

HALSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 12 OCTOBER 2009 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD

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

IN ATTENDANCE: Clerk, 8 parishioners

The meeting convened at 19.45 with Parishioners' Questions.
The formal business commenced at 20.18

1 APOLOGIES were received from Cllr. Blundell who was unwell, District Cllr. John Grint and District Cllr Gary Williamson. Councillors signed the Attendance Register

SO23d Chairman proposed that the order of business be altered, item 9.3.2 to be dealt with after item 3. **Resolved.**

2 DECLARATIONS OF INTEREST ON AGENDA ITEMS

Cllr. Halliday declared a Personal Interest in item 9.2 Planning application for Halstead Place School she lives near the site.
Cllr. Baldwin declared a Personal & Prejudicial Interest in item 9.3.2 Appeal Decision 11 Parkside, he lives in close proximity of the development site and a Personal Interest in item 8 Fort Halstead, he was once employed on the site.
Cllr. Bent declared a Personal & Prejudicial Interest in item 9.3.1 Emiton, he lives in close proximity of this property.

3 RESOLVED: The Minutes of the Parish Council Meeting of Council held on Monday 14 September 2009 were Approved and Signed as a True Record

20.22 Cllr. Baldwin left the meeting

9.3.2 **APPEAL DECISION**

GRANTED

SE/08/03275/FUL//APP/G2245/A/09/2101681 11 PARKSIDE, HALSTEAD

Erection of two terraced houses on the end of an existing terraced house

District Cllr. Williamson had informed the Clerk that Mr Richard Morris, was preparing a briefing note outlining the actions taken by the Planning Officer and the development control section.

It was noted that Mrs Baldwin, during parishioners' questions, had expressed her concern that documents had not been sent to the Appeal Inspectorate.

It was **Resolved** that the Clerk would write to Mr Robin Hales Chief Executive SDC, copied to Mr Richard Morris Development Control Manager requesting that the matter be investigated.

It was **Resolved** that the Clerk would contact Mr Anthony Croucher, West Kent Housing Association Project Manager, to ascertain if documents had been provided by him in relation to this Planning Appeal.

It was **Resolved** that Council will request that no action be taken on the development until such time as all actions have been quantified.

22.42 Cllr. Baldwin returned to the meeting

4 FINANCE

4.1 **RESOLVED: That the Accounts as itemised be paid**

Proposed by **Cllr. Grosvenor, seconded by Cllr. Brooker**, carried unanimously

Payments include VAT where relevant.

CQ882	Kent Police, 25% PCSO Salary		
	April - June 2009	£1700.00	
	July - September 2009	<u>£1700.00</u>	£3400.00
CQ883	SDC Freighter Service 12 September 2009		£ 207.00
CQ884	Kenward Trust , S137 payment		£ 100.00
CQ885	Royal British Legion		£ 50.00
CQ886	SDC Non-domestic Rates 50% Parish Room	£ 112.00	
CQ886	SDC Non-domestic Rates Pavilion	<u>£ 183.00</u>	£ 295.00
CQ887	Knockholt Parish Council - FHWG Clerk's services		£ 34.83
CQ888	SDC Dog Waste Disposal		£ 77.74
CQ890	Terry Halliday Jnr, Amenity mowing 5 cuts	£ 825.00	
CQ890	Terry Halliday Jnr, ground work P.Room	<u>£ 70.00</u>	£ 895.00
CQ891	Petty Cash		£ 25.00

CQ892	SDC Refuse collection 7/9/09-5/10/09		£ 37.21
CQ893	<u>Clerks expenses incurred while carrying out her duties:</u>		
	Internet, monthly allowance	£ 16.66	
	Postage	£ 18.72	
	Keys for Pavilion	£ 30.00	
	Cleaning materials Pavilion	£ 6.92	
	Mileage: 4 x Bank @ 11;		
	1 x locksmith @ 11= 55	<u>£ 22.00</u>	£ 94.30
DD	EDF Pavilion	£ 29.00	
DD	EDF Parish Room	<u>£ 19.00</u>	£ 48.00

Salary payments:

CQ895	Mrs King Scott, Clerk + 3 hrs 0/T site meetings		
CQ896	Mrs Bashford, cleaner		
CQ894	Miss Turner, cleaner		
	TOTAL PAYMENTS as at 12 October 2009		£6332.93

The cheques were signed at the close of business by **Cllrs. David Taylor and Christine Halliday.**

