

HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL

MINUTES of the MEETING of the PARISH COUNCIL held on 9th April 2018 in the Village Hall, South Darenth at 7.30 pm

Present: Cllr I Blackamore
Cllrs R House, D Mitchell, T Moyle, C Page, P Rushbrook, M Stead, J Stewart,
C Willson

Cllr P McGarvey, District Councillor

C Alexander, Alexander Sedgley Ltd
3 Members of the public

In attendance: H Rohard, Parish Clerk
D McFall, Assistant Parish Clerk

192 APOLOGIES FOR ABSENCE

Received from Cllr R Gough, County Councillor

193 DECLARATIONS OF INTEREST

Cllr Stewart declared a pecuniary interest in item 7 'Planning'.

194 MINUTES OF LAST MEETING

The Minutes of the last meeting held 5th March 2018 were signed as a true record.

195 MATTERS ARISING

Funding for Flood prevention measures: Meeting with EA went ahead on 12th March to look at Westminster Fields. Another flooding incident occurred 3rd April which was investigated by Cllr Rushbrook and Blackamore. Report to EA has been made.

SDC Planning training: The clerk had attended a presentation by SDC Planning department and had shared the slides with Cllr Rushbrook and House.

All other actions had been completed.

196 POLICE MATTERS

No Police or PCSO in attendance or report received.

197 QUESTIONS FROM THE PUBLIC & CORRESPONDENCE

A member of the public reported that a planning application for Traffic Island, Franks Lane had been submitted to SDC for tree works and asked if the Parish Council will be commenting. The application was viewed by members at the meeting. The application was not clear which trees were proposed to be removed, how many or why it was necessary to remove them. The Chairman responded that the Parish Council will comment to SDC. Cllr McGarvey requested that he be copied in.

A member of the public reported that a vehicle had been damaged turning into the Allotment site and asked if the concrete, holding in the fence, could be removed. The

Chairman explained that this was the property of Wide Horizons and the clerk would pass on the comments to the Centre Manager.

A member of the public, further to his correspondence with the Clerk and Cllr McGarvey explained his difficulty in accessing and leaving his driveway due to parked cars at Saxon Place. Cllr McGarvey had visited the site which is a particularly narrow road and taken photos which he showed to the Chairman; he recommended that the Parish Council request Double Yellow Lines from SDC to alleviate the problem. The Chairman requested that this be added to the May Agenda for consideration.

Cllr Stewart requested that BT be asked to remove their defunct telephone boxes at Saxon Place and New Road which are falling into disrepair and an eyesore.

An email report from DRiPS representative was received for information by members.

Email correspondence with Cllr McGarvey and a Southdowns resident regarding bulky waste collections was received for information. This matter had been resolved as a misunderstanding between the site management and the resident.

198 PLANNING

SE/18/00691/FUL

91 Saxon Place

Horton Kirby DA4 9JQ

Demolition of garage. Erection of three bedroom new dwellinghouse. Solar panels.

Extension of existing vehicle crossover

NO OBJECTION

SE/18/00699/FUL

85 New Road

South Darenth DA4 9AT

Demolish existing garage and the erection of a 2 bedroom attached house and single storey side extension to an existing property to enable the covered walkway to rear.

Canopy porch to front.

Cllr Rushbrook reported that the Parish Council had objected to a similar previous planning application but received feedback from SDC that 'infilling' in this instance would not be a material consideration; the proposal provided off road parking. Cllr Rushbrook recommended that No Objection be raised.

Cllr Mitchell proposed that an Objection still be raised on the grounds of infilling. Cllr Page seconded 4 voted in favour and 4 against, 1 abstained. The Chairman took the casting vote against.

NO OBJECTION

Cllr Stewart left the meeting.

SE/18/00688/HOUSE

68 East Hill

South Darenth DA4 9AW

Demolition of front masonry wall and erection of new wall and steps to form new driveway

Cllr House reported that the proposal created off road parking as seen in similar neighbouring properties. He recommended no objection be raised.
NO OBJECTION.

Cllr Stewart returned to the meeting.

SE/18/00845/HOUSE

4 Russell Terrace, Lombard Street

Horton Kirby, DA4 9DD

Demolition of existing single storey extension to rear and erection of single storey extension.

NO OBJECTION

SE/18/00855/HOUSE

Whitefields, Dean Bottom

South Darenth DA4 9JX

Demolition of existing single storey rear extension, link addition, bedroom 3, attached store, outbuildings and garage/utility area. Erection of a part single part two storey side extension. Construct a single storey extension to the rear of the thatched part of property, construct a barn to the side and rear, construct a glazed link between the barn and the single storey extension and construct a double detached garage with extended driveway.

