

HUNTON PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 17TH NOVEMBER 2015 AT 7:30PM AT HUNTON VILLAGE HALL

PRESENT: Cllr G Thomas in the Chair, Cllrs R Sawtell, A Trought, D Heaton, S Wyles, R Porter and T Stanbridge (entered during Item 6) and Mrs S Goodwin, Clerk.

IN ATTENDANCE: One member of the public was in attendance.

1. APOLOGIES

There were no apologies for absence from parish councillors.
Apologies had been received from Borough Cllrs J Wilson and R Webb, PCSO M Judges, Chairman of King George V Playing Field Committee Danny Peacock and Hunton CEP School Chair of Governors Herschel Santineer.

2. FILMING AND RECORDING

The member of the public did not express 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 14TH SEPTEMBER 2015

The minutes of the meeting on 14th September 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 10.5.2 – Cllr Porter attended the Parish & Town Council Seminar.

Item 12.5 – The Parish Council's insurance was taken out with Zurich for one year.

6. POLICE BUSINESS

PCSO Judges was unable to attend the meeting, but had provided the following crime report:

11/10/15 – Bishops Lane – Criminal damage to fence

12/10/15 – Hunton Hill – Theft of grinder

7. LOCAL COMMUNITY

7.1 King George V Playing Field

The Chairman of the King George V Playing Field Management Committee, Danny Peacock, was unable to attend the meeting. In his absence, Committee member Cllr Heaton reported on the last meeting held on 4th November.

The surface of the car park is hardening as time goes on and the drain is working well in the rain. There are 3-4 tonnes of material in the corner of the car park if required in future.

Mole activity on the field is being monitored for now.

Four treated steps with anti slip paint will be fitted to the slide shortly which will address a point raised in the MBC monthly play area report each month. The slide platform is badly delaminated; it is coming apart and needs to be replaced by marine ply. Quotes will be obtained. There are no issues with bin emptying.

There is £5,560 remaining in funds. Three quotes were obtained for fitting a new gate, hanging gate post and fencing on the west side of the car park. The lowest quote of £1,014 plus VAT will be accepted. There are no plans to cut the remaining poplar trees near the road as it will be expensive due to their location. They will be monitored for now.

The drainage from the cricket pavilion will not be flushed through until Spring due to the field being too wet. The bumps on the outfield require dragging and rolling, but scarifying/seeding is not necessary. Mr Hickmott will be contacted to deal with rabbits on the field.

An agreement will be drawn up between the Cricket and Bowls clubs on how to calculate and apportion electricity costs between the two clubs.

To progress the installation of the defibrillator purchased by the Pre-school, Members **Agreed** that it should be located on the side of the football club changing rooms. Cllrs Heaton and Trought **Agreed** to ask Mike Summersgill for the contact details of the Village Hall electrician.

ACTION: CLLRS HEATON & TROUGHT

7.2 **New Cricket Pavilion**

Progress and budget reports for the new cricket pavilion were provided to Members. The Chairman of Hunton Wanderers Cricket Club, Simon Taylor, reported that all electrics are now in place, including the armoured cable which runs two feet deep across the playing field and around the back of the Village Hall into a box, shared with the Bowls Club. An electricity monitor gives a reading to allow the cost to be apportioned between the two clubs.

The following work is still to be completed: final painting and decorating of toilets; final fit of doors/handles on kitchen units; final fit of water heater and plumbing for sink and dishwasher; white goods installation, signage installation; furniture installation; changing room fittings installation (prior to the start of the 2016 cricket season); and decking installation (prior to the start of the 2016 cricket season).

The final claim has been submitted to Sport England and the full £50,000 grant has now been received.

The Building Inspector may not sign off the building until the decking is installed in Spring as this is when the disabled access will be installed, but this is not an issue.

To remove the old pavilion, a contractor will be required to remove the roof, but the rest can probably be carried out by HWCC.

Thought is being given to a grand opening of the pavilion, likely to coincide with a HWCC match at the beginning of the next season.

Members congratulated Simon Taylor and Steve Jones on their superb project management throughout the process and an impressive finished product.

7.3 **Hunton Village Hall Committee**

7.3.1 **Update**

Cllr Trought, Chair of the Village Hall Committee, reported that it had not been possible to arrange a meeting of the Village Hall Committee to discuss issues such as charging for village events, priority of bookings between village and other events and so on. Members agreed that there needs to be agreement over which events take priority and clear guidelines put in place. Cllr Trought **Agreed** to arrange a meeting between members of the Village Hall Committee and members of the Parish Council to draw up guidelines for bookings.

ACTION: CLLR TROUGHT

There is a theatrical performance of 'It's a Wonderful Life' on 30th December and a Shadows tribute band will be playing in March/April 2016.

7.3.2 **Issues**

Discussed under Item 7.3.1.

A quote has been received to repair the front porch at a cost of more than £1,000. Cllr Sawtell **Agreed** to ask the contractor if he would be able to reduce the cost.

ACTION: CLLR SAWTELL

7.3.3 **Village Events**

Discussed under Item 7.3.1. A meeting will be held to agree guidelines for village and other bookings.

7.4 **Hunton Primary School**

The Chair of Governors, Herschel Santineer, was unable to attend the meeting. Cllr Wyles did not have anything to report as he had not met with Mr Santineer recently.

Cllr Wyles raised the issue of water coming from the school on to the road and freezing in winter, which creates a hazard, particularly for the elderly residents of the nearby Peace Cottages. Back in April, Bill Axell, Property Manager at MBC, could not see the soak away due to the gravel covering and suggested dye tracing. He was reluctant to carry this out while the school was in use and it has not been done yet. Members **Agreed** that a definitive answer needs to be found as to where the water is coming from and agreed that the dye testing should be undertaken as soon as possible. Cllr Wyles **Agreed** to contact Bill Axell to enable the dye testing to go ahead.

ACTION: CLLR WYLES

8. **COUNTY & BOROUGH COUNCILLORS**

8.1 **County Councillor**

County Cllr Stockell was unable to attend the meeting.

8.2 **Borough Councillors**

Borough Cllrs Wilson, Mortimer and Webb were unable to attend the meeting.

9. **PARISH COUNCILLORS**

9.1 **Liaison with External Bodies**

Cllr Sawtell had liaised with Bill Axell at MBC regarding the ditch clearance on land which borders West Street and Bensted Close. The landowner will contact the tenant to clear the ditch alongside Bensted Close, but not the ditch on West Street.

9.2 **Footpaths and Ditches**

9.2.1 **Update**

Cllr Heaton had nothing to report.

9.2.2 **Ditch Clearance**

Members considered whose responsibility it is to clear the ditch running alongside the permissive footpath on West Street between the Village Hall and Bensted Close. Members **Agreed** that it is KCC Highways responsibility and that the Clerk should contact Bill Axell at MBC to inform him.

ACTION: CLERK

9.3 **Highways**

Cllr Porter reported that the relocation of the bus stop at the junction of West Street and East Street to the green a few metres further along will take place in January 2016. There are no cables on the green to interfere with its relocation. Members congratulated Cllr Porter on persisting with this issue.

9.4 **Speedwatch**

Cllr Wyles reported that there has been one Speedwatch exercise at the beginning of November. Three letters were issued to drivers travelling over 45mph. The speed of every vehicle is

monitored – the average speed was 27mph, but some vehicles were far exceeding the 20mph speed limit past the school. There is a county wide Speedwatch initiative taking place from 23rd to 29th November. Hunton Speedwatch would like to organise 4 to 5 sessions towards the end of that week.

9.5 Huntonwatch

Cllr Wyles had concerns that some people are not reporting crimes in case it is detrimental to their insurance premiums. People do need to report crimes so the police can carry out trend analysis.

9.6 Hunton Parish Plan

Cllr Trought had nothing to report as the next Committee meeting is on 18th November and so will report to the January Parish Council meeting. The main movement on the Plan has been through the Orchard Group. The current largest piece of work is the Neighbourhood Plan.

9.7 Neighbourhood Plan

Cllr Trought reported that there was a bumper edition of the Hunton Herald in November which included analysis of the results from the first stage of the engagement strategy, which involved asking five questions to parishioners. Cllr Trought thanked Cllr Wyles for all his hard work in analysing the data collected.

The next piece of work, taking place in the new year, will be to hold a series of events to drill down into the key areas and find out what people want.

9.8 Communication & Events

Cllr Trought reported that the Christmas Market will take place on 12th December.

The Village Club AGM will take place on 8th December. The Club is now generally only open on Wednesdays and Thursdays, due to declining numbers of members visiting the Club and difficulty in getting people to volunteer at the bar. Community and day time events are generating some income, but consideration needs to be given to the options available to secure the future viability of the Club. Cllr Trought urged members of the Parish Council to attend the AGM.

9.9 Planning Issues and Consultations

Cllr Thomas stated that the Parish Council had responded to the MBC Regulation 18 Local Plan consultation, but no houses were planned for Hunton and ‘The Chances’ had not been included in the list of gypsy sites within the Plan.

9.10 Utilities

Cllr Stanbridge had nothing to report.

10. OTHER PARISH MATTERS

10.1 Hedge Restoration

Cllr Heaton has sourced 100 privet plants at a cost of £60, which is half the normal price.

Members **Agreed** that a date should be planned to put the plants in, to be agreed at the next Orchard Group meeting in January 2016.

ACTION: CLLRS HEATON & TROUGHT

10.2 Flooding

The Chairman has spoken with Neil Gunn of the Environment Agency (EA) who indicated that the EA is producing a newsletter in 2-3 weeks time containing items the Parish Council would find interesting. The Chairman will circulate the newsletter when it is received.

Bill Axell at MBC has been in contact as MBC has appointed a consultant to ensure the borough is protected from EA actions and is interested in meeting with parishes so they can express their previous experiences and concerns. Members **Agreed** that they would like to meet with Bill

Axell and the consultant on the suggested date of 26th November. ACTION: CLERK
Cllr Wyles commented on the EA report on the operation of the Leigh flood barrier. In hindsight there could have been better actions. The focus is on the River Medway and all the communities around it, but there is no mention of Hunton at all or consideration of the impact of the other rivers.

