

HALSTEAD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF COUNCIL HELD ON MONDAY 11 MAY 2015 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD

PRESENT: Cllr. Terry Brooker - Chairman
Cllr. Christine Halliday
Cllr. Karen Grosvenor
Cllr. Roger Sales

IN ATTENDANCE: Clerk, 13 parishioners. Retired Chairman David Taylor for item 1 on the agenda.

The meeting convened at 19.49

1 ELECTION OF CHAIRMAN

David Taylor took the chair and asked for a nomination for Chairman of the Council, Cllr. Halliday proposed Cllr. Brooker, seconded by Cllr. Sales. There were no other nominations. Carried unanimously

RESOLVED: Cllr. Terry Brooker was elected Chairman for the ensuring Council year

1.1 Declaration of Acceptance of the Office of Chairman

Cllr. Brooker made the declaration of acceptance of office of Chairman

2 DECLARATION OF ACCEPTANCE OF OFFICE OF PARISH COUNCILLOR

All Councillors present made their declaration of Acceptance of Office.

Cllr. Baldwin had made his declaration to the Clerk on Friday 8 May.

Mr Philip Draper and Mr Barry Gardiner will be co-opted to Council at the next Parish Council meeting and will make their declarations at that meeting.

3 ELECTION OF VICE CHAIRMAN

It was agreed to defer this item until the June Parish Council Meeting.

4 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr. Baldwin who was on holiday and District Cllr. John Grint who had a previous commitment. Members signed the attendance Register.

5 DECLARATIONS OF INTEREST ON AGENDA ITEMS

Items other than those already on Councillors' Register of Interests.

All Councillors have to complete a New Register of Interest. There were no declarations.

5.1 **Dispensations**

A dispensation will be required prior to any discussions on the Precept and will be applied for later in the year.

6 DATES OF PARISH COUNCIL MEETINGS

2015: 8 June, 13 July, 10 August, 14 September, 12 October, 9 November, 14 December.

2016: 11 January, 8 February, 14 March, 11 April. **Noted**

7 COMMITTEE STRUCTURES

i. Amenities & Highways

a. To agree membership of the Committee

It was proposed by the Chairman that Cllrs. Baldwin, Grosvenor and Sales be elected to the committee, agreed unanimously.

RESOLVED: that Cllrs Jeff Baldwin, Karen Grosvenor and Roger Sales should be elected to the Amenities and Highways Committee. Another member will be *elected 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 – *to be agreed at the June Parish Council meeting* - **Noted**

ii Planning

a. To agree membership of the Committee

It was proposed by the Chairman that Cllrs. Brooker, Grosvenor and Halliday be elected to the committee, agreed unanimously.

RESOLVED: that Cllrs. Terry Brooker, Karen Grosvenor and Christine Halliday should be elected to the Planning Committee. Another member will be elected 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. Agreement of the Terms of Reference with one modification reduce membership to four from five –to be agreed at the ***June Parish Council meeting - Noted***

iii **Finance**

a. Membership of this Committee constitutes Chairman of Council, Chairmen of the Amenities & Highways Committee and Planning Committee plus one other Councillor. Membership to be agreed - ***July Parish Council meeting- Noted***

b. Chairman shall be elected at the first meeting

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

8 CONFIRMATION OF APOINTMENT OF INTERNAL AUDITOR – Mr Barry Page.

Cllr. Grosvenor proposed, seconded by Cllr. Halliday that Mr Barry Page should be appointed the Internal Auditor for the financial year 2015-2016, carried unanimously.

RESOLVED: that Mr Barry Page should be appointed Internal Auditor for the year 2015-2016

8.1 APPOINTMENT OF REPRESENTATIVES

i. Village Hall management committee

The Chairman proposed Cllr. Grosvenor should be appointed, carried unanimously

ii Footpaths Representative

The Chairman proposed that Cllr. Sales should be appointed Footpaths Representative, carried unanimously

9 ACCEPTANCE OF AMENDMENTS TO STANDING ORDERS – June Parish Council meeting - Noted

10 ACCEPTANCE OF AMENDMENTS TO FINANCIAL REGULATIONS – June Parish Council meeting - Noted

11 RESOLVED: The Minutes of the Parish Council Meeting held on Monday 13 April 2015 were Approved and Signed as a True Record.

