

HUNTON PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 10TH NOVEMBER 2014
AT HUNTON VILLAGE HALL

PRESENT: Cllr R Sawtell in the Chair, Cllrs G Thomas, T Stanbridge, S Wyles and R Porter and Mrs S Goodwin, Clerk. Cllr D Heaton joined the meeting during Item 3.

IN ATTENDANCE: County Cllr P Stockell left after Item 10.1.1. Borough Cllr Mortimer joined the meeting during Item 8.3 and left after Item 10.1.2. Five members of the public were in attendance, two entered during Item 4. Four left after Item 10.1.2 and one after Item 11.6.

1. APOLOGIES

Apologies for absence were received and accepted from Cllr L Leonard. Borough Cllrs B Mortimer, J Wilson and D Collins had also sent their apologies.

2. FILMING AND RECORDING

No members of the public expressed a wish to film, record or photograph the meeting.

3. COUNCILLOR DECLARATIONS

3.1 Declaration of Interests

There were no councillor declarations.

3.2 Dispensations

There were no requests for dispensations.

4. PARISH COUNCILLOR VACANCY

The Chairman announced that Cllr Les Leonard has sadly decided to resign from the Parish Council after many years service, effective from today. The Clerk will notify MBC and place a Notice of Casual Vacancy on the notice boards and website. If an election is not requested by ten or more local government electors in the parish the Parish Council will proceed to fill the vacancy by co-option. Once co-option is being considered, a notice advertising the post will be displayed on the notice boards, website and in the Hunton Herald. ACTION: CLERK

5. MINUTES OF THE FULL COUNCIL MEETING HELD ON 8TH SEPTEMBER 2014 AND EXTRAORDINARY MEETING HELD ON 20TH OCTOBER 2014

The minutes of the meetings on 8th September 2014 and 20th October 2014 had been previously distributed. The Chairman signed off the official copy of the minutes.

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

There are no matters arising not already covered in the agenda.

7. POLICE BUSINESS

7.1 Police

PCSO Alan Hunter was unable to attend the meeting. The following crime has been reported since the last meeting:

19/10/14 Non crime domestic

7.2 **Neighbourhood Watch**

Cllr Wyles reported there have been no additional members to Huntonwatch for the last few months. Membership consists of 120 properties, equating to one third of the village.

Two activities have been reported to Huntonwatch, not included on the police report – men seen in the wooded area near the school and two males in a silver car hunting rabbits with catapults (reported to the police). At the last Pop-up Shop Huntonwatch gave out information and free gifts such as key chains, stickers and UV pens. Huntonwatch receives 7-8 reports a week of crimes in neighbouring villages, for example thefts of jewellery and tools in East Farleigh.

Reports of scams are also received, the latest being a council tax scam in Tonbridge & Malling.

8. **HIGHWAY & FOOTPATH MATTERS**

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

The contractor responsible for the maintenance of the hedge and verges near the footpath has completed the first part of the maintenance contract, except for some minor work requiring small tools. Cllr Heaton has found a suitable strimmer for interim maintenance work.

Cllr Porter reported that a lot of grass is growing through the footpath. The Clerk will contact David Munn at KCC as maintenance of the footpath surface is the responsibility of KCC.

ACTION: CLERK

8.2 **West Street Problems**

Donna Rixson of KCC has advised that the design of the marker posts to be installed alongside the recreation field has been completed and is to be signed off by County Cllr Stockell on 11th November. Once approved, the posts will be ordered, following which the contractor has two weeks to provide an installation date. Cllr Stockell will speak to Ms Rixson as she would like the work completed before Christmas.

Clare Ellen at KCC has been contacted again regarding the dangerous location of the bus stop on the East Street/West Street junction, but will still not reconsider the alternative location. Cllr Stockell will ask someone from KCC to contact the Clerk as they need to look at the site when it is dark.

