

HALSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 12 DECEMBER 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. Chris Ford
Cllr. Karen Grosvenor

IN ATTENDANCE: Clerk, 4 parishioners

The meeting convened at 19.47

1 APOLOGIES.

Apologies were received and accepted from Cllr. David Taylor who was unwell and Cllr. Barrie Blundell who had a previous commitment. District Cllr. Grint and County Cllr. Parry also sent their apologies.

2 DECLARATIONS OF INTEREST ON AGENDA ITEMS - Nil

3 RESOLVED: The Minutes of the Parish Council Meeting held on Monday 14 November 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. Baldwin** and carried unanimously

Payments include VAT where relevant.

CQ226	BT		£ 115.25
CQ227	British Gas - Parish Room	£118.52	
	British Gas - Pavilion	<u>£114.97</u>	£ 233.49
CQ228	7Oaks Electrical Ltd - 2 x call out Pavilion		£ 100.00
CQ229	Silver Pines Newsletter		£ 42.50
CQ230	Sencio Leisure, Recreation Ground treatment		£ 654.00
CQ231	SDC Installation of boot scraper		£ 144.00
CQ232	Badgers Mount Residents' Association S137 payment		£ 450.00
CQ233	Society of Local Council Clerks, subscription		£ 140.00
CQ234	Thames Water, Parish Room	£ 29.25	
	Thames Water Pavilion	<u>£131.80</u>	£ 161.05
CQ240	<u>Clerk's expenses incurred while carrying out her duties:</u>		
	Internet, monthly allowance	£ 16.66	
	Postage	£ 33.12	
	Stationery	£ 8.68	
	Postage Newsletters	£ 22.68	
	Mileage:2 x Bank@ 11; 1 x Printer@ 14 = 36£	14.40	
	Office allowance Oct-Dec	<u>£ 40.00</u>	£ 135.54
CQ236	<u>Repayment against Chairman's allowance:</u>		
	Christmas Cards	£ 6.98	
	Wine & Mince pies	<u>£ 34.19</u>	£ 41.17
CQ239	Revenue & Customs October-December		£ 628.52
DD	EDF Pavilion	£ 36.00	
DD	EDF Parish Room	<u>£ 17.00</u>	<u>£ 53.00</u>
	TOTAL PAYMENTS as at 12 December 2011		£2898.52

Salary payments were made to:

Mrs Gillian King Scott, Clerk CQ238; Miss Ruth Turner, Cleaner CQ237.

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

4.2 Receipts:

BACS	Cock Inn, sponsorship flower beds		£ 25.00
V1066	Knockholt Horticultural Soc, Parish Room (Inv 55)		£ 21.25
V1066	Shipbourne PC, Planning Seminar (Inv 51)		£ 41.67
V1066	SDC rebate Business Rates, Pavilion		£ 86.06
V1067	Ms Clarkson, Parish Room (Inv 54)		<u>£ 34.00</u>
	TOTAL RECEIPTS as at 12 December 2011		£ 207.98

4.3 **RESOLVED: The Minutes of the Finance Committee Meeting held on Monday 5 December 2011 were Approved and Signed as a True Record.**

4.3.2 **Acceptance of Quotations**

a. Gang Mowing Recreation Ground

Two quotations had been received:

Landscape Services £1230.27 for 21 cuts plus £28.81 per extra football pitch cut;

JFDI Groundcare Services £2520 for 21 cuts plus £50 per extra football pitch cut

Cllr. Brooker proposed that the quotation from Landscape Services should be accepted, carried unanimously.

RESOLVED: That the quotation for Landscape Services in the sum of £1230.27 for 21 cuts plus £28.81 for extra football pitch cuts as required should be accepted.

b. Amenity mowing and strimming

Two quotations had been received:

Peter Jones £100 per grass cut, £40 per grass strimming totalling £1400

Mr Terry Halliday Jnr £115 per grass cut, £65 per grass strimming totalling £1800

After considerable discussion Cllr. Baldwin proposed, seconded by Cllr. Ford that Mr Jones' quotation be accepted.

Cllr. Brooker proposed, seconded by Cllr. Bent that Mr Halliday's quotation be accepted.

A vote was taken: 3 votes for Cllr. Baldwin's proposal; 2 votes for Cllr. Brooker's proposal. Cllr. Baldwin's proposal was carried.

