

HUNTON PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 20TH SEPTEMBER 2016 AT 7:30PM AT HUNTON VILLAGE HALL

PRESENT: Cllr G Thomas in the Chair, Cllrs A Trought, T Stanbridge and J Goddard and Mrs S Goodwin, Clerk.

IN ATTENDANCE: County Cllr Paulina Stockell was in attendance until Item 9.6. Borough Councillor Brian Mortimer and Community Warden Adam McKinley were in attendance until Item 1. Approximately 40 members of the public were in attendance. Most people left during or after the Open Session, one left after Item 5, three left after Item 9.2.1, one left after Item 9.5 and seven left after Item 11.3.

OPEN SESSION:

In the open session, prior to the start of the meeting, discussion took place on the recent accident outside Hunton Primary School, where a cement mixing lorry travelling to Amsbury Farm smashed into the railings outside the school, as well as the issue of an increasing amount of traffic on Hunton's roads.

Clive Baxter, of Amsbury Farm, was invited to speak and started by giving the background to the operation at Amsbury Farm. Approximately one year ago Mr Baxter realised that he needed to install a robotic grader to reduce labour costs, which requires three people instead of 22. Instead of investing in this personally, a fruit co-operative (Fruition PO Limited) of which he is a director, invested in the machine. Mr Baxter financed the expansion of the farm, including an extension to house the grader. There has been an increase in traffic, due to deliveries to concrete the yard for pallet storage (including the cement mixing lorry which unfortunately caused the accident outside the school) and from fruit having to be sent off site for packing due to issues with the robotic grader. In addition, South East Water has completely ignored the water running down Hunton Hill, then closed it for two days which aggravated the traffic issues. Mr Baxter apologised to those who have suffered because of this and for the accident involving the cement mixer outside the school, although the accident was beyond his control.

Mr Baxter leases the building out to Fruition Packing. 80% of the site is used for storage, most of which is for Mr Baxter himself as a fruit farmer. Other than the reasons for the traffic increases already given, Mr Baxter stated that slightly less fruit has been packed than at the same time last year and that it could be a perception of more traffic rather than fact.

Cllr Stanbridge stated that there was a lot of local interest, based on the number of people at the meeting, and summarised the concerns:

- Villagers enjoy the fact that Hunton is a small rural community, miles from arterial routes, and should be quiet.
- Lately there has been a noticeable increase in traffic, particularly HGVs.
- The roads are narrow with traffic restrictions and the HGVs are getting lost, causing damage to verges and blocking access.
- The accident involving the cement mixer could have been a lot worse.
- The largest amount of traffic is due to Fruition, located at Amsbury Farm. It is likely to increase further as it is not only used for storage, but also processing and packaging. The farm is not just servicing Amsbury Farm, but from further afield, sometimes late at night. There is little consideration for villagers.
- The farm is now being used as a distribution centre which means more traffic, more congestion and a possible impact on pedestrians. It also means an increase in axle loading, resulting in more road damage, potholes and roads closed for repair.
- This is the first time that the community has been addressed despite the operation being in existence for a year.
- A large amount of concrete has been laid for pallet storage. The storage barn constructed for

pallets is used for fruit.

- There should be an adequate traffic management plan in place to take consideration of villagers.
- Other routes could be used. Traffic has taken unauthorised routes (through Chainhurst); it has not just been restricted to two days when South East Water closed the road.

Cllr Trought added that the traffic increase was real and not just perception, particularly in the last 6 to 8 months. Cllr Trought asked Mr Baxter how many HGVs go in and out of Amsbury Farm each day and the timescales. Mr Baxter was unable to provide the figures, but there is exceptional traffic at present due to it being harvest and traffic information could be provided once harvest is finished. He advised that in 1990 the national tonnage of fruit was 13 tonnes per hectare, now 40 tonnes per hectare is being grown and some varieties will grow 100 tonnes per hectare. The varieties are very high yielding. He apologised for the traffic issues, but had made efforts to improve the signage. However, he has not been given permission to erect a sign near the entrance to the access road leading to his farm as he does not own this land.

