

*******DRAFT*******

HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL

**MINUTES of the MEETING of the PARISH COUNCIL held on
5th March 2018 in the Village Hall, South Darenth at 7.30 pm**

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

Cllr P McGarvey, District Councillor
Cllr R Gough, County Councillor

5 Members of the public including; Karen and Ashley Dring, Malcolm Dunn (DRiPS)

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

174 APOLOGIES FOR ABSENCE

Received from Cllr T Moyle and J Stewart

175 DECLARATIONS OF INTEREST

None.

176 MINUTES OF LAST MEETING

The Minutes of the last meeting held 14th February 2018 were signed as a true record.

177 MATTERS ARISING

Funding for Flood prevention measures: Clerk reported that she would be meeting with the Environment Agency 12th March at 1pm if any members wished to attend.

All other actions had been completed.

178 POLICE MATTERS

No Police or PCSO in attendance or report received. Cllr House reported that he will be meeting with the Chief Constable later in the month and that KALC has direct communications and access to The Area Commander. Cllr House also has a direct dialogue with the Area Commander who will attend meetings with KALC.

179 QUESTIONS FROM THE PUBLIC & CORRESPONDENCE

Roger Fournel asked for an update on the meeting to be arranged ref Traffic Island by Cllr Philip McGarvey who said he will follow this up.

Correspondence received: email from Sole Street train passengers to raise awareness of changes to timetable of trains from Blackfriars to Farningham Road/Sole Street. Information on who to address comments to had been publicised on the facebook group.

Invitation received for The Lord-Lieutenant of Kent's Civic Service at Canterbury Cathedral on 20th March; Cllr House and Cllr Page will be attending.

180 PLANNING

SE/18/00550/MMA

Hill Farm

Franks Lane

Horton Kirby

Minor material amendment to application SE/17/03801/FUL for the conversion of agricultural barn to 6no two bedroom dwellings to change dwellings 2-5 from 2 no bedroom units to 3no bedroom units.

NO OBJECTION

SE/18/00618/LDCEX

Oakview Stud Farm

Lombard Street Horton Kirby

DA4 9DF

Certificate of Existing Lawful Development in respect to the continued use of land for B8 storage

OBJECTION as per previous reasons given August 2017:

- 1) The site is within the Greenbelt; the erection of unauthorised buildings and installation of storage containers have impacted on the special landscape character of Horton Kirby which has neighbouring AONB, Conservation areas and listed buildings in very close proximity.
- 2) **Storage**, to the Parish Council's knowledge, has never been offered or advertised as a business use prior to the storage containers' arrival in April 2015.
- 3) The aerial photos provided to support the application serve to evidence that the storage containers are a **recent** addition and there has been a **recent** significant intensification of how the land has been used. We reject that the photos provide evidence that storage was in use prior to April 2015; cars/vans may have been parked temporarily by visitors to the businesses on site and not 'stored' there. Buildings may have had other uses unknown and not been used as storage; an aerial photo only shows the rooftops not the activity within.
- 4) The impact of this intensification of land use has resulted in parking and traffic congestion in Lombard Street and is a nuisance to local residents. A car breaking operation regularly uses the road to load and unload vehicles. Another business (separate?) also loads cars onto 2 transporters regularly. These business operations should (if lawful) be confined to the site and adequate parking provided on site for staff and visitors, within planning guidelines.

181 HALLS COMMITTEE

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

182 REPORT FROM DISTRICT COUNCILLOR

Cllr McGarvey reported that SDC Planning department have changed how they view comments from parish Councils on Planning Applications; additional comments are largely ignored so if an objection is to be registered it should be a clear 'Objection' with comments.

For planning applications of less than 5 units SDC will not consult with KCC Highways regarding parking or access.

SDC have raised their Council Tax by 5% and he has circulated the Districts Precept costs for information to Clerks.

183 REPORT FROM COUNTY COUNCILLOR

Cllr Gough reported that he has written to Highways with regards the Planning Application KCC/SE/0007/2018 (Agricultural Waste Digester) in support of the Parish Council's request for Highways Survey on impact of the proposal.

Franks Lane width/weight restriction signs; this is being looked into however any changes will be done in the new financial year. Regular checks on the structure of the bridge are routinely carried out.

£460K savings are to be made on subsidising Kent buses; no changes are to be made this year but next year money will be spent on targeting needs such as isolated communities e.g. a shuttle bus service to a main network. There will be a 'Bus Summit' in June which KALC engage with.

There had been a lot of queries about gritting of roads in recent snowy conditions; Cllr Gough reiterated that main routes are the focus during severe weather and there was not the time or resources to cover secondary routes.

The highest level of reports were received in January regarding potholes which are being dealt with in the Pothole blitz; Cllr Gough anticipated that central government would provide further funding for work to continue.

Paddock Close salt bin request and Bull Hill priority changes will be dealt with in the new financial year.

KCC had increased their element of the Council Tax by 3% plus the social care element by 2%.

Cllr Rushbrook asked how often a road surface would be filled before there was a financial case for having it resurfaced. Cllr Gough said that work is dependant of budget restrictions and judgement at the time of priorities. Cllr Rushbrook stated that recent resurfacing works at Franks Lane is unfortunately already showing signs of breaking up.

