

## HUNTON PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 2<sup>ND</sup> JULY 2012 AT HUNTON VILLAGE HALL

**PRESENT:** Cllr R Sawtell in the Chair, Cllrs D Heaton, L Leonard, R Porter and Mrs S Goodwin, Clerk

**IN ATTENDANCE:** Mr S Wyles, Abi Jessop of KCC and one member of the public were in attendance throughout the whole meeting. County Cllr P Stockell and Borough Cllr D Collins were in attendance until Item 14. Borough Cllr J Wilson joined the meeting during Item 8 until Item 14. Two members of the public were in attendance until Item 13.

**1. APOLOGIES**

Apologies for absence were received and accepted from Cllr T Stanbridge and PCSO Jo Watts.

**2. NEW PARISH COUNCILLOR**

The Chairman welcomed Mr Steve Wyles on to the Parish Council, following his co-optation at an Extraordinary Meeting of the Council on 28<sup>th</sup> May 2012. Mr Wyles signed the Declaration of Acceptance of Office form and joined the rest of the meeting as a Member.

**3. COUNCILLOR DECLARATIONS**

The Chairman and Cllr Heaton declared an interest in Item 13.5 as they are both on the Village Hall Committee.

**4. ABI JESSOP, COMMUNITY ENGAGEMENT OFFICER, KENT COUNTY COUNCIL**

Abi thanked the Parish Council for inviting her to the meeting. She has been in post since November 2011 and is meeting with parishes to explain her role and see how she can work with them. Abi explained that her role consists of three elements:

- Member support – KCC Member Grants, projects KCC Members are involved in, setting up meetings etc.
- Partnerships – one of these is the Maidstone Locality Board, formerly the Local Strategic Partnership. KCC Members are now represented on the Locality Board, they were not previously. The remit has changed, looking at worklessness, poverty and dependency on benefits in the under 25s and considering environmental improvements to improve the quality of life. Another partnership is the Maidstone Local Children's Trust Board, with a remit to improve the outcomes for children and young people.
- Community engagement – building up an understanding of what various groups would like to achieve and feeding back to KCC Members.

Abi highlighted the three grant schemes:

- Member Grants – £10,000 per Member to allocate to local projects in their districts. The projects need to have a wider community benefit. This grant is good for parish councils for projects such as play schemes, signage, fetes.
- Local Schemes Grant - £11,400 across the Maidstone district with nine KCC Members determining how to allocate the grant over the district. Members share the grant fairly to help as many projects as possible, ensuring that a reasonable amount is given to each project.
- Small Community Capital Grant – as for the Local Schemes Grant, Members agree the split, which is based on population density. There is £52,400 available for the district overall, with a minimum of £500 and a maximum of £20,000 given as individual grants. Examples of projects include a contribution towards roofing, resurfacing car parks, play equipment. Most projects are 60-80% funded. Groups do not have to demonstrate match funding for the Small Community Capital Grant, but if you do have some funding it is worth noting this on the form. There is one application form for all three schemes.

The Chairman introduced Danny Peacock and Margaret Carpenter from the King George V Playing Field Management Committee, as the Committee would like to improve the play equipment.

The Chairman thanked Abi for attending and providing the information.

5. **MINUTES OF THE FULL COUNCIL MEETING HELD ON 14<sup>TH</sup> MAY 2012, THE EXTRAORDINARY COUNCIL MEETING HELD ON 21<sup>ST</sup> MAY 2012 AND THE EXTRAORDINARY COUNCIL MEETING HELD ON 28<sup>TH</sup> MAY 2012**

The minutes of the extraordinary meetings on 21<sup>st</sup> May and 28<sup>th</sup> May had been previously distributed and were unanimously **Agreed** to be an accurate record. The Chairman signed off the official copy for each meeting.

The minutes of the meeting on 14<sup>th</sup> May had been previously distributed, but the Vice Chairman had acted as Chairman of that meeting and was not present to sign off the official copy. Members **Agreed** to carry the signing of the minutes of the 14<sup>th</sup> May meeting over to the next full council meeting.

6. **MATTERS ARISING FROM PREVIOUS MINUTES NOT INCLUDED IN THE AGENDA**

Item 9 – The Clerk contacted Royal Mail to establish when a replacement post box would be put in place. Royal Mail apologised for the lack of progress and has referred the matter to the Collections Manager at the Maidstone Sorting Office once again. The Collections Manager will write to the Clerk.

Item 11 – Cllr Heaton was to report back on whether the Hunton Fete Committee would like to become a committee of the Parish Council, so the Hunton Fete is covered by the Parish Council's insurance. During further conversation with the Parish Council's insurers, it was established that the insurance does now cover the Hunton Fete without it needing to become a Parish Council committee, due to a relaxation in insurance restrictions as a result of events associated with the Queen's Diamond Jubilee. The Clerk was asked to check whether this will also apply next year. **ACTION: CLERK**

Item 15.4 – An Extraordinary Meeting was held on 21<sup>st</sup> May to discuss five consultations. Responses were provided where appropriate.

