

HUNTON PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 16TH JULY 2018 AT 7:30PM AT HUNTON VILLAGE HALL

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

IN ATTENDANCE: Borough Councillor L Parfitt-Reid was in attendance until Item 16.
One parishioner was in attendance until Item 11.3.

1. ELECTION OF CHAIRMAN

Cllr Thomas expressed a wish to resign as Chairman. Cllr Heaton was unanimously elected as Chairman for the forthcoming year and completed the Declaration of Acceptance of Office, witnessed by the Proper Officer. All Members gave a vote of thanks to Cllr Thomas for his hard work as Chairman over the last few years.

2. ELECTION OF VICE-CHAIRMAN

Cllr Trought was unanimously elected as Vice-Chairman for the forthcoming year and completed the Declaration of Acceptance of Office, witnessed by the Proper Officer.

3. APOLOGIES

Apologies were received and accepted from Cllr J Goddard.
Borough Cllr R Webb had sent his apologies.

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 14TH MAY 2018

The minutes of the meeting held on 14th May 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

Item 13.2 – A thank you letter has been sent to Brian Mortimer for his services to the Parish Council.

Item 16.1 – A response was submitted to the MBC Strategically Important Play Area Parish Grant Scheme consultation.

Item 17.4 – The Community Orchard picnic table and trees have been insured and included on the fixed assets register.

Item 17.5 – The Annual Governance & Accountability Return has been submitted to PKF Littlejohn.

Item 17.10 – A second picnic table has been ordered for the Community Orchard.

Item 17.11 – The 2017/18 Parish Services Scheme certificate and 2018/19 Parish Services Scheme funding agreement have been sent to MBC.

8. POLICE & COMMUNITY WARDEN

8.1 Police

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

26/03/18 - Criminal Damage - George Street (damage caused to a vehicle parked in the road)

21-22/05/18 - Criminal Damage - George Street (damage caused to a vehicle parked in the road)

06/07/18 - Theft of Motor Vehicle – West Street (a commercial yard was broken into and a motorbike was stolen)

8.2 Community Warden

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

8.3 Huntonwatch

Steve Wyles had nothing to report on Huntonwatch.

9. LOCAL COMMUNITY

9.1 King George V Playing Field

There is nothing to report as the next meeting of the King George V Playing Field Committee does not take place until 18th July 2018.

9.2 Hunton Village Hall Committee

Annette Trought, Chair of the Village Hall Committee, stated that the last Committee meeting took place on 15th May.

Mike Summersgill is standing down as Treasurer after five years of diligent service; members of the Committee are very grateful for all his hard work. Mike will also be standing down as the Applause Co-ordinator.

The Committee would like the Parish Council to consider allocating funds towards improving the outside of the Village Hall as it needs redecorating, guttering work and repairs to some of the weather boards. A new sign is also needed. Members **Agreed** that this should be included on the agenda for the next Parish Council meeting on 17th September. ACTION: CLERK

The hall floor will be sanded, and some internal redecoration will be carried out during the summer.

9.3 Hunton Primary School

Cllr Trought reported that there had been an administrative problem getting communications into the school but dates of school events (such as Sports Day) have been received to enable traffic to be marshalled. The dates have been publicised in the Hunton Herald.

9.4 Tree & Pond Warden

The Tree & Pond Warden, Mike Summersgill, has attended two more free training courses, on Dragonflies & Damselflies and Tree Diseases. Ash Dieback is prevalent in the Ashford area, but not so much local to Hunton.

Mike is looking at reinstating some of the ponds in the parish, but it is a slow process. He now knows the location of all ditches.

9.5 Hunton Village Club

Cllr Trought reported that the Club is close to finishing the first phase of the kitchen installation. The Entertainments Committee will be meeting in the next few weeks. A Beer & Gin Festival is planned for 22nd September and there will possibly be a film evening. A monthly Watercolour class takes place once a month. The Club is making a profit.

9.6 Traffic and Road Safety Working Party

Cllr Ward advised that the last Traffic & Road Safety Working Party took place on 17th May which was a predominantly a catch up on the Vicarage Road development, the Wares Farm development and the Hunton Hill closure. A date has not been set for the next meeting. A

meeting is to be arranged with Berry Gardens to discuss Wares Farm.
Cllr Thomas reported that the Wares Farm Monitoring Committee met a month ago but is ineffective. The minutes have not been received yet, but two items which will be attached include an outline of the scheme for Linton crossroads and details of shift patterns to give an idea of staff vehicle movements.

10. COUNTY & BOROUGH COUNCILLORS

10.1 County Councillor

County Cllr Stockell was unable to attend the meeting.