4.2 **Receipts:**

V952	Keeper, Parish Room/Pavilion (Inv 4,5,10,11)	£ 180.00
V953	McGurran, Parish Room (Inv 48)	£ 16.50
V954	McGurran Parish Room (Inv 52)	£ 8.25
V954	Sevenoaks Junior Football Club 50% Licence (Inv 51L)	£ 300.00
BACS	SDC Precept, 50%	£19874.00
V955	Knockholt PC - FHWG Clerk's service/St Margaret's	£ 40.99
V955	Knockholt Parish Council - 1/3 Freighter	£ 60.00
V956	Shoreham PC - FHWG Clerk's service/St Margaret's	£ 40.99
Contra	Repayment KALC Finance Training Day	£ 138.00
SO	The Kent Pub/Rose & Crown - sponsorship flower beds	£ <u>25.00</u>
	TOTAL RECEIPTS as at 12 October 2009	£20683.73

4.3 Quarterly Accounts: July - September 2009 - noted

Cllr. Brooker enquired as to why £540.89 expenditure had been incurred under the Pavilion heading during the last quarter. The Clerk advised that she did not have the figures with her but would provide councillors with a breakdown for this sum. She reminded Council that Utility bills are paid each quarter, plus items such as cleaning materials and refuse collection.

4.4 **Completion of new Bank Mandate Forms**

It was **Resolved** that new bank mandate forms should be signed, proposed by Cllr. Baldwin, seconded by Cllr. Halliday carried unanimously.

5 **DISTRICT COUNCILLORS' REPORTS**

There was no report.

6 **CLERK'S REPORT**

6.1 Crime report

9 incidents: 1 x attempted burglary from a dwelling in London Road; 6 x attempted burglaries in Stonehouse Road; 2 x making off without payment from Toby Carvery, London Road.

6.2 Senior Football Club

The licence requires signature. The seniors are sweeping the changing rooms after use but will not be able to do this once the ground is muddy. The cleaner does not clean between Saturday and Sunday usage. Boot cleaner require. **Item 10.6**

Junior Football Club

The managers are very pleased with pavilion and pitch but have complained about the amount of dog faeces on the pitch. PSCO Baker has been asked to issue fines and to visit the Recreation Ground more frequently.

Cllr. Brooker stated that two teams had played a match the previous day from 9.30am until 1.30pm. This is unacceptable: agreement was only for one game. The Clerk will contact Paul Lansdale, Chairman Sevenoaks Town Junior Football Club.

6.3 Parish Room

Work has started on the building.

Mr Sully will provide a report at the end of each week concerning any extra work:

1. Porch: the weather boarding behind the dustbin on the front wall is rotten and requires replacing up to approx 3'.
2. Right hand elevation: the bottom two planks are rotten from front to back, these require replacement.
3. Porch left hand corner by down pipe: the weather boarding at bottom is rotten and requires cutting out and replacing.

It was **Resolved** that this extra work should be carried out.

It was **Resolved** that Mr Sully should be paid in four installments by invoice at the end of each month.

The Clerk thanked Cllr. Brooker who had replaced the light tube in the Parish Room.

6.4 The mobile library service is to continue visiting Halstead but with some alterations. There will be only one operative rather than two and a computerised system will be installed. These changes will commence in April 2010.

- 6.5 Fort Halstead.
The item (SDC Cabinet) referred to at the September Parish Council meeting by District Cllr. Williamson has been circulated.
- 6.6 KALC Finance Day - this was cancelled due to lack of support. The format of KALC training is to be reviewed.
- 6.7 Parking at Knockholt Station.
District Cllr. Williamson has requested that Council write a letter of support to Mr Gary Connor, Parking and Amenities Manager SDC who is pursuing the reinstatement of the car parking on the waste transfer station site in Knockholt Station.
- 6.8 Kent Design Guide Review
This was passed to Cllr. Bent, Chairman of the Planning Committee.
- 6.9 Show House preview, Halstead Place
Cllrs. Baldwin, Bent, Brooker, Grosvenor and Halliday shall attend the presentation on Friday, 16 October, 4pm - 5.30pm
- 6.10 Remembrance Sunday Service and wreath laying
This will be on Sunday 8 November at 10.30am in St Margaret's Church. Council Chairman, Cllr. Taylor shall lay the wreath.
- 6.11 Notice board in Turnpike Drive/Stonehouse Road
The glass requires replacement and the inside of the unit cleansing. It was **Resolved** the Clerk would deal with this matter.

7 ALLOTMENTS

Acceptance of land at Beldam Haw.

It was **Resolved** that Council would accept the freehold land at Beldam Haw as offered by Sevenoaks District Council.
It was **Resolved** that Council would accept the conditions as offered by Sevenoaks District Council.
Proposed for acceptance by Cllr. Bent, seconded by Cllr. Grosvenor and carried unanimously.

SO70.1 21.22 The Chairman adjourned the meeting for parishioners to ask questions.

21/25 The Chairman reconvened the meeting.

In response to parishioners' concerns about the cost of providing allotments, the Chairman advised that the matter will be fully researched and discussed before expenditure is made.

8 FORT HALSTEAD

8.1 Report of Working Group meeting held on 8 October 2009

Mr Kehoe's presentation document had been circulated to all councillors.

