

ORLESTONE PARISH COUNCIL

Minutes of Orlestone Parish Council's Annual General Meeting held at 7.30pm on Monday 21st May 2018 in the Hamstreet Sports Pavilion, Hamstreet, Ashford, Kent.

Present: Andy Othen (Chairman), Michael Wady (Vice-Chairman), Sid Gittens, Tony Isted, David Lancaster, Margaret Wellsted-Boorman, David Weeks, Steven Shorter and the Parish Clerk (Sue Stiffell).

Also Present: Borough Councillor Aline Hicks, Andy Ansley (Chairman to HDSLAs), Peter Davison – OPC Planning Adviser for the Ashford Local Plan 2030,

1. Election of Chairman For The Ensuing Year: Nominations for Chairman were requested; Tony Isted nominated Andy Othen; this nomination was seconded by David Weeks. No other nominations were received. Andy Othen thanked those present for his nomination and agreed to act as Chairman for the ensuing year.

2. Election of Vice-Chairman For The Ensuing Year: The Chairman requested nominations for the position of Vice-Chairman; Tony Isted nominated Mike Wady, this nomination was seconded by David Weeks. No other nominations were received and Mike Wady agreed to act as Vice-Chairman.

3. To Receive and Approve the Inventory/Asset Register of Council Property; Review Risk Management Analysis; Review Standing Orders:

The Asset Register had been circulated prior the meeting and further copies were made available. It was noted that the ride-on mower and barbecue both stored at Mountain Farm needed to be added as did the bench on Pound Lees. Following these additions it was agreed that the asset register was correct. It is noted that it was the responsibility of each member to highlight any problems with the assets and report any faults.

Review Risk Management Analysis: had been circulated prior the meeting and further copies were made available. Those present agreed to accept the Risk Management Analysis which was circulated.

Review Standing Orders: New Standing Orders based on KALC's model which included updated legislation had been circulated prior the meeting and further copies were made available to those present. Those present agreed that these Standing Orders be adopted

4. To Appoint Members - Parish Council Committees: During discussion the following was agreed:

Planning Committee:

Chairman: Mike Wady

Vice-Chairman: Sid Gittens.

Members: All parish councillors to be members.

Terms of Reference: To meet on the third Monday of every month if necessary (except December), to discuss planning applications received and have delegated power to comment.

Peter Davison had been acting as the Parish Council's Planning Adviser concerning Ashford's Local Plan 2030. He had asked the Parish Clerk if members wished him to continue in this role. Those present agreed that he would continue in this role and Peter acknowledged that he was happy to do so.

Ashford Local Plan Peter Davison recommended to those present that members read the Local Plan and highlighted the amount of detail in its content; he suggested that a meeting be held to discuss it in full. During a brief discussion it was noted that Ashford Borough Council had submitted the final draft of the Local Plan 2030 to the Secretary of State on 21st December 2017. The independent examination process into it had now commenced, the government inspectors job being to see if it was sound. The final draft had been available to view since then and it was questioned if there was any benefit in holding a meeting to discuss its content now.

It was noted that on the 30th May s31 in Hamstreet and s57 in Warehorne were due to be examined. Mike Goddard, planning consultant who had been found on the directory of planning consultants (Royal Town Planning Institute RTPI), had been employed to represent OPC at the examination regarding S31. Unfortunately his written representation had not been allowed (this had been circulated prior the meeting and a further copy was made available to those present). He and the Parish Council's requests that it be

allowed had been denied. Emails regarding this issue had been circulated prior the meeting). Mike Goddard and Phillip Russell-Vick (landscape expert) will provide a verbal representation at the examination on behalf of OPC.

The following outline planning proposal for S31 had been submitted:

Application No 18/00644: Proposal: Outline application to consider the access from Ashford Road and the construction of up to 80 new homes and a 60 bed care home, 60 car parking spaced adjacent to Ashford Road...

Location: Land to the north of St Marys Close and east of Ashford Road, Hamstreet

It was noted that Mike Goddard had agreed to draw up a response on behalf of OPC regarding this application. He had been provided with a drainage report from Ian Anderson (introduced by Peter Davison) to aid him in this response and had asked if members were aware of a highways expert that could also provide a report and if so could he be provided with details. During a short discussion it was agreed that his response would be circulated to members via email before being sent to ABC. Peter Davison suggested that the Parish Clerk ask ABC if this application would be agreed before the publication/agreement of the Local Plan.

