

**Smeeth Parish Council**  
**Minutes of the Annual General Meeting**  
**Held on Wednesday 11<sup>th</sup> May 2016 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 Pereboom (VP), Cllr Hinchliffe (MH), Cllr MacPhee (CM) and Mrs Wood (Clerk) (SW). Cllr Howard (WH) (ward member), Mr Graham Kingston (GK) (Community Warden) and PCSO Hobbs attended. There were no members of the public present.</p> <p>Cllr Hinchliffe advised that he would be resigning from the Parish Council, in order to concentrate on his role with the Community Led Plan. Cllr Hinchliffe was thanked for his input and achievements on behalf of the community by the Chairman, who then presented him with the KALC Community Award. Thanking the Parish Council for the Award, Cllr Hinchliffe left the meeting.</p>	
<p><b>2. Apologies</b>  Apologies were received from Cllr Miss Martin (ward member).</p>	
<p><b>3. Declarations of Interest</b>  There were no Declarations of Interest.</p>	
<p><b>4. Election</b>  <b>Resolved:</b>  <b>That the following be elected:</b>  <b>Chairman: Cllr Herrick</b>  <b>Vice-chairman: Cllr Thorpe</b>  <b>Planning Committee: Cllr Thorpe (Chairman), Cllr Mrs Pereboom, Cllr Herrick</b>  <b>Playing Field representative: Cllr Herrick</b>  <b>Village Hall representative: Cllr Thorpe</b>  <b>KALC: Cllr Mrs Morey, Cllr Herrick</b>  <b>J10A Working Group: Cllr Mrs Pereboom</b>  <b>Village Caretaker Management Committee: Cllr Mrs Morey</b>  <b>Emergency Plan: Cllr MacPhee</b></p>	
<p><b>5. Declaration of Acceptance of Office</b>  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>  <b>Resolved:</b>  <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>  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</p>	

effective.

**Resolved:**

**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.**

**8. Minutes**

**Resolved:**

**That the Minutes of the Parish Council Meeting held on 9<sup>th</sup> March 2016 be approved and confirmed as a true record.**

**9. Open Session**

No matters were raised.

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

Brought forward with the Chairman's permission.

PCSO Hobbs was welcomed to the meeting, noting that his previous deployment was Stanhope. He reported 1 incident of criminal damage, 1 theft of scrap metal from a front garden and 1 burglary from a non-residential property. There had been no official reports of antisocial behaviour. PCSO Hobbs urged residents to report incidents by calling 101; all calls are logged and he is aware of all such calls.

Mr Kingston reported a break-in at the village shop, during which a significant quantity of cigarettes was stolen. He had spoken to the Beavers on 'Stranger Danger' and the Reception Class at the Primary School on 'People who help us'. Mr Kingston praised the efforts of the volunteers who had cleaned Hoskins pond. The improvements at The Woolpack were welcomed, Mr Kingston advised that initiatives such as afternoon teas are to be introduced with the aim of making The Woolpack a community hub. He acknowledged the efforts of the village caretaker.

**10. Matters Arising**

**10.1** Grouping of Smeeth and Brabourne Parish Councils: Brabourne Parish Council did not wish to pursue this.

**10.2** Prescription delivery service: A volunteer is needed in light of Cllr Hinchliffe's resignation. There have to date been no calls for the service from Smeeth residents; those in need are identified by Sellindge Surgery and referred to the volunteers.

