

**Smeeth Parish Council
Minutes of the Annual General Meeting
Held on Wednesday, 16th May 2012 at 7.00pm
Brabourne Baptist Church**

1. Present

Cllr Herrick (Vice-chairman) (DH), Cllrs Hinchliffe (MH), Plowright (IP), Thorpe (GT) and Turner (MT), and Mrs S Wood (Clerk) (SW)

2. Apologies for Absence

Cllr Austen (SA) and Mr G Kingston (Community Warden) (GK)

In the absence of Cllr Austen, Cllr Herrick took the Chair.

3. Declaration of Interest

Cllr Plowright re agenda item 10.4 (Prejudicial).

4. Election

Resolved:

That the election of the following be Minuted:

Chairman: Cllr Austen

Vice-chairman: Cllr Herrick

Planning Committee: Cllrs Thorpe (Chairman), Herrick, Hinchliffe and Plowright

Playing Field representatives: Cllrs Plowright and Thorpe

Village Hall representative: Cllr Thorpe

KALC representatives: Cllrs Herrick and Plowright

Police Forum representatives: Cllrs Hinchliffe and Plowright

Smeeth Primary School Community Governor: Cllr Turner

5. Declaration of Acceptance of Office

Resolved:

That the Declaration of Acceptance of Office be signed by the Chairman at the next meeting of Smeeth Parish Council.

6. Co-option of Councillor and Declaration of Acceptance of Office

The Chairman advised that a vacancy had arisen after Cllr Lilley's resignation; as a poll had not been called by electors the Parish Council may fill the vacancy by co-option.

Mrs M Williams (MW) was co-opted on to the Parish Council and signed the Declaration of Acceptance of Office and Undertaking to Observe the Code of Conduct.

Cllr Mrs Williams was welcomed by the Chairman and joined the meeting.

7. Minutes

Resolved:

That the Minutes of the Annual Parish Meeting held on 14th March 2012 and the meeting of the Parish Council held on 14th March 2012 be approved and confirmed as true records.

8. Matters Arising

8.1 Footpaths and Highways

8.1.1 Church Road Footpath. This is being re-advertised because the width has been increased from 1m to 1.2m following representations by the Byways and Bridleways Trust.

8.1.2 Closure of Plain Road. The closure was reported to have gone smoothly and the road was reopened earlier than forecast. There is a continuing programme of closures for cabling works.

8.1.3 A20 footpath. Edge cutting and clearing will be put forward for works under Cllr Wickham's Highway Fund.

SW

<p>8.2 Speeding in Smeeth Cllr Plowright advised that he has received an updated copy of the Speedwatch rules from the Kent Police Traffic Unit, and an electronic form for submission of Data. A Speedwatch coordinator is required, to be agreed with Brabourne Parish Council. A poor response by trained volunteers from Brabourne was regretted.</p>	
<p>8.3 Parking in Sandy Place No date has yet been arranged for the site meeting. The Clerk to pursue.</p>	SW
<p>8.4 Emergency Plan (EP) and Community Led Plan (CLP) Cllr Hinchliffe reported that ~100 people were at the public meeting on 30th April. 9 volunteers (including Cllrs Hinchliffe and Plowright) are willing to be involved, but it is hoped to recruit more. Funding is available for the CLP but not the EP, unless the latter is a subsection of the CLP. Volunteers will meet in late May at Brabourne Baptist Church. Sann Orgar has offered use of the shop as a drop-off point for questionnaires. Cllr Thorpe noted that in another parish questionnaires were delivered by hand and generated a 40% response rate.</p>	SW
<p>8.5 Housing Needs Survey The Chairman advised that the recent survey had identified a need for affordable housing, and a joint survey with Brabourne Parish Council had identified 10 possible sites. The Planning Dept of ABC and KCC Highways have commented on the sites, and Miss O'Sullivan (Rural Housing Enabler) is approaching the landowners. The Chairman stated that potential residents must have a family link with the village and that they would be vetted.</p>	
<p>8.6 Code of Conduct leaflet and information leaflet for agricultural traffic Draft leaflets to be circulated to councillors and farmers, for comment by 31st May. The leaflets will be distributed at the Village Fete.</p>	SW All
<p>8.7 Damage to verges in the parish An amicable meeting was held between Mrs Calver, of the Rising Fives Nursery, and Cllrs Hinchliffe and Plowright, to discuss problems with parking during school drop-off and collection. Mrs Calver will write to all parents re the situation. It is not known if this letter has been sent, Cllr Plowright to follow up. The Community Warden will monitor parking after the letter has gone out. Cllr Hinchliffe suggested that posts be put in, but Cllr Mrs Williams said that these would be knocked down. She noted that the problem arises because of the concentration of cars at drop-off and collection time, and asked who owned the verges. The Chairman advised that they are in the ownership of KCC Highways.</p>	IP GK
<p>8.8 Map of parish footpaths Cllr Thorpe advised that he had sourced a map, which could accompany the information leaflet in agenda item 8.6. He noted that it is the responsibility of the landowners to keep footpaths clear, and it is KCC policy to replace stiles with kissing gates.</p>	
<p>8.9 Dog fouling In answer to a question from Cllr Plowright, the Clerk advised that the Dog Warden is visiting the parish every 2 weeks, and has been asked to use an identifiable van to raise awareness. Cllr Hinchliffe noted that existing signs are fading; the Clerk is to source new signs. Cllr Thorpe advised that the PROW office will put up signs on footpaths. In answer to her question, Cllr Mrs Williams was advised that bags are only available at John Childs' garage.</p>	SW
<p>9. Community Warden's report Mr Kingston's report is attached.</p>	
<p>10. Financial Report</p> <p>10.1 To approve the Statement of Accounts for the Year Resolved: That the Statement of Accounts be approved</p> <p>10.2 To approve the Annual Return Resolved: That the Annual Return be approved</p> <p>10.3 To agree payments in accordance with the Budget Resolved: That the following payments be agreed</p>	

