

ORLESTONE PARISH COUNCIL

Minutes of Orlestone Parish Council's Meeting held at 6.30pm on Monday 1st June 2020 via Zoom application

Prior the start of meeting difficulties were experienced by those wishing to join/log on to the Zoom application. A new link was circulated via the parish council's website, Facebook page and all contacts via email.

Present: Andrew (Andy) Othen (Chairman), Sidney (Sid) Gittens, Julian Griffiths, Basil Smith, Margaret (Mags) Wellsted-Boorman, David Weeks and the Parish Clerk (Sue Stiffell).

Also Present: Kent County Councillor Mike Angell and Borough Councillor David Ledger.

Public Comments & Observations: *This being an opportunity for parishioners to speak or ask questions. The Agenda noted that those wishing to speak should contact the Parish Clerk via telephone or email at least one day in advance of the meeting. No questions had been received.*

1. **Apologies:** were received from Stephen Shorter (unable to attend due to family responsibilities) and Mike Wady (away) those present agreed that these apologies be accepted.

2. **Declarations of Interest:**

Declarations of Pecuniary Interest (relating to items on this agenda made in order to comply with the Kent Code of Conduct): None were 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): Mags Wellsted-Boorman member of the HDSL A.

3. **Minutes of Meetings Held on 2nd March & 20th May 2020 to be Authorised as Being Correct Record. Record of Discussions & Agreements Held During March, April & May 2020 to be agreed as Being Correct Records:**

Julian Griffiths proposed that the minutes from the Parish Council's meetings held on 2nd March and 20th May be accepted as correct records of the meetings and that they be signed/authorised by the Chairman of the current meeting; Sid Gittens seconded this proposal, which was agreed by all present

It was further agreed that the records of discussions and agreements held during March, April & May 2020 represented fair and accurate records.

Following the meeting, the paper copies of the minutes and records were provided to the Chairman so that they could be signed.

4. **Matters Arising From The Minutes of the Meetings Held on 2nd March & 20th May 2020:** *Items for discussion only; no decisions can be made under this heading.* Mags highlighted that she had asked the Clerk to write to the occupants in Lancaster Close who had left their garden waste under a hedge in Bourne Lane with a request that it be cleared away.

5. **Reports From Representatives of the Community:**

Kent County Councillor Mike Angell: reported that problems continued with lorries and cars parking in the main high street in Hamstreet.

Background: Parking in the main high street had resulted in:

- i) *Traffic congestion.*
- ii) *Obstruction to the footpaths*
- iii) *Damage to kerbs, drains and footpaths.*
- iv) *Access to residential dwellings difficult.*

Inquiries into the provision of a loading/unloading bay had been deemed unworkable by the Parking, Highways and Transportation Officer (Kieron Leader). He recommended that KCC's Traffic Schemes Team be approached as they were responsible for physical alterations to the highway such as bollards which could be a solution.

Update: Darren Hickman from Highways reported that the footway was probably not wide enough to accommodate bollards and leave enough space for safe pedestrian passage. Bollards needed to be sited a minimum of 450mm from the kerbface. He further noted that as there were no loading restrictions it would be difficult to enforce the stopping of delivery vehicles. He suggested that the Parish Council contact shop owners and ask them to contact their suppliers and request that vehicles do not stop on the footways. He also suggested that the Parish Council could request that loading restrictions were implemented but highlighted that this could affect the running of the businesses in the area.

During discussion it was agreed that a note would be placed on the parish council's website and Facebook page, which would highlight how OPC had tried to find a solution to the parking problem but had been unable to find a workable one.

Borough Councillor David Ledger: reported that during the pandemic and lock down various members of staff at ABC had been seconded onto other tasks; this had affected workloads and output. The Planning Committee were currently meeting fortnightly to catch up with their back log. He was currently sitting on the committee as he was substituting for another member. There were plans for the Planning Committee to be reduced from 17 members to 14. David concluded that both he and George would be keeping an eye on The Old School House restaurant application and he had spoken to the overseeing planning officer and requested that if it was likely to be approved that it instead go to full planning committee.

Kathy Carter: KCC Community Warden: had provided a report in the middle of May asking that she be informed of any issues that members would like her to deal with. She had highlighted that she had been contacting vulnerable residents in each of her areas just to make sure they had all they needed and reported potholes and fly tipping. Kathy further reported that the children of Hamstreet School had completed a First Aid Course in February; Cllr Mike Angel had provided funding for the course.

