

HALSTEAD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF COUNCIL HELD ON MONDAY 12 MAY 2013 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD

PRESENT: Cllr. David Taylor - Chairman
Cllr. Jeff Baldwin
Cllr. Sheila Bent
Cllr. Chris Ford
Cllr. Karen Grosvenor

IN ATTENDANCE: Clerk, District Cllr. John Grint, 12 parishioners.

The meeting convened at 19.45

1 ELECTION OF CHAIRMAN

Cllr. Grosvenor proposed Cllr. Taylor, seconded by Cllr. Ford. There were no other nominations. Carried 4 in favour, 1 abstention Cllr. Baldwin.

RESOLVED: Cllr. David Taylor was elected Chairman for the ensuring Council year

1.1 Declaration of Acceptance of the Office of Chairman

Cllr. Taylor will make the declaration of acceptance of office at the June Parish Council meeting. Cllr. Taylor signed the declaration in the presence of the Clerk.

2 ELECTION OF VICE CHAIRMAN

Cllr. Ford proposed Cllr. Brooker, seconded by Cllr. Bent. There were no other nominations. Carried 4 in favour, 1 abstention Cllr. Baldwin.

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

3 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Blundell who was on holiday and Cllr. Brooker who had a business commitment.

4 DECLARATIONS OF INTEREST ON AGENDA ITEMS - Nil

Items other than those already on Councillors' Register of Interests

4.1 Dispensation - Nil

5 DATES OF COUNCIL MEETINGS

2014: 9 June, 14 July, 11 August, 8 September, 13 October, 10 November, 8 December.

2015: 12 January, 9 February, 9 March, 13 April. - **Noted**

6 COMMITTEE STRUCTURES

i. Amenities & Highways.

a. Cllr. Baldwin did not wish to stand. Cllr. Bent proposed, seconded by Cllr. Ford that Cllrs. Blundell, Ford and Grosvenor should be elected; carried.

RESOLVED: The Committee shall comprise Cllrs. 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 did not wish to stand. Cllr. Grosvenor proposed, seconded by Cllr. Ford that Cllrs. Brooker, Bent, Ford and Grosvenor be elected, carried.

RESOLVED: The Committee shall comprise Cllrs. Bent, Brooker, Ford and 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

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

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

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

e. Financial Regulations. These will be at the first meeting of the Committee and Resolved at a full meeting of Council.

7 CONFIRMATION OF REPRESENTATIVES FOR VILLAGE ORGANISATIONS AND 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

iv Community Led Plan Steering Group

Cllr. Bent proposed that Cllrs. Ford and Taylor should continue, seconded by Cllr. Grosvenor; carried unanimously.

RESOLVED: Cllrs Ford and Taylor shall represent Council.

v Footpath Representative

Cllr. Baldwin has no wish to continue in this position. *Agenda item first meeting of the A&H Committee*

8 CONFIRMATION OF STANDING ORDERS

These will be agreed at the June Parish Council meeting

9 RESOLVED: The Minutes of the Parish Council Meeting held on Monday 14 April 2014 were Approved and Signed as a True Record.

9.1 RESOLVED: The Minutes of the Extraordinary Parish Council Meeting held on Wednesday 16 April 2014 were Approved and Signed as a True Record.

10 FINANCE

10.1 Resolution

It is proposed that Council will continue with its current payment procedure and that accounts will be paid by cheque which will require two signatures of Councillors present at the meeting. Payment of utility accounts may be paid between meetings but will still require the signature of two Councillors. This motion is required due to the changes to electronic payments. Motion proposed by Cllr. Grosvenor, seconded by Cllr. Ford and carried unanimously.

RESOLVED: That the procedure for the signing cheques will continue as per current practise.

10.2 RESOLVED: That the Accounts as itemised be paid

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

Payments include VAT where levied

CQ602	Revenue & Customs, EOY 2013-14	£ 186.0
CQ603	R Nunn Contractors, trench works	£ 220.00
CQ604	Landscape Services, lineage netball court	£ 180.00
CQ605	Barry Page, Internal Auditor	£ 100.00
CQ606	Proground amenity grass work 2 visits	£ 384.00
CQ607	WW1 Commemoration	£ 100.00
CQ608	Express keys – Pavilion	£ 31.20
CQ611	Clerks expenses incurred carrying out her duties	
	Internet Allowance	16.66
	Mileage: 2 x 11 bank = 22	9.90
	Postage	20.16
	Software virus protection	<u>59.99</u>
		£ 106.71

DD	EDF, Parish Room	13.00	
DD	EDF, Pavilion	<u>24.00</u>	<u>£ 37.00</u>
TOTAL PAYMENT AS AT 12 MAY 2014			£1345.00

CQ609 salary payment Mrs King Scott, Clerk
The cheques were signed at the close of business by Cllr. Baldwin and Cllr.Ford

10.3 Receipts as at 7 May 2014

V1179	Miss Jones, Parish Room (Inv 10)	£ 9.00
V1180	Mrs Keeper, Parish Room (Inv 1&2)	£ 210.00
V118	Pratts Bottom AD, Pavilion (Inv 9)	£ 70.00
BACS	Mrs Brooks Wilkins, Pavilion (Inv 17)	£ 45.00
BACS	Ms Summer, parish Room (Inv 11& 12)	£ 70.00
BACS	Mrs James, Pavilion (Inv 24)	£ 91.00
BACS	Halstead Concert Band, Pavilion (Inv 14)	£ 182.00
BACS	SDC 50% Precept	<u>£20762.00</u>
TOTAL RECEIPTS AS AT 7 MAY 2014		£21439.00

10.4 Acceptance and approval of End of Year Accounts 2013-2014 – *this to be agreed at the June Parish Council meeting*

10.5 Auditor's Letter – content was **noted** and Mr Page was thanked for his diligence.

10.6 Receipts and Payments EOY 2013-2014. These will be circulated at the APM on 19 May - **Noted**

10.7 Balance Sheet; risk assessment.- **Noted**

10.8 Council Tax Support Grant.

This will be discussed at a meeting of SDC on 13 May. Cllr. Fleming has not responded to Council's second letter.

