

## HUNTON PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 17<sup>TH</sup> MAY 2016 AT 7:30PM AT HUNTON VILLAGE HALL

**PRESENT:** Cllr G Thomas in the Chair, Cllrs D Heaton, S Wyles, T Stanbridge and J Goddard and Mrs S Goodwin, Clerk.

**IN ATTENDANCE:** Borough Cllr R Webb was in attendance until Item 18.2. One member of the public was in attendance until Item 14.

**1. ELECTION OF CHAIRMAN**

Cllr Thomas was nominated by Cllr Heaton and seconded by Cllr Wyles. 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.

As Cllr Thomas indicated that he would only remain as Chairman for one more year, Members **Agreed** that Cllr Heaton should carry out the chairing of some meetings during the year. Cllr Thomas welcomed Cllr Goddard on to the Parish Council.

**2. ELECTION OF VICE-CHAIRMAN**

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

**3. MEMBERS DECLARATIONS OF ACCEPTANCE OF OFFICE**

All Members elected in the recent uncontested parish election and present at the meeting completed the Declaration of Acceptance of Office, witnessed by the Proper Officer. Members **Agreed** that, as Cllr Trought was unable to attend the meeting, she could complete the Declaration of Acceptance outside of the meeting, to be witnessed by the Proper Officer.

ACTION: CLLR TROUGHT/CLERK

**4. APOLOGIES**

Apologies for absence were received and accepted from Cllr Trought. Borough Cllrs B Mortimer and E Fermor had sent their apologies.

**5. FILMING AND RECORDING**

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

**6. COUNCILLOR DECLARATIONS**

**6.1 Declaration of Interests**

There were no councillor declarations.

**6.2 Dispensations**

There were no requests for dispensations.

**7. REGISTER OF INTERESTS**

Following the election, the Monitoring Officer requires all Members to complete a new Register of Interests form. All Members present at the meeting completed the documentation. Cllr Trought will complete the documentation outside of the meeting. ACTION: CLLR TROUGHT

**8. PARISH COUNCILLOR VACANCY**

Roger Sawtell and Ron Porter decided not to stand for re-election as parish councillors. The recent Parish Council election was uncontested, with 6 of the 7 seats being filled. The remaining seat will need to be filled by co-option.

**9. MINUTES OF THE FULL COUNCIL MEETING HELD ON 15<sup>TH</sup> MARCH 2016**

The minutes of the meeting held on 15<sup>th</sup> March 2016 had been previously distributed. The Chairman signed off the official copy of the minutes.

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

Item 10.3 – An article was placed in the Hunton Herald to advertise the Annual Parish Meeting and A1 boards are being printed to place around the village.

Item 12.6 – The signed Parish Services Scheme certificate 2015/16 and funding agreement for 2016/17 were both submitted to MBC.

Item 12.7 – The Village Hall's insurer will cover the insurance of the new defibrillator. The defibrillator will be fitted during half term week.

Item 13.3 – The additional mobile homes on the Green Barn site have been reported to MBC Planning Enforcement. MBC has sent a letter to confirm the matter is being investigated.

Item 13.4 – The online petition for the right to appeal planning decisions was signed.

**11. POLICE BUSINESS**

PSCO Judges was unable to attend the meeting and had not provided the crime report.

Cllr Wyles reported that there had been two crimes in East Street which had both been reported to the police – the theft of new plants from outside a property and the theft of a strimmer. A vehicle has been sighted in the village several times; there is a suspicion that the occupants could be looking for dogs to steal. Details have been included in the Huntonwatch newsletter.

**12. LOCAL COMMUNITY**

**12.1 King George V Playing Field**

In Chairman Danny Peacock's absence, David Heaton reported that the following was discussed at the last Committee meeting on 4<sup>th</sup> May 2016:

Moles are active on the field, but not causing a major problem, so will be monitored for now.

The slide platform has been replaced and Robert Cox has tidied up the play area/car park, which will deal with minor items on the MBC play area inspection reports.

Several members of the Committee will meet to discuss the minor issues highlighted in the annual play area inspection report.

The hedging shrubs have been planted on the West Street side of the field to fill the gaps.

At 31st March there was £3,052 left in funds to carry forward to the next year. Following receipt of the £5,800 donation from the Parish Council, there will be £8,438 remaining in funds after the invoices have been paid at the Parish Council meeting this evening. The Committee agreed the purchase of a new pedestrian gate at a cost of approximately £150. Robert Cox has been asked for a quote to cut the beech hedge back near the Bowls Club at the end of the cricket season.

