

## HUNTON PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 19<sup>TH</sup> JULY 2021 AT 7:30PM AT HUNTON VILLAGE HALL

**PRESENT:** Cllr D Heaton in the Chair, Cllrs T Stanbridge, J Goddard, M Summersgill and I Simmons, and Mrs S Goodwin, Clerk.

**IN ATTENDANCE:** Borough Cllr R Webb was in attendance. County Cllr/Borough Cllr S Webb entered during Item 8.1. Three members of the public were also in attendance – two left after Item 5 and one left after Item 8.2.

#### **OPEN SESSION:**

A parishioner asked whether the Parish Council has any powers to make people pick up dog waste on footpaths over private land. Cllr Summersgill stated that there has to be a notice up. Cllr Heaton noted that the Parish Council cannot put notices up on private land. Maidstone Borough Council is the authority which has the power to issue fines, but this would be in public spaces. Cllr Heaton **Agreed** to contact KCC PROW to see if the Parish Council could erect 'Please clear up after your dog' signs on key footpaths and establish whether specific wording needs to be used. **ACTION: CLLR HEATON**

#### **1. APOLOGIES**

Apologies for absence were received and accepted from Cllr S Pinks.

#### **2. FILMING AND RECORDING**

The members of the public did not wish to film, record or photograph 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 17<sup>TH</sup> MAY 2021**

The minutes of the meeting held on 17<sup>th</sup> May 2021 had been previously distributed. The Chairman signed the official copy of the minutes.

#### **5. PRESENTATION OF THE KALC COMMUNITY AWARD**

*(This item was moved before the Open Session to allow the recipients to leave)*

Cllr Heaton presented the KALC Community Award to Steve and Sue Wyles. He thanked them for all their work on the medicines collection service they facilitated for residents both during, and after, lockdown. Mr and Mrs Wyles thanked the parish councillors for the award and stressed that thanks were also due to all the volunteers who helped them with the service.

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

Item 8.2 (18/01/21) – KCC PROW have not repaired the damaged railings on the bridge to the permissive footpath yet. The Clerk will follow this up again.

Item 3 – Cllr Simmons completed the Declaration of Acceptance of Office form, witnessed by the Proper Officer.

Item 8 – Cllr Simmons completed the Disposable Pecuniary Interests form.

Item 13 – Cllr Simmons agreed to be a member of the Traffic & Road Safety Working Party.

Item 14 – Cllr Simmons agreed to be a Council representative for KCC Highways and Hunton Primary School (in place of Cllr Trought) and have secondary responsibility for road conditions and speed limits. Cllr Trought agreed to have responsibility for events and communications.

## 7. POLICE

### 7.1 Police

PCSO Macleod provided the following crime report for the period since the last meeting:

- 26/05/21 and 30/05/21 - Two reports of intruder alarms.
- 31/05/21, 23/06/21 and 07/07/21- Three road traffic collisions.

Local officers have conducted high visibility patrols in Coxheath and the surrounding area giving reassurance to local people, victims, witnesses and collected CCTV from shops as requested by officers. There has been another change in PCSO and from 2<sup>nd</sup> August the new PCSO will be PCSO James Goodwin.

Cllr Heaton commented that the PCSO for Hunton also covers Coxheath and Loose, which is a large area.

### 7.2 Huntonwatch

A report was not received on Huntonwatch.

## 8. LOCAL COMMUNITY

### 8.1 King George V Playing Field Committee

The Chairman of the Committee, Steve Jones, reported that the Playing Field Committee AGM was held last week. It was open to the public but only the trustees attended. All trustees remain the same except for Shannon Myers, who has resigned. Mr Jones remains in post as Chairman.

A field walk was undertaken on the same day as the AGM. The following items have been noted for action:

- The loose seats will be tightened on the older of the two picnic tables.
- The second cradle swing will be refitted.
- On the multiplay equipment, the platform at one end will be replaced and some work will be done on the platform at the other end. The metalwork will be painted.
- The holes in the car park will be repaired.
- The old wet pour rubber surface is lifting under the cradle swings. This will be replaced. Quotes of over £2,000 have been received, but additional quotes will be sought for resin-bound rubber surfacing.

Following the demolition of the old cricket pavilion, the Committee is considering what the footprint could be used for. Any thoughts from the Parish Council or parishioners are welcome.

Consideration is being given to security of the north-west part of the field; the Committee is looking into the cost of a security fence from the north-west corner to the start of the sheep field.

Mr Jones thanked the Parish Council again for purchasing the container which has improved security.

