

# HALSTEAD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF COUNCIL HELD ON MONDAY 16 MAY 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. Terry Brooker  
Cllr. Chris Ford  
Cllr. Karen Grosvenor

**IN ATTENDANCE:** Clerk, District Cllrs. John Grint and Gary Williamson (both for part of the meeting), 7 parishioners.

The meeting convened at 19.52

**1 DECLARATION OF ACCEPTANCE OF OFFICE OF COUNCILLOR**

All Councillors made their Declarations and signed the acceptance forms

**2 ELECTION OF CHAIRMAN**

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

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

**2.1 Declaration of Acceptance of Office by Chairman**

Cllr. Taylor made his Declaration of Acceptance of Office.

**3 ELECTION OF VICE CHAIRMAN**

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

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

**4 ACCEPTANCE OF REGISTER OF INTERESTS**

Returns were made by Cllrs. Bent, Blundell, Brooker, Grosvenor and Taylor.

Cllrs. Baldwin and Ford were advised these must be return before or at the Parish Council Meeting on 13 June.

**5 APOLOGIES** all members were present.

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

**7 DATE OF PARISH COUNCIL MEETINGS**

The meetings will be held on the following dates: 13 June, 11 July, 8 August, 12 September, 10 October, 14 November, 12 December 2011, 9 January, 13 February, 13 March, 16 April 2012.

All dates are the second Monday of the month except for April 2012 which is the third.

**8 COMMITTEE STRUCTURES**

i. Amenities & Highways.

**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, Ford & 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**

iii Finance

Composition is made up of the Chairman of Council, Chairmen of the two committee plus another member.

Cllr. Baldwin proposed that Cllr. Blundell should be a member of the committee, seconded by Cllr. Grosvenor.

**RESOLVED: Cllr. Blundell shall be a member of the Finance Committee**

**RESOLVED: The Committee shall comprise Chairman of Council, Chairman of the Amenities & Highways Committee, Chairman of the Planning Committee and Cllr. 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**

**9 CONFIRMATION OF REPRESENTATIVES FOR VILLAGE ORGANISATIONS AND OUTSIDE WORKING GROUPS**

i. Village Hall Management Committee

**RESOLVED: Cllr. Grosvenor shall represent Council**

ii Knockholt and Halstead Sick Poor Fund

**It was AGREED that Mr Geoffrey Kitchener who was in his last year of appointment should continue 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.

**RESOLVED: Cllrs. Taylor and Brooker shall represent Council**

iv Community Led Plan Steering Group

**RESOLVED: Cllrs. Taylor and Ford shall represent Council.**

Cllr. Ford is currently Chairman of the CLP SG. It was agreed that Council supported his continuance in this role.

Cllr. Ford will refer to the CLP Constitution and discuss the matter with the CLP SG members.

v Footpath Representative

**RESOLVED: Cllr. Baldwin shall represent Council**

vi Joint Parishes Police Committee

**RESOLVED: Cllrs. Blundell and Ford shall represent Council.**

**10 CONFIRMATION OF STANDING ORDERS**

Cllr. Baldwin proposed, seconded by Cllr. Grosvenor that the revised Standing Orders should be accepted; carried unanimously.

**RESOLVED: Standing Orders as tabled were Accepted.**

**11 RESOLVED: The Minutes of the Parish Council Meeting held on Monday 11 April 2011 were Approved and Signed as a True Record**

**12 FINANCE**

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

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

Payments include VAT where levied

CQ130	PJ Garden Services, amenity grass work 1 <sup>st</sup> cut		£ 120.00
CQ131	Mrs Sampson, repayment hire fee Pavilion		£ 51.00
CQ132	Scribe 2000 Ltd. Account software		£ 234.00
CQ133	Swift Alarms Group		£ 133.03
CQ134	KALC Good Councillors Guide	£ 7.00	
CQ134	KALC Clerks' Conference	<u>£72.00</u>	£ 79.00
CQ135	KB Home Maintenance - exterior Pavilion		£1040.00
CQ136	Wicksteed Leisure, play ground repairs		£ 427.20
CQ137	Mr Barry Page, Internal Auditor		£ 100.00
CQ138	Viridor, refuse collection		£ 33.56
CQ145	Priory Print & Stationery		£ 141.74
CQ139	Ms K Andrews, refreshments APM		£ 19.71
CQ141	BT Telephone account		£ 113.41
CQ142	<u>Clerk expenses incurred while carrying out duties:</u>		
	Internet, monthly allowance	£16.60	
	Postage	£25.32	
	McAfee Virus Protection	£54.99	
	Mileage: 3 x Sevenoaks Bank @ 11; 1 x SDC @ 11; 2 x Dunbrik @ 8; 1 x Otford @ 12 = 72	<u>£28.80</u>	£ 125.71
	EDF Pavilion	£36.00	
	EDF Parish Room	<u>£17.00</u>	£ 53.00
	Salary payments:		
CQ144	Mrs King Scott		
CQ143	Miss Turner cleaner		
	TOTAL PAYMENTS AS AT 16 May 2010		£3901.68