Cllr Thomas asked whether the acreage of the farm had increased now the farm is being used to pack other farms' fruit. Mr Baxter stated that the holding is 130 hectares of which 106 hectares is fruit. Other farms' fruit is being packed, but this was the situation before. The correct planning permissions are in place and a recent visit from an MBC Enforcement Officer did not raise any issues.

Borough Cllr Mortimer agreed that the Enforcement Officer would not have had an issue with the buildings as they are allowed under permitted development and, as long as prior notice was given, planning permission is not required. However, Mr Baxter has stated in the prior notice that there will be no impact on traffic movements, which is understandable if it is the farm's own produce, but not if the business is changing and others fruit is being packed and stored. If this is the case, a planning application should be submitted and a traffic management plan provided. Mr Baxter stated that the nature of the business has not changed as he has been packing other farms fruit since 1990, so he would not need to apply for planning permission. He had applied for grant aid in 2001 and 2010, a stipulation of which was that other people's fruit had to be imported and packed. This all formed part of the planning application otherwise the grant aid would not have been received. There is no change to the business other than leasing the site to Fruition; there have been no changes to the actual operation.

Cllr Stanbridge challenged the statement that nothing has changed as aerial photographs on the KCC footpaths website show the changes to Amsbury Farm. The business may not have changed, but the size has increased and there has been no acknowledgement of the change in the scale of the operation or how to manage the traffic. There has also been the removal of a footpath on Amsbury Farm land. Mr Baxter said that the footpath has not been removed. He had called out KCC PROW as the footpath was near a busy area of the farm and he was concerned about safety; they said it was fine if signage is put up or the path is diverted. Mr Baxter agreed to speak to Fruition to see if the Parish Council can visit the site.

Several parishioners expressed their views, that over the years productivity, the volume of fruit and the number of buildings have increased, so more vehicles must be being used to move it, resulting in more traffic. Either the size or number of lorries used has increased. It was also felt that there should be controls over the times lorries go to and from the farm; Fruition could stipulate times and routes in contracts with its customers. Mr Baxter stated that articulated lorries are used, that has not changed. Some companies are not supplied any more due to late pick-ups, but it is very difficult to put demands on supermarket customers. Mr Baxter is a director of Fruition PO, not Fruition Packing.

Another parishioner felt that the increase in vehicles on the roads was not just down to vehicles associated with Amsbury Farm, but also Clock House Farm in Coxheath. These vehicles are driven much more dangerously and unprofessionally compared to the drivers going to Amsbury Farm and need to be dealt with through engagement with the farm.

Cllr Thomas felt it would be worth the Parish Council considering constraints on lorries in terms of times and routes and explore options to ease worries. He thanked Mr Baxter and the parishioners for their contributions and agreed that it would be useful for the Parish Council to

visit the operation if Mr Baxter could speak to Fruition.

Another subject causing concern is The Chances site on Lughorse Lane. A parishioner asked for clarification on the number of static caravans and touring caravans currently on the site and the number requested through planning applications.

Cllr Thomas advised that the plot is split into two and there is currently permission for one static home and one touring caravan on each. A planning application has been submitted to add one static caravan to the first plot. Another application seeks to replace the touring caravan on the second plot with another static home, but a subsequent application requests two static homes and two touring caravans on the second plot and the formation of a third plot. The applicants have incorrectly included the access road in their planning applications, but this road does not belong to them. The Chances site is in the MBC Local Plan, but the size of the site is incorrect in the Local Plan as it is ½ acre, not an acre as stated.

The parishioner stated that there had been no objections on an Environmental Health basis by MBC, but there are clearly going to be issues due to the increase in the number of people on the site. She has informed Planning Enforcement that there are more caravans on the site than there should be, but the residents have put in the planning applications to stop the enforcement. Cllr Thomas suggested that parishioners are encouraged to write in to MBC.

Paul Paulding of Esquire Developments asked to speak about the planning application which Esquire Developments has submitted for Wilsons Yard on George Street, which currently consists of industrial units. The owner wishes to retire and would like to sell the site as a potential housing site. Esquire Developments (ED) has been getting feedback from MBC and from the Parish Council at the last meeting on 19th July and seeks to maximise the value of the site while meeting the wishes of the Parish Council. The most recent application is for five houses; three detached and a pair of semi-detached properties. There is a small orchard at the front to disguise the buildings.

A parishioner felt that the traffic build up will increase with this number of properties. Mr Paulding advised that the site could be sold as a commercial site where the traffic could be much worse. The parishioner is in favour of houses, but less houses. Although the number of car parking spaces has been reduced from the previous application there is no mention of the effect of traffic on George Street. There are also factual inaccuracies in the planning application as there are less buses a day than the number stated in the application and there is reference to wide verges, but George Street is a single track and residents cannot walk down it as there are ditches. In addition, there is no mention of how the drainage will be dealt with.

Cllr Thomas considered the new plans to be an improvement on the previous ones as it will be a properly organised site, not commercial, with four properties, one of which is split into two. It should not create traffic of any volume. The parishioner disagreed as 15 years ago the site was refused for two properties due to traffic concerns. Borough Cllr Mortimer advised that MBC refused B1 use, but the Planning Inspector approved it. Traffic could be worse with a commercial site. The parishioner felt that two houses would be preferable or two bed houses, but Mr Paulding warned that a development of two houses would put the site back on the commercial market and ED had tried to meet the needs of the village by including a two bed and three bed house.

Another parishioner felt there was inadequate cover from other aspects, not just the road. ED is looking to plant trees, but has to work within the constraints of the site.

Cllr Trought understood the need for ED to make the development viable and does not have an issue with housing in Hunton as long as it is the right kind of housing, although the number of vehicles could potentially be an issue.

Cllr Thomas thanked Mr Paulding for attending the meeting.

1. **APOLOGIES**

Apologies were received and accepted from Cllr D Heaton.

Borough Cllrs R Webb and E Fermor and PCSO M Day 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

Cllr Stanbridge declared that he was a resident of Amsbury Farm with regard to the discussion in the Open Session.

3.2 Dispensations

There were no requests for dispensations.

4. MINUTES OF THE FULL COUNCIL MEETING HELD ON 19TH JULY 2016

The minutes of the meeting held on 19th July 2016 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 – Lionel Robbins accepted the appointment as Internal Auditor for the Parish Council for 2016/17.

Item 12.7 – Letters of thanks have been sent to Steve and Sue Wyles and Lesley Lee for the cream tea Pop-Up shop event.

Item 13.3 – The defibrillator code has been distributed to various sports clubs and organisations in the village. Training is still to be arranged in the use of the defibrillator.

Item 13.4 – A date needs to be set for a visit to the football club changing rooms to assess the condition of the building.

6. POLICE BUSINESS

PCSO Megan Day was unable to attend the meeting. The Chairman read out the following crime report:

02/09/16 – Water Lane – Theft

Community Warden Adam McKinley provided the following written report:

He is working with the school regarding parking and speeding of traffic. He has watched the traffic and is sure parking is bad near the school, but it was fine when he was there. He has concerns about the speed of traffic and will work with the Parish, Kent Police and KCC Highways.

Concerns have been relayed to Claire Chewter from KCC Highways. Claire will review the ‘keep clear’ sign outside the school as it looks as though it needs retouching. Claire was also advised that the 20mph speed limit during school times is being ignored or people are not seeing it. Adam has also advised that the school does not have a particular sign in place, which Parking Enforcement would require if they are to come out.

The gates outside the school have been damaged by a cement mixer lorry. KCC Highways removed the gates on the same day and will replace them as soon as possible. The Police were called and PCSO Megan Day attended and took information.

Adam would like to have a place in the village for a monthly surgery and a base in Hunton if possible (especially in winter).

7. LOCAL COMMUNITY

7.1 King George V Playing Field

Simon Taylor, Chairman of the King George V Playing Committee, reported on the last meeting held on 14th September:

Moles and rabbits are not causing too many problems as the ground is so hard.

The play area/car park and boundary area near the cricket pavilion have all been tidied by Robert

Cox, who has also cut back the low hanging trees near the cricket pitch and the hedge along the road to Hunton Engineering. Robert will be employed on a regular basis during the summer months to do these jobs.

Health and safety – MBC reports received refer to grass growing around the support posts of the multi play equipment and the paint on the multi play timber. The annual play area inspection report has also been received – all points are low risk/to monitor; a working day will be planned to deal with the issues raised. The multi play equipment and the surfacing is getting old, so a replacement will be considered, likely to cost £6-10k. Funding sources will be considered to contribute towards the cost. An additional piece of equipment is also being considered.

