

## ORLESTONE PARISH COUNCIL

Minutes of Orlestone Parish Council's Annual General Meeting held at 7pm on Tuesday 9<sup>th</sup> May 2022 in the Hamstreet Sports Pavilion on Pound Leas Recreation Ground, Hamstreet.

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

**Also Present:** Borough Councillor David Ledger

1. **Election of Chairman For The Ensuing Year:** Nominations for Chairman for the ensuing year were requested. Mike Wady nominated Andy Othen; Basil Smith 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. Mags-Wellsted-Boorman proposed Mike Wady; Julian Griffiths 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
  - 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. Three benches were added to the list of benches owned by OPC on the Asset Register. Following these additions, those present unanimously agreed that the policies/asset register be approved.

During a brief discussion it was agreed that the sit on mower was now surplus to requirements; its constant repair outweighed its usefulness. Interest had been noted by a resident and it was agreed that the mower be passed to him; it was understood that he was willing to make a donation of £200. It was unanimously agreed that Mark Taylor be asked to cut the grass at Johnsons Corner regularly and his invoice sent to the Clerk. *During this agenda item Borough Councillor David Ledger arrived.*

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 members  
Terms of Reference: To meet on the third Monday of every month, if necessary, to discuss planning applications received and have delegated power to comment. At the discretion of the Chairman of the Planning Committee, a site meeting could replace a sit-down meeting.
5. **Appointment of Representatives onto Outside Bodies:** It was noted that Julian would be leaving the Parish Council as he was moving to another area (*likely to be in June*); consequently, he would be standing down from his responsibilities. The following was agreed:

HDSLAs: Andy Othen & Mags Wellsted-Boorman  
Victory Hall Committee: Basil Smith

Friends of St Mary's Church  
War Memorial Committee  
Bowls Club  
Hamstreet Shed Men

Basil Smith  
Sid Gittens  
David White  
Sid Gittens & Basil Smith

During discussion it was agreed that a representative for the NHW be left as the group seemed to be non-existent; it was noted that Peter New kept the NHW Facebook page up-to-date. Julian highlighted that the War Memorial Committee had not generated a lot of interest. Sid said that he would try and generate more during the year now life was getting back to normal after lockdown.

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

Website/Facebook	Andy Othen
Highway Issues	Mike Wady/Sid Gittens/Steve Newton
Hamstreet Branch of the Royal British Legion	Andy Othen
Johnsons Corner	Andy Othen/Mike Wady
Designated Finance Officer	Mike Wady
Allotments	David White
Flood Warden	This responsibility would pass to Paul Settle
Forge Gardens	Sid Gittens (& Linda Gittens)

It was noted that Mags Wellsted-Boorman (HDSLAs Secretary) would be responsible for the defibrillator that was attached to the Hamstreet Sports Pavilion and that Johnsons Corner was looked after by a resident and was the collective responsibility of the Parish Council.

During a brief discussion it was agreed that more volunteers be sought for looking after Forge Gardens.

**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 7pm in the Hamstreet Sports Pavilion.

On this basis the following dates were agreed:

13<sup>th</sup> June 2022 (*a week later due to the festivities being held over the Jubilee weekend*)  
5<sup>th</sup> July 2022  
5<sup>th</sup> September 2022  
3<sup>rd</sup> October 2022  
7<sup>th</sup> November 2022  
5<sup>th</sup> December 2022  
6<sup>th</sup> February 2023  
6<sup>th</sup> March 2023  
3<sup>rd</sup> April 2023 (Annual Assembly)  
8<sup>th</sup> May 2023 (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.

**8. Finance:**

**Agree & Set Annual Budget:** A draft budget was circulated, which was agreed unanimously by members.

**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 agreed that it be operated on a 3-year fixed term.

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

Victory Hall:	£ 875
HDSLAs (Pavilion & Recreation Ground):	£1,250
St Mary's Church	£ 875

**HDSLAs Sports Pavilion:** The Chairman highlighted that a recent estimate for the annual electric bill for the pavilion was £9,000. For this reason, OPC would take over the paying of this and the HDSLAs would contribute towards this cost. Fuel saving exercises were now in place. During discussion it was

agreed that all the bills could be taken over by OPC. Mags highlighted that the possibility of obtaining a grant to store electric generated from solar panels was being investigated.

