

# HALSTEAD PARISH COUNCIL

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 13 AUGUST 2012 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD

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

**IN ATTENDANCE:** Clerk, 8 parishioners.

The meeting convened at 19.46

The Chairman recommended to Council that a letter of condolence be sent to Cllr. Williamson on the death of his brother. The Chairman proposed to Council that item 8 Acceptance of a Code of Conduct should be deferred to allow for deliberation of documents. **Resolved**

It was suggested that an Extraordinary Parish Council be held to deal with this item.

- 1 **APOLOGIES** were received and accepted from Cllr. Chris Ford who was on holiday. District Cllr. Gary Williamson tendered his apologies. Cllr. Brooker was absent. Councillors present signed the attendance register.
- 2 **DECLARATIONS OF INTEREST ON AGENDA ITEMS**  
Cllr. Baldwin declared a Non-Pecuniary Interest in item 4.6, he knows the owner of the business.
- 3 **RESOLVED: The Minutes of the Parish Council meeting held on Monday 9 July 2012 were Approved and Signed as a True Record.**

#### 4 FINANCE

##### 5.1 **RESOLVED: That the Accounts as itemised be paid**

Proposed by **Cllr. Grosvenor, seconded by Cllr. Baldwin** and carried unanimously

**Payments** include VAT where relevant.

CQ337	SDC Dog Waste Disposal		£ 90.48
CQ337	Priory Print, stationary		£ 57.74
CQ339	PJ Garden Services 5th cut mow & strim	£140.00	
CQ39	Extra strim PROW Recreation Ground	£ 40.00	
CQ339	PJ Garden Services; 6 <sup>th</sup> cut mow & strim	£140.00	£ 320.00
CQ340	Viridor refuse collection Pavilion June		£ 48.05
CQ341	SDC Freighter service		£ 237.60
CQ342	Future Fire Protection - Parish Room	£ 96.00	
CQ342	Future Fire Protection - Pavilion	<u>£174.00</u>	£ 270.00
CQ343	Silver Pines, newsletter		£ 44.40
CQ344	KCC 50% gang mowing		£ 772.74
CQ345	British Gas - Pavilion	£142.42	
CQ345	British Gas - Parish Room	<u>£139.65</u>	£ 282.07
CQ346	<u>Clerk's expenses incurred while carrying out her duties:</u>		
	Internet, monthly allowance	£ 16.66	
	Postage	£ 27.60	
	Stationary	£ 5.57	
	Postage newsletters	£ 35.00	
	Mileage:4xBank@11;1x printer@14; 1xOtford@12		
	1 x Crowborough @ 72 = 142	<u>£ 56.80</u>	£ 141.63
CQ347	Repayments to Clerk:		
	Rubbish bins changing rooms		£ 17.98
DD	EDF Pavilion	£ 51.00	
DD	EDF Parish Room	<u>£ 25.00</u>	<u>£ 76.00</u>
	TOTAL PAYMENTS as at 8 August 2012		£2358.69
	Plus salary payment:		
CQ348	Mrs King Scott, Clerk.		

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

4.2	<b>Receipts:</b>	
BACS	Cock Inn, sponsorship flower beds	£ 25.00
V1099	Mr Sales, Pavilion (Inv 28)	£ 18.00
V1099	Mrs Keeper, Parish Room (Inv 2/5)	£ 210.00
V1099	Monday Club, Pavilion (Inv 21)	£ 21.00
V1099	Morgan Lambert, flower bed sponsorship	£ 125.00
V1100	Ms Bryer, Parish Room (Inv 27)	£ 21.00
V1100	Ms Gilbert-Trisk, Parish Room (Inv 26)	£ 84.00
V1101	Ms Summer, Parish Room, (Inv 32/22)	£ 91.00
V1102	Mrs Wilcox, Parish Room (Inv 23)	£ 49.00
V1102	Mr Crump, Parish Room (Inv 11/12)	£ 105.00
V1102	Halstead Players, Parish Room (Inv 30)	£ 14.00
V1102	John Thompson Partners, Pavilion (Inv 31)	£ 22.50
V1102	Halstead Concert Band, Pavilion (Inv 35)	£ 196.00
BACS	VAT refund 2 <sup>nd</sup> quarter	£ 475.84
V1103	Ms Bryer, Parish Room (Inv 27)	£ 105.00
V1103	Mr Hall, Pavilion (Inv 42)	£ 45.00
V1104	Mr Ford, Pavilion (Inv 29)	£ <u>17.50</u>
	TOTAL RECEIPTS as at 8 August 2012	£1624.84

4.3 Miscellaneous strimming Recreation Ground - *estimate noted and deferred*

4.4 **RESOLVED: The Minutes of the Finance Committee meeting held on Thursday 19 July 2012 were Approved and Signed as a True Record**  
**RESOLVED: The Minutes of the Finance Committee meeting held on Wednesday 8 August 2012 were Approved and Signed as a True Record** with one correction: item 3, point 2 change £44 (per week) to £22

4.5 **Section 137 requests**

It was recommended by the Finance Committee that £100 be given to each organisation.

i. St Margaret's Church

Cllr. Baldwin proposed, seconded by Cllr. Blundell that £100 be given to St Margaret's Church towards repairs to lawnmowers, carried unanimously.

ii. CAB

Cllr. Grosvenor proposed, seconded by Cllr. Blundell that £100 be given to the Sevenoaks Citizens Advice Bureau, carried unanimously.

**RESOLVED: that a Section 137 payment of £100 should be given to St Margaret's Church and a Section 137 payment of £100 should be given to Sevenoaks CAB.**

4.6 **Cleaning Pavilion and Parish Room**

i. Quotation in the sum of £110 had been provided by Homemaid for a one off thorough clean of the Pavilion.

Cllr. Blundell proposed that this quotation be accepted, seconded by Cllr. Grosvenor, carried unanimously.

**RESOLVED: that the quotation from Homemaid in the sum of £110 for a one off clean of the Pavilion be accepted.**

ii Quotation in the sum of £44 had been provided by Homemaid for a one off thorough clean of the Parish Room.

Cllr. Blundell proposed that this quotation be accepted, seconded by Cllr. Bent, carried unanimously.

**RESOLVED: that the quotation from Homemaid in the sum of £44 for a one off clean of the Parish Room be accepted.**

iii Quotations had been received from Elements £199 per month for cleaning the Pavilion; £133 for cleaning the Parish Room.

Quotations had been received from Homemaid £154 per month for cleaning the Pavilion; £88 per month for cleaning the Parish Council

Cllr. Grosvenor proposed that the quotations from Homemaid be accepted, seconded by Cllr. Blundell, carried unanimously.

**RESOLVED: that the quotations from Homemaid in the sum of £154 per month for cleaning the Pavilion and in the sum of £88 per month for cleaning the Parish Room be accepted.**

5 **DISTRICT COUNCILLORS' REPORT**

No report

6 **CLERK'S REPORT**

6.1 Policing - 9 Incidents during July

1 x burglary dwelling; 4 x burglary other than dwelling; 1 x theft from motor vehicle; 1 x theft of power washer; 1 x attempted theft; 1 x criminal damage.

Both Miss Stigger and Broke Hill GC have cleared the relevant footpaths.  
The Chairman advised of information he had received concerning problems with PROW signage on the Golf Course. The Clerk will contact PROW Officer.

