and recommendations made:

18.1.1 **The Elms, Redwall Lane – MA/12/0586**

Partly retrospective application for the erection of a tractor/implement storage building and construction of an access track.

Parish Council recommendation: Do not wish to object/comment.

18.1.2 **Linstone, East Street – MA/12/0436**

Amendments to previously approved development under MA/11/1242 (conversion of existing double garage into additional living accommodation with first floor extension over) being alterations to fenestration detail and external materials to be used.

Three parishioners had raised objections to the application with the Parish Council.

Parish Council recommendation: Refuse the retrospective application and request the application is reported to Planning Committee. A more suitable finish than painted render should be proposed for the exterior.

18.1.3 Hunton Court Farm, West Street – MA/12/0510

Installation of ground mounted solar array comprising 16 solar photovoltaic panels.

Parish Council recommendation: Approve, but do not request the application is reported to MBC Planning Committee.

18.2 Planning Decisions

The following decisions received from Maidstone Borough Council were **Noted**:

18.2.1 Gudgeon Oast, West Street – MA/12/0209

Application to vary condition 1 of MA/11/0944 to allow the painting of the approved feather boarding in white.

Parish Council recommendation: Do not wish to object or comment on the application.

Maidstone Borough Council decision: Granted planning permission.

18.2.2 1, The Watermill, West Street – MA/11/0554

Erection of a greenhouse and supporting wall.

Parish Council recommendation: Refuse and request the application is reported to Maidstone Borough Council Planning Committee if the Case Officer does not agree with the Parish Council recommendation.

Maidstone Borough Council decision: Refused planning permission.

18.2.3 Land at, Water Lane – MA/12/0458

Cllr Heaton noted that this was his application.

Erection of an open-fronted four bay agricultural pole barn.

Parish Council recommendation: Do not wish to object or comment on the application.

Maidstone Borough Council decision: Granted planning permission.

19. DATE OF NEXT MEETING

The next full Council Meeting is on Monday 2nd July 2012 at 8:00pm at Hunton Village Hall.

There being no further matters to be discussed the meeting closed at 10:40pm.