

## HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL

### MINUTES of the MEETING of the PARISH COUNCIL held on 2<sup>nd</sup> October 2017 in the Village Hall, South Darenth at 7.30 pm

Present: Cllr I Blackamore  
R House, Cllr D Mitchell, T Moyle, C Page, M Stead, J Stewart,  
C Willson (arriving late)

Cllr P McGarvey, District Councillor  
Cllr R Gough, County Councillor  
PCSO A Etter, Kent Police

Members of the public:, Malcolm Dunn DRiPS, S Neville, D Hollands and 5 members of public

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

#### 82 APOLOGIES FOR ABSENCE

Received from Cllr P Rushbrook. Cllr Willson had been delayed and would be arriving late.

#### 83 DECLARATIONS OF INTEREST

Cllr Blackamore declared a pecuniary interest in Agenda item 11 Heathside Developments.

#### 84 MINUTES OF LAST MEETING

The Minutes of the last meetings held 4<sup>th</sup> September 2017 were signed as a true record.

#### 85 MATTERS ARISING

**Questions from the Public:** Entrance and Exit signs to Village Hall Car Park; this request will be on the Halls Agenda for November 21<sup>st</sup>

**Funding for Flood prevention measures:** Clerk awaiting information from NWKCP to send to Cllr Willson

**Chimney wrapping:** a response from Crabtree had been received and forward to Councillors by email regarding the wrapping tearing in high winds; the affected areas had been removed.

**DYL New Road/junction parking:** a response from SDC Parking Engineer had been received and forwarded to Councillors; Cllr Willson had raised concerns that the DYL were not being enforced at all and Cllr Mitchell requested that SDC be asked for information on when parking wardens are attending and when last a ticket was issued. Cllr McGarvey said that Parking Wardens do attend when covering Swanley however they do focus on where the most revenue is collected. He recommended that specific places and times are given to them to patrol in order for their visit to be productive.  
ACTION: Clerk

**Interactive Speed Sign:** Cllr Gough would report on this later in the Agenda

**Insurance:** The new playground installation at Heathside would increase the premium by £302; the current premium was due for payment in schedule of accounts and a further invoice would be received from Came and Co for the additional cost.

**Heathside members meeting:** this will be at 6.30pm before the next Parish Council meeting 6<sup>th</sup> November.

## **86 POLICE MATTERS**

PCSO Ann Etter attended the meeting and will be working in the Parish; she will monitor parking and leaflet any cars that are parked illegally close to junctions.

## **87 QUESTIONS FROM THE PUBLIC & CORRESPONDENCE**

Dave Hollands reported that the bin in Franks Lane when emptied is not having any rubbish around it being cleared. ACTION: Clerk to contact SDC

Cllr Mitchell asked if South Darenth Church needed help with Carols Around the Tree near Christmas; Clerk will email to ask and liaise with Councillors.

Malcom Dunn distributed the latest DRiPs newsletter and the minutes of the AGM were available for members' interest.

## **88 PLANNING**

SE/1702408/FUL

Land North East of Croft House

The Street Horton Kirby

Erection of one dwelling

(Revised site layout plan)

OBJECTION as per previous comments made to SDC

## **89 RECREATION AND OPEN SPACES COMMITTEE**

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

## **90 REPORTS FROM DISTRICT COUNCILLORS**

Cllr McGarvey reported new local District Commander for Sevenoaks district, Chief Inspector Tony Dyer had been invited to the December KALC meeting and suggested that the Parish Council may like to invite him/her along to a local meeting.

## **91 REPORT FROM COUNTY COUNCILLOR**

Cllr Gough reported that bollards requested by Millen Court residents will be installed by late October; the delay had been due to Find and Fix pothole initiative taking priority over the summer months.

The Interactive Speed Sign siting will be progressed by Geoff Bines and Emma Green who may need to meet with the Clerk and Cllr Stead to discuss exact location in Horton Road. (Proposed by the fishing lake/scout hall entrance).

Coaches arriving at School Lane Environmental School in Horton Kirby continue to damage pavements and private driveways; Cllr Gough is working with Andrew Berry, Headteacher to resolve this problem.

The Button Street entrance from the A20 has been closed off as a 6 month trial, which will divert traffic onto the A20. Cllr McGarvey feared this would increase the volume of traffic unnecessarily towards Farningham. Cllr Gough reiterated that it was a 6 month trial and effects will be monitored.

The Find and Fix initiative will continue into the Spring.

**Agenda item 11 'Heathside Developments' was directed by the Chairman to be dealt with when Cllr Willson had arrived to take the Chair.**

## **92 WEBSITE**

Cllr Stead reported that there would be no costs to setting up the website with Hugo Fox with the current website content being transferred over. After discussion it was felt that at least 2 years' worth of minutes should be included on the new website.

Cllr Stead propose that the new website be set up and given priority in the Clerks time. Cllr House seconded. All voted in favour: ACTION: Clerk

## **93 PLANNING CONSULTATION**

The Dept for Communities and Local Gov has opened a 6 week consultation on 'Planning for the right homes in the right places'. The completion of this consultation was delegated to the Clerk. ACTION

## **94 HIGHWAYS & TRANSPORTATION SURVEY**

The completion of this annual survey from KCC was delegated to the Clerk: ACTION

## **95 FLYTIPPING CCTV SIGNS**

The placement of signs provided by SDC and minimal cost for pole brackets were discussed and approved. These will be installed under Contract 7 for reactive outdoor works.

**8.14pm Cllr Willson arrived at meeting.**

Members asked the Clerk to advise neighbouring Parishes about the signs being installed and to encourage them to investigate doing likewise. ACTION Clerk

## **96 HEATHSIDE DEVELOPMENTS**

**Cllr Blackmore left the meeting and Cllr Willson took the Chair.**

3 quotes were considered for removal and disposal of 6 items of wooden trim trail equipment. Also to remove concrete base and reinstate with topsoil and grass seed. Lothlorien £550 + VAT, Nepicar £620 + VAT and MDH Contractors £450 inc VAT.

MDH had already removed the School Play area equipment successfully; this quote was chosen providing the reinstatement of topsoil and grass seed was included as not specified on the quote.

Cllr Stewart proposed MDH be instructed Cllr Page seconded and all voted unanimously. ACTION: Clerk

**Cllr Blackmore was recalled to the meeting.**

## **97 FINANCIAL REGULATIONS**

The model regulations for consideration had not been circulated to Members in time for consideration; the Clerk will send by email with annotations to explain recommendations for the tailoring of the document, ready for adoption by the Parish Council at its next meeting 6<sup>th</sup> November 2017.

Cllr Stewart and Mitchell queried the need for either an Office credit or debit card and Petty Cash, suggesting that a Viking account be opened for ordering stamps. The National Association of Local Councils model Regulations covers both Petty Cash and the use of cards, which will be discussed at the next meeting 6<sup>th</sup> November.

The Risk Assessment document was also requested to be sent for review and update at next meeting. ACTION: Clerk

## **98 ONLINE BANKING**

Members had received information regarding Unity Bank which has a tailored online service for Parish Councils.

Members were satisfied that this product would deliver the Online Banking needs of the Council and Chairman instructed that the application process be started. ACTION: Clerk

## **99 FINANCIAL MATTERS**

### **Schedule Of Accounts**

The schedule of accounts and payments were approved for cheques to be signed.

## **100 CONCLUSION ON EXTERNAL AUDIT**

The report from PKF Littlejohn LLP was received for information. 2 recommendations will be actioned by the Clerk; 1) to ensure that Notices for Exercising of Public Rights is posted to the Website as well as being displayed on Noticeboards. 2) the 2015/16 Assets figure **should** have been restated as well as 2016/17 for comparison.

## **101 WEBSITE/SOCIAL MEDIA/NEWSLETTER ITEMS**

Cllr Mitchell asked the Chairmen of the ROS and Halls Committees to provide a report for each of their Committees to go in the Newsletter.  
DRiPs information has been included.

## **102 FIREWORKS COMMUNITY EVENTS**

Cllr Rushbrook had reported via the Clerk that all arrangements are in hand; tickets have been ordered and will be distributed to outlets for buying in advance. Cllr Stewart offered to liaise with Jolly Millers on providing a Bar with 10% of takings returned to the Parish Council in line with other commercial vendors.

Cllr Moyle will laminate posters and put up around villages to advertise.

## **103 DATE OF NEXT MEETING**

6<sup>th</sup> November 2017. The Recreation and Open Spaces Committee Meeting will be on 23<sup>rd</sup> October in the Parish Room.

Meeting ended at 8.50pm

Chairman:

Date: