

HALSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 11 OCTOBER 2010 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD

PRESENT: Cllr. David Taylor, Chairman of Council
Cllr. Jeff Baldwin
Cllr. Tony Bent
Cllr. Barrie Blundell
Cllr. Terry Brooker, Vice Chairman
Cllr. Karen Grosvenor
Cllr. Christine Halliday

IN ATTENDANCE: Clerk, District Councillors John Grint, Sergeant Richard O'Toole Kent Police, 5 parishioners.

The meeting convened at 19.55

1 APOLOGIES. All Councillors were present.

2 DECLARATIONS OF INTEREST ON AGENDA ITEMS - Nil

3.1 RESOLVED: The Minutes of the Parish Council Meeting held on Monday 13 September 2010 were Approved and Signed as a True Record.

4 FINANCE

4.1 RESOLVED: That the Accounts as itemised be paid

Proposed by **Cllr. Grosvenor**, seconded by **Cllr. Blundell**, and carried unanimously
Payments include VAT where relevant.

CQ3040	Arco, cleaning materials Parish Room/Pavilion		£ 54.54
CQ3041	Thames Water, Parish Room	£ 29.49	
CQ3041	Thames Water, Pavilion	<u>£136.07</u>	£ 165.56
CQ3042	T Halliday mowing & strimming, 10 th cut		£ 185.00
CQ3043	SDC non-domestic rates, Parish Room	£ 00.53	
CQ3043	SDC non-domestic rates, Pavilion	£ 00 11	£ 00.64
CQ3044	Priory Print & Stationery		£ 91.39
CQ3045	Kent Police 1 st quarter PCSO salary 25%	£1744.00	
CQ3045	Kent Police 2 nd quarter PCSO salary 25%	<u>£1744.00</u>	£3488.00
CQ3046	Coolings Nursery, flower bed maintenance		£ 425.00
CQ3050	Viridor refuse collection Sept 2010		£ 38.19
CQ3049	<u>Clerk's expenses incurred while carrying out her duties:</u>		
	Internet, monthly allowance	£ 16.66	
	Postage	£ 24.96	
	Stationery		
	Software upgrade - Mailwasher	£ 6.48	
	Mileage: 5 x Bank @11;1 x Otford clock @8		
	1 x West Kent @11 = 74 miles	<u>£ 29.60</u>	£ 107.49
DD	EDF Pavilion	£ 26.00	
DD	EDF Parish Room	<u>£ 22.00</u>	<u>£ 48.00</u>

Salary payments:

CQ3048 Mrs King Scott, Clerk

CQ3047 Miss Turner, Cleaner

TOTAL PAYMENTS as at 11 October 2010 £5722.11

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

4.2 Receipts:

V1000	Kent Heights FC, Parish Room (Inv 44)	£ 65.00
V1001	Halstead WI, Parish Room (Inv 48)	£ 16.25
V1002	Mrs Edwards, Parish Room (Inv 50)	£ 42.50
V1003	Rainbow Pre-School, Parish Room (Inv 49)	£ 370.00
V1004	Mrs Keeper, Parish Room/Pavilion (Inv 3/6)	£ 195.00
V1005	Mrs Johnson, Pavilion (Inv 45)	£ 16.25
V1006	Mr Lewis, Parish Room (Inv 434)	£ 91.00
V1007	Sevenoaks Junior FC 50% licence (Inv 53L)	£ 300.00
BACS	Second half of Precept	<u>£20137.00</u>
	TOTAL RECEIPTS as at 10 October 2010	£21233.00

4.3 Quarterly Account June - September 2010 - **Noted**
Cllr. Brooker stated that the hiring figures for the Parish Room were most encouraging.

4.4 Requests for funding

4.4.1 **St Margaret's Church - Section 144**

A letter had been circulated from St Margaret's Parochial Church Council requesting a donation of £200 towards printing the village calendar which has been produced to raise funds for St Margaret's Church. The PCC had proposed that the Parish Council be credited as joint publisher of the calendar. A proof of the calendar was circulated.

Councillors discussed the matter in detail and noted that the print run was only 100.

Council agreed that £200 was a large donation for such a small production order which would not be widely available and therefore not sufficiently advertising the merits of Halstead.

It was **Resolved** that a letter be written to the PCC asking that a cost for a larger print run be provided and submitted to Council for further discussion at the November Parish Council meeting.

