

# HALSTEAD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF COUNCIL HELD ON MONDAY 14 MAY 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. Terry Brooker  
Cllr. Chris Ford  
Cllr. Karen Grosvenor

**IN ATTENDANCE:** Clerk, District Cllr. John Grint, 2 parishioners.

The meeting convened at 19.50

## 1 ELECTION OF CHAIRMAN

Cllr. Baldwin proposed Cllr. Taylor, seconded by Cllr. Blundell. There were no other nominations. Carried unanimously.  
**RESOLVED: Cllr. David Taylor was elected Chairman for the ensuring Council year**

### 1.1 Declaration of Acceptance of the Office of Chairman

The declaration was not made. This will take place at the June Parish Council meeting

## 2 ELECTION OF VICE CHAIRMAN

Cllr. Bent proposed Cllr. Brooker, seconded by Cllr. Grosvenor. Cllr. Blundell proposed Cllr. Ford, seconded by Cllr. Taylor. Vote was taken: 4 votes for Cllr. Brooker, 2 votes for Cllr. Ford. Cllr. Brooker was duly elected as Vice Chairman.  
**RESOLVED: Cllr. Terry Brooker was elected Vice Chairman for the ensuring Council year**

*Cllr. Brooker joined the meeting.*

## 3 APOLOGIES FOR ABSENCE

All members were present.  
The Clerk completed the Attendance Register

## 4 DECLARATIONS OF INTEREST ON AGENDA ITEMS - Nil

## 5 DATES OF COUNCIL MEETINGS

The meetings will be held on the following dates: 11 June, 9 July, 13 August, 9 September, 8 October, 12 November, 10 December 2011. 2013: 14 January, 11 February, 11 March.  
All dates are the second Monday of the month

## 6 COMMITTEE STRUCTURES

### i. Amenities & Highways.

a. Cllr. Baldwin proposed, seconded by Cllr. Grosvenor that the current members be re-elected, carried unanimously.

**RESOLVED: The Committee shall comprise Cllrs. Baldwin, Blundell, Ford & Grosvenor**

b. Chairman shall be elected at the first meeting - **noted**

c. Vice Chairman if required shall be elected at the first meeting - **noted**

d. Confirmation of the Terms of Reference

**RESOLVED: The Terms of Reference currently in place were Confirmed**

### ii Planning

a. Cllr. Baldwin proposed, seconded by Cllr. Bent that the current members be re-elected, carried unanimously.

**RESOLVED: The Committee shall comprise Cllrs. Bent, Brooker, Ford & Grosvenor.**

a. Chairman shall be elected at the first meeting - **noted**

c. Vice Chairman if required shall be elected at the first meeting - **noted**

d. Confirmation of the Terms of Reference

Cllr. Brooker proposed that the membership of the Committee be increased to five. After discussion the motion was put seconded by Cllr. Grosvenor, carried unanimously.

**RESOLVED: The Terms of Reference with the one amendment, increase membership to five, were Confirmed.**

Cllr. Brooker proposed that Cllr. Baldwin be elected to the Planning Committee, seconded by Cllr. Grosvenor, carried unanimously.

**Membership shall comprise Cllrs. Baldwin, Bent, Brooker, Ford and Grosvenor.**

### iii Finance

a. Membership of this Committee constitutes Chairmen of the Amenities & Highways Committee and Planning Committee plus one other Councillor. Membership will be agreed at the June Parish Council meeting

b. Chairman shall be elected at the first meeting - **noted**

- c. Vice Chairman if required shall be elected at the first meeting - **noted**  
d. Confirmation of the Terms of Reference.  
These shall be discussed at the first meeting of the Committee and agreed at the subsequent Parish Council Meeting.

**7 CONFIRMATION OF REPRESENTATIVES FOR VILLAGE ORGANISATIONS AND OUTSIDE WORKING GROUPS**

i. Village Hall Management Committee

Cllr. Baldwin proposed that Cllr. Grosvenor should continue as representative, seconded by Cllr. Bent, carried unanimously.

**RESOLVED: Cllr. Grosvenor shall represent Council**

ii Knockholt and Halstead Sick Poor Fund

Cllr. Baldwin proposed that Mr Kitchener should continue as representative, seconded by Cllr. Blundell, carried unanimously.