**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**

Details	£
P Rodway (salary March)	687.92
P Rodway (PAYE March)	4.11
P Rodway (expenses)	289.82
I Plowright (caretaker van)	2760.00
Zurich Municipal (Motor insurance - caretaker van)	544.42
John Childs (Garages) Ltd (caretaker van repairs)	117.74
John Childs (Garages) Ltd (caretaker van repairs)	194.76
Lester Wilder (caretaker – equipment)	36.30

KE Sim (travel expenses – purchase of caretaker van)	50.00
Lockwell Securit Ltd (caretaker van)	220.00
M Hinchliffe (expenses – caretaker scheme)	285.09
Lester Wilder (caretaker – equipment)	14080.76
Lester Wilder (caretaker – equipment)	86.90
John Childs (Garages) Ltd (caretaker van repairs)	194.76
John Childs (Garages) Ltd (caretaker van repairs)	499.20
P Rodway (salary April)	1202.79
P Rodway (PAYE April)	274.55
Lester Wilder (caretaker – equipment)	104.04
P Rodway (expenses)	184.13
KALC (subscription)	322.66
Peter Brett Associates LLP	1800.00
B Podd (salary)	129.60
Brabourne Baptist Church (hall hire)	136.50
Zurich Municipal (insurance renewal)	325.35
S Wood (salary)	300.17
S Wood (salary)	300.17
John Childs (Garages) Ltd (caretaker van repairs)	634.38

  

Receipts	
Details	£
NatWest interest	3.02
Cash deposit (remainder of cash for van after discount applied and vehicle licence paid for)	135.00
Brabourne Parish Council (caretaker scheme contribution)	2053.00
Mersham & Sevington Parish Council (caretaker scheme )	5413.00
ABC grants (caretaker scheme)	11999.42
VAT refund	546.50
Precept	7763.00
Council Tax Support Grant	280.00
Concurrent Functions Grant	185.00
Smeeth Field Rent	175.00

  

Balance £ 42913.12 as at 11<sup>th</sup> May 2016

**13. Planning application 16/00303/AS Land east of Lees Road, outline application for up to 125 dwellings**

Cllr Mrs Pereboom asked if an on objection by the Parish Council would be representative of the community. Cllr Howard replied that there was only 1 comment in favour on the ABC website. The Chairman noted that some residents welcomed the affordable housing element, however this would not be Local Needs Housing (LNH). Cllr Howard agreed, advising that affordable homes could be offered for sale at up to 75% of the market value. Cllr MacPhee noted that there were some who supported the proposal because it would bring ‘new blood’ and support for lcal businesses. He stated that he would support housing in line with the community’s needs, ie small units for older people and LNH, the former would free up larger homes for families. Cllr Howard agreed, villages must evolve or die. He noted that under the Local Plan review there would likely be small developments in the parish, and although there is a need for more homes, 125 would have a significant impact. Cllr Mrs Pereboom felt that the development was in the wrong place. Cllr Howard and the Clerk advised that KCC Highways had strongly objected, their submission listing additional work and surveys that would be needed. Cllr MacPhee stated that photos in the Village Protection Policy document (VPP) highlight congestion and state of the roads. The Vice-chairman agreed, noting that at peak times there would be an additional 300 vehicles leaving/entering the village.

The Chairman proposed that the Parish Council objects to the application.

