

HUNTON PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 9TH MARCH 2015 AT 8PM
AT HUNTON VILLAGE HALL

PRESENT: Cllr R Sawtell in the Chair, Cllrs G Thomas, S Wyles, R Porter, T Stanbridge, A Trought and D Heaton (entered during Item 5) and Mrs S Goodwin, Clerk.

IN ATTENDANCE: Borough Cllr Collins was in attendance until Item 9. County Cllr Stockell entered during Item 7.2 and was in attendance until Item 12. Five members of the public were in attendance. One left after Item 8.4, two left after Item 9.10, one left after Item 11.1 and one left after Item 12.5.

1. APOLOGIES

Apologies for absence were received from Borough Cllr J Wilson.

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. MINUTES OF THE FULL COUNCIL MEETING HELD ON 12TH JANUARY 2015

The minutes of the meeting on 12th January 2015 had been previously distributed. The Chairman signed off the official copy of the minutes.

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

Item 9.5 – The KCC Highways Survey was submitted to KCC.

Item 10.5 – The nominee for the KALC Community Award was delighted to be nominated, but felt others were more deserving and was too modest to receive the award. No award will be made this year.

Item 12.5 – The quotation for grounds maintenance from KCC Landscape Services was accepted.

Item 12.6 – A cheque was sent to Yalding Parish Council towards the Yalding Parish Playscheme.

Item 12.7 – The parish precept requirement was sent to MBC.

6. POLICE BUSINESS

PCSO Judges is on leave and was unable to attend the meeting. A crime report had not been provided.

7. COUNTY & BOROUGH COUNCILLORS

7.1 County Councillor

County Cllr Stockell advised that she may be able to assist in funding the Village Club roof

repairs.

7.2 **Borough Councillors**

Borough Cllr Collins expressed his regret at this being his last Hunton Parish Council meeting as Borough Councillor, as he is standing down.

Much of Cllr Collins' time recently has been concentrated on the inappropriate development sites for Coxheath. All three Borough Councillors who serve Coxheath & Hunton Ward put a case forward for the sites to be reviewed, but MBC has not listened.

The Chairman asked about the proposed flood defences for Yalding. Cllr Collins agreed to look into it. Cllr Stockell advised that the Flood Forum is considering a variety of schemes and can request that a member from Hunton attends the Flood Forum.

8. **LOCAL COMMUNITY**

8.1 **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 – there are several holes, which will be filled by 9 tonnes of material on 12th April, at a cost of £200. The French drain is working.
- Signage – the signs will be put in place on 12th April. One needs concreting in and one will be attached to the fence.
- Health and safety – no further action is required at the current time on the MBC monthly play area inspection reports. The minor actions recommended in the annual inspection report will be undertaken on 12th April.
- Finance – approximately £5,500 remains in funds. The Committee has agreed to pay £185 towards the waste system costs of the Village Hall. Tregoning's Trees will be contacted to check whether the quote for topping the poplar trees has changed since last year and establish the best time to carry out the work. The Bowls Club has put two new doors on the ladies toilets, further improvements will be carried out next year.
- New cricket pavilion – Simon Taylor to provide an update under Item 8.2.
- Administration – the trustee indemnity insurance has been renewed for the next year.
- Other – there is ¼ acre of wasteland behind the football pitch. Consideration is to be given to clearing and planting the area. The rabbits are becoming prevalent near the Bowls Club and the moles on the field will need to be removed once the outfield has been sorted out.

8.2 **New Cricket Pavilion**

The Chairman of Hunton Wanderers Cricket Club, Simon Taylor, reported on the progress of the new cricket pavilion. The brickwork has been completed, the concrete has been poured and the walls have been erected. The scaffolding and roof will go up within the next week and the doors and windows installed. Two weeks after that the tiler will make the building watertight. First fix electrics and plumbing will take place in early April, and the dry lining will be fitted half way through April.

There is potentially a major issue with power. It will be preferable to have a supply from the back of the Village Hall, but the electrician needs to confirm this. A trench will need to be dug across the outfield which is the most challenging aspect.

The project is currently within budget. The base work cost £5,000 less than expected and there is an adequate contingency fund. The first tranche of Sport England funding has just been received.

The outfield has been rolled, but will need to be harrowed and reseeded in autumn.

The new pavilion will not be fully functioning in time for the fete, but it will be possible to use it in some way.