**It was AGREED that Mr Geoffrey Kitchener should continue to represent Council.**

Council thanked Mr Kitchener for his continued good work.

iii Fort Halstead Working Group.

Cllr. Ford proposed that Cllr. Brooker and Taylor should continue as representatives, seconded by Cllr. Bent, carried unanimously.

**RESOLVED: Cllrs. Taylor and Brooker shall represent Council**

iv Community Led Plan Steering Group

Cllr. Brooker proposed that Cllr. Ford should continue, seconded by Cllr. Blundell, carried unanimously.

**RESOLVED: Cllr Ford shall represent Council.**

v Footpath Representative

Cllr. Grosvenor proposed that Cllr. Baldwin should continue, seconded by Cllr. Bent, carried unanimously.

**RESOLVED: Cllr. Baldwin shall represent Council**

vi Joint Parishes Police Committee

Cllr. Grosvenor proposed that Cllrs. Blundell and Ford should continue, seconded by Cllr. Baldwin, carried unanimously.

**RESOLVED: Cllrs. Blundell and Ford shall represent Council.**

**8 CONFIRMATION OF STANDING ORDERS**

It was noted there had been no amendments or additions to the Standing Orders during the year.

Cllr. Brooker proposed, seconded by Cllr. Baldwin that the Standing Orders should be accepted; carried unanimously.

**RESOLVED: Standing Orders as tabled were Accepted.**

**9 RESOLVED: The Minutes of the Parish Council Meeting held on Monday 9 April 2012 were Approved and Signed as a True Record.**

**10 FINANCE**

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

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

Payments include VAT where levied

CQ299	PJ Garden Services, amenity grass work 2 <sup>nd</sup> cut	£ 140.00	
CQ300	Viridor, refuse collection	£ 57.66	
CQ301	AJM Trees Ltd (Recreation Ground)	£ 570.00	
CQ303	VSU Section 137 payment	£ 100.00	
CQ302	R Nunn Plumbing and Heating (3 visits to Pavilion)	£ 500.00	
CQ304	Mr Gary Williamson (Chairman's allowance) APM	£ 13.30	
CQ305	Kent Playing Field Association - subscription	£ 20.00	
CQ306	Priory Print & Stationery	£ 92.74	
CQ307	Mr B Page, Internal Auditor	£ 100.00	
CQ308	<u>Clerk expenses incurred while carrying out duties:</u>		
	Internet, monthly allowance	£16.66	
	Chairman's allowance, Wine APM	£25.47	
	Keys	£ 8.90	
	McAfee virus protection	£54.99	
	Mileage: 2 x Bank @11; 1 x GSG @ 5 ;		
	2 x Dunbrik @ 12;		
	1 x Dunton Green @ 5 = 56	<u>£22.40</u>	£ 128.42
CQ309	Repayment Clerk against Members Grant		
	Gopak tables for the Pavilion (inc VAT)		£ 353.09
DD	EDF Pavilion	£36.00	
DD	EDF Parish Room	<u>£33.00</u>	<u>£ 69.00</u>
	TOTAL PAYMENTS AS AT 14 May 2010		£2144.21
	Salary payments: Mrs King Scott Clerk CQ311; Miss Fisher cleaner CQ310		
	The cheques were signed at the close of business by <b>Cllrs. Blundell and Ford</b>		

10.2	<u>Receipts</u>	
	Half-year Precept	£20762.00
	Kent Members Grant - Gopak tables Pavilion	£ 250.00
	V1089 Halstead Concert Band, Pavilion (Inv 10)	£ 224.00
	V1089 Mrs Keeper, Parish Room (Inv 1/4)	£ 210.00
	V1090 Mrs Biddle, Parish Room (Inv 15)	£ 27.00
	V1090 Mr Houssein (Inv 13)	£ 56.00
	SO Cock Inn, sponsorship Flower Beds	£ 25.00
	VAT repayment	£ 416.19
	TOTAL RECEIPTS AS AT 11 May 2012	£21970.19

10.3 Receipts and Payments End of Year 2011-2012 - noted  
These were circulated prior to the Annual Parish Meeting and were also available to those attending the meeting.

