

**SMEETH PARISH COUNCIL**  
**Minutes of a meeting held on Wednesday 14<sup>th</sup> January 2015**  
**at Brabourne Baptist Church**

**1. Present**

Cllr Herrick (Chairman) (DH), Cllr Mrs Pereboom (VP), Cllrs Hinchliffe (MH), MacPhee (CM) and Plowright (IP), and Mrs S Wood (Clerk) (SW).  
Cllr Howard (WH) (ward member), the Community Warden, Mr Kingston (GK), and 3 members of the public were present.

**2. Apologies**

Apologies were received from Cllrs Thorpe and Turner (prior commitments), Cllr Jane Martin (ward member) and PCSO Huckstepp.

**3. Declarations of Interest**

There were no Declarations of Interest

**4. Minutes of the meeting on Wednesday 14<sup>th</sup> January 2015**

Item 8: Action by the Community Warden and PCSO to be added. Subject to this amendment:

**Resolved:**

**That the Minutes of the meeting of 12<sup>th</sup> November 2014 be approved and signed as a true record.**

**5. Open Session**

The Chairman suspended the meeting to allow members of the public to raise matters of concern with the Council.

No matters were raised.

The meeting was reconvened.

**6. Matters Arising**

**6.1 Provision of external cabinet for the village defibrillator** Disappointment was expressed that the cabinet had not yet been replaced despite previous assurances. The Clerk to follow up.

**6.2 Prescription service and delivery of medicines** Cllr Hinchliffe contacted the Practice Manager at Sellindge Surgery who will consult the pharmacists re likely need, but it is thought that there may be no more than 4 or 5 in regular need of the service. If the decision is to proceed, volunteers would have to be recruited (who might have to undergo a CRB check), vehicles must be insured for business use and mileage costs agreed. Mrs Sylvia Tanner has volunteered.

**6.3 Water leak in Plain Road** Southern Water and Affinity Water have inspected and both have denied liability. It was reported that the road is collapsing because of the leak; this has been reported to KCC Highways. Cllr Plowright will upload a video of the leak on to the Highways' fault-reporting website.

**6.4 Salt bin** This has been installed at Bridge Road and filled, Cllr Hinchliffe was thanked for his efforts. It was suggested that a second bin be provided for use near Calland. It was noted that permission may be needed to site the bin on the pavement, and an alternative location in the car park of Brabourne Baptist Church was proposed. The Chairman reported that the Vice-chairman had no objections to the proposal. Cllr Hinchliffe suggested that salt bins provided by the Parish Council carry a sign stating that the bins were provided by Smeeth Parish Council.

**6.5 Flooding on Plain Road** The Chairman reported that works have been carried out by Southern Water, and a non-return valve is to be added plus new gulleys.

**7. Adoption of the Community Led Plan by the Parish Council**

The Chairman reported that there had been a presentation on the Community Led Plan (CLP) at the January meetings of Smeeth and Brabourne Parish Councils.

Cllr Mrs Pereboom proposed that the plan be adopted by Smeeth Parish Council.

**Resolved:**

**The Smeeth Parish Council adopts the Community Led Plan presented to the Council at its meeting on January 14<sup>th</sup> 2015.**

SW

IP

## 8. Community Warden and PCSO's reports

Mr Kingston's and PCSO Huckstepp's reports are attached. A request was made for a dog waste bin in Calland; Cllr Howard indicated that this may be funded from a Member Community grant. The location of the bin would have to be agreed with the Dog Warden. Reinstatement of the footpath in Manse Field: it was noted that the path is incomplete – Cllr Howard to follow up.

WH

## 9. Financial Report

### 9.1 Payments in accordance with the Budget.

**Resolved:**

**That the following payments be made in accordance with the Budget.**

#### Payments

Details	£
Reece Safety Products (salt bin)	153.00
B Podd (salary)	39.00
KALC (training)	5.78
ACRK (subscription)	35.00
Village Hall Association (donation)	700.00
S Wood (gross salary February)	300.17
S Wood (gross salary March)	300.17
S Wood (expenses)	100.87

#### Receipts

Details	£
NatWest interest	2.26

#### Balance

£ 23850.48 as at 11<sup>th</sup> March 2015

### 9.2 Clerk's salary increase

The Clerk reported that the salary drawn from June 2014 had not taken account of the Spinal Column Point increase agreed at the May 2014 meeting. Arrears amounted to £145.25.

