

HALSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 14 JANUARY 2014 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD.

PRESENT: Cllr. David Taylor, Chairman of Council
Cllr. Terry Brooker
Cllr. Jeff Baldwin
Cllr. Sheila Bent
Cllr. Chris Ford
Cllr. Karen Grosvenor

IN ATTENDANCE: Clerk, District Cllr. John Grint, 6 parishioners.

The meeting convened at 19.52

1 APOLOGIES

Apologies were received and accepted from Cllr. Barrie Blundell who is unwell. Members signed the attendance register.

2 **DECLARATIONS OF INTEREST ON AGENDA ITEMS** not already noted in Councillors' Registers of Interests.
Cllr. Brooker, agenda item 4.4 Cricket Club Licence Fees is an active member for the Club
Cllr Baldwin, agenda item 7.4 he lives in close proximity to Warren Court.

2.1 DISPENSATIONS

Nil

3 **RESOLVED: The Minutes of the Parish Council meeting held on Monday 9 December 2013 were Approved and Signed as a True Record** with two amendments under Attendance: remove Cllr. Blundell, add Cllr. Brooker.

4 FINANCE

4.1 **RESOLVED: That the Accounts as itemised be paid.**

Proposed by **Cllr Brooker**, seconded by **Cllr. Ford**; carried unanimously.

Payments include VAT where relevant

CQ546	SDC Dog waste disposal	£ 115.44
CQ547	Viridor Waste Management, refuse collection Pavilion	£ 45.36
CQ548	Allister Tulett: boiler servicing, Parish Room & Pavilion	£ 216.00
CQ549	Homemaid cleaning November	£ 242
CQ547	Homemaid cleaning December	<u>£ 264</u>
CQ551	<u>Clerk's expenses incurred while carrying out her duties:</u>	
	Internet allowance	£ 16.66
	[Mileage: 2 x Bank @ 11; 1 x SDC @ 11 = 33	<u>£ 14.85</u>
		£ 31.51
CQ551	Repayment Clerk – Allotments: zebra tape	£ 5.23
DD	EDF Parish Room	£ 5.00
DD	EDF Pavilion	<u>£ 51.00</u>

TOTAL PAYMENTS AS AT 13 JANUARY 2014 £ 970.31

CQ550 Salary payment Mrs King Scott, Clerk

Cheques were signed at the close of business by **Cllrs. Jeff Baldwin and Chris Ford**

4.2 **RECEIPTS AS AT 13 JANUARY 2014 - Noted**

V1167	Football Club licence (Inv 69L)	£ 300.00
BACS	Ms Summer, Parish Room (Inv 67/68)	£ 91.00
V1168	Miss Bryer, Parish Room (Inv53)	£ 63.00
V1168	Mrs Wilcox, Parish Room (Inv 61)	£ 56.00
V1168	Pratts Bottom DS, Pavilion (Inv 71)	£ 63.00
BACS	Halstead Concert Band, Pavilion (Inv 69)	£ 168.00
BACS	County Members Grant – allotments	<u>£ 940.00</u>
		£1681.00

