

## HUNTON PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 10<sup>TH</sup> SEPTEMBER 2012 AT HUNTON VILLAGE HALL

**PRESENT:** Cllr R Sawtell in the Chair, Cllrs D Heaton, R Porter, T Stanbridge, G Thomas, S Wyles and Mrs S Goodwin, Clerk

**IN ATTENDANCE:** Mr R Tyler of West Kent Red Cross was in attendance until Item 6. Mr G Oliver was in attendance until Item 5. PCSO J Watts and a fellow PCSO were in attendance until Item 8. Borough Cllr D Collins joined the meeting during Item 4 and was in attendance until Item 10.4. Borough Cllr B Mortimer and two members of the public were in attendance until Item 10.4.

**1. APOLOGIES**

Apologies for absence were received and accepted from Cllr L Leonard, Borough Cllr J Wilson and County Cllr P Stockell.

**2. COUNCILLOR DECLARATIONS**

Cllr Heaton declared an interest in Item 9.1.2 as he had met with the King George V Playing Field Management Committee regarding the proposed new play equipment.

**3. MINUTES OF THE FULL COUNCIL MEETING HELD ON 14<sup>TH</sup> MAY 2012 AND THE FULL COUNCIL MEETING HELD ON 2<sup>ND</sup> JULY 2012**

The minutes of the meetings on 14<sup>th</sup> May and 2<sup>nd</sup> July had been previously distributed and were unanimously **Agreed** to be an accurate record. The Vice Chairman signed off the official copy of the minutes for the meeting on 14<sup>th</sup> May as he had acted as Chairman at that meeting. The Chairman signed off the official copy of the minutes for the meeting on 2<sup>nd</sup> July.

**4. GUY OLIVER, HUNTON PARISH PLAN STEERING COMMITTEE**

The Chairman welcomed Mr Oliver to the meeting, to speak about SpeedWatch.

Mr Oliver started by saying that SpeedWatch has not yet been used in Hunton and gave the following background as to why this was the case:

- In January 2012, Mr Oliver and Cllr Porter attended a SpeedWatch training session with the Police in Hadlow.
- PC Guy Rollinson advised that four people needed to be trained to use SpeedWatch, resulting in Lisa Halliday and Annette Trought attending the same training session in July 2012.
- A Borough Councillor advised that Yalding Parish Council had the correct apparatus to operate SpeedWatch, the contact being Cllr Michael Stewart.
- A further meeting was held with PC Rollinson to establish the best position for the camera, agreed as being at the main doors of the Village Hall.
- At the time a trial run was due to take place, Collier Street Parish Council had borrowed the apparatus, then West Street was closed and after that Yalding Parish Council needed the apparatus back.

The conclusion is that it is unsatisfactory to borrow the apparatus due to various groups also using or borrowing it. The Hunton Parish Plan Steering Committee would therefore like to purchase its own equipment, at a cost of approximately £1,800. Cllr Stewart had called Mr Oliver to say that County Cllr Stockell may be able to help with grant funding. Members **Agreed** that the Clerk should contact both County Cllr Stockell and Abi Jessop at KCC regarding possible grant funding for SpeedWatch equipment for Hunton. ACTION: CLERK

Cllr Heaton asked whether it would be beneficial to share the apparatus with one other parish to share the cost, but it was agreed that it would be preferable for Hunton to have its own equipment so it is available when the volunteers wish to use it, particularly as the number one priority in the Parish Plan is the reduction of speeding vehicles in the village.

**5. RICHARD TYLER, LEAD EVENT FIRST AID & EMERGENCY RESPONSE MANAGER, WEST KENT RED CROSS**

The Chairman welcomed Mr Tyler to the meeting.

Mr Tyler outlined his responsibility in the West Kent area as being emergency response first aid and recruiting volunteer teams to help in times of crisis or at local events. Volunteers in Staplehurst have been trained in first aid and crisis management, but the aim is to have a Red Cross presence in every village by 2015, so Mr Tyler has been visiting parish councils in West Kent for this purpose. Mr Tyler would like to see whether a Community Emergency Response Team of volunteers can be set up in Hunton in case of emergency, for example if the village was cut off. The Red Cross would need from the Parish Council: somewhere to meet; somewhere to store kit (the size of a double door filing cabinet); and some publicity. There should be no cost involved. The Red Cross provides all training, insurance cover and equipment. In some areas, two or three villages have joined together to set up a team. The first aid training given can be up to ambulance technician level, it depends what the team requires. If Hunton would like to go ahead Mr Tyler would be pleased to return and give a full presentation.

PCSO Watts offered to contact other parishes to see if they would like to work with Hunton and agreed to contact Mr Tyler. Cllr Heaton agreed to report back to the Hunton Parish Plan Steering Committee.

ACTION: CLLR HEATON

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

Item 6 – The stolen post box has been replaced by Royal Mail.

Item 6 – The Clerk contacted the Parish Council's insurers to establish whether the insurance of the Parish Council will cover the Hunton Fete in 2013 as it did this year. The insurers confirmed that providing there are parish councillors on the Hunton Fete Committee who report back to the Parish Council on the activities of the Committee, then the Parish Council's insurance will cover the fete.

Item 11.1 – KHS filled some holes at the entrance to the Village Hall car park when the road surfacing works were carried out, even though technically any holes off the road line are not the responsibility of KHS.

Item 11.4 – Ringway has rewired the street light on Bensted Close.

11.6.3 – The Clerk replied to the KCC Kent Lane Rental Scheme consultation on behalf of Members.

11.6.4 – The issue of school admissions was clarified, there is no inequality, so a reply was not made to the KCC Equality & Diversity Objectives consultation.

Item 11.6.5 – The Parish Council supported KALC's draft response to the DCLG Funding Arrangements for Localising Support for Council Tax consultation.

Item 11.6.6 – Cllr Thomas was to look at the DEFRA Improvements to the Policy and Legal Framework for Public Rights of Way consultation in conjunction with CPRE. Cllr Thomas to follow up on this.

Item 13.6 – A meeting was arranged and has taken place between the Parish Council and Ellie Kershaw and John Littlemore of MBC to discuss the Parish Council's funding allocation under the new Parish Services Scheme.

**7. POLICE BUSINESS**

*This item was discussed after Item 5 to allow PCSO Watts to return to work.*

PCSO Watts provided the following crime report:

02/07/12 – West Street, Hunton – Burglary. Broken window to the rear of the property, items within the property have been moved around, but nothing taken.

05/07/12 – George Street, Hunton – Burglary. Citroen Saxo stolen from commercial premises, but recovered by the Police. Twelve car batteries, a strimmer, bush cutter, padlocks and chains also taken.

05/07/12 - East Street, Hunton – Theft from a field near Clockhouse Farm. A car battery which powers an electric fence was taken.

06/08/12 – Bishops Lane, Hunton – Theft of 15 metres of electrical earthing cabling from UK Power.

PCSO Watts reported that Linton has also been subject to thefts of electrical cabling. The thieves are taking the cabling in broad daylight using ex BT vans and wearing high visibility jackets. The Police are challenging people when they see these vans.

**8. HIGHWAY AND FOOTWAY MATTERS**

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

The Chairman reported that David Smith of KCC had said that the work on the footpath would be completed by 14<sup>th</sup> September 2012, but there has been no sign of work commencing as yet. Members asked the Clerk to speak to County Cllr Stockell regarding the lack of progress. ACTION: CLERK

## 8.2 Gateways

The Chairman reported that the East Street Gateway is complete. Outstanding elements of the Gateways on West Street are:

- There is no 'Hunton' nameplate on the new 30mph Gateway posts at either end.
- Two 30mph roundels need to be added to the carriageway.

The Clerk has contacted County Cllr Stockell, who thought the work would have been carried out at the same time as the road works on West Street. Cllr Stockell has asked Ben Hilden of KHS to carry out the work.

## 8.3 West Street Problems

### 8.3.1 Ditch & Road Verge

The Chairman reported that West Street and Hunton Hill were closed for a period of time in August to carry out patching work. During the road closure KHS reclaimed the verge using material from the ditch, inserted grips along the road edge to assist with drainage into the ditch and a white line was painted alongside the edges of the carriageway. Members asked the Clerk to contact Richard Dixon of KHS as the road seems wider than it should be now the spoil from the ditch has been used at the side of the road and the white line is not very straight. ACTION: CLERK

The formation of a working party was discussed to plant the hedge alongside the road between November and March. The likely cost would be £60-70 for replanting. Mr Alan Bishop said he would be happy to organise a working party.

Mr Bishop remarked that the soakaways are blocked further south on West Street for some considerable distance. Members asked the Clerk to contact Richard Dixon of KHS for a contact name in Drainage to allow the blockages to be reported. ACTION: CLERK

### 8.3.2 20mph Speed Limit Outside Hunton School

The Chairman reported that some of the 20mph limit signage has been put in place. Outstanding elements are:

- The existing 'keep clear' markings on the road have not been renewed. Richard Dixon informed the Clerk that he has raised an order for this work.
- There is no signage at all on West Street near Bensted Close.
- There is a sign missing on one side of the road near Grove Lane.

The Clerk has contacted County Cllr Stockell about the outstanding issues.

Cllr Heaton thought that the signage on the north side of West Street near Bensted Close (which has not been put in place as yet) should be moved to where the footpath ends, so that when footpath users walk over the bridge the 20mph limit will be on the other side of the bridge as they come out of the footpath.

Members asked the Clerk agreed to contact County Cllr Stockell with this request. ACTION: CLERK

## 9. RESOURCES AND ENVIRONMENT MATTERS

### 9.1 King George V Playing Field

#### 9.1.1 An Update

Margaret Carpenter, the Secretary of the King George V Playing Field Management Committee, reported the following from the Committee meeting held on 5<sup>th</sup> September 2012:

- The monthly health and safety monitoring report identified a bolt protruding and repairs required to the multi play equipment. The items are all low risk and the MBC inspector is not concerned. The Committee has obtained a quote to carry out the work.
- A quote has been obtained from Robert Cox to tidy the area behind the cricket pavilion and the area not covered by KCC Landscape Services, including the car park, the hedge along West Street and the areas under the hedges.
- Improvement of the play area – see Item 9.1.2.

#### 9.1.2 Information on Play Equipment

Mrs Carpenter explained that the King George V Playing Field Management Committee started in 2005. In 2006 the Committee agreed that the play equipment for the children should be improved, but this was postponed due to the footpath. Several months ago the Committee decided that it wanted to move ahead

with the plans to improve the play equipment and spoke to a representative from Playdale who provided quotes for three separate pieces of equipment: a swing for teenage children; a timber swing; and a trail, consisting of six pieces of equipment.

The Chairman of the Committee went to the Hunton Parish Plan Steering Committee to ask for help in submitting an application for a grant from KCC for the equipment, as the King George V Playing Field Management Committee does not have a bank account. Mrs Carpenter spoke to Abi Jessop, the Community Engagement Officer at KCC who advised that an application be made for a KCC Small Community Capital Grant. Applications need to be received by KCC by the end of September 2012 and it would be necessary to speak to County Cllr Stockell to obtain support. It is likely that only 60-80% of the cost of the equipment would be funded by the grant and the remainder would need to be found elsewhere. All Members agreed that the six pieces of equipment forming a trail would be the most suitable for the play area and that they would like to support the Committee.

## **9.2 Hunton Parish Plan**

Cllr Heaton reported that the Hunton Parish Plan Steering Committee has considered the improvement of the play equipment, as detailed by Mrs Carpenter. The Committee is also looking to establish a community shop. It is not known what form the shop will take as yet, but it is likely to be used one day a week, probably a Saturday. The shop would sell local produce and be self financing. It is unlikely that a grant would be obtained for the community shop.

## **9.3 Consultations**

### **9.3.1 MBC – Core Strategy Strategic Site Allocations and Integrated Transport Strategy**

Cllr Thomas commented on the consultation documents as follows:

- The housing requirement for the borough between 2006 and 2026 is 10,080 new dwellings. This number of new houses will result in approximately 25,000 more people, which is nearly a 20% addition to the population of Maidstone. The result of this substantial increase in population will be a huge strain on the facilities of Maidstone.
- The strategic housing location to the south east has been split into three areas. The allocated land should remain as one site, rather than three, to ensure that the developer provides much more adequate facilities to the community.
- The proposed development at Junction 8 of the M20 is not beneficial to the people of Maidstone. Maidstone Borough Council acted for the people by opposing the Kent International Gateway and it is the duty of the Council to oppose development at Junction 8, not to promote it. The employment resulting from the development is likely to be primarily beneficial to people from Ashford, Medway and Sittingbourne, not Maidstone. It certainly will not meet the employment requirements of 10,080 new houses.
- It is accepted that more industrial sites are required, but the site near the hospital on Hermitage Lane, which has been earmarked for housing, would be much more suitable. This site is on the boundary with Tonbridge & Malling Borough Council and should be considered in conjunction with that neighbouring authority as Tonbridge & Malling Borough Council has considerable space for development.
- Any retail addition to Junction 7 will take people further away from the town centre as they will not have a need to go there. It will actually be detrimental to the businesses in the centre of the town and to the residents of Maidstone.
- There are a few worthwhile elements to the Draft Integrated Transport Strategy, but it is largely unreadable. The objectives, actions and targets do not agree with each other and there is no indication of how to actually achieve the objectives.

Members agreed with Cllr Thomas and asked the Clerk to prepare a letter of response to the consultation.

ACTION: CLERK

### **9.3.2 DCLG – Payments by Parish and Community Councils and Charter Trustees**

Members agreed with the proposal to remove the statutory requirement for cheques to be signed by two parish councillors, but allowing parish councils to retain it if they wished.

## **10. MATTERS OF REPORT**

### **10.1 County and Borough Councillors**

#### **10.1.1 County Councillor**

County Cllr Stockell was not present at the meeting.

### 10.1.2 Borough Councillors

Borough Cllr Mortimer said that it was 'good to be back' after being Mayor for the last year. Cllr Mortimer informed the meeting that Coxheath Post Office is considering taking away a number of services, such as providing driving licences, car tax, etc. Cllr Mortimer asked those at the meeting to consider signing the cards which are available and send to Helen Grant MP to save these services.

Borough Cllr Collins stated that the council tax benefits system is changing, with 11,000 homes in the borough being affected. MBC has come up with some solutions, but has a shortfall of £1.4m to find. MBC will be going to public consultation soon. It should be possible to find the money without increasing council tax bills. Money could be obtained on discounts on second homes, empty houses and houses unfit for purpose. Cllr Collins also remarked that, regarding development at Junction 8 of the M20, Gallaghers have some land there already and could maybe obtain more. Several companies have approached Gallaghers and MBC to discuss relocation into the Borough. Cllr Collins gave his apologies for the next Parish Council meeting on November.

### 10.2 Chairman

The Chairman did not have anything to report other than that he would be attending the next KALC Maidstone meeting.

### 10.3 Individual Councillors

The Councillors did not have anything to report.

### 10.4 Clerk

The Clerk reported that the Audit Commission recently consulted parishes on the appointment of the external auditor from 2012/13. It has written again recently to confirm that Littlejohn LLP has been appointed as external auditor to audit the annual return for five years from 2012/13. The appointment commenced on 1<sup>st</sup> September 2012. The audit fee will be £100, excluding VAT.

## 11. FINANCE

### 11.1 Budget Monitoring Report

The Budget Monitoring Report to 31<sup>st</sup> August 2012 was noted.

Cllr Stanbridge asked about the future costs of the footpath, such as hedge cutting and mowing. Members thought costs would not be substantial.

### 11.2 Income received since the last meeting

The following income has been received since the last meeting:

MBC – Concurrent Functions (First Half)	£1,945.00
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Cllr Porter reviewed and signed the bank reconciliation.

### 11.3 Confirmation of payments already made

Members approved the following payments made since the last meeting:

SO – S Goodwin – Salary & Office Allowance – June	£380.80
DD – ICO – Data Protection Registration Fee	£35.00
1066 – KCC (KCS) – Cricket and Football Field Spiking and Dragging (KGF)	£120.00
1067 – E.ON – Street Light Electricity	£6.92
1068 – Robert Cox – Hedge Cutting, Mowing, Strimming (KGF)	£150.00
1069 – Hunton Wanderers Cricket Club – Panel Signs on Village Hall Post (KGF)	£220.80
1070 – KALC – Clerks Conference	£72.00
1071 – South East Water – Cricket Field Water Charges (KGF)	£83.68
1072 – SLCC – Membership 2012	£97.00
1073 – MBC – Bin Emptying for April, May and June (KGF)	£449.28
1074 – Hunton Village Hall Committee – Insurance Contribution	£1,905.00
SO – S Goodwin – Salary & Office Allowance – July	£380.80
SO – S Goodwin – Salary & Office Allowance – August	£380.80

Members discussed the income received from the solar panels on the Village Hall roof – 2,000 units resulting in £900 income. It will be a number of months before the first payment is received, but the Parish Council will need to obtain the income back from the Village Hall Management Committee.