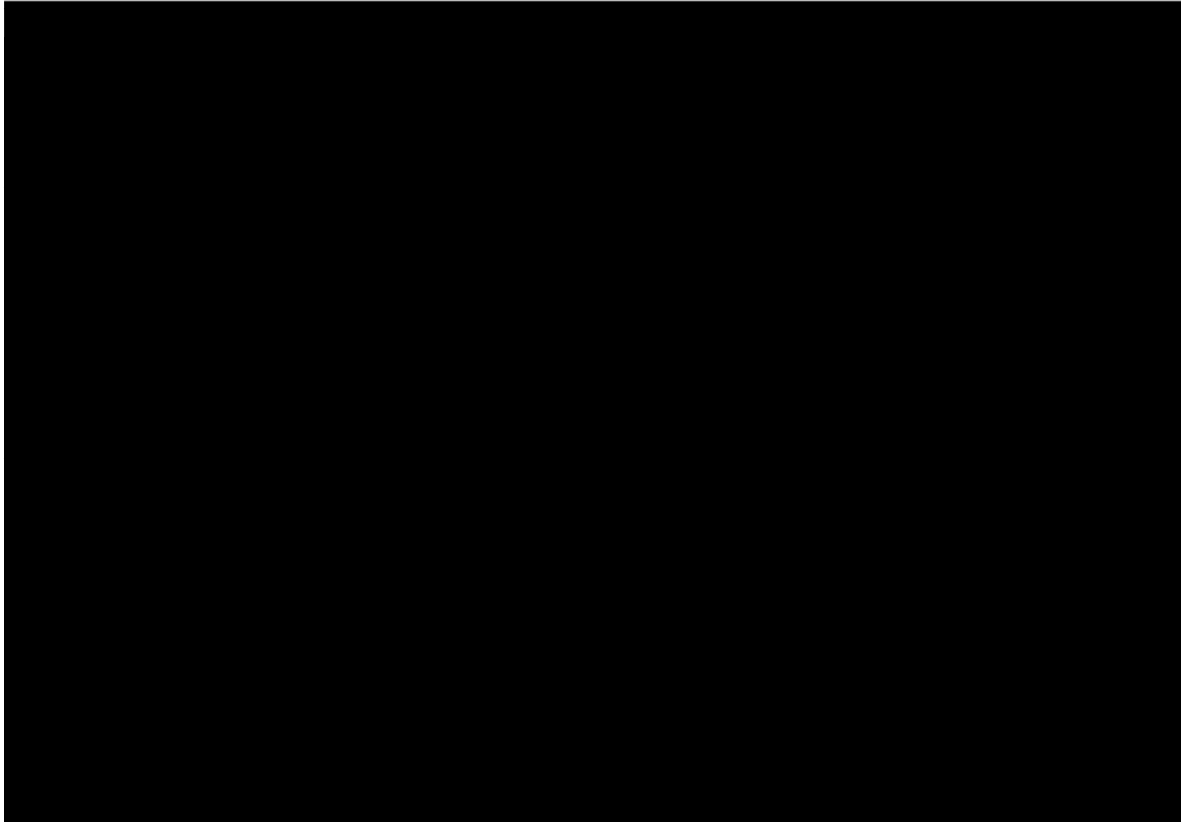
**Parish Councillor Allowances:** It was noted that members could apply for an allowance to cover their expenses and time being a Parish Council. During a brief discussion no-one present wished to apply for such an allowance but all expenses would be reimbursed to members.

**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.

Sid Gittens 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; that the Accounting Statements in the Annual Governance Statement were correct and could be signed by the Chairman as being so. Mike Wady seconded this proposal and all present agreed. Copies of the Internal Auditor's report had been circulated prior the meeting; there were no recorded issues.

**Authorisation of Cheques:** Those present agreed that the following cheques be authorized. It was noted that the Chairman had authorized various cheques since the last fully meeting held in March 2022

To	Details	Amount	Cheque No
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**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 HDSL A (Hamstreet & District Sports & Leisure Association), Mags Wellsted-Boorman worked as the HDSL A's secretary, Andy Othen was affiliated with the Hamstreet Junior FC and that David White was an allotment holder.

**10. Apologies:** Apologies were received from Kent County Councillor David Robey and Borough Councillor George Sparks.

**BREAK:** *Those present agreed that a break was not required.*

#### **11. Minutes of the Last Meeting:**

Parish Council Meeting: Monday 7<sup>th</sup> March 2022: It was agreed that under agenda item 6. i) the following ‘*Regarding the leak on Ruckinge Road...*’ be added so that the it read: ‘*Water leak on the road outside Cotton Hill House. Regarding the leak on Ruckinge Road. The owner of the pipe was unknown....*’ Following this alteration Mike Wady proposed that the minutes from the meeting held on 7<sup>th</sup> March 2022 be approved as a correct record and signed by the Chairman, Julian Griffiths seconded this proposal; this was unanimously agreed by those present; following the meeting the Chairman signed the minutes.