Item 17.3.1 – Cllr Heaton asked the Clerk to add the Village Hall to the list of Parish Council assets. Ownership of the Village Hall was subsequently discussed as the Parish Council is the Custodial Trustee, guidance is being obtained from the Monitoring Officer at MBC.

7. **POLICE BUSINESS**

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

09 - 11/05/12 - Redwall lane, Hunton – Theft of 25 metres of earthing cable.

17/05/12 - Upper Barnhill, Hunton – Theft of 10 large insulation sheets.

01 - 26/06/12 - East Street, Hunton – Theft of 600 litres of heating oil.

The police have received numerous calls this month about a suspicious blue 4x4 vehicle, 'snooping' around land in Hunton, Yalding and East Farleigh. As a result of residents providing good information to the police three men have been arrested on suspicion of aggravated vehicle taking in Yalding. They have been released on police bail until 31<sup>st</sup> July, pending further investigation. An update will be provided when a result is obtained.

8. **COUNCIL REPRESENTATIVES**

At the Annual Meeting on 14<sup>th</sup> May 2012, Cllr Thomas agreed to continue as the Council representative on KCC Highways. It was suggested that Cllrs Sawtell and Porter, who were not present at that meeting, may also like to be representatives. Cllrs Sawtell and Porter **Agreed** to become Council representatives on KCC Highways.

9. **ADOPTION OF A NEW CODE OF CONDUCT**

The Localism Act 2011 makes new arrangements for regulating the conduct of Members of councils, with previously adopted Codes of Conduct ceasing to have effect on 1<sup>st</sup> July 2012. Members considered the NALC Template Code of Conduct and Kent Model Code of Conduct and **Agreed** that the Kent Model Code of Conduct be adopted by the Council. Members **Agreed** that dispensation requests from Members to speak on items in which they have a disclosable pecuniary interest should be considered by the Council as a whole. The Clerk gave Members a Notification of Disclosable Pecuniary Interests form to complete and return to the Clerk, to be forwarded to the Monitoring Officer at MBC.

10. **HIGHWAY AND FOOTWAY MATTERS**

10.1 **Footpath – Bensted Close to Village Hall**

The Chairman reported that the agreements are in place with the two landowners and the footpath should hopefully be in place in time for the Village Fete. The bridges which had been constructed for use on the footpath have been used elsewhere by KCC, resulting in a delay due to the need to reconstruct the bridges. The Chairman has asked County Cllr Stockell for some assistance as the village is upset at the amount of

time taken to put the footpath in place. Mike Overbeke of KCC has made the footpath a high priority and the work will be carried out as soon as possible.

## **10.2 Gateways**

The Gateways work remains incomplete as there are no village nameplates on the white timber posts on West Street and the roundels near the speed limit repeater signs on West Street have not all been put in place. Despite several requests, the Clerk has not been able to obtain an update from KHS. Cllr Stockell agreed to chase this up.

## **10.3 West Street Problems**

### **10.3.1 Ditch & Road Verge**

Permission has been obtained by KHS to shut West Street and Hunton Hill for up to a week from 6th August 2012 to carry out patching work. Richard Dixon of KHS has advised that, during the road closure, KHS intends to reclaim the verge from the bottom of Hunton Hill to the Village Hall using material from the ditch. Grips will also be inserted along the road edge to assist with drainage into the ditch and a white line will be painted alongside the road edge of the carriageway. East Street is to be repaired later in the year, with any potholes being filled in the interim.

The Clerk was asked to check the timings of the work during the road closure, whether sections of the road will be closed, access arrangements and whether the Village Hall car park would be used by KHS for machinery to carry out the ditching work. ACTION: CLERK

### **10.3.2 20mph Speed Limit Outside Hunton School**

The Chairman reported that Cllr Stockell has provided him with plans for the 20mph speed limit outside Hunton School. The Clerk was asked to obtain a large plan from Richard Dixon of KHS.

ACTION: CLERK

## **11. RESOURCES AND ENVIRONMENT MATTERS**

### **11.1 King George V Playing Field**

The Chairman of the King George V Playing Field Management Committee, Danny Peacock, reported the following:

- A meeting has been held with a representative from PlayDale as the Committee is hoping to buy one decent piece of play equipment. The Committee is waiting to receive further information from PlayDale.
- Funding is required for the repair of the car park and to improve the play area.
- There is a Committee meeting on 5<sup>th</sup> July 2012.

