

HUNTON PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 13TH MAY 2013 AT HUNTON VILLAGE HALL

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

IN ATTENDANCE: County Cllr P Stockell and Borough Cllr D Collins left after Item 13.3.2. Borough Cllr B Mortimer left after Item 12.1.2. Five members of the public were in attendance, of which two left after the open session, two left after Item 11.1 and one left after Item 13.3.2.

OPEN SESSION:

In the open session, prior to the start of the meeting, Simon Taylor, Chairman of Hunton Wanderers Cricket Club (HWCC), and Steve Jones, Secretary of HWCC, asked to speak to Members about the cricket pavilion. In the last 18 months HWCC has been considering funding for the replacement or refurbishment of the cricket pavilion. The pavilion was built in 1938, at the same time the land on which it stand was purchased by the Parish Council. The pavilion is of timber construction and, despite some repair work, is now falling to bits.

HWCC is not asking the Parish Council for financial support, but it has no rights of ownership or tenancy and without security of tenure there is no access to funding from organisations such as Sport England. There are three options:

1. The Parish Council could grant tenancy to HWCC through the King George V Playing Field Management Committee and HWCC can apply for funding;
2. The Parish Council could make the funding application on behalf of HWCC;
3. The Parish Council could adopt responsibility for refurbishing the cricket pavilion with help from HWCC.

Action 2.1f of the Hunton Parish Plan states: 'encourage greater use of the playing field and facilities for the community as a whole...'

HWCC would like the refurbishment of the cricket pavilion to be adopted as a formal agenda item at the next Parish Council meeting.

Members asked a number of questions to which Mr Taylor and Mr Jones responded, summarised below:

- HWCC has an application for funding, but as there is no security of tenure it cannot be submitted. The likely cost of the work is £65,000, which could possibly be 100% funded by Sport England if an application can be submitted, as it fits in with the Sport England programme. The current Sport England funding round ends in December 2013.
- It would not be feasible to combine with the Football Club as, if a community building was required, rather than a cricket pavilion, the budget is likely to double. There are also numerous ramifications of going from a one-club building to a multi-purpose building.
- Planning permission may be required. If the Parish Council applies the cost would be lower as the VAT can be reclaimed.

Members agreed that the pavilion should be on the agenda for the next Parish Council meeting, but an informal meeting could also be held before then to discuss the matter.

1. ELECTION OF OFFICERS

1.1 Chairman

Cllr Sawtell was nominated by Cllr Thomas and seconded by all other Members. There being no other nominations and all Members being in agreement, Cllr Sawtell was duly elected as Chairman for the forthcoming year. Cllr Sawtell was unable to attend the meeting, so the Clerk, as Proper Officer, agreed to ask Cllr Sawtell to complete the Declaration of Acceptance of Office prior to the next Council meeting. ACTION: CLERK

Cllr Thomas wished Cllr Sawtell well in his recovery, following a stay in hospital.

1.2 Vice-Chairman

Cllr Thomas was nominated by Cllr Leonard and seconded by Cllr Porter. 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. APOLOGIES

Apologies for absence were received and accepted from Cllr R Sawtell and Borough Cllr J Wilson.

3. COUNCILLOR DECLARATIONS

3.1 Declaration of Interests

There were no councillor declarations. Cllr Heaton advised that he had been lobbied by members of Hunton Wanderers Cricket Club regarding the cricket pavilion, discussed in the open session prior to the meeting.

3.2 Dispensations

There were no requests for dispensations.

4. MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON 11TH FEBRUARY 2013 AND THE FULL COUNCIL MEETING HELD ON 11TH MARCH 2013

The minutes of the meetings on 11th February 2013 and 11th March 2013 had been previously distributed. The Chairman signed off the official copy of both sets of minutes.

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

Item 10.2 – The Clerk wrote to MBC Planning Enforcement, detailing breaches of planning conditions at Little Clock House, George Street, but no response has been received as yet.

Members asked the Clerk to follow up the letter.

ACTION: CLERK

Item 5 from 14th January 2013 meeting – PCSO Watts' comments on the running of the Christmas Market were that no complaints were received and traffic was flowing, so it was successful from a policing point of view.