12 FINANCE

12.1 Resolved: That the Accounts as itemised be paid.

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

CQ748 R Nunn shower pumps	£1165.00
CQ749 Homemaids cleaners	£ 302.50
CQ750 Priors Print and Stationery Ltd	£ 191.90
CQ751 Allister Tulett, hot water heater Pavilion	£ 156.00
CQ754 LCR magazine. NALC	£ 17.00
CQ752 Viridor Waste Management, Pavilion	£ 72.24
CQ753 Barry Lester, lights Parish Room/Pavilion	£ 72.23

CQ755 Clerk's expenses incurred while carrying out her duties

Repayment Chairman's allowance APM refreshments	£ 61.04
Chairman's gift	£ 23.98
Printer cartridge	£ 38.50
Internet allowance	£ 17.66
Mileage: 3 x 11 SDC/7oaks; 2 x Otford @ 12; 4 x Dunbrik @ 6= 81	£ 36.45
MACAFEE software	<u>£ 62.99</u>
	£240.62

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

TOTAL PAYMENTS AS AT 11 MAY 2015 **£2263.49**

CQ756 salary payment Mrs King Scott, Clerk

The cheques were signed at the close of business by **Cllr. Brooker** and **Cllr. Grosvenor**

12.2 RECEIPTS AS AT 6 May 2015

V1191	Miss Dicker, tenancy agreement, allotments	£ 25.00
V1191	Miss White, tenancy agreement, allotments	£ 25.00
V1192	Mrs Ortmann, tenancy agreement, allotments	£ 25.00
V1192	Mr Wynn, tenancy agreement, allotments	£ 25.00
V1192	Mr Rice, tenancy agreement, allotments	£ 25.00
V1193	Mr Baldwin, tenancy agreement, allotments	£ 25.00
V1193	Mr James, tenancy agreement, allotments	£ 25.00
V1193	Mr O'Neil, tenancy agreement, allotments	£ 25.00
V1193	Mrs Ward; tenancy agreement, allotments	£ 25.00
V1193	Community Website	£394.00
BACS	Miss Summers, Parish Room (inv 25/26)	£ 91.00
BACS	Mrs Hubble, Parish Room (inv31)	£ 14.00
BACS	Miss Jones, Parish Room, (inv8)	£ 28.00
BACS	Miss Jones, Parish Room (inv 9)	£ 28.00
BACS	Mrs Brooks, Pavilion (inv 19)	£ 36.00
V1194	Circle of Friends, Parish Room (inv 20)	£ 21.00
V1194	Pratts Bottom AD, Pavilion (inv 30)	£ 14.00
V1194	Mrs Gay, tenancy agreement, allotments	£ 25.00
V1194	Scott tenancy agreement, allotments	£ 25.00
BACS	Ms Ward, Parish Room (inv 27)	£ 21.00
BACS	SDC 50% Precept	£20,762.00
V1195	Mrs Meaton, tenancy agreement, allotments	£ 25.00
V1195	Mr Carter, tenancy agreement, allotments	£ 25.00
TOTAL RECEIPTS AS AT 11 MAY 2015		£21,734.00 - <u>Noted</u>

12.3 137 Requests for funding -

i. Mr Allan Spence Chairman WW1 Commemoration team

A donation in the sum of £100 was requested towards a village project for special display boards; these to be store in St Margaret's Church and available for village organisations to use. Most of the funding is being provide by the WW1team Cllr. Halliday proposed that £100 should be donated to this project seconded by Cllr. Sales, carried unanimously.

RESOLVED: that a £100 137 payment should be made to Mr Spence

ii West Kent Mediation

It was decided that more information was required. Clerk to action.

12.4 Internal Audit

This was carried out on Friday 8 May and everything was fine satisfactory. Mr Page will sent a letter to Council.

The papers will need to be approved at the June Parish Council meeting and sent to the Auditors PKF LittleJohn. An extension has been approved as the original date for submitting these papers was the same as the June meeting date. There is now a different system for assessing assets for accounting only. The replacement or repair cost it still relevan for insurance coverage and for disposal.

13 DISTRICT COUNCILLORS REPORTS

No report

14 CLERK'S REPORT

14.1 Policing: I incident in April car had been keyed in London Road. No date as yet for the property marking event.

14.2 Speed Checks: these carried out by Kent Police ,information has come via SDC, 15 April exercise took place:

In Old London Road **110 checked speed limit 40mph** 24 doing 41; 10 doing 46; 3 doing 51.

In London Road **45 checked, speed limit 50mph**, 2 doing 51mph

- 14.3 Mr Allen has been thanked for his offer to purchase a bench. The Chairman advised that the gentleman now wants to donate a sight screen.
- 14.4 Mr Alan Dyer, SDC Planning manager has retired. New team members Mark Turner new development manager in charge of the Development Control Team and Anthony Lancaster new strategic manager in charge of the Planning Policy Team.
- 14.5 Business rates: still awaiting sight of the policy changes.

15 PLANNING COMMITTEE

15.1 **RESOLVED: The Minutes of the Planning Committee Meeting held on Monday 13 April 2015 were Approved and Signed as a True Record.**

It was noted that the minutes of the Planning Committee meeting held on Friday 10 April 2015 have not been approved and signed– *agenda item June Parish Council meeting*

15.1 Applications Received

SE/15/01083/HOUSE: AVEBURY, CHURCH ROAD, TN14 7HG

The erection of two ground floor single storey rear extensions, existing patio doors removed and replaced with sliding/folding doors and conversion of the existing garage into habitable accommodation. **To be discussed**

SE/15/01244/LDCEX: WATERCROFTS WOOD, OLD LONDON ROAD

To establish that planning permission SE/10/00079/FUL (erection of a chapel and maintenance shed, car park and ancillary facilities, amended plans received 11.03.2010 showing amended siting of proposed buildings to take account of protected trees) was implemented – **To be discussed**

15.2 Application Decisions

Granted:

SE/15/00390/HOUSE: Lynton, Sevenoaks Road TN14 7HP

Erection of a single storey side and rear extension. First floor rear extension - **Noted**

SE/15/00665/HOUSE: 10 Watercroft Road, TN14 7DP

Demolition of out-building, conversion of double garage and loft space to habitable accommodation and erection of attached single garage/laundry. Relocation of chimney, changes to roofing materials and external finishes. Addition of canopy to cover front door - **Noted**.

Refused:

Nil

15.3 SDC Infrastructure delivery plan (CIL)

Council discussed briefly the play-area project. The Clerk mentioned that Cllr. Baldwin had been in contact with the owners of the land to the rear of the Pavilion about the possibility of purchasing a segment.

This will be discussed at the next Planning Committee meeting and then an agenda item June Parish Council.

Clerk will request an extension for responding.

16 AMENITIES & HIGHWAYS

16.1 **APPROVAL AND ACCEPTANCE of the MINUTES of the Amenities & Highways Committee meeting held on Wednesday 6 May 2015. These could not be approved as this meeting. *Agenda item June Parish Council meeting***

- 16.2 Amendments to allotments tenancy agreement
The wording was approved and the tenants will be advised.

17 SEVENOAKS DISTRICT PARISH/TOWN CHARTER

Council agreed that more time was needed to read and discuss this document. *Agenda item June parish Council meeting*

18 INFORMATION

Nil

19 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL

Monday 8 June 2015 at 19.45 in the Pavilion, Station Road.