Cllr Stockell asked about the level of funding required. Mr Peacock replied that a minimum of £35,000 would be required to repair the car park, based on quotations received. Cllr Porter commented that the drainage of the car park could be improved by the ditch works to be carried out by KHS. Cllr Heaton said that the holes at the entrance to the car park are getting deeper and asked whose responsibility this was. The Clerk agreed to check with Richard Dixon of KHS. ACTION: CLERK

### **11.2 Hunton Parish Plan**

Cllr Heaton reported that the Hunton Parish Plan Steering Committee was considering the possibility of a community shop in the village. Carl Adams from Action with Communities in Rural Kent had provided advice. Some members of the Committee were to visit Chart Sutton and Kilndown which have community shops.

The Chairman said that at some point a Neighbourhood Plan should be considered, but it needs to tie in with the MBC Core Strategy which is not yet in place. John Hughes, a Member of Coxheath Parish Council, has agreed to come to a meeting and talk about neighbourhood planning when they are further along with the process. Cllr Stockell said that there was a meeting at Marden Parish Council this evening, which is also considering a Neighbourhood Plan.

Borough Cllr Wilson commented that Harrietsham Parish Council has prepared a Neighbourhood Plan, but it is only worth preparing a Plan if the parish is a rural service centre. He felt there was probably no benefit to Hunton in preparing a Neighbourhood Plan.

Borough Cllr Collins said that a template would be issued to advise parishes on what to do, but it is not available yet.

Members agreed that nothing should be done on neighbourhood planning at the current time.

### 11.3 Village Sign

Alan Blackledge-Smith has completed all the work on the village sign and East Street notice board. Mr Blackledge-Smith had informed the Clerk that the main post of the village sign is showing signs of age and there is some movement at ground level, so it is likely to need replacing within the next year. Members considered the post to be fairly stable at the current time and agreed that the replacement of the post should be considered at a later date.

### 11.4 Street Light

The faulty street light on Bensted Close was recently repaired by Ringway. The Clerk has been informed by Ringway that the wiring is very brittle and the light requires a complete rewire at a cost of £45 plus VAT. Members **Agreed** that the Clerk should ask Ringway to rewire the street light. ACTION: CLERK

### 11.5 Woodland Trust Trees

The Parish Council has received details of two free trees schemes. The Woodland Trust scheme has been on the agenda previously and the decision was made to order trees for Autumn, but the closing date for applications is 31<sup>st</sup> July 2012. There is also another scheme to consider, Trees to Treasure. The Chairman asked whether the trees could be used for the community orchard which the Hunton Parish Plan Steering Committee is considering. Cllr Heaton said that it is necessary to consult the King George V Playing Field Management Committee, and it would be raised at their next meeting on 5<sup>th</sup> July.

### 11.6 Consultations

*This item was moved to the end of the meeting.*

#### 11.6.1 KCC Mineral Sites Plan 'Preferred Options' Stage

Members agreed that they did not wish to comment on this consultation.

#### 11.6.2 KCC Waste Sites Plan 'Preferred Options' Stage

Members agreed that they did not wish to comment on this consultation.

#### 11.6.3 KCC Kent Lane Rental Scheme

Abi Jessop advised that this is an extension to the permit scheme, with KCC providing permits to carry out works in the roads. The Scheme would discourage companies from digging up the roads at busy times to minimise disruption. The companies will be charged.

Members comment on the consultation was that if the scheme is encouraging companies to carry out work in unsocial hours, then how would this affect residents? The Clerk to ask this question.

ACTION: CLERK

#### 11.6.4 KCC Equality & Diversity Objectives

Abi Jessop said that every local authority is required to set out their objectives and the consultation is to see whether people think KCC is working along the right lines.

Cllr Heaton commented that MBC's Gypsy Sites Policy impacts on Hunton more than other places. There was some discussion about gypsy children coming into the village having an automatic right to attend Hunton School, whereas Hunton children need to apply. The Clerk was asked to clarify this and comment on this inequality if applicable.

ACTION: CLERK

#### 11.6.5 DCLG Funding Arrangements for Localising Support for Council Tax

Abi Jessop said that the Kent Forum has been looking at this very seriously to consider something Kent wide. Members **Agreed** to look at the consultation in more detail.

ACTION: ALL MEMBERS

#### 11.6.6 DEFRA Improvements to the Policy and Legal Framework for Public Rights of Way

Members **Agreed** that Cllr Thomas should be asked to look at this in conjunction with CPRE.

ACTION: CLLR THOMAS

## 12. MATTERS OF REPORT

### 12.1 County and Borough Councillors

#### 12.1.1 County Councillor

County Cllr Stockell did not have much to report in addition to the annual report she had provided for the Annual Parish Meeting in May. KCC has obtained more money from Iceland, £40million so far, with more on the way. Due to interest received, more should be received back than was originally put in.

The Chairman highlighted the footpath as being the main focus of the Parish Council. Cllr Stockell reassured Members that KCC funding is still in place for the footpath.