The cheques were signed at the close of business by **Cllrs. Jeff Baldwin and Barrie Blundell**

**12.2 Receipts**

	Half-year Precept	£20138.00
	V1037 Mrs Keeper, Pavilion/Parish Room (Inv 3/6)	£ 195.00
	V1037 Halstead Concert Band, Pavilion (Inv 11)	£ 26.00
	V1038 Mrs Wilcox, Parish Room (Inv 12)	£ 16.25

V1039 Ms Summers, Parish Room (Inv 9/17)	£ 39.50
V1039 WI, Pavilion (Inv 13)	£ 16.25
V1040 Mr Houssein, Pavilion (Inv 15/16)	£ 169.00
V1041 Mr Fenwick, Parish Room (Inv 1)	£ 39.00
VAT last quarter 2010-2011	£ 484.74
V1042 Mr & Mrs Morgan, Sponsorship Flower Bed (Inv 24)	£ 125.00
V1042 Pony Club, Pavilion (Inv 22)	£ 58.50
V1042 Mrs Wilcox, Parish Room (Inv 20)	£ 31.50
V1043 Halstead Concert Band, Pavilion, (Inv 23)	<u>£ 182.00</u>
TOTAL RECEIPTS AS AT 16 May 2010	£21520.74

12.3 Receipts and Payments End of Year 2010-2011 - **noted**

These will be available on Council's website.

12.4 Acceptance and approval of the End of Year Accounts 2010-2011

The Chairman read the Annual Governance Statement to Council and it was **Resolved** unanimously that these questions be answered as indicated by the meeting.

It was **Resolved** unanimously that the Chairman and Clerk should sign the Annual Return

**RESOLVED: that the Chairman should complete the Annual Governance Statement and sign the Bank Reconciliation for the financial year ending 31 March 2011**

**RESOLVED: that the Chairman and Clerk should sign the Annual Return.**

12.4 Letter from Internal Auditor

Mr Page was thanked for internally auditing Council's financial books and statements.

The contents of Mr Page's letter were **noted** and will be discussed at the next meeting of the Finance Committee.

**Agenda item Finance Committee**

12.5 To Agree signatories of the Parish Council accounts

It was proposed by Cllr Taylor and carried unanimously that Cllrs. Bent and Ford should be added to the bank mandate and Cllr. Halliday, who is no longer a councillor, should be removed.

**RESOLVED: Cllrs. Sheila Bent and Chris Ford shall be added to the bank mandate..**

13 **DISTRICT COUNCILLORS REPORTS**

*20.22 SO1d. The Chairman adjourned the meeting and invited the District Councillors to speak.*

**District Cllr. Grint** advised that the District Council would be meeting in the forth coming week and committee appointments would be agreed at that time.

**District Cllr. Williamson** advised that London Borough of Bromley Cabinet has been asked by the Plans 1 sub-committee to consider limiting the area used by the Waste Transfer Company. Authority has been given for injunction proceedings in an effort to limit the usage.

*20.24The Chairman reconvened the meeting.*

14 **CLERK'S REPORT**

14.1 Police

6 Incidents reported for April

1 x theft from motor vehicle, 1 x attempted burglary dwelling, 1 x fraud, 1 x burglary other than dwelling, 1 x criminal damage, 1 x theft of heating oil.

14.1.2 Chief Inspector Futers has left Sevenoaks District. His replacement CI Peter Steenhuis started on 13 June.

14.2 Flower Beds

Mr & Mrs Morgan have generously sponsored a flower bed for a year. Two flower beds are still without sponsors. The sponsorship from West Kent Linda Hogan Fund for the other four flower beds ends this summer.

14.3 Dog Waste Disposal signs.

Prices received for self adhesive signs, size 150x200mm, 20 @ £2.50ea., 50 @ £1.50ea.

14.4 SDC Development Control Website

New planning site will be launched on Monday 23 May.

14.5 Biggin Hill - increase in air traffic.

The proposal to increase air traffic for the duration of the Olympics has been refused by LBBromley.

14.6 Dog Training in Halstead Lane

PCSO Barker has visited the club and spoken to some of the dog owners. The neighbours have achieved some form of working relation with the members but the fence has still not been repaired or replaced.

It was agreed that the Clerk should write again to Mr Butler requesting that he deals with the fencing problem.

*20.47 SO1d The Chairman adjourned the meeting so that parishioner, Mr Drake could speak on this matter.*

*20.53 The Chairman reconvened the meeting.*

It was noted that gun noise is an offence; excessive barking of dogs is an offence; the club should carry current insurance and the club should be members of NASDU or another recognised association.

- 14.7 SID Station Road.  
Cllr Richard Parry has agreed to supply the funding for this. Kent Highway Services's Development and Transport Team are looking into the implementation of the SID to ascertain whether the location is suitable and fits with KHS policy before the cost can be given.
- 14.8 Pedestrian Access to Recreation Ground.  
Michael Sammut had intended to provide drawings for this but was unable to do so. Photographs of a similar access were circulated.
- 14.9 Letter from Mr Greenfield  
Mr Greenfield has expressed concern about the parking in Otford Lane and suggests that signage could be painted on the road indicating the school. **Agenda item Amenities & Highways Committee.**  
He is also concerned that the 'school' sign is obscured by the hedge; passed to KHS.
- 14.10 Village Signs  
Neil Winstone and operatives from his company Graffiti Busters have kindly cleaned the village signs free of charge. Two signs at the centre of the village between the Cock Inn and the bus shelter are damage etched and need replacing.
- 15 PLANNING COMMITTEE**
- 15.1 **RESOLVED: The Minutes of the Planning Committee meeting held on Thursday 21 April 2011 were Approved and Signed as a True Record..**
- 15.2 PLANNING APPLICATIONS  
**Received:**  
SE/11/01039/FUL 15 LONDON ROAD, TN14 7DS to be discussed on 24 May  
Construction of a raised patio area and erection of detached conservatory to rear.
- SE/11/00892/LDCEX PRICE AND SONS, LONDON ROAD TN14 7DT to be discussed on 24 May  
The existing site comprises offices and storage. This has been used by a firm of builders as their head office for over 12 years. The Buildings are to remain as existing but are now vacant and the freehold is being sold. This application is for the lawful use of the site to remain as offices with storage.
- SE/11/00818/LDCEX OAK TREE FARM, LONDON ROAD TN14 7AD to be discussed on 24 May  
Confirmation of residential curtilage created to site dwelling house.
- 15.3 Decisions  
**Granted:**  
SE/11/00193/CONVAR SCHOOL MASTERS LODGE, HALSTEAD PLACE, CHURCH ROAD - noted  
Variation of condition 14. To allow increase to height of garage at plot 32.
- SE/11/00192/CONVAR 3 THE LEA, HALSTEAD PLACE, CHURCH ROAD - noted  
Variation of condition 14. To allow increase to height of garage at plot 3 .
- SE/11/00191/CONVAR 1 THE LEA, HALSTEAD PLACE, CHURCH ROAD - noted  
Variation of condition 14. To allow increase to height of garage at plot 1.
- 15.4 To Agree Date for the next Planning Committee Meeting  
It was **Resolved** that the committee would meet on Tuesday 24 May at 18.00 in the Pavilion, Station Road.
- 15.5 Community Led Plan  
It was noted that the next meeting of the CLP SG will be on Wednesday 18 May at 19.00 in the Pavilion. Mr Alan Dyer Planning Policy Manager SDC will give a presentation on Neighbourhood Plans. All Councillors are invited. The CLP SG will be holding a Coffee Morning for the village, both residents and businesses, on Saturday June from 10 to 14.00 in Halstead Community Primary School. This will be to source parishioners views and explain the concept of the CLP.
- 15.6 SDC Development Management Policies Briefing, Thursday 16 June, 19.00  
It will be agreed which members of the Planning Committee shall attend this meeting.
- 16 AMENITIES & HIGHWAYS**
- 16.1 Date for meeting of the Amenities & Highways Committee.  
It was **Resolved** that the committee would meet on Wednesday 1 June at 18.00 in the Parish Room, Church Road.
- 16.2 Consultation Parking London/Sevenoaks Road  
Mr Bracey has acknowledged Council's response.  
It was agreed that councillors may attend the next meeting of the Joint Transportation Board. The Clerk will publicise the date on the website as soon as the agenda is published for the information of parishioners interested in attending.

- 16.3 Freighter Service  
Cllrs. Brooker and Baldwin advised that parishioners in Fort Road had requested a visit by the bulk collection freighter. This would mean a 7- 8am collection at extra cost or a reduction of one collection in the centre of the village. Cllr. Brooker proposed this be tried once to see the response and that all houses in the Fort area should receive leaflets about the collection, seconded by Cllr. Grosvenor, no vote taken. It was agreed to pass this matter to the Amenities Committee. **Agenda item Amenities & Highways Committee**  
The Clerk mentioned that there was no noticeboard in the Fort Area for the parishioners to be notified of Council business.
- 16.4 Public Rights of Way - vegetation clearance. KCC cutting funding by 50%. **Agenda item Amenities & Highways Committee**
- 16.5 Parking on verge/footway Southdene.  
Cllr. Baldwin is concerned that damage is being caused to the footway and highway by lorries parking on the footway/verge. Clerk has spoken with PCSO Barker who in turn has spoken to the driver/owner of the vehicle whodid move the vehicle at that time. PCSO Barker has now passed the matter to PC Alan Hibbins who will be able to fine or caution the offender.

## **17 INFORMATION**

- 17.1 Kent Habitat Survey being carried out by ARCH Project. Previously carried our in 1990 and 2000. The survey is using a combination of aerial photograph analysis and selected field surveys. The aim is to improve way in which key species and natural habits are maintained, restored and expanded in Kent. - **noted**
- 17.2 Protect Kent - CPRE - AGM Saturday 25 June at 11am in Penshurst Village Hall, High Street, Penshurst - **noted**

## **18 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL**

Monday 13 June 2011 at 19.45 in the Pavilion, Station Road.

The meeting closed at 21.45