11 DISTRICT COUNCILLORS REPORTS

Cllr. Grint will be abstaining from voting on the Community Tax Support Grant matter at the meeting of SDC
He will be re-elected as Chairman of the Audit Committee at that meeting.

12 CLERK'S REPORT

12.1 Policing. 3 incidents April – May. 1 x theft car Sevenoaks Road recovered in Bromley; 2 in Clarks Lane: 1 x hand-bag from within property recovered, 1 x attempted burglary
PCSO Boyden sends weekly reports on her activities. She has carried out leaflet drops on crime prevention; is holding surgeries at Polhill, and Cabbages & Kings. She has visited Fort Halstead; organised safer plates events at Coolings Nursery and Knockholt Station; also bicycle marking. She patrols; visited Halstead School & parishioners.

12.2 Email received from Mr Draper expressing concerns about the height of the hedge at Warren Court.
Advice will be sought from District Council and this will be an ***agenda item June Parish Council meeting***

12.3 Refuse collection in Beldam Haw around the circle. Dunbrik Dept has very few small vehicle which are mainly used in narrow rural lanes. Dunbrik has not received any complaints. At times the driver does have difficulties negotiating the circle due to badly parked cars but does not drive on the grass: occasionally the edge might be clipped.

13 PLANNING COMMITTEE

13.1 **RESOLVED: The Minutes of the Planning Committee meeting held on Wednesday 16 April 2014 were Approved and Signed as a True Record.**

13.4 PLANNING APPLICATIONS

SE/14/01192/HOUSE 1 JASMINE COTTAGES, KNOCKHOLT ROAD, HALSTEAD, TN14 7EU
Conversion of existing integral garage to habitable room. **To be discussed**

- 13.5 Decisions
Granted:
SE/14/00584/HOUSE 27 CLARKS LANE, HALSTEAD TN14 7DG
 Erection of two storey side extension - **Noted**
- Refused:
Nil
- Appeal
SE/13/02523.FUL PADDOCK SOUTH WEST OF 7 HOTEL & DINER, LONDON ROAD, HALSTEAD
 Creation of new access, gate and hard surface. **Documents have been sent to Bristol**
- APP/G2245/A/14/2217055/NWFSE /13/03178/FUL LAND NORTH OF OAK TREE FARM, LONDON ROAD, HALSTEAD TN14 7AB
 Demolition of 1 building & a silo. Change of use of land for the erection of a new crematorium, memorial garden, fencing, landscaping and car parking, together with new entrance gateway off internal road.
Documents have been sent to Bristol
- 13.6 Planning Forum
 This will be held at Sevenoaks District Council Wednesday 11 June at 18.00
 Cllrs. Brooker will attend. This is a follow-on meeting with the same topics as the meeting held earlier this year.
- 14 AMENITIES & HIGHWAYS**
- 14.1 Showers
 One quotation received to date. Two others sourced.
- 14.2 Allotments
 The pipework has finally been approved by Thames Water. The pea shingle will be installed this week and the trenches back-filled week commencing 19 May.
 A section of the fencing requires removing and new iron supports installed. This will aid access to the plots for the allotment users. A quotation to undertake this has been received from Falvey and Brown in the sum of £230 inc. VAT
 It was proposed by Cllr. Baldwin that this be accepted, seconded by Cllr. Grosvenor and carried unanimously.
RESOLVED: that the quotation from Falvey & Brown in the sum of £230 inc. VAT for fencing should be accepted.
 It was felt that the construction of the car park could be very costly; three quotations will be sourced.
 All allotmenters will receive a letter apprising them of the current situation.
- 14.3 Highways Matters
 The SID in Knockholt Road has been reinstalled.
 The tree obscuring the SID in Station Road has been cut back by Kent Highways.
 Church Road, Stonehouse Lane and Watercroft Roads are to be patched and resurfaced this month.
 Parishioners have requested a SID in London Road. **Agenda item next meeting with Kent Highways.**
- 15 INFORMATION**
- 15.1 ANNUAL PARISH MEETING, MONDAY 19 MAY, 7.30 for 8pm in the PAVILION
 Speakers are Dr Allan Spence speaking on Halstead & Knockholt's WW1 Commemoration events, Inspector Ian Jones, Kent Police and PCSO Jenny Bowden. Wine and Cheese will be served after the meeting. - **Noted**
- 15.2 CPRE Sevenoaks Branch, Annual Meeting will be held in Kemsing on Saturday 21 June at 10.30am.- **Noted**
- 16 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**
 Monday 9 June 2014 at 19.45 in the Pavilion, Station Road.
- The meeting closed at 21.15