PCSO Katherine Richards had provided a report which had been forwarded to members, this had highlighted various scams that were circulating and how to contact the police for non-emergencies. She had noted 'We are still having a lot of calls regarding nuisance bikes in Orlestone Forest, I have been working with the Forestry Commission and Rural team. New Signage has gone up. Riding motorbikes & quad bikes are not permitted and could result in a section 59 or fine. Please can you make sure on your local social media sites this information is shared.'

6. Planning: Update, Applications Received: The following details had been received:

[20/00635:](#) *Squirrels Wood, Ruckinge Road, Hamstreet, Ashford, Kent, TN26 2NW*

Single storey rear extension, roof extension, demolition of garage and construction of garage with ancillary annexe accommodation (revision to application 19/01774/AS).

Details of the application had been emailed to members. To date there had been no comment made on the application on ABC's planning website. The original application 19/01774 had been discussed during a planning meeting held on 20th January 2020. This original application had been approved by ABC; with the approval containing various notes regarding the PROW that l.

The new application was a revision to the previous one and now requested that the garage contain annexe accommodation.

During discussion it was agreed that members had no objections to the application. *David Ledger left the meeting.*

Update:

[20/00566/AS](#) *The Old School House, The Street, Hamstreet, Ashford, Kent, TN26 2HG*

Proposed rear and side first floor roof extension including 4no. roof lights and relocation of existing roof duct. Objection to the application had been logged.

Following the meeting amended drawings were submitted by the applicant. The Parish Council responded by highlighting concerns relating to the welfare and safety of those staying in the overnight accommodation and their belief that it was an overdevelopment of the building which would be detrimental to it and the street scene which lay in a conservation area.

[20/00521/AS](#) *Fairview Industrial Park, Hamstreet Road, Ruckinge, Ashford, Kent, TN26 2PL*
Erection of industrial/storage building for 8 units. Objection to the application had been logged.

7. Highway Issues: Parking in the Centre of Hamstreet: *Discussed under Cllr Angell's report.*

Cock Lane: Cllr Mike Angell reported that he had attended a site meeting with Parish Councillor Mike Wady and that work would eventually take place to renew the white lines and repair the surface of the road but the work was not considered urgent or a priority and there was no date where the work would take place.

Mags further reported that the drainage team were aware of the broken drain and problems that had been occurring and that this was on their list of jobs to be completed.

Overgrown Hedge: It was highlighted that hedge belonging to the second bungalow in Quince Orchard opposite Dukes Meadow had not been cut back. The Clerk is to highlight this again to KCC Highways team.

8. Parish Councillors' Updates/Reports: Inc. Highways; Johnsons Corner; HDSLAs; Gardening

HDSLAs: Mags reported that the pavilion remained closed to bookings for the time being and before opening the water tank would have to be emptied on the recommendation of ABC regarding issues with Legionnaires Disease. The tennis court had re-opened and bookings were being taken from single households to use. Football training and tennis lessons had stopped. ABC were offering funding to businesses affected by the lock-down; HDSLAs were unsure if they met the criteria and were investigating into the possibility of obtaining this help.

Johnsons Corner: David reported that he had been cutting the grass and tidying up the area. The mower had now been repaired.

War Memorial: Julian reported that due to lock down proceedings had been put on hold for the time being.

Forge Gardens: Sid reported that gardening continued to be ongoing and he had put in a bill regarding various expenses on fuel, plants, compost.

Website: Andy reported that the new website was now up and running and he was keeping it up to date.

Ashford Applause: Mags highlighted that ABC wishing to recognise the contribution individuals were making to the community during 'lockdown' had set up a weekly award. During discussion it was agreed that the Parish Council would nominate xxxxxx

9. Correspondence Received: No further correspondence had been received than that discussed during the meeting.

10. Casual Vacancy on Parish Council: It was agreed that following lock-down the vacancy would be advertised again.

11. Finance: Discuss Purchase of Dog Bag Dispenser; Budget Review, Review & Agree End of Year Accounts, Authorisation of Cheques.

Purchase of Dog Bag Dispenser: Details of two bag dispensers were circulated. During discussion concern was highlighted that the provision of bags would not resolve the problem of those not picking up after their dogs but merely provide those who already picked up after their dogs with free bags. It was agreed that more thought be given to the issue. *During discussion David Weeks left the meeting.*

End of Year Accounts: The Annual Governance and Accountability Return for 2019/20 had been circulated via email to members, with an end of year bank reconciliation statement and an explanation of variances in income and expenditure.

Section 1 – Annual Governance Statement 2019/20: was made available via screen share. After detailed discussion Mags Wellsted-Boorman proposed that all boxes 1 to 9 could be agreed. This proposal being seconded by Julian Griffiths and all present agreeing that the Chairman could sign the paperwork after the meeting.

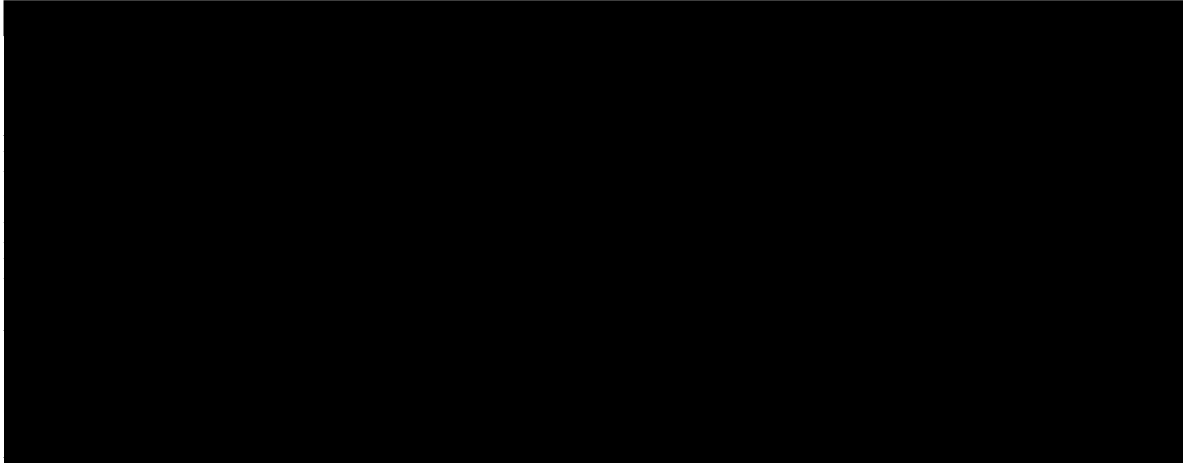
Section 2 – Accounting Statements 2019/20: This was circulated prior the meeting and made available via screen share. Julian Griffiths proposed that the accounting statements be approved. This proposal was

seconded by Sid Gittens and all present agreed that the Chairman could sign the paperwork after the meeting.

Annual Insurance Premium: During a brief discussion those unanimously agreed that the annual insurance premium be paid and that a three-year rolling contract be entered into as this was more cost effective.

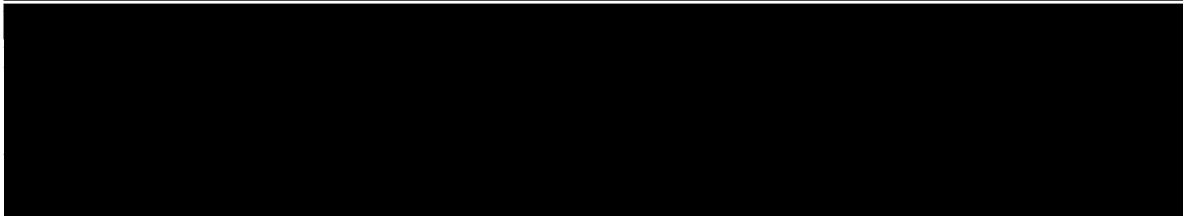
It was noted that the following payments had been authorised by the Chairman since the last meeting held on 2nd March 2020. Those present agreed that the Chairman could authorise further cheque payments if necessary, before the next meeting.

For	To	Amount	Cheque No
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The following cheques were authorised by those present:

For	To	Amount	Cheque No
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12. Items for Next Agenda: None brought forward.

13. Date & Time of Next Meetings:

Planning Meeting: 15th June 2020 – if necessary
Parish Council: 6th July 2020 at 6.30pm via Zoom

Meeting Concluded 8.25pm

Chairman's Signature: