

HALSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 12 SEPTEMBER 2011 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD

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

IN ATTENDANCE: Clerk, District Cllr. John Grint, 4 parishioners, Reporter from the Sevenoaks Chronicle
The meeting convened at 19.47

1 **APOLOGIES.**

Apoloies were received from Cllr. Terry Brooker who had a family commitment. Members signed the attendance register.

2 **DECLARATIONS OF INTEREST ON AGENDA ITEMS**

Nil

3 **RESOLVED: The Minutes of the Parish Council Meeting held on Monday 8 August 2011 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.

CQ183	BT telephone account		£ 103.58
CQ185	British Gas - Parish Room	£ 122.74	
CQ185	British Gas - Pavilion	<u>£ 189.46</u>	£ 312.20
CQ186	Audit Commission, audit fee		£ 480.00
CQ187	Mr Nunn - plumber emergency call-out		£ 85.00
CQ188	Arco - cleaning materials & sundries Pavilion		£ 134.76
CQ189	Playsafety Ltd RoSPA inspection		£ 82.80
CQ190	Viridor refuse collection Pavilion 5 pick-ups		£ 41.95
CQ191	Hudson Garden Services: removal bootscaper Recreation Gd		£ 50.00
CQ192	KALC Finance Conference		£ 72.00
CQ193	Sencio Community Leisure 1-31 August		£ 204.00
CQ194	SDC Installation of refuse bins		£ 138.00
CQ195	<u>Clerk's expenses incurred while carrying out her duties:</u>		
	Internet, monthly allowance	£ 16.66	
	Postage	£ 16.56	
	Software domain name 1&1	£ 35.93	
	Stationery	£ 11.42	
	Light bulbs, car park entrance light	£ 19.08	
	Quarterly Office Allowance July-September	£ 40.00	
	Mileage: 1 x Orpington ARCO @ 12;		
	3 x Bank @ 11 = 45 miles	<u>£ 18.00</u>	£ 157.65
DD	EDF Pavilion	£ 36.00	
DD	EDF Parish Room	<u>£ 17.00</u>	£ 53.00
CQ198	Revenue & Customs 2 nd quarter		£ 672.49
CQ199	Royal British Legion - Wreath, 137 payment		£ <u>50.00</u>
	TOTAL PAYMENTS as at 12 September 2011		£2637.23

Salary payments were made to:

Mrs Gillian King Scott, Clerk CQ197; Miss Ruth Turner, Cleaner CQ196.

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

4.2 **Receipts - Noted**

BACS	Cock Inn, sponsorship flower beds		£ 25.00
V1054	Halstead Concert Band, Pavilion (Inv 36)		£ 182.00
V1055	Mrs Wilcox, Parish Room (Inv 35)		£ 26.00
V1056	Ms James, Pavilion (Inv 37)		£ <u>32.50</u>
V1057	Sevenoaks Junior Football Club, 50% licence fee		£ 312.50
	TOTAL RECEIPTS as at 12 September 2011		£ 578.00

4.3 **External Audit**

This had been fully approved with no recommendations.

4.4 **Insurance and security at the Pavilion - Sports Clubs.**

Council's insurer, Zurich Municipal confirms that the sports equipment stored on the premises is not covered by Council's insurance. Personal articles left in the changing room and building are also not covered.

Keys to lock the changing rooms and referee's room have been proved to the Cricket Club and both Football Clubs. If personal articles are left in locked changing rooms, the Clubs' insurer should cover any loss.

Notices are displayed stating that items left are at owner's risk and there is a sign in the car park advising users that they park at their own risk.

5 **DISTRICT COUNCILLORS REPORT**

District Cllr. Grint has two items to mention which will be covered under agenda headings.

6 **TRAVELLERS SITE STATION COURT, SEVENOAKS ROAD**

Council discussed the letter received from SDC and it was **Resolved** to write again and remind Ms Salter of the Appeal Inspector's report and decision.

The Chairman remarked that he had heard that a person from SDC Development Control had contacted the current occupiers of Station Court on the expiration of the three years temporary consent and asked if a planning application was to be submitted. Cllr. Baldwin remarked that he had also heard this.

It was **Resolved** that the Clerk would write and ask Ms Salter about this matter.

20.14 SO1d The Chairman adjourned the meeting for District Cllr. Grint to speak.

District Cllrs. Grint and Williamson had requested that the planning application be dealt with by the Development Control Committee and been successful. The Meeting will be on 22 September at 19.00 in the Council Chamber. Cllr. Grint will attend and speak.

Cllr. Taylor will attend and speak on Council's behalf as Cllr. Brooker, Planning Committee Chairman, will be away.

