

Smeeth Parish Council
Minutes of a Meeting held on Wednesday 14th September 2016 at 7.00pm
Brabourne Baptist Church

1. Present	Action
<p>Cllr Herrick (Chairman), Cllr Mrs Morey (JM), Cllr Mrs Pereboom (VP), Cllr MacPhee (CM) and Mrs Wood (Clerk) (SW). Cllr Howard (ward member), Mrs Alford (HA) and Mrs Nyssens (AN) were present and three members of the public attended.</p>	
<p>2. Apologies Apologies were received from Cllr Thorpe (Vice-chairman, prior commitment), the Community Warden and PCSO Hobbs.</p>	
<p>3. Declarations of Interest There were no Declarations of Interest.</p>	
<p>4. Co-option of new councillors The Chairman welcomed Mrs Alford and Mrs Nyssens to the meeting and proposed that they be co-opted to fill the vacancies that had arisen when Councillors Plowright and Hinchliffe stepped down from the Parish Council. Resolved: That Mrs Alford and Mrs Nyssens be co-opted to Smeeth Parish Council.</p>	
<p>5. Declaration of acceptance of office The declaration was signed by Cllr Mrs Alford and Cllr Mrs Nyssens and received by the Clerk as the Proper Officer to the Council.</p>	
<p>6. Minutes Resolved: That the Minutes of the meeting of the Parish Council held on 6th July 2016 be approved and confirmed as a true record.</p> <p>Minutes of 4th August 2016: Cllr MacPhee stated that the sentence in item 5 'that a replacement pitch be provided to the same standard of the existing before work was started to give continuity of use' should be 'that a replacement pitch be provided to the same standard of the existing before work was started on the houses to give continuity of use'.</p> <p>Resolved: Subject to this amendment, that the Minutes of the meeting of the Parish Council held on 4th August 2016 be approved and confirmed as a true record.</p>	
<p>7. Open Session The meeting was suspended to allow members of the public present to raise matters of concern with the Parish Council.</p>	
<p>23. Playing Fields Brought forward with the Chairman's permission. Mr Sanders (Secretary, Playing Field Association (PFA)) was invited to address the Council further to his report circulated to the Council on improvements to the playing field. Cllr Mrs Pereboom queried timing; Mr Sanders replied that commencement may take up to 5 years, being dependent on ABC and Mersham Estates. Cllr MacPhee noted that the proposals would be of significant interest and asked if the PFA would be publicising the project. Mr Sanders replied that the proposals will be published, but could not comment further until it is known if they will be in the revised Local Plan. Mr Sanders advised that the playing field is owned by Brabourne Estates, and is in a Deed of Gift to the PFA on a 999-year lease. The PFA does not have exclusive rights, having to seek permission from the landlord; the possible development has been proposed by the landlord. Residents nearby have been informed. Cllr MacPhee recommended prompt dissemination of the information, given</p>	

that it is in the Minutes of the Parish Council meeting of 4th August 2016 which is on the parish website. Mr Sanders concurred, stating that it will be circulated to all households in Smeeth and Brabourne.

Cllr Mrs Morey asked for an update on the basketball hoop. Mr Sanders replied that Michael Hinchliffe of the CLP has selected a supplier and is seeking quotes for the base and protective netting, but an order has not yet been placed. The Chairman noted that Mr Hinchliffe had ascertained that planning permission will be needed for installation of the basketball hoop. In answer to a question from Mr Sanders, the Chairman replied that Mr Hinchliffe will prepare the application, which will be submitted by the Parish Council if agreed.

Cllr Mrs Morey asked if costs of maintenance, inspection and insurance will be covered by the PFA. Mr Sanders replied that they will be the responsibility of the Community Led Plan group (CLP); the hoop is unlikely to be installed before November.

The meeting was reconvened.

8. Matters Arising

8.1 Prescription delivery service: There has been no request for the service from residents in either Smeeth or Brabourne.

8.2 Flytipping was reported in Pilgrims Way.

9. Report from Community Warden and PCSO

The Community Warden's and PCSO Hobbs' report are attached to the Minutes.

