

WEST KINGSDOWN PARISH COUNCIL**Minutes of the Annual Parish Council held on Wednesday 15th May 2019 at Old School Hall School Lane**

Members of the Parish Council : Cllr I Bosley, Cllr Mrs P Bosley, Cllr G Christie, Cllr Miss J Holdstock, Cllr S Gray, Cllr Mrs M Richards, Cllr Mrs J Watchorn.

Members of the public 2

The meeting was opened by the retiring Chairman Cllr Stoneham. He asked for nominations for the position of Chairman for 2019/20 Mr Martin Stoneham stepped down and the whole Council thanked him for his many years of service.

CHAIRMAN

It was proposed by Cllr Christie and seconded by Cllr Gray that Cllr P Bosley should be Chair. Cllr P Bosley accepted this, there were no further nominations and Cllr P Bosley was duly elected and signed and read out the declaration.

VICE CHAIR

For Vice Chair, it was proposed by Cllr Watchorn that Cllr Richards should be Vice Chair, there was no seconder for this proposition. It was then proposed by Cllr Holdstock and seconded by Cllr Gray that Cllr Christie should be Vice, He accepted and there were no further nominations.

Members Acceptance of Office following the Elections:

The Clerk confirmed that all acceptance of office had been completed and returned before the Parish meeting Members can act as a Councillor.

Planning Minutes

SE/19/01136/HOUSE: Hillcrest, Knatts Valley Road: Proposed new porch, internal alteration and alterations to facade and associated works: Comment

Annual Parish Council Minutes

Apologies for absence: Cllr Lin Spencer and Cllr Land

Members of the Public and Councillors who wish to raise matters:**Brands Hatch Liaison:**

Brands Hatch had offered to support the new volunteer group and offer a skip and staff to help on occasions. The new Group were due to meet Friday 17th May. It was also reported that Brands Hatch had tried on several occasions to set up a meeting with Go Coach and they hadn't wanted to be involved in arranging a timetable that would help visitors attending Brands Hatch meetings

Southbeats:

Music festival due to take place in the Field owned by St.Clere Estate in September providing a licence is granted by Tonbridge and Malling District. Concerns were raised regarding the noise and the amount of traffic this would generate and the management of that

Travellers:

The Clerk reported that travellers that had set up camp in the School Field at Platt were being moved on and that the Parish should be vigilant about locking gates on Parish land and wider area.

Declaration of Interests relating to items on the Agenda

There were no declarations..

Members' Register of Interests

The Clerk confirmed receipt from Members of completed Members' Register of Interests as required to be declared under the Local Government Act 2000.

Standing Orders :

The Standing orders and a copy had been circulated to all members it was proposed by Cllr I Bosley and seconded by Cllr Holdstock that these be adopted. **ALL IN FAVOUR.**

Financial Orders :

Financial orders were reviewed and the wording changed to accept that utility bills would be paid by Direct Debit and ratified at Parish Council meeting in the same way that Plus Net is collected and adopted by Members.

Risk Assessment:

Annual review of risk Assessment was carried out and minor amendments reflecting changed contact details for key holder. These would then be brought to the next committee for ratification.

Data Protection GDPR:

Council is required by law to have this item on the agenda and report any breaches of Data Protection. 2018/19. There were no breaches recorded.

Council Procedures

It was moved from the Chair that the Council operate with a Committee system with the following Committees for the ensuing year: a) Finance b) Planning c) General Purposes

ALL IN FAVOUR**Membership of Committees for the Year**

- (i) Finance - All Members
- (ii) Planning - Number of Members to consider application as detailed on Appendix (I) as attached to the Minutes.
- (iii) General Purposes - All Members.

It was moved from the Chair that the membership, as above, be adopted.

ALL IN FAVOUR**To Election of Chairman/Vice Chairman of the Committees**

- (i) Finance Committee – Chairman and Vice Chairman of the Council
- (ii) General Purposes – It was proposed by Cllr I Bosley and seconded by Cllr Christie that the Chairman should be Cllr Holdstock. It was proposed by Cllr Christie and seconded by Cllr Watchorn that Vice Chairman should be Cllr Richards

- (iii) Planning Committee – It was proposed by Cllr Richards and seconded by Cllr Christie that the Chairman should be Cllr Watchorn. It was proposed by Gray and seconded by Cllr Holdstock that Vice Chairman should be Cllr I Bosley

It was moved from the Chair that these appointments be made.

ALL IN FAVOUR**Appointment of Representatives to Other Organisations:**

- a) West Kingsdown Community Help Scheme would be Cllr P Bosley
- b) West Kingsdown Emergency Group – 1 representative Cllr Gray plus Chairman
- c) Kent Association of Local Councils – as required
- d) Parish Council Footpaths Officer – Mr R Barry
- e) Parish Council Tree Wardens – Mrs J Watchorn and Mr D Diboll
- f) Village Hall Management Committee – 5 members : Cllrs Richards, Land, Holdstock, I Bosley plus 1 vacancy
- g) Old School Management Committee – 5 representatives: Cllrs P Bosley, Land, Watchorn, Richards and 1 vacancy
- h) Church Woods Management Committee – 3 representatives: Cllr Watchorn, Cllr P Bosley and 1 vacancy.
- i) Brands Hatch Liaison Group – 1 representative: Cllr Gray
- j) Appointment of one Councillor as youth representative – Cllr P Bosley

Calendar and Publication of Meetings

Members confirmed the date of the monthly Parish Council Meeting to be held on the fourth Wednesday in the month, with the exception of August and December due to holidays, and to confirm the continuation of the public first half hour.

Members confirmed the General Purposes Committee will be held on the second Monday of each month unless otherwise agreed.

ALL IN FAVOUR

The proposed timetable of dates was agreed by members.

Location of Meetings

This was confirmed that the Parish Council and Committee meetings are to be held at the Old School subject to a larger venue being sought if information suggested that one might be required. **ALL IN FAVOUR**

Parish Council Website

Members noted that the names and addresses of Councillors are included on the Parish Council Website, together with copies of Agendas, Minutes and the Annual Report. **RECEIVED**

Minutes of Previous Meetings

The MINUTES of the Planning Committee held on 24th April 2019 were submitted.

It was moved from the Chair that these be accepted and any recommendation thereby implemented. These were signed as a true record **ALL IN FAVOUR**

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It was moved from the Chair that they be signed as a true record and any recommendation thereby implemented. **ALL IN FAVOUR**

Any Urgent Business

The Chairman to rule that any business received since the despatch of the Agenda, by reason of special circumstances, be considered, in order to avoid any undue delay and have up to date information.

Diary Items.**Affordable Housing:**

On 16th April an email was received to let us know that the coordinator had retired and they were looking at all past correspondence to get up to speed and allow a new co coordinator to work with the Parish. Sadly on 30th April a further email was received to say that they had had changes to their strategies and they would be no longer building in Kent and are recommending that the Parish works with English Rural. As you may recall we interviewed two Housing providers and although very similar we chose Hastoe the second was Association we interviewed was English Rural. Members discussed and agreed that the Council would work with English Rural and Cllr Watchorn asked that all the Council be kept up to date on the discussions about sites when the most up to date information has been received from Tessa O`Sullivan. The Clerk would let Liz Crockford at SDC know of the Parish Councils decision to work with the alternative housing provider. **ALL IN FAVOUR**

Footpaths

SD271 still missing stone. The Clerk confirmed this had been reported to KCC public rights of way officer.

Correspondence**19/01 PACT meeting:**

Thursday 16th May at 2.30pm to be held in the Pavilion.

NOTED

Land to rear of Millfield Road

The Grounds contractor has taken over for the new Grounds Contract but the ground has encroached on the woodland and open space the Parish Owns at the back of Millfield Road.

