

**HUNTON PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING**  
**HELD ON MONDAY 11<sup>TH</sup> MAY 2015 AT 7:30PM**  
**AT HUNTON VILLAGE HALL**

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

**IN ATTENDANCE:** County Cllr Stockell entered during Item 7 and was in attendance until Item 16.7. Five members of the public were in attendance, two entered during Item 8.1.

**1. ELECTION OF OFFICERS**

**1.1 Chairman**

Cllr Thomas was nominated by Cllr Heaton and seconded by Cllr Porter. There being no other nominations and all Members being in agreement, Cllr Thomas was duly elected as Chairman for the forthcoming year and completed the Declaration of Acceptance of Office, witnessed by the Proper Officer.

Cllr Sawtell thanked Members and the Clerk for all their assistance in the many years he had been Chairman. Members all thanked Cllr Sawtell for his great contribution to the Parish Council as Chairman.

**1.2 Vice-Chairman**

Cllr Sawtell was nominated by Cllr Heaton and seconded by Cllr Porter. There being no other nominations and all Members being in agreement, Cllr Sawtell 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 from Borough Cllr Wilson and PCSO Judges.

**3. FILMING AND RECORDING**

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

**4. COUNCILLOR DECLARATIONS**

**4.1 Declaration of Interests**

There were no councillor declarations.

**4.2 Dispensations**

There were no requests for dispensations.

**5. MINUTES OF THE FULL COUNCIL MEETING HELD ON 9<sup>TH</sup> MARCH 2015**

The minutes of the meeting on 9<sup>th</sup> March 2015 had been previously distributed. The Chairman of that meeting, Cllr Sawtell, signed off the official copy of the minutes.

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

Item 10.1 – An article publicising the Annual Parish Meeting was included in the April edition of the Hunton Herald.

Item 12.4 – ACRK agreed that the Parish Council's annual membership subscription should be

free of charge for 2015/16.

Item 12.5 – Cllr Trought has been confirmed as an authorised signatory by Unity Trust Bank.

Item 12.8 – It was not possible to apply retrospectively for the Kent Police Crime Commissioner grant for the CCTV equipment.

Item 12.9 – The standing order for the Clerk’s salary was amended to take into account the increase in salary from April 2015.

## **7. POLICE BUSINESS**

PCSO Judges was unable to attend the meeting. The following crime report has been received from the date of the January Parish Council meeting (as figures were not provided for the March meeting):

12/01/15 – Hunton Village Hall – Burglary other than dwelling

05/02/15 – West Street – Burglary

28/02/15 – West Street – Theft

Cllr Wyles reported that Huntonwatch had looked into two incidents. Staff from Hunton Engineering has seen the same car stop and look at the gates of the company and there has been some tampering at the almshouses. The external key safe had been interfered with at one house and someone was heard in the shed of another. Huntonwatch reported these to the police.

## **8. COUNTY & BOROUGH COUNCILLORS**

### **8.1 County Councillor**

County Cllr Stockell reported the change in political structure at MBC – a net gain of one Conservative and a reduction in the number of Liberal Democrats.

KCC needs to save £250million over the next three years, but frontline services are being protected. There was a blitz on potholes over the Spring. A library review is taking place at KCC. KCC opposes the high housing numbers proposed by MBC in its Local Plan and will be producing ‘The Kent and Medway Growth Infrastructure Plan’ to identify the infrastructure needed to manage the population and housing growth. KCC has put in a response to a boundary review of Kent.

Cllr Stockell sits on the Southern Regional Flood Committee and KCC Flood Risk Management Committee and is meeting soon with the Environment Agency. Cllr Stockell agreed to keep Members informed of the date of the meeting and keep Members involved.

The dangerous location of the bus stop on the West Street/East Street junction was discussed. Cllr Porter has met with representatives of Kent Highways Service (KHS) who agreed that it was MBC’s responsibility to move the bus stop. KCC will ensure that MBC do move it to the green. Members agreed that action needs to be taken soon and before winter as the bus stop is very dangerous in the dark evenings.

### **8.2 Borough Councillors**

There were no Borough Councillors in attendance.

## **9. LOCAL COMMUNITY**

### **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 – additional repair work was carried out in April. The Committee had thanked Cllr Heaton for all his hard work in organising the car park repairs.
- Signage – one sign was put in place in April and the other will be done soon.
- Health and safety – no further action is required at the current time on the MBC monthly play area inspection reports. The hedge on the road side of the field will be looked at when the kerbing on West Street has been installed. Robert Cox is to tidy up the play area and the area near the car park two weeks before the Fete.

