

## ORLESTONE PARISH COUNCIL

Minutes of Orlestone Parish Council's Annual General Meeting held at 7.30pm on Monday 11<sup>th</sup> May 2015 at 7.30pm in the Hamstreet Sports Pavilion, Hamstreet, Ashford, Kent.

**Present:** George Sparks (Chairman) Mike Wady (Vice-Chairman), Vicky McKissock, Mags Wellsted-Boorman, Steven Shorter and the Parish Clerk (Sue Stiffell).

*Those present who had put their names forward to be a Parish Councillor (ref. uncontested elections 7<sup>th</sup> May 2015) were provided with a 'Declaration of Acceptance of Office' and 'Disclosable Pecuniary Interest' Forms to complete. David Lancaster and Andy Othen (who were not present) will be provided with these forms to complete.*

- 1. Election of Chairman For The Ensuing Year:** Nominations for Chairman were requested; Mags Wellsted-Boorman nominated George Sparks, this nomination was seconded by Steven Shorter: no other nominations were received. George thanked those present for this 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 and nominated Mike Wady, this nomination was seconded by Mags Wellsted-Boorman. No other nominations were received and Mike Wady thanked those present for his nomination and agreed to act as Vice-Chairman.
- 3. To Receive and Approve the Inventory/Asset Register of Council Property:** This had been circulated via email to members prior the meeting. It was noted that four street lamps that were on Pound Lees should be added to the Asset Register (these are maintained by the HDSLAs). Following this addition it was agreed that the Asset Register be accepted. It was noted that it was the responsibility of each Parish Councillor to highlight any problems with the Parish Council's assets. A risk management analysis had also been circulated via email to members prior the meeting.
- 4. To Appoint Members (including Chairman & Vice-Chairman if appropriate) for Parish Council Committees:** During discussion the following was agreed:
  - Planning Committee:**  
Chairman – Mike Wady  
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. All parish Councillors are members. The Chairman of the Parish Council to act as Chair if the Chairman of the planning committee is unable to attend.
  - Firework Committee:**  
Chairman - Mags Wellsted-Boorman  
Vice-Chair - Mike Wady  
Terms of Reference: delegated authority to organize the village annual fire-work display. Members of the public sit on the committee.
  - Hamstreet Festival of Transport Committee:**  
Chairman - Mags Wellsted-Boorman  
Co-Chair - Mike Wady  
Members - All parish councillors.  
Terms of reference: delegated authority to organize the village Festival of Transport. Members of the public sit on the committee.

**1. Appointment of Representatives onto Outside Bodies:**

HDSLAs: Mags Wellsted-Boorman  
Hamstreet Neighbourhood Watch: Steve Shorter

**2. Allocation of Councillors' Responsibilities:** The Chairman highlighted that as not everyone was present not all of the councillor responsibilities would be able to be allocated. The following was agreed:

|   |                          |
|---|--------------------------|
| Liaison with Ashford Borough Council and Other Authorities: | Chairman (George Sparks) |
| Highways & Drainage:  | Michael Wady             |
| Twinning  | Mags Wellsted-Boorman    |
| Public Liaison  | Vicky McKissock          |

It was agreed that a councillor responsible for 'communications' would be allocated at the next meeting.

Johnson's Corner: Following the resignation of Vince Watkins no-one had been found to look after Johnsons Corner. Following enquiries Mr Tom Body had provided a quotation for tidying up the site (£40) and was prepared to regularly maintain the area (two to four hours a month) at a cost of £10 per hour. It was unanimously agreed that Mr Body's quotation be accepted.

**3. 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 second or 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 where necessary.

**4. 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): There were none made at this point from Councillors present.

Declaration of Members Other 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 and Trustee of the Hamstreet & District Sports & Leisure Association (HDSLAs).

**5. Apologies:** had been received from Andy Othen and Borough Councillor Aline Hicks. *Belated apologies were received from David Lancaster.*

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

Parish Council held on Monday 2<sup>nd</sup> March 2015 – Mike Wady proposed that the minutes from the meeting could be approved as a correct record and signed by the Chairman, Mags Wellsted-Boorman seconded this proposal this was unanimously agreed by those present.

Planning Meeting held on Monday 16<sup>th</sup> March 2015 – Mike Wady 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 13<sup>th</sup> April 2015 – Mike Wady proposed that these notes be approved as a correct record of the meeting and signed by the Chairman. Steve Shorter seconded this proposal which was unanimously agreed by those present.

**7. Twinning Update:** Mags reported that the agenda for the weekend would be as follows:

Saturday 16<sup>th</sup> May 2pm Guests arrive at the pavilion; they will be greeted with drinks and nibbles, meet their hosts who will take them back to their homes.

6.30pm Meet at Victory Hall for aperitifs followed by food at 7.15pm. Followed by dancing, music will be provided by a local band and the evening will conclude at midnight. Residents of Hamstreet are invited to the hall from 8.30pm.

Sunday 17<sup>th</sup> May

Guests will spend the morning with their hosts

2pm picnic (provided by host family) at the pavilion and guests will depart at 4pm.