Queen’s Jubilee Working Committee: 21<sup>st</sup> March & 3<sup>rd</sup> May 2022: It was agreed that these minutes be approved as being correct records and signed by the Chairman. The Chairman highlighted that one of the bands had now changed its name.

Review Annual Assembly: Members agreed that the Assembly had gone well and those present were pleased by the number who had attended, it was agreed that the current format would continue.

#### **12. Matters Arising From The Meetings Listed in Agenda Item no 11.**

- No response had been received regarding quotations for work required to the trees on Pound Leas. The Clerk will chase for responses.

#### **13. Reports From: Kent County Councillor, Borough Councillors, PCSO and Community Warden and Kent County Councillor: David Robey:** His report had been circulated prior the meeting.

**Borough Councillor David Ledger:** Began his report by highlighting that the application along Warehorne Road at Viaduct Terrace had been refused. He apologized for not attending walkabout with representatives and asked that he be invited if another was held. At the present time he still had funding left in his Community Fund Chest and if OPC had any projects they needed assistance with to let him know while there was still funding available. David concluded by highlighting that he would be at the Cosey Kettle the following morning from 10am running an informal clinic.

#### **Parish Councillors Reports:**

Steve Newton: highlighted that no response had been made to OPC’s email to Planning Officer Sarah Edwards regarding planning no 21/01699/CONA/AS - Discharge condition 4 (landscaping), 5 (walls & fences), 7 (biodiversity enhancement) ref Ashtone House which had been sent in February. It was noted that the application had been agreed by ABC. It was agreed that the Clerk write to Ms Edwards seeking a response to OPC’s comments.

Steve concluded by noting that on the community Facebook page complaints had been made about damage that had occurred in Hamstreet Woods by off roaders. He highlighted that ABC gave permission to off roaders at certain times of the year for certain areas to be used and any complaints should be sent to them.

Mike Wady: raised concern that the hedgerow along Ashford Road could possibly suffer the same fate as the one along Warehorne Road when development commenced. The one in Warehorne Road having been severely cut back. During discussion Julian agreed to investigate and circulate his observations to members.

Following the meeting Julian circulated the following information with maps: *‘It appears to show that they are going to remove the hedge from the existing entrance north up to about halfway opposite the school playing field. Then all trees from there north on the boundary are to be kept and any hedges between the tree line and the road are kept. There is also a blue dotted line showing a 30m offset from the Ancient woodland. Secondly, I found this:-*

Highway Technical Note October 2019

*Access Location and number The location of the access was considered in depth at the outset of the design process and was determined based on the extent of the ancient woodland and the topography of*

*the land. Reflecting these discussions, the location of the access is shown indicatively on page 145 of the Local Plan. The location of the access in the position proposed was considered to have the least impact on the existing trees that front Ashford Road; if the access was located further north along Ashford Road, the impact on the trees would be significant because of the need to allow for the appropriate visibility splays, whilst the access road into the site would also affect a significant number of trees.'*

**Bunkley Terrace:** Mike highlighted that rubbish being left out for collection by those living in Bunkley Terrace was causing a problem, with bags tearing open and rubbish being strewn all over the street. During discussion it was agreed that ABC be contacted with a request that the situation be reviewed. It was noted that the problem was occurring as rubbish was being put out a day or more before collection. Mags was thanked for taking time out to pick up the litter that was strewn about.

Litter Pick – Sunday 8<sup>th</sup> May: It was noted that a handful of people had attended and refreshments had been supplied after. It was agreed that another litter pick be organized later in the year and this time it would be advertised more widely and perhaps held when ABC did their litter drive.

Allotments: David reported that the allotment holders now had water containers and a pump so that water could be accessed from Speringbrook. It was agreed that Duncan who had arranged this be reimbursed the costs for this improvement.

Julian Griffiths: highlighted that next meeting would likely be his last and he thanked everyone for making him feel welcome while on the parish council.

#### **14. Correspondence Received/Planning**

- An invitation had been received for a small gathering at the Pavilion on 20<sup>th</sup> May from 6pm that the Ashford Independent Party are organizing in memory of Peter Davison. During a brief discussion it was noted that the Chairman and Vice-Chairman would be attending.
- An email from youth worker Sarah Rothwell, who had received the go ahead to develop some street-based youth work in Hamstreet with a view to engage with a group and other young people in the village in positive activities. A detailed email has been circulated earlier. All agreed that this was a good idea and were supportive of the idea and to invite Sarah to next meeting.
- Ref ABC's Environment & Land Mapping Commission – Steve had circulated an email to members following the last meeting noting that the commission is an independent advisory body which will help ABC determine its local strategy. A draft report of recommendations will be presented to ABC by 12<sup>th</sup> December 2022. The Parish Council will be contacted and will be able to make, evidence based, proposal of areas that should be preserved due to their natural or historical value. Steve suggested that members try to identify areas which could be recommended to the commission to be preserved using the terms of reference provided.
- Notice that ABC is conducting a borough wide Community Governance Review (CGR) to consider if any changes are needed to current parish, town council or community council arrangements. The consultation runs until 27<sup>th</sup> June 2022. The documentation can be viewed on [www.ashford.gov.uk/community-governance-review-2022](http://www.ashford.gov.uk/community-governance-review-2022)
- Thank you letter from The Friends of St Mary's for OPC's annual grant. This highlighted that they are again without a rector. A copy of their newsletter was also provided.
- Letter from Kent, Surrey, Sussex Air Ambulance requesting a grant of £300 to help towards their work.
- It was noted that ABC's briefing notes were forwarded to members via email when received.

#### **Planning: Applications Received/Update:**

**22/00417 6 St Marys Close, Hamstreet, TN26 2DX:** Conversion of an existing garage into a kitchen.

The plans were made available to those present. It was agreed that there were no objections to the application.

**For information:**

**18/00644/CONB/AS Land to the North of St Marys Close and East of Ashford Road:**  
Discharge of conditions: 4 (bicycle storage), 16 (landscaping), 19 (walls, fences and railings), 26 public right of way), 27 (sustainable drainage) 31 (sewage pollution) 22 (refuse & recycling) & 47 (proposed earthworks)

**18/00056/CONH/AS Land between A2020 and Railway north of Warehorne Road, Hamstreet.** Discharge of condition 10 (Construction Management Plan).

**Update:**

**22/00390/AS 9 Dukes Meadow, Hamstreet TN26 2HD.** Proposed first floor side extension  
Decision: Permit by ABC

**22/00181 Ham Leas Farmhouse, Marsh Road, Hamstreet, TN26 2QW:** Proposed two storey side extension including replacement of existing garage and proposed detached garage  
Decision: Permit by ABC

**15. Review Queens Platinum Jubilee Event:** During a brief discussion it was noted that Steve was hoping to arrange filming of the day.

**16. Items for Agenda for Next Meeting:** None brought forward

**17. Date of Next Meeting:** It was agreed that the next meeting be held on Monday 13<sup>th</sup> June 2022 at 7pm.

Meeting Ended: 9pm

Chairman's Signature

## **Orlestone Parish Council AGM – 09/05/22 - Kent County Councillor Report David Robey**

It is hard to believe that I have been your KCC Councillor for almost a year and it has been a very busy one. Key activities have included:

- Working to ensure that post - Brexit, traffic arrangements at and around Dover have been effective
- Organising and coordinating the response to COVID across the County
- Operating the Re-connect Programme, to help Children get back to normality after the COVID restrictions
- As Chairman of the Ashford Local Children's Partnership Group, working to try and maximise joined - up thinking between the various agencies providing services and support to children
- As Deputy Cabinet Member for Economic Development, working to drive strong economic growth in Kent. I am a member of the Kent & Medway Business Fund Investment Advisory Board, which lends government money to businesses in Kent, and a member of the Growth & Economic Development Cabinet Committee. I am also involved in the County Deals & Levelling - Up work that KCC is doing with the government.
- I am a member of the Ashford Land Commission, which is examining land classification in the Borough, with the aim of ensuring that the character of the Borough is maintained, and that it remains a good place to live.
- KCC has a balanced budget for the next year and sound plan up to 2025. We will not become the next Northampton CC, which went bust. However, this has necessitated some very difficult decisions, with the recently announced bus service cuts being a case in point.
- I am involved in discussions to try and bring Dungeness back into use, by installing Rolls Royce Small Modular Reactors (SMRs) there. This will provide a huge amount of green electricity as well as supporting high - tech jobs in Kent. The recent developments in Ukraine, and the impact on energy prices, supply and security, have added impetus to this project.
- KCC is working with the government on the Ukrainian refugee programme, which is a rapidly developing situation, on which all aspects are not yet clear.
- KCC is working with Dover District Council and the MP, to help the sacked P&O workers find new jobs. We are also working to minimise traffic disruption around Dover, and in Kent, driven by what has happened. Obviously, this is not an ideal situation, but Operation Brock seems to have worked quite well.
- I have provided £1000 towards the Ham Street Community Funday.
- A planned walkabout to look at traffic problems in the centre of Ham Street had to be postponed due to COVID, but will be re-scheduled.

In summary, it has been a busy first year, but I enjoy my job, and it is a privilege to represent Ashford Rural South, and Orlestone within it, at County Hall.

**David Robey**

**03/05//22**