To trim it all back to the boundary marker has been quoted at £400 per day and thought no more that two days at the most. This will then ensure that the contract stating back to markers to be kept within the price of the agreed grounds Contract. It was proposed by Cllr Bosley and seconded by Cllr Watchorn that the works should go ahead with the quote received. **ALL IN FAVOUR**

Library Consultation:

A proposed change of ours is being considered and the library are offering three options as follows as tabled existing times are as follows:

Monday Closed
 Tuesday 12-6pm
 Wednesday closed
 Thursday 1-5.30pm
 Friday 9-1.30pm
 Saturday 10-2pm

Option C was the preferred option from the Council the Clerk would let Library know
 Monday Closed

Monday 10-2pm
 Tuesday 9-12 noon 1pm-4pm
 Wednesday closed
 Thursday 1-5pm
 Friday 10-3pm
 Saturday 10-2pm

ALL IN FAVOUR

Report from Representatives on Old School Management Committee:

The Committee had agreed to have part of the car park re tarmacked that would try to solve the problem of the pot holes, the water to the pottery room was being re connected, a new toilet was to be fitted in the main hall as it had broken and the Committee were just waiting for a date from the plumber for this. The hall continued to be well used.

Finance

a) Details of income totalling £69,565.65 had been received and expenditure totalling £12,792.74 were due. It was proposed through Cllr Holdstock and seconded by Cllr Christie that these should be paid.

ALL IN FAVOUR

b) Members are asked to appoint a councillor to carry out an internal finance, quarterly in the Parish office. It was proposed Cllr Holdstock and seconded by Cllr Christie that Cllr I Bosley should continue to carry out these financial checks.

ALL IN FAVOUR

c) Minimum living wage:

On 1st April the minimum wage raised to £8.21 an increase of 4.9%, currently the litter picker is on an hourly rate of £8 below the minimum. This was proposed through the Chair to increase the litter pickers hourly rate in line with the minimum pay and back date to 1st April.

ALL IN FAVOUR

Pavilion Caretaker:

The caretakers position had been advertised locally and wider to nearby villages. The closing date was 11th May to date no applications or enquiries have been received. It was agreed that sadly if no caretaker was employed that the Gamecock would not be able to accept any teams requiring full facilities.

The decision will need to be taken whether to accept football teams for the 2019/20 but all current teams playing on site require the showers and use of the Pavilion building.

ALL IN FAVOUR

Gamecock field only:

The office had received an enquiry to use the pitch only for a season and has asked for a price. Currently we only have a price per game for pitch only and that fee is £80, it was proposed through the Chair that a rate of £65 per game for a regular season booking with no showers.

ALL IN FAVOUR

Bollards :

Mr Codling and Cllr Christie produced a map of the area for bollards . the Clerk has asked for a quote to supply and fit and that figure is awaited, the total estimated required is 18 bollards along the road between the Hever Road Junction and Millfield Road on the Hollyville café side. A price was awaited but it was also voiced that placing bollards may not solve the problem only move the problem elsewhere along the A20. This matter would be bought to the General Purpose Committee with prices.

AGREED

Seating in Hever Road:

The Co op has commented that a large number of people gather either for the bus or breather before walking back home havening visited the shops. The idea of a bench has been suggested and rather than a permanent fixture it could be taken in and out when the Co op is open and closed. The Clerk was asked to investigate benches and the cost of a bench that was sturdy but also able to be moved in and out of the Cco op each day.

Hever Road Maintenance:

The clearing of the trees and grids was competed by Back2 Front and the price was reduced because he was unable to get the grids surrounding the tress apart. He charged the Parish council £400. He has offered and quoted that should the Parish Council wish to keep the area nice and tidy free from rubbish and the grids maintained, he could carry out this work for a further £400 for this season which would be up till end of April. Members are to consider. It was proposed by Cllr Holdstock and seconded by Cllr Gray to accept the quote for the annual maintenance

**3 IN FAVOUR
 4 AGAINST**

Matters Arising:

Volunteer Group

Litter group was having its first meeting Friday 17th May at the Pavilion at 7pm

Newsletter Items

Seating at co op

Litter Group

Elections

June Meetings

Planning and General Purpose Committee Meeting on Monday 10th 2019: Main Hall, Old School at 7.30pm

Planning and Parish Council Meeting: Wednesday 26th June 2019: Main Hall, Old School, School Lane 7.30pm

Meeting closed at 8.45pm