The drainage from the cricket pavilion will be flushed though in May.

There is no need to drag the outfield now, it will just be rolled.

Several holes in the car park will be filled and rolled.

The Committee will think about other equipment needed to improve the play area at the meeting on 12th July (which will be held in the new cricket pavilion). The AGM will also take place on that day.

A request for use of the football pitch for Sunday games was turned down as the pitch is not suitable for extra use.

Cllr Wyles commented that a number of people had said how good the picnic table and bench are and that the play area could do with another as the play area is well used.

## 12.2 **New Cricket Pavilion**

Simon Taylor of HWCC was unable to attend the meeting, but had provided the following update:

The pavilion came into use for the start of the 2016 cricket season on 30<sup>th</sup> April with a 1st XI game against Milstead CC.

The project is now complete with the exception of some minor works on the disabled ramp (the addition of a 100mm high 'kerb' at each side) plus the addition of a small deck to the left of the building and a step at the front. Once the ramp is complete, the building inspector will be contacted for a final review of the structure to meet building regulation requirements.

The project team are preparing the final budget position and will shortly be submitting invoices to the Parish Council for payment from the remainder of their committed funds. In the meantime, the Parish Council is warmly invited to the official opening of the pavilion as part of the charity cricket day in aid of the British Lung Foundation on Sunday 22<sup>nd</sup> May from 10.30am, with the opening ceremony taking place between 1 and 2pm, depending on the completion time of the first match.

Members **Agreed** that a letter should be written to Hunton Wanderers Cricket Club, congratulating them on the excellent management of the cricket pavilion project

ACTION: CLERK

## 12.3 **Hunton Village Hall Committee**

Cllr Heaton reported that there had been a Committee meeting the previous evening. At the end of the financial year there was a £5,000 surplus of income over expenditure, including some capital. There were 25 weddings last year and bookings are good for this year. The Committee would like to refurbish most of the interior, including: a new water boiler; resealing and polishing the floor; new blinds for the windows; and replacing the heating system. The existing system is costly, so options are being considered and the Committee will look into grant funding as it will be quite expensive to carry out.

One of the hall hirers set up a bouncy castle on the field, which the Committee was not aware of. In future, hirers will be informed that they need to ask permission of the Playing Field Committee if they wish to use the recreation ground.

An advertisement will be put out for an ad hoc caretaker for the hall.

The internal décor is the responsibility of the Committee, but the Parish Council is accountable for the exterior, which may need to be treated soon. Members discussed the possibility of insulating the walls of the hall.

Danny Peacock has agreed to send the Bowls Club fixtures list and Football Club fixtures (when available) to Kathy Reid, so she can make hirers aware in case of parking issues. The Cricket Club has already provided a list.

The Clerk will speak to Mike Summersgill to arrange payment of the £1,000 Parish Council contribution towards the running costs of the hall.

ACTION: CLERK

## 12.4 **Hunton Primary School**

The Chair of Governors, Herschel Santineer, was unable to attend the meeting.

Cllr Wyles reported that he and Cllr Trought had attended a Board of Governors meeting at the school to discuss four issues. For the first two issues - a visit to the school by parish councillors to see the School Council in operation and a visit to the Parish Council by the School Council to see the Parish Council in operation - it was agreed that Cllrs Wyles and Trought would make arrangements after the Parish Council election. The governors agreed that work would need to be done to rectify the problem of water flooding Bishops Lane and will be looking at the original plans to establish more information on the soakaway. Finally, the Board of Governors agreed that the existing school signs are inappropriate and that the orientation needs to be 90°, rather than 40°, to the road. They will be moved in the summer holidays. The residents are happy with this situation and the Parish Council would be happy to help with the labour.

As the Chair of Governors has a standing business commitment, which means he is unlikely to be able to attend many Parish Council meetings, Cllr Stanbridge **Agreed** to approach a parent

governor to see if she would be able to attend the meetings to provide an update on the school.

ACTION: CLLR STANBRIDGE

### 13. APPOINTMENT OF COMMITTEES

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

- Planning Committee – a minimum of three Councillors.

### 14. COUNCIL REPRESENTATIVES

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

KCC Highways – Cllr Heaton and Cllr Goddard

KALC Area Committee – 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 Heaton and Cllr Stanbridge

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

Representative of Hunton PC as a member organisation of CAB – not filled

Members **Agreed** that Steve Jones, of Hunton Wanderers Cricket Club, should be contacted for information about representation on CAB.

Cllr Wyles advised that the Parish Plan Steering Committee has effectively reached the end of its life as the Parish Plan work is now embedded and could now change into the Neighbourhood Plan Committee. Members **Agreed** that the future of these committees should be included as an agenda item for the next meeting.

ACTION: CLERK

Members **Agreed** to the following Parish Council responsibilities:

- Footpaths and ditches – Cllr Heaton (primary) and Cllr Goddard (secondary)
- Road conditions and speed limits – Cllr Goddard (primary) and Cllr Heaton (secondary)
- Planning issues and consultations – Cllr Thomas
- Liaison with KALC, MBC and other external bodies – Cllr Thomas
- Policing, Huntonwatch and the school – Cllr Wyles (primary) and Cllr Trought (secondary)
- Hunton Parish Plan/Neighbourhood Plan, events and communications – Cllr Trought (primary) and Cllr Wyles (secondary)
- Utilities (broadband, water, electricity) – Cllr Stanbridge

Cllrs Goddard and Heaton **Agreed** to contact Ron Porter for a hand over of the highways responsibility.

ACTION: CLLR GODDARD & CLLR HEATON

### 15.

#### APPOINTMENT OF INTERNAL AUDITOR

The current Internal Auditor, Kevin Funnell, is retiring this year. He has recommended an alternative internal auditor, but has not provided contact details yet. Members **Agreed** to defer the appointment of the Internal Auditor for 2016/17 to the next Parish Council meeting.

### 16. COUNTY & BOROUGH COUNCILLORS

#### 16.1 County Councillor

County Cllr Stockell was unable to attend the meeting.

#### 16.2 Borough Councillors

Borough Cllr Webb advised that, following elections in May, Maidstone Borough Council now comprises of: 23 Conservatives; 22 Liberal Democrats; 5 Independents; 2 Labour; and 3 UKIP. Unfortunately, one UKIP councillor has since passed away leaving a vacancy, so there will be a bye-election. Cllr Derek Butler is to become Mayor and there will be elections for the Leader, Deputy Leader and Committee places.

John Wilson did not seek re-election to the Council, having served 8 years. Cllr Webb

acknowledged Mr Wilson's commitment and assistance to him personally. The Local Plan will be sent to the Planning Inspectorate this month. Cllr Thomas noted that KCC has written a 10-page response on the Local Plan which is very disparaging. Cllr Thomas **Agreed** to send the KCC response to Cllr Webb. ACTION: CLLR THOMAS

## 17. PARISH COUNCILLORS

### 17.1 Liaison with External Bodies

Cllr Thomas reported that the KALC Maidstone Area Committee had not met, a meeting is to be held soon.

### 17.2 Footpaths and Ditches

Cllr Heaton advised that he had seen Jenny Godden, the owner of the land between the recreation ground and Lughorse Lane, in the village and discussed the possibility of extending the existing permissive footpath through her land to Lughorse Lane. Ms Godden was in the process of obtaining a quote for fencing, so Cllr Heaton suggested that the fencing could be installed 2.5m away from the boundary to allow either a permissive footpath, right of way of purchase of land. Cllr Heaton also suggested that the Parish Council may be prepared to pay for the fencing as a fence would need to be installed anyway as the field is used for grazing horses. Members **Agreed** that the Parish Council should fund the cost of the fencing, should Ms Godden allow access for the footpath on her land. Members **Agreed** that the Clerk should write to Ms Godden to suggest the three options for the footpath, the agreement to pay for the fencing if the footpath is permitted and advise that the Parish Council would be responsible for the upkeep of the footpath. ACTION: CLERK

### 17.3 Highways

Cllr Stanbridge pointed out that there had recently been another bad accident at the bottom of Hunton Hill where a vehicle had hit a wall at the bottom of the hill. It raises questions as to how many accidents need to occur before action is taken as there has already been a fatality there and many school children use the junction to catch the bus. Cllr Heaton **Agreed** to arrange a meeting with Ron Porter and Cllr Goddard and subsequently arrange to meet Richard Emmett and Claire Chewter of Kent Highways. ACTION: CLLR HEATON

### 17.4 Speedwatch

Cllr Wyles reported that there had been a number of cancelled sessions due to bad weather and lack of availability. However, the team had borrowed Yalding's equipment to allow measurement of speed in both directions simultaneously. The team being out more often does seem to slow vehicles down.