Cllr Heaton remarked that the height of the poplar trees at the north-east corner of the field was discussed at the meeting, but no concerns had been raised in the Visual Tree Assessment carried out in October 2020.

Cllr Summersgill advised that there is not an issue as long as they do not lean towards the road.

### 8.2 Traffic & Road Safety Working Party/Highways

Cllr Goddard asked whether there was any interest in setting up one or two speed indicator devices near the school or speed repeater signs (which just flash the speed). If so, residents would need to be consulted.

Members **Agreed** that it would be worth exploring.

**ACTION: CLLR GODDARD**

The Parish Council would need to fund it unless any funding is forthcoming from the borough or county councillors. Cllr Simmons **Agreed** to get in touch with a contact at KCC to see if this is a possibility.

**ACTION: CLLR SIMMONS**

A Traffic & Road Safety Working Party will be arranged.

### 8.3 Tree & Pond Warden

Cllr Summersgill, as the Tree & Pond Warden, had nothing to report other than a delaminating willow near the play area and overhanging oak trees on the recreation field which he needs to lop. In response to Cllr Heaton's enquiry about the current state of the Turkey Oak tree, Cllr Summersgill advised that it is in good condition and all the trees look fine.

The ponds are quite full at the moment.

## **9. COUNTY AND BOROUGH COUNCILLORS**

### **9.1 County Councillor**

County Cllr Simon Webb has not met any residents and has only met people at KCC through Zoom meetings, due to Covid. Cllr Webb is on four cabinet committees: Adult Social Care; Public Health; Economic Development; and Governance & Audit. He has attended one Public Health meeting virtually so far, where he discovered that Covid has been handled very well in Kent. There are 25 emergency beds in Kent for Covid patients, but they have not been used.

Cllr Webb is enjoying his MBC work (as Borough Councillor) more than KCC at the moment, as he has been able to attend face-to-face meetings. The Conservatives have the overall majority at MBC, but there is good camaraderie at council meetings and points are debated well between the political parties.

Cllr Heaton noted that the new PCSO is leaving on 2<sup>nd</sup> August and another new PCSO is starting. He questioned why Hunton is an appendage to the Coxheath and Loose areas for the PCSO as neither of these locations are particularly rural, being more like suburbs in nature. Cllr Webb will query it with the police. PCSOs will now attend two parish council meetings a year. Borough Cllr Richard Webb noted that Martin Jaynes (Community Protection Manager) at MBC is holding Ward Cluster Meetings.

### **9.2 Borough Councillors**

Borough Cllr Richard Webb has met with the architect and developer of Burford Farm. The planning application is being submitted in the next week. A pre-application meeting has also been held with MBC and the architect and developer will be happy to attend a Parish Council meeting to discuss the plans for the six dwellings, which look to have a sympathetic design. The asbestos building will be removed, and the footprint used. The existing planning permission allows work to be done on the barn at the front, which will start in the next month. Cllr Summersgill noted that a Submission of Details has been submitted to provide details on surface water disposal and ecological mitigation.

## **10. PARISH MATTERS**

### **10.1 Parish Councillors**

Cllr Simmons reported that he is now the Chair of Governors at the school. Ofsted have given the school a 'Good' rating. A new headteacher has been in post since January and has made a real difference. There are stronger links to the community, such as a school article in the Hunton Herald each month. The school started using staggered arrival and departure times due to Covid but having spoken to residents on West Street, it works well so they are still in place. The school roll was 82, is now 94, and will be 104 in September which is one short of PAN (Public Admission Number). 90% of the children attending the school live outside the village. The school in Yalding is increasing the number of classes from 5 to 7. Cllr Simmons is on the PCC and reported that the church is about to enter interregnum, as Reverend Peter Callway is retiring, and there will be a period of 18 months without a vicar. There will continue to be two services a month; there were 30 people at the last service, so attendance is good. A large service was held for Alison Ellman-Brown who sadly passed away recently.

Cllr Summersgill recommended that recent consultations from MBC and KCC, such as those on bus service improvements, affordable housing and plastics recycling should be publicised to the parish on the website and notice boards.

### **10.2 Flooding**

Cllr Summersgill had asked for a history of the Medway Flood Partnership's (MFP) involvement with Hunton, which was provided by the Clerk. Cllr Heaton advised that prior to the MFP, there was a Joint Parishes Flood Group, consisting of Hunton, Marden, Collier Street, Yalding and Laddingford. Former councillor Gary Thomas and Cllr Heaton attended the meetings, but although there were many ideas, nothing ever happened. Yalding left the Group. The MFP sent letters to Hunton residents whose properties had been identified as being in an area of significant flood risk, to establish whether they were suitable for property level resilience measures. Many did not want this as they thought it would affect their insurance and some of the properties have porous walls. Cllr Summersgill queried whether the Parish Council should establish which of the 10 properties eligible for the scheme actually took up the measures. He will compile information to form an archive on flooding in Hunton.

