

## ORLESTONE PARISH COUNCIL

Minutes of Orlestone Parish Council's Annual General Meeting held at 7.30pm on Tuesday 7<sup>th</sup> May 2019 in the Hamstreet Sports Pavilion, Hamstreet, Ashford, Kent.

*Prior the commencement of the meeting those who had put their names forward for election (uncontested) completed a Declaration of Acceptance of Office form and a disclosable Pecuniary Interest Form.*

*Members of Orlestone Parish Council:*

*Mr Andrew (Andy) Othen, Mr Julian Griffiths, Mr Sidney (Sid) Gittens, Mr David Lancaster, Mr David Weeks, Ms Margaret (Mags) Wellsted-Boorman and Mr Steven (Steve) Shorter and Mr Michael (Mike) Wady*

**Present:** Andy Othen (Chairman), Michael Wady (Vice-Chairman), Sid Gittens, Julian Griffiths, Margaret Wellsted-Boorman, David Weeks and the Parish Clerk (Sue Stiffell).

**Also Present:** Borough Councillor George Sparks and Lee Small (Chairman to Warehorne Parish Council)

- 1. Election of Chairman For The Ensuing Year:** Nominations for Chairman were requested; Sid Gittens proposed Andy Othen, this was seconded by Mike Wady. 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; Mags Wellsted-Boorman 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:**
  - i) Inventory/Asset Register of Council Property
  - ii) Risk Management Analysis
  - iii) Standing Orders
  - iv) Internal Financial Controls and Procedures
  - v) Freedom of Information Act – Policy
  - vi) Retention & Disposal of Documents Policy
  - vii) Safe Guarding Policy
  - viii) Complaints Procedure Policy
  - ix) Social Media Policy

The Chairman noted that the policies had been circulated prior the meeting and in summary they asked for members to act with decorum when representing the Parish Council. Those present unanimously agreed that they be approved and adopted.

During discussion on the Parish Council's Social Media Policy, it was noted that lines often became blurred when on social media. Those present agreed that more clarity was needed. Following discussion Mike Wady proposed that Orlestone Parish Council would not comment on the Hamstreet Community Facebook Page, this proposal was seconded by Sid Gittens and agreed by those present. It was noted that members could comment on social media but this would be their personal opinion and not that of Orlestone Parish Council. This will be noted on the parish council's website and Facebook page with details on how to contact the Parish Council.

During discussion regarding the asset register, ownership of Johnson's Corner was brought up. It was agreed that the Parish Clerk conduct a land register search to see if an owner would be highlighted.

- 4. To Appoint Members (including Chairman and Vice-Chairman) to Orlestone Parish Council's Planning Committee.** During discussion the following was agreed:  
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. At the discretion of the Chairman of the Planning Committee, meetings may not be called instead a site meeting would take place.

**5. Appointment of Representatives onto Outside Bodies:** The following was agreed:

HDSLAs:	Mags Wellsted Boorman
Hamstreet Neighbourhood Watch:	Steve Shorter
Victory Hall Committee:	David Weeks.
St Mary's Church	David Lancaster
War Memorial Committee	Sid Gittens and Julian Griffiths

**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
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

A brief discussion was held concerning membership to the Kent Association of Local Councils. It was noted that the membership had been taken out for six months during the last year but it was generally felt that being a member had not offered much to the Parish Council. It was agreed that Julian Griffiths would look at membership advantages with 'fresh eyes' and report back at the next meeting.

**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.

Proposed dates for meetings:

- 3<sup>rd</sup> June 2019
- 1<sup>st</sup> July 2019
- 2<sup>nd</sup> September 2019
- 7<sup>th</sup> October 2019
- 4<sup>th</sup> November 2019
- 2<sup>nd</sup> December 2019
- 3<sup>rd</sup> February 2020
- 2<sup>nd</sup> March 2020
- 6<sup>th</sup> April 2020 (Annual Assembly)
- 11<sup>th</sup> May 2020 (AGM)

Planning meetings would continue to be held on the third Monday of each month when necessary. The date and time of each meeting would be confirmed at the meeting held prior to it.

