

ORLESTONE PARISH COUNCIL

Minutes of Orlestone Parish Council's Annual General Meeting held at 7.30pm on Monday 9th May 2016 at 7.30pm in the Hamstreet Sports Pavilion, Hamstreet, Ashford, Kent.

Present: George Sparks (Chairman), Michael Wady (Vice-Chairman), Tony Isted, David Lancaster, Vicky McKissock, Andrew Othen, Margaret Wellsted-Boorman, Steven Shorter and the Parish Clerk (Sue Stiffell).

Also Present: one resident (Peter Davison)

- 1. Election of Chairman For The Ensuing Year:** Nominations for Chairman were requested; David Lancaster nominated George Sparks, this nomination was seconded by Mike Wady: no other nominations were received. George Sparks 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 George Sparks. No other nominations were received; 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 & Risk Management Analysis:** The Asset Register was circulated and those present agreed that it was correct. It was noted that it was the responsibility of each member to highlight any problems with the Parish Council's assets.
Risk Management Analysis: Those present agreed to accept the Risk Management Analysis that had been drawn up as being correct. During a brief discussion it was agreed that to ensure that the records kept on the Parish Council's laptop were safe a monthly back up on a usb stick would be made and kept in the pavilion.
- 4. To Appoint Members - 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
Safety Officer Andy Othen
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
Communications Andy Othen
Terms of reference: delegated authority to organize the village Festival of Transport. Members of the public sit on the committee.
- 5. Appointment of Representatives onto Outside Bodies:**
HDSLAs: Mike Wady
Hamstreet Neighbourhood Watch: Steve Shorter

During a brief discussion it was agreed that the Clerk contact The Victory Hall committee and ask if they wished for a representative from the Parish Council to sit on their committee.

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

Liaison with Ashford Borough

Council and Other Authorities: Chairman – George Sparks

Highways & Drainage: Michael Wady

Communication: Andy Othen

Twinning David Lancaster/Andy Othen/Mags Wellsted-Boorman

Public Liaison Vicky McKissock

Police Liaison Steve Shorter

Children's Leisure Tony Isted/Steve Shorter

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. 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 when necessary.

8. 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 of the Hamstreet & District Sports & Leisure Association (HDSLAs).

9. Apologies: Apologies had also been received from Kent County Councillor Mike Angell (on holiday) and Borough Councillors 'Brad' Bradford and Aline Hicks (attending a meeting at ABC). It was noted that PCSO Andrew Hoodless was on annual leave.

10. Minutes of the Last Meeting:

Parish Council held on Monday 7th March 2016 – Mags Wellsted-Boorman proposed that the minutes from the meeting could be approved as a correct record and signed by the Chairman, Andy Othen seconded this proposal this was unanimously agreed by those present.

Annual Assembly held on Monday 4th April 2016 – Steve Shorter proposed that these notes be approved as a correct record of the meeting and signed by the Chairman. Tony Isted seconded this proposal which was unanimously agreed by those present.

11. Reports From: Kent County Councillor, Borough Councillors, PCSO and Community Warden:

No reports provided.

12. Members Update:

- **Highways:** Mike Wady reported that various works had commenced and that in April a 'drainage gang' had been in The Street repairing and cleaning out the Eco drainage. They had been asked to replace one gully and frame and reset another gully. During a brief discussion it was noted that the street lamps that had been 'necked' was due to be discussed at the next cabinet meeting being held at ABC and that the road by Ham Lees Farm had dropped (Mike is to report this to Highways).
- **Telephone Kiosk:** Andy Othen reported that a 90 day consultation period was underway regarding the telephone kiosk being adopted and a sign had been put up on it.

- **Festival of Transport:** Mags Wellsted-Boorman reported that arrangements were going smoothly with various licenses being organized and the Parish Council's insurance company being notified of the event. She and Mike were in the process of coordinating the volunteers for the day.

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

- A reminder that the Parish Council's annual insurance premium was due; its benefits were made available. Those present agreed that the premium be accepted.
- A letter from Sarah Barber (Tourism, Heritage and Nature Conservation Manager) concerning the potential to establish an International Dark Sky Community. The letter highlighted that this needed to be based on a series of unbroken parish boundaries and it was proposed that it will include the parishes of Wittersham, Stone, Appledore, Kenardington, Warehorne, Orlestone, Ruckinge, Bilsington, Aldington, Bonnington and Woodchurch. Sarah needed to know if the Parish Council were in agreement to supporting the application. During a short discussion it was noted that members wished to protect the 'dark skies' around the village and it was agreed that the application be supported.
- Letter from KCC concerning the responsibilities of home owners in ensuring that vegetation from their property does not obstruct the highway. During a short discussion it was agreed that Andy Othen would put a copy of the letter of the Parish Council's website and facebook page.
- An email from KCC concerning the launch of their consultation regarding a review of KCC funded Bus Services.
- A briefing note from the Leader of ABC concerning their lettings.
- A letter from ABC concerning unauthorized encroachment by gypsies and travelers and what help can be obtained.
- Various journals.
- The Chairman highlighted that he had not received a reply from his letter to Simon Cole regarding the possible inclusion of site WS30 in to the Local Plan 2030; a response will be requested.

14. Planning: Applications Received/Update: The following updates had been received:

- Application No: 16/00418 11 Fairfield Terrace, TN26 2HS – Proposed replacement of lean-to with single storey side and rear extension. PERMIT
- Application No: 16/00408 35 Bournemouth, TN26 2HL – Erection of new garden room to replace the existing room and garage. PERMIT
- Application No: 16/00242 The Old Fire House, N26 2HU – Single storey rear extension and new front porch. PERMIT

15. Finance:

Bank Reconciliation: An end of year bank reconciliation was circulated to those present. An end of year budget update was also circulated with a new budget update.

Audit: It was highlighted that the Parish Council's finances were to be audited internally and once completed would be sent to PKF Littlejohn who were completing the external audit. Copies of Section 1 and 2 of the accounting statements were circulated. During discussion all statements in Section 1 were agreed positively by those present and the Chairman signed the necessary part. The accounting statements in section 2 were agreed by those present and the Chairman signed the paperwork approving these accountancy statements.

Authorisation of Cheques: Those present agreed that the following cheques be authorised:

To	Details	Amount	Cheque No
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[Redacted Table Content]			
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[REDACTED]

For Festival of Transport Committee:

[REDACTED]

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

<i>To</i>	<i>Details</i>	<i>Amount</i>	<i>Cheque no</i>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

16. Any Other Business Approved by the Chairman:

- **Defibulator:** Andy Othen reported that he had been in contact with the Community Heartbeat Trust explaining that it was a non-profit making organization, who would help with the process of purchasing a defibulator. He was investigating funding sources and would be applying to the National Lottery Fund. During discussion it was noted that the difibulator would require an annual service and if used a fee would be charged to replace what was used. It was thought that the best location would be my the side of McColls or on the front of the Pavilion
- **Cannon Ball:** Mike Wady reported that he was the process having an information notice up by the cannon ball.
- **Pound Lees Car Park:** The Chairman reported that he had put a bolt in the lock on the barrier in the car park so that it could no longer be sprung open.
- **Railway Garden:** The Chairman and Vice-Chairman has examined the garden by the railway station and noted that it would not be suitable for use as an allotment garden due to its small size and recommended that it be used as either a bicycle shed or a car parking space.
- **Drain:** the drain from Lancaster Close onto open farmland had been investigated and had been deemed as being illegal by the Planning Department. Borough Councillor Aline Hicks was monitoring the situation.
- The four new houses that were being built behind Rosehaven would be called 'Saxon Mews'
- **Trees on Pound Lees:** it was noted that tree no 5 had not been removed as promised; the Clerk is to chase this up.

BREAK: During the break the member of public present highlighted the shocking condition of a number of road in the area and noted that Church Lane was being damaged by the large trucks going along it. This is to be reported to Highways by Michael Wady.

17. Date of Next Meeting: Monday 6th June 2016 at 7.30pm in the sports pavilion.

Meeting Ended: 8.40 pm

Chairman's Signature