20.20 The Chairman reconvened the meeting

6.1 **RESOLUTION FROM CLLR. JEFFREY BALDWIN**

Gypsy Sites in Sevenoaks District

This Council should approach Sevenoaks District Council and make a Freedom of Information request to ascertain the following:

1. How many Gypsy/Traveller sites there are in Sevenoaks District;
2. How many Gypsies/Travellers are accommodated on these sites;
3. The cost of providing these sites;
4. The running cost of these sites

The motion was put by Cllr Baldwin, seconded by Cllr. Blundell.

Cllr. Taylor proposed a slight amendment to the motion whereby the information requested should be provided year on year commencing with 2000. The motion with this inclusion was carried unanimously.

RESOLVED: Council shall make a Freedom of Information request to Sevenoaks District Council for information as included in the motion put by Cllr. Baldwin on a year on year basis from 2000 to 1 September 2011.

7 **CLERK'S REPORT**

7.1 Police Incident Report - August: 8 incidents

2 thefts from Broke Hill Golf Club; 1 x vehicle interference (Knockholt Station); 5 criminal damage (Medway, Beldam Haw, Church Road, Armstrong Close, Otford Lane - unrelated incidents).

7.2 Freighter Service

Handbills have been delivered to the Fort roads by Cllrs. Baldwin and Grosvenor; posters are displayed thorough the parish.

7.3 Newsletter

Will be printed middle of September for distribution immediately. Suggestions for content to the Clerk as soon as possible.

7.4.1 St Margaret's Church- Employment of youth worker

The Rector believes it is unlikely that this matter will be progressed but it is still being looked into.

7.4.2 Request for funding - replacement boiler

Letter will be passed to the Finance Committee. *Agenda item next Finance Committee meeting*

7.5 Review of Polling Districts, Places and Stations

It was noted that the relevant Polling District will not be altered and Halstead Pavilion will remain as a Polling Station.

7.6.1 North West Kent Countryside Partnership

Offering 25 free tree whips to organisations. *Article in newsletter*

7.6.2 Woodland Trust

Would like to work in partnership with Councils, organisations and land-owners planning new woodlands. *Agenda item Amenities & Highways Committee*

7.7 Pavilion

There have been problems with the alarm system remedied by Swift Alarms.

There have been electrical problems with lighting in the car park remedied by 7Oaks Electrical Ltd.

- 7.8 Play Area
Repair work on play items will be undertaken on Wednesday 14 September by Wicksteed Leisure.
One quotation received to date on painting and repair of Multi-Play.
- 7.9 Fort Halstead Working Group
Knockholt PC are very keen to hold a meeting. *Agenda item Planning Committee/October Parish Council meeting*
- 7.10 Remembrance Service
Wreath is on order; service is on Sunday 13 November. In the Chairman's absence, Vice Chairman Cllr. Brooker is to be asked to lay the wreath.
- 7.11 SDC Community Grants Scheme
This is available to voluntary organisations that provide help and service to residents of the district plus those working with young people and play schemes. *Article newsletter*.

8 **PLANNING COMMITTEE**

- 8.1 **RESOLVED: The Minutes of the Planning Committee Meeting held on Wednesday 3 August 2011 were Approved and Signed as a True Record**
RESOLVED: The Minutes of the Planning Committee Meeting held on Wednesday 22 August 2011 were Approved and Signed as a True Record

8.2 PLANNING APPLICATIONS

11/01841/LBCALT 44 STATION ROAD, TN14 7DJ

Replacement of cladding to front of property - **Supported**

11/02030/FUL SEPHAM BARN, OTFORD LANE, TN14 7EG

Creation of Subterranean garaging with associated landscaping - **Objection**

11/02146/FUL CURRY WOOD, OTFORD LANE, TN14 7EE

Erection of an agricultural worker's dwelling to replace an existing mobile home - **Supported**

8.3 Application Decisions

Granted

SE/11/01465/FUL 2 WOOD EDGE, HALSTEAD PLACE TN14 7BJ

Erection of satellite dish - **Noted**

SE/11/01490/FUL 1 THE MANOR, HALSTEAD PLACE TN14 7BJ

Erection of satellite dish (retrospective) - **Noted**

SE/11/01467/FUL 4 THE MANOR, HALSTEAD PLACE TN14 7BJ

Erection of satellite dish - **Noted**

SE/110/01456/FUL HIGHLANDS, KNOCKHOLT ROAD, TN14 7EU

Demolition of existing dwelling and erection of four bed-room two storey detached dwelling with integral garage- **Noted**

Refused

SE/11/01039/FUL 15 LONDON ROAD, TN14 7DS

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

SE/11/01433/FUL 1 THE BARN, HALSTEAD PLACE, CHURCH ROAD TN14 7BJ

Erection of garden shed to side of property - **Noted**

SE/11/01412/FUL 2 THE BARN, HALSTEAD PLACE, CHURCH ROAD TN14 7BJ

Erection of garden shed in rear of property - **Noted**

Cllr. Baldwin expressed dissatisfaction with the decision made by SDC to grant planning consent for the rebuilding of Brooklands, Church Road which was demolished without planning consent. Cllr. Blundell agreed with Cllr. Baldwin. It was noted the property would be the same footprint as the previously demolished bungalow and no larger. Planning conditions had stipulated protection for the trees covered by TPOs.