**ACTION: CLLR SUMMERSGILL**

Cllr Heaton noted that Hunton does not have a Flood Warden as it is not affected by the river, but by the roads flooding. When the roads flood, the Parish Council put signs out and Cllr Goddard informs KCC

Highways.

### 10.3 Electrical Vehicle Charging

Cllr Summersgill reported that KCC have funds available to help install electrical vehicle charging points in small communities. Communities have to apply for funding before 1<sup>st</sup> October 2021. KCC install and own the equipment and takes the financial risk, but the Parish Council has to provide the parking bays. The Parish Council as landowner would receive a profit share. Two charging points could be installed in front of the Village Hall as it is near the electrical supply and not constrained by the locking of the car park barrier overnight. Cllr Summersgill needs to complete a 7-page form which will involve researching the target market, which is likely to be the sports clubs, Village Hall hirers, church and Pre-school. He has written an article in the Hunton Herald asking residents how many electric vehicles there are in the village. The KCC criteria concentrate on how many houses there are within 1/2 km of the charging points, which would be very few in Hunton. By the next Parish Council meeting in September, Cllr Summersgill will have more information. The Village Hall Committee will also need to consider it. Cllr Simmons suggested surveying the sports clubs when they have matches on. Cllr Heaton mentioned it at the last Playing Field Committee meeting.

### 10.4 Website

The Clerk contacted VCS Websites Ltd about the development of the new website, who have agreed to take on the work. A number of questions were posed by VCS Websites on design and content which Members answered. Cllr Stanbridge agreed to be a back-up administrator for the Clerk. The Clerk has to make all documents from September 2018 accessible (minutes, policies, etc). This work is in progress but is time consuming.

### 10.5 Clerk's Report

A resident has contacted the Clerk regarding residents' hedges between the top of Bensted Close and the footpath leading to the village hall, as they are overhanging the public footpath and bus stop which is a particularly busy stretch of pathway and used regularly. Members **Agreed** that the Clerk should contact MBC about the hedge relating to one council property and an article should be placed in the Hunton Herald asking residents to keep their hedges cut back. ACTION: CLERK

## 11. CONSULTATION

### 11.1 Maidstone Borough Council – Affordable Housing Survey

Maidstone Borough Council (MBC) is keen to work in close partnership with Parish Councils and local stakeholders to identify and address any local housing needs in rural communities, through the development of new affordable homes. The decision has been made for MBC to develop its own portfolio of affordable rented homes again and £30million has been allocated in the Capital Programme for this purpose. The survey is an information gathering exercise to assess whether there might be a perceived need for additional affordable housing, in the local area, for local people.

Cllr Summersgill **Agreed** to complete the survey and pass it to Cllr Heaton on completion.

ACTION: CLLR SUMMERSGILL

## 12. POLICIES

### 12.1 Document Retention & Disposal Policy

The Parish Council adopted the Document Retention & Disposal Policy on 16<sup>th</sup> July 2018. The Clerk has reviewed the document against the Society of Local Council Clerks model policy and very little has been changed.

Members reviewed the Document Retention & Disposal Policy and **Agreed** to adopt it.

### 12.2 Subject Access Request Policy

The Parish Council adopted the Subject Access Request Policy on 17<sup>th</sup> September 2018. The Clerk has reviewed the document; the adoption date is the only change.

Members reviewed the Subject Access Request Policy and **Agreed** to adopt it.

### 12.3 Privacy Notice

The Parish Council adopted the Privacy Notice on 16<sup>th</sup> July 2018. The Clerk has reviewed the notice; the adoption date is the only change.

Members reviewed the Privacy Notice and **Agreed** to adopt it.

## 13. FINANCE

### 13.1 Budget Monitoring Report

The Budget Monitoring Report to 30<sup>th</sup> June 2021 was **Noted**.

### 13.2 Income Received

Members **Noted** that the following income has been received since the last meeting:

HMRC – VAT recovered for 2020/21	£1,084.78
MBC – Parish Services Scheme grant 2021/22 – First half	£819.50

The bank reconciliation was reviewed and signed by Cllr Stanbridge.

### 13.3 Payments Made

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

SO – Sharon Goodwin – Salary & office allowance – May	£464.47
SO – Sharon Goodwin – Salary & office allowance – June	£464.47
Unity Trust Bank – Service charge	£18.00

### 13.4 Electronic Payments

Members **Approved** the following payments. Cllrs Stanbridge and Heaton will authorise the payments set up in Unity Trust Bank using online banking:

SLCC – Creating accessible documents training	£36.00
E.ON – Street lighting electricity	£14.56

### 13.5 Authorised Signatories

The Clerk has completed the Unity Trust Bank account management form to add Cllrs Summersgill, Pinks and Simmons to the list of authorised signatories for the Council's bank accounts and remove former councillors Roger Lee and Helen Ward.

Members **Agreed** to the addition of Cllrs Summersgill, Pinks and Simmons as authorised signatories to the Unity Trust Bank accounts and the form was signed by the appropriate councillors and authorised. As Cllr Pinks could not attend the meeting, her signature will be obtained after the meeting. ACTION: CLERK

### 13.6 Risk Assessment

The Parish Council adopted the risk assessment on 20<sup>th</sup> July 2020. The Clerk has reviewed the risk assessment and made a few changes, mainly in relation to online banking, which the Council now uses. Members reviewed the risk assessment and **Agreed** to adopt it.

### 13.7 Village Hall Insurance

The Village Hall Committee has paid the Village Hall buildings insurance premium, to which the Parish Council has contributed 80% in previous years. The premium this year is £920.14 (2020: £1,333.06), so an 80% contribution calculates as £736.11 (2020: £1,066.44).

Members **Agreed** to contribute £736.11. The Clerk will set up an online payment for Cllrs Stanbridge and Heaton to authorise. ACTION: CLERK

## 14. PLANNING

### 14.1 Planning Applications

#### 14.1.1 Redwall Grange, Redwall Lane - 21/502389/FULL

Conversion of an existing outbuilding to provide accommodation for use for holiday lettings.  
Parish Council recommendation: No objection.

#### 14.1.2 1 Cheveney Oast, Salters Cross, Vicarage Lane, Yalding - 21/503132/FULL

Erection of single storey garden room with a flat roof.  
Parish Council recommendation: No objection.

## **14.2 Planning Decisions**

Members **Noted** the following planning decisions, made by Maidstone Borough Council since the last Planning Committee meeting:

### **14.2.1 Riverside Cottage, Vicarage Road, Yalding - 21/502071/FULL**

Partial conversion of garage to form ancillary accommodation.

Parish Council recommendation: No comment.

Maidstone Borough Council decision: Permitted.

### **14.2.2 The Old Stables, Salters Cross, Vicarage Road, Yalding - 21/501879/FULL**

Minor internal alterations to improve the dining room together with the removal of an existing window, the enlargement of the existing opening in external wall and installation of a new external door frame.

Parish Council recommendation: No objection.

Maidstone Borough Council decision: Permitted.

### **14.2.3 9 Bensted Close - 21/502296/FULL**

Single storey side/rear extension.

Parish Council recommendation: No objection.

Maidstone Borough Council decision: Permitted.

### **14.2.4 Dwelling Beech Farm, Shingle Barn Lane, West Farleigh - 21/501876/FULL**

Retrospective application for the erection of garden store, including dog kennel area and log store.

Parish Council recommendation: No objection.

Maidstone Borough Council decision: Permitted.

### **14.2.5 Wilsons Yard, Unit 2 and 4-5, George Street - 21/502130/SUB**

Submission of details pursuant to condition 1 (contamination) of application 19/501420/PNQCLA.

Parish Council recommendation: No comment.

Maidstone Borough Council decision: Permitted.

### **14.2.6 Wilsons Yard, George Street - 21/502131/SUB**

Submission of details pursuant to condition 1 (contamination) in relation to planning application 18/506016/PNPA.

Parish Council recommendation: No comment.

Maidstone Borough Council decision: Permitted.

### **14.2.7 The Old Stables, Salters Cross, Vicarage Road, Yalding - 21/502874/LBC**

Listed building consent for internal alterations to make improvements to the dining room. Removal of existing window, enlarge existing opening within the external walling and to fit a new door frame.

Parish Council recommendation: No objection.

Maidstone Borough Council decision: Permitted.

## **15. DATE OF NEXT MEETING**

The next full Parish Council meeting will be held at 7:30pm on Monday 20<sup>th</sup> September 2021 at Hunton Village Hall.

**There being no further matters to discuss the meeting closed at 9:26pm.**