

HALSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 11 JUNE 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. Chris Ford
Cllr. Karen Grosvenor

IN ATTENDANCE: Clerk, District Cllr. John Grint, District Cllr. Gary Williamson for part of the meeting, 8 parishioners.

The meeting convened at 19.45

- 1 **APOLOGIES** were received and accepted from Cllr. Terry Brooker who was on holiday. Councillors present signed the attendance register.
- 2 **DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN**
Cllr. Taylor who was elected Chairman at the Annual Meeting of Council made and signed the declaration of acceptance of office.
- 3 **DECLARATIONS OF INTEREST ON AGENDA ITEMS**
Nil
- 4 **RESOLVED: The Minutes of the Annual Meeting of Council held on Monday 14 May 2012 were Approved and Signed as a True Record** with one correction page 9/12-13 item 1 Election of Chairman add 'l' to Cllr. Blundell

5 FINANCE

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

Proposed by **Cllr. Blundell** seconded by **Cllr. Grosvenor** and carried unanimously

Payments include VAT where relevant.

CQ314	Coolings Nursery, flower bed maintenance		£ 450.00
CQ315	PJ Garden Services, 3rd cut, mow & strim	£ 140.00	
CQ315	PJ Garden Services, extra strim requested	<u>£ 30.00</u>	£ 170.00
CQ316	KB Home Maintenance, benches Rec.	£ 295.00	
CQ316	KB Home Maintenance, multiplay	<u>£ 196.00</u>	£ 491.00
CQ317	Holdsworth & Co - pressure clean the netball court		£ 450.00
CQ318	Sevenoaks Pressure Cleaning - pressure clean playarea		£ 275.00
CQ319	VAWK - S137 donation play bus		£ 100.00
CQ320	Viridor refuse collection Pavilion 7-31 May		£ 48.05
CQ322	<u>Clerk's expenses incurred while carrying out her duties:</u>		
	Internet, monthly allowance	£ 16.66	
	Postage	£ 21.60	
	Mailwasher	£ 19.41	
	Mileage: 4 x Bank @ 11; 2 x SDC @ 11= 66	<u>£ 26.40</u>	£ 84.07
DD	EDF Pavilion	£ 36.00	
DD	EDF Parish Room	<u>£ 33.00</u>	£ 69.00
CQ325	HMRC 1 st quarter		
	TOTAL PAYMENTS as at 11 June 2012		£2137.12
	Plus salary payments:		
	CQ324 Mrs King Scott, Clerk. CQ321 Ms Fisher, Cleaner		

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

5.2 **Receipts:**

	VSU donation play bus		£ 100.00
BACS	Cock Inn, sponsorship flower beds		£ 25.00
V1091	Kent Border Pony Club, Pavilion (Inv 8)		£ 210.00
V1092	Ms Summer, Parish Room (Inv 17)		£ 49.00
V1093	Mr Fenner, Pavilion (Inv 22)		£ 84.00
V1094	Mrs Wilcox, Parish Room (Inv 18)		£ 28.00

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V1094	Netball Club, Annual Licence (Inv 14L)	£ 205.00
V1095	PPS, Pavilion (Inv 21)	£ 49.50
V1096	Halstead Players (Inv 24)	£ 70.00
V1096	The Cock Inn, donation for flower beds from Quiz Night	<u>£ 119.00</u>
	TOTAL RECEIPTS as at 6 June 2012	£ 939.50

It was noted that The Cock Inn had made a donation towards the upkeep of the flower beds following a successful quiz night. A letter of thanks had been sent.

- 5.3 Request from the Jubilee Committee for £ 84.32 payment for gas canisters used with the Jubilee Beacon. After discussion Cllr. Bent proposed, seconded by Cllr. Blundell that this should be paid. Carried four in favour Cllrs. Bent, Blundell, Grosvenor and Ford; one against Cllr. Baldwin; one abstention Cllr. Taylor.
RESOLVED: that payment for the Beacon gas canisters in the sum of £84.32 should be made.
Cheque 326 was drawn.
Council **resolved** that the Clerk should write to the Diamond Jubilee Committee and request that the Beacon be passed to Council. This will be stored in the Pavilion roof space. The gas canisters are not required.
- 5.4 Finance Committee
To elect one councillor to the Finance Committee
Cllr. Taylor proposed that Cllr Blundell should be elected to the Finance Committee, carried unanimously.
Resolved: Cllr. Blundell should be a member of the Finance Committee.
The Finance Committee comprises four members: Cllr. Taylor Chairman of Council, Cllr. Brooker Chairman of the Planning Committee, Cllr. Baldwin Chairman of the Amenities & Highways Committee and Cllr. Blundell.
Chairman shall be elected at the first meeting.
- 6 DISTRICT COUNCILLORS' REPORT**
District Cllr. Grint advised that he had been appointed to the following District Council committees: Vice Chairman of the Environment select Committee; Member of the Performance & Governance Committee; Member of the Finance Advisory Committee and a Member of the Electoral Arrangements Committee. The Environment Select Committee is looking into a number of issues including fly-tipping and the allocation of gypsy sites within the District.
A revised draft document is being prepared on the Community Infrastructure Levy.
- 7 CLERK'S REPORT**
- 7.1 Policing
No reported incidents during May.
Clerk is in contact with Kent Police concerning a refund against the last PCSO payment. CI Steenhuis has supported Council.
- 7.2 Flower Beds
These have been replanted and are much improved.
Mr & Mrs Morgan have kindly agreed to sponsor a flower bed for another year. Funding will cease from the Linda Hogan Fund this summer. There will be no support from this source in the future. Sponsorship will be required for four flower beds.
- 7.3 Roof space, Pavilion
Wooden equipment stored in the roof space by the Cricket Club has wood worm and will be removed as a matter of urgency. Clerk will be meeting with a representative from Gullivers of Otford. There is no charge for a survey or a written report.
- 7.4 Flag pole
Dunton Green's flag pole is 6m tall in fibreglass with an internal halyard and cost £320 including a hand sown Union Jack @ £57 and £19 delivery. Installation into a concrete base and erection cost £300.
Agenda item next Amenities & Highways meeting
- 7.5 KCC Minerals and Waste preferred options consultation.
The three sites in Shoreham Parish: Chelsfield MOD Minerals and Waste site; Orpington Waste site and Filston Lane Minerals site have all been excluded. They are all in Kent AONB and are in the Green Belt. In relation to the Chelsfield site the following reason was noted: *sufficient capacity for aggregate recycling to meet the need requirements in the Core Strategy can be obtained from allocated sites which are not in either the Green Belt or the AONB.*
- 8 PLANNING COMMITTEE**
- 8.1 **RESOLVED: The Minutes of the Planning Committee meeting held on Monday 28 May 2012 were Approved and Signed as a True Record** with one correction item 2 Election of Vice Chairman, 2nd line add 'Vice' before Chairman.
- 8.2 APPLICATIONS RECEIVED
12/01230/HOUSE 46 Watercroft Road, TN14 7DP
Demolition of existing garage and erection of single storey side extension incorporating new garage. Demolition of existing conservatory to facilitate single storey rear extension and erection of two storey rear extension. To be discussed on 7 June

A meeting had been held at SDC offices with Mr Guy Martin, Planning Officer. Cllrs. Taylor and Brooker had attended with the Clerk. After discussion it was agreed that a letter should be prepared with advice for residents of Halstead Place relating to sheds. Mr Martin had approved a draft letter which will be distributed to these residents.

Council approved the letter which had been previously circulated.

It was agreed to add to the end of the letter web-address for information on solar panels in Conservation Areas.

8.4 Installation of Solar panels

Two planning orders were provided explaining when planning consent was required. Links will be available on the Council website. Information for Solar panels in conservation areas is already available through the website.

8.5 Proposed creation of car park, Sevenoaks Road

Discussion took place on the presentation. Councillors voiced several concerns.

The Chairman proposed that the Clerk should approach London Borough of Bromley Development Control section to request that the Parish Council be formally included in the consultation process when planning applications are submitted on the boundary of the Parish. This was agreed unanimously and it was **resolved** that the Clerk would make contact with LBB.

This matter will be discussed fully when a planning application is submitted.

8.6 Fort Halstead

It was noted that the developer has asked for input as to what should be included in the proposed development.

It was noted that the developer stated the development would not be viable without some housing.

It was noted that the developer stated that there will be another meeting/presentation in July after responses from the first presentation have been assessed.

The Chairman urged caution at this time and advised that if there were any urgent matters relating to Fort Halstead an Extraordinary Parish Council Meeting could be called at any time.

Cllr. Baldwin believed that the Working Group should be re-formed.

8.7 Neighbourhood Plan Meeting

This was held at SDC offices. A document has been prepared by the District Council about Neighbourhood Plans. CPRE also has a specialist booklet available electronically.

8.8 Halstead Place, St Margaret's Church (SAM)

Documents received from Wards and circulated were for information only. It was noted that Wards would be contacting the Diocese of Rochester to ask if they would like to take over the maintenance of the old churchyard.

It was noted under the Section 106 agreement that £10,000 should have been spent in Halstead on footpath improvements and bicycle stands at Knockholt Station. The money for footpaths has not been passed to the Footpath Officer but retained by Kent Highways. Clerk will make contact with the Footpaths Officer for a progress report. Contact will also be made with County Cllr. Richard Parry.

8.9 Consultation Commissioning Plan for Education Provision 2012-17

It was agreed that Council would not make a formal response.

9 AMENITIES & HIGHWAYS COMMITTEE

9.1 **RESOLVED: The Minutes of the Amenities & Highways Committee meeting held on Thursday 7 June 2012 held on Monday 14 May 2012 were Approved and Signed as a True Record**

9.2 Speed Indicator Display

The site for the second SID was agreed as in the verge outside Warren Court Farm facing towards Knockholt.

The two solar powered SIDs will be installed in the very near future. The work of installing the poles is with Kent Highways' contractors.

It was suggested that the speed limit in Halstead Lane/Knockholt Road should be lowered from 60mph to 30mph. This will be mentioned when the Amenities & Highways Committee meet with representatives from Kent Highways.

9.3 Speed Watch

An exercise is planned. The last exercise recorded two vehicles travelling at 40mph in the 30mph zone. A new policy document has been issued covering Speed Watch activities. It will be circulated to team members.

9.4 Allotments

The Clerk advised that Mr Elliot will burn the tree stumps; if he cannot he will remove them from site.

i. Fencing

New specifications have been sent out quoting the longest measurements as per the three estimates received.

One has been returned, a second will be returned as soon as possible.

The third, Pride Fencing, will not requote using these measurements as the representative measured the areas with a wheel and knows the new measurements are incorrect. He believes this will provide misleading quotations with prices which will not be competitive. **Agenda item next Amenities & Highways meeting; agenda item July Parish Council meeting.**

10 QUEEN ELIZABETH II DIAMOND JUBILEE CELEBRATION

Council congratulations the committee on the excellent weekend entertainment.

Mrs Peel, Chairman of the Committee had asked for ideas of what should be buried in the time capsule. Council suggested: photographs of Old Halstead (Flint Cottages and Village Green in Church Road); listed buildings; ariel photograph; Jubilee coin.

11 INFORMATION

11.1 Meeting of the Joint Transport Board, Wednesday 13 June, 19.00 Sevenoaks District Council Offices

Nothing on the agenda relates directly to Knockholt Station except for details of the formal consultation on the new yellow lines in Badgers Mount.

11.2 Community Governance Review

Halstead remains as current. Badgers Mount is hoping to become a Parish Council in its own right.

12 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL

Monday 9 July 2012 in the Pavilion, Station Road at 19.45

The meeting closed at 21.13