It was noted that the trees on the Recreation Ground near the Police House would need to be protected when building work commences on the property. The Clerk will look into this.

SE/11/01282/FUL 1 THE STABLES, HALSTEAD PLACE, CHURCH ROAD, TN13 7BJ

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

SO1d The Chairman adjourned the meeting

Cllr. Grint remarked on the decision made by the SDC Development Control Committee relating to the above application.

He understands that subsequent to the meeting, members have expressed their concerns and the policy is being reviewed.
The Chairman reconvened the meeting

8.4 Planning Tutorial

This will take place on Wednesday 2 November 19.00-22.00 in the Pavilion.

It has been supported by Knockholt, Addington and Shipbourne PCs to date. Dunton Green PC also intends to take part. Cllrs. Baldwin, Bent, Brooker, Ford, Grosvenor and the Clerk will attend from Halstead.

8.5 Community Led Plan

Draft questionnaires have been sent to Parish Councillors, SDC and ACRK for comment.

Several Parish Councillors have made comments querying the length of the document and requests for personal information. Cllr. Taylor advised that this is the format as used previously by other Parishes Councils.

The agreed questionnaire will be distributed to every household on Saturday 1 October and collected on Saturday 8 October.

A discussion took place concerning the adaption of the CLP into a Neighbourhood Plan. Cllr. Ford opined that the Plan should be produced in its originally intended format and conversion to a Neighbourhood Plan considered at a later date.

The Chairman stated that he believed the production of the Plan should be delayed and published as a Neighbourhood Plan.

9 **AMENITIES & HIGHWAYS COMMITTEE**

9.1 Ground maintenance

The contractor is now working on a programme of cutting which should satisfy Council requirements. The pitch will be vertidraind as soon as possible and weed spraying undertaken.

9.2 Speed Watch

Date to be arrange for mid-October with PC Nigel Rowe who will train the volunteers.

9.3 Boot-scraper

The cost to purchase is in the region of £220 including brushes; extra set of brushes £65; plus installation cost. Clerk is sourcing alternative quotations.

This was not considered as an insurance claim as there was no witness to the vandalism and the insurance excess was £250.

The Clerk expressed concern that following the claim in 2010/2011 another claim so soon could increase the premium considerably when the long term agreement ends. She will speak with the insurance company.

9.4 Benches - Recreation Ground

Quotations will be sourced for work to be undertaken in spring of 2012. Miss Dicker has offered to pay to have her bench strengthened and repaired. Council will consider introducing a policy of installing benches made of recycled materials when replacing or accepting memorial benches.

9.5 Parking in Clarks Lane/Knockholt Road

PCSO Barker has been putting notices on vehicles. It is also on the agenda for the meeting with Kent Highway officers.

9.6 Parking in Sevenoaks Road and London Road, Knockholt Station

Council discussed the letter received from Ms Kristen Paterson, Community & Planning Services Director. It was noted that the penultimate paragraph on page 1 was not true as amendments were not considered at all and the ultimate paragraph was factually incorrect. Permits for residents were not even discussed. There appears to be some confusion between residents parking and permits to park.

It was **Resolved** that the Clerk should write to Ms Paterson.

9.7 RoSPA report play-area

Agenda Item Amenities & Highways Committee

9.8 Village Clear Up Day

Date agreed: Saturday 15 October, 10am at the Pavilion

10 **MOD CHELSFIELD AMMUNITION SITE**

The Appeal Hearing will be held on 10 January 2012 at 10am in SDC Council Chamber.

Badgers Mount Residents Association has engaged a Planning Consultant..

Council has already registered to speak at the Appeal.

There will be a meeting between Shoreham PC, BMRA and Halstead PC to discuss the Appeal in the near future.

11 **QUEEN ELIZABETH II DIAMOND JUBILEE CELEBRATION**

Council has been asked to spearhead the Monday celebrations. Suggestions have been made by the Committee for content. a

The Clerk has looked into whether Council's insurance would cover any the events and hired equipment . It would only be valid if Council was organising the events. Full information has been passed to the Committee.

I leaflet relating to the celebration will be delivered to every home with the Parish Council newsletter.

It was agreed to revisit this matter again. *Agenda item October Parish Council Meeting.*

12 **INFORMATION**

12.1 Sevenoaks Town Mayor's Worlds's Biggest Coffee Morning Stag Community Centre 30 September 10am-12noon
In aid of MacMillian Cancer Support - **Noted**

12.2 The proposal to extend flying time at Biggin Hill Airport has been refused. - **Noted**

12.3 Cllr. Baldwin will be attending a seminar on proposals for the future of Kent NHS - **Noted**

21.37 Parishioners left the meeting.

42/11-12