

ORLESTONE PARISH COUNCIL

Minutes of Orlestone Parish Council's Meeting held at 7.30pm on Monday 11th December 2017 in The Hamstreet Sports Pavilion, Hamstreet, Ashford, Kent.

Present: Andy Othen (Chairman), Mike Wady (Vice-Chairman), Sid Gittens, Tony Isted, David Lancaster, Steve Shorter, Mags Wellsted-Boorman, David Weeks and the Parish Clerk (Sue Stiffell).

Also Present: Two members of the public

1. Apologies: had been received from Vicky McKissock (working), it was agreed that these apologies be accepted. Apologies had also been received from Kent County Councillor Mike Angell, Borough Councillor Aline Hicks and PCSO Oliver Walsh & OPC's Planning Adviser Peter Davison

2. Declarations of Interest:

Declarations of Pecuniary Interest (relating to items on this agenda made in order to comply with the Kent Code of Conduct): None were 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): Mags Wellsted-Boorman wished it noted that she was the Secretary to the Hamstreet & District Sports & Leisure Association (HDSLAs).

3. Minutes of the Last Meetings:

i) Meetings Held on 6th November 2017:

- (a) Meeting With Hallam & Representatives from The Hamstreet Primary Academy at 6pm;
- (b) Meeting With Representatives From the HDSLAs at 7pm;
- (c) Parish Council Meeting at 7.30pm

ii) Planning Meeting Held on 28th November 2017

Mags Wellsted-Boorman proposed that the minutes from these meetings be accepted as correct records and be signed by the Chairman; Mike Wady seconded this proposal which was agreed by all present.

4. Matters Arising from the Minutes of the Meetings held: *Items for discussion only; no decisions can be made under this agenda item.*

i) Parish Council Meeting 6th November: Fencing Around Pound Lees Car Park; arrangements had been made with the 'Friendly Fencer' (Neil Underdown) to repair and replace the fencing, the work was due to take place in January 2018.

ii) Planning Meeting 28th November: Highways had been contacted with a request for a meeting to discuss plans being put forward ref s31 and s57 in the draft local plan.

A reply had been received from Matthew Hogben (Principal Transport and Development Planner) noting 'KCC in its role as statutory consultee in respect of highway matters on development unfortunately does not attend parish council meetings to discuss development proposals. It is too early at this stage to give you an outline of highway improvements in relation to both of these proposed development sites as the County Council is still in pre-application discussions with both of the applicants of both sites. However once a planning application is submitted on each particular site I would be happy to discuss the proposals with you.'

5. Reports From Representatives of the Community:

PCSO Oliver Welsh: had reported via email that crime remained low in Hamstreet, however some low level damage had occurred recently and he urged that anyone who suffered from a crime, reported it via the Kent Police non-emergency 101 number. Crime statistics could be found by visiting www.police.uk He reminded everyone to be mindful when disposing of boxes and rubbish as these could be used to advertise new products purchased or received.

BREAK: *A break was taken to allow public participation; a short discussion was held concerning the Lancaster Close Play Area. Following discussion, two members of the public present left the meeting.*

6. **Discuss: Creation of a New Committee For Play Activities in Hamstreet:** It was highlighted that a Parish Council Committee was a committee set up by the Parish Council for a particular function. That non-parish councillors could sit on the committee but they had no voting rights nor could they sign cheques. Meetings had to be recorded and advertised as Parish Council meetings were and accounts had to be audited along with the Parish Council's accounts.

To aid discussion on responsibilities for taking on a play area the Clerk had spoken to the Clerk of Great Chart and Singleton Parish Council; notes from the discussion were made available.

During a short discussion it was noted that a way forward could be the formation of a charity status for the group wishing to take over the Lancaster Close Play Area. Members did not want to see the loss of a play area in the village and were happy to offer such a group financial assistance. The Clerk was asked to contact Stuart Petit and suggest that a meeting be organised with representatives of OPC and Ashford Borough Council to discuss a way forward. Members – Tony Isted, Mike Wady, Sid Gittens, David Weeks and the Chairman (Andy Othen) put their names forward for attending such a meeting.

7. **Members Reports:**

Highways: The following was highlighted

- i) The ditch near Bournewood Stores had been cleared.
- ii) 2 bollards had been replaced at the emergency exit from Bourne Lane into Lancaster Close. The other two are also to be replaced/repared. The vegetation had been cleared back
- iii) Rubbish bags were being left out early and causing problems with vermin. It was noted that this was a flytipping offence and the community warden (Kathy Carter) had been informed.
- iv) There was a broken kerb outside the Bournewood Stores, it was noted that this was private land and the responsibility of the land owner (Mrs Brown in Cotton Lane); the Clerk is to write and highlight the issue.
- v) A site meeting with Borough Councillor Aline Hicks had been requested to discuss the area around Cotton Hill House.
- vi) Flash flooding in the main road had been seen recently and it was recommended that if seen by members that photographs be taken that could be sent to Highways. It was thought that the main problem was blocked drains.
- vii) Speeding through the village needed addressing and it was agreed that the cost of a permanent one be investigated.
- viii) Street Light in Ashford Road (crossroad): ABC are to replace the damaged head (no date when this is to occur had been received)

Benches: Mike Wady reported that he had repaired four benches in the village.

