

HALSTEAD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF COUNCIL HELD ON MONDAY 10 MAY 2010 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD

PRESENT: Cllr. David Taylor - Chairman
Cllr. Tony Bent
Cllr. Barrie Blundell
Cllr. Terry Brooker
Cllr. Karen Grosvenor
Cllr. Christine Halliday

IN ATTENDANCE: Clerk, District Cllr. John Grint, 2 parishioners.

The meeting convened at 19.47

1 ELECTION OF CHAIRMAN

Cllr. Bent proposed Cllr. Taylor, seconded by Cllr. Blundell. There were no other nominations.

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

1.1 Declaration of Acceptance of Office by Chairman

Cllr. Taylor made his Declaration of Acceptance of Office.

2 ELECTION OF VICE CHAIRMAN

Cllr. Halliday proposed Cllr. Brooker, seconded by Cllr. Bent. There were no other nominations.

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

3 **APOLOGIES** were received and accepted from Cllr. Baldwin who was on holiday. Councillors signed the Attendance Register

4 **DECLARATIONS OF INTEREST ON AGENDA ITEMS** - Nil

5 DATE OF PARISH COUNCIL MEETINGS

The meetings will be held on the following dates:

All dates are Mondays - 14 June, 12 July, 9 August, 13 September, 11 October, 8 November, 13 December 2010, 10 January, 14 February, 14 March, 11 April 2011.

6 COMMITTEE STRUCTURES

i. Amenities & Highways

Cllr. Bent did not wish to be re-elected to the Committee. Cllr. Taylor proposed that Cllr. Blundell be elected to serve on the committee, carried.

RESOLVED: The Committee shall comprise Cllrs. Baldwin, Blundell, Brooker & Grosvenor

a. Confirmation of the Terms of Reference

RESOLVED: The Terms of Reference currently in place were Confirmed

Chairman shall be elected at the first meeting - **noted**

Vice Chairman shall be elected at the first meeting - **noted**

ii Planning

RESOLVED: The Committee shall comprise Cllrs. Bent, Brooker, Grosvenor & Halliday

a. Confirmation of the Terms of Reference

Cllr. Brooker proposed that the quorum be increased to three members from two. Seconded by Cllr. Halliday, carried.

RESOLVED: The Terms of Reference currently in place were Confirmed with an alteration under bullet point 3

Quorum: That the quorum shall be three.

Chairman shall be elected at the first meeting - **noted**

Vice Chairman shall be elected at the first meeting - **noted**

iii Finance

RESOLVED: The Committee shall comprise Chairman of Council, Chairman of the Amenities & Highways Committee, Chairman of the Planning Committee plus Cllr. Barrie Blundell.

a. Chairman shall be elected at the first meeting - **noted**

b. Vice Chairman shall be elected at the first meeting - **noted**

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

7 CONFIRMATION OF REPRESENTATIVES FOR VILLAGE ORGANISATIONS AND OUTSIDE WORKING GROUPS

i. Village Hall Management Committee

RESOLVED: Cllr. Karen Grosvenor shall represent Council

ii Knockholt and Halstead Sick Poor Fund

RESOLVED: Mr Geoffrey Kitchener shall be invited to represent Council

Council thanked Mr Kitchener for his continued work and stated that his experience of the charity was unsurpassed.

iii Fort Halstead Working Group

Cllr. Bent stated that he would like to serve as a representative but might not be able to attend every meeting. The current Memorandum of Understanding does not allow for substitute representatives. Cllr. Taylor will put an amendment to the MoU at the next meeting of the Working Group.

RESOLVED: Cllrs. Tony Bent and David Taylor shall represent Council

Discussion on a substitute: *agenda item June Parish Council meeting.*

8 CONFIRMATION OF STANDING ORDERS

RESOLVED: Standing Orders were Accepted as tabled.

The possible relocation of the Parish Council meetings to the Parish Room, Church Road will be discussed at the June Parish Council meeting: *agenda item June Parish Council meeting*

9 RESOLVED: The Minutes of the Parish Council Meeting held on Monday 12 April 2010 were Approved and Signed as a True Record

10 FINANCE

10.1 RESOLVED: That the Accounts as itemised be paid

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

Payments include VAT where levied

CQ982	Barry Page, Internal Auditor		£ 100.00
CQ983	Terry Halliday, amenity strimming & mowing, 2 nd cut		£ 185.00
CQ984	Coolings Nursery, autumn planting of flower beds		£ 410.00
CQ985	PHS waste disposal - terminating 2.01.2011		£ 301.20
CQ986	Mr Printing, CLP letters		£ 55.93
CQ987	Clerk expenses incurred while carrying out duties:		
	Internet, monthly allowance	£16.60	
	Postage	£14.76	
	Postage, CLP letters	£43.52	
	McAfee Virus Protection	£54.99	
	Mileage: 3 x Sevenoaks Bank @11;		
	1 x SDC @ 11; 2 x Dunbrik @ 8;		
	1 x Shoreham @ 13; 2 x GSG @ 6 = 85	<u>£34.00</u>	£ 163.87
CQ990	Terry Halliday, amenity strimming & mowing, 3rd cut		£ 185.00
	EDF Pavilion	£26.00	
	EDF Parish Room	<u>£22.00</u>	<u>£ 48.00</u>
	Salary payments:		
CQ989	Mrs King Scott		
CQ991	Mrs Bashford cleaner		
CQ988	Miss Turner cleaner		
	TOTAL PAYMENTS AS AT 10 May 2010		£2555.54

The Cheques were signed at the close of business by **Cllrs. Grosvenor and Halliday.**

The Clerk advised that the contract with PHS has been terminated from 1 January 2011: amount for payment is for 8 months.

10.2 Receipts

	Half-year Precept		£20138.00
	V982 Mrs Keeper, Pavilion/Parish Room (Inv 1/4)	£	195.00
	V982 Mrs Crow, Parish Room (Inv 18)	£	12.75
	V983 Halstead Concert Band, Pavilion (Inv 17)	£	182.00
	V983 Kent Border Pony Club, Pavilion (Inv 7)	£	117.00
	V984 Houssein, Pavilion (Inv 13)	£	65.00
	V984 British Legion, Pavilion (Inv 22)	£	13.00
	Credit Rose & Crown, sponsorship (Flower Beds)	£	<u>25.00</u>
	TOTAL RECEIPTS AS AT 10 May 2010		£20747.75

10.3 Acceptance and approval of End of Year Accounts 2009-2010

The Chairman completed the Audit Annual Governance Statement and Form with the agreement of Council. Cllr. Blundell proposed that the Accounts be approved and accepted, seconded by Cllr. Bent and carried unanimously.

RESOLVED: The Accounts and Annual Governance Statement for the Financial Year 1 April 2009 - 31 March 2010 were Approved, Accepted and signed by the Chairman and Clerk

10.4 Letter from Internal Auditor

Mr Page recommended that the newly purchased pillar lighting in the Pavilion car park should be placed on the Assets Registered. **Resolved.**

Mr Page recommended that the present payment of a separate telephone allowance to the Chairman should be reappraised. Cllr. Taylor stated that he had not requested this payment but accepted it as he believed it was normal practice and was taken from the Chairman's Allowance.

It was **Resolved** to withdraw this item from the budget. The budget figure of £120 will be vired against other expenditure.

It was noted, that the Chairman can claim relevant expenses from the Chairman's Allowance.

It was **Resolved** that the Clerk should write to Mr Page thanking him for carrying out the Internal Audit.

10.5 Small Business Rate Relief

The Clerk advised that notification had been received concerning the small business rates for 2010-2011. The percentage of rate relief may be increased for the financial year 2010-2011 as a one off special concession. This will be dependent on the necessary legislation being passed by the incoming Parliament.

10.6 To agree acceptance of the flower beds maintenance charge from Coolings Nursery for 2010, increased to £425 from £410.

It was proposed by Cllr. Halliday that the quotation for £425 per maintenance session should be accepted, seconded by Cllr. Blundell and carried unanimously. It was noted there are two changes of planting throughout the year.

RESOLVED: That the quotation from Coolings Nursery for £425 to maintain the flowers beds be accepted.

It was **Resolved** that the Clerk would write to Coolings Nursery complimenting them on the excellent flower beds.

SO70.1 The Chairman adjourned the meeting for District Cllr. Grint to speak.

11 **DISTRICT COUNCILLORS REPORT**

Halstead Place: District Cllr. Grint will be meeting with a planning officer to discuss the planning applications for the three extra units and the garden shed. This meeting will be on Wednesday 12 May. The Clerk will send Cllr. Grint an extract from the Appeal Inspector's report on the 3rd Planning application for the site which related to the footprint and built area.

Cllr. Grint reported that he will be remaining on the SDC Development Control Committee and the Finance Committee but will also be sitting on the Environment Select Committee.

The Chairman reconvened the meeting.

12 **CLERK'S REPORT**

12.1 Police Incident Report for April: 4 crimes

2 x burglary to dwellings; 1 x theft from motor vehicle; 1 x criminal damage.

There had also been an incident on 7 May when four tyres were slashed on a Vauxhall Monterey car in Parkside.

12.2 Village Clean Up

Council thanked the following volunteers for their support: Edna and Ronald Parker; Joanne Warne and her daughter; Roger Davenport; Joanna and Michael Overton-Fox; Madelaine Sands; Allen Spence. The team also comprised five councillors and the Clerk. It had been a very worthwhile exercise and fifteen sacks of rubbish were collected.

12.3 Annual Parish Meeting, Monday 24 May at 7.30pm in the Parish Room, Church Road.

To date County Cllr. Parry has been unable to arrange a speaker from Kent Highway Services. It was **Resolved** to ask him to speak on Highway matters. Chief Inspector Futers, PCSO Supervisor Dennis Glasspool and PCSO Nick Barker will be present. It was suggested that Otford Parish Councillor. John Edwards-Winsor might speak on 'The work in progress on Otford's Community Led Plan'. It was **Resolved** that the Clerk would contact Cllr. Edwards-Winsor. Mr Geoffrey Kitchener has also been invited Refreshments will be served at the end of the meeting.

12.4 Changes to consultation on tree work on trees covered by Tree Preservation Orders

Nothing to report..

12.5 Transport for London - visit to Halstead

Nothing to report.

12.6 Introduction of Duty of Care charge: £150 annual payment

All businesses however small will have to pay this charge which comes into force on 1 June. It has been suggested that by SDC that Council uses heavy duty commercial blue sacks. These cost £51.22 inc. VAT for 25 which includes the DoC charge. These would be collected on Saturday mornings from the Pavilion as per current practice. Hall hirers will be asked to remove their own rubbish when using the premises. The green refuse bin is hired from SDC and will be taken away on cancellation of service.

It was **Resolved** to cancel the current service from 31 May. The Clerk is to look into alternatives to the blue sacks. Decision will be made at the June meeting. Agenda item June Parish Council Meeting.

12.7 Road markings in Sevenoaks Road/London Road

12.7.1 Mr Bracey has confirmed that the bus stop opposite the station will be returned to its original site so that the area can be marked. This work is dependent on Kent Highway Services schedule.

12.7.2 Copy of a letter from Mr Thomson, London Road, send to Mr Bracey - **noted**

Copy of Mr Bracey's reply to Mr Thomson - **noted**

12.8 Scouts container.

The cost of this will be in the region of £900.

12.9 Community Led Plan

Letters detailing this project have been circulated to all properties. A box for responses is in Hancocks.

12.10 Sevenoaks District Council Community Plan

The launch of the plan is on Wednesday 2 June 11am - 2.30pm at Wildernesse School. Councillors have been invited.

13 PLANNING COMMITTEE

13.1 Planning application for a Nursery at the Land at Badgers Mount Roundabout.

This has been withdrawn as the planning officer believes there is insufficient information. He has requested explanations on certain aspects of the development.

13.2 Prices Yard

Renovation work is underway to lease the site as office units. The Clerk has spoken with Planning Enforcement and the permission for the site is as offices and yard.

13.2 Watercrofts Wood

There is nothing to report. District Cllr. Grint will speak with District Cllr. Williamson to ascertain the current situation.

14 AMENITIES & HIGHWAYS

14.1 Youth Zone

Kent County Council has provided funding for this project for one year. The Zone will visit on Monday 26 July.

Discussion took place on whether to pay £100 to have a special event as well as the nominal items provided.

Cllr. Taylor put a motion that Council would not pay for any special event, supported by Cllrs. Blundell and Bent.

Cllrs. Brooker, Halliday and Grosvenor wanted to support an extra activity. No vote was taken..

It was agreed that Council will not fund a special activity.

14.2 Date for meeting of the Amenities & Highways Committee

To be agreed when all members are present.

14.3 Allotments

Mr Latheron has prepared a letter to send to residents in Beldam Haw which is with SDC Legal Department for approval.

14.4 Pedestrian entrance onto Recreation Ground

Clerk has contacted the Health & Safety Executive: advised that H&S only deal with safety in the workplace and RoSPA only deals with play area specifics.

An engineer from Kent Highway Services and Mr West, Health & Safety Officer from SDC will visit site at their earliest convenience.

Clerk will contact the Police Estates Department to discuss the problem with trespassers on their land and request that the boundary is strengthened.

14.5 Pruning of cherry tree on Recreation Ground

The Chairman advised that the cherry tree near the Pavilion has been cut. Cllr. Brooker stated that the tree had been cut in February and he knew who had carried out the work.

The Chairman reminded all councillors that no work can be carried out on the trees on the Recreation Ground or on any of Council property without permission from the full Council obtained at a Parish Council meeting. No individual councillor has the authority to commission work.

The Chairman asked Cllr. Brooker to pass this on to whoever carried out the work and stated that this must not happen again.

The Clerk reminded Council that work on trees cannot be carried out by Council without first gaining permission from SDC as the Recreation Ground is in the Conservation Area.

15 FORT HALSTEAD

Survey of trees

Letter received from Mr Jones was noted.

Mr Jones stated that he is keeping a watching brief and will be involved in the landscaping issues on the site. He would appreciate it if Council provide him with any information as it may occur.

The Clerk will try and obtain a copy of the MOD's tree survey.

16 INFORMATION

16.1 Action with Communities in Rural Kent - Village of Year Competition. **Document will be circulated.**

16.2 Kent Life Kent's Best Garden Competition - **noted**

17 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL

Monday 14 June 2010

The meeting closed at 21.46