10.2 Borough Councillors

Borough Cllr Parfitt-Reid advised that she is a member of the MBC Planning Committee. Planning permission has been given for the doctors' surgery in Coxheath, combining the two existing surgeries. This has been a contentious issue but is good for the Ward as it will provide future-proof patient facilities for the next 30 years.

Graham Parkinson is the MBC Planning Officer in charge of the Spice Lounge planning application. If he is mindful to permit the application, Cllr Parfitt-Reid will call it to Planning Committee. Coxheath residents want to keep the restaurant. Cllr Thomas noted that the pre-application advice was faulty and contrary to the National Planning Policy Framework (NPPF). The Wares Farm planning application is on the MBC Planning Committee meeting agenda for 26th July.

11. PARISH COUNCILLORS

11.1 Liaison with External Bodies

Cllr Thomas reported that CPRE has produced numerous documents on subjects including brownfield registers (brownfield land is available for a million homes) and the new NPPF, which is in draft.

11.2 Footpaths and Ditches

Cllr Heaton has sprayed the permissive footpath.

Cllr Heaton will speak with KCC PROW about the footpath which exits onto Hunton Hill as the steps are steep and there is no stop barrier. There is also metal sticking up from the bottom step which a lorry hit several weeks ago, resulting in a punctured tyre. ACTION: CLLR HEATON
Cllr Ward advised that KCC has been asked for 'Pedestrians in Road' signage on Hunton Hill, but KCC want the Parish Council to pay for it.

Cllr Thomas suggested that, as it is so dangerous for pedestrians to walk along West Street north of the Village Hall, it would be worthwhile speaking to the owner of the land near Lughorse Lane again to find out if she would allow a footpath. Cllr Heaton **Agreed** to speak to the tenants who use her land to see if she would be open to the idea prior to the Clerk contacting her.

ACTION: CLLR HEATON/CLERK

Cllr Trought has broached the idea of a footpath on Hunton Court land with the owner.

11.3 Highways

Cllr Goddard was not at the meeting to provide an update.

11.4 Speedwatch

Cllr Ward reported that Speedwatch has been suspended for now.

11.5 Hunton Parish Plan/Neighbourhood Plan

On hold at the current time. To be removed from meeting agendas in future.

11.6 Communication & Events

Cllr Ward reported that updates received from South East Water on the Hunton Hill closure have been communicated in the Hunton Herald and on Facebook.

There was a good write up about the Hunton Fete in the Downs Mail.

Cllr Ward has attended a seminar on the Rural Transport consultation.

The following events are to take place:

- 12th August – Bat Walk & BBQ
- 2nd September – Musicals on the Green
- 22nd September – Beer & Gin Festival
- 23rd September – Village cricket match

No one has shown an interest in taking over as Editor of the Hunton Herald or as Advertising Coordinator.

11.7 Planning Issues and Consultations

Cllr Thomas will try and find out what is happening on the Durrants Farm planning application.

11.8 Utilities

Cllr Stanbridge had nothing to report.

12. OTHER PARISH MATTERS

12.1 Flooding

Cllr Thomas advised that there have been no Joint Flood Group meetings lately. Helen Grant attended the last meeting in May, prior to the flooding in Hunton.

Susan Laporte from KCC Highways wants to discuss the flood signs.

Cllr Heaton has shown Borough Cllr Parfitt-Reid how the floods occurred in May. There is a possibility that the same problem could occur again because of the way the farmer has bedded the fields up, as there need to be breaks in the field. Research by Cllr Heaton has shown that, to obtain Single Farm Payments, farmers must minimise soil erosion and could lose the payments if appropriate measures are not taken. The Farm Service Agency deals with cross-compliance issues so a complaint could be made to them. In addition, if the soil enters the water courses, it becomes an Environment Agency issue. Cllr Heaton will speak to Cllr Goddard first and then pursue with the Farm Service Agency and Environment Agency if appropriate.

ACTION: CLLR HEATON

Cllr Heaton and Cllr Goddard took a KCC Highways Drainage engineer along Grove Lane and West Street to highlight the issue of blocked culverts and ditches. KCC will write to the landowners to ask them to keep their ditches and culverts clear. Cllr Heaton has also written a piece for the Hunton Herald.

12.2 Update/Issues Arising from the Hunton Hill Water Main Replacement

Cllr Stanbridge reported that the pipe bursting work has now started. Several parish councillors are visiting the site on 17th July.

The traffic on Barn Hill has increased considerably since Hunton Hill was closed; Cllr Ward has received complaints of people not driving considerately. Cllr Heaton noted that there are no signs on West Street from the south, stating that it is unsuitable to use Barn Hill, and there are no signs in Yalding or Marden to say that Hunton Hill is closed. Cllr Ward had asked for signage, but South East Water refused. Cllr Stanbridge **Agreed** to speak to Jeremy Dufour and Helen Tucker at South East Water.