8.3 **Hunton Village Hall Committee**

The Treasurer of the Village Hall Committee, Mike Summersgill, reported the following:

- Christina Harrison is resigning from the Committee in May and the post will be advertised in the Hunton Herald.
- There are five events in the spring – four musical events and one play. One event had a fund raiser for Alan Bishop, raising £500 for two cancer charities. Nearly 50 tickets have been sold for the next event.
- The main users of the Village Hall are the Pre-school and Judo Club.
- Weekends are booked from mid June to September. 17 weddings have been booked.
- The Performing Rights Society licence has been obtained.
- Maintenance of the hall this year will include changing the curtains and blinds, and maintenance issues with the boiler.
- Financially the hall is running at a slight loss, but £9,600 has been spent on capital expenditure (less the contribution from the Parish Council). £3,500 has been received in advance bookings. The Pre-school usage has increased as they now have two afternoon sessions and community events/donations increased in 2014. Considerably more income has been received compared to last year, but expenditure has also been higher. Excess of income over expenditure is £1,021 compared to £519 the previous year.
- The CCTV and intruder alarm systems have been installed in and around the Village Hall.

8.4 **Hunton Primary School**

The Chair of Governors, Herschel Santineer, provided some background information on himself and gave the following report on the school:

- The school is building links with the village as it is important to the school to improve the relationship between parents/school and school/community. The importance of considerate parking has been emphasised to parents.
- The school received a letter from the Director of Education at KCC stating that it is outperforming other schools in Kent for KS1 and KS2 levels.
- A teacher has recently been appointed to take on the middle school from Easter. The school has great teachers, whose influence will hopefully be reflected in the pupils, their parents and the links with the community.
- The Board of Governors is a very talented group with a variety of skills.
- The school is grateful for the repairs to the footpath and is holding a Walking Week to encourage parents to use the path in the summer.
- The school has made use of the Village Hall for school functions and would like to make use of the Village Club and get parents involved to help them connect with the village.

Mr Santineer is happy to make himself available to Members of the Parish Council when required and agreed to attend future Parish Council meetings. He offered to show Members around the school, which Members accepted.

There was some discussion about the water on the road in front of the almshouses near the school. Bill Axell at MBC is looking into the issue and Kent Highways Services (KHS) have also been made aware.

Cllr Wyles advised that KCC has given approval for the walking bus, but a certain number of volunteers are required to run it. So far only one person has volunteered to help and only three children want to take part. The aim of Walking Week is to incentivise parents and children to increase the numbers.

9. **PARISH COUNCILLORS**

9.1 **Liaison with External Bodies**

The Chairman did not have anything to report other than the previously mentioned contact with Bill Axell of MBC.

9.2 **Footpaths and Ditches**

Cllr Heaton reported that the puddles on the permissive footpath have been filled with one tonne of gravel; another tonne will be required at some point. David Munn at KCC is happy for the Parish Council to do the work and for KCC to reimburse the cost of the materials. Cllr Heaton confirmed that the barrel near the footpath had been placed there by him for security purposes. There are no issues on other footpaths now the problems reported on East Street/George Street have been resolved.

9.3 **Highways**

Cllr Porter reported that he and Cllr Heaton had met with Richard Emmett and Claire Chewter of KHS. They expressed their appreciation for the work done so far. Lughorse Lane has been closed for pothole repairs and the surface of East Street is to be reskimmed. Cllrs Porter and Heaton asked for the following from KHS:

- A 30mph speed limit through the whole village to Yalding and to take the signs down near Bishops Lane. KHS will ask Cllr Stockell to fund a vehicle count and speed survey to establish the level of speeding in the village.
- Installation of speed humps on West Street. This was not agreed by KHS, but traffic calming in the form of coloured blocks will be installed at points on West Street.
- A permanent 20mph speed limit outside the school.
- Installation of kerbing on West Street from the Village Hall towards Lughorse Lane. To install the kerbing and rebuild the road into the kerbing will cost £25,000. KCC has offered to share the cost of the work, meaning a maximum cost of £12,500 to the Parish Council. Cllr Stockell will look into contributing to the cost. The earliest the work can be done is spring bank holiday as the road will need to be closed.
- The bus stop at the East Street/West Street junction to be moved to a safer location. KCC will only do this through Cllr Stockell.

Mike Summersgill commented that there are two HGV signs on Redwall Lane at George Street, but no signs facing in the other direction. Cllr Porter agreed to look into this.

Cllr Stockell agreed to ask KCC to install an anti skid surface at the East Street/West Street junction.

Members **Agreed** that £12,500 should be included in the Parish Council budget for expenditure on kerbing for West Street.

9.4 **Speedwatch**

There has been no Speedwatch activity since the last meeting. Cllr Wyles advised that a new member has completed the Speedwatch training and joined the team. The Speedwatch team can provide data on speeding to Cllr Porter if required.

9.5 **Huntonwatch**

Cllr Wyles reported two thefts on West Street. The Huntonwatch team has been advised of thefts of earthing cable from telegraph poles in other areas, but not Hunton.

9.6 **Hunton Parish Plan**

Cllr Trought reported that the last Hunton Parish Plan Steering Committee (HPPSC) took place in February. There is an Orchard Group planning meeting on 19th March to discuss the plan for the next year. A grant from the Heritage Fund requires inclusion of children, so the group is working to promote this and receive input. Events such as Batwatch are brilliant for children. More trees will be planted in the orchard, plus under planting and the acquisition of chestnut fencing. There are five Pop-up Shop dates – three in spring and two in autumn at the Village Club.

9.7 **Neighbourhood Plan**

Cllr Trought explained that the Neighbourhood Plan is about planning; identifying sites in the locality to shape the development in the parish in the best possible way. Cllrs Trought, Wyles

and Porter have taken on the Neighbourhood Plan work as part of the HPPSC, meeting at least weekly to ensure good momentum. It has not been possible to move forward with commissioning an independent contractor. The HPPSC has a £1,000 budget for engagement and the first engagement event will be a Consultation Cafe, to be held on 21st March, publicised by an insert in the Hunton Herald. Careful consideration has been given to the groups that need to be engaged with, such as the school. Following the Consultation Cafe event, there will be two Pop-up Shops in spring, a craft and antiques fair on 25th April, the fete on 20th June and lunches in autumn, allowing lots of opportunities for engaging with parishioners.

9.8 Communication & Events

Cllr Trought advised that part of the budget for engagement will be used to publicise the Consultation Cafe event and notice boards are being purchased to publicise other events.

9.9 Planning Issues and Consultations

Cllr Thomas expressed his disappointment at MBC keeping their housing target of 18,600 houses. Hunton is not earmarked for development, but Coxheath, Yalding and Boughton Monchelsea have all had sites put forward. Hunton will be affected by the resulting increase in traffic from the intensification of housing in these areas. The Coxheath Neighbourhood Plan and MBC Local Plan do not match in terms of development sites.

9.9.1 Conservation Area Status

Members **Agreed** that consideration of conservation area status for all or part of Hunton should be incorporated into the Neighbourhood Plan work.

9.10 Utilities

Cllr Stanbridge had nothing to report on gas, electricity and water. Broadband has become a very localised issue for some people. Cllr Stanbridge has been passing on details of Call Flow, the high speed broadband provider in the area, as many are unaware of its existence. Other companies may be interested in providing broadband and install a network if there is sufficient interest from parishioners. Cllr Stanbridge agreed to look further into this issue.

ACTION: CLLR STANBRIDGE

10. OTHER PARISH MATTERS

10.1 Annual Parish Meeting

Members **Agreed** the invitation list and format of the Annual Parish Meeting, to be held on 18th May 2015. Cllr Trought **Agreed** to place an article in the Hunton Herald to explain the purpose of the meeting and encourage parishioners to attend.

ACTION: CLLR TROUGHT

10.2 Agendas

A Legislative Reform Order was laid down by the DCLG on 12th January 2015 enabling local councils to use electronic communications to send meeting agendas. Members **Agreed** that they should receive an electronic copy of the agenda only in future.

10.3 Clerk's Report

The Clerk did not have anything to report.

11. POLICIES

11.1 Standing Orders

Revised Standing Orders for the Parish Council, based on the NALC Model Standing Orders, were drafted by the Clerk and circulated prior to the meeting. Members **Agreed** to adopt the new Standing Orders.

11.2 Financial Regulations

Revised Financial Regulations for the Parish Council, based on the NALC Model Financial Regulations were drafted by the Clerk and circulated prior to the meeting. Members **Agreed** to adopt the new Financial Regulations.

11.3 **Training & Development Policy**

Members considered a template Training Policy and Training Plan provided by KALC, but **Agreed** not to adopt them.

12. **FINANCE**

12.1 **Budget Monitoring Report**

The Budget Monitoring Report to 28th February 2015 was **Noted**.

12.2 **Income Received**

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

| | |
|---|---------|
| Hunton Village Hall Committee – FIT receipt | £310.04 |
|---|---------|

Cllr Porter reviewed and signed the bank reconciliation.

12.3 **Payments Made**

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

| | |
|--|---------|
| SO – S Goodwin – Salary & office allowance – January | £396.81 |
| 300036 – W A King & Sons – Hire of machinery for car park repairs | £144.00 |
| 300037 – Bourne Amenity – Material for permissive footpath repairs | £120.00 |
| AON UK Limited – Trustee indemnity insurance (KGF) | £160.31 |

12.4 **Cheques for Signature**

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

| | |
|--|------------|
| 300039 – MBC – Bin emptying – December & January (KGF) | £149.76 |
| 300040 – S Goodwin – Expenses/Travel/Postage | £66.06 |
| 1174 – Passmores – Construction of new cricket pavilion | £21,399.30 |
| 1175 – Hague Construction – Concrete and plant hire for new cricket pavilion | £3,297.66 |

Members **Agreed** that the Clerk should request free annual membership subscription for 2015/16 from ACRK. ACTION: CLERK

12.5 **Bank Account Signatories**

To add Cllr Trought to the list of authorised signatories for the Council's Unity Trust Bank accounts, Form UTB419 was completed by Cllr Trought and all other signatories to comply with the bank's requirements. Members **Agreed** that:

1. The amendments to the Mandate for the operation of the bank accounts, payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedure and the Mandate;
2. The Bank is entitled to rely upon the amended Mandate until it receives a later Mandate amending it, and the Bank is entitled to rely on instructions given by any person named in Section 3 and may disclose any information relating to the account to any such person;
3. The Bank is under no duty to make enquiries before acting on the instruction of any person named in Section 3;
4. The Bank will be notified in writing of any changes to the organisation as per the terms and conditions of the account.

- 12.6 Parish Services Scheme**
Members **Approved** the Parish Services Scheme 2014/15 year end certificate and **Agreed** that it be signed by the Chairman.
Members **Approved** the funding agreement for the Parish Services Scheme from 1st April 2015 to 31st March 2016 and **Agreed** that it be signed by the Chairman and Clerk.
- 12.7 Parish Independent Remuneration Panel Questionnaire on Members Allowances**
Cllrs Heaton and Sawtell both completed the Joint Parish Independent Remuneration Panel questionnaire on Members Allowances to return to MBC.
- 12.8 Kent Police Crime Commissioner Grant 2015/16**
Members **Agreed** that the Clerk should contact Duncan Bruce at MBC to establish whether a Kent Police Crime Commissioner grant can be applied for retrospectively for the installation of the CCTV and number plate recognition systems near the Village Hall. ACTION: CLERK
- 12.9 Review of Clerk's Salary**
The National Joint Council for Local Government Services (NJC) reached agreement on new pay scales for 2014-2016 to be implemented from 1st January 2015. Applying the rates from 1st January results in back pay owed to the Clerk for January to March. The NJC also agreed a non-consolidated (one off) payment for employees in December 2014. Members **Agreed** that a cheque be written for the back pay and non-consolidated payment owed to the Clerk.
Members **Agreed** that the Clerk's salary should increase by two points to Spinal Column Point 22, commencing April 2015.
- 13. PLANNING**
- 13.1 Planning Decisions**
- 13.1.1 Gudgeon Oast, West Street – 14/503905/FULL**
Two storey extension.
Parish Council recommendation: No objection.
Maidstone Borough Council decision: Granted planning permission.
- 13.1.2 Freelands, West Street – 14/506853/FULL**
Relocation of front porch/front door, creation of new windows, internal alterations and the erection of a single storey rear extension.
Parish Council recommendation: No objection.
- 14. DATE OF NEXT MEETING**
The next full Council Meeting is on **Monday 11th May 2015** at Hunton Village Hall.
- There being no further matters to be discussed the meeting closed at 11:10pm.**