

## HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL

Parish Office, Village Hall, Horton Road, South Darenth, DA4 9AZ

### MINUTES OF THE MEETING OF THE HALLS COMMITTEE held on Tuesday 16<sup>th</sup> July 2024 in the Parish Room, Village Hall, South Darenth at 7.30 pm.

**PRESENT:** Cllr T Moyle (Chair)  
Cllrs C Page (Vice), I Blackamore

**IN ATTENDANCE:** Lisa Johnson, Parish Clerk  
2 Members of the public.

#### 1 APOLOGIES FOR ABSENCE

Cllr Rohard

#### 2 DECLARATIONS OF INTEREST

None received.

#### 3 MINUTES

**Resolved:** The Minutes of the last meeting on 21<sup>st</sup> May 2024 were confirmed and signed as a true record.

#### 4 MATTERS ARISING

**Minute 6:** Clerk waiting for WI to confirm date to arrange Jubilee hall secure storage.

**Mn 47:** Old tender to be exchanged at a bank and recorded to grants/donations.

All other items were either completed or appear as a Maintenance or Agenda item.

#### 5 QUESTIONS FROM THE PUBLIC AND CORRESPONDENCE

It was agreed that should the cleaner/caretaker need to escalate a hirers enquiry, Cllr Blackamore or the Clerk and Assistant Clerk would be the points of contact.

Chairs and tables were regularly not re-stacked in the Village Hall cupboard as photos and checklist instructed. This results in either the cleaner/caretaker spending more time or employing an extra person so that they can be rearranged within the allotted time. Preschool had also reported instances where they were unable to access their own tables and chairs.

After Councillors discussed the problem, Cllr Moyle proposed with Cllr Page seconding and Cllr Page in agreement, it was

**Resolved:** that a deduction of £50.00 would automatically be taken from the pre-authorised damage deposit as it breached the terms & conditions. It also appears on the checklist which must be physically signed by a responsible person when locking up the hall.

**Correspondence:** Clerk had received a complaint from a resident that due to the number of cars parked along Horton Road (and footpath) for a football event at the Heathside, the bus was unable to get through to Horton Kirby. This could also have serious consequences should a fire engine or ambulance be restricted in the same way.

The Clerk added that this has been an ongoing issue with home and away teams cars parking in the Village hall car park and there were regularly up to 7 cars using the 12 spaces which were reserved for Village and Jubilee hall users who had paid to hire the hall and be able to park outside the venue. The SDFC secretary had added a note to this effect when sending

out fixtures but it would seem the message was not picked up or was ignored. Signs have been put up around the car park to no avail. The Vice chair of SDFC advised he would bring the matter to the annual general meeting which was imminent and report back.

Councillors further discussed the matter, agreeing that the Parish Council should act in order to ensure the flow of traffic through the village, that hirers of the halls weren't inconvenienced and pedestrians were able to walk along the path and not have to go into the road. It was agreed that a suggestion that SDFC should marshal the parking at weekends should be put forward to the football club and also refer to the ROS Committee as it also fell within its remit.

**Action:** Clerk to contact SDFC and to add as an agenda item for the next ROS meeting in August.

## 6 MAINTENANCE

The Maintenance sheet was discussed and updated where necessary. Many of the jobs were due to be carried out over the summer holiday period.

Clerk reported that the half yearly fire alarm preventative assessment found that everything was in good working order.

Cllr Page proposed, Cllr Blackamore seconded and all were in favour of accepting the quote of £736 net from Origins Technical Solutions. It was therefore

**Resolved** to: purchase a news Lumens Projector, have it fitted with a metal cage over, in the Village hall, installed and connected to the WiFi.

**Action:** Clerk to instruct Origins TS to go ahead.

## 7 REGULAR & CASUAL HIRERS

There were no issues reported. Bookings were promising for the rest of the year and into 2025.

## 8 PLANNING

To consider any planning applications including those received by the Clerk after the agenda had been served to Councillors.

### 24/01503/HOUSE

1 Bexley Cottages  
The Street, Horton Kirby  
Kent, DA4 9BU

Proposed single storey rear extension with rooflight and internal alterations.

**Resolved:** No objection/no comments.

### Appeal APP/G2245/W/23/3333490

Horton Wood, Mussenden Lane  
Horton Kirby, Kent

Storage Building. Additional comments to be submitted by 29<sup>th</sup> July.

**Resolved:** No further objections other than already sent.

The Committee Chair issued a procedural motion Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to resolve that because of the confidential nature of the business to be transacted, the public are requested to leave the meeting during consideration of a new cleaning contract for halls.

## 9 BUDGET MONITORING

Detailed income & expenditure and unpaid invoices reports to 30 June 2024 were sent to the Councillors prior to the meeting:

Detailed Income & Expenditure by budget heading showed that 38.7% of the annual budget income from hiring of the halls had been received in the first quarter of the year.

Expenditure for the same period was 30.9% of the annual budget. There were no questions. Clerk stated there was an outstanding amount of £1134.25 of unpaid invoices for all regular hirers up to 31 March. Since then another £548.00 has been paid.

Rates would be overbudget for the year as the previous 10 monthly direct debit had been £62.00 which had now been updated to £120 per 10 months and this wasn't received until after budgeting had been concluded.

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## 10 CONFIDENTIAL

Cleaning and caretaking requirements of halls and current contracts were reviewed. Tenders to be sent out in order for the tendering process to be concluded at the September meeting. To commence December 2024.

## 11 DATE OF NEXT COMMITTEE MEETING

Tuesday 17th September 2024.

The meeting closed at 8.57pm

Chair \_\_\_\_\_ Date \_\_\_\_\_