

ORLESTONE PARISH COUNCIL

Minutes of Orlestone Parish Council's Annual General Meeting held at 7.30pm on Monday 15th May 2017 in the Hamstreet Sports Pavilion, Hamstreet, Ashford, Kent.

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

Also Present: Peter Davison – OPC Planning Adviser,

- 1. Election of Chairman For The Ensuing Year:** Nominations for Chairman were requested; Michael Wady nominated George Sparks; this nomination was seconded by Tony Isted. No other nominations were received. George 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; during a brief discussion the Chairman proposed Mike Wady, this nomination was seconded by Mags Wellsted Boorman. No other nominations were received however Mike Wady highlighted that Andy Othen (who was absent) had voiced an interest in being Vice-Chairman and he was happy to step down should Andy wish to take up the role. It was agreed that this be discussed further when Andy was present.
- 3. To Receive and Approve the Inventory/Asset Register of Council Property; Review Risk Management Analysis; Review Standing Orders:**

The Asset Register was circulated; the telephone box in Ruckinge Road was added and the number of benches changed. With these alterations those present agreed that it was correct.

During a short discussion it was noted that the bench in Ruckinge Road required work to it; Mike Wady offered to do this. (It is the responsibility of each member to highlight any problems with the Parish Council's assets and bring this to members' attention during a meeting).

Review Risk Management Analysis: Those present agreed to accept the Risk Management Analysis which was circulated.

Review Standing Orders: Those present agreed that the existing Standing Orders remain unchanged.
- 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:
Members: Parish Councillors; Mags Wellsted-Boorman, Mike Wady, Andy Othen, Vicky McKissock.
Other Members: Graham Woodcock, Ellen Woodcock, Alan King, Vince Watkins, Andy Ansley
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.

During a brief discussion Mags Wellsted-Boorman brought to everyone's attention that the HDSLAs' insurance covered the fireworks and suggested that thought be given to the HDSLAs taking it over.
- 5. Appointment of Representatives onto Outside Bodies:**

HDSLAs: Mike Wady
Hamstreet Neighbourhood Watch: Steve Shorter
Victory Hall Committee: David Lancaster

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	Mags Wellsted-Boorman, David Lancaster, Andy Othen
Public Liaison	Vicky McKissock
Police Liaison	Steve Shorter
Johnsons Corner	George Sparks

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 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 were received from Andy Othen (working) it was agreed that his apologies be accepted. Apologies were also received from Borough Councillor Aline Hicks. *Belated apologies were received after the meeting from Vicky McKissock (working).*

10. Minutes of the Last Meeting:

Parish Council held on Monday 6th March 2017 – 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.

Annual Assembly held on Monday 3rd April 2017 – Tony Isteed proposed that these minutes be approved as a correct record of the meeting and signed by the Chairman. Mike Wady seconded this proposal which was unanimously agreed by those present.

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

Rural Policing Update: had been received and circulated via email to members. The Chairman highlighted that he had recently tried contacting 101 but gave up after 20 minutes when no one answered.

12. Members Update:

- **Highways:** Mike Wady reported that following complaints about the trees and their condition in Bourne Lane, ABC/Highways had arranged for them to be cut back, however due to power lines being tangled in the branches the tree surgeons had been unable to cut the branches back. BT had visited the site. It was agreed that if no further action was taken by July, the Clerk would get in touch with Highways. Mike further highlighted that he had put in a complaint about a hole that had appeared on Ruckinge Road by the information centre; this had now been repaired. No further news had been received about a site visit concerning the ditch opposite Cotton Hill House by Bournewood Stores; the Clerk is to chase for a reply.
- **Twinning: Thursday 13th/14th July.** During discussion it was noted that a coach had been booked for the trip, Mags is to finalise the travel arrangements. Mags suggested that wine from Gusbourne Vineyard in Appledore be an appropriate gift. It was agreed that she have delegated authority to contact the vineyard

and order an appropriate gift. The Chairman proposed that the fee of £30 for those attending the trip be waived for Parish Councillors, this was agreed by those present.

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

- An email from Michelle Bryne from ABC regarding an update on the Victory Hall Play area. She reported that the leaflet for consultation on the types of equipment people would like to see in the play area was with ABC's communications team and she was in the process of writing a report to get approval for spending the S106 funding on the project; this being an internal administrative requirement. The funding had not yet been released by the developer. Once the design consultation has been agreed her college, Amanda would develop a brief to put out to tender.

The Chairman highlighted that a note/flyer had gone out in the village about the location of the play area and raised concern that this was confusing and contrary to what had been agreed. The Clerk was asked to contact Michelle about this issue and if a decision to change its location had been made.

- An email from Borough Councillor Aline Hicks regarding the necked lights in Hamstreet. It noted that the consultant's report had been received and in the next few weeks a meeting would be held to discuss the conclusions/recommendations for street light upgrades in the borough for the 1,200 plus lights that do not currently belong to KCC.

The report recommended that the 'necked' street lights in the Borough are replaced and that they meet KCC's criteria for adoption. It is proposed that only the lantern be replaced as the column already exists. No timescale was provided.

- A reminder from Came & Company Local Council Insurance that the Parish Council's annual insurance premium was due. Details had been circulated prior the meeting. As a broker they had provided three quotations from leading insurers based on renewal quotations. They recommend that OPC accept the Inspire quotation which had an annual premium of £1,802.37. It was noted that if a 3 year binding agreement was agreed, the premium would be reduced by 5% (a saving of £90). During a short discussion those present agreed that the three year binding agreement with Inspire be taken.
- A letter from Network Rail had been received regarding the replacement pedestrian bridge at Hamstreet Train Station. A new staircase will be lifted into place during Wednesday 14th June and Thursday 15th June.
- ABC's Leader (Gerry Clarkson) had provided two briefing notes which were made available to those present:
 - a) One reported on the recent 2017 Kent County Council Elections. It noted that following a review by the Local Government Boundary Commission for England, 81 councillors had been elected as opposed to the 84 elected at the 2013 election. Turnout for the election was 32.2%. The composition of KCC is now 67 conservative members, 6 Liberal Democrat members, 5 Labour Members, 1 Green Party Member, 1 Liberal Democrats Focus Team Member and 1 Swanscombe & Greenhithe Residents Association Member.
 - b) The other note provided a short history on the Borough's Coat of Arms.
- The Community Warden had recently highlighted problems with parking on the corner of St Mary's Close and on her behalf a letter had been sent to ABC's Parking and Community Safety department with a request for double yellow lines here. A reply had been received which noted that this will be brought to the attention at the next joint liaison meeting with KCC's Highways and Transportation Team. The concerns were noted but it was highlighted that those dropping off or picking up could still do so even if there were double yellow lines and it was advised that incidents of obstructive or dangerous parking be reported to Kent Police as they had the powers to enforce against vehicles parked on the highway in an obstructive manner.
- A vandalized dog bin at Pound Lees car park had been reported. A reply from the dog warden noted that ABC's contractor had been notified that it required repair/replacement/emptying.
- Shadoxhurst Summer Newsletter had been received and circulated via email to members.
- A complaint had been received about nuisance youths at Cotton Hill Walk, this had been passed on to the community warden and PCSO.

- An invitation to attend the KALC's Ashford Area Committee meeting being held on 24th May at 7.30pm in Kingsnorth Recreation Centre. Simon Cole has been invited to attend and provide a Local Plan Update and report of the 5 year land housing supply. It was noted that the Chairman and Peter Davidson would attend on behalf of the Parish Council.
- An invitation to join KALC had been received, during discussion Mike Wady proposed that membership not be taken up, the Chairman seconded this proposal which was agreed by those present.
- A thank you note was received from June McKay concerning her community award. Mags highlighted that new plates had been ordered with the correct name of them.

14. Planning: Applications Received/Update:

- An email had been received from a resident highlighting that the drawings for Application no 16/01307/AS regarding Woodlands, Bourne Lane in Hamstreet for a proposed roof extension incorporating dormer windows to front and rear elevations had been amended. To date the Parish Council had not been requested to make an official comment. Comments made on ABC's website were made available; those present agreed that no further comment be made.
- A letter from KCC regarding an application to divert part of the public footpath AE586 where it passed over the level crossing to run over a stepped bridge with lifts for safety reasons.
- Application No 17/00392: Erection of a single storey side extension at 4 Village Way had been permitted by ABC.
- It was noted that the Fish & Chip Shop had been taken over by a new tenant. They had advertised recently that they would be open on a bank holiday and a Sunday. The Chairman had advised the new proprietor that these opening hours were outside what was agreed in the planning application. He had further noted that the Indian Restaurant could not be open on Bank Holidays and Sundays. The Parish Clerk had notified ABC of this breach and it is being investigated. During discussion it was noted that there were illuminated signs by the Fish and Chip shop; it was thought that as these had been placed in a conservation area planning permission was required. The Clerk was asked to make enquiries into this issue.

15. Finance:



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



16. Any Other Business Approved by the Chairman:

- Mike Wady: highlighted that Nigel Moore still had pipes in his field.
- Mags Wellsted-Boorman: highlighted that the Festival of Transport event would not be taking place as the event manager had withdrawn and cancelled it.

17. Date of Next Meeting: Monday 5th June 2016 at 7.30pm in the sports pavilion.

Meeting Ended: 9.40 pm

Chairman's Signature