There will be £6,215 remaining in funds after the invoices have been paid this evening. A new pedestrian gate to the field is to be purchased. In future, the bins on the field will be emptied every week from June to August. Quotes are to be obtained from other companies for bin emptying as a comparison to the MBC cost.

A vote of thanks was given to Danny Peacock for taking on the role of Chairman for the last few years. A new bank account is to be set up with Unity Trust Bank to allow the Playing Field Committee finances to be segregated from the Parish Council, with members of the Committee as cheque signatories. The account opening form will be completed at the next meeting.

Kathy Reid attended from the Village Hall Committee. It was agreed that HWCC would provide a set of rules to be given to hall hirers and Kathy would rewrite the terms and conditions for hall hire to ensure that hirers are fully aware of what they can and cannot do in relation to the field. The final building regulations have been signed off for the cricket pavilion.

7.2 Hunton Village Hall Committee

Mike Summersgill, Treasurer of the Village Hall Committee, reported that the village hall has been painted inside; the floor has been resanded and recoated; and new tables are to be provided. The number of weddings at the hall will be limited and the prices increased. A caretaker has now been employed, but is still to start.

7.3 Hunton Primary School

Cllr Trought is to re-establish a dialogue with the school, following Cllr Wyles resignation from the Parish Council, as she is taking his place as Parish Council representative.

7.4 Tree & Pond Warden

Mike Summersgill, the Tree & Pond Warden, attended the meeting to report on his inspection of the tree stock on Parish Council owned land. Most tree wardens will conduct an annual tree inspection, but Mike has been unable to obtain the records from the previous Tree Warden. From his review, approximately 12 trees need to be properly assessed, including the lime trees at the front and back of the village hall, which are heavily overhanging the hall, and 6-7 oak trees on the field whose condition needs to be checked (a bough fell off one last year). Mike attended training on tree diseases, Ash dieback is a particular issue and is all over the village. It will decline over the next 5-10 years, but needs to be monitored.

A Visual Tree Assessment (VTA) is recommended to ensure that the Parish Council's liability is reduced as action is likely to be required (tree surgery) on some of the trees. Costings have been obtained from three providers, ranging from £350 to £500 to assess all the trees.

Members **Agreed** that a VTA is necessary and asked Mike to provide confirmation of the costings.

8. COUNTY & BOROUGH COUNCILLORS

8.1 County Councillor

County Cllr Stockell has contacted Roger Wilkin, Director of Highways, Transportation & Waste, regarding the condition of Hunton Hill.

Cllr Stockell handed out an update on the projects supported by her Combined Members Grants and KCC activities.

Half of the main KCC budget is allocated to adult social care and children. KCC has had to reduce the budget again and make up the deficit.

Cllr Stockell has been chairing the Environment & Transport Committee and is taking on an Education role.

A 20mph speed restriction is to be placed outside 7 schools, including Hunton Primary School (there is currently a 20mph advisory limit). Cllr Stockell is also pushing for a 30mph limit on Hunton Hill, although Roger Wilkin has said there is no accident record. Cllr Stockell could possibly pay for this out of her budget; the Parish Council could consider employing a traffic consultant.

When asked about MBC making a complaint regarding KCC Highways not commenting on planning applications, Cllr Stockell stated that KCC Highways comment on all major planning applications and are present on the MBC Planning Committee. However, it is impossible for them to comment on every single application. Cllr Thomas noted that KCC Highways put forward a very strong response to the MBC Local Plan regarding proposed developments and their effect on the town.

8.2 **Borough Councillors**

The Borough Councillors were unable to attend the meeting.

9. **PARISH COUNCILLORS**

9.1 **Liaison with External Bodies**

Cllr Thomas has been liaising with many other parishes on the MBC Local Plan, putting in their objections. On behalf of CPRE, a lawyer's complaint was submitted regarding the Langley development as MBC used their own consultants, not KCC's, who only referred to bus priorities and considered other traffic to be unaffected.