Cllr Porter reported on his meeting with Claire Chewter and Richard Emmett from KCC Highways. Cllr Porter drove Ms Chewter and Mr Emmett around Hunton pointing out all the highways issues, such as bad potholes at the bottom of Hunton Hill, collapse of the road on West Street, flooding on East Street, etc. The solution to the road collapsing on West Street is for kerbing to be installed from the village hall upwards, but KCC will not pay for this, the cost would fall to the Parish Council. Mr Emmett will provide a costing for this work, likely to be around £15,000. Residents would like a 30mph speed limit on East Street and speed humps outside the school. Some bad potholes were filled during the visit; other issues will be attended to later.

Cllr Stanbridge highlighted the sharp bend in East Street near the turn off to Amsbury Farm which has been the site of several accidents, but has no signage warning of a sharp bend. Cllr Stockell asked the Clerk to email her regarding the signage for the bend. ACTION: CLERK

Cllr Wyles reported on a meeting he had attended at the school with the Cllr Sawtell, Cllr Thomas, PCSO Hunter, the school Chair of Governors and Admin Assistant to discuss the parking issues. The possibility of double yellow lines was considered, but it is unlikely that KCC will agree to fund the lines and the police will not fund the policing of them. Another suggestion was the installation of temporary bollards or metal barriers near the entrance to Grove Lane to make it difficult for cars to park opposite Bishops Lane, but this has received a lukewarm response from residents. When the school has functions it has an arrangement with Hunton Court to open the gate and use a parking area there. It was suggested that this could become a more permanent arrangement. The Chair of Governors will provide an update on this. Cllr Stockell agreed to speak to someone in KCC Education, who may be able to give some advice.

8.3 **Speedwatch**

Cllr Wyles reported that the Speedwatch team has been out 2-3 times a month. All Speedwatch activities take place during daylight as the team needs to be visible and it is hard to see car information in poor light. Since June the team has been noting the total number of cars in any direction and the total number travelling more than 50% + 2mph over the speed limit. Letters have been sent to persistent offenders. The highest speed recorded was 52mph. The team has also been looking at statistics and behaviours. People do generally slow down by the time they get to the school and the percentage of vehicles speeding is reducing (from 12% to 5-6%), so Speedwatch is having an effect. The Speedwatch team would welcome more members.

8.4 **Hunton Footpaths Network**

A resident has reported two overgrown footpaths to the Parish Council. Members **Agreed** that a map should be obtained which shows all the footpaths and a schedule should be produced of footpaths to walk and check. ACTION: CLERK

Members agreed that landowners should keep their footpaths clear and any Public Rights of Way are the responsibility of KCC, but it can be difficult to establish who owns some of the footpaths. The Clerk will check if other parishes have a Footpaths Officer and ask the Hunton Tree & Pond Warden whether he would consider including a review of the footpaths in his work.

ACTION: CLERK

9. **RESOURCES AND ENVIRONMENT MATTERS**

9.1 **King George V Playing Field**

The Chairman of the King George V Playing Field Management Committee, Danny Peacock, reported that the following was discussed at the last Committee meeting:

- Car park - the French drain was installed and car park resurfaced in September. It is a considerable improvement and was cost effective, thanks to all those who gave their time. The final cost is likely to be around £1,750, which is under budget.
- Health and safety – no further action is required at the current time on the MBC monthly play area inspection reports. No action has been taken on the annual inspection report as yet, but this will be done in the spring as all the recommendations were low risk/monitoring required. The play area is to be strimmed to tidy it up.
- Finance – there will be £6,879 left in funds after payments made at this evening's Parish Council meeting.
- New cricket pavilion – Simon Taylor and Steve Jones will give an update on this later.
- Waste system – the Committee agreed that if the Village Hall Committee wants a contribution from the clubs for their use of the waste system, then the Playing Field Committee should pay for it rather than the clubs. A 25% annual payment was suggested.
- There was some discussion about problems when the car park/field are being used at the same time by the church, village hall and clubs - for example, closure of the gate, congestion, etc. It was suggested that all three clubs send their fixtures to Kathy Reid, so the village hall is aware of who is using the car park. The clubs can look online at the village hall diary to see what is going on at the village hall when club matches are on.
- A resident has made a request to use the field for his two daughters' weddings next summer. The Committee is happy for the wedding parties to use the field, although it was suggested that they could rope an area off, so they do not interfere with any sports fixtures, and park sensibly (there will be no BBQs).

