

HUNTON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON MONDAY 14TH MAY 2018 AT 7:30PM AT HUNTON VILLAGE HALL

PRESENT: Cllr G Thomas in the Chair, Cllrs D Heaton, T Stanbridge, R Lee, H Ward, A Trought, J Goddard and Mrs S Goodwin, Clerk.

IN ATTENDANCE: Borough Councillor L Parfitt-Reid was in attendance.

1. ELECTION OF CHAIRMAN

Cllr Stanbridge proposed and Cllr Ward seconded that Cllr Thomas be elected as Chairman for the forthcoming year. All councillors were in agreement and Cllr Thomas completed the Declaration of Acceptance of Office, witnessed by the Proper Officer.

2. ELECTION OF VICE-CHAIRMAN

Cllr Trought proposed and Cllr Lee seconded that Cllr Heaton be elected as Vice-Chairman for the forthcoming year. All councillors were in agreement and Cllr Heaton completed the Declaration of Acceptance of Office, witnessed by the Proper Officer.

3. APOLOGIES

There were no apologies for absence.

4. FILMING AND RECORDING

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

5. COUNCILLOR DECLARATIONS

5.1 Declaration of Interests

There were no councillor declarations.

5.2 Dispensations

There were no requests for dispensations.

6. MINUTES OF THE FULL COUNCIL MEETING HELD ON 26TH MARCH 2018

The minutes of the meeting held on 26th March 2018 had been previously distributed. The Chairman signed off the official copy of the minutes.

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

Open Session – A meeting was held with South East Water and other parties to further discuss the water main replacement on Hunton Hill. Lughorse Lane will be closed for the first two weeks with a traffic light system in place. Cllr Goddard is to organise a meeting with Highways to discuss the road closure and other highways issues.

Item 7.3 – Steve Wyles was contacted to ask 4x4 drivers for permission for the Parish Council to hold their contact details for emergency planning purposes.

Item 13.1 – A response was submitted to the KALC Social Media Survey.

8. POLICE & COMMUNITY WARDEN

8.1 Police

The following crimes have been logged on the e-watch website since the last Parish Council meeting:

01/01/18 to 04/03/18 – Theft from motor vehicle – George Street

29/03/18 – Criminal damage – West Street

8.2 Community Warden

Adam McKinley was unable to attend the meeting and had not provided a report.

8.3 Huntonwatch

Steve Wyles provided the following report on Huntonwatch:

A spate of vandalism to cars was reported in Hunton and surrounding areas. Police stopped a car and arrested the occupants on suspicion of vandalism when they found catapults and stones in the vehicle. A vehicle in the Redwall Lane area had also been targeted a number of times since late last year - we have no record of any arrests in connection with these incidents. A lighting bar was removed from a vehicle on Heath Road - although this is outside the village it was reported to Huntonwatch via Facebook.

9. LOCAL COMMUNITY

9.1 King George V Playing Field

The Chairman of the King George V Playing Committee, Simon Taylor, was unable to attend the meeting. Cllr Heaton provided a report on the last meeting, held on 9th May:

Tom Goodchild (Hunton Football Club) joined the Committee and became a Trustee.

Health and safety – three MBC reports have been received. No issues noted, only a reference to the paint on the multiplay timber.

Finance – funds of £3,587 were carried forward to 2018/19.

Consideration was given to a project for 2018/19. Fencing around the play area, a multiwall, a youth shelter and a climbing nest were all suggested, the fencing being the most popular.

The water leak at the old cricket pavilion earlier in the year is likely to result in a £300 bill.

Robert Cox will be asked to tidy the perimeter of the field before the Fete.

The posts holding the safety netting have been braced using angle irons.

The potholes in the car park will be filled on 4th June.

The AGM is to be held on 11th July at 8:30pm at the cricket pavilion (preceded by a boundary walk and Committee meeting).

9.2 Hunton Village Hall Committee

Annette Trought, Chair of the Village Hall Committee, had nothing to report as the next Committee meeting (and the AGM) do not take place until 15th May. Sadly, Mike Summersgill is standing down as Treasurer so a replacement will need to be found.

