

## HUNTON PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 18<sup>TH</sup> MAY 2020 AT 7:30PM BY TELECONFERENCE

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

**IN ATTENDANCE:** One member of the public was in attendance for Item 6.1.

#### 1. APOLOGIES

No apologies for absence were received.

#### 2. FILMING AND RECORDING

The member of the public did not wish to record the meeting.

#### 3. COUNCILLOR DECLARATIONS

##### 3.1 Declaration of Interests

There were no declarations of interests.

##### 3.2 Dispensations

There were no requests for dispensations.

#### 4. MINUTES OF THE FULL COUNCIL MEETING HELD ON 16<sup>TH</sup> MARCH 2020

The minutes of the meeting held on 16<sup>th</sup> March 2020 had been previously distributed. The Chairman will sign the official copy of the minutes at the next Full Council meeting held in person.

#### 5. MATTERS ARISING FROM PREVIOUS MINUTES NOT INCLUDED IN THE AGENDA

Item 9.5 – A response has been received from South East Water to Cllr Stanbridge’s letter concerning the water main replacement on East Street. The work has been postponed to summer 2021.

Item 12.5 – An insurance claim has been submitted to Zurich for the vandalised security lights and an offer of £771 has been made. Members **Agreed** that the offer should be accepted.

Item 13.3 – Letters have been written to Planning Enforcement, Community Protection and the owner of the land next to the The Chances. There have been no further complaints.

#### 6. OTHER PARISH MATTERS

##### 6.1 Coronavirus

*(This item was moved to the Open Session to allow Mr Wyles to leave early)*

Steve Wyles delivered the following report on Coronavirus support provided so far:

Huntonwatch started providing a meds collection and delivery service on 24<sup>th</sup> March and in the eight weeks since that first delivery we have made 28 ‘runs’ delivering meds to Hunton residents, collecting samples to be taken to the GP and purchasing ‘over the counter’ medications.

We have been very lucky to have a list of 29 volunteers; eight have been used so far. Thank you to Cllr Stanbridge, Cllr Ward and Cllr Heaton for their help. A total of 27 residents have requested our help.

It is our belief that the situation is unlikely to improve quickly and that as lockdown measures are relaxed we are likely to see more ‘spikes’ in the infection rate, both of which mean that our support will be needed for some months to come. With that in mind, and where we can, we have organised our helpers so that no one person is asked to do too many consecutive runs – reducing both the workload and risk of infection for each helper. We know that a number of Hunton residents have had Covid-19 but as far as we are aware, none have required hospital care and thankfully we have no record of any deaths.

The first meds run was to Yalding surgery and from that very first occasion the service for patients registered with that surgery has been very smooth and efficient. This is thanks in no small degree to the help we have received from Practice Manager Jayne Spouse. The second run was to Marden but providing this service has been rather more of a challenge with two possible collection points (the surgery and the

pharmacy) and time windows in which meds must be collected. Coxheath meds runs started a week after the first two and this has been trouble-free with Phillippa Webb (who already collected meds for Coxheath residents) agreeing to add Hunton residents to her list.

Our sincere thanks go out to the eight people who have so far stepped up and collected and delivered meds around the village but there are two people who we feel deserve special thanks. As we mentioned above, Jayne Spouse at Yalding surgery and Phillippa Webb have gone above and beyond in supporting us and we wondered whether the Parish Council would consider funding a small floral 'thank you' to these two ladies, to be delivered in the next week or so in order to give them a much needed boost during these difficult times.

Members **Agreed** that the Parish Council should fund the purchase of flowers up to £35 each, using the Chairman's Allowance, to thank them for all the help they have provided. ACTION: CLERK/CLLRS Cllr Heaton mentioned that Paydens Pharmacy on the Loose Road has also been very efficient in his experience. He also asked whether there had been any requests for food. Huntonwatch is not in a position to offer this but Mr Wyles was aware of a group of neighbours who have a WhatsApp group, where they share information on delivery slots, ask others if they have certain types of food, etc. It may be something the Parish Council could consider putting out on Facebook.

