

HUNTON PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 19TH NOVEMBER 2018 AT 7:30PM AT HUNTON VILLAGE HALL

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

IN ATTENDANCE: There was no one in attendance.

1. APOLOGIES

Borough Cllr L Parfitt-Reid had sent her apologies.

2. FILMING AND RECORDING

There were no members of the public to film, record or photograph the meeting.

3. COUNCILLOR DECLARATIONS

3.1 Declaration of Interests

There were no councillor declarations.

3.2 Dispensations

There were no requests for dispensations.

4. MINUTES OF THE FULL COUNCIL MEETING HELD ON 17TH SEPTEMBER 2018

The minutes of the meeting held on 17th September 2018 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 9.3 – A letter was written to Coxheath Parish Council regarding a resident's complaint about the trees overhanging Amsbury Road.

Item 9.5 – A letter was written to the owner of Wilsons Yard, inviting him to discuss the site with the Parish Council.

Item 10.3 – A letter was written to the owner of Hatchgate Farm regarding the location of the aerodrome.

Item 11.2 – A response was submitted to the MBC Statement of Community Involvement 2018 consultation.

Item 12.7 – The Zurich Municipal quotation for insurance from 1st October 2018 to 30th September 2019 was accepted and cheque 300264 was written for £859.02.

6. POLICE

6.1 Police

The following crime has been logged on the e-watch website since the last Parish Council meeting:
10/10/18 – West Street – A storage container was broken into and a Honda lawnmower was stolen.

6.2 Huntonwatch

Steve Wyles has provided the following report on Huntonwatch:

There has been an increase in rural theft in the county in recent weeks and sports clubs appear to have been singled out, as they often have valuable equipment locked away in remote buildings.

Sadly, Hunton has not been spared and in the last month three attempts have been made, during the hours of darkness, to break into outbuildings on the King George V Playing Field and one was successful with an expensive mower being stolen. The police have been informed and details of a couple of vehicles that may be of interest have been passed to them. Clearly the area has been targeted and almost certainly has been checked out in advance, so we have asked Huntonwatch members to keep an eye open for anything unusual and to take special care to protect belongings and ensure that nothing of value is left vulnerable.

Once again Huntonwatch has had to inform the police of joy riders driving across the crop field between Bishops Lane and East Street and causing criminal damage to one of the gates. We have also spoken with Robert Day and he has now dug a trench across one entrance to prevent a reoccurrence. We have found evidence of drug taking in the more isolated lanes in the village, have had several reports of people wandering around private properties and scam phone calls are increasing as we approach Christmas. A car, used in a robbery at a post office in Maidstone on 13th November, was found burnt out on Barn Hill. We received no notification of this from Kent Police nor had any reports from Hunton residents and only found out about it when an article from the Downs Mail was posted on the Hunton Community Facebook page.

7. LOCAL COMMUNITY

7.1 King George V Playing Field

The Chairman of the King George V Playing Committee, Simon Taylor, was unable to attend the meeting. Cllr Heaton (a Trustee of the Committee) read the following report on the last meeting, held on 14th November:

The green container near the cricket pavilion has been cleared and will be removed.

Consideration will be given to changing water company and to insure against water leaks.

Health and safety – three MBC reports have been received with no issues or comments raised.

Finance – there is £6,508 remaining in funds. The grant of £7,585 from MBC for fencing around the multiplay and infant swings has been received into the Parish Council bank account. Jackson Fencing will visit the site and measure up.

Additional security measures are to be considered near the cricket pavilion. There have been several attempted break-ins to the outbuildings near the pavilion.

Three moles have been recovered from the Bowls Club/Community Orchard picnic area.

7.2 Hunton Village Hall Committee

The next meeting of the Committee will be held on 20th November, so there is nothing to report.

7.3 Hunton Primary School

Cllr Trought did not have anything to report.

7.4 Hunton Village Club

Cllr Trought reported that the new kitchen is nearly finished.

7.5 Traffic and Road Safety Working Party

Cllr Ward advised that the next meeting of the Working Party will take place in the first week of December.

Cllr Goddard has contacted KCC to ascertain the criteria required for a 30mph speed limit in East Street. KCC have installed a gradient sign on Hunton Hill.

Cllr Stanbridge noted that he had reported the flooding in East Street to KCC.

Cllr Ward informed Members that the weight restriction sign on East Street has been hit by a van; the post is now at an angle.

8. COUNTY & BOROUGH COUNCILLORS

8.1 County Councillor

County Cllr Stockell was unable to attend the meeting.