Cllr McGarvey reported that the salt bin at Glebe Place was empty; Cllr Rushbrook asked if Cllr Gough could provide guidance for residents on sensible use of the salt provided in the bins which could be added to the Parish Council website page.

184 COMMUNITY EVENT PLANNING

a) St Georges Day: Cllr Mitchell reported that bunting needed to be ordered and leaflets are already on order. Volunteers would be asked to deliver the leaflets a couple of weeks before the event. Cllr Mitchell said there was no need for a marquee but the Parish Council should buy a gazebo that could be used at other events. Cllr Page asked where it would be stored; Cllr Mitchell responded that it would be stored under the stage and that she would ensure that it is put away.

Cllr Blackamore suggested that a larger gazebo be purchased however Cllr Rushbrook pointed out that the larger the tent the more of an undertaking it would be to dry and store it. He suggested sponsorship from a local marquee hire firm.

Discussion on whether business stalls should be allowed followed; although there are some businesses present on the day they are paid for by the Parish Council as entertainment to support the fundraising efforts of local groups. Cllr Mitchell confirmed that she had consulted with the local groups taking part and they are all happy not to have a marquee and to use their own gazebos.

Cllr Page asked if local people could hire a table to sell their own products as this could be a source of revenue for the Council. Cllr Mitchell said it was too late for this year and that it would take up too much time to organise a bigger event. Cllr Mitchell suggested that the event be reviewed on the day.

Information regarding the Pavilion feasibility study, adult gym equipment and funding will be presented on the Parish Council stand if available. A survey will be drawn up to ask residents for their views on Parish Council plans and priorities ACTION: Clerk
Cllr Page asked that opinions are sought on Public Toilets at Heathside.

Cllr Page proposed that no marquee is used this year but reviewed after the event. Cllr Willson seconded and all voted in favour.

The key organisers for St Georges Day are Cllr Mitchell, Willson and Stewart (to be confirmed). Cllrs Blackamore and Stead will be absent and the Clerk.

b) Inflatable Day: Cllr Mitchell confirmed that this was booked and will cost £1360

Time of event will be 1pm – 5pm

Key organisers will be Cllr Mitchell, Cllr Willson and the Clerk

c) Fireworks event: Cllr Rushbrook reported that he was waiting confirmation of the price from the firework display company; as soon as this is received he will bring ticket prices for discussion to the Parish Council.

Supply of barriers had been confirmed. Lighting at the entrance nearest the viaduct should be installed.

The bonfire arrangements are being thought through as the fenced off embers were used maliciously last year to burn some of the barriers. Cllr Rushbrook will investigate use of a skip and extinguishing the fire options.

Food vendors, attractions and start/finish times to be finalised nearer the time.

The key organisers will be Cllr Rushbrook, Blackamore and Stead.

185 FINANCIAL MATTERS

Schedule Of Accounts

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

186 INTERNAL AUDIT REPORT

The report from David Buckett CPFA, DMS, was received who conducted a mid-year audit in November. The following actions were highlighted by the Clerk from the report:

Voting dispensations – Review and update Standing Orders

Policy for filming/recording of meetings – adopt Policy
Website deficiencies – addressed by new website and content
Quarterly Budget monitoring – to be set as Agenda item quarterly and in Committee meetings
Debtors – Halls Committee are kept informed and actively involved with any issues arising.
No Debit/Credit card facility - to be discussed (see item 188)
Asset Register update – priority for March 2018
Transparency Code compliant query – to be checked with Auditor.

187 APPOINTMENT OF INTERNAL AUDITOR FOR 2018/19

Following David Buckett's report members voted unanimously that he be appointed as Internal Auditor.

Cllr Mitchell asked whether Cllr Page's recent visits to check accounts were also viewed as internal audits; the Clerk explained that these are procedural checks to discharge the Council's obligation to ensure proper accounting practices are in place – a brief report should be prepared for the Council when they are completed .ACTION: Clerk

188 DEBIT or CREDIT CARD FOR BUSINESS USE

The need for an office held debit or credit card was considered, in line with the Council's Financial Regulations 6.20. The Assistant Clerk had made enquiries with Unity Bank who linked with Lloyds Credit Card facility which is cleared monthly by Direct Debit. Set up fee £50 plus £3 a month admin fee.

Cllr House proposed that a credit card be acquired for business use; Cllr Rushbrook seconded and all voted in favour. RESOLVED that a credit card be used for business use by the Clerk/RFO in line with Financial Regulations

189 GENERAL DATA PROTECTION REGULATIONS

Information had been circulated to Councillors by email about the GDPR; practical application will be explained at the next meeting ACTION Clerk.

Cllr McGarvey offered to be Data Protection Officer. Clerks and Councillors cannot be DPO for their own organisation.

Cllr Mitchell asked about IT support and whether this needed to be improved.

190 WEBSITE/SOCIAL MEDIA/NEWSLETTER ITEMS

The Newsletter will be delivered to volunteers this week as this could not be completed last week due to the snow.

The new website is up and Cllr Mitchell had some suggestions to make changes that had been emailed to the Clerk.

191 DATE OF NEXT MEETING

9th April 2018

Meeting ended at 8.55pm

Chairman

Date