9.2 **Footpaths and Ditches**

9.2.1 **Update**

The Clerk is arranging for Graham Rusling and David Munn of KCC PROW & Access to visit the site of the proposed extension of the permissive footpath to Lughorse Lane and will advise Members of the date when it has been arranged. **ACTION: CLERK**

Mike Summersgill reported that there had been an intentional blockage of the footpath from West Street to Water Lane which had been reported to KCC and cleared within two days.

9.2.2 **Permissive Footpath on West Street – Hedge and Verge Maintenance Contract**

The two-year contract for the maintenance of the hedge and verges near the permissive footpath on West Street is coming to an end. Members reviewed the specification and agreed that no changes needed to be made. Members **Agreed** that Robert Cox Country Services, Tregoning's Trees and Aspen Tree Services should be invited to tender for the work, with a 4-week deadline to return the quotations. **ACTION: CLERK**

9.3 **Highways**

Cllr Goddard and Ron Porter have met with Susan Laporte and Claire Chewter of KCC Highways. Susan Laporte suggested installing a dished channel outside Hunton Primary School to prevent the verge from being eroded any further. Claire Chewter has provided a quote of £3,162.99 for 50m on each side of the school entrance on the school side of the road.

Cllr Stanbridge queried whether there had been any further discussion on the flooding on East Street. There has not, but potholes have been reported. Cllr Goddard **Agreed** to email Claire Chewter to keep flooding on the agenda as the drains need to be cleaned regularly and the Clerk will report it on the KCC Parish Portal. **ACTION: CLLR GODDARD/CLERK**

9.4 Speedwatch

Helen Ward is now co-ordinating Speedwatch and provided a detailed update.

The table below summarises the data from the Speedwatch sessions carried out in August and September:

| Date | Time | No. vehicles recorded | No. vehicles speeding | Average speed | Highest speed |
|----------------------------|---------------|-----------------------|-----------------------|---------------|---------------|
| 23 rd August | 7:45 – 8:45am | 104 | 15 (14.4%) | 29.4mph | 42mph |
| 30 th August | 5:30 – 6:30pm | 69 | 12 (17.4%) | 29.6mph | 43mph |
| 8 th September | 9:30-10:30am | 66 | 3 (4.5%) | 23.5mph | 37mph |
| 13 th September | 5:15-6:15pm | 125 | 14.4% | - | 45mph |
| 19 th September | 5:15-6:15pm | 134 | 9% | - | 48mph |

The August sessions took place before the school went back to try and get an idea of the rush hour traffic flow and speed during the holidays when there are less parked cars. The number speeding in the morning session on 23rd August was about twice the average percentage recorded in the year to date and the average speed was 4mph higher than the average in the year to date. The evening session on 30th August recorded one of the highest percentages of speeding vehicles ever recorded by the team. It appears that when there are less parked cars to negotiate there is an increase in overall traffic speeds and number of vehicles speeding.

The volume of traffic was much higher in the two September evening sessions. The reduction to 9% of vehicles speeding on 19th September could be down to large numbers of tractors slowing traffic generally. The 48mph speed recorded on 19th September is the highest speed recorded to date in the 30mph zone; another vehicle was travelling at 46mph. These should generate an automatic letter from the police.

Since 29th July 2015, 1,760 vehicles have been recorded by Speedwatch, mostly outside the school, but also outside the village hall. The average speed is fairly consistent, but the average percentage of cars speeding is on the increase. It is evident that vehicles speed away once they have passed the speed monitor.

Another session is planned for September, but once the mornings and evenings get darker it will not be possible to monitor rush hour traffic. There are two new volunteers who will need to be trained, to bring the total number to 11. The team is looking to find a site in East Street to monitor traffic speeds and volumes, possibly outside Mulberry Farm. It is a 60mph limit, but data collected could support a request for a 30mph speed limit in this area. It may be possible to combine this with Lorry Watch, which is being considered, but information is required from KCC on the operation of the weight limit on East Street first.

Coxheath Speedwatch has requested help with a session to monitor both ends of Heath Road, which may be possible if the team is available and willing to help.

Cllr Thomas agreed that it would be useful to obtain speed data on East Street to start discussions with KCC Highways.

9.5 Huntonwatch

Steve Wyles of Huntonwatch has provided the update below:

Since the last report there have been two thefts in Hunton:

- The theft of one of the new scaffold signposts from the roadside along the playing field. These had been left out because of the upcoming Beer & Cider Festival. Unsure if this has been reported to the police.
- A large trailer from a farm in Water Lane. Reported to the police.