10. Financial Report

10.1 To agree payments in accordance with the Budget

Resolved:

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

Payments

Details	£
Stepart Plastics Ltd (replacement van for caretaker)	2490.00
P Rodway (July salary)	1202.79
P Rodway (expenses)	15.30
HMRC (P Rodway)	274.55
S Wood (vehicle tax – caretaker van)	140.00
FuelGenie (fuel – caretaker)	150.00
Lister Wilder (caretaker equipment)	399.84
P Rodway (expenses)	44.79
Peter Brett Associates (VPP)	450.00
KALC (training)	72.00
T Denne & Sons (caretaker lock-up)	108.00
P Rodway (August salary)	1202.59
P Rodway (August HMRC)	274.75
FuelGenie (fuel – caretaker)	155.30
John Childs (licence plate – caretaker trailer)	18.00
PKF Littlejohn (annual audit – fee)	240.00
Zurich Municipal (additional premium – caretaker equipment)	192.38
T Denne & Sons (caretaker lock-up)	108.00
B Podd (salary 15 hrs @ £7.20/hr)	108.00
Lister Wilder (mower blade)	72.00
Parish Online (Getmapping plc)	33.60
S Wood (expenses) *	146.64
S Wood (salary)	303.17
S Wood (salary)	303.17

Receipts

VP/SW

Details	£	
NatWest interest	1.90	
VAT refund	1187.17	
Sale of caretaker van (VE07MLO)	405.01	
DVLA (refund, vehicle excise licence, VE07MLO)	112.50	
ABC ward member grant (caretaker van)	500.00	
Balance £ 35212.91 (as at 14 th September 2016)		
<p>The contribution of £8000 from KCC towards the caretaker scheme has not yet been paid. Cllr Howard suggested that some of the future caretaker capital costs be met by the CLP. The Annual Return of the Parish Council's accounts has been approved by the external auditor. The balance of the Precept, Concurrent Functions Grant and Council Tax Support Grant will be paid at the end of September.</p>		
10.2 To consider breakdown cover for the caretaker's van		
The Clerk presented quotes from the AA, RAC and Greenflag. These will be taken to the Management Committee and contributions sought from other parishes in the cluster.		SW
10.3 To consider provision of a dog waste bin in Pound Lane		
Advice as to location will be sought from the Dog Warden; it was noted that a bin may also be needed in Caroland. It was suggested that bins that are little used be relocated, this will be taken up with the Dog Warden.		SW
Costings will be brought to the next meeting of the Parish Council.		SW
10.4 To consider meeting the cost to the PFA of the annual safety inspection of the basketball hoop		
The inspection cost will increase by £10pa. It was noted that the PC makes a substantial annual donation to the PFA, the request was therefore declined. Cllr Howard suggested that the grant application by the CLP to ABC for the hoop be increased by £100 to cover this cost for a 10-year period.		SW
11. Clerk's extra duties		
The Clerk's hours' log was circulated, the significant increase in hours worked arose from implementation of the caretaker scheme. It was proposed that the Clerk be reimbursed for the extra hours worked.		
Resolved:		
That the Clerk be reimbursed for the extra hours worked.		
The caretaker budget recognised the additional workload arising from the scheme and anticipated an extra 2 hours/week after the set-up period. The Clerk will continue to log hours.		SW
12. Planning Committee report		
12.1 Planning applications		
The Chairman reported on 3 applications:		
Crail, Plain Road: 2-storey side extension. Concerns were expressed with regard to parking and proximity to neighbouring properties, but the Parish Council raised no objection.		
Mead House: conversion of stables to holiday let. The Parish Council had no objection to the application but asked that a condition be attached that it should remain as holiday accommodation and not long-term rental.		
Land at Calland: an application by ABC for 4 new properties. This was discussed at the July meeting with Giles Holloway (ABC Housing). The Parish Council accepted the proposals in principle but expressed concerns re parking provision for existing properties. The Parish Council recommended that they be for Local Needs Housing; Cllr Howard suggested that a meeting be arranged prior to completion of the properties advising residents how they could be added to the housing register.		
12.2 Local Plan to 2030 consultation		
The Chairman advised that the Parish Council had discussed the plan at its meeting on 4 th August		

and had submitted comments. The Parish Council has been notified of a number of new submissions/resubmissions, including: the playing field, Old Builder's Yard and Caldecott. There are, as yet, no details on the latter other than that much of the woodland would be retained. The Chairman stated that the Caldecott Foundation is moving to a new site, because the care model afforded by the site is outdated. If the site were to be developed the additional access on to the A20 may be used to argue for a reduction in the national speed limit on the A20 to 40mph. Cllr Howard stated that failure by developers to build after planning permission has been granted has led to the anomaly that the borough does not have the required 5-year housing supply. This puts it at risk from additional development.