5. Appointment of Representatives onto Outside Bodies:

HDSLAs:	Mags Wellsted Boorman
Hamstreet Neighbourhood Watch:	Steve Shorter
Victory Hall Committee:	David Weeks.
St Mary's Church	David Lancaster

6. Allocation of Councillors' Responsibilities: The following was agreed:

Website	Andy Othen
Highway Issues	Mike Wady/Sid Gittens
Defibrillator	Mags Wellsted-Boorman
Neighbourhood Watch/PCSO Liaison	Steve Shorter
Play Parks	Tony Isteed
Twinning	Andy Othen, Mags Wellsted-Boorman David Lancaster
Hamstreet Branch of the Royal British Legion	Andy Othen
St Mary's Church	David Lancaster
Johnsons Corner	David Weeks
Designated Finance Officer	Mike Wady

During discussion it was noted that David Weeks was happy to cut the grass once a month at Johnsons Corner, the Clerk is to pass him the contact details of Charles Flisher who was arranging for the area to be tidied up and updated.

Peter Davison asked members if they supported the 'Rural means Rural' campaign. It was explained that OPC had provided verbal and written support to this cause and had purchased banners from them to be displayed in the village. The Chairman explained that OPC would not be taking their interest any further than this.

7. To Fix Date & Times of Parish Council Meetings for the Ensuing Year: It was agreed that Parish Council meetings would continue to be held on the first Monday of each month except January and August, at 7.30pm in the Hamstreet Sports Pavilion. In the event of a bank holiday the meeting would be moved to the third Monday of the month depending on the availability of the pavilion. Planning meetings would continue to be held on the third Monday of each month when necessary.

8. Finance:

Review/Agree Annual Budget and Annual Grants & New Sponsorship Form During discussion it was noted that historically OPC had paid for the mowing costs for Pound Lees and that they had a

duty/liability to contribute towards the costs of St Mary's Church. It was suggested that it may be beneficial for Victory Hall, the HDSLAs and St Mary's Church to have their mowing costs paid directly by OPC. The Clerk was asked to contact Victory Hall and St Mary's Church and ask if they would prefer OPC to do this. Andy Ansley (Chairman of HDSLAs) believed that this procedure would benefit the HDSLAs and was happy for arrangements to take place for this to happen. It was noted that OPC did not want any of the groups to receive less funding or be worse off with this initiative and that it would take place for a trial period of one year if each group were happy to proceed. Following discussion Sid Gittens proposed that each of the groups continue to receive their annual funding and that if possible this would be in the form of direct payment for mowing costs. This proposal was seconded by David Weeks and agreed by the majority present.

Those present agreed that the draft sponsorship form be adopted following a few small changes and that it be made widely known that local groups/organisations could apply for funding.

Allocation made in each budget was examined and those present agreed that these be left as shown (budget attached).

Internal Auditor's Report: was circulated to those present. It was noted that it had been recommended that more signatories be added to the signing mandate in order that cheques be issued swiftly, that more regular bank reconciliations were undertaken, that the bank accounts be reviewed to find out if a better interest rate could be secured and that the possibility of having a remote backup system be explored.

Review End of Year Accounts & Annual Governance Statement: these had been circulated prior the meeting, further copies were made available. An end of year bank reconciliation and an explanation of variations in income and expenditure from the previous financial year had also been circulated prior the meeting and further copies were made available. Those present agreed that the items listed from 1 to 9 in section 1 of the Annual Governance Statement 2017/2018 had been carried out and could be agreed and signed by the Chairman. Those present agreed that the Accounting Statements in the Annual Governance Statement were correct and could be signed by the Chairman as being so.

Authorisation of Cheques: Mike Wady proposed that the following cheques be authorized, Steve Shorter seconded this proposal.

To	Details	Amount	Cheque No
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It was agreed that agenda item no 13 be brought forward so that Borough Councillor Aline Hicks could provide her report.

13. Reports From: Kent County Councillor, Borough Councillors, PCSO and Community Warden:

Borough Councillor Aline Hicks: reported that she would attend as a member of the public the Inspectors Examination on 30th May. Although the financial year had just commenced she had already

used up her community grant. During a brief discussion it was highlighted that the street lamp-post was still not working after some 18 months of it being removed. Cllr Hicks was asked if she could find out what was happening about a replacement. *(following a short discussion Cllr Hicks left the meeting)*

9. Declarations of Interest: The following was noted:

Declarations of Pecuniary Interest (relating to items on this agenda made in order to comply with the Kent Code of Conduct): There were none made at this point from Councillors present.