9.3 Hunton Primary School

Cllr Trought reported that the school has been asked to consider staggered parking, which some parents think is a good idea. It is hoped that the school will provide feedback soon. The school's May Fair is to be held on 20th May.

9.4 Tree & Pond Warden

The Tree & Pond Warden, Mike Summersgill, was unable to attend the meeting but had provided the following report:

Tree Warden - the crown and limb reduction of the Turkey Oak on the playing field was undertaken last month. Checked that the tree removed on Hunton Court land, near North Lodge, was not the Cork Oak (on the heritage tree register), but a storm-damaged conifer.

Pond Warden - attended a refresher course about the role and pond 'construction' (at Ashford - Singleton Environment Centre, which has its own pond). A short article on this featured in the May Hunton Herald, which received two responses. One property was visited to look at whether their overgrown pond could be improved and advice given on potential actions (it is at an elevated position, so is artificial and not spring-fed or part of any 'drainage system').

9.5 Hunton Village Club

Cllr Trought reported that a Committee meeting had been held the previous week. On 19th May, an event will be held from 11:30am to celebrate the Royal Wedding, with a BBQ, cocktails and seating outside. The Club will be kept open for the FA Cup Final at 5pm. The kitchen project

has been challenging with differing Committee members' views.

9.6 **Traffic and Road Safety Working Party**

Cllr Ward advised that the next meeting will be held on 17th May and reported the following: James Forster held a constructive meeting with representatives from Berry Gardens, drove them around the village and discussed the possibility of them paying for signage. Cllr Ward has provided them with photographs of their HGVs in the village. Berry Gardens are keen to meet with the Parish Council which Members **Agreed**. James Forster will arrange the meeting. The site manager from Countryside Properties, the developers at Vicarage Road, is also happy to meet with the Parish Council.

The development on Blunden Lane (30 houses) starts in September. The routing of the construction traffic will need to be discussed with KCC Highways.

Cllr Thomas advised that a Wares Farm monitoring meeting will take place on 16th May.

10. **APPOINTMENT OF COMMITTEES**

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

- Planning Committee – a minimum of three Councillors.
- Traffic & Road Safety Working Party – a minimum of two Councillors and one member of the public.

11. **COUNCIL REPRESENTATIVES**

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

- KCC Highways – Cllr Goddard and Cllr Lee
- KALC Area Committee – Cllr Thomas
- Policing matters – Cllr Trought and Cllr Heaton
- Hunton Primary School – Cllr Trought
- Representative Trustees of the King George V Playing Field - Cllr Heaton and Cllr Stanbridge
- Trustees of Hunton Village Hall Committee – Cllr Trought and Cllr Heaton
- Parish Plan Steering Committee (*on hold*) – Cllr Trought, Cllr Heaton, Cllr Stanbridge and Cllr Thomas

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 Lee (secondary)
- Speedwatch – Cllr Ward
- Hunton Parish Plan/Neighbourhood Plan (*on hold*) – Cllr Trought
- Events and communications – Cllr Ward
- Planning issues and consultations – Cllr Thomas
- Liaison with KALC, MBC and other external bodies – Cllr Thomas
- Utilities (broadband, water, electricity) – Cllr Stanbridge

Borough Cllr Parfitt-Reid offered to volunteer for Speedwatch.

12. **APPOINTMENT OF INTERNAL AUDITOR**

Members **Agreed** to appoint Lionel Robbins as the Internal Auditor for the forthcoming year.

13. **COUNTY & BOROUGH COUNCILLORS**

13.1 **County Councillor**

County Cllr Stockell was unable to attend the meeting.

13.2 **Borough Councillors**

Cllr Thomas congratulated Borough Cllr Parfitt-Reid on being elected.

Members **Agreed** that a letter should be sent to Brian Mortimer to thank him for his past services as Borough Councillor. ACTION: CLERK

14. PARISH COUNCILLORS

14.1 Liaison with External Bodies

Cllr Thomas reported that he had been liaising with Linton Parish Council on the planning application for a development of 15 houses on Vicarage Field. A letter has been written to Clive English, Chairman of the MBC Planning Committee, as the development is being built in a conservation area.