Two other incidents are worthy of note and both concern traffic accidents outside the school:

- A collision between a car travelling from Yalding and the door of a vehicle parked on the dangerous West Street/Grove Lane/Bishops Lane crossroads. One person appears to have suffered whiplash. The school was informed because there were young children in the parked car but they took no action. Unsure if this has been reported to the police.
- A cement mixing lorry on its way to Amsbury Farm, where the driver lost control while passing a line of parked cars and demolished the safety fencing at the school's pedestrian entrance, the 30mph signpost and a good length of the hedge bordering the school field.

Thankfully Huntonwatch has not been made aware of any injuries, although had anyone been leaving the school at that precise moment they would have been very lucky to have survived. Reported to the police.

There has been a very significant increase in the number of very large HGVs using Hunton's roads which is a worrying development and is making Hunton's narrow lanes very dangerous. Huntonwatch Members were able to help reunite a lost dog with its owner.

9.6 Hunton Parish Plan/Neighbourhood Plan

This item will be covered at the next Parish Council meeting.

9.7 Communication & Events

Cllr Trought reported that there had been a wonderful walk from the Village Club last Saturday, organised by Lesley Lee.

The Beer & Cider Festival will take place this Saturday, which will include a Pop-up Shop and games.

An East Street vs West Street cricket match will take place this Sunday.

There was a successful Music on the Green event in the summer.

Scaffolding signs are being used to promote activities and events.

9.8 Planning Issues and Consultations

All issues have already been covered during the meeting.

9.9 Utilities

Cllr Stanbridge reported that there is an ongoing issue with Southern Water regarding a sewer problem on East Street.

Hunton Hill was closed again on 19th September by South East Water. Cllr Stanbridge agreed to draft a letter to South East Water to raise the issue of the road closures and frequency of repairs to water mains on Hunton Hill.

ACTION: CLLR STANBRIDGE

10. OTHER PARISH MATTERS

10.1 Flooding

Cllr Thomas reported that the Environment Agency (EA) is doing nothing to protect Hunton and the surrounding communities. Hunton Parish Council is part of the Medway, Beult & Teise Flood Group and the Joint Parishes Flood Group. It has been 2½ years since Yalding flooded and the EA has done nothing. The EA is to make £4,500 available to each affected household which will be of little use. The next meeting with Collier Street and other parishes will be held in three weeks' time. Helen Grant MP attended the last meeting.

10.2 Volume of HGVs in Hunton

This item was discussed extensively in the Open Session.

10.3 Road Safety on East Street (Amsbury Farm corner)

This item was moved before Item 5.

A resident of East Street asked that the Parish Council consider pursuing a 30mph blanket limit or other traffic calming measure on East Street due to the volume of traffic, not just from HGVs, but from the large developments at Marden, and the speed of traffic. The national speed limit on that road is 60mph. KCC has carried out traffic monitoring, but speeds were monitored on a corner and at a passing place where traffic would naturally slow down, so it is not representative of the speeds vehicles usually drive. There are many properties on East Street and no footpath, meaning residents have to walk along the road.

A Speedwatch representative reiterated the wish to collect data on East Street, in a similar manner to West Street. At the moment, only two sites on West Street are authorised for Speedwatch sessions as far as the police are concerned and more members are required for

Speedwatch to do an increased amount of work. A KCC Highways representative has said there are no accident blackspots, but this is clearly not the case.

Cllr Stanbridge commented that the East Street junction with Hunton Hill has a bus stop which many people have to walk to and parents tend to drive their children to the bus stop as it is too dangerous to walk. He also voiced his concern about the Amsbury Farm bend as it is a sharp blind bend and the site of a recent accident; there have been others in the past. The road does have a 60mph speed limit, but it is not possible to drive around that bend at 60mph. KCC Highways need to be engaged in conversation concerning this bend and other blackspots.

10.4 Clerk's Report

10.4.1 Parish Councillor's Vacancy

Following the resignation of Steve Wyles on 7th August, there now exists a casual vacancy on the Parish Council. The Parish Council has to publicise a Notice of Casual Vacancy. If 10 or more local government electors in the parish write to MBC requesting an election, an election will be held. Otherwise, the vacancy is filled by co-option. The other existing vacancy can be filled by co-option. The Notice of Casual Vacancy has been posted today and MBC will let the Clerk know if an election needs to be held or not.