Declarations of Significant Interest (relating to items on this agenda made in order to comply with the Kent Code of Conduct): It was noted that Mags Wellsted-Boorman was a member of the Hamstreet & District Sports & Leisure Association (HDSLAs)

10. Apologies: Apologies were received from Vicky McKissock (working) and David Lancaster; it was agreed that these apologies be accepted. Apologies were also received from PCSO Luke Jones and Katie Richards who had provided a report; Community Warden Katherine Carter, and Graham Woodcock (Vice-Chairman of the HDSLAs)

11. Minutes of the Last Meeting:

Parish Council held on Monday 5th March 2018 – Mags Wellsted-Boorman proposed that the minutes from the meeting could be approved as a correct record and signed by the Chairman, Steve Shorter seconded this proposal; this was unanimously agreed by those present.

Annual Assembly held on Monday 9th April 2018 – Mags Wellsted-Boorman proposed that these minutes be approved as a correct record of the meeting and signed by the Chairman. Mike Wady seconded this proposal which was unanimously agreed by those present.

12. HDSLAs Review Funding:

Andy Ansley (Chairman to the HDSLAs) highlighted the following:

- Funding was being sought from the Parish Council to cover the electric bill, this would release funds and help build up the HDSLAs's reserves which would future proof the pavilion and its facilities.
- The pavilion and its associated facilities was running well and in profit but reserves for future projects was not being able to be built up.
- Reserves needed to be built up so that when various expenditure occurred eg the replacement of the MUGA surface; there would be enough in their budget to cover this cost and others.
- It had been agreed previously that the Parish Council would cover the cost of the electricity for the site following the adoption of a Business Plan; but this plan had not read how it should have.
- Volunteers run the facilities, giving up their free time and had no more free time to give.

Andy Othen (Chairman to OPC) noted:

- The idea of the Business Plan had not been well received and a line would be drawn through it.
- OPC already provided funding via an annual grant each year and paid the insurance for fixtures and fittings for the site.
- OPC wanted to support the HDSLAs but any additional financial support should be in the form of one off 'grants' to cover costs such as decorating or replacing the flooring to the ground floor rather than covering running costs. OPC believed that running costs should be covered by income raised from the Pavilion/Pound Lees/MUGA.

To cover the cost of the electricity bill (£5,000 was quoted previously), the Precept would need to be increased. £5,000 being nearly a quarter of the existing income of the Parish Council. Members believed that covering some of the running costs would give rise to criticism from residents towards both groups.

During discussion:

- Concern was expressed regarding that animosity between the HDSLAs and OPC. It was believed that a need to improve this relationship was essential.
- HDSLAs had some reserves these were earmarked for various costs such as replacing the water pump on Pound Lees and replacing various lights.
- The Pavilion would not compete with other facilities in the village. The importance of various facilities/businesses in the village were highlighted and as was the importance of supporting them.
- The idea of having a steward to run the pavilion was suggested but it was noted that this would take away any profit being made and was unaffordable at the moment.

Following discussion the Chairman proposed that OPC would help the HDSLAs in the following way:

- i) Cover the cost of mowing Pound Lees – the invoices to be sent directly to OPC.
- ii) Cover the cost of the intruder alarm service
- iii) Cover the cost of insuring the pavilion and MUGA.
- iv) Regular grants would be provided when requests were received to cover various one-off costs.

Members present agreed with these proposals and the importance of the two groups working alongside in harmony was highlighted. Andy Ansley concluded that he was happy with this arrangement and that the HDSLAs were trying to make the site easier to manage.

13. Reports From: Kent County Councillor, Borough Councillors, PCSO and Community Warden:

PCSO Luke Jones: had provided a report which noted that crime remained low in the parish. However theft and burglary was a problem in Ashford and there was a growing number of fraud related crimes so he reminded members to be ever vigilant to these threats. On Friday 11th May speed checks were carried out on Ashford Road and 8 speeding motorists would be receiving warning letters. There had been 1 report of ASB and one report of attempted criminal damage to a property. He asked that any non-emergency calls be made via 101 or alternatively reported via the Kent Police Website.

During this agenda item it was noted that the meeting had reached its agreed 2 hour time limit; those present agreed that the meeting continue.

14. Members Update:

Highways:

- i) The blocked drain/gully by the crossroad near the Public House (The Dukes Head) had been reported on 2nd March to highways; reference number 338803. Checking its status (on 21st May), it was noted that the gully was scheduled to be cleaned – no date when this will take place was provided. Sid Gittens reported that he had spoken to a Highways engineer concerning the removal of a bollard by chocolate box.
- ii) The broken kerb outside Bournemouth Stores has been reported to KCC.
- iii) An enquiry had been made to HM Land Registry about the ownership of the hedge in Bourne Lane, TN26 2HH. This has not been simple as it refers to the ownership of a hedge rather than a dwelling so a simple search was not possible. A reply is being awaited.
- iv) A letter had been sent to the proprietor of the Fish & Chip shop highlighting that the signage was blocking the pavements. A response had been received noting that the sign would be moved.
- v) The Parish Clerk had been notified that the track leading to the allotments and Southern Water pumping station had been damaged by Southern Water's trucks making it difficult for allotment holders to navigate. Southern Water had been notified and a request to make good the track had been made. The local PCSOs and Community Warden had been asked if they could patrol this area when they are in Hamstreet as youths were hanging around here and had been opening the taps on the water butts resulting in the loss of valuable water for the allotment holders.
- vi) Overgrown hedge at the back of Romney Road and along the path in Quince Orchard. Mike Wady is to talk to the owners of these hedges.

Silent Soldier Campaign: The Clerk had contacted the Kent branch of the British Legion and had made enquiries into the cost of one lifesize 'Silent Soldier Silhouette'. During a short discussion it was agreed that Cllr Mike Angell be approached for funding for this.

Poppies on lamp post. During discussion it was agreed that enquiries would be made.

15. Correspondence Received: The following items had been received since the last meeting

- A thank you card from George Sparks and his wife for the hospitality shown at the Annual Assembly.
- Ref Section 106 funding in Hamstreet: Michelle Bryne from ABC had reported that the funding agreement with the HDSLAs for the resurfacing of the MUGA has been agreed and was to be signed off by the Council and funding would then be released. The tenders had gone out for the paly area at Victory Hall. A thank you letter from the Victory Hall Committee had been received, thanking the Clerk for not letting the matter drop.
- Notice from the Hamstreet WI that they are arranging to do a litter pick on 8th August.
- A newsletter from the Friends of St Mary's Church and an invitation to continue annual membership of £25. Their AGM is to take place on 13th June at 6.30pm at the Church of the Good Shepherd. Their bi-annual flower festive will take place on 14th/15th July from 10.30am to 5pm each day. A folk evening will be taking place on 28th July from 6.45pm.
- Annual Membership to the Action With Communities in Rural Kent was invited. Those present agreed that membership would not be taken up.
- A letter from Mark Holroyde from ABC regarding the Parish Council's Emergency Plan. On receipt of the letter he had been contacted. It was explained that OPC did not have a current emergency plan, but in the case of an emergency the appropriate authority would be contacted ie the police, fire brigade etc. One of his team will attend the next meeting and provide information about such a plan.
- Information regarding the new GDPR (General Data Protection Regulations) has been received.
- Letter from the Ashford Borough Citizens Advice requesting help in the form of a donation.
- Paperwork from the Kent Association of Local Councils inviting OPC to subscribe. The annual fee being £516.74. It was agreed that this be discussed further at the next meeting.

16. Planning: Applications Received/Update:

Application No 18/00578: Proposal: Proposed loft conversion including front and rear dormer windows; changes to windows on side elevations.

Location: Woodlands, Bourne Lane, Hamstreet, Ashford, Kent TN26 2HH

Comment: It was noted that there were no comments currently on ABC's website. It was agreed that there were no objections to the application.

Application No 18/00649: Proposal – Construction of a dormer window to side elevation and the formation of an en-suite bathroom within an existing roof void.

Location: Capel Oast, Capel road, Hamstreet TN26 2EH

Comment: It was noted that there were no comments currently on ABC's website. It was agreed that there were no objections to the application.

17. Any Other Business Approved by the Chairman/Items for the Next Agenda:

- It was highlighted that 'For Sale' signs had appeared on the corner of Bankside (Ward & Partner and Hunters). The Clerk is to ask them to remove their signage.

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18. Date of Next Meeting: Monday 4th June 2018 at 7.30pm in the sports pavilion.

Meeting Ended: 9.49pm

Chairman's Signature