4.4.2 **Victim Support - Section 137**

Cllr. Baldwin proposed that £50 be given to the charity, seconded by Cllr. Grosvenor and carried unanimously.

It was **Resolved** that a payment of £50 be made to Victim Support.

5 DISTRICT COUNCILLORS' REPORTS

20.30 SO70.1 The Chairman adjourned the meeting so that District Cllr. Grint could speak.

District Cllr. Grint asked if Council had been invited to comment on the planning application for Polhill Garden Centre. The Clerk advised that she had been approached by Shoreham Clerk about this matter. Halstead PC did not receive notification. The Clerk had contact the relevant planning officer who advised that even though Halstead has always been contacted in the past for planning matters appertaining to Polhill, the validation department has now decided this would not take place.

District Cllr. Grint will look into this matter.

20.40 The Chairman reconvened the meeting

6 POLICING

6.1 Letter from CI Futers

It was noted that PCSO Barker will not be moving to an urban area but remaining in Halstead and Knockholt parishes. PCSO Supervisor Dennis Glasspool will cover the two week leave when PCSO Baker is on RAF training.

6.2 September Incident Report.

3 incidents - 1 x burglary other than dwelling, 1 x making off without payment Toby Carvery, 1 x theft of motor vehicle.

6.3 Sergeant O'Toole advised that there were to be some special operations at Knockholt Station to try and tackle vehicle crime. There will also be a safer plates day. Replacement of number plate screws can be arranged by appointment.

6.4 NHW

A meeting is to be held on 1 November with Otford Lane NHW Co-ordinators. Mr Bowen remarked that he has still not been approached to be NHW Co-ordinator for Southdene. The Clerk will mention this again to PCSO Barker.

7 CLERK'S REPORT

7.1 Letter received from Ms Katherine Newman, resident in Stonehouse Road requesting a light on the footpath to the end of Sevenoaks Road cul-de-sac. She expressed concern about using the footway after dark on her walk to and from Knockholt Station. Council can take no action on this as but her concerns will be passed to Kent Highway Services.

7.2 Clerk will be attending a Health & Safety workshop on 17 November in East Grinstead. This has been organised by the Three Counties training Partnership. Zurich Municipal, Council's insurers, have written stating the storage of petrol in containers and in lawnmowers must comply with H&S guidelines.

7.3 Remembrance Sunday. Wreath is on order. Cllr, Taylor will lay the wreath.

7.4 Complaints have been made by parishioners to Planning Enforcement about dog training which has been carried out in a field owned by Messrs Butler. The Enforcement Officer states that if the field is not used for more than 28 days in the calendar year permission is not required.

7.5 Bench in memory of Mr & Mrs Jones. Mr & Mrs Wilsher would like this installed in December. Clerk will contact Sevenoaks District Council.

7.6 Tonne of salt- KHS. Cllr. Baldwin will approach Mr Jeff Sellers to ask if he would be willing to store this.

7.7 PROW. Footpaths still need cutting; stile and kissing gate still need repairing. The PROW Officer has advised that she has been let down by her contractors regarding the cutting and the landowner has been hand delivered a legal notice requiring him to take action on the repairs.

7.8 Litter bin end of Knockholt Road/Halstead Lane. The site has been visited by a Dunbrik operative. Assessment: the footway is too narrow at that point to permit a pedestrian, particularly with a pram or wheelchair, to get past a bin without going on the roadway; therefore a bin will not be installed.

7.9 The bus stop area in London Road in front of the properties, is not one of the two to be safety lined when the yellow lineage work is carried out.

8 COMMUNITY LED PLAN

Report of inaugural meeting had been circulated - **noted**.

The next meeting is on Wednesday 27 October. These are not public meetings.

9 PLANNING COMMITTEE

9.1 **RESOLVED: The Minutes of the Planning Committee Meeting held on Tuesday 14 September 2010 were Approved and Signed as a True Record.**

The minutes of the Planning Committee meeting held on Monday 27 September 2010 will be signed at the November Parish Council meeting.

9.2 PLANNING APPLICATIONS

Received:

SE/10/02295/FUL HILLCREST, SEVENOAKS ROAD, HALSTEAD TN14 7HP

Removal of existing sheds and trees and erection of single storey timber clad garden room.

This will be discussed at the Planning Committee meeting to be held on Monday 18 October.

Granted:

SE/10/01531/FUL GOWER, KNOCKHOLT ROAD, HALSTEAD TN14 7EU

Erection of two storey side extension & part single storey/two storey rear extension. Loft conversion including rear extension, 2nd floor French windows with safety rail to rear & alterations to front fenestration & internal layout - **Noted**

Refused:

SE/10/01786/FUL FAIRFIELD, CHURCH ROAD, HALSTEAD TN14 7HG

Erection of single storey rear extension and two storey side extension - **Noted**

Withdrawn:

SE/10/02144/FUL BROOKLANDS, CHURCH ROAD, HALSTEAD TN14 7HF

Extension and conversion of the roof-space to create two bedrooms. Erection of new utility room on ground floor.

Alterations to existing garage and office - **Noted**

10 AMENITIES & HIGHWAYS COMMITTEE

10.1 Parish Room

10.1.1 **Clock repair**

The clock is with a clock repairer in the Otford Antique Shop.

His estimate is £150 to repair the clock; £55 to restore the face. After much discussion where by councillors debated whether to replace the clock, Cllr. Baldwin proposed that the work be carried out, seconded by Cllr. Bent and carried unanimously.

It was **Resolved** that the estimate of £205 for repair and restoration work on the Parish Room clock be accepted.

10.2 Pavilion Maintenance

10.2.1 **Update on quotations for re-sanding and re-sealing the floor**

4 responses have been received. **Agenda item November Parish Council meeting.**

10.2.2 **Update on exterior work**

4 quotations have been sourced. **Agenda item November Parish Council meeting**

10.3 Recreation Ground

10.3.1 **Update on quotations for vertidrainage**

3 responses have been received. **Agenda item November Parish Council meeting**

10.3.2 **Update on quotations for gang mowing**

2 quotations have been sourced and received. **Agenda item November Parish Council meeting**

10.3.3 **Update on quotations for general ground maintenance**

2 quotations have been sourced and received. **Agenda item November Parish Council meeting**

10.4 Hedging cutting

10.4.1 **Station Road**

KHS has advised that the hedge must be cut back behind all street furniture and the telegraph poles. This will clear the grass verge and provide better sight lines at the entrance to the Recreation Ground car park as well as the proposed new pedestrian access.

Mr Dennison has also been written to advising that his hedge must be cut back to the same specification..

10.4.2 **Cross-roads**

Mr Gerald Brooks has quoted £80 to cut the hedge at the crossroads. The Clerk has requested that he carry out this work as a matter of urgency and he has agreed.

Hedge in Knockholt Road almost opposite the Post Office.

The Clerk will ask KHS to cut this and invoice the owner who has not responded to Council's letter

10.5 Pedestrian entrance

KHS has stated that a vision splay of 72 metres must be achieved. A draft plan for the installation of a new pedestrian access is being prepared by KHS engineers: the implementation costs could be between £2,500 - £5,000. Any access will encroach approximately 1 metre onto the recreation ground . KHS advises that a consultation should be made with parishioners before actioning any work. Contractors approached must be approved by KHS and one of the contractors must be Ringway which carries out all KHS works.

It was suggested that Sergeant O'Toole might speak with someone in the Police Estates Department and get the damaged fence between the house and recreation ground repaired.

The Chairman proposed that Cllr. Baldwin speak to Mr Dennison to ascertain whether he would consider selling Council a piece of his field in order to improve the sight lines at the entrance to the Pavilion.

It was **Resolved** that Cllr Baldwin speak with Mr Dennison concerning this suggestion.

It was **Resolved** that the Clerk should write to Miss Mary Blake apprising her of the current situation.

It was agreed that the relocation of the play ground to the front of the Recreation Ground would be desirable.

10.6 Amenity Grass cutting

10.6.1 Update on quotations

Agenda item November Parish Council meeting

10.7 A request has been made to KHS to cut back the hawthorn bush in the grass verge at Southdene.

11 INFORMATION

11.1 SLCC Regional Conference for the South East.

11.2 The Clerk will ascertain the times that the skip company is permitted to commence and end work each day

11.3.1 The date for the Amenities & Highways Committee meeting was agreed for Monday 25 October, 18.30 Pavilion

11.3.2 The date for the Finance Committee meeting was agreed for Thursday 11 November, 18.00 Pavilion

12 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL:

Monday 8 November 2010 in the Pavilion

The meeting closed at 21.46