10.3 KALC Community Awards Scheme 2016

As there were no nominations from parishioners for the 2015 award, Members **Agreed** not to adopt the scheme in Hunton in 2016.

10.4 Parish Council Meeting Dates 2016

Members **Agreed** the following dates for the Parish Council meetings in 2016:

Tuesday 19th January 2016
Tuesday 15th March 2016
Tuesday 10th May 2016 (Annual Meeting)
Monday 16th May 2016 (Annual Parish Meeting)
Tuesday 19th July 2016
Tuesday 20th September 2016
Tuesday 15th November 2016

10.5 Clerk's Report

The Clerk attended the KALC Finance Conference on 22nd October which was very useful. There was a presentation on Auto Enrolment, where all employers will have to implement work place pension schemes. The Parish Council previously considered Auto Enrolment at its meeting on 11th May after receiving guidance from NALC and it was agreed at that meeting that there was no requirement to set up a scheme as the only employee (Clerk) is an 'entitled worker' and does not wish to join a pension scheme. However, the guidance at the Conference suggested that a scheme needs to be set up anyway. KALC has sent an email recently to clarify the position for parishes, containing a lot of guidance. The Clerk will review the information.

11. CONSULTATIONS

11.1 KCC – Street Lighting Consultation

The consultation provides information on why KCC is switching to LED street lights and seeks the views of residents, businesses, communities and other stakeholders on whether they would prefer the current level of service of part-night lighting, or all-night lighting. Members **Agreed** that a response would not be provided.

11.2 KCC – Highways & Transportation Survey 2015

KCC is seeking feedback on the highways and transportation service it delivers to the community to ensure that it focuses on the important services and allows decisions to be made on future service improvements.

Members **Agreed** that the Clerk should complete the survey as far as possible and circulate to Members to be finalised.

ACTION: CLERK

12. FINANCE

12.1 Budget Monitoring Report

The Budget Monitoring Report to 31st October 2015 was **Noted**.

12.2 **Income Received**

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

KGV Playing Field Committee – Contribution towards defibrillator cabinet	£100.00
Hunton Herald – Contribution towards defibrillator cabinet	£100.00
Village Hall Committee – FIT receipt	£693.68
Sport England – Grant for new cricket pavilion	£1,696.00
UTB – Bank interest	£12.71
MBC – Parish Services Scheme grant (second half)	£937.00

Cllr Porter reviewed and signed the bank reconciliation.

12.3 **Payments Made**

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

SO – Sharon Goodwin – Salary & office allowance – September	£427.73
300101 – Zurich Municipal – Insurance	£1,142.57
300102 – Mid Kent Flooring – Flooring for new cricket pavilion	£2,300.00
300103 – Robert Cox – Footpath hedge maintenance / play area maintenance (KGF)	£590.85
300104 – MBC – Bin emptying (KGF)	£299.52
300105 – Steve Jones – Reimbursement for STAC invoice for new cricket pavilion	£613.92
SO – Sharon Goodwin – Salary & office allowance – October	£427.73

12.4 **Cheques for Signature**

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

300106 – MBC – Bin emptying (KGF)	£149.76
300107 – PKF Littlejohn LLP – Audit of Annual Return	£360.00
300108 – E.ON – Street lighting	£8.26
300109 – Dudley Farman – Printing for Hunton Parish Plan	£228.00
300110 – Simon Taylor – Reimbursement for electrics invoice for new cricket pavilion	£1,250.00
300111 – KALC – Finance Conference	£72.00
300112 – Sharon Goodwin – Stationery / travel expenses / postage	£76.14
300113 – Steve Jones – Reimbursement of kitchen build materials for new pavilion	£76.49
300114 – Cancelled	
300115 – David Heaton – Reimbursement for purchase of hedge plants	£60.00

12.5 **Annual Return & Audit 2014/15**

Members **Noted** that, following the audit of the 2014/15 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 and the audited Annual Return is displayed on the parish website.

12.6 **Grounds Maintenance 2016**

The Landscape Services quotation has been received for the maintenance of the King George V Field for 2016. The cost is £798.32 for 16 cuts (excluding VAT); compared to £782.67 last year for the same number of cuts (an increase of 2%).

Members **Agreed** to accept the Landscape Services quotation.

ACTION: CLERK

13. PLANNING

13.1 Planning Application

The following planning application was considered and recommendation made:

13.1.1 Mansanas, Cheveney Farm, Vicarage Road, Yalding – 15/506111/FULL

Conversion of part of existing garage building to an annex ancillary to the use of Mansanas.

Revised details received. There has been a change of name from ‘Conversion of existing double garage into family annexe’ and clarification of the annexe.

Parish Council recommendation: Refuse, as the application is still creating an additional dwelling in the countryside.

13.2 Planning Decisions

No planning decisions have been reported since the last Planning meeting.

14. DATE OF NEXT MEETING

The next full Council Meeting is on **Tuesday 19th January 2016** at Hunton Village Hall.

There being no further matters to be discussed the meeting closed at 10:00pm.