14.2 Footpaths and Ditches

Cllr Heaton will spray the permissive footpath before the Hunton Fete, either early one morning or in the evening when there is no wind (he is qualified to do so). ACTION: CLLR HEATON
Cllr Lee has received a complaint about the ditches on Bishops Lane but Cllr Heaton was aware of the issue and it will be resolved soon. Cllr Lee will report back to the parishioner.

Cllr Thomas queried whether there was a blockage near the Beast House. Cllr Heaton advised that the culvert is too small and the ditch running alongside West Street is large and at a level higher than the road. When the ditch fills up, the culvert cannot cope with the amount of water.

14.3 Highways

Cllr Goddard has obtained prices for four items the Traffic & Road Safety Working Party would like to put in place:

- Junction of Green Lane and Hunton Road – ‘Unsuitable for HGVs’ sign - £220.
- Cllr Goddard and James Forster have cleared the foliage from the S bend sign on East Street. To paint ‘Slow’ markings on the road - £80.
- Gradient sign on Hunton Hill - £200. Cllr Goddard to suggest to KCC Highways that they should pay for it.
- Narrow section at the end of the playing field on West Street – ‘Road narrows’ sign - £265.

Cllr Goddard will see if County Cllr Stockell has any Member funding available for these.

Members **Agreed** that the Parish Council will pay for the signage and road painting if no funding is available. ACTION: CLLR GODDARD

14.4 Speedwatch

Cllr Ward reported that one more person has volunteered to do Speedwatch, as well as Borough Cllr Parfitt-Reid. Members of the Speedwatch team have been too busy to hold any sessions.

14.5 Hunton Parish Plan/Neighbourhood Plan

On hold at the current time.

14.6 Communication & Events

Cllr Ward reported that the following events are to take place:

- 19th May – Meghan Markle’s Hunton Sparkle
- 19th May (evening) – Hannah Scott at the Village Hall
- 20th May – Hunton Primary School May Fair
- 2nd June – Track Dogs band at the Village Hall
- 16th June (2-5pm) – Hunton Fete

In terms of communications, there was an article in the Kent Messenger about the construction traffic to the Vicarage Road development and the Hunton Hill closure for the water main replacement. Nothing has been reported in the Downs Mail, although the Hunton Hill closure is on their Facebook.

14.7 Planning Issues and Consultations

Cllr Thomas had nothing to report.

14.8 Utilities

Cllr Stanbridge reported that East Street had been closed for the last few days by South East Water. At South East Water, the capital maintenance people do not communicate with the

repairs and maintenance people so a situation could occur where Hunton Hill and East Street are closed at the same time. Cllr Stanbridge will discuss with South East Water.
Cllr Heaton noted that there was a small water leak on Hunton Hill at the moment, as part of the road is wet all the time.

15. OTHER PARISH MATTERS

15.1 Flooding

Cllr Thomas observed that Hunton does not have any Flood Wardens, so there is no system of action if there is a flood.

A number of houses in the village have not been attended to with resilience items as the company supplying them has had some problems.

It will be necessary to speak to Susan Laporte at KCC Highways to establish that the Parish Council does have the authority to close roads during a flood and what the procedure should be.

ACTION: CLLR THOMAS

The flood signs have been received and are in the container near the Village Hall.

15.2 Clerk's Report

The Clerk had nothing to report.

15.3 General Data Protection Regulation (GDPR)

The House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. The Parish Council can still appoint a Data Protection Officer if it wishes.