**Resolved:**  
**That Smeeth Parish Council objects to the application**

<p>Cllr Howard advised that if there are concerns re provision of LNH, there are 2 on Manse Field, a consultation will be carried out re possible development at Calland, the outcome of the site submissions process and the Sandpit Quarry Group initiative.</p> <p>The Chairman noted that a public meeting on the application had been held in the village hall and the application had been on the agenda of both Parish Councils, therefore all residents had been given the opportunity to comment.</p>	
<p><b>14. Planning Committee report</b></p> <p>The Vice-chairman reported that 2 applications had been received:</p> <p>Briar Cottage, replacement of the existing dwelling (approved by ABC)</p> <p>Playing field, storage containers in the car park (supported by the Parish Council).</p>	
<p><b>15. KALC representative report</b></p> <p>Cllr Mrs Morey reported that 2 issues had been discussed at the meeting on 6<sup>th</sup> April: KCC's proposal that soft landscaping contracts be devolved to Parish Councils working in clusters; Village defibrillators, SECamb should be notified of their location.</p> <p>The next meeting is on May 18<sup>th</sup>.</p>	
<p><b>16. Update on J10A  Working Group</b></p> <p>Cllr Mrs Pereboom reported that she could not attend the meeting on 7<sup>th</sup> April, at which the hazards of the Barrey Road junction had been discussed. Cllr Howard advised that he had raised the concerns previously expressed by the Working Group with the Leader of ABC.</p> <p>Cllr Mrs Pereboom advised that the traffic modelling was now available on the Highways England website, the link will be circulated.</p> <p>Concerns were expressed that emergency vehicles travelling from Smeeth to the William Harvey Hospital would have to negotiate 2 motorway junctions. Cllr Mrs Pereboom replied that an alternative route would be via Hinxhill, but this would entail using narrow, rural lanes. Cllr Howard advised that this would improve when the proposed housing development is built.</p>	VP
<p><b>17. Footpaths and Highways</b></p> <p><b>17.1</b> Plain Road potholes: These have been reported but are exacerbated by the spring and lack of drainage to divert the water.</p> <p><b>17.2</b> Request for a programme of works: This was refused by the Highways Steward. Cllr Howard suggested that the request be put to the Joint Transportation Board.</p> <p><b>17.3</b> Smeeth crossroads hatching: No progress to report, the Clerk to follow-up.</p> <p><b>17.4</b> Parking at Sandy Place. No progress to report. The Clerk to follow-up.</p> <p><b>17.5</b> Salt bin. Reported problems have been addressed by the village caretaker, who suggested that a new bin was needed. The caretaker to follow-up.</p> <p><b>17.6</b> Three additional litter bins have been obtained from Tenterden and two placed where agreed. The third has temporarily been put by the bus stop on The Warren, Councillors were asked for suggestions re permanent placement.</p> <p><b>17.7</b> Cllr Howard advised that ABC is reviewing all ABC-owned streetlights, responsibility for which will be passed to KCC. He noted that some may be owned by Parish Councils, who would be asked to take responsibility for them.</p> <p><b>17.8</b> Orange streetlights in Mountbatten Way have been replaced by LEDs. Cllr Mrs Pereboom advised that the Community Led Plan is enquiring as to who owns the lights, to ask that the columns be repainted. Cllr Howard replied that KCC-owned lights bear a label, the remainder are owned by ABC; he stated that if notified as to their location he would pass on the request re ABC-owned lights.</p>	SW SW SW SW   All      VP
<p><b>18. Community Led Plan and Emergency Plan</b></p> <p>The Chairman reported that there will be a Coordinators' meeting on 19<sup>th</sup> May.</p> <p>Cllr Howard invited applications for ward member grants from the CLP. Cllr Mrs Pereboom advised that the 'pothole' leaflet is being prepared.</p>	
<p><b>19. Village caretaker scheme</b></p> <p>Good feedback for the scheme was reported. The storage facility at the Honest Miller is not yet available, alternatives are being explored, eg a storage container at Bourne's Farm.</p> <p>The caretaker has attended a KCC training course on working on the highway, a course on</p>	