Item 5 from 10th September 2012 meeting – PCSO Watts has contacted Coxheath Parish Council to see if it would like to work with Hunton in setting up a Community Emergency Response Team. Coxheath is happy to review more information on this. Cllr Heaton subsequently reported back to the Hunton Parish Plan Steering Committee, which has decided not to progress with the Community Emergency Response Team.

6. POLICE BUSINESS

PCSO Watts was unable to attend the meeting and had not provided a crime report.

Members asked the Clerk to write to PCSO Watts to obtain the crime figures. ACTION: CLERK

7. **APPOINTMENT OF COMMITTEES**

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

- Planning Committee – a minimum of three Councillors as available.

8. **COUNCIL REPRESENTATIVES**

The following appointments were made for the forthcoming year:

KCC Highways – Cllr Thomas, Cllr Sawtell and Cllr Porter

KALC Area Committee – Cllr Sawtell and Cllr Thomas

KCC Local Committee – Cllr Leonard

CAB Governing Body – Cllr Sawtell

Policing matters – as available

Hunton Primary School – to be deferred until the new Head is in place at the school

Representative Trustee of the King George V Playing Field – Cllr Sawtell and Cllr Heaton

Parish Plan Steering Committee – Cllr Heaton, Cllr Stanbridge and Cllr Wyles

The Clerk was asked to confirm with Cllr Sawtell whether his representation at CAB is on behalf of the Parish Council or for himself.

ACTION: CLERK

9. **APPOINTMENT OF INTERNAL AUDITOR**

Members accepted the report of the Internal Auditor for 2012/13 and acknowledged that a clean bill of health was given to the accounts of the Parish Council. Members **Agreed** to appoint Kevin Funnell as the Internal Auditor for the forthcoming year.

10. **HIGHWAY & FOOTPATH MATTERS**

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

Cllr Wyles reported that significant progress has been made on the footpath project.

Twig & Co has been appointed as the contractor to carry out the work and David Munn of KCC will be meeting the contractor to discuss the schedule of works. A condition of awarding the contract is that the work must be completed by 22nd June 2013, the date of the Hunton Fete.

Both landowner agreements are with KCC and both landowners have agreed to the surface of the path being limestone aggregate.

The invitation to tender for the hedge cutting work will be issued in late summer, after the bird nesting season.

It had been suggested that the footpath be named after the previous Clerk, Vikki Stancombe, but a suggestion has now been put forward that a better memorial would be a seat near the play area. If the footpath is to be named the residents will vote and the Parish Plan Steering Committee will agree the name.

Cllr Wyles expressed disappointment in the Leader of KCC, who had been dismissive of the concerns of the Parish Council regarding the lack of progress on the footpath, particularly given the fact that the Parish Council bringing these concerns to light has highlighted a dozen other projects in the same situation. Cllr Wyles thanked David Munn and Graham Rusling of KCC, as well as County Cllr Stockell, for all their hard work in turning round a totally unacceptable situation.

Members **Agreed** the designs for the footpath signs and also **Agreed** to hold a progress meeting on 22nd May 2013 at 4pm.

10.2 **Gateways**

The 'Hunton' nameplates still need to be added to the 30mph posts. They were due to be installed in the week commencing 29th April 2013, but when on site the contractors deemed the signs too big for the posts, resulting in the signs overhanging the carriageway. Ben Hilden at KCC has instructed that smaller signs are erected.

County Cllr Stockell advised that Ben Hilden has now moved to another area of KCC and his work will be handed over to Andy Padgham. Cllr Stockell is not happy with the West Street Gateways and would like to see them upgraded.

10.3 West Street Problems

10.3.1 Ditch & Road Verge

The Clerk has spoken to Richard Dixon of KHS regarding several issues and reported the following:

- The edge of road white lines is to be extended from the Village Hall down to Bensted Close.
- Road pins still need to be inserted in the culvert in front of the Village Hall to act as a 'trash gate'. This is to be done soon.
- Centre of road white markings are not being painted now on roads that are narrower than 5.5 metres overall, so the faded centre line down Hunton Hill will not be repainted.
- The broken drain on the corner of Bishops Lane and West Street has now been repaired.

