

HALSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 14 NOVEMBER 2011 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD

PRESENT: Cllr. Terry Brooker - Vice Chairman in the Chair
Cllr. Jeff Baldwin
Cllr. Sheila Bent
Cllr. Barrie Blundell
Cllr. Chris Ford
Cllr. Karen Grosvenor

IN ATTENDANCE: Clerk, 4 parishioners

The meeting convened at 19.45

1 APOLOGIES.

Apologies were received and accepted from Cllr. David Taylor who was unwell.

2 DECLARATIONS OF INTEREST ON AGENDA ITEMS

Nil

3 RESOLVED: The Minutes of the Parish Council Meeting held on Monday 10 October 2011 were Approved and Signed as a True Record.

4 FINANCE

4.1 RESOLVED: That the Accounts as itemised be paid

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

Payments include VAT where relevant.

CQ211	St Margaret's Church, S137 payment	£ 450.00	
CQ215	Priory Print & Stationery	£ 36.74	
CQ216	CPRE Training event	£ 286.00	
CQ218	Bob Woolmer Sales, boot cleaner	£ 300.90	
CQ219	Viridor Refuse Collection	£ 41.95	
CQ220	Sencio Leisure, September cuts	£ 204.00	
CQ221	Petty Cash	£ 25.00	
CQ222	Arco, cleaning materials	£ 45.63	
CQ223	<u>Clerk's expenses incurred while carrying out her duties:</u>		
	Internet, monthly allowance	£ 16.66	
	Postage	£ 16.56	
	Stationery	£ 14.39	
	Mileage: 2 x Dunbrik Depot @ 12; 3 x Bank @ 11; 1 x WKent HA@11		
	Finance Day Lenham @ 66; 2 x Arco @ 6 = 146	<u>£ 58.40</u>	£ 106.01
DD	EDF Pavilion	£ 36.00	
DD	EDF Parish Room	<u>£ 17.00</u>	<u>£ 53.00</u>
	TOTAL PAYMENTS as at 14 November 2011		£1549.23

Salary payments were made to:

Mrs Gillian King Scott, Clerk CQ225; Miss Ruth Turner, Cleaner CQ224.

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

4.2 Receipts:

BACS	Cock Inn, sponsorship flower beds	£ 25.00	
V1061	Mrs Wilcox, Parish Room (Inv 45)	£ 39.00	
BACS	VAT Replayment 2 nd quarter	£ 494.64	
V1062	Cricket Club 50% Licence (Inv 46L)	£ 487.50	
V1062	Ms Summers, Parish Room (Inv 48)	£ 52.00	
V1062	Mrs Watts, Parish Room (Inv 47)	£ 68.00	
V1063	Knockholt PC, Planning seminar	£ 66.67	
V1063	Knockholt PC, 1/3 freighter service	£ 62.67	
V1064	Dunton Green OC, Planning Seminar	£ 62.50	
V1064	Addington PC, Planning Seminar	£ 41.67	
V1065	West Kent Xtra, grant flower beds	<u>£ 300.00</u>	
	TOTAL RECEIPTS as at 14 November 2011		£1699.65

The Clerk advised that although West Kent Xtra had provided Council with a grant towards flower beds, and had done so for the past two year, this would not continue in 2012.

4.3 **RESOLVED: The Minutes of the Finance Committee Meeting held on Monday 7 November were approved and Signed as a True Record**

The Finance Committee had discussed the high costs of maintaining memorial benches and made a recommendation that a policy should be agreed whereby the seats should be disposed off after a given time if not maintained by the contributor - **Agenda item Amenities & Highways Committee**

There had also been problems with the grass mowing provided by Sencio Leisure which had exceeded the budget and was unsatisfactory.

Cllr. Blundell, Chairman of the Finance Committee, advised that the budget would be placed before Council at the December Council meeting for discussion and agreement.

4.3.1 Recommendations from the Finance Committee.

4.3.1.1 That the hourly charge for the Pavilion and Parish Room be increased by 50p per hour to £7.00 regular hirers, £9.00 casual hirers.

Cllr. Blundell advised Council that hire charges had not been increased for a number of years whereby utility charges had increased considerably. Cllr. Blundell proposed the motion, seconded by Cllr. Grosvenor, carried unanimously.

RESOLVED: That the hourly charges for the Pavilion and Parish Room should be increased to £7 for regular hirers, £9 for casual hires as from 1 April 2012.

4.3.1.2 MOD Chelsfield Depot - Badgers Mount Residents' Association 'Fighting Fund'

That the Parish Council consider making a payment to the above Association in the region of £400-£450.

This matter had been discussed thoroughly at the Finance Committee meeting. It was agreed that a waste transfer station in the MOD location could have had adverse effect on Halstead Parish.

It had also been ascertained that Shoreham Parish Council would be providing finance for one day of a barrister's time at the forthcoming Appeal Hearing.

Cllr. Blundell proposed that a Section 137 payment be made to the Badgers Mount Residents' Association in the sum of £450, seconded by Cllr. Ford, carried unanimously.

RESOLVED: That a S137 payment should be made to Badgers Mount Residents' Association in relation to the expenses which could be incurred resisting the proposed change of the MOD site to a waste transfer station.

4.3.1.3 Request for funding from Victim Support.

That this request be refused.

The charity had been supported in past years. It was **Resolved** not to make a donation this year, proposed by Cllr. Blundell, seconded by Cllr. Grosvenor, carried unanimously.

5 **DISTRICT COUNCILLORS REPORT**

No reports from the two District Councillors. Cllr. Williamson had been dealing with the following matter at Station Court. The Clerk had visited Station Court with the Highways Steward so that he could ascertain whether the second entrance dropped kerb was newly installed. It appeared that this entrance had been in use for sometime as the newly installed road markings had acknowledged the entrance.

It was **Resolved** that the Clerk would contact Kent Highways to ascertain if permission had been granted for a dropped kerb.

6 **CLERK'S REPORT**

6.1 Police incidents report - 18 incidents

2 x thefts from motor vehicles - London Road (Station); 1 x criminal damage - Meadway; 7 x burglaries other than dwelling - Stonehouse Road; 1 x burglary dwelling - Church Road; 1 x attempted burglary - Beldam haw; 3 x thefts - London Road, Station Road, Church Road; 1 x taking without consent - Fort Road; 2 x vehicle interference - Meadway, Station Road.

6.2 Bench at crossroads to replace log

Highways require a plan showing position of proposed bench plus full dimensions prior to a decision.

6.3 Fort Halstead Working Group

Shoreham PC cannot see any reason for continuing with the group

6.4 Christmas & New Year Refuse Collections

Collections will be made on Bank Holidays for refuse, recycling waste and green waste.

6.5 December newsletter

Include refuse collections; memorial bench policy; severe weather info; Big Community Fund

6.6 Parking at Knockholt Station.

A copy of a letter to JTB received from Mrs Youd requesting more payment parking spaces: only early travellers can park.

6.7 SDC Supplementary planning documents: Countryside Assessment and Affordable Housing policies have been adopted.

- 6.8 Minerals and Waste Sites PDP: supplementary options Site 104. This is a Biomass facilities (wood burning). Consultation ends 19 December.
Badgers Mount Residents Association has a meeting on Friday 18 November, 7.30pm in the Badgers Mount Memorial Hall.
- 6.9 The salt bag has been delivered to Mr Sellers. Emergency plans have to be agreed.
Meeting of the Amenities & Highways committee is required.
- 7 **FREEDOM OF INFORMATION REQUEST: Gypsy sites**
A response had been received from Kent County Council concerning the gypsy site at Polhill which owns and manages the site. It is fully tenanted and these tenants pay 80-90% of utility charges and full pitch fees.
A response had been received from Sevenoaks District Council concerning the pitch at Edenbridge. Council had required an explanation of the large increase in costs over the five year period.
The reason for this was the discovery of unexploded bombs whilst making improvements to the site. The cost of dealing with the disposal of these was in excess of £120K.
- 8 **STANDARDS AND CONDUCT OF COUNCILLORS**
After discussion, it was **Resolved** that the Clerk would complete the questionnaire indicating possible interest in being involved with the scheme but enquiring as to how much the charges might be.
- 9 **PLANNING COMMITTEE**
- 9.1 **RESOLVED: The Minutes of the Planning Committee Meeting held on Monday 17 October 2011 were Approved and Signed as a True Record**
RESOLVED: The Minutes of the Planning Committee Meeting held on Monday 24 October 2011 were Approved
- 9.2 PLANNING APPLICATIONS
- 11/02473/FUL HIGHLANDS, KNOCKHOLT ROAD, TN14 7EU
Erection of four bedroom, two storey detached dwelling - **No objection**
- 11/02636/CONVAR HALSTEAD PLACE, CHURCH ROAD TN14 7HQ
Variation of condition 1, retain sales suite and associated car parking until 10 December 2011 - **Support**
- 11/02619/FUL OAKLEY, OTFORD LANE TN14 7EF
Amendment to previously approved application 08/03136/FUL AAP/G2245/A/09/2107594 - gables to be timber boarded rather than tile hung - **Objection**
- 11/02302/FUL PRICE & SONS, LONDON ROAD TN14 7DT
Installation of solar panels on flat roof, 4 banks of 10 panels on each bank. The panels are 1.76sqm and will be elevated by 20 degrees at the rear - **Support**
- 9.3 Application Decisions
Granted
11/02225/FUL NORWOOD HOUSE 1-2 CHURCH ROAD, TN14 7HE
Proposed conversion of existing dwelling to form two number dwellings, a single storey rear extension & alterations - **noted**
- 9.4 Information only: various tree works on a beech tree at 13 Station Road - **noted**
- 10 **AMENITIES & HIGHWAYS COMMITTEE**
- 10.1 Installation of Boot scraper
To Accept the quotation from Dunbrik Depot in the sum of £120 for the installation of the boot scraper.
Cllr. Baldwin proposed, seconded by Cllr. Blundell that this quotation (agreed by Zurich Insurance) should be accepted, carried unanimously.
RESOLVED: That the quotation from Dunbrik Depot for £120 to install the boot scraper should be accepted.
- 10.2 Tree work, Recreation Ground
Epicormic growth had been removed from some of the trees on the Recreation Ground to clear the PROW.
- 10.3 Benches Recreation Ground
One quotation had been received for the maintenance. The Clerk advised the work will be expensive so there will be a need to tender.
Mr Butler who had provided the quotation had prepared a separate price to repair the bench donated by Miss Dicker.
Cllr. Blundell proposed, seconded by Cllr. Brooker that the quotation should be sent to Miss Dicker for her decision on whether she wanted to pay for this work or to source another quotation.
- 10.4 Waitrose Bench - play area
This has been delivered to the Clerk's home.
It was **Resolved** that the Clerk would write to Waitrose with thanks for its generosity.

One quotation has been received for installation; another will be sourced - **Agenda item December meeting**

- 10.5 Pollard lime trees, Church Road
Three companies have been approached for quotations. Work will be carried out in 2012. **Agenda item December meeting**
- 10.6 Speed Check, Kent Highways
This has been carried out in Knockholt Road with a mobile hand unit. The speeding statistics have been sent to County Cllr. Parry and to Kent Police. Highest speed was 48mph in a 30 limit.
The Clerk has written to Kent Highways asking what is the procedure for acquiring a SID for Knockholt Road.
The Clerk has also written to County Cllr. Parry twice during the month requesting an update on the Members Grant for the promised SID in Station Road.
- 10.7 Speed Watch training
Four parishioners have volunteered and attended the training. Two sessions will be arranged prior to the end of 2011.
- 10.8 Repair and repainting of the children's Multi-Play, play area
Quotation received from All Services in the sum of £350; KB Home Maintenance in the sum of £196.00
Cllr. Baldwin proposed that the quotation be accepted from KB Home Maintenance, seconded by Cllr. Blundell, carried unanimously.
RESOLVED: The quotation from KB Home Maintenance for work on the Multi-Play in the sum £196 was accepted.
The work will be deferred to March/April 2012.
- 10.9 Pedestrian entrance onto Recreation Ground
It was agreed that the installation of a new entrance would not be practical in relation to the loss of land from the Recreation Ground; speed of traffic and bad visibility in Station Road; the cost of installation, design, engineering services and surveys.
Prior to Kent Highways withdrawing its design and engineering services the cost quoted for the entrance was £7,000.
Cllr. Baldwin proposed that the entrance is not re-instated, seconded by Cllr. Bent and carried 5 in favour, 1 against Cllr. Grosvenor.
It was **Resolved** that the Clerk would write to Miss Mary Blake and apprise of this decision.
- 10.10 Installation of walkway to children's play area
This proposal had been put forward by Cllr. Grosvenor.
A cost had been obtained for the purchase and installation of grass-mat which was £32 per sq.metre. The pathway would have to run along the side of the football pitch next to the hedge and across to the play area. The estimated cost was a minimum of £6,400. Cllr. Baldwin spoke again the proposal as he believed this would be in the practical.
Cllr. Grosvenor withdrew her proposal and it was agreed by all members of Council that it would not be pursued.
- 11 QUEEN ELIZABETH II DIAMOND JUBILEE CELEBRATION**
Councillors had been asked by the Committee if they would like to take on the lighting of the Beacon. This will cost in the region of £300 and is to be lit between 10pm-10.30pm on 4 June. The committee has applied for funding from the District Councillors Big Community Fund.
Council will discuss this matter fully once details of the Beacon have been provided. **Agenda item December meeting**
- 12 COMMUNITY LED PLAN**
Response to the questionnaire had been very encouraging with 251 received equating 38% of the electorate. It is anticipated that the information should be collated by end 2011.
- 13 MEMORIAL TO COUNCILLOR TONY BENT**
After discussion, Cllr Baldwin proposed, that a plaque be erected in memory of Cllr. Bent, seconded by Cllr. Brooker, carried unanimously. The location to be agreed. **Agenda item December meeting**
- 14 INFORMATION**
- 14.1 CPRE AGM Friday 25 November, Lenham Community Centre at 2pm - **noted**
- 14.2 Kent Fire & Rescue Service Consultation - will be distributed electronically.
- 14.3 The League of Friends Sevenoaks Hospital - **noted**
- 15 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**
Monday 12 December 2011 in the Pavilion, Station Road.

The meeting closed at 21.44