NO OBJECTION

199 RECREATION & OPEN SPACES COMMITTEE

The latest approved Minutes of the committee were received for information.

200 REPORT FROM DISTRICT COUNCILLOR

Cllr McGarvey reported that a resident had complained about ongoing bonfires, rubbish and noise from Oak View Stud Farm. A Council Officer is arranging a site visit and will report back in due course with an update.

201 REPORT FROM COUNTY COUNCILLOR

Cllr Gough was absent.

202 ST GEORGE'S DAY

The proposed survey was reviewed and changes made to include Cllr Page's suggestion of having a drinking fountain included in plans either at Westminster Field and/or Heathside to combat the rise of plastic water bottle litter.

Cllr Moyle asked whether more dog bins could be introduced at Westminster Field. Cllr Mitchell asked if the bins are being used to capacity – if not there was not a reason to have more. ACTION: Clerk to check with SDC.

Cllr Stewart will arrange for pop-up banners to be ordered for the Parish Council to identify the gazebo to visitors.

The Clerk will forward the Risk Assessment to St Johns Ambulance following Cllr Mitchell and Willson's confirmation that no changes were needed.

ACTION: Clerk and Cllr Stewart

203 WEBSITE

Members were asked for feedback on the new website; minutes from previous years (2017 is already uploaded) were requested. ACTION: Assistant Clerk

204 FINANCIAL MATTERS

Schedule Of Accounts

The schedule of accounts and payments were approved for payments to be made electronically.

The Invoice to cleaning contractor was not authorised due to a credit note being due and unresolved at the time of the meeting.

205 GENERAL DATA PROTECTION REGULATIONS

The Clerk had prepared a report of actions needed to comply with GDPR which was received by members for comment and approval of the following actions:

- 1) **Adoption of NALC approved Privacy Policies.** Cllr Blackamore proposed the Policies be adopted. Cllr House seconded and all voted in favour
- 2) **Appointment of external Data Protection Officer.** The Clerk recommended Satswana Ltd who provided training to Sevenoaks District Council and KALC. Cllr Mitchel provided useful information on checking DPO credentials to the Clerk. Cllr Blackamore proposed Satswana Ltd be appointed as DPO Cllr Willson seconded and 8 voted in favour.
- 3) **Safe disposal of obsolete/unnecessary paperwork:** although a shredder is in use in the office for occasional use a larger capacity and auto feed would be preferable to manage clearing stored paperbased data that is not needed. Cllr Blackamore proposed that £185 + VAT be spent on this Cllr Moyle seconded and all voted in favour.

The Clerk confirmed to Cllr McGarvey that a Data Audit had been completed already as part of the review.

ACTION: Clerk

206 PERSONNEL COMMITTEE

Terms of Reference for the Personnel Committee were discussed but the example tabled needed further work and was returned to the Clerk with some amendments. Cllr Mitchell recommended that a Grievance Procedure was unnecessary but reference made to follow ACAS Code of practice on Disciplinary and Grievance Procedures.

The Chairman requested that this be deferred to a future meeting for consideration.

ACTION: Clerk

207 WESTMINSTER FIELD PAVILION

Mr Alexander from Alexander Sedgley Ltd presented the initial feasibility study to members for questions and discussion. He explained the restrictions considered when preparing the proposals which include the site being on the flood plain, in the Greenbelt, Conservation area and on top of a Roman Granary site which is a registered monument.

The 3 options of refurbishment, refurbishment and extension (which would include increasing height of floor away from flood risk, interior walls being moved and the roofline being heightened) and complete rebuild were presented.

The current building uses only electricity and the Clerk will enquire whether gas is laid to Westminster Field. ACTION

The age of the current building is estimated to be between 50 -60 years.

Cllr House stated that whilst Football Association guidelines had been followed for the outline plan the Parish Council should consider the building for other uses for the wider community. Cllr Willson and Cllr Stewart concurred that all other sport options should be considered.

The Chairman directed that a discussion meeting is arranged for members to draw together the response from St George's Day survey, ideas and priorities which can be shared with Alexander Sedgley. Any changes to the 3 options can be made in advance of a pre planning meeting with SDC.

Cllr McGarvey felt that the project would be given support by SDC and also recommended that the Darent Valley Landscape Partnership be involved if appropriate.

ACTION: Clerk

208 DATE OF NEXT MEETING

14th May 2018. Annual Meeting of the Parish Council and the Annual Parish Meeting.

Meeting ended at 9.41pm

Chairman

Date