Cllr Trought asked whether the people in Hunton who have had Covid-19 received a clinical diagnosis or were self-diagnosed. Mr Wyles believes many self-diagnosed as test kits are not available. People may have had Covid-19 but been asymptomatic or had only mild symptoms. Cllr Heaton did not feel there was a danger of community infection as all those affected have self-isolated. Mr Wyles has seen groups of people meeting, against the social distancing rules, so there is some risk of transmission, but it is probably lower than other places. He has also seen more people exercising, which is good, but unfortunately there has also been an increase in the amount of litter and dog mess, and the field gates at the recreation ground are being left open. Cllr Heaton considered this justification for keeping the car park barrier locked, to limit numbers.

Cllr Heaton thanked Mr Wyles for his report and all the work he and the volunteers have done.

## 6.2 Annual Meeting

The Annual Meeting was due to be held on 11<sup>th</sup> May 2020.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 disapply paragraph 7 of Schedule 12 of the Local Government Act 1972, which means there is no requirement for a parish council to hold its Annual Meeting in May 2020, although a council may do so if it chooses. All appointments will remain in place until the next Annual Meeting, to be held no later than May 2021.

Members **Agreed** that the Annual Meeting should not be held in 2020, so the next Annual Meeting will be in May 2021.

Cllr Trought noted that the Village Hall AGM has been postponed.

## 6.3 Annual Parish Meeting

The Annual Parish Meeting (APM) was due to be held on 18<sup>th</sup> May 2020.

The APM, by law, must take place between 1<sup>st</sup> March and 1<sup>st</sup> June. However, there is no obligation for the APM to be organised by the Parish Council, even though the Parish Council has organised it in the past. The APM is a meeting of the electors, not a Parish Council meeting and can actually be convened by the chairman of the parish council or any two parish councillors, or by six local government electors of the parish.

There is no specific mention of the APM in the new regulations but the APM cannot be held 'physically' due to social distancing and it would be very difficult to hold it by teleconference.

Members **Agreed** to cancel the Annual Parish Meeting for 2020.

## 6.4 Parish Councillors

Cllr Ward has received an email from a resident in Redwall Lane, who is concerned about the number of large tractors pulling trailers on Redwall Lane which he believes belong to Berry Gardens/Clock House Farm. They run in relay, often meet in East Street and have difficulty passing each other. He thinks the tractors/trailers should be using the main roads and by operating the way they are they are and not using lorries/vans the farms are avoiding paying road tax and are also using red diesel. Cllr Heaton does not believe the tractors relate to one farm. He has emailed another resident who was also concerned about the use of farm vehicles to tow trailers of rubble, explaining that the regulations on rebated fuel are very complex. If tractors are taking produce from one farm to another, this is allowed, and the operators do not

need to abide by the 7.5T weight restrictions. If it is a contractor, and licensed for the road, for a farm vehicle there is no requirement to pay road tax, but road tax is payable if it is for commercial purposes. There is not much the Parish Council can do unless it can be proved the vehicles are operating illegally. Cllr Trought noted that there has also been more tractor/trailer activity on West Street recently. This could relate to several farms - Amsbury farm land at Elphicks, Clock House Farm has also developed land to the south of Redwall Lane for fruit, as well as Betts and possibly Fridays. Cllr Stanbridge advised that Amsbury Farm had been importing rubble for farm track, but this stopped four weeks ago and there has been no recent activity.

As the farm vehicles are damaging the roads (pictures have been received of damage to Redwall Lane), Members **Agreed** that the Clerk should notify KCC Highways of this, but there is not much else the Parish Council can do. ACTION: CLERK

## 6.5 Clerk's Report

The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 introduced measures to ensure all public sector websites (including parish councils) are accessible to all users, particularly those with disabilities. Websites should be compliant or working towards compliance by September 2020. The Parish Council does not have its own website and it is not run by the Parish Council (as it forms part of the Hunton village website). SLCC is providing two 2-hour webinars at a cost of £120 plus VAT which the Clerk would be happy to attend but may require technical knowledge the Clerk does not have as she does not run the website.