13. Village Protection Policy

Cllr Howard advised that Cllr Miss Martin has discussed the Policy with the Leader. As a result of this the Policy will be incorporated into the Local Plan for the borough, with a note that if other areas wish to produce their own Village Protection Policies these will carry the same weight as the Local Plan (provided they support the Core Plan policies).

14. KALC representative report

Cllr Mrs Morey advised that at the meeting on 13th July Simon Cole gave a presentation on Neighbourhood Plans, followed by discussion of the 'village envelope'. It was noted that the latter does not fit all villages, eg Brabourne comprises the discrete areas of Brabourne, east Brabourne, Brabourne Lees. The Minutes of the meeting and presentation have been circulated. Cllr Mrs Morey reported on the Parish and Urban Forum held on 7th September. ABC is taking over Landscape Services, this will be renamed Aspire and grounds maintenance will therefore be in-house.

15. Update on J10A Working Group

Cllr Mrs Pereboom reported that the J10A planning application has been submitted for pre-examination. The link will be circulated.

The Working Group is pressing for quiet surfacing, but is unlikely to be successful because such a surface is less durable.

Cllr Mrs Pereboom stated that Salvatore Zappala (Highways England) has admitted that the impact of the developments at Chilmington Green, Otterpool, Finberry and the Stanford lorry park had not been included in traffic modelling.

16. Footpaths and Highways

16.1 Weed growth on the bunding at Smeeth crossroads: the effect on sightlines will be addressed by reducing the height of the bund.

16.2 Cllr Mrs Nyssens asked where information is available on byways and public rights of way, [these are on the KCC website – search Explore Kent in the Leisure and Community section]. She noted that a byways direction sign has been removed and has passed this information to ABC.

Works to a footpath on her land have been carried out but it is not known by whom.

16.3 Warning signs are obscured by vegetation at Smeeth crossroads, this has been reported to KCC Highways.

16.4 The programme of highways' works for 2016-2017 has been published but none planned for Smeeth.

16.5 The lack of a footway between John Childs Garage and the Woolpack used by parents/children going to and from school was regretted; the Chairman noted it is not supported by crash data. Cllr Howard suggested that as an alternative route work be undertaken to improve the footpath through the woodland to the rear of Fortescue Place, including fencing, low level lighting and resurfacing. It was noted that this is not a public right of way, use being tolerated by the owner of the woodland (who lives abroad). Safety concerns were expressed given antisocial behaviour that is known to occur in the wood.

16.6 Sandy Place parking: comments from the ABC Tree Officer re parking beneath the sycamore are still awaited and are being followed-up by the Planning Officer.

17. Parking at Smeeth School

The Chairman advised that the problems have recurred. KCC refused to help when previously approached, this included refusal of a request for bollards or railings because the footway would not then comply with width requirements. The road is too narrow for zigzag lines and yellow

VP

<p>lines would be unenforceable. The school is preparing a travel plan, which may include staggered start/stop times, walking buses, but it will not be ready for another 12 months. Information that schemes at Mersham and Aldington had been funded by the Parish Councils was incorrect.</p> <p>Problems are exacerbated when events are held at the school, and parking on the playing field is encouraged but with limited success. In answer to a suggestion from Cllr Mrs Pereboom, the Chairman noted that the Head teacher has tried to engage with parents via speaking at assemblies and letters home.</p> <p>Cllr Mrs Alford suggested that the governors be contacted for help, the Chairman agreed, and help will also be sought from the PCSO and Community Warden. Cllr Howard noted that ABC supports the Parish Council's efforts, and offered the use of Civic Centre for a meeting with the governors.</p> <p>KCC will be asked to review its refusal of the request for yellow lines.</p>	<p>SW</p> <p>SW</p>
<p>18. Community Led Plan and Emergency Plan</p> <p>Community Led Plan: Michael Hinchliffe's update has been circulated.</p> <p>The Parish Council will submit a planning application on behalf of the CLP for the basketball hoop.</p> <p>Cllr Mrs Pereboom reported that the CLP pothole leaflet has been prepared and will shortly be distributed with the help of the Gardening Society. She thanked Cllr Howard for his grant towards the cost of the leaflet.</p> <p>Emergency Plan: Cllr MacPhee reported that the draft Plan is complete. Equipment is stored at Scout HQ, places of refuge and key personnel have been identified. The personal data collected to date must be validated and a Plan coordinator nominated. Cllr Howard suggested that the coordinator be an organization rather than an individual, thus avoiding the need to update contact information. Cllr MacPhee advised that there are implications with regard to the Data Protection Act. The Chairman, Vice-chairman and Cllr MacPhee will meet to discuss the coordinator.</p> <p>19. Village caretaker scheme</p> <p>Cllr Mrs Morey noted that the new van should carry signage and the caretaker asked for a schedule showing how often a given site is visited. It was acknowledged that the summer and winter schedules will differ. Good feedback has been received on the caretaker's work to date. A request for a contribution towards the new van has been put to the other parishes in the cluster. Cllr Howard stated that he will liaise with Cllr Bartlett (ward member, Mersham) re a grant to defray some of the additional costs.</p> <p>Cllr Mrs Morey advised that the management committee will meet in October to discuss health and safety issues.</p> <p>The Clerk reported that the KCC contract is still awaited, together with its promised contribution. KCC will require a report, however the frequency is not known because no contract is in place. There is no further information on the broken car window, it is believed that this has been settled.</p> <p>20. Speedwatch</p> <p>Graham Snazelle's report is awaited, some sessions have been carried out.</p> <p>21. Rural speed limits</p> <p>Deferred in the absence of Cllr Miss Martin.</p> <p>22. Local Needs Housing</p> <p>Tessa O'Sullivan (Rural Housing Enabler, Action with Communities in Rural Kent) has yet to update the Parish Council, but this may have been delayed by the review of the Local Plan.</p> <p>24. Review of the Standing Order limiting a councillor's tenure as Chairman</p> <p>The Clerk advised that the Standing Order requires that a councillor must step down from the chair after a period of 4 years, and cannot be re-elected as Chairman for 1 year. It was noted that the Chairman is elected annually at the May meeting of the Parish Council, it was therefore proposed that the Order be rescinded.</p> <p>Resolved:</p>	<p>DH/GT/CM</p> <p>SW</p>

