

## HUNTON PARISH COUNCIL

### MINUTES OF THE ANNUAL MEETING OF THE COUNCIL HELD ON MONDAY 13<sup>TH</sup> MAY 2019 AT 7:30PM AT HUNTON VILLAGE HALL

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

**IN ATTENDANCE:** Borough Cllr Parfitt-Reid was in attendance until Item 15.2. Four members of the public were in attendance, three of whom left after Item 16.11.

#### 1. ELECTION OF CHAIRMAN

Cllr Trought proposed, and Cllr Goddard seconded, that Cllr Heaton be elected as 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.

#### 2. ELECTION OF VICE-CHAIRMAN

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

#### 3. APOLOGIES

Cllrs R Lee and T Stanbridge sent their apologies subsequent to the meeting.  
Borough Cllr R Webb also 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 18<sup>TH</sup> MARCH 2019

The minutes of the meeting held on 18<sup>th</sup> March 2019 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 7.4 – Roger Ward has been thanked for his work on the Village Club kitchen.

Item 7.6 – The tree inspection has been undertaken by Silva Arboriculture.

Item 10.4 (January meeting) – The additional CCTV camera has been installed in the Village Hall car park. suggested contacting the Traffic Commission (which grants operator's licences for those operating HGVs) regarding Waitrose. ACTION: CLLR WARD

A record has been kept of traffic incidents in Hunton, but the information has been lost due to a computer issue. Efforts are being made to recover it.

There is to be a road closure on Redwall Lane for 10 days (Morrisons Utilities). Cllr Ward has emailed the company for more information; a response has not been received yet.

#### 8. POLICE

##### 8.1 Police

PCSO Martin Chivers was invited to attend the meeting but was on a rest day and unable to attend. The following crime has been logged on the e-watch website since the last Parish Council meeting: 27-28/03/19 – East Street – A residential property was broken into and various items stolen

## 8.2 **Huntonwatch**

Steve Wyles provided the following report on Huntonwatch:

We have had one report of a vehicle seen in suspicious circumstances and one unconfirmed reports of a flasher in (we think) Church Wood. We have had a couple of 'lost dog' messages too. We are very concerned that the novelty value of Huntonwatch has worn off and increasingly we only hear about things by word of mouth (and often second or third hand) or via Facebook, which makes our task of liaison with the PCSO rather more difficult as any information we might have is not contemporaneous. We also have not been contacted by the last three PCSOs in the way that we used to be when we first started up and we no longer get regular emails from the police with information on the latest scams etc.

Members agreed that it was a shame that the PCSO is not communicating with Huntonwatch and has not attended any Parish Council meetings yet and felt it would be worth contacting Maidstone Police to request a more visible police presence, more contact with Huntonwatch and attendance at Parish Council meetings at least once or twice a year. Cllr Trought advised that the community Facebook page has been successful in terms of people reporting incidents and consideration could be given to including an article in the Hunton Herald. There have been reports of drug dealing in Hunton during the day, which were reported to Huntonwatch, following which the PCSO made more regular visits. Cllr Goddard suggested that one way of involving the PCSO in the community more could be to suggest a particular focus, for example providing advice on security. Borough Cllr Parfitt-Reid was aware that Matthew Scott (Kent Police & Crime Commissioner) is planning to speak to rural communities, most likely at Coxheath, where people would have the opportunity to ask questions.

## 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. The main points from the last meeting held on 8<sup>th</sup> May are:

Jacksons Fencing have installed the new fencing around the multiplay equipment and toddler swings. The MBC monthly health and safety report noted that one of the toddler swings is damaged. A new cradle seat has been ordered.

A quote is being obtained for the demolition of the old cricket pavilion.

RIP Cleaning Services can no longer carry out the bin emptying. Maidstone Borough Council will be asked to take over the emptying in the absence of other providers, but the cost will more than double.

At the end of the financial year there were funds remaining of £5,230.

The mole traps near the car park were removed following discovery by members of the public. The traps were very well hidden so it seems that someone must have pulled them out.

There is a broken bough hanging over the wooded area. This will be removed.

The annual boundary walk and the AGM will take place on 10th July 2019.

### 9.2 **Hunton Village Hall Committee**

Annette Trought, Chair of the Village Hall Committee, had nothing to report as the next Committee meeting and AGM will take place in July (date to be arranged).

### 9.3 **Hunton Primary School**

Cllr Trought is meeting with headteacher Stewart Murdoch on 15<sup>th</sup> May.

### 9.4 **Hunton Village Club**

Cllr Trought reported that a lot of fundraising and events had been taking place.

The completion of the kitchen (other than a few items such as shelving) is testament to all those who helped organise it and will mean that more events can be organised where food can be provided.

### 9.5 **Traffic and Road Safety Working Party/Highways**

Cllrs Goddard and Ward will provide an update at the Annual Parish Meeting on 20<sup>th</sup> May.

Cllr Goddard is meeting with Jennie Watson from KCC Highways on 21<sup>st</sup> May.

## 10. **APPOINTMENT OF COMMITTEES**

Members **Agreed** to the following Committee and Working Party 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)
- 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
- Speedwatch (*on hold*) – Cllr Ward
- Hunton Parish Plan/Neighbourhood Plan (*on hold*) – Cllr Trought

## 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

Borough Cllr Parfitt-Reid apologised for being absent from recent meetings, but she has been moving house.

Maidstone Borough Council (MBC) is currently reviewing the Local Plan. The Call For Sites has started and the proposed 2,000 additional houses in Marden is causing much concern.

Borough Cllr Parfitt-Reid has been looking at inconsistencies in the speed limits on the roads in East Farleigh which need sorting out and asked if there were any in Hunton. Cllr Goddard advised that discussions have been held with KCC Highways on the reduction of the 60mph speed limit to 40pmh on East Street and the possibility of reducing the speed limit to 30mph throughout the village, but Jennie Watson has said it would not be suitable. Cllr Goddard agreed to copy Borough Cllr Parfitt-Reid in on any further developments.

Borough councillors each have £1,000 available to allocate to parishes, which would work out as £200 per village, on a first come first served basis. Hunton is welcome to request the funding if required.

Cllr Thomas asked whether MBC is paying Arriva, who have taken over the Park & Ride service. The purpose of Park & Ride should be to bring people into the town, but it is not being treated in that way. MBC has cut the Park & Ride service, increased charges and is building on some car parks, meanwhile shops are failing in the town. MBC has no positive policy for looking after the town when footfall is decreasing. Borough Cllr Parfitt-Reid is aware that Park & Ride is costing a lot of money and it is unlikely to continue in future.

## 14. PARISH COUNCILLORS

### 14.1 Liaison with External Bodies

Cllr Thomas had nothing to report.

### 14.2 Footpaths, Ditches and Flooding

Cllr Heaton considered it unlikely that there would be any flash flooding this year due to the arable crops which have been planted.

### 14.3 Communications and Events

Cllr Ward reported that the following events are to take place within the next couple of months:

- 18<sup>th</sup> May – Huntone's concert at the church
- 19<sup>th</sup> May – Hunton CEP School Fair
- 21<sup>st</sup> May – Talk on World War I at the WI
- 22<sup>nd</sup> June – Hunton Fete

There have been a number of good events at the Village Club. Cllr Trought added that the Village Hall would like to hold more music events.

### 14.4 Planning Issues and Consultations

*(This item was moved before Item 14.1)*

Cllr Thomas reported that two meetings on the Local Plan review have been held by MBC, at Yalding and Linton. Cllr Thomas attended the Yalding meeting, but it was pointless. The government is demanding that another 7,000 houses are built, above those already there but there are no plans for the infrastructure at all.

Borough Cllr Parfitt-Reid highlighted the issues between MBC and KCC, who do not work collaboratively. MBC was in the process of suing KCC, but the action was stopped. Even if MBC had won it would have made a major enemy of KCC.

Cllr Thomas expressed his concern that infrastructure such as schools and transport are not being considered in the Local Plan. When planning applications are considered by MBC, they need to ensure the infrastructure is put in place.

### 14.5 Utilities

Cllr Stanbridge was unable to attend the meeting.

## 15. OTHER PARISH MATTERS

### 15.1 Traffic Calming Measures on West Street

The Clerk had obtained information from Teston Parish Council on the traffic calming measures installed at Teston, where there have been mixed feelings as to whether they have been effective at reducing speeding. The Teston Parish Council Clerk also provided a KCC Highways information pack which details the different traffic calming measures and the costs involved. Members **Agreed** that the Clerk should send the pack to all Members to review and consider ideas to put to Jennie Watson of KCC Highways.

ACTION: CLERK/ALL MEMBERS

### 15.2 Clerk's Report

The Clerk was due to attend a KALC Audit Workshop on 3rd May, but this was cancelled due to lack of numbers.

The National Non-Domestic Rate Demand Notice for the cricket pavilion has been received from Maidstone Borough Council - £1,202.95 reduced to £0 due to Small Business Rate Relief.

Claire Chewter (KCC Highways) has advised that a 28-day order has been raised to replace the stolen salt bin (complete with salt) on Barn Hill.

## 16. FINANCE

### 16.1 Statement of Internal Control

The Council must review the effectiveness of the system of internal control as the Annual Governance Statement needs to be completed in the Annual Governance & Accountability Return. A Statement of Internal Control had been prepared by the Clerk to assist in this review. Members reviewed the Statement and **Agreed** that it could be signed and included with the year-end accounts. The Statement was signed by the Chairman and the Clerk.

### 16.2 Annual Review of Effectiveness of Internal Audit

In carrying out the Council's annual review of Internal Audit, 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.

### 16.3 Internal Audit

The Internal Auditor, Lionel Robbins, will carry out the audit on 14<sup>th</sup> May 2019. The report of the Internal Auditor will be provided at the Parish Council meeting on 15<sup>th</sup> July 2019.

### 16.4 Accounts 2018/19

Members reviewed the Council's Statement of Accounts, year-end Financial Book and Fixed Asset Register. The Accounts were signed by the Chairman and the Clerk and the Chairman also signed the Financial Book. Members **Agreed** that the Car Park Fund could be rolled into the General Fund for 2019/20.

ACTION: CLERK

### 16.5 Annual Governance and Accountability Return 2018/19

#### 16.5.1 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), consisting of 9 assertions. To properly consider the assertions, the Clerk had provided Members with a table comparing the Parish Council's practices to proper practices.

Members **Agreed** that assertions 1 to 8 could all be answered "Yes" and assertion 9 should be answered "N/A". Members **Resolved** that the Annual Governance Statement be approved and page 4 of the AGAR was signed by the Chairman and the Clerk.

#### 16.5.2 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.

### 16.6 Budget Monitoring Reports

Members considered reports showing the budget and actual figures for 2018/19; the budget for 2019/20 as discussed at the January 2019 Parish Council meeting; and receipts and payments for April 2019. The preliminary 2019/20 budget has been adjusted to include the following, agreed at the Parish Council meetings on 21<sup>st</sup> January and 18<sup>th</sup> March:

- addition of the precept of £26,338 for 2019/20;
- addition of £430 to the open spaces expenditure budget of £1,000 (to total £1,430) for the tree inspection work.

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

- increase the Parish Services Scheme income budget from £1,468 to £1,538 to reflect the actual amount to be received;
- include an expenditure budget of £2,226 for demolition of the old cricket pavilion as the budget was not spent in 2018/19;
- include an expenditure budget of £7,350 for the new fencing in the play area as the budget was not spent in 2018/19;
- increase the open spaces expenditure budget by £1,500 (to total £2,930) to take into account the remedial work on the trees;
- include an expenditure budget of £540 for the additional CCTV camera installed as it was not spent in 2018/19.
- include an expenditure budget of £3,802 for the installation of kerbstones outside the school.

Cllr Goddard will speak to Claire Chewter (KCC Highways) to check whether the installation of the kerbstones will take place.

ACTION: CLLR GODDARD

Members **Noted** the reports and **Approved** the changes to the budget for 2019/20.

#### 16.7 **Income Received**

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

Maidstone Borough Council – Precept for 2019/20 £26,338.00

Cllr Trought reviewed and signed the bank reconciliation.

#### 16.8 **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	£443.44
300282 – Robert Cox – Cutting back trees	£70.00
SO – Sharon Goodwin – Salary & office allowance – April	£453.30

#### 16.9 **Cheques for Signature**

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

300283 – NALC – LCR subscription	£17.00
300284 – Fields In Trust – Annual membership subscription	£65.00
300285 – Q-Tec Solutions Ltd – New CCTV camera and annual CCTV maintenance	£828.00
300286 – E.ON – Street lighting electricity	£13.80
300287 – Kathy Reid – New lock and pads for defibrillator	£62.77
300288 – Silva Arboriculture Ltd – Visual tree inspection	£430.00
300289 – Jacksons Fencing – New fencing around play equipment	£8,819.70
300290 – Hunton Parish Hall Committee – Contribution towards running costs (1st half)	£500.00
300291 – KALC – Annual membership subscription	£305.16
300292 – KCPFA – Annual membership subscription	£20.00
300293 – Q-Tec Solutions Ltd – Shortfall on cheque 300285	£108.00
300294 – Helen Ward – Banners for Annual Parish Meeting	£48.00

#### 16.10 **Parish Services Scheme**

Members considered the content of the Parish Services Scheme 2019/20 funding agreement and **Agreed** that it could be signed. Funding for 2019/20 will be £1,538. The Chairman signed the agreement.

#### 16.11 **Hunton Bowls Club**

(This item was moved before Item 8 to allow members of the Bowls Club to leave early)

The Parish Council has received a letter from Hunton Bowls Club requesting funding towards new changing rooms. Angela Baptie and John Apsey from the Bowls Club attended the meeting to discuss the request. The Bowls Club has been fundraising for three years and has a shortfall of £5,000. An application has been made to KCC for Combined Member Grant funding, the Hunton Herald has agreed to pledge an amount and members of the cricket club have provided a lot of information on applying for grants. Borough Cllr Parfitt-Reid mentioned her £1,000 community budget, which will probably mean an allocation of £200 to each parish in her ward. If the Bowls Club asked all three borough councillors, this could result in £600 of funding.

The only power available to the Parish Council to provide funding is under Section 137, as this can be used to provide a general power for a parish council to spend a restricted amount of money to do something, which will be of direct benefit to its community either as a whole or in part, when there is no other legislation allowing it. However, the benefit to the community should be commensurate with the expenditure incurred and ‘will bring direct benefit to, their area or any part of it or all or some of its inhabitants’. The maximum amount which a council may spend under Section 137 in any one year (from 1st April to the following 31st March) is currently £8.12 per elector. Cllr Heaton advised that a contribution from the Parish Council towards the new changing rooms would not actually benefit many people in Hunton as most of the bowls players live outside Hunton. However, the Parish Council does give a contribution to the Yalding Parish Playscheme each year, commensurate with the number of children

attending from Hunton, so it would be reasonable to do the same for the Bowls Club. Members **Agreed** that the amount to contribute should be discussed at the next Parish Council meeting.

ACTION: ALL MEMBERS

Cllr Heaton also suggested applying to the Kent County Playing Field Association (KCPFA) for a grant.

The Clerk agreed to check the KCPFA grant requirements

ACTION: CLERK

Mrs Baptie advised that the new changing rooms will be on the same footprint as the old ones but asked whether the Bowls Club would need permission from the Parish Council for a complete refurbishment of the clubhouse if this was considered in future. Cllr Heaton stated that permission would be required as it is on Parish Council land, but it would be unlikely to be a problem. Borough Cllr Parfitt-Reid advised checking with MBC Planning about planning permission requirements.

## **17. PLANNING**

### **17.1 Planning Application**

#### **17.1.1 The Old Bull House, East Street – 19/501723/LBC**

Listed Building Consent for erection of a 3 bay car port.

Parish Council recommendation: No objection.

### **17.2 Planning Decisions**

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

## **18. DATE OF NEXT MEETING**

The Annual Parish Meeting is on **Monday 20<sup>th</sup> May 2019** at 7pm for 7:30pm at Hunton Village Hall. The next Parish Council meeting is on **Monday 15<sup>th</sup> July 2019** at 7:30pm.