Cllr Wyles commented that some mess had been left after a BBQ, but this was not thought to be the result of a Cricket Club function. The picnic table has been installed near the play area and is being used by residents.

9.2 **Hunton Parish Plan**

The Chair of the Hunton Parish Plan Steering Committee, Annette Trought, was unable to attend the meeting.

Cllr Wyles reported that recommendations for the Housing Needs Survey (to be undertaken by

the Committee) had been discussed with parish councillors. A draft project plan for the first phase has been started which will involve appointing someone to carry out the Survey. Competitive tenders will need to be obtained for approval by the Parish Council in future. The Housing Needs Survey will form part of a Neighbourhood Plan which Members agreed is necessary to establish what the residents of Hunton want overall, not just in terms of housing, for the Parish Council to effectively serve the parish. An external resource is required for this work as the parish councillors are all stakeholders.

9.3 **Village Hall Improvements**

Suppliers have provided quotations for improvements to the village hall, but further refinement of the specification is necessary to ensure like for like quotes are obtained.

9.4 **Cricket Pavilion**

Simon Taylor and Steve Jones of Hunton Wanderers Cricket Club (HWCC) gave the following update on the new cricket pavilion:

- Planning permission was obtained on 6th October. Extra time was requested from Sport England due to the delay by MBC.
- A building inspector has been engaged to work on the building regulations. A snagging list of 20 items has been worked through, with some items still to cover, such as a tree survey. The inspector is likely to give approval within a week or two, subject to conditions.
- Work has commenced – an area the size of the pavilion and 12 feet deep has been dug. Two exploratory trenches have also been dug to the level of the foundations.
- The partnership funding is all in place, either in cash or in kind.
- The project is on schedule, the only issue may be getting a 26 tonne concrete lorry across the field to make the foundations.
- Three suppliers tendered for the building work on the pavilion. Members reviewed the three tenders and **Agreed** that Passmores should be selected as the building contractor.
- Three suppliers tendered for the work on the base. Members reviewed the three tenders and **Agreed** that Hague Construction should be selected as the base contractor.
- Steve Jones will complete the tender documentation to be signed off by the Parish Council.

9.5 **Hunton Primary School**

Cllr Wyles reported on the meeting held at the school under Item 8.2.

9.6 **Valuation of Land**

Members **Agreed** that valuation of land should not be considered until the MBC Call for Sites results are known.

9.7 **KALC Community Awards Scheme 2015**

Last year Members adopted the KALC Community Awards Scheme 2014 locally, to acknowledge and give recognition to a person or group who has made a significant contribution to the local community. The 2015 KALC Community Awards Scheme was launched in October, with Member councils again having the option of adopting the Scheme in their local area.

Members **Agreed** that the Scheme should be adopted for 2015 and that a piece be included in the Hunton Herald inviting nominations from parishioners.

ACTION: CLERK

10. **MATTERS OF REPORT**

10.1 **County and Borough Councillors**

10.1.1 **County Councillor**

County Cllr Stockell did not have anything to report other than that the KCC budget is currently

out for consultation. The consultation on Community Wardens resulted in a lot of support for the wardens.

10.1.2 **Borough Councillors**

Borough Cllr Mortimer reported that Full Council had agreed that there should be a return to the Committee system, rather than the current Cabinet system. The type of Committee system to be put in place will be decided next month.

Cllr Mortimer has been visiting a village near Somme in France, adopted by Maidstone.

Montauban-de-Picardie has a church, village hall and approximately 230 residents. He suggested that Hunton would be a good village to twin with and asked Members to consider the possibility of a twinning.

10.2 **Chairman**

The Chairman had attended the MBC Local Plan meeting for Hunton, Linton and Loose.

10.3 **Individual Councillors**

No one had anything to report which has not already been covered.