#### 11.4 Cheques for signature

Members **Agreed** that the following payments be approved and the cheques were signed:

1075 – KCC – First Half Grounds Maintenance (KGF)	£569.63
1076 – MBC – Bin Emptying for July (KGF)	£149.76
1077 – Craigdene Ltd – Annual Inspection of Play Area (KGF)	£72.00
1078 – CPRE – Membership Subscription	£29.00
1079 – Sharon Goodwin – Expenses	£179.34

#### 11.5 Cheque Signatories

Members **Agreed** that the authorised signatories in the current NatWest bank mandate, for both Parish Council bank accounts, be changed as follows: addition of Cllr Tony Stanbridge and Cllr Steve Wyles and the removal of Vikki Stancombe and Keith Eatwell. The current mandate will continue as amended above. The new signatories and the Chairman signed the ‘Change of Signing Authority’ form. The Clerk gave Cllrs Stanbridge and Wyles ‘Community Organisation Current Account Additional Party’ forms to complete and take in to NatWest.

#### 11.6 Annual Return & Audit 2011/12

Members **Noted** that, following its audit of the Annual Return, the Audit Commission has given Hunton Parish Council a ‘clean’ certificate. The statutory ‘Notice of Conclusion of Audit and Right to Inspect the Annual Return’ has been displayed on the notice boards and website for the requisite 14 days.

#### 11.7 Maidstone Citizens Advice Bureau

Members considered making a contribution to Maidstone Citizens Advice Bureau, but decided not to make a contribution at the current time.

#### 11.8 Annual Review of Insurance

Members **Noted** receipt of the insurance renewal from Aviva through Came & Co at a cost of £1,977.99, compared to last year’s premium of £1,950.53. Last year the Parish Council obtained 16 months cover for the price of 12 months in return for entering into a three year long term agreement. Members agreed to renew the insurance cover with Aviva through Came & Co as the second year of the three year agreement. Cheque 1080 was completed for £1,977.99 and signed.

Members **Noted** the Fidelity Guarantee insurance cover provided by Aviva is £100,000, which meets the Audit Commission’s recommended minimum level, and **Agreed** that it is adequate.

#### 11.9 Parish Services Scheme

Maidstone KALC has suggested that parish councils initiate a petition, using wording recommended by them for submission by Maidstone KALC to MBC Full Council, objecting to the proposed Parish Services Scheme. Members **Agreed** that, following a meeting to discuss the Parish Services Scheme with Ellie Kershaw and John Littlemore of MBC, it would be preferable to wait for the initial figures to be received from MBC in October before starting a petition.

### 12. PLANNING

#### 12.1 Planning Decisions

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

##### 12.1.1 2, Hammonds Cottage Cheveney Farm, Vicarage Road, Yalding – MA/12/1206

Application for Listed Building Consent for the erection of a two storey side extension, insertion of dormer window to front, single storey rear extension and other alterations.

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

MBC decision: Granted Planning Permission

##### 12.1.2 2, Hammonds Cottage Cheveney Farm, Vicarage Road, Yalding – MA/12/1230

Erection of a two storey side extension, insertion of dormer window to front, single storey rear extension

and other alterations.

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

MBC decision: Granted Planning Permission

**12.1.3 Freelands, West Street – MA/12/1211**

Roof extension and erection of a front porch.

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

MBC decision: Granted Planning Permission

**13. DATE OF NEXT MEETING**

The next full Council Meeting is on Monday 12<sup>th</sup> November 2012 at 8:00pm at Hunton Village Hall.

**There being no further matters to be discussed the meeting closed at 10:38pm.**