Cllr Heaton asked whether white lines could be painted on the edges of the road down Hunton Hill as centre lines could not be repainted. ACTION: CLERK

Cllr Porter asked that reflector posts, or something similar, be installed on West Street up to the 'chicane' as vehicles keep driving into the hedge near the playing field. ACTION: CLERK

10.3.2 20mph Speed Limit Outside Hunton School

The existing 'keep clear' markings on the road near the school have been renewed. There is no outstanding work to be done on the 20mph speed limit.

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:

- Regular meetings are being held by the Committee;
- The new play equipment has been well received;
- The multi play equipment has been repaired;
- The issue of culling rabbits on the field is under consideration;
- Cllr Heaton had asked the Committee for assistance in clearing the community orchard site on 9th June 2013;
- The Football Club and Bowls Club will both be participating in the Hunton Fete.

11.2 Hunton Parish Plan

The Chair of the Hunton Parish Plan Steering Committee was unable to attend the meeting. Members agreed that, as there were no particular issues, reporting on the Parish Plan could be left until next week at the Annual Parish Meeting.

Cllr Wyles reported that the first 'pop-up' shop held at Easter had raised approximately £400, with £130 to be donated back to the community.

Cllr Heaton reported that the Chair, Annette Trought, had been in communication with David Hubble regarding his proposals for the field near Bensted Close as he was concerned that no one had taken up his offer on new housing. The Parish Plan Steering Committee thought that the whole village would need to be consulted on this. Cllr Porter suggested that the Parish Council could consider purchasing the land to prevent new housing being built.

Borough Cllr Mortimer advised that 160 sites have been put forward as a result of MBC's call for sites. MBC's preferred sites should be named in October 2013.

11.3 Street Lighting

Officers from MBC have met with KCC to discuss responsibility for street lighting and its associated cost. KCC will consider taking over the ownership of parish street lighting if requested by the parish and certain conditions are met. Members considered whether the Bensted Close street light should be adopted by KCC, but **Agreed** that it should remain in ownership of the

Parish Council.

12. MATTERS OF REPORT

12.1 County and Borough Councillors

12.1.1 County Councillor

County Cllr Stockell did not wish to make a report.

Cllr Porter advised that KCC have put letters through doors of houses on West Street asking questions about traffic speed. Hunton Primary School is looking to extend the 20mph speed limit trial.

12.1.2 Borough Councillors

Borough Cllr Mortimer advised that on planning enforcement cases, MBC should reply within 21 days, so it would be worth chasing up a response to the letter sent regarding Little Clock House. Cllr Mortimer is now only on the Joint Transportation Board and Licensing Committees.

Borough Cllr Collins reported that PCSO Jo Watts has now left for a full time position as police officer on the Isle of Sheppey. A business directory has been sent out to all households. Cllr Collins noted that he would be late for the Annual Parish Meeting the following week, but he would be attending.

12.2 Chairman

The Chairman did not have anything to report.

12.3 Individual Councillors

Cllr Stanbridge reported that Call Flow was making progress with accepting applications to join the high speed broadband network.

12.4 Clerk

The Clerk did not have anything to report.

13. FINANCE

13.1 Statement of Internal Control

Members reviewed the Statement of Internal Control produced by the Clerk and agreed that it could be signed and included with the year end accounts. The Statement was signed by the Chairman and the Clerk.

13.2 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.

13.3 Annual Return of Accounts and Audit 2012/13

Members have already noted under Item 9 that the Internal Audit has been carried out and the report of the Internal Auditor had not raised any issues.

13.3.1 Council's Accounts

Members **Agreed** that the Council's Statement of Accounts should be approved. The Statement of Accounts was signed by the Chairman and the Clerk.

13.3.2 Annual Return – Statement of Accounts

Members **Agreed** that the Statement of Accounts contained on page 2 of the Annual Return to Littlejohn LLP should be approved. Page 2 of the Annual Return was signed by the Chairman and the Clerk.