8.2 Borough Councillors

Borough Cllr Parfitt-Reid had provided the following report from her meeting with Helen Grant MP: Helen Grant is working with John Wilson and the Kent Association of Local Councils to find a long term, sustainable solution which can keep more HGVs off Kent's rural roads. The aim of the project is to work with all stakeholders including farmers, local politicians, hauliers and enforcement authorities to find a mutually agreeable way to limit the number of HGVs on rural roads. Specific solutions could include: more accurate sat nav use; better road signage; agreed routes for HGVs to use to access farms; and enforcement when the agreements are broken. Helen has facilitated a meeting between KALC and the Kent MP group in which the Kent MPs were supportive of the project. The project has also won support

from Kent County Council and the Leader of KCC has asked for a working group to be set up to report into the KCC Cabinet on potential solutions. This group will be chaired by Sean Holden, KCC Councillor for Cranbrook, and will meet for the first time in the coming weeks. Once specific proposals have been drawn up, and agreed by KCC, Helen will be working with Kent MPs to lobby Government for any funding which may be required.

Cllr Parfitt-Reid is still waiting to speak to her in person regarding policing. Members agreed that the enforcement is crucial.

9. PARISH COUNCILLORS

9.1 Liaison with External Bodies

Cllr Thomas has not attended any meetings with external bodies.

9.2 Footpaths and Ditches

Cllr Goddard reported that a drainage expert has examined the culvert at the end of Grove Lane. One pipe is open, and the other is blocked, but the expert did not consider it worth digging out. The culvert will be left as it is, in the hope that the ditch clearance on West Street will make a difference.

Cllr Heaton advised that water was bubbling out of the manhole near Scott's Farm. Cllr Goddard **Agreed** to follow this up with KCC. ACTION: CLLR GODDARD

Cllr Heaton stated that the land which caused the flooding in May is now arable, so there should be no flooding next year.

Cllr Heaton **Agreed** to spray the permissive footpath again. ACTION: CLLR HEATON

Cllr Heaton has not heard back from KCC PROW about the footpath which exits onto Hunton Hill. He will contact them again. ACTION: CLLR HEATON

9.3 Highways

Cllr Goddard reported the following:

KCC installed the 'Unsuitable for HGVs' sign at the Green Lane/Hunton Road junction but put it in the wrong place. The contractor will move it to the correct position.

A SLOW marking has been painted on George Street.

A gradient sign has been erected opposite the northern exit from Amsbury Road.

A 'Road narrows' sign will be erected on the West Street northern approach to Hunton Hill.

Jennie Watson (KCC) has recently provided a quote for a HGVs sign near the Hunton Hill/Heath Road junction.

A blue sign has been installed at the top of Hunton Hill, stating that the 7.5T weight limit starts in one mile.

KCC will not be installing a steel bollard on Redwall Lane.

The verge marker posts will be replaced at Stonewall Farm.

The lines at the bottom of Hunton Hill have been repainted.

'Pedestrians' signage near the Greensand Way footpath have not been actioned yet. The cost would be £600; a decision has not been made to go ahead yet.

Cllr Thomas noted that KCC had made a good job of filling in the washed away edges on Barn Hill.

9.4 Communication & Events

Cllr Ward reported the following forthcoming events:

- The Village Lunches are being held every Thursday
- 24th November – Village Walk & Lunch
- 1st December – Quiz Night
- 8th December – Christmas Fair
- 15th December – 'Mr & Mrs'
- 31st December – New Year's Eve Party

Cllr Thomas congratulated Lesley Lee for all her work on the Village Lunches.

Cllr Ward has still not received any offers to take over from her as Editor of the Hunton Herald. Various people have offered to help with articles, but someone is needed to oversee it overall. Her last edition will be April 2019.

Cllr Heaton advised that 30 booklets had been printed for the Remembrance Service, funded by the Hunton Herald. There has been a demand for at least 50 more, so consideration should be given by the Parish

Council for funding this at a cost of approximately £300. An item will be included on the next full council meeting agenda. ACTION: CLERK

Cllr Thomas congratulated Cllr Heaton and James Forster for pulling all the information together for the Remembrance booklets.

The plaque in the Village Hall which details past and present Chairmen of the Parish Council is out of date. A quote of £160 has been received to update this and a plaque in the church (so an £80 cost to the Parish Council). Members **Agreed** that this should be accepted.