- Finance – at 31st March £5,505 was carried forward to 2015/16. At 30th April, following receipt of the £5,800 grant from the Parish Council, £11,155 remains in funds. The Tregoning's Trees quotation of £2,635 to top the poplar trees was agreed. The Bowls Club has agreed not to ask for a contribution to the toilet block refurbishment.
- New cricket pavilion – Simon Taylor to provide an update under Item 9.2.
- Other – Arrowguard to be contacted to deal with the moles again. The rabbits are being controlled. The Committee considered a request from the charity Sense for permission to place one of their clothing banks in the grounds of the Village Hall, but agreed there are sufficient recycling places near Hunton. The area between the Village Hall and the Bowls Club is untidy, creating a fire hazard; this will be dealt with in liaison with the Village Hall Committee.
- AGM – the King George V Playing Committee AGM will take place on Wednesday 8th July.

Mr Peacock asked how the CCTV footage from the car park is reviewed. Cllr Wyles advised that footage is reviewed if an incident is reported as long as there is a date range to look at.

## 9.2 **New Cricket Pavilion**

The Chairman of Hunton Wanderers Cricket Club, Simon Taylor, reported on the progress of the new cricket pavilion. The building is in place, with aluminium double glazing and the electrical first fix completed. The building is lined and insulated. There has been some delay with the electrics and plumbing. A cabling survey was obtained from UK Power Networks; there are no high voltage cables across the field. The budget limit has nearly been reached with the kitchen still to be fitted, carpet to be laid and painting and decoration to be done. The second Sport England funding instalment will be received within the next week which will pay for the building construction. A spreadsheet showing spend against budget will be provided to Members at the Annual Parish Meeting. The pavilion could potentially be finished by the Fete, although it is more likely that it will be painted, but with no plumbing and electricity. People will be able to come in and take a look. Mr Taylor would like the pavilion to be formally opened at the Fete.

## 9.3 **Hunton Village Hall Committee**

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

- The Village Hall Committee AGM takes place next week. Christina Harrison is resigning as Chair, but someone has expressed an interest in the post.
- The sewage plant broke down, resulting in flooding at the back of the hall, which took two weeks to rectify. The pump had broken after 16 years use. The cost to install a new pump has been minimal due to the maintenance contract in place, but there were clean up costs. Mr Summersgill has jetted the sewers.
- There was a surplus of approximately £500 at the year end (excluding capital).
- 19 weddings have been booked for 2015 and another four booked for next year.
- The charges will be reviewed for those booking from outside the village.
- The insurance premium has increased 10% on last year, but this will be queried now CCTV has been installed since the theft of the solar panels.
- No major works to the hall are planned this year, but the boiler needs work, better tables are required and, in the longer term, the outside will need to be decorated.

## 9.4 **Hunton Primary School**

The Chair of Governors, Herschel Santineer, was unable to attend the meeting, but Cllrs Wyles reported that he has met with Mr Santineer once since the last Parish Council meeting and is looking to plan another meeting in the near future. There will be a 'walk to school week' in a week's time. There was insufficient time to organise coffee at the Club for this, but it will hopefully be the first of many walk to school weeks. The school's input to the Neighbourhood Plan was also discussed and will be on the agenda of the next Governor's meeting on 19<sup>th</sup> May.

Input would be welcomed from staff, governors and also parents (perhaps using the graffiti wall). Philip Eaton, PTA Treasurer, has agreed to help in principle. The PTA has offered to help sell raffle tickets at the Fete.

**10. APPOINTMENT OF COMMITTEES**

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

- Planning Committee – a minimum of three Councillors.

**11. COUNCIL REPRESENTATIVES**

Members **Agreed** to the following appointments for the forthcoming year:

KCC Highways – Cllr Porter and Cllr Heaton

KALC Area Committee – Cllr Sawtell and Cllr Thomas

Policing matters – Cllr Wyles and Cllr Trought

Hunton Primary School – Cllr Wyles and Cllr Trought

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

Parish Plan Steering Committee – Cllr Trought, Cllr Heaton, Cllr Wyles, Cllr Porter,

Cllr Stanbridge and Cllr Thomas

Representative of Hunton PC as a member organisation of CAB – Cllr Sawtell

**12. APPOINTMENT OF INTERNAL AUDITOR**

Members **Agreed** to appoint Kevin Funnell as the Internal Auditor for the forthcoming year.

**13. PARISH COUNCILLORS**

**13.1 Liaison with External Bodies**

Cllr Sawtell had attended a KALC Maidstone Area Committee meeting. A new Parish Charter was agreed, reduced from 22 to 15 pages. The Charter will be submitted to MBC. Martin Round, who attends the Committee, has written a paper on the MBC Economic Development Strategy which has been circulated to parishes for discussion. The Committee was very critical of MBC Planning. The Environment Agency will be sending a letter outlining progress on the analysis of flows to the Committee, which will be disseminated to all 43 parishes on the Committee. Parishes will then have the opportunity to provide comments and any interested parties will be invited to the next meeting. The Environment Agency will present what has been found so far from modelling. Construction of flood defences will not take place before 2019.

**13.2 Footpaths and Ditches**

This item was deferred until the next meeting.

**13.3 Highways**

Cllr Porter acknowledged the help given by Claire Chewter and Richard Emmett of KHS so far in resolving highways issues in Hunton.

The kerbing on West Street will be installed in July and the bottom end of East Street will be resurfaced. Following this, speed measurement will be put in place to see if there is a speed issue in Hunton. Claire Chewter and Richard Emmett will be talking to County Cllr Stockell about the possibility of an anti skid surface at the bottom of Hunton Hill. The change in location of the bus stop is still to be sorted out. Weight restriction signs are being put up.

**13.4 Speedwatch**

This item was deferred until the next meeting.

**13.5 Huntonwatch**

This item was deferred until the next meeting.

- 13.6 Hunton Parish Plan**  
This item was deferred until the next meeting.
- 13.7 Neighbourhood Plan**  
This item was deferred until the next meeting.
- 13.8 Communication & Events**  
Cllr Trought reported that a decision was taken not to pursue funding towards the Hunton Herald. The reason the Herald exists is to inform the village of events. The Herald will provide funding for promoting and publicising certain events as it makes a profit.
- 13.9 Planning Issues and Consultations**  
This item was deferred until the next meeting.
- 13.10 Utilities**  
This item was deferred until the next meeting.
- 14. OTHER PARISH MATTERS**
- 14.1 MBC Street Cleaning**  
In June there will be a restructure of the MBC Street Cleansing team, which will mean an increase in the cleansing of rural areas; mobile teams to respond to fly tipping and waste removal; joint working through the provision of technical support for parishes (litter picking will still be carried out by volunteers; and promotion of Community Clear Ups and loan of equipment to parishes.  
Members **Noted** the proposed changes and **Agreed** to wait and see what happens when the changes take place. Members **Agreed** to inform Di Martin of the proposed changes as she is involved in the litter picks. It was noted that East Street has been cleaned recently.
- 14.2 Flood Prevention Scheme**  
This item has already been discussed under other items.
- 14.3 Clerk's Report**  
The Clerk did not have anything to report.
- 15. CONSULTATIONS**
- 15.1 DCLG Consultation on Local Government Ombudsman & Larger Parish Councils**  
DCLG has issued a consultation on whether individuals should be able to refer larger parish and town councils to the Local Government Ombudsman (LGO) when they feel let down by that council's corporate governance.  
Members **Agreed** not to respond to the consultation.
- 15.2 NALC Strategic Plan 2016/17**  
The NALC Chairman and Chief Executive have issued a letter setting out NALC's Direction of Travel. The letter invites suggestions on issues which should be included in the NALC Strategic Plan for 2016/17.  
Members **Agreed** not to respond to the letter.
- 15.3 KALC Membership and Training Survey 2015**  
The KALC Executive Committee has agreed that KALC should undertake an Annual Membership Survey which would help them review the Strategic Plan to ensure that the Association continues to provide the services that KALC members need.  
Members **Agreed** that the response prepared by the Clerk should be submitted, including any

further input from Members.

ACTION: CLERK

#### 15.4 **MBC Economic Development Strategy**

Martin Round (Headcorn Parish Council) has prepared a response to the MBC Draft Economic Development Strategy for the KALC Maidstone Area Committee. The Area Committee has asked that parish councils discuss the paper and provide a response or any queries to the working group.

Members **Agreed** that the Neighbourhood Plan Committee (Cllrs Wyles, Trought and Porter) should look at the paper and provide comments if they wish.

ACTION: CLLRS WYLES, TROUGHT & PORTER

#### 15.5 **KCC Customer Service Policy Consultation**

KCC has produced a draft Customer Services Policy to provide a set of customer service principles which will apply across the board to all services, whether delivered directly by KCC or through other organisations.

Members **Agreed** not to respond to the consultation.

#### 15.6 **NHS South East Commissioning Support Unit Draft Stroke Standards**

Clinical teams at Maidstone and Tunbridge Wells hospitals are working closely with GP leads from NHS West Kent Clinical Commissioning Group to develop and deliver new core key standards of stroke care. The team is inviting comments on the initial draft of the new core key standards from parish councils, among others.

Cllrs Sawtell and Trought **Agreed** to look at the consultation and provide a response.

ACTION: CLLRS SAWTELL & TROUGHT

### 16. **FINANCE**

#### 16.1 **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.

#### 16.2 **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;
- the review and scope of the internal audit adequately assesses the Council's internal controls and management of risk;
- they understand the importance of the relationship between the internal audit and the Council;
- adequate preparations are made for the audit procedure; and
- reports received from the Internal and External Auditor are actioned when necessary.

