

**Smeeth Parish Council**  
**Minutes of the Annual General Meeting**  
**Held on Wednesday 10<sup>th</sup> May 2017 at 7.00pm at Brabourne Baptist Church**

1. Present	Action
<p>Cllr Herrick (Chairman) (DH), Cllr Thorpe (Vice-chairman) (GT), Cllr Mrs Morey (JM), Cllr Mrs Nyssens (AN) and Mrs Wood (Clerk) (SW). Seventeen members of the public present.</p>	
<p><b>2. Apologies</b></p>	
<p>Apologies were received from Cllr Mrs Alford, Cllr Mrs Pereboom, Cllr MacPhee (prior commitments), Cllr Miss Martin (ward member) and PCSO Hobbs.</p>	
<p><b>3. Declarations of Interest</b></p>	
<p>There were no Declarations of Interest.</p>	
<p><b>4. Election to Parish Council roles</b></p>	
<p><b>Resolved:</b></p>	
<p><b>That the following be elected:</b></p>	
<p><b>Chairman: Cllr Herrick</b></p>	
<p><b>Vice-chairman: Cllr Thorpe</b></p>	
<p><b>Planning Committee: Cllr Thorpe (Chairman), Cllr Mrs Pereboom, Cllr Herrick</b></p>	
<p><b>Playing Field representative: Cllr Herrick</b></p>	
<p><b>Village Hall representative: Cllr Thorpe</b></p>	
<p><b>KALC: Cllr Mrs Morey, Cllr Mrs Pereboom</b></p>	
<p><b>J10A Working Group: Cllr Mrs Pereboom</b></p>	
<p><b>Village Caretaker Management Committee: Cllr Mrs Morey</b></p>	
<p><b>5. Declaration of Acceptance of Office</b></p>	
<p>The Declaration of Acceptance of Office was signed by Cllr Herrick and received by the Clerk, the Proper Officer of the Parish Council.</p>	
<p><b>6. Adoption of the General Power of Competence</b></p>	
<p><b>Resolved:</b></p>	
<p><b>That Smeeth Parish Council satisfies itself that it continues to meet the eligibility criteria for the Parish Councils (General Power of Competence) (Prescribed Conditions) 2012 adopted at its meeting held on 20<sup>th</sup> May 2015; such Power ceasing to have effect if the criteria cease to be met and unless a further Resolution is passed at the Annual Meeting of the Parish Council.</b></p>	
<p><b>7. Appointment of Internal Auditor</b></p>	
<p>The Clerk advised that the internal audit function must be sufficiently independent from the management of financial controls and procedures of the Parish Council. The person carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the Parish Council.</p>	
<p>The internal auditor must not have any involvement in the financial decision making, management or control of the Parish Council, or with the Council's financial controls and procedures.</p>	
<p>The Clerk advised that Mr John Coupe is willing to act as the Internal Auditor for the Parish Council and that the scope of the internal audit must be defined.</p>	
<p>It was proposed that the internal auditor review and report to the Parish Council whether its systems of financial and other internal controls over its activities and operating procedures are effective.</p>	
<p><b>Resolved:</b></p>	
<p><b>That Mr John Coupe be appointed as Internal Auditor and will review and report to the Parish Council whether its systems of financial and other internal controls over its activities and operating procedures are effective.</b></p>	

<p><b>8. Minutes</b>  <b>Resolved:</b>  <b>That the Minutes of the Parish Council Meeting held on 15<sup>th</sup> March 2017 be approved and confirmed as a true record.</b></p>	
<p><b>9. Open Session</b>  The meeting was suspended to allow members of the public present to raise matters of concern with the Parish Council.</p> <p><b>9.1</b> The Parish Council was advised that it was the 50<sup>th</sup> anniversary of the founding of the Scouts and Guides, prior to this there had only been a Cubs pack. The AGM and awards ceremony would be held on 12<sup>th</sup> May and the Scouts flag was flying at Scout HQ.</p> <p><b>9.2</b> Permission was sought by Smeeth WI to plant daffodil bulbs on the green triangle at The Ridgeway, this will be discussed at the next Parish Council meeting.</p> <p><b>9.3</b> Proposed new homes in Calland: Concerns were expressed at inadequate parking provision for existing residents when the new properties are built. The Chairman replied that this had been raised with ABC, but the Planning Committee had concluded that the proposed 2 spaces per property would be adequate. This was disputed: a plan had been circulated by UKPN showing a car park with 9 spaces, a net loss of 5. The Chairman and Cllr Thorpe stated that the Parish Council had no knowledge of this plan and would raise it with ABC Housing.</p> <p>There were regrets that trees had been felled and the hoardings put up before the necessary planning application for the latter had been submitted; Cllr Thorpe advised that the Parish Council had not been consulted on the application. The other application (concerning sewerage) was, the Chairman noted, for compliance with Building Regulations only. There were complaints that the hoarding had been erected earlier in the year but work not yet begun, and of litter such as empty cement bags left by the contractors.</p> <p>There were regrets that the new properties would lead to a loss of green open space. Cllr Thorpe noted the need to ascertain the start date for the works.</p> <p><b>9.4</b> In an answer to a question about the new ward of Bircholt, the Clerk advised that the change was effective from May 2019.</p> <p><b>9.5</b> Village questionnaire: It was noted that this was available in Orpins Stores and online – it could be downloaded from the community website. The questionnaire had been drawn up by Cllr Jane Martin to gauge residents' views of how they would be affected by the developments in Saxon Shore and in particular the cumulative effect. The Chairman noted that the information could be an extension to the Village Protection Policy, and the data fed back to ABC to inform the Local Plan.</p> <p>Mr Ruck agreed with the importance of the cumulative effect, and that Smeeth crossroads would become even more dangerous. The Chairman noted that traffic surveys had been carried out for the Village Protection Policy and may need to be repeated given developments, the Parish Council raised concerns re the crossroads with KCC which replied that these were not supported by crash data. The Chairman stated that increased traffic would not in itself lead to improvements, but there may be a need to discuss the possibility of another survey with Peter Brett Associates.</p> <p><b>9.6</b> Awareness was raised of the closure of Kennington Road, Willesborough for 11 weeks from June 19<sup>th</sup>, which may lead to increased traffic through the village, with a possible additional impact on horse riders. Diversions via Ashford town would be posted. The Chairman stated that Speedwatch would be asked to carry out extra sessions and the situation will be monitored.</p>	<p>SW</p> <p>SW</p> <p>SW</p>
<p><b>10. Matters Arising</b></p> <p><b>10.1</b> Littering: A notice re litter on The Ridgeway had been put in Parish News, it was hoped that the situation will improve.</p> <p><b>10.2</b> War memorial: An update had been published in Parish News. Mr Taylor is still seeking quotes, on receipt of which a public meeting will be held. The War Memorials Trust had advised against moving the memorial, therefore any work would likely be limited to refurbishment and improving the surrounding area.</p> <p><b>10.3</b> Traffic islands: Further to Mr Ruck's efforts, the Parish Council will monitor the situation; the light at Smeeth crossroads is not working, this will be reported to KCC.</p> <p><b>10.4</b> Smeeth School parking: KCC has asked if the Parish Council would fund any initiative; KCC will be asked what schemes they are suggesting. Cllr Mrs Nyssens asked if the school had any initiative encouraging people to walk to school. The Chairman replied that it had in the past, but</p>	<p>SW</p> <p>SW</p>

a large number of pupils come from Ashford or the parents work in Ashford, therefore take the children to school en route. The Woolpack has indicated that parents can use their car park, this was welcomed. The Head Teacher has asked KCC to explain why it could not have bollards. Temporary improvement was noted when the Community Warden or Police attend. Yellow lines were suggested but would be unenforceable because it is permitted to drop off passengers; the Chairman agreed, stating that enforcement officers would not attend daily at drop-off or collection times.

**10.5 Code of practice when passing horses:** Cllr Mrs Nyssens advised that she is awaiting campaign material and posters from the British Horse Society. The former would be useful to schools, to educate parents. Cyclists were also reported to have similar problems. It was suggested that 'Slow down for horses' signs be put up, and offers to place them in gardens were welcomed. Cllr Mrs Nyssens replied that she was not aware of any official signs of this nature. She further advised that she is surveying all footpaths for possible applications to convert them to bridleways. Problems were reported on the village green arising from horses riding across the green particularly when the ground is soft; Cllr Mrs Nyssens replied that she discourages her riders from using the green, but it is sometimes necessary to avoid using Bridge Road when it is congested.

#### **11. Community Warden and PCSO's reports**

The PCSO's report had been circulated and is attached to the Minutes.  
No report in the Community Warden's absence.

#### **12. Financial Report**

##### **12.1 To approve the Annual Governance Statement**

**Resolved:**

**That the Annual Governance Statement be approved.**

##### **12.2 To approve the Statement of Accounts for the year**

**Resolved:**

**That the Statement of Accounts for the year be approved.**

##### **12.3 To agree payments in accordance with the Budget**

**Resolved:**

**That the following payments be agreed in accordance with the Budget:**

#### **Payments**

<b>Details</b>	<b>£</b>
G Snazelle (contribution to Speedwatch device)	600.00
P Rodway (salary)	858.36
HMRC (P Rodway)	258.75
KCC re Kent Pension Fund (P Rodway)	328.48
S Wood (road warning signs – caretaker)	45.76
T Denne & Sons (caretaker storage)	108.00
Lister Wilder (caretaker)	21.26
Playing Field Association (donation)	1000.00
P Rodway (salary)	1156.64
HMRC (P Rodway)	255.01
KCC re Kent Pension Fund (P Rodway)	331.76
S Wood (salary)	303.17
S Wood (salary)	306.20
S Wood (expenses)	5.69
T Denne & Sons (caretaker storage)	108.00
P Rodway (expenses)	82.99
B Podd (salary)	112.50
Brabourne Baptist Church (hall hire)	150.00
Zurich Municipal	605.19
Zurich Municipal (vehicle insurance)	546.91

KALC (subscription)	344.83	
KALC (training)	72.00	
<b>Receipts</b>		
<b>Details</b>	<b>£</b>	
NatWest interest	0.26	
ABC (balance of grant to caretaker scheme)	565.58	
Smeeth Field rent	175.00	
Precept	11188.00	
Council Tax Support Grant	260.00	
Concurrent Functions Grant	185.00	
Balance £ 39800.92 as at 11 <sup>th</sup> May 2016		
<b>13. Planning Committee report</b>		
The Vice-chairman reported that 1 application had been received: Erection of basketball hoop, fencing and surfacing on the playing field. This was supported and a decision awaited from ABC.		
<b>14. Local Plan to 2030</b>		
The Chairman reported that the revised draft will be presented to Cabinet on 15 <sup>th</sup> June, and will then go out to public consultation. There was no information on any possible changes to the first draft. The revised draft will be available on ABC's website.		
<b>15. KALC representative report</b>		
Cllr Mrs Morey reported on the meeting of 22 <sup>nd</sup> March. The Minutes had been circulated and there had been 2 presentations: Gypsy and traveller unauthorised encampments; Electoral Review of Ashford: overview of the changes, how and when to respond. The next meeting will be on May 24 <sup>th</sup> , Cllr Mrs Pereboom to attend.		VP
<b>16. Update on J10A  Working Group</b>		
No report in Cllr Mrs Pereboom's absence.		
<b>17. Footpaths and Highways</b>		
<b>17.1</b> Parking at Sandy Place. No progress to report; Cllr Howard to be asked for an update.		SW
<b>17.2</b> Lees Close: Inadequate provision is causing problems for a number of elderly residents. A request was made for disabled parking bays; this is in hand with ABC's parking team, but these bays would customarily be given only to blue badge holders.		
<b>17.3</b> Lorry parking on the A20: No progress to report. The planning application for the lorry park at the Airport Café was refused, this would likely lead to displacement. A letter will be sent to Shepway Council expressing the Parish Council's concerns.		SW
<b>17.4</b> KCC is carrying out a pothole blitz.		
<b>17.5</b> A large deep pothole was reported near Washington Farm, the Clerk to report to KCC.		SW
<b>18. Community Led Plan and Emergency Plan</b>		
<b>Community Led Plan:</b> A leaflet explaining how potholes should be reported will be delivered to all households.		
Affordable housing: A survey will be carried out to assess current need. It was noted that if the planning application on Hospital Field were allowed, this would deliver a number of affordable homes.		
Speeding: The radar gun is being used to gather data on the speed of vehicles in the village.		
Smartening up the village: Work to improve Hoskins Pond is ongoing, but limited by the lack of volunteers. The Gardening Society was approached for help to plant a number of areas; the CLP group would fund purchase of the plants. It is hoped to refurbish lamp posts, a quote of £6500 had been received.		
Facilities for the young and improving sporting facilities: A planning application for the basketball hoop has been submitted; the CLP group has obtained funding for the project.		

<p>Other projects included the outdoor gym project (at a cost of £10,000-£12,000) and the footpath across the village green (£12,000-£15,000). A KCC member grant of £7,500 has been given towards the former, which will cater for adults and children. A site for the gym has not yet been identified, but it had been proposed that it should be on the village green – this will be taken to Brabourne Parish Council. The playing field was not thought to be a suitable site. Sponsorship was offered subject to a plaque being displayed identifying the sponsor.</p> <p>Youth shelter: This will be discussed after completion of the gym project.</p> <p>The Chairman thanked Mr Hinchliffe and the CLP team for their efforts.</p> <p><b>Emergency Plan:</b> No coordinator has come forward. The Chairman explained that the plan would ensure measures are in place to help in cases of, eg flood, snow emergency, and would link people with expertise to the system. The plan will be an add-on to ABC's Emergency Plan. The coordinator's role is to ensure the data are up to date.</p>	
<p><b>19. Village caretaker scheme</b></p> <p>Cllr Mrs Morey reported that the scheme has been running for 1 year; the caretaker's appraisal was carried out in March. Weekly reports are submitted. The caretaker has repainted the Mersham play equipment and mowing is now being carried out. The caretaker will be asked to clear the gulleys in Calland and sweep the kerb outside the village shop.</p>	SW
<p><b>20. Speedwatch</b></p> <p>Training in use of the new Speed Indicator Device has been completed. Six sessions were carried out in April and will continue in May. More volunteers are needed, a request will be put in Parish News and on the noticeboard.</p>	SW
<p><b>21. Local Needs Housing</b></p> <p>On hold pending the publication of the new Local Plan.</p>	
<p><b>22. Playing fields</b></p> <p>The Chairman reported that the AGM was held on 19<sup>th</sup> April and the Minutes circulated and published. At the AGM Mr Ruck had recommended that action to pay the peppercorn rent should be considered at the next meeting, and a view taken of the proposals to build on the playing field. It was noted that the land was a Gift from Lord Brabourne on condition of payment of 1 shilling per year; the PFA Chairman could not determine if it had been paid – this was thought to show a lack of due diligence and good governance. Strutt and Parker reportedly said that they had been advised by the Estate's solicitors not to accept the rent. This was of concern and felt to undermine the PFA's negotiating position, the interests of the community were seriously jeopardised. It was suggested that the Parish Council makes representations to the PFA on behalf of the community to rectify the situation by prompt payment of the outstanding rent and that future payments should be made on time.</p> <p><b>Resolved:</b></p> <p><b>That the Parish Council makes representations to the Playing Field Association on behalf of the community to rectify the situation by prompt payment of the outstanding rent and that future payments should be made on time.</b></p>	SW
<p>The Parish Council was asked to consider submitting a village green application. The Clerk advised that this would not be possible if a Landowner's Statement has been registered – the Clerk to follow-up.</p>	SW
<p>The Chairman acknowledged the strength of feeling and will also ascertain the date of the next PFA meeting.</p>	DH
<p>Clarification was sought on the Vice-chairman's comments at the March Parish Council meeting that solicitors were examining the possibility of changing the land in the Deed of Gift. The Chairman replied that this was because the land has been put forward for inclusion in the Local Plan review. Were the playing field to be developed, a new piece of land would likely be given under a Deed of Gift.</p>	
<p><b>23. Correspondence</b></p> <p><b>23.1 CARE Foundation Trust:</b> consultation on local schools' proposal to join together in a Foundation Trust. A representative from the school will be asked to attend the July meeting.</p>	SW

**24. Any Other Business**

**24.1** The Chairmen of both Parish Councils attended the St George's Day parade on 23<sup>rd</sup> April.

**25. Date and time of next meeting**

Wednesday July 12th, 7.00pm in Brabourne Baptist Church.

The meeting closed at 9.10pm.

**Agenda item 11: PCSO's report**

The search on the website will give crime details for the whole ward not just Smeeth, on the plus side it will give you an idea of the crimes in the surrounding villages.

No reported ASB in the area.

Burglary in the area of Woolpack Hill.

Please ask residents to secure their properties and take valuables out of their vehicles due to Burglaries in surrounding areas.

Patrols continue to be carried out in the area, but please report any concerns/suspicious persons or vehicles seen in the area by dialling 101.