#### 12.1.2 **Borough Councillors**

Borough Cllr Wilson and Borough Cllr Collins did not have any matters to report.

#### 12.2 **Chairman**

The Chairman did not have anything to report other than that the Village Fete was very successful and went 'like clockwork'. The Chairman was unsure how much money had been raised at the current time.

#### 12.3 **Individual Councillors**

Cllr Porter reported that residents living close to Goldings, Elphicks Farm have expressed their concern about the increased traffic travelling to and from there and the litter which is being thrown out of the vehicles. Goldings is a private residence, but a business is also being undertaken there. Cllr Collins agreed to look into it.

#### 12.4 **Clerk**

The Clerk did not have any matters to report.

### 13. **FINANCE**

#### 13.1 **Budget Monitoring Report**

The Budget Monitoring Report to 31<sup>st</sup> May 2012 was noted. A report could not be prepared to 30<sup>th</sup> June 2012 as the June bank statements had not been received.

#### 13.2 **Income received since the last meeting**

The following income has been received since the last meeting:

HMRC – VAT Refund	£605.04
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The Chairman reviewed and signed the bank reconciliation.

#### 13.3 **Confirmation of payments already made**

Members approved the following payments made since the last meeting:

SO – S Goodwin – Salary & Office Allowance – May	£380.80
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#### 13.4 **Cheques for signature**

It was **Agreed** that the Council approves the following payments:

KALC – Clerks Conference	£72.00
South East Water – Cricket Field Water Charges (KGF)	£83.68
SLCC – Membership 2012	£97.00
MBC – Bin Emptying for April and May (KGF)	£299.52
KCC (KCS) – Cricket and Football Field Spiking and Dragging	120.00

A new cheque book has not been received from NatWest due to their computer problems, so the cheques would be signed by two Members outside of the meeting once it is received. Cheques written will be reported under 'Confirmation of payments already made' at the September meeting.

#### 13.5 **Village Hall Insurance**

The Chairman reported that a request has been received from the Village Hall Committee to contribute towards the Village Hall insurance premium. Last year the Council paid an 80% contribution. The premium is £2,381.81, an 80% contribution calculates as £1,905. Members (other than the Chairman and Cllr Heaton, who had declared an interest) **Agreed** on a contribution of £1,905. The Clerk to write a cheque when the new cheque book arrives.

ACTION: CLERK

#### 13.6 **Parish Services Scheme**

An email has been received from Ellie Kershaw at MBC, asking for a meeting to discuss the Parish Council's

funding allocation under the new Parish Services Scheme. The Chairman asked Cllr Wilson about the meetings being held between parishes and MBC on the Parish Services Scheme, commenting that Maidstone KALC did not want the meetings to go ahead yet. Cllr Wilson advised the Parish Council to arrange the meeting to discuss the funding of services in the parish. Members **Agreed** that the Clerk should arrange a meeting with MBC. ACTION: CLERK

## 14. PLANNING

### 14.1 Planning Application

The following applications were considered and recommendations made:

#### 14.1.1 Hunton Court Farm, West Street – MA/12/0510

Installation of a ground mounted solar array comprising 16 solar photovoltaic panels. Amended plan/additional details/landscaping.

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

#### 14.1.2 Gudgeon Oast, West Street – MA/12/0552

Conversion of and alterations to two existing outbuildings for use as garden room and annex ancillary to Gudgeon Oast and alterations to approved scheme for conversion of Gudgeon Oast to residential (MA/10/1021) being changes to openings, introduction of external steps. Amended plan/additional details/landscaping.

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

### 14.2 Planning Decisions

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

#### 14.2.1 The Elms, Redwall Lane, Linton – 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 on the application.

MBC decision: Granted Planning Permission

#### 14.2.2 1, Shepherds Cottages, Water Lane – MA/12/0492

Retrospective application for erection of close boarded fencing and entrance gates and for the laying of hardstanding.

Parish Council recommendation: The Council is unable to make a recommendation based on the information submitted as the plans are not very clear and do not contain enough detail. The Parish Council would like more detailed plans to be submitted by the applicant to clarify the application. The Parish Council would like to make a comment that no further hedges or trees should be removed from the site. MBC Planning refused to ask for additional plans.

MBC decision: Granted Planning Permission

#### 14.2.3 Freelands, West Street – MA/12/0779

Application for a roof extension with insertion of dormer windows to the front elevation and erection of a front porch.

Parish Council recommendation: Although the extension will effectively turn a single storey building into a two storey building, the Council does not wish to object to the application.

MBC decision: Refused Planning Permission.

## 15. DATE OF NEXT MEETING

The next full Council Meeting is on Monday 10<sup>th</sup> September 2012 at 8:00pm at Hunton Village Hall.

**There being no further matters to be discussed the meeting closed at 10:25pm.**