NALC, KALC, SLCC and the ICO have provided information on actions to comply with GDPR, including templates, checklists and model policies to assist in the process. Suggested actions include:

- Information audit to document personal data held, where it came from, who it is shared with, lawful basis for processing it.
- Retention and disposal policy.
- Review documents to see if they need to be retained or destroyed in line with the retention and disposal policy.
- Information and data protection policy.
- Electronic communication policy.
- Privacy notices – include on website, on forms requesting consent, emails.
- Subject access policy.
- Review how consent is sought, recorded and managed.
- Procedure on detecting, recording and investigating a personal data breach.
- Use of the Data Protection Impact Assessment checklist to determine whether a DPIA needs to be carried out (usually for new systems/processes rather than existing).
- Cyber security – laptop security, removable media controls, malware prevention, mobile working policy, encryption, password protection.
- CCTV policy, retention, signage, ICO code of conduct.

The Clerk is working on this and will provide a more detailed update and suggested policies to adopt at the Parish Council meeting in July.

ACTION: CLERK

16. CONSULTATIONS

16.1 MBC – Strategically Important Play Area Parish Grant Scheme Informal Consultation

In 2017, Maidstone Borough Council's Parks and Open Spaces Team reviewed the provision of play areas across the Borough to ensure the majority of families have a play area within a 12 minute walk of their home. This resulted in the identification of a network of Strategically Important Play Areas (SIPAs). A number of these SIPAs are owned by Parish Councils and therefore MBC decided to set aside £200,000 to support the improvement of these sites. An application process has been drafted for Parish Council's to bid for funding. Before it is

formally launched, MBC is asking for views on the process proposed to allocate funding to Parish Councils and the time needed for completion of the application.

Members had no comments to make other than the £200,000 set aside for Parish Councils is disproportionate compared to the £1.8m total available for the improvement of Strategically Important Play Areas.

ACTION: CLERK

17. FINANCE

17.1 Statement of Internal Control

The Parish Council needs to review the effectiveness of the system of internal control as the Annual Governance Statement needs to be completed in the Annual Governance & Accountability Return. 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.

17.2 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, governance processes and management of risk;
- they understand the importance of the relationship between the internal auditor and the Council;
- adequate preparations are made for the audit procedure; and
- reports received from the Internal and External Auditor are actioned when necessary.

17.3 Internal Audit

The Internal Auditor, Lionel Robbins, will carry out the audit on 25th May 2018. The report of the Internal Auditor will be provided at the Parish Council meeting on 16th July 2018.

17.4 Accounts 2017/18

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 financial book. The Fixed Asset Register was considered and Members **Agreed** that the Community Orchard picnic table provided by Hunton Engineering should be insured and included on the Fixed Asset Register.

ACTION: CLERK

Members **Agreed** that the trees planted in the Community Orchard should also be insured and included on the Register at a value of £20 each for 40 trees.

ACTION: CLERK

17.5 Annual Governance and Accountability Return 2017/18

17.5.1 Section 1 – Annual Governance Statement

Members considered the Annual Governance Statement contained in Section 1 on page 4 of the Annual Governance & Accountability Return (AGAR) 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 be approved. Page 4 of the AGAR was signed by the Chairman and the Clerk.

17.5.2 Section 2 – Accounting Statements

Members considered the Accounting Statements contained in Section 2 on page 5 of the AGAR and **Resolved** that they be approved. The Clerk had already signed page 5 of the AGAR according to the requirements of the external auditor. It was signed by the Chairman.

17.6 Budget Monitoring Reports

Members considered reports showing the budget and actual figures for 2017/18; the budget for 2018/19 as discussed at the January 2018 Parish Council meeting; and receipts and payments for

April 2018. The preliminary 2018/19 budget has been adjusted to include the following agreed at the Parish Council meetings on 22nd January and 26th March:

- addition of the precept of £26,000 for 2018/19;
- removal of the £1,000 Hunton Parish Plan communications budget;
- addition of a £2,500 budget for costs associated with the old cricket pavilion removal and green container clearance;
- addition of a £3,802 budget for the kerbstones outside the school as not spent in 2017/18;
- addition of a £1,000 budget for Highways costs (to fund recommendations by the T&RSWP).

Members **Agreed** to make the following additional adjustments to the budget:

- reduce the Parish Services Scheme income budget from £1,798 to £1,468 to reflect the actual amount to be received;
- increase the Clerk's office allowance budget from £480 to £520 as the March payment was not debited from the bank until April;
- increase the salaries budget from £4,794 to £5,285 as the March payment was not debited from the bank until April and to account for the increase in Clerk's salary (if agreed at Item 17.13);
- increase the Open Spaces budget from £700 to £1,900 to incorporate tree surgery work carried over from 2017/18.

Members **Noted** the reports and **Approved** the changes to the budget for 2018/19.

17.7 **Income Received**

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

Hunton Village Hall Committee – FIT receipt	£211.39
Maidstone Borough Council – Precept for 2018/19	£26,000.00

Cllr Trought reviewed and signed the bank reconciliation.

17.8 **Payments Made**

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

Unity Trust Bank – Service charge	£18.00
SO – Sharon Goodwin – Salary & office allowance – March	£435.54
300237 – Yalding Parish Council – Contribution towards Yalding Parish Playscheme	£100.00
300238 – Hunton Arborists – Remedial work on Turkey Oak tree	£1,440.00
300239 – Cllr Goddard – Reimbursement for residual payment to KCC for signage	£20.00
SO – Sharon Goodwin – Salary & office allowance – April	£435.54

17.9 **Cheques for Signature**

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

300240 – King George's Field Hunton – 2018/19 contribution	£6,000.00
300241 – NALC – LCR subscription	£17.00
300242 – KALC – Annual membership subscription	£303.07
300243 – E.ON – Street lighting electricity	£10.27
300244 – Mike Summersgill – Tree & Pond Warden training expenses	£28.40
300245 – Hunton Parish Hall Committee – Contribution towards running costs (1st half)	£500.00
300246 – Helen Ward – Posters for Annual Parish Meeting	£40.00

Cheque 300246 for Cllr Ward was signed by Cllr Goddard and Cllr Heaton.

17.10 **Picnic Table for Community Orchard**

Members **Agreed** to purchase a picnic table for the Community Orchard at a cost of £687.50 plus VAT, putting the £225 raised at Steve and Sue Wyles' cream tea towards the cost.

17.11 Help A Maidstone Child

The Parish Council has been asked to make a donation to Help a Maidstone Child. Members **Agreed** not to make a donation.

17.12 Parish Services Scheme

The Parish Services Scheme 2017/18 year end certificate has been completed by the Clerk to detail how the grant has been spent. Members **Approved** the certificate and the Chairman and Clerk signed the form.

At the Planning Committee meeting on 23rd April 2018, Members were concerned that the Parish Services Scheme funding amount has been reduced by 20% for 2018/19. A letter was written to Mark Green, Director of Finance and Business Improvement at MBC and a reply has been received. Members considered the response and **Agreed** to sign the funding agreement for 2018/19. The Chairman and Clerk signed the agreement

17.13 Review of Clerk's Salary

The National Joint Council for Local Government Services (NJC) agreed new pay scales for 2018-2019 to be implemented from 1st April 2018. Applying the rates from 1st April results in back pay of £7.90 owed to the Clerk for April. Members:

- approved the increase in the Clerk's salary in line with the NJC pay scales 2018-19.
- approved the Clerk's back pay of £7.90 for April 2018.
- signed the standing order mandate to increase the Clerk's monthly salary payment.

18. PLANNING**18.1 Planning Application****18.1.1 The Green Barn, Water Lane – 18/501120/FULL**

Variation of condition 1 and 2 of MA/02/1380 (Retrospective application for change of use from agriculture to agriculture and residential use including the stationing of a mobile home for one gypsy family) approved under appeal (APP/U2235/A/02/1104824) to allow an additional 4 mobile homes (totalling 5 mobile homes).

Parish Council recommendation: Refuse, for the same reasons as the previous application and ask that the application be referred to MBC Planning Committee if the Case Officer is not of the same opinion.

18.2 Planning Decisions

No planning decisions have been received from MBC since the last Planning Committee meeting.

19. DATE OF NEXT MEETING

The Annual Parish Meeting is on **Monday 21st May 2018** at 6:45pm for 7pm at Hunton Village Hall. The next Parish Council meeting is on **Monday 16th July 2018** at 7:30pm.

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