10.4.2 Parish & Town Council Seminar

This year's Parish & Town Council Seminar will be held on Thursday 27th October at Oakwood House – 9am to 1pm. The seminar relates to Highways and places are limited to one per parish. Cllr Goddard asked for details to be provided to him. ACTION: CLERK

10.4.3 KALC Finance Conference

Members **Agreed** that the Clerk could attend the KALC Finance Conference on 18th October.

11. CONSULTATIONS

11.1 KCC – Local Transport Plan 4: Delivering Growth Without Gridlock 2016-2031

Kent County Council has a statutory duty to produce a Local Transport Plan and is currently writing a new plan, to replace Local Transport Plan 3, 2011-2016, called the Local Transport Plan 4: Delivering Growth without Gridlock 2016-2031 (LTP4).

Members **Agreed** that a response would not be provided.

11.2 NALC – Community Led Housing Survey

The National Association of Local Councils is currently undertaking a short survey on Community Led Housing.

Members asked that the survey be resent to them. ACTION: CLERK

11.3 MBC – Supporting Parish Councils Survey

Maidstone Borough Council is conducting a survey to gain feedback on both the communication between the Borough Council and parishes as well as how successful the implementation of the Parish Charter has been.

Members **Agreed** that a response would not be provided, but individual Members could respond if they wished.

12. FINANCE

12.1 Budget Monitoring Report

The Budget Monitoring Report to 31st August 2016 was **Noted**.

Members **Approved** the spend of £3,162.99 to pay for the dished channels near the school. The budget will be amended accordingly. Cllr Goddard will contact Clare Chewter.

ACTION: CLLR GODDARD

12.2 **Income Received**

Members **Noted** that no income has been received since the last meeting.
Cllr Trought reviewed and signed the bank reconciliation.

12.3 **Payments Made**

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

| | |
|---|----------|
| DD – ICO – Data Protection registration fee | £35.00 |
| SO – Sharon Goodwin – Salary & office allowance – July | £431.61 |
| SO – Sharon Goodwin – Salary & office allowance – August | £431.61 |
| Add back lost cheque 1177 and reissued as 300145 - Excess Community Orchard grant | (£50.00) |

Members **Agreed** that the NatWest bank account should be closed and the balance paid into the Unity Trust Bank account. **ACTION: CLERK**

12.4 **Cheques for Signature**

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

| | |
|--|---------|
| 300162 – Craigdene Ltd – Annual play area inspection (KGV) | £114.00 |
| 300163 – Commercial Services Trading Ltd – First half grounds maintenance (KGV) | £478.99 |
| 300164 – Robert Cox – Maintenance of car park, play area, hedge & tree cutting (KGV) | £480.00 |
| 300165 – CPRE – Annual membership subscription | £36.00 |

12.5 **Annual Review of Insurance**

A quotation of £1,136.80 (cost last year: £1,142.57) was received from Zurich Municipal, the Parish Council's existing insurer, for the insurance cover from 1st October 2016 to 30th September 2017. Came & Co has provided quotations from three insurers: Aviva - £1,429.86; Ecclesiastical - £1,489.10; and Hiscox - £877.34.

Members **Agreed** that the insurance should be taken out with Hiscox for one year at a cost of £877.34. Cheque 300166 was signed by Cllrs Goddard and Stanbridge. **ACTION: CLERK**

13. **PLANNING**

13.1 **Planning Application**

The following planning application was considered and recommendation made:

13.1.1 **Wilsons Yard, George Street – 16/506756/FULL**

Demolition of the existing commercial buildings on the site and the construction of 5 no. dwellings alongside associated parking, access and landscaping works on the land at Wilsons Yard.

Parish Council recommendation: No objection.

13.2 **Planning Decisions**

No planning decisions have been reported since the last meeting.

14. **DATE OF NEXT MEETING**

The next full Council Meeting is on **Tuesday 15th November 2016** at Hunton Village Hall.

There being no further matters to be discussed the meeting closed at 10:45pm.