

# HALSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 14 JANUARY 2013 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD

**PRESENT:** Cllr. David Taylor, Chairman  
Cllr. Jeff Baldwin  
Cllr. Sheila Bent  
Cllr. Barrie Blundell  
Cllr. Terry Brooker  
Cllr. Chris Ford  
Cllr. Karen Grosvenor

**IN ATTENDANCE:** Clerk, 7 parishioners.

The meeting convened at 19.47

1 All Members were present and signed the attendance register. District Cllr. Gary Williamson sent his apologies.

2 **DECLARATIONS OF INTEREST ON AGENDA ITEMS** not already noted in members' Register of Interests.  
Nil.

2.1 **REGISTER OF PECUNIARY INTERESTS**  
Cllr. Bent provided an amended register.

2.2 **DISPENSATIONS**  
Nil.

3 **RESOLVED: The Minutes of the Parish Council meeting held on Monday 10 December 2012 were Approved and Signed as a True Record.**

## 4 FINANCE

4.1 **RESOLVED: That the Accounts as itemised be paid**  
Proposed by **Cllr. Ford**, seconded by **Cllr. Blundell** and carried unanimously.

**Payments** include VAT where relevant.

CQ403	Clerk: stationary and Chairman's allowance	£ 50.46	
CQ404	Priory Print, stationary	£ 33.48	
CQ405	Landscape Services, gang mowing Recreation Grd. 50%	£ 738.17	
CQ406	Homemade cleaning Parish Room and Pavilion	£ 242.00	
CQ407	Viridor refuse collection	£ 28.83	
	Society of Local Council Clerks subscription	£ 145.00	
CQ408	SDC Dog Waste Disposal	£ 90.48	
CQ410	Petty Cash	£ 25.00	
CQ411	Kevin Giles, Palace Farm - supplier Men of Kent trees	£ 50.00	
CQ412	<u>Clerk's expenses incurred while carrying out her duties:</u>		
	Internet, monthly allowance	£ 16.66	
	Mileage: 3 x bank @ 11;		
	1 x Otford @ 12 = 45	£ 20.25	
	Repayment - Chairman's allowance	£ 7.00	£ 43.91

DD	EDF Pavilion	£ 51.00	
DD	EDF Parish Room	£ 25.00	£ 76.00
	TOTAL PAYMENTS as at 14 January 2013		£1523.33

Plus salary payment: CQ413 Mrs King Scott, Clerk.

The cheques were signed at the close of business by **Cllrs. Blundell and Baldwin**

## 4.2 Receipts:

BACS	Cock Inn, sponsorship flower beds	£ 25.00	
V1119	Ms Bryer, Parish Room, (Inv 38 )	£ 126.00	
V1120	Ms Gilbert-Trask, Parish Room, (Inv 52,53,54)	£ 175.00	
V1121	Mrs Wilcox, Parish Room, (Inv 58)	£ 35.00	
BACS	Ms Summers, Parish Room (Inv 67/68)	£ 70.00	
	TOTAL RECEIPTS as at 14 January 2013		£ 431.00

### 4.3 FINANCE COMMITTEE

4.3.1 **RESOLVED: The Minutes of the Finance Committee meeting held on Monday 19 December 2012 were Approved and Signed as a True Record**

4.3.1 **RESOLVED: The Minutes of the Finance Committee meeting held on Thursday 10 January 2013 were Approved and Signed as a True Record**

*SO5vi. It was agreed that the order of business should be changed. Item 4.5.1 and 4.5.2 were dealt with before item 4.4*

### 4.5 ACCEPTANCE OF QUOTATIONS

#### 4.5.1 Gang mowing and ground maintenance

A quotation had been received from Landscape Services. The company had carried out the work satisfactorily during this financial year.

Gang mowing of the Recreation Ground 24 occasions £1,267.17; weed treatment Recreation Ground one occasion £250; fertilise Recreation Ground one occasion £250.

Cllr. Blundell proposed, seconded by Cllr. Grosvenor that the quotations as noted should be accepted; carried unanimously.

**RESOLVED: that the quotation from Landscape Services for gang mowing on 24 occasions @ £1267.17 should be accepted.**

**RESOLVED: that the quotation from Landscape Services for weed treatment one occasion @ £250 and fertilisation one occasion @ £250 should be accepted.**

It was noted the company that carried out this work in 2011 no longer undertakes this kind of work and was unable to quote. A third company was not interested.

#### 4.5.2 Amenity grass cutting and Amenity Strimming.

The Clerk had sourced four companies to provide quotations but only two quotations were received.

A specification was sent to all companies. Ten grass cuts and strims are required.

Quotations received from PJ Garden Services: grass cutting £90 per cut; strimming £50 total £140; Mr Terry Halliday £180. Both quotations are the same as 2012.

After discussion Cllr. Bent proposed that Mr Halliday's quotation be accepted; there was no seconder.

Cllr. Blundell proposed that the quotation from PJ Garden Services in the sum of £140 be accepted, seconded by Cllr. Ford and carried six votes in favour, one against Cllr. Bent.

**RESOLVED: that the quotation from PJ Garden Services for amenity grass cutting and strimming in the sum of £140 per cut and strim should be accepted.**

### 4.4 PRECEPT

All Councillors had received the Precept documents. Cllr. Blundell, Chairman of the Finance Committee advised that a small increase in licence fees for the Junior Football and Senior Football was suggested. This is £25 per annum making the Junior Licence fee £650 and the Senior Licence Fee £525. Cllr. Blundell proposed that this be accepted, seconded by Cllr. Grosvenor, carried unanimously.

After discussion, Cllr. Blundell proposed that the Precept figure for financial year 2013-2014 should be £41523 which is a nil increase on the precept figure for financial year 2012-2013. The motion was seconded by Cllr. Grosvenor; carried unanimously.

**RESOLVED: that the Precept for the financial year 2013-2014 should be £41523.**

## 5 DISTRICT COUNCILLORS' REPORT

No report

## 6 CLERK'S REPORT

### 6.1 Police incident report

1 incidents: 1 x burglary Beldam Haw, nothing stolen.

### 6.2 Newsletter: response to questions from parishioners

1. Winter Safety Team volunteers- nil response; 2. activities for young people- nil response; 3. Faster Broadband - one letter requesting Council to support a scheme to introduce faster broadband through a company other than BT. Council agreed that it is not interested and supports the SDC bid - letter of support has been sent; 4. Dog fouling- three letters. All would prefer dogs on leads and to have restricted access to certain areas. It was agreed that the Clerk should look into signage costs etc. It was agreed that 'dog fouling' would be an *agenda item at the February Parish Council meeting.*

### 6.3 Bus Stop lineage.

This should have been repainted by the end of 2012. Will be mentioned at the meeting on 23 January.

### 6.4 Hawthorn Tree, Knockholt Road

Highway Services has assessed that the tree is diseased and requested that Jacobs remove it.

6.5 The two trees from The Kent Men of Trees have been delivered. Cllr. Brooker has planted both on Southdene Green.

- 6.6 Winter Gritting.  
The salt bins are all full. Mr Sellers has the salt bag but he has no means of filling the salt bin at the entrance to the Recreation Ground. He is unable to have people entering his land to collect grit which must be kept covered or the salt will dissipate. There is only enough grit to keep Shoreham Lane clear.  
It is planned that the car park will be closed to vehicles and pedestrians at the first sign of inclement weather.
- 6.7 PROW  
Fence is still down on the footpath behind Deer Leap. Clerk will make contact with PROW team.
- 6.8 Curtains, Pavilion  
These will be repaired on Wednesday 24 January by Amity Blinds. The cost will be £148 for new zinc plated hooks, repair to master sliders and drawing rods to each curtain. This was expedited under the Clerk's delegated powers and approved by the Chairman Cllr.Taylor and Finance Committee Chairman Cllr Blundell.
- 7 PLANNING COMMITTEE**
- 7.1 **RESOLVED: The Minutes of the Planning Committee meeting held on Wednesday 5 December 2012 were Approved and Signed as a True Record**
- 7.2 APPLICATIONS RECEIVED  
SE/12/03366/HOUSE THE OLD SCHOOL HOUSE, CHURCH ROAD  
Replacement glazed door, window assemblies and balustrade
- 7.3 APPLICATION DECISIONS  
**Granted**  
SE/12/02202/HOUSE 3 HAZEL COTTAGES, ORFORD LANE, TN14 7ED  
The erection of a single storey front extension and ground floor extension under existing first floor to rear - **noted**
- SE/12/02723/LDCEX OAK TREE FARM, LONDON ROAD TN24 7AE  
Confirmation of use as a residential garden - **noted**
- Refused**  
SE/12/02722/CONVAR LIP LAP FARM, OTFORD LANE, TN14 7EG  
Removal of condition 7; demolish existing bungalow; erection of one detached bungalow for occupation by agricultural work, construction of cess pool.- **noted**
- 7.4 TREE WORK - 3 THE MANOR, HALSTEAD PLACE  
Fell a group of approximately 18no. mature Lawson Cypress trees flanking side of grave-yard and memorial site to rear of property.  
Cllrs. Taylor and Brooker will be meeting with Mr Jones, SDC arboriculturist on site on 15 January to discuss this.
- 8 AMENITIES & HIGHWAYS COMMITTEE**
- 8.1 Meeting with Highways representatives  
This is to be held on Wednesday 23 January at 10am in the Parish Room.  
Items for the agenda were tabled:  
1. SIDs(high voltage cables) . A new site will be required for the SID.  
2. parking on grass verges. Clerk has written again to West Kent Housing and to date received no response. It was agreed that a meeting should be arranged with the West Kent agent.  
3. flooding, erosion of road surface and road subsidence - Halstead Lane/Knockholt Road. Also Mentioned under item 8.2  
4. Erosion of road surface at entrance to Recreation Ground car park.
- 8.2 Highways matters  
Flooding and erosion of road surface Halstead Lane/Knockholt Road.  
This had been extreme and prolonged over the Christmas holiday. The highways steward had cleared the gullies on three occasions. He had also implemented repair of a deep pothole in this area which had caused damage to a vehicle.
- 8.3 Allotments  
Update: the land has now been passed to Council and should be registered with the Land Registry by the end of January.
- 9 INFORMATION**
- 9.1 Consultation on Sevenoaks District Community Plan. It was noted that the response is required by 15 February.  
The document will be distributed electronically. *Agenda item February Parish Council meeting*
- 10 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**  
Monday 11 February 2013 in the Pavilion, Station Road at 19.45

**The meeting closed at 21.08**