

HALSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 8 JUNE 2015 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD.

PRESENT: Cllr. Terry Brooker, Chairman of Council
Cllr Christine Halliday, Vice Chairman
Cllr. Jeff Baldwin
Cllr. Philip Draper
Cllr. Barry Gardiner
Cllr. Karen Grosvenor
Cllr. Roger Sales

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

The meeting convened at 19.55

1 **APLOGIES**

All members were present and signed the attendance register.

2.1 **DECLARATION OF ACCEPTANCE OF OFFICE OF PARISH COUNCILLOR**

Cllrs. Ronald (Philip) Draper and Cllr. Barry Gardiner made their Declarations of Acceptance of Office

2.2 **ACCEPTANCE OF REGISTER OF INTEREST**

All councillors have completed their Register of Interests, these will be sent to Sevenoaks District Council and posted on Council's website in due course

2.3 **DECLARATIONS OF INTEREST ON AGENDA ITEMS**

Items other than those already declared in Councillors' Register of Interests

Nil

2.4 **DISPENSATIONS**

Dispensations will be required before discussions on the Precept can commence, agenda item August Parish Council meeting.

3 **ELECTION OF VICE CHAIRMAN**

Cllr. Brooker in the Chair proposed Cllr. Christine Halliday, a seconder is not required. There being no other nominations a vote was taken, carried unanimously.

RESOLVED: Cllr. Christine Halliday was duly elected as Vice Chairman of the Council.

4 **COMMITTEE STRUCTURES**

4.1 Amenities and Highways

To agree membership of the Committee

Cllr. Grosvenor proposed that Cllr. Phil Draper be elected to the committee, seconded by Cllr. Halliday and carried unanimously.

RESOLVED: Cllr Phil Draper was duly elected as a member of the Amenities & Highways Committee.

4.1.2 Confirmation of the Terms of Reference: membership shall remain as four.

These were confirmed with no alterations.

4.2 Planning Committee

To agree membership of the Committee: membership shall remain as five

Cllr. Halliday proposed that Cllr. Barry Gardiner should be elected to the committee, seconded by Cllr. Grosvenor

Cllr. Grosvenor proposed that Cllr. Phil Draper should be elected to the committee, seconded by Cllr. Brooker; both motions were carried unanimously.

RESOLVED: Cllrs. Barry Gardiner and Phil Draper were duly elected members of the Planning Committee.

4.2.2 Confirmation of the Terms of Reference

These were confirmed with no alterations.

5 **ACCEPTANCE OF STANDING ORDERS**

Cllr. Grosvenor proposed that Standing Orders be accepted, seconded by Cllr. Baldwin, carried unanimously.

RESOLVED; that Standing Orders be accepted as they stand.

6 **RESOLVED: The Minutes of the Annual Parish Council meeting held on Monday 11 May 2015 were approved and Signed as a True Record**

7 **FINANCE**

7.1 **RESOLVED That the Accounts as itemised be paid.**

Proposed by Cllr. Sales, seconded by Cllr. Draper and carried unanimously.

CQ757	BT		£141.5
CQ758	British Gas – Pavilion	£397.91	
CQ758	British Gas – Parish Room	<u>£423.62</u>	£821.53
CQ137	Payment WW1 commemoration		£100.00
CQ760	Homemaids cleaners Pavilion & Parish Room		£242.00
CQ761	Mr Page, Internal Auditor		£100.00
CQ762	Petty Cash		£ 25.00
CQ763	Viridor waste disposal		£ 57.80

CQ764 Clerk's expenses incurred while carrying out her duties:

Internet allowance	£ 17.66	
Quarterly office allowance	£ 40.00	
Quarterly computer allowance	£ 30.00	
Mileage: 1 x Bank @ 11; 1 x SDC @ 11		
= 22 @	<u>£ 9.90</u>	£ 97.56

EDF Parish Room	£ 25.00	
DD EDF Pavilion	<u>£ 21.00</u>	<u>£ 46.00</u>

TOTAL PAYMENTS AS AT 8 June 2015 **£1631.44**

CQ765 salary payment Mrs King Scott, Clerk

The cheques were signed at the close of business by Cllr. Terry Brooker and Cllr. Jeff Baldwin

7.2 **RECEIPTS AS AT 8 June 2015**

V1196	Mr Lynch, tenancy agreement allotment	£ 25.00
V1197	Mrs James, tenancy agreement allotment	<u>£ 25.00</u>
V1197	Pratts Bottom AD (Pavilion) Inv 33	<u>£ 14.00</u>
	TOTAL RECEIPTS AS AT 8 June 2015	£ 64.00 - <u>Noted</u>

7.3. **TO AGREE NEW SIGNATORIES ON THE PARISH COUNCIL BANK ACCOUNT**

The Chairman proposed that Cllrs. Ronald Philip Draper; Barry Gardiner, Christine Ann Halliday and Roger Sales should be signatories on the Parish Council account. Carried unanimously.

RESOLVED: that councillors Ronald Draper; Barry Gardiner, Christine Halliday and Rogers Sales should be Signatories on Halstead Parish Council's account.

Councillors are not permitted to make or give instructions or requests for information to the Bank in relation to the accounts.

The authorised signatories on the current mandate for the accounts detailed in section 2, be changed in accordance with section 5 and 6 and the current mandate will continue as amended.

The signatories on the Parish Council account are: Councillors: Terence Brooker; Jeffrey Baldwin; Karen Grosvenor; Ronald Draper; Barry Gardiner; Christine Halliday and Roger Sales.

7.4 **TO APPROVE ACCOUNTS FOR END OF YEAR 2014-2015 FOR SUBMISSION TO THE AUDITOR**

Councillors had all received copies of the documents prior to the meeting.

The Responsible Finance Officer read section 2 of the Annual Return, the Annual Governance Statement, and the response to accept the Accounts was resolved unanimously, proposed by Cllr. Halliday, seconded by Cllr. Grosvenor. The Chairman and RFO(Clerk) signed the document.

RESOLVED: that the accounts for the financial year April 2014 – March 2015 should be signed and accepted.

7.4.1 The Chairman read the Internal Auditor's letter. Mr Page recommended that given the Clerk's experience, the Council should consider increasing her salary to the next spinal point on the salary scale. Agenda item future Council meeting

- 7.5 137 request Kent mediation
After discussion it was proposed by Cllr. Grosvenor that £50 be given to Kent Mediation; seconded by Cllr. Halliday carried unanimously.
RESOLVED: that Council should make a donation to Kent Mediation in the sum of £50.00
- 8. DISTRICT COUNCILLORS' REPORT**
A question had been asked during parishioners' questions at the start of the meeting concerning the return of the donation made to Badgers Mount Residents Association by Council in relation to their fighting fund against Conways and the development at the former Chelsfield MOD site. Cllr. Grint advised that BMRA has a new secretary and thought the BMRA had discussed this matter. Council Chairman advised that he had spoken to the new BMRS Chairman David Woledge who stated that Council's donation had been spent but there was no proof that this was so. Clerk will contact the previous secretary.
Cllr. Grint also advised that Cllr. Peter Fleming continues as Chairman of SDC.
- 9. CLERK'S REPORT**
- 9.1 Policing, no incidents during May
- 9.2 Local Government Boundary Commission Electoral Review of Kent County Council starts on started on 12 May – 6 July. www.consultation.lgbce.org.uk or www.lgbce.org.uk
- 20.531d the Chairman adjourned the meeting for District Cllr. Grint to speak.*
He advised that the 84 County Councillors will be reduced to 81. County Councillor Richard Parry may be moved to serve another division. There are 73 Divisions in total.
- 20.56 The Chairman reconvened the meeting.*
- 9.3 Small Business Rate Relief
Changes to legislation: Dual property holders. Order 2004/3315 stated that if two properties had a rateable value of under £2,200 both would be able to claim relief.
The Order was amended to 2006/2313 on 1 April 2007 to close this loop hole.
A new Order was made 2012/148 which states that a holder of more than one property can only claim rate relief on the primary property the secondary property does not qualify.
- 9.4 CPRE AGM on Saturday 13 June at Farningham. A local representative on the branch committee is required.
- 9.5 Play-area safety inspection will be carried out by ROSPA in July
- 9.6 Yellow lineage: Mr Heaps from KCC has moved to a different district. Amanda Murdock is meeting with Jeremy Clerk (SDC Parking manage) in the near future. Clerk will contact County Cllr. Parry again.
- 9.7 Reminder that the Youth Zone will visit Halstead on Thursday 13 August 2015, times to follow
- 9.8 Youth Football team from Chipstead will only require three/six months use of the football pitch next year.
- 9.9 Netball Court: this need power washing and the grass removing from the edges of the court. Quotations are being sourced.
- 10. PLANNING COMMITTEE**
- 10.1.1 **The Minutes of the Planning Committee meeting held on Friday 10 April 2015 were Approved and Signed as a True Record**
- 10.1.2 **The Minutes of the Planning Committee meeting held on Monday 18 May 2015 were Approved and Signed as a True Record.**
The Planning application for Watercrofts Wood was discussed on 18 May and Council had strongly disputed the validity of the application. The Clerk has emailed Mrs Westphal, planning officer dealing with the application, with queries and a response is still outstanding. It was noted that the applicants mentioned the installation of boundary walls but these have never been mentioned in previous planning applications.
It was noted that the challenge made by Bluebell Cemeteries again Oak Tree Farm Crematorium had been held in the high court. Bluebell had lost and cannot appeal against the decision.
- 10.2 Planning Applications
Received
Nil

The Outline Planning Application for the development of Fort Halstead will go to SDC Development Control Committee on Thursday 10 September. Planning Officer, Mrs Westphal, does not know the recommendation.

21.461d The Chairman adjourned the meeting for District Cllr. Grint to speak

Cllr. Grint understands that more information relating to Fort Halstead proposals has been supplied by the applicants; he believes that Council should have sight of this.

21.48 The Chairman reconvened the meeting

Granted

SE/15/00240/FUL IVY COTTAGE, STONEHOUSE ROAD, TN14 7HN

Demolition of existing garage & erection of new detached chalet bungalow on land adjacent to Ivy Cottage **Noted**

Refused

Nil

10.3 CIL/SDC infrastructure delivery plan

After discussion it was agreed that Council will put forward for CIL the creation of a new children's play-area and rebuilding of the Village Hall.

11 AMENITIES AND HIGHWAYS COMMITTEE

11.1 **The Minutes of the Amenities & Highways meeting held on Wednesday 6 May 2015 were Approved and Signed as a True Record**

11.2 Change of road names for Fort Road and Armstrong Close

A letter had been received from Sevenoaks District Council asking for Council's opinion on changing the name of Fort Road to Cherry Tree Avenue and Beech Crescent and Armstrong Close to Woodlands Edge

It was agreed unanimously that these changes should not take place and that the current road names are part of the history of Fort Halstead.

11.3 Eviction of tenants in Fort Road

60 properties are affected by the eviction. It was agreed to write to Michael Fallon MP, Cllr. Peter Fleming and the Sevenoaks Chronicle stating Council's concerns.

11.4 Public rights of way

These will be dealt with at the *next meeting of the Amenities and Highways Committee*.

11.4.1 Relocation of Village entry signs in Shoreham and Otford Lanes. *Agenda item A & H Committee meeting*

11.4.2 Cutting of roundabout at Polhill. *Agenda item A & H Committee*

11.5 Resurfacing Stonehouse Road

Correspondence between Mr Newland and Kent Highways had been received - **noted**

Councillors were reminded that it was previously agreed that this matter is outside Council's authority and Council would not get involved.

12 TOWN PARISH CHARTER WITH SDC

Due to the extended length of the meeting, *this will be an agenda item at the July Parish Council Meeting*.

13 INFORMATION

Freighter Service Saturday 13 June - **Noted**

**14 DATE OF NEXT MEETING OF THE PARISH COUNCIL
MONDAY 13 JULY IN THE PAVILION, STATION ROAD AT 19.45**

The meeting closed at 22.30