

Smeeth Parish Council
Minutes of the Annual General Meeting
Held on Wednesday 22nd May at 7.00pm at Brabourne Baptist Church

1. Present	Action
<p>Cllr Herrick (Chairman) (DH), Cllr Thorpe (Vice-chairman) (GT), Cllr Mrs Alford (HA), Cllr Mrs Morey (JM), Cllr Mrs Moo (YM), Cllr Mrs Pereboom (VP), Cllr Kimpton (RK) and Mrs Wood (Clerk) (SW). Nine members of the public were present.</p>	
<p>2. Apologies Apologies were received from Cllr Howard (ward member). Cllr Howard was congratulated on his re-election as ward member.</p>	
<p>3. Declarations of Interest There were no Declarations of Interest.</p>	
<p>4. Election to Parish Council roles Resolved: That the following be elected: Chairman: Cllr Herrick Vice-chairman: Cllr Thorpe Planning Committee: Cllr Mrs Pereboom (Chairman), Cllr Thorpe, Cllr Herrick but applications thought to be contentious will be referred to the whole Parish Council Playing Field representative: Cllr Herrick Village Hall representative: Cllr Thorpe Village Caretaker Management Committee: Cllr Mrs Morey KALC: Cllr Mrs Morey Community Led Plan representative: Cllr Herrick</p>	
<p>5. Declaration of Acceptance of Office The Declaration of Acceptance of Office was signed by Cllr Mrs Alford, Cllr Mrs Morey, Cllr Mrs Moo, Cllr Mrs Pereboom, Cllrs Herrick, Thorpe and Kimpton, and received by the Clerk, the Proper Officer of the Parish Council.</p>	
<p>6. Adoption of the General Power of Competence Resolved: 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 22nd May 2019; 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.</p>	
<p>7. Appointment of Internal Auditor 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. 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. It was proposed that Mr Paul Fenwick be appointed as Internal Auditor. Resolved: That Mr Paul Fenwick 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.</p>	
<p>8. Minutes Resolved:</p>	

13.2 To approve the Statement of Accounts for the year**Resolved:****That the Statement of Accounts for the year be approved.****13.3 To agree payments in accordance with the Budget****Resolved:****That the following payments be agreed in accordance with the Budget:****Payments**

Details	£
ACRK (subscription)	52.00
P Rodway (salary)	1185.12
HMRC (P Rodway)	283.86
KCC re Pension scheme (P Rodway pension)	413.77
P Rodway (Q4 mobile)	25.00
Lister Wilder	3.83
P Rodway (salary)	1359.95
HMRC (P Rodway)	354.88
KCC re Pension scheme (P Rodway pension)	428.75
Lister Wilder	321.00
KALC (training)	72.00
Fuel Genie	124.77
Fuel Genie	174.22
S Wood	322.14
S Wood	322.14
B Podd	197.04
KALC (training)	60.00
KALC (subscription)	349.01
Zurich Municipal	623.48
T Denne & Sons (caretaker storage)	108.00
Brabourne Baptist Church (hall hire)	134.88
Ashford Borough Council (Sandy Place works)	3404.02
Village caretaker account	2000.00
S Wood (expenses)	29.74
P Rodway (expenses)	92.97
P Rodway (salary)	1427.82
KCC re Pension scheme (P Rodway pension)	478.81
HMRC (P Rodway)	409.71
Village caretaker account	21325.23

Receipts

Details	£
Brabourne Parish Council (caretaker reimbursement)	91.55
NatWest interest	32.23
Smeeth Field Rent	175.00
Precept	11869.00
Council Tax Support Grant	282.00
Concurrent Functions Grant	185.00
VAT refund	117.22
ABC (village caretaker)	5000.00
KCC (Village caretaker)	8589.05
Village caretaker account (reimbursement for payments to date)	5167.68