It was noted that two local ladies had been employed to help during the evening. Mags with the help of Roz Sparks would be food shopping on Friday 15<sup>th</sup> May; Angela Bromfield would be decorating the hall with flowers and bunting and David Lancaster would be purchasing meat for the planned barbecue.

8. **Festival of Transport Update:** Mags reported that Festival of Transport would be held on Sunday 7<sup>th</sup> June with the gates opening at 10am and closing at approximately 5.30pm. There would be displays of vintage and classic vehicles and machines. Various displays had been organized including a falconry display, dog and duck display, lurcher display, parrot displays. There would be a children's fun fair, model aircraft display, tethered balloon flights, live music by Dulcie May and the Mystery Cats and a variety of craft and food stalls.

An evening of music entertainment had been organized for Saturday 6<sup>th</sup> June from 6pm to 10pm with the Norton Knatchbull Jazz Band playing. A bar would be available but those attending were invited to bring their own chairs and food. A meeting would be held on 20<sup>th</sup> May to formalize arrangements.

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

- An email highlighting that one of the allotment plots had not been used for over 12 months, although it was dug over last year it was not planted and allowed to go wild. During discussion it was noted that complaints had been received before about this plot and the tenant had been notified; it was agreed that as the tenant had not kept to their allotment agreement in which it stated that plots be kept cultivated those present agreed that the allotment holder be notified that the agreement had been revoked.

The email also highlighted that shrubs growing over the wall at Eastside in Ashford Road north of Forge Gardens were encroaching over the pavement causing a hazard; it was asked if the Parish Council would write/talk to the resident and ask that this be cut back. During discussion it was noted that the shrubs in question were cut back by the resident regularly and that it would be investigated to see if there was a problem.

- Details of the Parish Council's insurance policy had been received (this had been circulated via email prior the meeting). Those present agreed that the policy be renewed.
- Tree Responsibility: following investigation into the management of trees under the Parish Council's responsibility (the only trees being located on Pound Lees); the following quotations had been received:

- a) Bartlett Tree Experts (Stoke House, Church Road, Ashford)

To provide arboricultural consulting services for visual tree assessment located on Pound Lees: £195 plus VAT

- b) Envirocology Ltd (Newbury Farm, Tonge)

1) Tree condition Survey £568 plus VAT

2) Management Plan for all Tree £550 plus VAT

3) Tree Safety Survey £400/£550 plus VAT

The Chairman proposed that Bartlett Tree Experts visual tree assessment be accepted and once received a decision on next steps would be taken. Those present agreed unanimously.

- Letter from the Friends of St Mary’s Church highlighting their activities for the year. Membership of the Friends for £25 for the year was invited. Those present agreed that membership continue.
- Letter from ABC concerning the decision to carry out a Community Governance Review. Areas being considered include electoral arrangements for existing parishes, the boundaries of existing parishes and whether residents of unparished areas would be better represented by having a parish or community council in those areas. Comments were invited. During a brief discussion those present agreed that the boundaries between Orlestone and Warehorne were not clear and caused confusion and perhaps the parishes could be joined. It was agreed that the Chair comment on behalf of the Parish Council.
- A briefing note from the leader of ABC concerning the celebration of the 800<sup>th</sup> anniversary of the Magna Carta.
- Notes from a meeting that County Councillor Mike Angell held on 31<sup>st</sup> March were made available – these had also been circulated to members via email.

**10. Planning: Applications Received/Update:** The following applications had been received:

**Application No**        **15/00508**  
**Proposal:**            Erection of 5 dwellings together with access, garaging and landscaping.  
**Location:**            Land 20m west of Rosehaven, Bourne Lane, Hamstreet, Kent  
**Comment:**            It was noted that various objections to the application had been made. Those present agreed that the application be objected for the following reasons:

- i)        The boundary adjacent to the Rosehaven and neighbouring properties was not clear and not proven and should be agreed before any development.
- ii)       The plot would be over-developed which would cause parking problems if allowed.
- iii)      There was no proven access via Rosehaven and this needed to be resolved.
- iv)      Additional traffic through Lancaster Close

**Application No**        **15/00548**  
**Proposal:**            Garage conversion and extension to garden porch.  
**Location:**            8 Parker Close, TN26 2JQ  
**Comment:**            All agreed to support the application.

**Application No**        **15/00541**  
**Proposal:**            Erection of a proposed two storey side extension  
**Location:**            11 Bunkley Meadow, TN26 2HQ  
**Comment:**            No comments could be found on ABC website due to a clerical error showing comments regarding another application. During discussion concern was raised about flooding problems in the area and that this could be made worse by further development. Those present agreed that the application be objected to for this reason.

**Update**

**Application No:**    15/00280  
**Proposal:**            Proposed side/rear extension to facilitate annexe  
**Location:**            East Side, Ashford Road, Hamstreet TN26 2DS  
**Decision:**            Permit by ABC  
**Application No:**    15/00264  
**Proposal:**            Erection of detached garage building.  
**Location:**            Rosehaven, Bourne Lane, Hamstreet TN26 2HH  
**Decision:**            Permit by ABC