RESOLVED: That the quotation from Mr Jones in the sum of £100 per grass cut; £40 per grass strim should be accepted.

c. Change of Cleaner's payment and employment structure from hourly rate to set monthly payment.

This motion was proposed by Cllr. Brooker and carried unanimously. Agenda item January meeting

RESOLVED: That the payment and employment structure of the Cleaner should be amended to monthly paid.

Council thanked Miss Turner for her excellent work and dedication over the number of years of her employment.

4.3.3 **BUDGET 2012/13**

To Agree and Accept increase in Licence Fees

The Chairman outlined the proposed increases and reasons behind the need to increase the Licence Fees for the Cricket, Football and Netball Club. Council is endeavouring to keep the Precept as low as possible with increased overheads.

Cllr. Baldwin proposed that the Cricket Club licence be increase by £40 to £1015, seconded by Cllr. Ford, carried unanimously.

Cllr. Baldwin proposed that the Football Club licence be increase by £30 to £510, seconded by Cllr. Ford, carried unanimously.

Cllr. Baldwin proposed that the Netball Club licence be increase by £10 to £205, seconded by Cllr. Ford, carried unanimously

RESOLVED: That the Cricket Club licence should be increased to £1015; The Football Club licence should be increased to £510 and the Netball Club licence should be increased to £205.

4.3.4 Agreement and Acceptance of the Precept Figure for 2012/13

After discussion on the budget figures Cllr. Brooker proposed that the Precept Figure for 2012/2013 be accepted as £41523, carried unanimously.

RESOLVED: That the Precept for Finance Year 1 April 2012 - 31 March 2013 should be £41523.

5 **DISTRICT COUNCILLORS REPORT - Nil**

6 **CLERK'S REPORT**

6.1 Police incident report - 3 incidents

1 x theft from motor vehicle London Road; 1 x burglary Stonehouse Lane; 1 x theft of convenience Broke Hill Gold Club.

6.2 Resignation of Cleaner.

As noted under 4.3.3 Miss Turner has tendered her resignation and will be leaving on 31 January 2012. Notices will posted prior to Christmas advertising the vacancy.

6.3 Grass verge

Highways will get the verge reinstated outside 20 Southdene and are still pursuing the owner of the hedge in Knockholt Road regarding its maintenance.

6.4 Dropped kerb at Station Court.

Work was carried out with Kent Highways' consent and approved in April/May 2011. SDC planning enforcement agree that the work and entrance was approved.

7 **PLANNING COMMITTEE**

7.1 PLANNING APPLICATIONS

Received:

11/02790/FUL UNIT 1, HURSTWOOD FARM, LONDON ROAD

Use of building no. 1 for B1 purposes (retrospective) - **No comment**

11/02781/CONVAR BROOKLANDS, CHURCH ROAD, TN14 7HF

Variation of condition 6 (approved plans) of SE/11/01514/FUL. Demolition of existing dwelling and erection of a new dwelling of equal area – to lower the dwelling and reduce volume and visual bulk and replace the approved flat roof area on each wing of the dwelling with standard roof ridges. - **No comment**

SE/11/02558/FUL SOMERFIELD, OTFORD LANE, TN14 7EF

Installation of a ground mounted 3.99kw photovoltaic (PV) array on land owned by the applicant, supplying electricity to the house and grid. - **No comment**

Cllr. Baldwin expressed his concern that the Planning Meeting had been cancelled due to it not being quorate. It was felt this would not occur again.

7.2 APPLICATION DECISIONS

Granted:

11/02317/FUL THE DORMY, STONEHOUSE ROAD, TN14 7HN

Removal of existing roof accommodation: the erection of a new first floor over existing ground floor and new tiled roof -

Noted

Appeals:

APP/GSS45/D/11/2163934 11/01039/FUL 15 LONDON ROAD, TN14 7DS

Construction of a raised patio area including shallow swimming pool and detached conservatory to rear. - **Noted**

APP/G2245/D/11/2164297 11/02030/FUL SEPHAM BARN, OTFORD LANE, TN14 7EG

Construction of subterranean garaging and associated landscaping - **Noted**

APP/G2245/D/11/2164266 SE/11/01412/FUL 2 THE BARN, HALSTEAD PLACE, TN14 7BJ

Erection of garden shed in rear garden (retrospective) - **Noted**

APP/G2245/D/11/2163900 SE/11/01433/FUL 1 THE BARN, HALSTEAD PLACE, TN14 7BJ

Erection of garden shed in rear garden (retrospective) - **Noted**

APP/G2245/X/11/2164774 SE/11/02292/LDCPR CHELSFIELD AMUNITION DEPOT, SHACKLANDS ROAD, SHOREHAM TN14 7BD

Storage and distribution within class B8 - **Noted**

Copies of Council planning responses to the above applications had been sent to the Appeal Inspector.