Payments

Details	£
KALC – membership renewal	316.81
Mrs B Podd (salary)	127.68
S Wood (net salary April)	212.15
S Wood (net salary May)	212.15
Brabourne Baptist Church (hall hire)	99.00
Zurich Municipal (insurance renewal)	330.25
S Wood (stationery)	13.70

Receipts

Details	£
ABC Precept	3795.00
ABC Concurrent Functions Grant	410.00
NatWest interest	1.95
Street Cleansing Grant	607.73
Smeeth Field Rent	175.00

Balance £ 17165.97

10.4 To agree a loan to the Scouts and Guides for the Jubilee celebrations

Cllr Plowright advised that the Association had applied for a grant to cover costs, from Cllr Wickham's Member Community Grant, and that a loan is not, therefore, required.

10.5 To add Cllr Mrs Williams as a signatory to the Parish Council bank accounts

Resolved:

That Cllr Mrs Williams be added as a signatory to the Parish Council bank accounts

11 Planning Committee report

Cllr Thorpe (Chairman, Planning Committee) advised that no applications have been received since the last meeting.

12 Report from KALC representative

The Chairman stated that the Minutes of the last meeting on 4th April had been circulated, and included a presentation by the Kent Fire and Rescue Service, with a Question and Answer session. The next meeting is on 20th June.

13 Village fete 2012

There will be a joint stand with Brabourne Parish Council.

The Code of Conduct for agricultural traffic and Information leaflet, and Information on the CLP and EP will be given out.

Cllr Plowright has asked that farm machinery be on display, and will discuss the location of this and the stand with the Fete Committee.

A banner and gazebo will be provided by Cllrs Plowright and Hinchliffe respectively.

A flip chart is needed for suggestions on the CLP.

Cllr Hinchliffe will ask Natasha Gibbs (KCC) for posters advertising the EP.

The Clerk will source material showing the function of Parish Councils.

Cllrs Austen, Herrick, Hinchliffe and Plowright will attend for Smeeth Parish Council.

Cllr Plowright to draw up a rota for Brabourne and Smeeth parish councillors on the stand.

All

IP

IP/MH

MH

SW

SW/IP

14 Rural Conference report

Cllrs Austen and Hinchliffe attended the Conference on 1st May. Cllr Hinchliffe reported that under Localism Parish Councils can take over local responsibilities, such as those on the list (attached). Were a Parish Council to go ahead, negotiations with ABC would take place as to the value of the work and this sum would be given to the Parish Council. Parishes can act in clusters.

Aldington Parish Council conducted a 'Handyman' pilot scheme for 2 years and this had been

well received – it was noted that the personality of the individual was very important, good social skills being a prerequisite.

It was noted that if a 'Handyman' were employed by the Parish Council, PAYE and NI would have to be administered, and Cllr Plowright advised that there would be significant responsibilities under the Health and Safety at Work Act.

A meeting is to be arranged with the Chairman of Aldington Parish Council, for a presentation on the scheme, possibly jointly with Brabourne Parish Council. SW

15. Any other business

15.1 Cllr Hinchliffe stated that a letter had been sent on behalf of KCC to residents advising of an ecological assessment on the proposed site of the lorry park at Aldington. The Clerk had asked for further information and the reply from KCC had been circulated to councillors.

15.2 Cllr Hinchliffe reported that there were plans to remove the Core Tier payment from Post Offices - the financial consequences may lead to the closure of local Post Offices. The source of the information is to be verified and brought to the next meeting. MH

15.3 Cllr Plowright reported an incident of flytipping. The email address for reporting flytipping will be circulated. SW

16. Date and time of next meeting

Wednesday, 11th July, 7.00pm at Brabourne Baptist Church.