ACTION: CLLR STANBRIDGE

Cllr Thomas advised that KCC has no idea how serious the Hunton Hill closure is at all. Cllr Ward reported that HGVs are ignoring the designated one-way route and using Redwall Lane when they should not. Fruition have emailed the hauliers several times and Cllr Ward is continuing to provide details of hauliers using unsuitable routes to Fruition. Communications from South East Water have advised that any concerns should be raised with the Parish Council, KCC or the police. It has effectively been left to the Parish Council by South East Water and KCC, but the Parish Council has no powers to force hauliers to use the prescribed route.

12.3 Village Telephone Box

Cllr Trought has contacted BT Openreach about the telephone box near the Village Club. The box has no telephone in it, so the option is available to the Parish Council to buy the telephone box for £1. If the hedge was cut back it could be used to display notices. There are two options: BT continues to pay the electricity supplier for the light or the electricity is transferred to the

Parish Council to pay (the first option being preferable). Cllr Trought is waiting for Openreach to confirm that the telephone box is not wanted. If the Parish Council purchases the box for £1 there would need to be a small budget to buy notice boards. Members **Agreed** to the idea in principle.

12.4 General Data Protection Regulation (GDPR)

The Clerk has produced a Document Retention & Disposal Policy, based on guidance from the SLCC and NALC, amended to be more specific for the Parish Council. Members reviewed the policy and **Agreed** that it should be adopted. The Clerk will go through the process of disposing of any documents/data in line with the policy. ACTION:

CLERK

The transparency requirements under the GDPR require councils to provide individuals with information about how their personal data is collected, stored and used. This information must be easily accessible, transparent and presented using clear and plain language. To this end, the Clerk has produced a general Privacy Notice to be displayed on the Parish Council section of the website. The notice is predominantly based on NALC and SLCC guidance. Members reviewed the Privacy Notice and **Agreed** that it should be adopted.

12.5 Clerk's Report

Members noted that the Clerk will be on annual leave from 8th to 19th August.

Members agreed that the Clerk could attend the KALC Clerks' Conference on 13th September.

The Clerk has received an email from an electrical contractor offering maintenance of defibrillators and queried whether it would be worthwhile undertaking annual maintenance of the defibrillator at the Village Hall. Cllr Heaton **Agreed** to speak to the Pre-school as they had obtained the funding for the defibrillator. ACTION: CLLR HEATON

13. CONSULTATIONS

13.1 KCC – Big Conversation: Rural Transport Consultation

KCC want to maintain, and where possible, improve accessibility for those without an alternative means of travel in rural areas. This will help tackle social isolation and provide the right transport solution for the right customer need, at the right price. KCC want to find out if there is an innovative and sustainable way of providing transport to rural communities in Kent.

Cllr Ward attended a seminar about the consultation as some of the bus services in the village are affected by it. KCC have come up with some good ideas to spend the £7million that subsidises rural transport:

1. Feeder services – using a small mini bus/taxi to connect villages to existing bus services.
2. Bookable flexible bus services – making a booking by phone/internet to be collected by mini buses. This has been successful in Sittingbourne.
3. Taxi bus style service – timetabled service using taxis.

Members **Agreed** that Cllr Ward should respond to the consultation. ACTION: CLLR WARD

13.2 KCC – Rights of Way Improvement Plan 2018-2028 Consultation

The vision of the Rights of Way Improvement Plan is to provide a high quality, well maintained Public Rights of Way network, that will support the Kent economy, encourage active lifestyles and sustainable travel choices, and contribute to making Kent a great place to live, work and visit.

Cllr Heaton stated that in theory the Plan sounds good but will not be affordable. There is no legal process for compulsory purchase. Members **Agreed** that Cllr Heaton should respond to the consultation. ACTION: CLLR HEATON

Cllr Lee will suggest that the Hunton Walking Group responds to the consultation.

ACTION: CLLR LEE

13.3 MBC – Dog Control Public Space Protection Order Survey

Last year MBC consulted residents about the possibility of introducing measures to combat irresponsible behaviour and are now seeking views on the specific measures they are looking to introduce. The proposal seeks to make several behaviours offences under the Anti-social

behaviour Crime & Policing Act 2014.

Members **Agreed** that a response should be submitted, agreeing with all the proposed measures.

ACTION: CLERK

14. FINANCE

14.1 Budget Monitoring Report

The Budget Monitoring Report to 30th June 2018 was **Noted**.

14.2 Income Received

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

Maidstone Borough Council – Parish Services Scheme grant (first payment)	£589.68
Hunton Village Hall Committee – FIT receipt	£573.41

Cllr Trought reviewed and signed the bank reconciliation.

14.3 Payments Made

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

300247 – Sustainable-Furniture (UK) Limited – Picnic table and bench	£825.00
300248 – Charlie Russell – Presentation at Annual Parish Meeting	£25.00
300249 – Sue Wyles – Refreshments for Annual Parish Meeting	£5.60
SO – Sharon Goodwin – Salary & office allowance – May	£443.44
Unity Trust Bank – Service charge	£18.00

14.4 Cheques for Signature

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

300250 – Lionel Robbins – Internal audit	£75.00
300251 – E.ON – Street lighting electricity	£11.68
300252 – CANCELLED	
300253 – KCC – Road signage and slow markings	£765.00
300254 – Mike Summersgill – Tree and Pond Warden training expenses	£22.50
300255 – Hunton Parish Hall Committee – Contribution to Village Hall insurance	£1,038.81
300256 – Sharon Goodwin - Reimbursement of SLCC annual membership subscription	£100.00
300257 – Sharon Goodwin – Travel expenses/Postage/Back pay/Office expenses	£151.21
300258 – CANCELLED	

14.5 Internal Audit Report

The Internal Auditor, Lionel Robbins, carried out the internal audit on 25th May 2018 and completed the Annual Internal Audit Report on page 3 of the 2017/18 AGAR. Members considered and noted the report of the Internal Auditor.

14.6 Village Hall Insurance

A request has been received from the Village Hall Committee to contribute towards the Village Hall insurance premium. In previous years the Council has paid an 80% contribution. The premium this year is £1,298.51 (2017: £1,552.64), so an 80% contribution calculates as £1,038.81 (2017: £1,242.11). Members **Agreed** to contribute £1,038.81 and cheque 300255 was signed by Cllrs Lee and Ward.

14.7 Consolidation of Financial Management of Village Committees

Cllr Trought noted that, with Mike Summersgill stepping down as Treasurer of the Village Hall Committee, and the church also needing a Treasurer, there is a lack of people available or willing to do these jobs. Cllr Trought suggested that the Clerk's role could be expanded to include the Treasurer roles, for the Village Hall at least. The Clerk is a qualified Chartered Accountant, so she would have the skills for the work. Cllr Heaton advised that the Clerk already undertakes

this role for the King George V Playing Field Committee and this could also be incorporated. Members **Agreed** that Cllrs Trought and Heaton should discuss the transfer of the Treasurer role with Mike Summersgill. ACTION: CLLR TROUGHT/CLLR HEATON

14.8 **Purchase of Cones**

Cllr Trought suggested that cones should be purchased for use in the car park for marshalling at village events. They could be stored in the container supplied by KCC for the flooding road signs. Members **Agreed** that Cllr Trought should investigate the cost of cones.

ACTION: CLLR TROUGHT

15. **PLANNING**

15.1 **Planning Applications**

15.1.1 **Land South of Redwall Lane, Linton - 18/501181/FULL**

Variation of conditions 10, 16 and 17 of application 16/508659/FULL (Demolition of existing dwelling and erection of B8 warehouse building with ancillary offices, dock levellers, access, parking and landscaping including the creation of new woodland and attenuation pond.) to amend condition 10 to refer to 'a maximum of 32 one-way HGV movements (equivalent to 16 HGVs entering and leaving the site) are permitted between hours of 2300hrs and 0700hr', condition 16 to refer to the Noise Mitigation Plan Ref: 403.06466.00004.001 and a Noise Rating Curve NR30 measured internally in any noise sensitive property; condition 17 to refer to the Noise Mitigation Plan Ref: 403.06466.00004.001 and a rating level maintained no greater than 5dB above the existing measured ambient noise level LA90, T during the day time and night time periods.

The Parish Council has considered this application previously, but the wording has changed. Parish Council recommendation: Refuse, for the same reasons as given previously.

15.1.2 **118 Heath Road, Coxheath - 18/503194/FULL**

Demolition of existing restaurant and erection of 14 no. two bed retirement apartments providing Assisted Living for over 55 year old persons, with associated parking, turning and amenity space.

Parish Council recommendation: Refuse. Cllr Thomas was critical of the pre-application advice provided by the MBC Case Officer as it does not cover all aspects. It is an employment site, which is not mentioned. The NPPF is clear that amenities should not be closed down where possible. The Spice Lounge is the only restaurant in Coxheath. Cllr Thomas will provide a detailed response for submission to MBC.

15.2 **Planning Decisions**

The following decision received from Maidstone Borough Council was **Noted**:

15.2.1 **The Grove, Grove Lane - 18/501486/LBC**

Listed Building Consent to reinstatement of a hipped roof on an old agricultural building.

Parish Council recommendation: No objection

Maidstone Borough Council decision: Permitted

16. **DATE OF NEXT MEETING**

The next full Council Meeting is on **Monday 17th September 2018** at Hunton Village Hall.

There being no further matters to discuss the meeting closed at 10:17pm.