9.5 Planning Issues and Consultations

9.5.1 Update

Cllr Thomas advised that the Spice Lounge planning application has been refused by MBC officers under delegated powers. The reason given was the environmental effect of the building; there was no mention of the loss of jobs. Members **Agreed** to pursue the complaint about the pre-application advice given by the officer as the response from MBC was inadequate. ACTION: CLLR THOMAS

9.5.2 Creation of New Unitary Authority for Buckinghamshire – Joint Local Plan

Cllr Thomas informed Members of an article, stating that a new unitary authority is to be formed to replace the county council and four district councils in Buckinghamshire. The result in planning terms would be a move back to the old Structure Plan. This would be a good idea in Kent, particularly with MBC and Tonbridge & Malling Borough Council.

9.6 Utilities

Cllr Stanbridge did not have anything to report.

10. OTHER PARISH MATTERS

10.1 Flooding

Cllr Thomas reported that the Environment Agency Flooding Forum has agreed the property flood resilience measures to be installed on properties, but the work has not been done yet.

10.2 Traffic Calming Measures on West Street

Cllr Heaton informed Members that a resident has asked the Parish Council to consider traffic calming measures on West Street, outside the school. Yalding is to have traffic calming on Vicarage Road, paid for by developers, so it should be provided for Hunton too as it will bear the brunt of a lot of the traffic from the new development. The school has also said it would welcome traffic calming measures.

Cllr Goddard advised that Susan Laporte from KCC has said previously that street lights are required for traffic calming.

Cllr Trought could see possible objections to traffic calming due to increased noise and urbanisation.

Cllr Lee advised that East Farleigh Parish Council is putting lots of markings and colouring on the road, rather than narrowing the road.

Cllr Thomas stated that Susan Laporte has also previously said that the best traffic calming is parked cars, although it was agreed that parked cars on West Street obscure the view for vehicles exiting Grove Lane, Bishops Lane, The Square and Bensted Close.

Cllr Ward advised that the road from Teston to East Malling has a slight narrowing, a change in the road surfacing, right of way signs and no street lighting. It would be possible to install this type of traffic calming without street lighting.

Members **Agreed** that the Clerk should contact Glyn Charlton, the Chairman of East Farleigh Parish Council, to ask for a meeting with the Parish Council to discuss the traffic calming options available.

ACTION: CLERK

10.3 Road Closures

Cllr Ward expressed concern about the effect on the bus service when the roads are closed by KCC. There have been a significant number of road closures affecting Hunton lately, for which there are alternatives if you use a car, but no alternative if the bus service is suspended. There is another planned closure in January, when Vicarage Road will be closed for five days, and there will be no bus service. The bus company has complained, and the Parish Council should also make representation to KCC, informing them that every time Vicarage Road or West Street are closed, the bus service is lost to Hunton residents.

Cllr Thomas advised that, as part of the planning permission for the 65 new houses on Vicarage Road, the developers will provide a footpath which will result in the narrowing of the road. There is no timescale for the work at present.

Members **Agreed** that a letter should be written to the Director of Highways, Transportation & Waste at KCC, stating that the Parish Council understands that work needs to be carried out on the roads, but that there have been many road closures affecting Hunton lately, which have also impacted on the bus service and affected the residents who use the buses. A set of criteria needs to be met before closing roads or alternatives (traffic lights, night work, etc) should be considered.

ACTION: CLERK

10.4 Village Telephone Box

At a previous meeting, Members agreed in principle to the conversion of the telephone box near the Village Club to a notice board. Cllr Trought informed Openreach that the Parish Council would pay £1 for the telephone box, with Openreach continuing to maintain the electricity supply. Openreach came to actually remove the telephone box, but were stopped by Cllr Trought, who is now waiting to for contact from them about the purchase of the box.

Cllr Thomas observed that the seat outside the Village Club is not in a good state of repair. Cllr Heaton

Agreed to take a look at the seat.

ACTION: CLLR HEATON

10.5 Additional CCTV

Cllr Trought reviewed the CCTV after the theft of the mower from the container, but the cameras do not cover the container or access to the field. Cllr Heaton has since placed a secure padlock on the container, which cannot be cut with bolt cutters.

Cllr Goddard suggested retractable bollards at the entrance to the car park, but there is a risk that people could get stuck in the car park.

Members **Agreed** that a quote should be obtained from Q-Tec Solutions Ltd for an additional CCTV camera to cover the container and pedestrian gate to the field.

ACTION: CLERK

10.6 Village Roles

Cllr Trought noted that key roles in the village are proving difficult to fill, due to a lack of volunteers. These include the editor of the Hunton Herald and maintenance of the Hunton advertising directory, among others. Options available are: to do nothing; compile a list of people to approach; or pay for the Hunton Herald to be edited. The village relies on the Hunton Herald and residents would not want it to cease production.

Members agreed that if volunteers cannot be found, consideration should be given to paying someone.

Members **Agreed** to invite the current members of the Hunton Herald team to meet with the Parish Council for an informal discussion to discuss the way forward.

ACTION: CLERK

10.7 KALC Community Awards Scheme 2019

The 2019 KALC Community Awards Scheme was launched in September, with Member councils having the option of adopting the Scheme in their local area. Member councils that adopt the Scheme will make their own decisions about how they want to identify a person or group in their community that has made a significant contribution to the local community. The nomination from the Parish Council must be made to KALC by 31st January 2019.

Members **Agreed** to consider whether to adopt the KALC Community Awards Scheme 2019 in Hunton at the next Parish Council meeting.

ACTION: ALL CLLRS

10.8 Parish Council Meeting Dates 2019

Members **Agreed** to the following meeting dates for 2019:

Monday 21st January 2019

Monday 18th March 2019

Monday 13th May 2019 (Annual Meeting)

Monday 20th May 2019 (Annual Parish Meeting)

Monday 15th July 2019

Monday 16th September 2019

Monday 18th November 2019

10.9 General Data Protection Regulation (GDPR)

Under GDPR, it is considered best practice for councillors and employees to use Parish Council email addresses, rather than private ones to ensure that email contents are kept securely.

Members **Agreed** that Gmail accounts could be used, which are specific to the Parish Council. The Clerk will research how to set the accounts up. ACTION: CLERK

10.10 Clerk's Report

The Clerk attended the KALC Finance Conference on 18th October 2018, which was very useful and covered VAT, business planning and funding, heritage projects, insurance and key financial developments. Consideration should be given to updating the Parish Council's risk assessment.

The Clerk has emailed the Pre-School to say that the Parish Council will pay for the replacement of the defibrillator pads.

An email has been received from Robert Hosker, Arable Farms Manager for Fridays Ltd, who have purchased Reed Court Farm in Chainhurst. He would like to gauge whether there is any interest in local parishes using the Hopper Huts on the site for meetings, youth groups such as Scouts and Guides, or other groups. Members could not think of any obvious use for the huts.

11. FINANCE

11.1 Budget Monitoring Report

The Budget Monitoring Report to 31st October 2018 was **Noted**.

Cllr Goddard **Agreed** to check whether the kerb stones are still to be installed on West Street.

ACTION: CLLR GODDARD

11.2 Income Received

The following income has been received since the last meeting:

Hunton Parish Hall Committee – FIT receipt	£849.18
Maidstone Borough Council – Parish Services Scheme grant (second payment)	£878.32

The MBC SIPA grant payment of £7,585 for the new fencing in the play area was received in November. Cllr Stanbridge reviewed and signed the bank reconciliation.

11.3 Payments Made

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

300264 – Zurich Municipal – Insurance	£859.02
Unity Trust Bank – Service charge	£18.00
SO – Sharon Goodwin – Salary & office allowance – September	£443.44
300265 – Steve Jones – Reimbursement for skip hire (clearance of green container)	£329.00
SO – Sharon Goodwin – Salary & office allowance – October	£443.44

11.4 Cheques for Signature

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

300266 – Kent County Playing Fields Association – Annual membership subscription	£20.00
300267 – KALC – Finance Conference	£72.00
300268 – E.ON – Street light electricity	£11.93
300269 – Sharon Goodwin – Travel expenses / Postage / Stationery	£99.37

11.5 Annual CCTV Maintenance

Q-Tec Solutions Ltd have been in contact as the annual CCTV maintenance is due in December 2018. Members **Approved** the maintenance work at a cost of £240 plus VAT.

11.6 Chairman's Allowance

Members **Agreed** that the budget of £250 should be increased to £300.

ACTION: CLERK

11.7 Consolidation of Financial Management of Village Committees

Members have agreed that the Clerk should take over as Treasurer of the Village Hall Committee from Mike Summersgill. Following contact with KALC, as the Parish Council and Village Hall Committee are separate entities, Members **Agreed** that the Clerk should be paid on a self-employed basis directly by the Village Hall Committee, not the Parish Council.

12. PLANNING

12.1 Planning Application

12.1.1 Mansanas, Cheveney Farm, Vicarage Road, Yalding – 18/505002/FULL

Change of use from garage to separate dwelling.

Parish Council recommendation: Refuse, as it would create an additional dwelling in the countryside.

12.2 Planning Decisions

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

13. DATE OF NEXT MEETING

The next full Council Meeting will be held on **Monday 21st January 2019** at Hunton Village Hall.

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