Cllr Bent outlined the presentation which provided guidance on utilising section 106 agreements.

The public consultation for the Core Strategy is expected to be early in 2010. Council will respond to the consultation.

It is believed that the developer is awaiting the publication of the Core Strategy before submitting a planning application.

8.2 Tree Preservation Orders

It was **Resolved** that the Clerk would contact Mrs Joanna Overton-Fox, Village Tree Warden, and ask her to provide recommendations to Council for trees visible on the site.

It was **Resolved** that after receiving and discussing these recommendations Council would contact Mr Les Jones, Arboriculturist at SDC to discuss the matter further.

8.3 Information concerning DSTL- **noted**

9 PLANNING COMMITTEE

9.1 **The Minutes of the Planning Committee meeting held on Monday 21 September 2009 were Approved and Signed as a True Record**

9.1.1 **The Minutes of the Planning Committee meeting held on Monday 28 September 2009 were Approved and Signed as a True Record**

9.2. APPLICATIONS RECEIVED

SE/09/02050/CAC FORMER HALSTEAD PLACE SCHOOL, CHURCH ROAD, HALSTEAD

Erection of new entrance gates and railings, reinstatement of collapsed flint wall on Church Road.

To be discussed on Thursday 15 October 2009 at 18.30 in the Parish Room, Church Road.

SE/09/02173/FUL BUMBLE BEE COTTAGE, 3 BELDAM HAW, HALSTEAD

Erection of two storey side extension with dormer window and roof light to roof.

To be discussed on Thursday 15 October 2009 at 18.30 in the Parish Room, Church Road.

9.3.1 APPLICATION DECISIONS

GRANTED

SE/09/01384/FUL BAYWOOD, KNOCKHOLT ROAD, HALSTEAD- **noted**

Erection of two dormer windows to front of dwelling

SE/09/01581/FUL 7 STATION ROAD, HALSTEAD - **noted**

Extension of roof to rear of dwelling, replacement of existing side dormer and new dormer on opposing side of roof pitch.

REFUSED

SE/09/01903/FUL EMITON, KNOCKHOLT ROAD, HALSTEAD - **noted**

Erection of detached three bedroom chalet house and garage to rear of Emiton

- 9.4 SDC Report on the Green Belt - **noted**
9.5 Letter from Mr Richard Evans, Little Town Field
It was **Resolved** that the Clerk would write to Mr Evans advising him that Council cannot enter into any discussions with him and will not make any comments until such time as a planning application is received.

10 AMENITIES & HIGHWAYS COMMITTEE

- 10.1 Meeting with Kent Highway Services officers 30 September 2009
The report was **noted**.
The Clerk has contacted Mrs Sue Ireland, Parish Liaison Officer, requesting answers to questions raised at the meeting.
- 10.2 Traffic calming
Cost of traffic calming especially SIDs requires further investigation. This will be discussed by the Finance Committee.
- 10.3 Parking in London Road/Sevenoaks Road
a. Letter from Mr Thomson, London Road concerning above - **noted**
b. Concern was expressed that parking is once again taking place at the corners of Wheatsheaf Hill. The Clerk will contact PCSO Barker. Tickets have been issued in the vicinity of the Station entrance.
- 10.4 Car park lighting and driveway repairs - agenda item November Parish Council Meeting
- 10.5 Showers, heads and drains
A further quotation is being sourced. The Clerk has been advised that as the shower system is Aqualisa all replacement parts should be Aqualisa.
- 10.6 Boot brushes, Pavilion
Price quoted £179.95 for 3' book rack and brushes from Bob Woolmer Sales in Tonbridge. The Clerk would collect saving £38 carriage. This price is held from 2008.
The current frame is obsolete and the Clerk will source a quotation to remove this from the concrete and install a new frame and brushes.
- 10.7 Roof tiles - Pavilion
It was **Resolved** that the Clerk should source and purchase 50 of these.

11 INFORMATION

- 11.1 Action with Communities in Rural Kent is holding a pop-in Parish Plan meeting in Shoreham on 14 October 2009.
It was agreed to ask Carl Adams, Rural Officer ACRK to the November Parish Council meeting to give a short presentation on Parish Plans. The meeting will start at 19.30.
- 11.2 The Sevenoaks District Community Safety Unit is now located in the District Council offices. The Safety Unit will deal with fly tipping, anti-social behaviour, graffiti, licensing, environmental and noise nuisance. Kent Police staff based in the Council Offices include a crime reduction officer, safer schools officer, school PCSO, PCSO Supervisor and Neighbourhood Watch Liaison Officer. Every householder will receive an information leaflet and information postcards are in Halstead Post Office.

12 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL

Monday 9 November 2009 at 19.30. Please note this is 15 minutes earlier than usual.

The meeting closed at 22.25