Three dates are being organised in June on different days of the week and at different times of the day – early morning rush hour, evening rush hour and lunch time.

Borough Cllr Webb offered his services as a trained member of Coxheath Speedwatch. Guy Rollinson, the manager of Speedwatch with Kent Police has now left the role.

### 17.5 Huntonwatch

Cllr Wyles reported that a couple have people have moved from the village, but the new residents have joined Huntonwatch and there are a few other new members. Huntonwatch has been active in reporting cars to the police which loiter with no known purpose.

Cllr Goddard asked to join Huntonwatch.

ACTION: CLLR WYLES

### 17.6 Hunton Parish Plan

Cllr Trought was unable to attend the meeting, but will provide a report to the Annual Parish Meeting the following week.

### **17.7 Neighbourhood Plan**

Cllr Heaton had met someone from Loose Parish Council, which is preparing a Neighbourhood Plan at the moment. Loose is using consultants, which Staplehurst also used, who have a very good reputation. The cost is quite high, but grants are available, so it may be worth considering for Hunton.

### **17.8 Communication & Events**

Cllr Wyles asked Members to provide information on themselves for the June Hunton Herald. He also advised that Cllr Trought has produced a flier for the Annual Parish Meeting next week and refreshments will be provided by Sue and Steve Wyles at the meeting. Fete planning is underway, which will include the Applause Rural Touring group with "Octopot", a dog show, bouncy castle, tiny tots ball pit, family games, pony ride, home-made cakes, teas, jazz band, beer tent, barbeque and more.

Several residents are planning a musical evening on the playing field, using the new pavilion. Cllr Heaton advised that there will be an Applause event on 20<sup>th</sup> May.

### **17.9 Planning Issues and Consultations**

Cllr Thomas reported that the main planning issue has been the MBC Local Plan consultation. Local planning issues include the Little Clock House planning application, submitted less than two years after the last appeal.

Cllr Stanbridge thought there may be an enforcement issue at Amsbury Farm, as there has been an extension to the cold stores, but it may have permitted development rights. Members **Agreed** that MBC Planning should be contacted to establish whether it is permitted development.

ACTION: CLERK

### **17.10 Utilities**

Cllr Stanbridge reported that Southern Water had issued a good piece of literature on preventing blockages and will ask the editor to place an article in the Hunton Herald.

ACTION: CLLR STANBRIDGE

Cllr Stanbridge has not heard of any problems with broadband.

## **18. OTHER PARISH MATTERS**

### **18.1 Flooding**

Cllr Wyles reported that he is now formally involved with the Yalding Flood Group (YFG), attending meetings and receiving minutes. The YFG has been holding public meetings, obtaining publicity through the press and involving politicians, but still nothing is being done to protect Yalding. It is in exactly the same position as when the previous flooding took place three years ago. The Act of Parliament responsible for the Leigh Barrier was to protect Tonbridge and Hildenborough, but it sacrifices Yalding, Hunton, Laddingford and Collier Street. As a result, there is not much faith in the Environment Agency (EA) who has not responded to a request from the YFG for details of all actions taken to protect Yalding since the floods. The EA would like something similar to the Leigh Barrier on the River Beult, but is not considering temporary fixes in the interim as they consider it would be a danger to other properties on the Leigh Barrier. A lot of time is being spent on modelling, but nothing practical is being done.

### **18.2 Pre-school Shed**

The Pre-school would like to replace their existing shed, which has fallen into disrepair, with a windowless replacement of the dimensions 4.5 feet x 8 feet. As the shed will be in the grounds of the Village Hall, the Pre-school has asked for permission from the Parish Council. Members **Agreed** that the Pre-school can install the new shed.

### **18.3 Clerk's Report**

Members noted that the Clerk will be on leave from 8<sup>th</sup> to 24<sup>th</sup> August 2016.

## 19. CONSULTATIONS

### 19.1 NALC Parishes 2025 Survey

The NALC Policy Committee created a Parishes 2025 Task and Finish Group (TFG) earlier in the year, comprised of its own membership and other appropriate sector representatives. The TFG has produced a SWOT analysis of the current sector to form the basis of a formal sector survey on the same matter. A survey of 10 questions has been produced for parishes to complete.

Members **Agreed** that the Clerk should submit the response provided by Cllr Wyles.

ACTION: CLERK

## 20. FINANCE

### 20.1 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.

### 20.2 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.

### 20.3 Internal Audit Report

The Internal Auditor carried out the audit on 9<sup>th</sup> May 2016 and has completed page 5 of the Annual Return.

Members **Noted** the report of the Internal Auditor which had not raised any issues and thanked the Clerk for her work on the accounts.

### 20.4 Accounts 2015/16

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

### 20.5 Annual Return 2015/16

#### 20.5.1 Section 1 – Annual Governance Statement

Members considered the Annual Governance Statement contained in Section 1 on page 2 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 **Resolved** that the Annual Governance Statement is approved. Page 2 of the Annual Return was signed by the Chairman and the Clerk.

#### 20.5.2 Section 2 – Accounting Statements

Members considered the Accounting Statements contained in Section 2 on page 3 of the Annual Return and **Resolved** that they are approved. The Clerk had already signed page 3 of the Annual Return according to the requirements of the external auditor. It was signed by the Chairman.

## 20.6 Budget Monitoring Reports

Members considered reports showing the budget and actual figures for 2015/16; the budget for 2016/17 as discussed at the January 2016 Parish Council meeting; and receipts and payments for April 2016. The preliminary 2016/17 budget has been adjusted to include the precept of £25,000 and an expenditure budget of £1,000 for a grant towards the Village Hall running costs. Members **Noted** the reports and **Approved** the changes to the budget for 2016/17.

## 20.7 Income Received

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

Unity Trust Bank – Bank interest	£2.75
Maidstone Borough Council – Precept	£25,000.00
Maidstone Borough Council – Local Council Tax Support	£623.00
Hunton Village Hall Committee – FIT receipt	£155.73

Cllr Stanbridge reviewed and signed the bank reconciliation.

## 20.8 Payments Made

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

SO – Sharon Goodwin – Salary & office allowance – March	£427.73
300132 – CANCELLED	£0.00
300133 – Yalding Parish Council – Contribution to Yalding Parish Playscheme	£100.00
300134 – KCPFA – Contribution to 90 <sup>th</sup> Anniversary Appeal	£50.00

## 20.9 Cheques for Signature

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

300136 – Internal audit	£75.00
300137 – Robert Cox – Maintenance (KGV)	£105.00
300138 – E.ON – Street lighting	£8.17
300139 – One 2 One Deco Limited – Repairs to slide in play area (KGV)	£379.00
300140 – Bourne Amenity – Chippings for repairs to permissive footpath	£126.00
300141 – KALC – Chairmanship and Planning conferences	£144.00
300142 – KCPFA – Annual membership subscription	£20.00
300143 – MBC – Bin emptying (KGV)	£149.76
300144 – Sharon Goodwin – Travel expenses/postage/stationery/bin for KGV	£116.87
300145 – Hunton Parish Plan Steering Committee – Replacement cheque for cheque written 18/05/15 for excess Community Orchard grant over expenditure	£50.00
300146 – Passmores – Decking for new cricket pavilion	£824.44
300147 – Steve Jones – Reimbursement for various items for the new cricket pavilion	£307.81

Cheque 300135 had been written for KALC for the annual membership subscription. Members **Agreed** that the Clerk should query the calculation of the £282.29 cost as it seemed high.

ACTION: CLERK

## 20.10 Bank Account Signatories

In order to add Cllr Goddard and remove Roger Sawtell and Ron Porter from the list of authorised signatories for the Council's Unity Trust Bank accounts, Members completed form UTB505 and **Resolved** 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.

**20.11 Kent Tree & Pond Partnership**

Members **Agreed** to make a contribution of £50 towards the Kent Tree & Pond Partnership (KTPP) under s137 expenditure as the Tree & Pond Warden, Mike Summersgill, has attended several training courses with KTPP which have all been free of charge.

**21. PLANNING**

**21.1 Planning Decision**

**21.1.1 The Chances, Lughorse Lane - 15/506245/FULL**

Permanent siting of mobile home and one touring caravan for residential use by gypsy family.

Parish Council recommendation: Refuse and request the application is reported to the Planning Committee.

Maidstone Borough Council recommendation: Granted planning permission.

**22. DATE OF NEXT MEETING**

The Annual Parish Meeting is on **Monday 23<sup>rd</sup> May 2016** at Hunton Village Hall.

The next full Council Meeting is on **Tuesday 19<sup>th</sup> July 2016** at Hunton Village Hall.

**There being no further matters to be discussed the meeting closed at 10:15pm.**