#### 16.3 **Internal Audit Report**

The Internal Auditor carried out the audit on 1<sup>st</sup> May 2015 and has completed Section 4 of the Annual Return.

Members **Noted** the report of the Internal Auditor which had not raised any issues.

#### 16.4 **Accounts 2014/15**

Members **Agreed** that the Council's Accounts should be approved. The Accounts were signed by the Chairman and the Clerk. The Chairman also signed the year end cash book.

## 16.5 Annual Return 2014/15

### 16.5.1 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.

### 16.5.2 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.

## 16.6 Budget Monitoring Reports

Members considered reports showing the budget and actual figures for 2014/15; the budget for 2015/16 as discussed at the January 2015 Parish Council meeting; and receipts and payments for April 2015. The preliminary 2015/16 budget has been adjusted to include the precept of £20,000, remove the budget for Medway Valley Partnership expenditure of £1,055 and increase the Open Spaces budget to £700 (all agreed at the January 2015 Council meeting). An expenditure budget for kerbing on West Street (£12,500) and contribution towards the kerbing from County Cllr Stockell (£833) have also been included (agreed at the March 2015 Council meeting).

Members **Noted** the reports and **Approved** the changes to the budget for 2015/16.

## 16.7 Income Received

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

Sport England – Grant for cricket pavilion	£26,563.00
KCC – Grant for Community Orchard	£137.95
Unity Trust Bank – Bank interest	£11.18
MBC – Precept	£20,000.00
MBC – Local Council Tax Support	£842.00
Village Hall Committee – FIT receipt	£184.13
Village Hall Committee – Payment for intruder alarm	£977.00
Tree Council – Community Orchard grant	£414.00

Cllr Porter reviewed and signed the bank reconciliation.

## 16.8 Payments Made

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

SO – S Goodwin – Salary & office allowance – February	£396.81
300043 – Hadlum Printers – Printing of insert for Hunton Herald	£45.00
SO – S Goodwin – Salary & office allowance – March	£396.81
300044 – Roger Sawtell – Chairman’s Allowance for parish drinks	£72.50
300045 – BHMA Ltd – Chalk boards	£432.45
300046 – MBC – Bin emptying – February & March (KGF)	£149.76
300047 – Hunton Bakery – Catering for Consultation Cafe	£54.50
300048 – KALC – Annual membership subscription	£270.02
300049 – E.ON – Street lighting	£6.85
300050 – Q-Tec Solutions – CCTV and intruder alarm installations	£9,116.40
300051 – KCPFA – Annual membership subscription	£20.00
300052 – Small Loads Ltd – Car park plainings	£255.80
SO – S Goodwin – Salary & office allowance – April	£427.73

## 16.9 Cheques for Signature

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

300053 – NALC – LCR membership subscription	£17.00
300054 – Broker Network Ltd (Came & Co) – Insurance for new cricket pavilion	£84.95
300055 – Kevin Funnell – Internal audit	£75.00
300056 – MBC – Bin emptying – April (KGF)	£149.76
300057 – Steve Wyles – Reimbursement of costs for Consultation Cafe	£37.38

## 16.10 Staff Pensions

NALC has reissued Legal Topic Note (LTN) 79 to advise of the requirements for local councils under ‘auto enrolment’.

The Pensions Act 2008 requires all employers (including local councils) to enrol their eligible jobholders in a qualifying pension scheme. The only jobholder employed by the Parish Council is the Clerk. Based on her salary, the Clerk is classed as an entitled worker. Entitled workers can require the employer to arrange for them to join a pension scheme, but the scheme does not have to be a qualifying scheme and the employer does not have to contribute to it. The Clerk does not wish to join a pension scheme, so the Parish Council has no obligations under auto enrolment.

Members **Noted** that the Parish Council does not have any obligations under auto enrolment.

## 17. PLANNING

### 17.1 Planning Application

#### 17.1.1 Cheveney, Vicarage Road, Yalding – 15/503151/NMAMD

Non Material Amendment to 14/506825/FULL – gate design amendment.  
Parish Council recommendation: No objection.

### 17.2 Planning Decisions

#### 17.2.1 Durrants House, West Street – 14/503467/FULL

Retrospective application for timber building to house a wood pellet boiler and hopper to serve main house and annexe.

Parish Council recommendation: No objection.

Maidstone Borough Council decision: Granted planning permission.

## 18. DATE OF NEXT MEETING

The Annual Parish Meeting is on **Monday 18<sup>th</sup> May 2015** at Hunton Village Hall. The next Parish Council meeting is on **Monday 13<sup>th</sup> July 2015**.

**There being no further matters to be discussed the meeting closed at 9:50pm.**