Following discussion regarding attendance to meetings and the provision of reports from the Community Warden, PCSO, Borough Councillors and Kent County Councillor, those present unanimously agreed that they be asked for report four times each year. The following timetable was agreed

2019

- 3<sup>rd</sup> June: Community Warden and PCSO quarterly report
- 1<sup>st</sup> July: Kent County Councillor Mike Angell quarterly report
- 2<sup>nd</sup> September: Borough Councillor quarterly report
- 7<sup>th</sup> October: Community Warden and PCSO quarterly report

- 4<sup>th</sup> November: Kent County Councillor Mike Angell quarterly report
- 2<sup>nd</sup> December: Borough Councillor quarterly report
- 2020
- 3<sup>rd</sup> February: Community Warden and PCSO quarterly report
- 2<sup>nd</sup> March: Kent County Councillor Mike Angell quarterly report
- 6<sup>th</sup> April: Annual Reports from All Representatives
- 11<sup>th</sup> May: Borough Councillor quarterly report

**8. Finance:**

**Review/Set Annual Budget:** A draft annual budget had been circulated prior the meeting. Those present agreed that the budget be adopted.

**Review/Agree Annual Grants:** The following annual grants for mowing/maintenance were agreed:

Victory Hall:	£875
HDSLAs (Pound Lees):	£875
HDSLAs (Pavilion):	£375
St Mary's Church	£875

**Review End of Year Accounts and Annual Governance Statement:** These had been circulated to members prior the meeting and 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 2018/2019 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:** During a brief discussion those present agreed that Mark Taylor be paid for his help with Forge Gardens. Mags Wellsted-Boorman proposed that the following cheques be authorized, David Weeks seconded this proposal which was agreed by those present.

To	Details	Amount	Cheque No
[Redacted]			

It was noted that the following cheques had been authorised since the last meeting.

To	Details	Amount	Cheque no
[Redacted]			

**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 Mike Wady had a conflict of interest with the HDSLAs and that Mags Wellsted-Boorman was a member of the Hamstreet & District Sports & Leisure Association (HDSLAs).

**10. Apologies:** Apologies were received from Steve Shorter.

## 11. Minutes of the Last Meeting:

Parish Council held on Monday 4<sup>th</sup> March 2019: Sid Gittens proposed that the minutes from the meeting could be approved as a correct record and signed by the Chairman, Mike Wady seconded this proposal; this was unanimously agreed by those present.

Annual Assembly held on Monday 26<sup>th</sup> March 2019: Mags Wellsted-Boorman proposed that these minutes be approved as a correct record of the meeting and signed by the Chairman. David Weeks seconded this proposal which was unanimously agreed by those present.

## 12. Reports From: Kent County Councillor, Borough Councillors, PCSO and Community Warden and Parish Councillors:

**Borough Councillor George Sparks:** The Chairman welcomed Borough Councillor George Sparks to the meeting and congratulated him on his success in becoming a Borough Councillor. Cllr Sparks reported that he hoped to hold regular surgeries and was there to work with the Parish Council to the best of his ability.

### Members Update:

#### Highways

**Drains/Curbs:** Mike reported that Highways Steward Darron Anderson had inspected the drain outside Saw Joinery and noted that the kerb had been laid too high. He is to arrange to have this replaced. During discussion the problem of large vehicles parking in the centre of the village was highlighted, however Darron is not able to help with this issue.

**White Line:** Mike reported that during the site meeting a visit to Cock Lane and Village Lane was made with a request for white lines. However, he was informed that these are only placed on roads more than 5 meters in width.

**Parking:** Mike reported that arrangements were being made for a site meeting with Kent County Councillor Mike Angell and Borough Councillor George Sparks to highlight the parking issues in the centre of Hamstreet and ask for help in addressing the problem.

**Verge Posts:** Mags reported that on 15<sup>th</sup> May a site meeting had been organized with Highways manager Darren Hickman to discuss the provision of verge side posts by the junction of Cock Lane and Marsh Road and opposite by Pound Lees car park.

**Allotments:** Mike reported that allotment holder John Baker had requested that the Parish Council put in a water supply. During discussion it was noted that Mid Kent Water would charge for an estimate to see if water could be supplied. Sid offered to make enquiries and those present agreed that if an estimate cost less than £100 that one be organized.

**Bowls:** Mike reported that he had been approached by the Hamstreet Bowls club and it had been asked if members would be interested in holding an annual game with the club. Those present agreed to the idea and Mike is make arrangements.

**Johnsons Corner:** It was noted that the 75 Year Remembrance Service had been well attended. David reported that he popped over most weeks and cut the grass and emptied the bin.

**Forge Gardens:** Mags reported that the area was looking better and work was continuing. There were plans to get a lockable noticeboard. There had been a number of plants donated by a resident Ann Prebble. During a short discussion it was agreed that a thank you letter be sent to her.

**HDSLAs:** Mags reported that the internal painting was nearly completed.

**Twinning:** During a brief discussion it was agreed that the Chairman would contact Therouanne to discuss a one-day twinning celebration in 2020.

Recycling: Mags reported that rubbish not wanted for the recycling bins was being left in/by the bins in Pound Lees car park and they were overflowing and could not cope with the amount being left in them. It was agreed this problem be highlighted to those in charge of the recycling bins.

Dog Bin: Mike reported that he had a spare dog bin. The Clerk was asked to contact the dog warden and ask if it could be placed by the bottom of Bourne Lane by the pill box and if so, would it be emptied.

*Borough Councillor George Sparks left the meeting*

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

- Email from ABC highlighting that there is to be a Code of Conduct training session on 15<sup>th</sup> May at 1pm and 5pm in the council chamber should members wish to attend.
- Letter from ABC's Community Safety and Wellbeing Department regarding proposed amendments to parking controls. The changes proposed being to formalize existing school markings on Ashford Road outside Hamstreet Primary Academy.
- Details regarding SLCC's training seminar being held on 26<sup>th</sup> June, cost being £80 plus VAT.
- Thank you letter from the Friends of St Mary's Church for their grant towards costs of mowing etc.
- Invitation to renew membership to the Friends of St Mary's Church. Cost being £25.
- Thank you letter from the Hamstreet Victory Hall Management Committee for their grant towards mowing costs.
- Details of Ashford and District Neighbourhood Watch Association's AGM being held on 22<sup>nd</sup> June at Norton Knatchbull School.
- Annual Membership to the Action With Communities in Rural Kent was invited. Those present agreed that membership would not be taken up.
- Paperwork from the Kent Association of Local Councils inviting OPC to subscribe. (Julian Griffith to investigate advantages of being a member).
- Invoice from Came & Company regarding OPC's annual insurance policy with the annual fee of £1,798.90 being due. It was agreed that this be paid.
- Letter from Aline Hicks thanking Parish Council for their assistance during her time as Borough Councillor. Those present agreed that a thank you letter be sent for her services.

**14. Planning: Applications Received/Update:**

An email from Oliver Peel (ABC's Joint Development Control Manager) had been received regarding the two sites that had been put forward for development (opposite Hamstreet Primary Academy & along Warehorne Road). He asked what S106 contributions were being requested for both sites.

Previous correspondence had noted

- i) A new village hall to replace Hamstreet Victory Hall.  
*Response: Costs and plans were requested. OPC asked the hall committee to draw these up saying that they would pay the fees for this. No further news had been received.*
- ii) Funds for a new bus shelter in Warehorne y Warehorne crossroads.  
*Response: notice that ABC did not provide bus stops. The Clerk replied noting that it was not a bus stop that was being requested but a bus shelter at the existing bus stop.*
- iii) Off road parking provision along Warehorne road.  
*Response being that no off-road parking provision would be provided for residents.*
- iv) Improvement to the footpath in Warehorne road and the provision of footpaths were there are none.  
*Response: the development would include improvement to the area.*
- v) Improving parking facilities at Hamstreet Train Station.  
*Response: The train station did not come under the jurisdiction of ABC.*

On 23<sup>rd</sup> October 2018 OPC had written to Oliver Peel highlighting the need that all S106 funding for the proposed developments be spent in Hamstreet and Warehorne and not any-where else. It was noted that some of the funding had already been earmarked for other areas.

In Oliver Peel's email he noted that they were short of contributions relating to outdoor sports, allotments and cemeteries.

During discussion it was agreed that a reply be sent to Oliver Peel highlighting that all S106 funding should be spent in the area and ask why this was not being done. A request for an outdoor exercise gym, running water at the existing allotments and funds provided to the Friends of St Mary's Church for the upkeep of their cemetery would be requested.

**15. Items for Agenda for Next Meeting:** No new items were put forward.

**16. Date of Next Meeting:** Monday 20<sup>th</sup> May: Planning Meeting (if necessary)

Monday 3<sup>rd</sup> June at 7.30pm: Full Parish Council Meeting

Meeting Ended: 9.16pm

Chairman's Signature