Members discussed the possibility of the Parish Council hosting its own website.

Members **Agreed** that the Clerk should:

- Check with KALC whether there is a requirement for the Parish Council to have its own website.
- Look further into the SLCC training to establish whether it is appropriate and attend if so.
- Contact the Hunton webmaster regarding website accessibility. ACTION: CLERK

## 7. FINANCE

### 7.1 Budget Monitoring Reports

The Budget Monitoring Reports to 31<sup>st</sup> March 2020 and 30<sup>th</sup> April 2020 were **Noted**.

### 7.2 Income Received

The following income has been received since the last meeting:

MBC – SIPA grant payment (paid twice by MBC in error)	£1,756.08
Hunton Parish Hall Committee – FIT	£389.20
MBC – Precept	£26,338.00
Hunton Parish Hall Committee – FIT	£222.63

The bank reconciliation was provided to Members for review but will need to be signed by one Member at the next Full Council meeting held in person.

### 7.3 Payments Made

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

SO – Sharon Goodwin – Salary & office allowance – February	£453.30
SO – Sharon Goodwin – Salary & office allowance – March	£453.30
Unity Trust Bank – Service charge	£18.00
SO – Sharon Goodwin – Salary & office allowance – April	£453.30

Members also **Approved** the following payments, authorised at the Planning Committee meeting on 4<sup>th</sup> May 2020:

300333 – E.ON – Street lighting electricity	£14.56
300334 – Robert Cox – Maintenance of hedge/verges on permissive footpath	£495.00
300335 – NALC – Annual subscription to LCR magazine	£17.00
300336 – KALC – Annual membership subscription	£345.70
300337 – MBC – Refund of grant paid twice	£878.04

300338 – Cllr Ward – Mobile phone/Phone top up/Printing £97.00

#### 7.4 **Cheques for Signature**

Members **Agreed** that the following payments be approved. The cheques will be posted to Cllrs Heaton and Trought for signature:

300339 – Fields in Trust – Annual membership subscription	£65.00
300340 – King George’s Field, Hunton – Contribution for 2020/21	£6,000.00
300341 – Hunton Parish Hall Committee – Contribution towards running costs (1 <sup>st</sup> half)	£500.00

#### 7.5 **Annual Governance and Accountability Return & Audit**

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 extend the statutory audit deadlines for 2019/20 as follows:

- The requirement for the public inspection to include the first 10 working days of July has been removed.
- Instead the public inspection period must commence on or before 1<sup>st</sup> September 2020.
- The AGAR must be approved and published by 31<sup>st</sup> August 2020 at the latest.
- The publication date for final, audited accounts will move from 30<sup>th</sup> September to 30<sup>th</sup> November.
- The approved AGAR must be submitted for external audit by 31<sup>st</sup> July 2020.

Members **Agreed** that the approval of the AGAR should take place at the Parish Council meeting on 20<sup>th</sup> July 2020 to allow the internal audit to be carried out on 1<sup>st</sup> July and ensure submission to PKF Littlejohn for external audit before the deadline.

ACTION: CLERK

### 8. **PLANNING**

#### 8.1 **Planning Decisions**

The following planning decision, made by Maidstone Borough Council, was **Noted**:

##### 8.1.1 **The Hollies, Hilltop - 20/500682/FULL**

Proposed sub-division of existing single (3-bed) cottage into 2no. separate dwellings (1-bed and 2-bed), including division of garden area.

Parish Council recommendation: No objection.

Maidstone Borough Council decision: Permitted.

### 9. **DATE OF NEXT MEETING**

The next full Parish Council meeting is on Monday 20<sup>th</sup> July 2020 at 7:30pm.

**There being no further matters to discuss the meeting closed at 9:00pm.**