That the Standing Order limiting a councillor's tenure as Chairman to a period of 4 consecutive years be rescinded.

25. Correspondence

25.1 Invitation to an information session on Otterpool, 27th September: Cllr MacPhee to attend.

CM

25.2 Email regarding the historical importance of Caldecott House: received and noted.

25.3 The circulation list for correspondence will be updated.

SW

26. Any other business

26.1 Rubbish in Calland has been cleared.

26.2 War memorial: costs of renovation are awaited.

26.3 The supply of dog waste bags is almost exhausted, this will be reported to Brabourne Parish Council, which shares the cost.

SW

26.4 Publicising Local Needs Housing: it is thought that this is in hand with Cllr Miss Martin.

26.5 Councillors are asked to bring names for Fordred's Charity to the November meeting.

26.6 The wreath will be laid by the Chairman at the Remembrance Day service.

26.7 Proposed meeting dates for 2017 are to be circulated.

SW

26.8 Cllr Howard reported that under the review of the ward boundaries, Saxon Shore will be split into 2, each with 1 borough councilor. The Saxon Shore name will remain with Aldington etc, and Brabourne and Smeeth will be in the new Bircholt ward.

26.9 Cllr Howard advised that it is likely that the parish will revert to Ashford constituency.

27. Date and time of next meeting

Wednesday 9th November 2016 at 7.00pm in Brabourne Baptist Church.

The meeting closed at 9.45pm.

Community Warden's report

I wish to make my apologies for the Smeeth meeting as I will be on leave but intend to be at the Brabourne meeting.

Generally it has been a quiet summer holidays in the villages I have had no reports of nuisance or anti-social behaviour, however I was informed by the Brabourne Estates groundskeeper that there were two men disturbed breaking into an estate property in Brabourne, description and vehicle details were given to the Police.

Via the Police I was also informed that two men were arrested in Brabourne at a different time whilst committing a burglary but I have no information of where this occurred or whether the two incidents were connected in any way.

I was asked and carried out a talk about Scam and Bogus callers for the Monday Club and unfortunately shortly after was informed of a Brabourne resident who fell foul of a 'cowboy builder' who called on an elderly lady telling her she needed work carried out on her roof and then left with cash and without completing the work. I have reported this to Trading Standards.

At the request of the Litter picker at Brabourne I asked ABC Street Scene to remove rubbish dumped at the side of Lees Road which was too big for him to remove and they have done so promptly.

Finally I have been requested by the Community Led Plan to request KCC highways for the loan of some road signs to assist with the continuing clearing of the pond which I have done and am awaiting a response.

PCSO's report

To get up to date crime figures for parish council meetings please refer to the Kent police website. To the left of the site is YOUR AREA where the post code can be entered. These will give you the stats needed. Any questions please drop me a line.