**Resolved:**

**That Smeeth Parish Council pays the Clerk's arrears of £145.25.**

### 9.3 To consider provision of a second salt bin

See Matters Arising.

**Resolved:**

**That a salt bin be purchased from Reece Safety Products to match that on Bridge Road, to be located in the car park of Brabourne Baptist Church.**

SW

**Resolved:**

**That Cllr Hinchliffe purchase signs for the two salt bins indicating that they had been provided by Smeeth Parish Council, subject to a limit of £50.**

MH

## 10. Planning Committee report

The Chairman reported that one application is out for consultation.

## 11. KALC

The Chairman reported that the last meeting was on January 21<sup>st</sup> at which there were discussions on Community Resilience and Emergency Planning, Community Wardens and planning consultations. The next meeting is on March 18<sup>th</sup> and the agenda includes planning consultations, Clinical Commissioning Groups and Community Wardens.

## 12. Update on J10A Working Group

Cllr Mrs Pereboom reported that the Group met on 18<sup>th</sup> February but will not meet again until after the purdah period necessitated by the forthcoming elections. 'Added value' for the villages may be revisited when the modelling is completed.

## 13. Footpaths and Highways

**13.1 A20 footpath** Repairs are underway.

**13.2 Reduction in speed limits on the A20** KCC Highways refused a request for a meeting

<p>to discuss the procedure for introducing additional speed limits. Cllr Hinchliffe suggested that the request be repeated after publication of the Community Led Plan. This was agreed.</p>	
<p><b>13.3 HGV parking at Smeeth crossroads</b> See the Minutes of the Annual Meeting of 11<sup>th</sup> March 2015. Cllr Plowright reported that he had written to KCC Highways and the Chief Constable; to date there has been no reply from the latter.</p>	
<p><b>13.4 Hoskins Pond</b> The request for grilles was refused because they would become blocked. It was thought that the pipe draining the pond and running under Church Road had not been cleared during recent drainage works. The Clerk to follow up and bring information to the next meeting.</p>	SW
<p><b>13.5 Flooding at the Church Road/A20 junction</b> This was reported and cleared.</p>	
<p><b>13.6 Sandy Place parking</b> See the Minutes of the Annual Parish meeting.</p>	SW/IP
<p><b>13.7 Smeeth School parking</b> An improvement was reported; the Chairman is to contact Mrs Flack.</p>	DH
<p><b>13.8 Stiles</b> These had been inspected by the PROW office and no work thought necessary.</p>	
<p><b>13.9 Slurry reported on a footpath</b> This had been inspected and no problem found.</p>	
<p><b>14. Emergency Plan</b></p>	
<p>Cllr Hinchliffe reported that there had been a good response to the call for volunteers, over 100 having come forward. The contact data are being updated and an offer received to upload it on to a database. The work will continue after the launch of the CLP.</p>	
<p><b>15. Speedwatch</b></p>	
<p>Cllr Plowright reported that no sessions have been carried out but would resume in late March. More volunteers would be welcome; it was noted that interest is generated when sessions are underway.</p>	
<p><b>16. Local Needs Housing</b></p>	
<p>See the Minutes of the Annual Parish Meeting.</p>	
<p><b>17. Playing fields</b></p>	
<p>The Chairman reported that the rabbit-proof fencing had been installed and grant applications are proceeding. The fete will be held on the playing field, therefore if grants are forthcoming work will not begin until after the fete. Cllr Hinchliffe asked who had responsibility for the children's play area; the Chairman thought that it was the Playing Field Association. Cllr Hinchliffe reported that weekly inspections were carried out on play areas owned by the Borough Council; he cited an accident at Mersham, because there was no record of safety inspections the insurance company had refused a claim. The Clerk to confirm absolutely responsibility for the play area.</p>	SW
<p><b>18. Village caretaker scheme</b></p>	
<p>Cllr Hinchliffe reported that a meeting had been held with the Borough Council on 11<sup>th</sup> March. Funding would be available for set-up and the target date for implementation of the scheme was October 2015. It would be known as the Smeeth cluster, comprising Smeeth, Brabourne, Brook and Mersham with Sevington. The Clerk reported that an interest had been lodged with KCC; Andrew Loosemore (KCC) had acknowledged but stipulated that funding from KCC must be match-funded by the Parish Council. This was not the situation in the Wittersham cluster and has been taken up with KALC.</p>	
<p><b>19. Electronic distribution of summonses</b></p>	
<p>The Clerk advised that it had become lawful to circulate the summons to the meeting by email on 30<sup>th</sup> January 2015, replacing the need to post or hand-deliver hard copy. However, Councillors must agree to receiving the summons electronically and may withdraw their consent at any time.</p>	
<p><b>Resolved:</b></p>	
<p><b>That Cllr Mrs Pereboom, Cllrs Herrick, Hinchliffe, MacPhee and Plowright consent to receive the summons electronically.</b></p>	
<p>The Clerk will bring hard copy to the meeting.</p>	
<p><b>20. New Transparency Code for smaller Councils</b></p>	
<p>The Clerk advised that for Councils with a turnover of less than £25,000 from 1<sup>st</sup> April 2015 Minutes must be published on the Parish Council website within one month of the meeting, together with agendas and papers accompanying the Minutes. In addition,</p>	

Standing Orders, Code of Conduct and Financial Regulations must be published.  
From 1<sup>st</sup> July 2015 all items of expenditure incurred by the Parish Council in excess of £100 must be published on the website; although this is included in the Minutes of meetings this is insufficient to comply with the Code and must be published separately.  
The Internal Auditor's report must be published, but uploading the Annual Return on to the website meets this criterion.

## **21. Correspondence**

All correspondence has been circulated

## **22. Any Other Business**

**22.1** Cllr Howard advised that a boundary review of all wards in the borough is to be carried out after the elections, a borough and parish local governance review will be undertaken by the Borough Council. Cllr Howard stated that it was his wish that historic villages maintain their links with the Parish Councils, rather than be on a numbers basis.

**22.1** Cllr Howard noted that the next Parish Council meeting would be after the elections, and stated how much he had enjoyed working with the Parish Council since his election in 2011. He wished the Council well and hoped to continue as ward member.

## **23. Date and time of next meeting**

Wednesday 13<sup>th</sup> May 2015 (tbc) at 7.00pm in Brabourne Baptist Church.

The meeting closed at 9.55 pm.

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### Community Warden's Report

I have been advised of the damage to the guard rail on The Warren and the nuisances caused by the young people by the bench in Prospect Way and have carried out a visible presence when working evenings but I have not seen anything untoward personally. It has been suggested that having a salt bin in Prospect Way may help with problem of the salt being scattered. I understand that home visits to those believed to be involved have been done by PCSO Huckstepp.

I was asked by a resident what the situation was as far as the footpath that went across the grass at Manse Field, as you may recall a walkway was reinstated when the building site was in operation, the question was asked whether ABC had the footpath rerouted.

I did a talk about 'doorstep cold callers' at the Brabourne Baptist Church Meeting Point lunch, which turned out to be timely as a couple of days later the RSPCA had canvassers in the village requesting standing orders to support the charity. I made enquiries and this was a genuine operation but I did express concerns to them that their canvassers were out after dark knocking on doors and that this had worried some elderly residents.

Last week there were difficulties with the refuse collection in Lees Close because of an inconsiderately parked car which meant the dustcart could not get into the close although the bins were emptied. The vehicle was moved shortly after and no one seems to know whose vehicle it was.

Currently the kerbstones at the edge of the Green are being replaced and hopefully the grass repaired.

The approach road to Brabourne Primary has been resurfaced by KCC Highways

Graham Kingston

### PCSO's Report

This is the police report for Smeeth Parish Council's March meeting.

There have been no recorded crimes in the village in the last two months.

In nearby villages there have been a couple of reports made of Burglaries. Jewellery was mostly taken in each of these reports. With this in mind I thought it best to mention this to make you aware. If possible it may be an idea to consider increasing security around homes and outbuildings as this sort of crime appears to be on the rise in the Ashford area in general at the moment. This said in rural locations the figures for these types of crimes are extremely low compared to the urban areas of Ashford.

I have been spending a lot of time in the village in the last two months patrolling the area to provide a highly visible presence in order to deter these types of crimes. I am also continuing to hold my surgery at the local shop so if anyone requires any advice in regards to security options and crime prevention please come and see me there and I will talk you through any options you could implement to help you feel safer in your homes.

My next surgery will be at the Orpins village store on Tuesday 24<sup>th</sup> March between 2pm and 2.30pm

If you need to contact me please feel free to e-mail me and I will get back to you as soon as I can. My e-mail address is 58551@kent.pnn.police.uk

PCSO Andrew Huckstepp 58551.