10.4 Acceptance and approval of End of Year Accounts 2011-2012  
The Chairman read the Annual Governance Statement to Council and it was **Resolved** unanimously that the questions be answered as indicated by the meeting and that the Accounts should be accepted.  
Cllr. Blundell proposed, seconded by Cllr. Ford, carried unanimously that the Chairman and Clerk should sign the Annual Return and that the Accounts should be accepted.  
**RESOLVED: that the Chairman and Clerk should sign the Annual Return and that the Accounts should be accepted.**  
The Internal Auditor's letter was **noted**; there were no recommendations.

10.5 Payments made to PJ Garden Services 2011-2012  
These were perused and the areas cut by the contractor were **noted**.  
It was also **noted** that the contractor had increased his price per cut and strim by £10 each for financial year 2012/13. These had previously been approved and accepted by Council and the sum included in the precept calculation.

## 11 DISTRICT COUNCILLORS REPORTS

Cllr. Grint advised that the Annual Meeting of the District Council was to be held on 15 May. Committee membership would be agreed at the meeting.  
Cllr. Grint advised that the two waste sites in Badgers Mount identified in the Minerals and Waste Consultation have not been selected. Conways are using the MOD site for storage; Badgers Mount Residents Association continue to oppose this.  
Cllr. Grint will be attending one of the Fort Halstead consultations.

## 12 CLERK'S REPORT

12.1 Policing  
3 Incidents in April  
1 x attempted burglary dwelling Sevenoaks Road ; 1 x criminal damage London Road; 1 x theft by employee.  
PCSO Stoner reported that the Police Surgery held on the forecourt of the Village Hall was well received.  
There will be a Safer Plates Day on Friday 1 June at Coolings Nursery in Main Road, Knockholt.  
PCSO Stoner will attend Speed Watch if she is able.  
Sergeant Bal Singh apologies for not attending the Annual Parish Meeting due to work commitments. He will attend a Parish Council meeting; PCSO Stoner to arrange. It was suggested that he attend the Joint Parishes PCSO meeting in July..

12.2 Dog Fouling  
PCSO Stoner is empowered to hand out tickets but must ask the person with the dog to pick up the waste. If they do this a ticket is **not** issued. The Environmental Officers at SDC are responsible for enforcing payment of the fines not the Police.

12.3 Flower Beds  
Neil Jackson, Business Development Manager at Coolings was disappointed in the flower beds and will deal with the problem. Refurbishment will be undertaken before the end of May.

12.4 Tree on the Recreation Ground  
Mrs Blake is concerned about a branch from a lime tree hanging over her garden. Quotation will be sourced to remove this.

12.5 Pavement in Station Road  
Mrs Bowen has met with two highways stewards to request replacing/repair of the footway. The current steward states that there are worse footways and he cannot consider actioning work for that reason. He asks if Council would support her request.  
**Agreed: agenda item meeting of the Amenities & Highways Committee.**

## 13 PLANNING COMMITTEE

13.1 **RESOLVED: The Minutes of the Planning Committee meeting held on Thursday 19 April 2012 were Approved and Signed as a True Record.**

13.2 **RESOLVED: The Minutes of the Planning Committee meeting held on Thursday 10 May 2012 were Approved and Signed as a True Record.**

13.3 PLANNING APPLICATIONS

**Received:**

SE/12/00914/HOUSE DORMINTON, STONEHOUSE ROAD, TN14 7HN

Erection of a two storey side extension and ground floor side extension - **strongly opposed**

SE/12/00889/FUL LIPLAP, OTFORD LANE, TN14 7EG

Replacement of existing mobile home (with lawful use as a permanent and independent unit of residential accommodation) and erection of a detached house. Demolition of outbuildings. - **strongly opposed**

SE/12/00991/HOUSE 10 WATERCROFT ROAD, HALSTEAD TN14 7DP

Demolition of garage and construction of two storey side extension - **support**

13.4 Decisions

**Granted:**

12/00030/FUL GROVE HOUSE, LONDON ROAD TN14 7DS

Installation of solar panels onto flat roof - **noted**

13.5 Fort Halstead

Councillors would attend a meeting on 16 May at Fort Halstead to hear the proposals of the new developer. There will also be a public meeting on Friday 18 May in the Pavilion from 4pm - 8pm.

13.6 Sheds on Halstead Place

Planning Officer Guy Martin will meet with members. Date to be arranged.

It was agreed to also ask Mr Martin for clarification of planning legislation for the installation of solar panels.

**14 AMENITIES & HIGHWAYS**

14.1 **RESOLVED: The Minutes of the Amenities & Highways Committee meeting held on Monday 23 April 2012 were Approved and Signed as a True Record.**

14.2 Allotments

i.To agree acceptance of the estimate to clear the allotment site

Quotations had been received from Stephen Rohan £6520; Mr David Elliott £290 per day work should take a minimum of 5 days or maximum of 10 days (£1450-£2900)

Cllr. Ford queried the disposal method for the tree stumps as this was not clarified in Mr Elliot's quotation.

The Clerk had advised that she had contacted three other contractors: two wanted to give verbal estimates over the telephone against the square metre of the area which was unacceptable; the third visited site and declined to quote.

After discussion Cllr. Baldwin proposed, seconded by Cllr. Blundell that the quotation from Mr Elliott should be accepted, carried 6 votes in favour, 1 abstention Cllr. Ford.

**RESOLVED: that Mr Elliott's quotation of £290 per day, minimum of 5 days, maximum of 10 days should be accepted.**

Mr Elliott will be able to fill the holes/ducts on the land with the available hard-core. This would be at hourly rate and has not been agreed.

ii.To agree acceptance of the quotations for fencing of the allotment site

All three contractors had been given the same brief. It was noted, it had proved extremely difficult for the contractors to provide exact measurements of the site as it is almost inaccessible.

Overall sums quoted: Falvey & Brown £9174; Edwards Tyrell £7400; Pride Fencing £8920.

Cllr. Blundell suggested that Clerk ascertain the cost of installing a metre of fencing from each company.

The Chairman asked councillors to send their thoughts and comments on the estimates to the Clerk. This will be revisited at the **June Parish Council meeting**.

14.3 Draft consultation yellow linage

ii Crossroads Knockholt, Church & Station Roads and Otford Lane - **no comments to make.**

ii Consultation yellow linage Sevenoaks Road - **no comments to make: noted**

14.4 Netball Court.

Quotations received from Holdsworth & Co £450; Sevenoaks Pressure Cleaning Services £450.

Cllr. Baldwin proposed, seconded by Cllr. Blundell that the quotation from Holdsworth & Co in the sum of £450 be accepted, carried unanimously.

**RESOLVED: that the quotation from Holdsworth & Co in the sum of £450 should be accepted.**

14.5 Flooding in Halstead Lane

It was noted that the problem with flooding outside Cherrywood still occurs. It was also noted that after the area was cleared by a tanker with a suction pump following the burst water main, the road had not flooded during subsequent heavy rain.

It was agreed that the area should be cleaned on a regular basis.

The Amenities Committee will arrange a meeting with Highways representatives and this will be an agenda item.

14.6 Grass areas Southdene and Parkside

Problems had been experienced with the cutting of Parkside.

Sevenoaks District Council responsible officer stated that they no longer cut these areas because parishioners do. Cllr Baldwin stated that SDC normally undertake the first two cuts.

The Clerk will try and arrange a suitable timetable and plan for the future.

**15 INFORMATION**

15.1 Jubilee Committee minutes- noted

Councillors expressed their appreciation for all the hard work being carried out by the committee and look forward to a weekend of exciting celebrations.

15.2 KCC Consultation on the Commissioning Plan for Education Provision 2012-17

The website address will be circulated. The document is 165 pages so will not be printed for each councillor. *Agenda item June Parish Council Meeting.*

Cllr. Bent declined a printed copy as she will be absent from the June meeting.

15.3 Presentation from KCC relating to the Mineral and Waste Strategy Consultation at Badgers Mount Memorial Hall on

Wednesday 6 June from 3pm - 7pm.- **noted**

15.4 NHS Workshop

Cllr. Baldwin had found this very interesting and will pass the relevant documents to the Clerk for circulation. It was felt that the Community Led Plan Steering Group might find the documents useful.

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

Monday 11 June 2012 at 19.45 in the Pavilion, Station Road.

The meeting closed at 22.15