<p>knapsack spraying will be arranged after completion of the probationary period. The FuelGenie account has been opened.</p> <p><b>20. Speedwatch</b> Mr Snazelles's report is attached. A shortage of volunteers was noted; Mr Snazelle will be asked to put a piece on the shortage in Parish News. The Chairman advised that Speedwatch schemes are to be linked across the counties.</p> <p><b>21. Rural speed limits</b> Deferred in the absence of Cllr Miss Martin. Cllr Howard advised that the 30mph speed limit in Calleywell Lane has been extended and asked which other routes would benefit from a similar reduction. Cllr Miss Martin will be asked for a report.</p> <p><b>22. Village Protection Policy</b> The VPP has been submitted by Peter Brett Associates but no acknowledgement yet received from ABC. Cllr Howard advised that the VPP will now be considered for inclusion in the Local Plan, the first part of which is to be taken to the Cabinet meeting on 12<sup>th</sup> May.</p> <p><b>23. Local Needs Housing</b> On hold pending the publication of the new Local Plan. Cllr Howard advised that up to 3 affordable homes may be progressed at Calland; these would be set back from the green, would be in line with the existing properties, the design would be in keeping and the road would be extended</p> <p><b>24. Playing field</b> The Chairman reported that the field is ready for use and there will be a reopening ceremony on 27<sup>th</sup> May. Problems with regard to drainage and the self-closing gate will be addressed.</p> <p><b>25. Correspondence</b> <b>25.1</b> Proposed diversion of part of public footpath AE441/HE307 at Smeeth/Sellindge. There were no objections to the proposal.</p> <p><b>26. Any Other Business</b> <b>26.1</b> The Chairman advised that Matthew Scott was elected as the new Police and Crime Commissioner. <b>26.2</b> Smeeth and Brabourne Parish Councils were represented at the St George's Day Parade and service. <b>26.3</b> A public meeting was held regarding movements of large vehicles from the Converter station. <b>26.4</b> The vacancy which arose when Cllr Plowright stepped down from the Parish Council is to be filled by co-option. <b>26.5</b> Cllr Howard reported that ABC owns Elwick Place and will build a cinema, shop and hotel complex on the site, as part of its plan to generate income to replace the probable loss of funding from central government. The accounts will be made public after the contracts have been decided, but not before because of commercial confidentiality. It is hoped that by investing in the borough, ABC will incentivise other investors. <b>26.6</b> Otterpool Park: Cllr Howard advised that Shepway District Council has purchased Otterpool Farm, and there are proposals to build a garden town of 12000 homes on the farm, racecourse and surrounding area. The proposals will go to the June Shepway Cabinet meeting. ABC is aware of the proposals, which will impact the borough because of its proximity. A joint meeting will be held by Hastingleigh (which is in Ashford borough) and Elmstead (Shepway); Cllr Howard will attend as the ward member for Hastingleigh, it is hoped that the Shepway member will also be present. A request will be made to SDC that Saxon Shore borough councillors are involved.</p> <p><b>27. Date and time of next meeting</b> Wednesday July 6th, 7.00pm in Brabourne Baptist Church.</p>	<p>SW</p> <p>SW</p> <p>SW</p>
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The meeting closed at 9.25pm.	
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## Speedwatch Report – March to April 2016

Speedwatch sessions were held on 7, 11, 15, 16, 17 and 18 March and 11, 12, 21, 26 and 29 April. This included participation in a nationwide 24 hour speedwatch campaign on 21 April, when we held 3 sessions at different sites in the village, 2 of which were attended by 2 special officers from Kent Police. Using their hand held speed camera they stopped several speeding motorists in order to educate them on keeping within the speed limit.

The results were as follows:

### March

60 observations of speeding vehicles, which generated:

11 letters of advice:-

- 8 of which were for 2<sup>nd</sup> detection of mid range speeding
- 1 for 3<sup>rd</sup> detection of mid range speeding
- 2 for high end speeding (+50%)
- 

### April

72 observations of speeding vehicles, which generated:

13 letters of advice:-

- 7 of which were for 2<sup>nd</sup> detection of mid range speeding
- 1 for 3<sup>rd</sup> detection of mid range speeding
- 5 for high end speeding (+50%)
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On 23 April I attended the annual CSW conference at the Police Training College, Maidstone. There are some 84 groups in Kent. Surrey, Sussex and Kent CSWs are joining forces, which will in the not-too-distant future lead to a standardised on-line speedwatch data system.

We also viewed new speedwatch equipment that is now available. It was very useful to gain feedback from other CSW groups and hear some interesting stories!

Following the conference a report was distributed which showed Brabourne & Smeeth featuring well up the various performance tables, bearing in mind we are a small village and not on a major road or route.

However, we are suffering from a serious lack of volunteers. Sadly Michael Hinchcliffe has had to step down and Ian Plowright is only available occasionally due to personal reasons and pressures of work. It would therefore be appreciated if councillors could discuss how new volunteers could be recruited to the team. Is it possible that the new village warden could join us for some sessions?

Graham Snazelle

Speedwatch Co-ordinator

6<sup>th</sup> May 2016