- 4.3 **RESOLVED: The Minutes of the Finance Committee meeting held on Thursday 2 January 2014 were Approved and Signed as a True Record.**
RESOLVED: The Minutes of the Finance Committee meeting held on Wednesday 8 January 2014 were Approved and Signed as a True Record.
- 4.4 LICENCE FEES
To approve and accept recommendations for the following increases in licence fees:
That the Senior Football Club licence be increased by £50 to £575
 Cllr. Baldwin spoke against the motion citing the fact that the football club's licence fee had been reduced previously to assist its survival. He proposed that the Licence Fee should be £1015 to correspond with the Cricket Club's Licence. There was no seconder for this motion.
 Cllr. Taylor proposed that the original motion stands, five votes in favour, one against Cllr. Baldwin. Motion carried.
RESOLVED: that the Football Club's Licence Fee for the season 2014-2015 should be £575, an increase of £50.
- That the Netball Club Licence be increased by £15 to £220
 Motion proposed by Cllr. Brooker, seconded by Cllr. Ford carried unanimously.
RESOLVED: that the Netball Club's Licence Fee for 2014 should be £220 as increase of £15.
- Cricket Club Licence: to approve and accept the proposal by Cllr. Brooker – That the Cricket Club licence fee for the season 2014 be reduced by £50. The licence fee would then be £965 for 2014
 Cllr Brooker spoke to his motion, the Cricket Club had requested a reduction in the Licence Fee due to the number of games they were playing away from home, this is due to the overlap of football and cricket games at the end of football season and start of cricket season; seconded by Cllr. Ford, carried unanimously.
RESOLVED: that the Cricket Club Licence Fees for season 2014 should be reduced by £50.
- 4.5 PRECEPT
 To approve and accept the Precept for financial year 2014/2015
 The Budget papers had been circulate to all members.
 Cllr. Ford, Finance Committee Chairman out-lined the accounts reminding Council that income from the junior football club had ceased and this made a difference to the figures. Funds had been placed in reserve to finish work on the allotments and to start building up funds towards refurbishing the play-area
 The Government had implied that there would be a grant again this year via Sevenoaks District Council but it appears that SDC are unable to pass this grant on. This leaves a short fall but the Finance Committee was able, through careful consideration, to recommend to Council that the Precept should remain as that for 2013/2014 in the sum of £41523.
 Cllr. Baldwin proposed that the Precept for the financial year 1 April 2014 – 31 March 2015 should be £41523, seconded by Cllr. Brooker carried, 5 votes in favour, 1 abstention Cllr. Grosvenor.
RESOLVED: that the Precept for financial year 2014 – 2015 should be £41523
- 4.6 QUARTERLY ACCOUNTS: October – December - **Noted**
- 4.7 Request for funding Citizens Advise Bureau
 After discussion Cllr. Grosvenor proposed that a payment of £100 should be sent to the CAB, seconded by Cllr. Baldwin carried unanimously.
RESOLVED: that a Section 137 payment should be made to the CAB to assist in their work.
5. **DISTRICT COUNCILLORS REPORT**
 Cllr. Grint will speak to SDC Chief Financial Officer to ascertain the position of the government grant.
Plans for a crematorium. SDC is recommending that the planning application for Mercia should be permitted and the planning application for Watercrofts Wood should not.
- 6 **CLERK'S REPORT**
- 6.1 Policing
 a. Zero incidents in December. 2 incidents to date in January these were 1 attempted break-in in Otford Lane followed by a break-in and robbery to the same property. Be aware that criminals are checking out properties before they return to break-in.
 b. Meeting with Ann Barnes. This will be at 6.30pm on Friday 21 March. This will be in the Pavilion.
 c. Police Community Support Officer Jennie Boyden is now working in the Ward. She is holding two surgeries in Cabbages and Kings on 14 January and 18 February 10-11am and a Safety Day on 26 January 11am-2pm at Polhill.
- 6.2 Setting up management plans/committee structure.
 Mr Grove SDC Legal Executive advised that SDC do not provide advice. He had however provided some contact addresses and a copy of a standard constitution. Clerk will contact Mr Salliss with this information.

- 6.3 Repairs to Stonehouse Road
Community Infrastructure Levy (CIL) comes into force in the summer of this year. Halstead Parish Council would receive 15% of the CIL for use on approved infrastructure; definition: roads and transport (e.g. make arrangement with Kent Highways to repair road, fund work; Flood defences; schools and other educational facilities; medical facilities; sports and recreational facilities; open spaces. The type of infrastructure SDC will allocate funding too is to be discussed later this year. The selected project should support the whole community when possible.
Private roads: if the road is leading to a community centre this might be supported; if the road is only for access to current properties and there is no new development it would not relate. Supporting development is the aim of CIL.
- 6.4 Damage to bus shelter
Mrs Francis was written to in October requesting payment in full or part payment of the £100 excess paid on the insurance. There has been no reply.
Council can make a claim without going to small claims court via Money Claims Online. Charge for court papers is £25 and all matters are dealt with electronically. The County Court Money Claims Centre will deal with everything through the post. Papers cost £35.
If Mrs Frances ignores the court a Judgement will be made against her and an enforcement order of £100 will be made. This will be added to the £100 outstanding. *Agenda item Amenities & Highways Committee.*
- 6.5 Letter sent to Transport for London concerning re-routeing of the R5/R10. No response to date.
- 6.6 Flowers beds. Letter sent to Mr Jackson, business manager Coolings. He has passed this to the directors.
- 6.7 KALC Training – the Dynamic Councillor. Thursday 20 January, Kings Hill at 18.30 – **Noted**
- 6.8 Map received showing Halstead's boundary with Badgers Mount. The map was amended in 1955 when parts of Shoreham Parish were transferred to Halstead. The boundary was drawn down the western edge of the A224 (A21) North along London Road the boundary does cut through the front gardens of many properties in Badgers Mount In 1980s Halstead's parish boundary was review and in 1990s boundary changes with London were taken into consideration. The maps and boundaries will be looked at after the election in 2015.
- 6.9 Post Office Review.
It is proposed that the post office is moved into Handcocks Stores. This would give an extended opening time, branch modernisation and improved accessibility. Consultation closes on 31 January.
- 6.10 Complaint by Mrs Curran in Station Road concerning dogs fouling the grass near the bus shelter. The introduction of a dog warning sign will be discussed by the Amenities & Highways Committee. *A&H Committee Agenda item*
- 6.11 Planning Seminar on Wednesday 19 February at 19.00 at Sevenoaks District Council. Introduction to planning – notice passed to Planning Committee members.
- 6.12 Vegetation in Watercroft Road
Jamie Baker from Kent Highways advises that Watercrofts Wood is owned by Chameleon Leisure. The date for the change over to the company wanting to build a crematorium is 31 January.
- 6.13 Annual Parish Meeting.
Councillors were asked to consider a date in April or May.
7. **PLANNING COMMITTEE**
- 7.1 **RESOLVED: The Minutes of the Planning Committee meeting held on Tuesday 10 December 2013 were Approved and Signed as a True Record.**
- 7.1.1 **RESOLVED: The Minutes of the Planning Committee meeting held on Monday 16 December 2013 were Approved and Signed as a True Record.**
- 7.1.2 **RESOLVED: The Minutes of the Planning Committee meeting held on Monday 30 December 2013 were Approved and Signed as a True Record**
- 7.2 APPLICATIONS RECEIVED:
SE/13/03561/HOUSE WHITE GABLES, KNOCKHOLT ROAD, TN14 7EU
Conversion of roof space to habitable rooms to include three dormer windows to South West elevation and velux windows to North East elevation. Changes to external fenestration. Addition of steps to South East elevation. Internal alterations. **Council did no objection to this application – Noted**

7.3 APPLICATION DECISIONS

Refused

SE/13/03229/HOUSE 36 WATERCROFT ROAD, TN14 7DP

Demolition of existing rear conservatory, lean-to and rear elevation of existing single storey extension to facilitate erection of enlarged flat roofed single storey extension to position of existing conservatory and adjoining two storey extension to rear. - **Noted**

Appeal

APP/G2245/A/13/2210128/NWFSE/13/02415/FUL LAND SOUTH OF ORCHARD BARN, LONDON ROAD

Change of use of land for the erection of a new crematorium, associated car park, access road and gardens of remembrance, and area of natural and traditional burials.

Copies of Council's response have been sent to the Appeal Inspector.

7.4 WARREN COURT

A letter sent to SDC by Colin Luther Associates planning consultants has been copied to Council. This concerns the usage of Warren Court.

SDC enforcement officer advises that the skip company currently working out of Warren Court and the owners of Warren Court, will be served with notices asking for information on what is happening on the land.

8 AMENITIES AND HIGHWAYS COMMITTEE

8.1 **RESOLVED: The Minutes of the Amenities & Highways Committee meeting held on Tuesday 2 January 2014 were Approved and Signed as a True Record**

8.2 HIGHWAYS

a. **Speed Indicator Display, Knockholt Road**

This has been removed by Kent Highways as it had become unstable. When installed the contractor had not cemented it in. The SID will be reinstalled when the ground dries up.

b. **Flooding Knockholt Road/Halstead Lane**

The area has been cleared by a tanker several times during the storms.

c. The finger pointer sign in London Road indicating Halstead turnoff into Watercroft Road is hidden in the hedge. Clerk will contact Highway Services.

8.2.1 FREIGHTER SERVICE

Cllr. Brooker proposes that the freighter service should no longer be funded by Council. Cllr. Brooker spoke to his motion. He believed that the service was used by just a handful of regulars rather than the majority of parishioners. Cllr. Baldwin spoke opposing Cllr. Brooker's motion.

There was no seconder for the motion. A vote was duly taken one in favour, four against, one abstention Cllr. Ford. **RESOLVED: The Parish Council shall continue to sponsor the freighter service.**

8.3 ALLOTMENTS

Progress report

The Thames Water inspection was not carried out due to there being water in the trenches; the final metre of the trench was not excavated due to the fact that it opens on the highway and that there was no one on site to meet the inspector – the later due to telephone problems.

Council will not pay for a return visit as Thames Water agreed that some required information had not been supplied to Council. Another date will be booked as soon as the weather improves.

All the iron work for the fences is in and both gates installed.

There is security tape in every access point including gaps in the hedge. There are also signs warning people not to enter the site due to deep trenches.

8.3.1 **Tenancy Agreement;**

The circulated draft agreement was approved with one addition. Under 6. Well behaved dogs on leads will be permitted on the allotments. They must be supervised at all times. This will be for a trial period of 12 months.

8.4 QUOTATIONS

8.4.1 **Gang mowing of the Recreation Ground**

The quotation from Landscape Services to gang mow the entire ground x 24 cuts was £1298.84

The quotation from Proground to gang mow the entire ground x 24 cuts was £2160

Cllr. Baldwin proposed that the Landscape Service quotation be accepted; seconded by Cllr. Brooker, carried unanimously.

RESOLVED: that the quotation from Landscape Services in the sum of £1298.84 shall be accepted.

Cutting of the Football pitch on a casual basis

Landscape Services per cut football pitch £29.56

Proground per cut football pitch £9.38

Cllr. Taylor proposed that the quotation from Proground in the sum of £9.38 per cut should be accepted, carried unanimously.

RESOLVED: that the quotation from Proground to cut the football pitch as required in the sum of £9.38 per cut shall be accepted.

Amenity Mowing:

PJ Garden Services £100 per cut x 10 cuts

Proground £85 x 10 cuts

Cllr. Taylor proposed that the quotation from Proground in the sum of £85 should be accepted, carried unanimously.

RESOLVED: that the quotation from Proground for amenity mowing in the sum of £85 per time shall be accepted.

Amenity strimming:

PJ Garden Services £80 per strim x 10

Proground £75 per strim x 10

Cllr. Taylor proposed that the quotation from Proground in the sum of £75 should be accepted, carried unanimously

RESOLVED: that the quotation from Proground to carry out amenity strimming in the sum of £75 per time shall be accepted.

9 INFORMATION

Final draft of the Kent Minerals and Waste Local Plan 2013-30. Consultation 31 January – 16 March

Details will be circulated as soon as it is available. Cllr. Taylor suggested that a meeting should be held with Badgers Mount Residents Association to discuss this.

10 DATE OF NEXT MEETING OF THE PARISH COUNCIL

MONDAY 10 FEBRUARY 2014 ON THE PAVILION, STATION ROAD AT 19.45

The meeting closed at 21.50 and parishioners left the building