7.3 Letter from The Downs Planning Partnership

The letter asked for Council's support for a car park in Sevenoaks Road if a planning application was submitted to the London Borough of Bromley by the owner of the skip company.

20.45 SO1d The Chairman adjourned the meeting for parishioners to speak

20.27 The Chairman reconvened the meeting

Council discussed this matter in depth. It was agreed that Council could not consider pledging support without full information. It was Resolved that the Clerk would write to Mr Downs

8 RESOLVED: The Minutes of the Amenities & Highways Committee meeting held on Monday 5 December 2011 were Approved and Signed as a True Record

8.1 Installation of Waitrose Bench

Two quotations had been received:

JFDI Groundcare £130; Sevenoaks District Council £310.

Cllr. Baldwin proposed that the quotation from JFDI be accepted, seconded by Cllr. Brooker and carried unanimously.

RESOLVED: That the quotation to install the bench from JFDI Groundcare in the sum of £130 should be accepted.

8.2 Pollarding of Lime Trees, Church Road

There quotations had been received:

AJM Trees £475; Acacia Trees £445; Arboconcepts £230.

Cllr. Baldwin proposed that the quotation from Arboconcepts be accepted, seconded by Cllr Grosvenor and carried unanimously.

RESOLVED: That the quotation to pollard the limes from Arborconcepts in the sum of £230 should be accepted.

- 8.3 Policy for acceptance of Memorial Benches
After discuss the policy was agreed as proposed by Cllr. Baldwin, seconded by Cllr. Ford and carried unanimously.
A memorial or donated bench will not be accepted without the benefactor agreeing to maintain the bench.
The position/location of the bench is to be agreed with the Parish Council.
If the bench is not maintained, it will be disposed of after a set number of years as agreed with the Parish Council at the time of installation.
Installation and costs to be undertaken by the benefactor. Installation can be arranged by the Parish Council against an agreed quoted price.
RESOLVED: That the above policy should be used as from 12 December 2011 in relation to the acceptance of memorial/donated benches.

8.4 Highways Matters

a. SID

County Councillor Parry has signed the necessary forms for a SID. This has now to be approved by the Cabinet Member for Highways. C.Cllr. Parry has indicated he might be interested in supporting the second SID either part or in full. It was Resolved that the Clerk would speak with him.

b. Parking

There is much concern about the parking Otford Lane, Church Road, Knockholt Road and Station Road.

Much of this is school traffic and users of Cabbages and Kings.

21.18 SO1d The Chairman adjourned the meeting for parishioners to speak.

21.22 The Chairman reconvened the meeting.

PCSO Barker is to be asked to attend the school and issue warning notices. These to also be posted on cars that are being parked irresponsibly.

The Clerk will speak with the school secretary to ascertain school drop-off and pick-up times and procedure.

9 **JOINT POLICE COMMUNITY SUPPORT OFFICE MEETING**

Cllr. Ford stated that parking had been one of the main topics at the PCSO Meeting; plus the changes to the shift pattern. There are several matters which need discussing and he proposed that the 'PCSO' be an item on the next agenda. One of the most worrying problems is the lack of vehicles at Edenbridge Police Station and how this impacts on PCSO Barker and the parish. ***Agenda item January meeting.***

10 **QUEEN ELIZABETH II DIAMOND JUBILEE CELEBRATION**

Beacon

This needs to be registered by the Parish Council with the QEII committee mentioned as well, plus some information about events that will be taking place. The Committee only received £1500 grant from SDC which it is half the application.

The committee would like Council to fund the cost of the beacon which is £299 plus carriage.

The beacon does not have to be ordered until next year. It is gas fuelled and reusable.

The committee hope to light the beacon on Southdene. ***Agenda item January meeting***

11 **COMMUNITY LED PLAN**

247 completed questionnaire were received. Quality of the responses was extremely good. All data has now been uploaded and collated. The next meeting of the Steering Group is on 14 December.

12 **INFORMATION - Nil**

13 **DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**

Monday 9 January 2012 in the Pavilion, Station Road.

The meeting closed at 21.40