- 6.3 KALC Localism Conference  
This will be held on Saturday 29 September at Salomons, Southborough, Tunbridge Wells.
- 6.4 Draft Gypsy, Traveller and Travelling Show People Plan  
SDC has enquired whether Council is aware of any suitable sites within the parish. Council has no knowledge of any sites.
- 6.5 Funding for improvements to Community Transport  
KCC has received funding from Central Government for this purpose and it is for voluntary or community organisations use. Formal applications to be made in two stages. *Information will be passed to Mrs Johnson, Monday Club.*
- 6.6 West Kent Extra AGM  
This is in September. Request made for photographs and display board illustrating how the grant was used on the flower beds. For information, the grant has now ceased.
- 6.7 Fire in one of the litter bin  
This was in the children's play-area. It is not known who started this.
- 6.8 Old Halstead Village Sign  
Mr Roger Davenport has offered to repaint the sign, a job he has carried out previously. The sign will need to be removed. Council agreed with the temporary removal of the sign and thanked Mr Davenport sincerely for his generosity.
- 6.9 Allotments  
Documents have been received which need to be assessed and agreed prior to the handover of the land in Beldam Haw to Parish. *It was agreed this would be discussed at the Extraordinary AGM on 29 August.*
- 7 JOINT PCSO MEETING**  
Report had been circulated and was noted. Cllr. Blundell advised that the problematic parking situation had been discussed thoroughly at the meeting but nothing was resolved. Sevenoaks Police Station has closed and will reopen in September at the District Council offices. PCSO Stoner is working out of Swanley during the change over.
- 8 CODE OF CONDUCT: Acceptance of new Code**  
Discussion and acceptance was deferred until the Extraordinary Parish Council Meeting, Wednesday 29 August 2012.
- 9 PLANNING COMMITTEE**
- 9.1 **APPROVAL AND ACCEPTANCE of the MINUTES** of the Planning Committee meeting held on Wednesday 18 July 2012 - *previous circulated*  
**APPROVAL AND ACCEPTANCE of the MINUTES** of the Planning Committee meeting held on Wednesday 1 August 2012 - *attached*
- 9.2 APPLICATIONS RECEIVED - Nil
- 9.2.1 APPLICATION DECISIONS - Nil
- 9.3 Fort Halstead  
Meeting scheduled for Tuesday 4 September, 19.30 in the Pavilion.  
The presentation is for Halstead Parish Councillors who were unable to attend the presentation in July at Fort Halstead.
- 9.4 Kent Downs AONB  
Draft consultation, response by October 2012.  
This will be passed to the Planning Committee for comments.
- 10 AMENITIES & HIGHWAYS COMMITTEE**
- 10.1 Highways matters  
Ms Squires will visit Halstead to ascertain the positioning for the two SIDs.  
Wheatsheaf Hill hedge has still to be cut but the road signs on the hill have been cleared.  
Many road signs throughout the village have been cut back; several have been cleaned.
- 10.2 Yellow lineage Halstead Cross roads  
The draft consultation was sent to only 21 properties of which only eight replied, five against and three in favour.  
It was proposed by Cllr. Baldwin, seconded by Cllr. Grosvenor that a letter should be written to Mr Bracey, SDC requesting a second consultation covering a far wider area and that this matter also be placed on the agenda for the next meeting of the

Joint Transportation Board, carried unanimously.

It was **Resolved** that the Clerk should write to Mr Bracey as agreed.

The Chairman proposed that County Councillor Richard Parry should be contacted to see if he would support introduction and possibly pay for the installation of yellow lines. It was **Resolved** that the Clerk should contact Mr Parry as agreed.

10.3 Yellow lineage Badgers Rise

Information was provided on the draft consultation. A letter advising of the formal consultation has also been received.

10.4 Over hanging hedges

The Clerk has contacted Ward Homes on several occasions to request that the vegetation hanging over the footpath in Church Road be cut back. To date no action has been taken.

*20.50 SO1d The Chairman adjourned the meeting for a parishioner to speak*

*20.52 The Chairman reconvened the meeting.*

It was noted that the Halstead Place Residents Association is to meet to discuss maintenance works on the estate and will liaise with the Clerk.

The Clerk will ask Mr Stevens of the Village House to cut back his hedges which overhang the footway.

The Clerk will contact other landowners as necessary to request that they clear roadway mph signs.

11 **PLAQUE IN MEMORY OF CLLR. TONY BENT**

The wording for the plaque was agreed unanimously: *In Memory of Tony Bent who served Halstead Parish as both a Parish and a District Councillor for over 20 years. His dedication and commitment to the village were unsurpassed. 1937 - 2011*

It was **Resolved** that the plaque will be made of bronze as this will not tarnish as quickly as brass and it will be displayed on the exterior of the Parish Room. The Clerk will liaise with Cllr.Mrs Bent concerning the type-face.

12 **INFORMATION**

12.1 Rural Kent AGM, Thursday 13 September, Elham Village Hall - **noted**

12.2 NHW Kent Community Trust, AGM 27 September, Maidstone - Cllrs. Baldwin and Grosvenor will attend

12.3 SDC Draft Statement of Licensing Policy - **noted**

12.4 KCC Definitive Map & Statement of Public Rights of Way. Visit: [www/kent.gov.uk/prow/consultations](http://www/kent.gov.uk/prow/consultations) - **Agenda item September Parish Council meeting**

13 **DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**

Extraordinary Parish Council Meeting: Wednesday 29 August in the Pavilion, Station Road, at 18.00

Monthly Parish Council Meeting: Monday 10 September 2012 in the Pavilion, Station Road at 19.45

**The meeting closed at 21.00**