13.3.3 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”. Members **Agreed** that the Annual Governance Statement be approved. Page 3 of the Annual Return was signed by the Chairman and the Clerk.

13.4 Budget Monitoring Report

Members considered a report showing the budget and actual figures for 2012/13; the preliminary budget for 2013/14 as discussed at the January 2013 Parish Council meeting; and receipts and payments for April 2013.

The Clerk pointed out that the budget for 2013/14 has been adjusted to include the precept agreed in January 2013, the funding from government support from MBC and the final Parish Services Scheme funding amount.

Members **Noted** the report and **Approved** the adjusted budget for 2013/14.

13.5 Income Received

Members **Noted** the following income received since the last meeting:

KCC – Member Grant for Play Equipment	£2,500
NatWest – Bank Interest	£0.28
MBC – Precept	£17,000
MBC – Funding from Government Support	£1,315

Cllr Porter reviewed and signed the bank reconciliation.

13.6 Payments Made

Members **Approved** the following payments made since the last meeting:

SO – S Goodwin – Salary & Office Allowance – March	£380.80
SO – S Goodwin – Salary & Office Allowance – April	£380.80

13.7 Cheques for Signature

Members **Agreed** that the following payments be approved and the cheques were signed by Cllr Heaton and Cllr Porter:

1106 – KALC – Planning Conference/Annual Subscription	£344.11
1107 – E.ON – Street Lighting	£6.85
1108 – NALC – LCR Annual Subscription	£16.00
1109 – Kevin Funnell – Internal Audit	£60.00
1110 – Came & Company Insurance – Additional Insurance for New Assets	£25.00
1111 – Robert Cox – Maintenance Work (KGF)	£105.00
1112 – Alan Blackledge-Smith – Repairs to Play Equipment (KGF)	£190.00
1113 – MBC - Bin Emptying – March (KGF)	£74.88
1114 – Sharon Goodwin – Expenses/Travel/Postage/Telephone/Salary Increase	£204.37

13.8 Community Orchard

Members considered a request from the Parish Plan Steering Committee to pay for the hire of a skip to clear the community orchard site. This would qualify as s137 expenditure if Members

agreed that it is in the interests of, and brings direct benefit to, the residents of Hunton. Members **Agreed** to pay for the skip hire.

13.9 Funds Held by Village Groups

A parishioner has raised the issue of funds held by various groups in the village being kept in individuals' bank accounts, questioning whether funds from such groups and their activities should be held by the Parish Council. Members **Agreed** that if these groups, such as the group organising the Christmas Market, are going to continue their activities, rather than being one-off projects, then ideally a Committee should be set up with a separate bank account for such purposes, rather than using the Parish Council's bank account.

14. PLANNING

14.1 Planning Applications

14.1.1 Little Clock House, George Street – MA/12/0152

Change of use of land to provide an extension of existing caravan site to accommodate three additional gypsy families in three mobile homes. Additional details received have been received in the form of a letter from Philip Brown Associates Ltd, agent of the applicant. Objection letters have been received from two parishioners. Members considered whether the additional information changes the Parish Council's recommendation to refuse this application and **Agreed** that it does not affect the situation in any way. Members also **Agreed** that the letter should be passed on to the Enforcement Officer at MBC. **ACTION: CLERK**
Parish Council recommendation: Refuse and request the application is reported to MBC Planning Committee, as previously recommended.

14.2 Planning Decisions

Members **Noted** the following decision received from Maidstone Borough Council:

14.2.1 Smithfield House, West Street – MA/12/2207

Erection of a replacement dwelling, detached garage and creation of new access.
Parish Council recommendation: Refuse and request the application is reported to MBC Planning Committee.
Maidstone Borough Council decision: Granted planning permission.

15. DATE OF NEXT MEETING

The Annual Parish Meeting is on **Monday 20th May 2013** at 8:00pm at Hunton Village Hall. The next full Council Meeting is on **Monday 8th July 2013**.

There being no further matters to be discussed the meeting closed at 10:05pm.