<p>Current and savings account £ 58440.41 Village caretaker account £20657.55</p>	
<p>13.4 To agree the addition of Councillor Mrs Moo and Councillor Kimpton as signatories to the Parish Council's bank accounts</p>	
<p>Resolved: That Councillor Mrs Moo and Councillor Kimpton be added as signatories to the Parish Council's bank accounts.</p>	YM/RK
<p>14. Planning Committee report</p>	
<p>The Vice-chairman reported that four applications had been received:</p>	
<p>19/00504/AS Hazel Hatch Cottage, 6 Lily Vale Cottages Conversion of garage to ancillary accommodation. The Planning Committee objected, because of safety concerns re lift-access only to the first floor.</p>	
<p>19/00511/AS 2 Ridgeway Cottages, The Ridgeway Rear dormer installation and rebuild rear porch. The Planning Committee had no objection.</p>	
<p>19/00300/AS The Pound House, Granary Court Road Internal works. The Planning Committee had no objection.</p>	
<p>19/00614/AS Gwending, Plain Road Proposed extensions. The Planning Committee objected because the description is inaccurate: this is, in effect, a demolition and rebuild.</p>	
<p>15. Local Plan to 2030</p>	
<p>The Chairman reported that the Local Plan has been adopted and is now a working document, but will be subject to regular reviews.</p>	
<p>16. KALC representative report</p>	
<p>Cllr Mrs Morey's report is attached to the Minutes. The next meeting on 29th May will be attended by Cllr Mrs Pereboom and Cllr Mrs Moo.</p>	SW
<p>17. Footpaths and Highways</p>	
<p>17.1 J10A: Works are progressing and no overnight closures planned in the immediate future. Operation Brock (2-way working on the M20 northbound to Maidstone) will remain in place until October.</p>	
<p>17.2 Church Road: Potholes near the Kent Wool Growers Site will be reported. Problems re the footway near the Oak Room were reported to Highways; on inspection Highways advised that the footway is in such a state of disrepair that patching is not possible, it must be taken up and relaid – this has been passed to the appropriate team.</p>	SW
<p>17.3 Gasworks repairs on Plain Road: Problems re phasing of the traffic lights was reported – an insufficient delay is allowed for traffic to pass when the lights turn to green. This will be reported to Clancy Docwra.</p>	
<p>18. Community Led Plan and Emergency Plan</p>	
<p>Community Led Plan (CLP): Installation of the outdoor gym on the green at The Warren is in hand. The CLP group was given an Environmental Achievement Award by ABC in a ceremony at Civic Centre, in recognition of its hard work and dedication to environmental projects; these included clearance of Hoskins Pond and the bulb planting. A copy of the Award will be posted in Orpins Stores.</p>	
<p>Emergency Plan: A reply is awaited from Colin MacPhee re the possible handover to Steve Reeves. [Post-meeting note: A meeting is to be arranged (by Colin McPhee) with Steve Reeves and a number of Parish Councillors to progress the establishment of the Emergency Plan for the Parish.]</p>	
<p>19. Village caretaker scheme</p>	
<p>Cllr Mrs Morey's report is attached to the Minutes. The Clerk and caretaker had a meeting with Michelle Byrne (ABC Funding and Partnerships Officer) on 15th May at which the scheme was reviewed. Michelle Byrne confirmed that a new 5-year contract will be drawn up when the current contract expires in 2021, and she will put forward the Caretaker's Committee request that the ABC contribution to the scheme be increased in line with inflation.</p>	SW

Cllr Turley (Mersham PC and Village Caretaker Committee member) undertook a financial review of the scheme, this has been circulated.

Artroturf in Mersham: This must be sprayed-out; the caretaker would have to undertake training for this task. Aspire has offered to quote for this task, the Clerk to follow-up.

20. Speedwatch

The Chairman advised that no sessions have been carried out recently, but more will be organised.

21. Local Needs Housing

The Chairman advised that a desk-top survey will be carried out to look for suitable sites for Local Needs Housing (LNH) in conjunction with Brabourne Parish Council, of the development in Fortescue Place. It should be noted that LNH is not the same as affordable housing.

