

## ORLESTONE PARISH COUNCIL

Minutes of Orlestone Parish Council's Annual General Meeting held at 7.30pm on Tuesday 4<sup>th</sup> May 2021 via Zoom.

*Prior the start of the meeting it was noted that it would be recorded*

**Present:** Andy Othen (Chairman), Michael Wady (Vice-Chairman), Sid Gittens, Julian Griffiths, Basil Smith, David White and the Parish Clerk (Sue Stiffell).

**Also Present:** Borough Councillor David Ledger and members of the public (Steve Newton & David Robey)

1. **Election of Chairman For The Ensuing Year:** Nominations for Chairman for the ensuing year were requested. Sid Gittens nominated Andy Othen; Mike Wady seconded this nomination. No other nominations were received. Andy Othen agreed to act as Chairman for the next 12 months.
2. **Election of Vice-Chairman For The Ensuing Year:** The Chairman requested nominations for the position of Vice-Chairman. Julian Griffiths nominated Mike Wady; David White seconded this nomination. No other nominations were received. Mike Wady agreed to act as Vice-Chairman for the next 12 months.
3. **To Receive and Approve the:**
  - i) Inventory/Asset Register of Council Property: check what insurance is covered by playground
  - 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) Data Protection Policy
  - viii) Safe Guarding Policy
  - ix) Complaints Procedure Policy
  - x) 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 as being reviewed.

During discussion it was agreed that the Silent Soldier be noted separately on the asset register. The defibrillator was also noted separately on the list of assets. The Clerk is to contact Victory Hall to find out if they insure the play area or if it is the responsibility of OPC. If is it the later the Clerk will ensure that this is covered under OPC's insurance policy.

4. **To Appoint Members (including Chairman and Vice-Chairman) to Orlestone Parish Council's Planning Committee.** During discussion the following was agreed:

Chairman: Mr Wady  
Vice-Chairman: Sid Gittens  
Members: All 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:	Andy Othen
Hamstreet Neighbourhood Watch:	Steve Shorter
Victory Hall Committee:	Basil Smith
Friends of St Mary's Church	Basil Smith
War Memorial Committee	Sid Gittens and Julian Griffiths

Bowls Club	David White
Hamstreet Shed Men	Sid Gittens
<b>6. Allocation of Councillors' Responsibilities:</b>	The following was agreed:
Website	Andy Othen
Highway Issues	Mike Wady/Sid Gittens
Neighbourhood Watch/PCSO Liaison	Steve Shorter
Hamstreet Branch of the Royal British Legion	Andy Othen
Johnsons Corner	Mike Wady
Designated Finance Officer	Mike Wady
Allotments	David White
Flood Warden	Julian Griffiths
Environment Agency & Natural England	Julian Griffiths

It was noted that Mags Wellsted-Boorman (HDSLAs Secretary) would be responsible for the defibrillator that was attached to the Hamstreet Sports Pavilion.

During discussion it was agreed that Twinning would be removed from the list of responsibilities; no replies had been received from the Chairman's emails. It was agreed that it was now up to Therouanne to get in touch.

It was noted that Johnsons Corner was now looked after by the Tidyman and was now the collective responsibility of the Parish Council; Mike Wady would liaise with him regarding work that was required.

**7. Discuss The Provision of Parish Councillor' Allowances:** Following discussion it was agreed that expenses would be reimbursed but allowances would not be sought

**8. 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.

During discussion it was agreed that no meeting would be held in June due to legislation allowing public meetings to be held virtually. It was hoped that legislation would allow the parish council to meet in July; on this basis the following dates were agreed:

- 5<sup>th</sup> July 2021
- 9<sup>th</sup> August 2021
- 6<sup>th</sup> September 2021
- 4<sup>th</sup> October 2021
- 1<sup>st</sup> November 2021
- 6<sup>th</sup> December 2021
- 7<sup>th</sup> February 2022
- 7<sup>th</sup> March 2022
- 4<sup>th</sup> April 2022 (Annual Assembly)
- 9<sup>th</sup> May 2022 (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 Borough Councillors and the Kent County Councillor, those present unanimously agreed that they be asked for reports four times each year. It was noted that as Borough Councillor George Sparks sat on ABC's Planning Committee it would be better if Borough Councillor David Ledger attended OPC meetings. The following timetable was agreed

2021

- July: Kent County Councillor quarterly report
- September: Borough Councillor quarterly report
- October:
- November: Kent County Councillor quarterly report
- December: Borough Councillor quarterly report

2022

February:

March: Kent County Councillor quarterly report

April: Annual Reports from All Representatives

May: Borough Councillor quarterly report

**9. Finance:**

**Insurance:** A review of the Parish Council's annual insurance policy had been circulated to members. Those present noted no anomalies and that it was operated on a 3-year fixed term.

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

Victory Hall: £875

HDSL A (Pound Lees): £875

HDSL A (Pavilion): £375

St Mary's Church £875

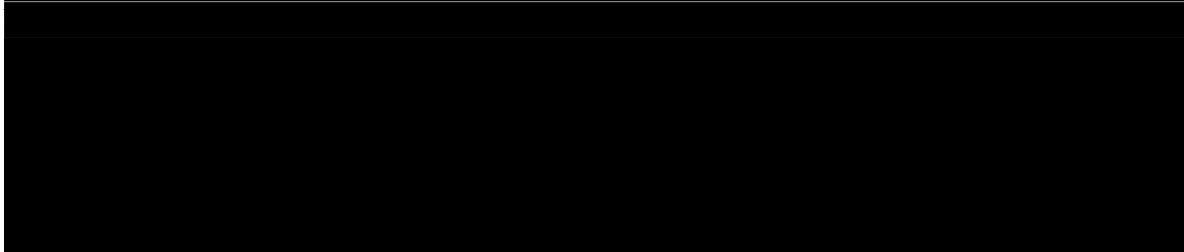
The Chair asked members to think about other organisations that could benefit from grants. It was agreed that before annual grants to the groups above were ever increased their need would be assessed.

**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. Julian Griffiths proposed that the items listed from 1 to 9 in section 1 of the Annual Governance Statement 2020/2021 could be agreed and signed by the Chairman (as they had been carried out); that the Accounting Statements in the Annual Governance Statement were correct and could be signed by the Chairman as being so. David White seconded this proposal and all present agreed.

It was noted that the Parish Council may possibly be able to complete a 'Certificate of Exemption' as the gross income for the financial year ending 31<sup>st</sup> March 2021 did not exceed £25,000 and the gross expenditure for the financial year ending 31<sup>st</sup> March 2021 did not exceed £25,000. It was unanimously agreed by members present that if this was possible, the Parish Council would certify itself as exempt and a Certificate of Exemption would be completed by the Clerk and Chairman.

**Authorisation of Cheques:** Those present agreed that the following cheques be authorized. The Clerk highlighted that she had not been reimbursed the cost of prizes for the Christmas Light Competition and this was now included.

To	Details	Amount	Cheque No
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*During this agenda item Borough Councillor David Ledger and Kent County Councillor candidate David Robey joined the meeting.*

**10. 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 HDSL A (Hamstreet & District Sports & Leisure Association).

- 11. Apologies:** Apologies were received from Steve Shorter (long term apologies). Those present agreed that these apologies be accepted. Apologies were also received from PCSO Katherine Richards, Borough Councillor George Sparks and Casey Mae

**BREAK:** *Steve Newton reported that the overhanging branches on his and his neighbours' property had been cut back. He would continue to keep his property borders neat and tidy. He highlighted that he had an issue with development at Ashtone House regarding a possible breach of planning regarding damage to ancient woodland and included OPC in his emails regarding the issue. During discussion it was noted that Hamstreet was surrounded by ancient woodland and concern had already be raised to ABC regarding the protection of the ancient woodland in the area earmarked for development opposite the primary academy. It was noted that development could not take place closer to 15 meters of the border of ancient woodland and the Parish Council needed to watch carefully the areas that could be development on in Hamstreet.*

**12. Minutes of the Last Meeting:**

Parish Council held on Monday 12<sup>th</sup> April 2021: Mike Wady proposed that the minutes from the meeting held on 12<sup>th</sup> April 2021 could be approved as a correct record and signed by the Chairman, Basil Smith seconded this proposal; this was unanimously agreed by those present and following the meeting the Chairman signed the minutes from this meeting.

**13. Matters Arising From The Meeting Held on Monday 12<sup>th</sup> April 2021.**

- Application No 20/01408 Planning Breach: A letter had been sent to ABC regarding their decision that no action would be taken over ancient woodland being damaged at Ashtone House. A reply from the Head of Planning at ABC (Simon Cole) had been circulated to members.

**14. Reports From: Kent County Councillor, Borough Councillors, PCSO and Community Warden and Parish Councillors:**

PCSO Katherine Richards: provided an annual report with a graph showing crime levels and noted that Hamstreet's crime levels remained low.

Borough Councillor George Sparks: report had been circulated via email to members. It noted that he hoped to attend meetings as regularly as he could.

Borough Councillor David Ledger: reported that he had just attended the Mayor Making and the new mayor for Ashford was now Callum Knowles from Tenterden. During a brief discussion it was noted that ABC's planning department was undergoing various measures and comments were not appearing on their portal.

**Members Update:**

**Sid Gittens:** reported that the Hamstreet Street Sign opposite to the flag pole had been renovated and was now up. The sign removed from the flagpole was currently being repainted and would hopefully be up soon.

**Mike Wady:** reported that the number of cars parking in Bourne Lane (he had noted 36 at one time over the weekend) was damaging the surface and causing tripping hazards. Unfortunately, someone had tripped over and had been taken to hospital. He had consequently contacted KCC Highways who attended immediately and had marked out the road for repairs. He had spoken to Piers Griffin from Natural England who had agreed that repairs were needed.

**15. Correspondence Received:**

- A message was received regarding street lights not working near Cotton Hill House, Steve Shorter had investigated and found three but none had identification numbers on them; they had been reported to Highways.
- The Chairman had received emails regarding the possibility of the village having a 'pump track', perhaps in one in the corner of Pound Leas with permission with HDSLAs. It was noted that such tracks may be needed to be positioned in clear eyesight. The Chairman had responded saying that OPC were supportive of the idea.

*Members of the public: Steve Newton and David Robey left the meeting*

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

**21/00769/AS: Ham Street Railway Station, Ashford Road, Hamstreet, Kent**

Replacement of chain link fence with 1.5m high close boarded timber fence (stained black) to the rear of platform 2.

During discussion no objections were raised.

**21/00487: 18 Bournewood, TN26 2JH** Erection of a single storey rear extension to replace existing garden room and alterations to existing rear dormer to improve the first-floor accommodation.

During discussion no objections were raised.

**Update:**

**21/00524: Land north of St Mary's Close and East of Ashford Road, Hamstreet.** Approval of reserved matters (layout, internal access arrangements, scale, landscaping and appearance) in relation to the development of 80 new homes, a 60-space car park, classroom and football pitch with covered shelter for Hamstreet Primary Academy and associated infrastructure, pursuant to outline planning permission 18/00644)

There were twelve objection comments on ABC's website under this application (but not OPC's) and five general comments mostly negative in nature and two comments of support. The Clerk had contacted ABC about their comments not being viewable on line and was informed that there had been a delay. Emails from residents who had raised concerns to ABC, regarding the application had been circulated to members.

**17. Items for Agenda for Next Meeting:** It was suggested that 'Extra Dog Waste Bins' be put on the agenda. During discussion it was noted that a bin was needed by the canal near the garden centre. It was suggested that the Clerk contact Mark Goodman at ABC requesting one saying that OPC would be willing to purchase one if it would be emptied.

It was agreed that retiring Kent County Councillor Mike Angell be presented with a gift from OPC and the parish of Hamstreet.

Mike reminded those present that there would be a friendly bowls match on 4<sup>th</sup> July with a barbecue after. *This was later rescheduled to 1<sup>st</sup> August 2021.*

**18. Date of Next Meeting:** Due to the changes in legislation regarding the holding of virtual public meetings no longer being allowed from 7<sup>th</sup> May; it was agreed that no meeting would be held in June 2021.

Monday 5<sup>th</sup> July at 7.30pm in the sports pavilion.

Monday 10<sup>th</sup> May at 7pm End of Lockdown Committee Meeting via Zoom

Meeting Ended: 9.25pm

Chairman's Signature