10.4 **Clerk**

10.4.1 **Meeting Dates**

Members **Agreed** to the following meeting dates for 2015:

Monday 12th January 2015

Monday 9th March 2015

Monday 11th May 2015 (Annual Meeting)

Monday 18th May 2015 (Annual Parish Meeting)

Monday 13th July 2015

Monday 14th September 2015

Monday 9th November 2015

10.4.2 **KALC AGM**

An invitation has been received from KALC to attend the AGM on 22nd November 2014. No one is able to attend the meeting, but Members **Agreed** that the Chairman of KALC Maidstone Area Committee should be informed of the issues the Parish Council had with Action for Communities in Rural Kent (ACRK) over the Housing Needs Survey undertaken by them.

ACTION: CLERK

11. **FINANCE**

11.1 **Budget Monitoring Report**

The Budget Monitoring Report to 31st October 2014 was **Noted**.

Cllr Heaton pointed out that a bill for £150 for the digger used on the car park improvement work has not been received as yet, but cost of the work was still well under budget.

11.2 **Income Received**

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

Village Hall Committee – FIT receipts	£437.94
Insurance reimbursement for solar panels	£4,008.80
Bank interest (NatWest £0.26; UTB £3.95)	£4.51
Transfer into new Unity Trust Bank account from NatWest (Reserve & Current a/cs)	£18,629.38

Cllr Porter reviewed and signed the bank reconciliation.

11.3 **Payments Made**

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

300011 – Small Loads Ltd – Car park repairs	£204.00
300012 – Robert Cox – Maintenance (KGF)	£470.00
300013 – JPS Renewable Energy Limited – Replacement solar panels (60%)	£1,702.47
Transfer from NatWest Business Reserve Account to new Unity Trust Bank account	£2,378.50
SO – S Goodwin – Salary & office allowance – September	£396.81
300014 – Megeve Building & Maintenance – Village Hall refurbishment	£4,800.00
SO – S Goodwin – Salary & office allowance – October	£396.81

Note: The following payment was not included in the minutes of the last meeting in error:

300002 – Small Loads Ltd – Car park repairs	£1,587.60
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11.4 **Cheques for Signature**

Members **Agreed** that the following payments be approved and the cheques were signed by Cllrs Stanbridge and Wyles:

300015 – MBC – Bin emptying (KGF)	£524.08
300016 – R Sawtell (Chairman’s Allowance) – Car park repairs	£20.00
300017 – Arrowguard Ltd – Mole removal (KGF)	£300.00
300018 – KALC – Finance conference	£72.00
300019 – E.ON – Street lighting	£6.99
300020 – PKF Littlejohn LLP – External audit	£240.00
300021 – Sharon Goodwin – Expenses/Travel/Postage (May to November)	£204.62
300022 – Keepers Nursery – Trees for Community Orchard (loan)	£346.50

11.5 **Annual Return & Audit 2013/14**

Members **Noted** that, following the audit of the 2013/14 Annual Return, PKF Littlejohn has given Hunton Parish Council a ‘clean’ certificate. The statutory ‘Notice of conclusion of the audit and right to inspect the Annual Return’ has been displayed on the notice boards and website for the requisite 14 days.

11.6 **Heart of Kent Hospice**

A letter has been received from the Heart of Kent Hospice asking whether Members would consider making a donation towards the Hospice minibus project.

Members **Agreed** not to make a donation.

12. **PLANNING**

12.1 **DCLG Consultation – Planning & Travellers**

DCLG has issued a consultation on proposed changes to national planning policy and planning policy for traveller sites.

Members **Agreed** to look at the consultation and provide any comments to the Clerk.

ACTION: MEMBERS

12.2 **Gudgeon Oast, West Street – 14/503905/FULL**

Two-storey extension, addition of first floor window to north elevation and extension to approved parking/turning area. Revised details.

Members **Agreed** that no comment should be made as the revised details are merely a change to the description, which was previously ‘Two storey extension’.

12.3 **Planning Decisions**

No decisions have been made by Maidstone Borough Council.

13. DATE OF NEXT MEETING

The next full Council Meeting is on **Monday 12th January 2015** at 8:00pm at Hunton Village Hall.

There being no further matters to be discussed the meeting closed at 11:10pm.