[LNH schemes are developed in partnership with Parish Councils, the Borough Council and a Housing Association. The small housing developments are kept for local people in perpetuity and can never be sold on the open market; they are offered for shared ownership with the Housing Association. A legal document is drawn up under section 106 of the Town and Country Planning Act 1990 between the Borough Council and the Housing Association to ensure the houses are kept in perpetuity for local people and will state clearly who is eligible for housing in the new development. The Parish Council is asked to confirm the local connection of applicants for LNH.]

[Affordable housing: this must be provided at a level at which the mortgage payments on the property should be more than would be paid in rent on council housing, but below market levels. Developments above a certain size must include a given %age of affordable housing. These can be sold on the open market after first occupation.]

22. Playing fields

A number of complaints have been received re balls landing in gardens in The Ridgeway, following installation of the basketball hoop. It was thought that some of these incidents may be deliberate, rather than missed throws during basketball games. Cllr Howard has offered a grant to the Playing Field Association for mitigating measures. The Clerk will write to the PFA Chairman advising him of Cllr Howard's offer. It was noted that all parties are anxious for a resolution.

23. Correspondence

SLCC training course on the new website accessibility regulations, 26th June at Ashford International Hotel. The Clerk to attend.

24. Any Other Business

24.1 The Chairman attended the St George's Day parade on behalf of Smeeth Parish Council.

24.2 Annual Parish Meeting: the Chairman noted that attendance was disappointing. The need for more publicity, particularly posters throughout the village, was acknowledged

24.3 VE Day 75th Anniversary Commemorations: www.veday75.org Friday 8th May 2020 (which may be a Bank Holiday). Smeeth will take part, likely with Brabourne. George Taylor will be asked for information on what is being planned by the Royal British Legion. It was noted that the Legion is arranging a number of events for the 75th Anniversary of D-Day, including Pork & Pimms.

24.4 A crossover and dropped kerb have been installed at Cherry Trees; it is unclear whether these have the necessary permission and have been reported to KCC Highways.

25. Date and time of next meeting

Wednesday July 3rd, 7.00pm in Brabourne Baptist Church.

The meeting closed at 8.55pm.

Agenda item 16: KALC representative report

DH/MH

SW

I attended the last KALC meeting on 27th March. Discussion took place about the next steps to be taken on Local Plan 2030 and the Joint Parishes Planning Committee is being reinstated to consider the threats and opportunities posed by the Local Plan2030 - with emphasis on Policies HOU5 and SP7 . I was unable to attend the first meeting of Joint Parishes Committee in April and no doubt the minutes will be circulated in due course. A number of subjects were also discussed including lack of planning enforcement, problems that arise when roads within new developments are not adopted and maintenance of projects that are funded under s106 agreements.

The Joint Parishes Transport Committee is also being set up to plan liaison with KCC Highways for the year ahead.

CI Somerville gave a report on Ashford Community Safety Unit- he's now retired and his successors are CI Frittenden and Supt Brooks

The next KALC meeting is on 29th May when Simon Jones (KCC Highways) is due to attend but unfortunately I'm unable to attend and I would be grateful if another Councillor is able to attend in my place.

Agenda item 19: Village caretaker Report

The Caretaker scheme continues to be successful. Paul is now working his longer "Summertime" hours and, weather permitting , is able to work for longer hours during the day. His staff appraisal took place on April. It was agreed that his duties could now include mowing the grass at Smeeth School.

Sue Wood had a meeting with Michelle Byrne from ABC on 15th May. The contract with ABC runs for another 2 years after which another 5 year contract will be issued. Sue Wood has made formal request to ABC for ABC's contribution to be increased in line with inflation- the outcome is awaited!

A financial review of the scheme was conducted on behalf of the Cluster by Pete Turley of Mersham PC . As at the 31st March 2019 there is a small surplus of funds of £7736.18 which reflects the agreed objective to build a fund to finance future replacement of essential equipment, such as a second mower . Enquiries as to cost of courses in spraying and chain sawing are being made on behalf of the Cluster by Sue Wood.

A dedicated Account has now been opened to separate the village caretaker finances from general finances of Smeeth PC which will simplify the tracking of the Caretaker finances.