Defibrillator: Mags Wellsted-Boorman reported that the defibrillator was now in place on the external wall of the pavilion and was waiting for it to be registered with the ambulance service. A training session was being held at 6pm on Friday 15th December.

Dog Bins/Rubbish Bins: The promised signs for bins indicating that all bins could be used for dog waste, had not been received – the Clerk is to chase for these.

8. **Review Parish Councillor Responsibilities:**

Andy Othen:

Mike Wady

Mags Wellsted-Boorman

Steve Shorter

Tony Isted

Vicky McKissock

Sid Gittens

David Weeks

David Lancaster

Parish Clerk:

The following was agreed

Twinning, Website,

Highway Issues

Defibrillator

Neighbourhood Watch

Play Parks

Hamstreet's Branch of the British Legion

Highway Issues

KALC

Twinning

Website with Andy

9. Planning:

Applications Received:

No 17/01781

Location: 4 Parker Close, TN26 2JQ

Proposal: Erection of a two-storey side extension to form annexe accommodation and part conversion of Garage.

The Chairman declared an interest and highlighted that he knew the applicant and did not take part in the discussion regarding the application. During discussion and inspection of the plans those present (excluding the Chairman) agreed that the application be supported.

No 17/01711

Location: The Gables, Birchett Lane, TN26 2ED

Proposal: Proposed first floor rear extension above existing ground floor and alterations to existing rear conservatory (revision to planning permission 17/00081)

The plans were made available to those present. During discussion those present agreed that they had no objection to the application.

Public Meeting – 12th December 2017: It was noted that a public meeting would be held the following evening (Tuesday 12th December) at 7pm. The purpose of the meeting being to hold a vote on whether to hold a referendum which would ask electors if they supported or opposed the development of the land north of St Mary's Close known as s31 in ABC draft local plan. It was noted that the Parish Council was seeking to establish what electors think and would act accordingly.

Neighbourhood Development Plan: It was noted that a neighbourhood plan enabled local communities to shape development and growth in their areas. If approved it became part of the statutory development plan for that area. Two parishes in Ashford had adopted neighbourhood plans with six other parish councils in the draft stages. It was noted that they could not contain any formal policy, statement or requirement. The Chairman of Pluckly Parish Council was happy to speak to members about their experience with forming one and reported to the clerk that they had a separate group who had put it together with legal advice; it had taken a lot of work and approximately two years to develop. During discussion it was unanimously agreed that a Neighbourhood Development Plan for Hamstreet would not be taken forward by the Parish Council but that they would support an independent group should one come forward who wished to create such a plan.

10. Correspondence: received

- A letter from the Victory Hall Management Committee relating to section 106 funding of £109,945 that had been promised for the development of a new play area and play equipment by Victory Hall. This funding had apparently gone to KCC in error. The Clerk had contacted an officer at ABC who is dealing with this and seeking the return of the funding; his reply noted that he was now chasing the developer for payment.
- Information regarding KCC and its review to Gypsy and Traveller Site Allocation Policy; a consultation on the proposed changes can be found on <https://consultations.kent.gov.uk/consult>
- Notification has been received that the external auditor for OPC is PKF Littlejohn LLP in Canary Wharf.
- Information regarding a GDPR (General Data Protection Regulation) workshop that the KALC is running on 11th January 2018 at Lenham Community Centre, the cost being £30. It was noted that the GDPR would come into force on 25th May 2018. The Society of Local Council Clerks are to provide a briefing note on how Parish Councils will be affected by this regulation.

11. Finance:

Budget Update: was circulated to those present.

Precept Consideration for Next Financial Year: A draft budget for the next financial year was circulated to members for discussion. During discussion on the current reserves being held it was agreed that the funds be re-arranged to allow one for legal fees and one for play parks.

Authorisation of Cheques: Mike Wady proposed that the following cheques be authorized, Steve Shorter seconded this proposal. It was further agreed that the Chairman could authorise cheques that required signing before the next meeting.

| To | Details | Amount | Cheque No. |
|----|---------|--------|------------|
|----|---------|--------|------------|



13. Items For Next Agenda: *Items for discussion only, no decisions can be made under this heading.*

- Details concerning Parish Councillor Allowances were circulated to those present. This will be put on the agenda for discussion at the next meeting.

14. Date of Next Meeting:

Planning Meeting: Monday 8th/15th January 2018 at 7.30pm (date to be confirmed)
Parish Council Meeting: Monday 5th February 2017 2017 at 7.30pm

Meeting Concluded 9.29 pm

Chairman's Signature: