

WEST KINGSDOWN PARISH COUNCIL

Minutes of the Annual Parish Council meeting held at 7.30pm on Wednesday 26th May 2021 in West Kingsdown Village hall

Members of the Parish Council: Cllr Mrs P Bosley (Chairman), Cllr G Christie (Vice-chairman), Cllr I Bosley, Cllr S Gray, Cllr D Land, Cllr Mrs M Richards, Cllr R Spiller, Cllr Mrs L Spencer, Cllr Mrs J Watchorn, Cllr Miss J Holdstock.

Members of the Public : 3

Apologies Cllr D King

Members of the Public and Councillors who wish to raise matters.

Brands Hatch

Brands Hatch passes : These are being carried over to this year and new dates have been advertise to go to Brands Hatch for photos for the passes. A liaison meeting had been arranged for 15th June - Numbers at events were limited until the stage 4 of pathway out of lockdown

Pot holes:

R Birley raised several matters regarding pot holes and Cllr Brazier agreed to take the matter to KCC.

Buses

Cllr Richards gave an overview of the buses and the changes to certain services

Planning Committee

Members of the Parish Council: Cllr J Watchorn (Chairman), Cllr I Bosley (Vice-chairman), Cllr Mrs P Bosley, Cllr Gray, Cllr G Christie, Cllr D Land, Cllr Mrs M Richards, Cllr Spiller & Cllr L Spencer, Cllr J Holdstock
Apologies Cllr D King

Plans

SE/21/01427/HOUSE: 21 Hever Road

Erection of new roof with dormer extensions to side roof slopes and provision of habitable rooms in roof space, part single storey side and rear extension, new porch and alterations with fenestration. Comment

SE/21/01538/HOUSE: Southfield Cottage London Road

Demolition of rear extension and existing itched roof, erection of rear extension and pitched gable to barn end roof with first floor extension. Comment

SE/21/01276/HOUSE: 7 Astor Road

Front extension to existing garage to create additional parking linking it to the main dwelling and formation of vehicle access. Objection

Ratified

SE/21/01294/DETAIL : 6 Hailwood Place School Lane: Pursuant to condition 4 (ecological enhancement)

SE/21/01251/HOUSE: 128 Hever Avenue: Proposed removal of existing roof, installation of a new height roof to create a first floor accommodation and construction of a new front existing roof

SE/21/01245/HOUSE : Broadbeech Viking Way: Proposed side extension

SE/21/01240/HOUSE: Land rear of 136 Hever Avenue: Proposed new garages for plots 1 and 2

SE/21/01490/WTPO 6 Viking Way : Proposal T1 - Oak - front boundary reduce in height and radial spread by no more than 1.5m from 14m to 12.5m finished height and 10m spread to 8.5m finished spread and remove major deadwood.No objection

Annual Parish Council Agenda

The meeting was opened by the Clerk who asked for nominations for the position of Chairman for 2021/22.

CHAIRMAN

It was proposed by Cllr Land and seconded by Cllr Christie 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 and signed the declaration.

VICE CHAIR

Vice Chair, it was proposed by Cllr Land and seconded by Cllr Holdstock that Cllr Christie should be Vice Chair, Cllr Christie accepted this, there were no further nominations and Cllr Christie was duly elected and signed and read out the declaration.

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.

Declaration of Interests relating to items on the Agenda:

Item of reimbursement in finance by Cllr P Bosley.

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 the Chair 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 the Council would make online payments. These would be added to the payment list and ratified at full Council before the Chair would authorise online payments on Barclay's online facility. Any payment that was required to be paid urgently would be notified through email to Members and then ratified at Parish Council meeting. **ALL IN FAVOUR**

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

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 Land and seconded by Cllr Spencer that the Chairman should be Cllr Christie. It was proposed by Cllr Christie and seconded by Cllr Watchorn that Vice Chairman should be Cllr Richards
- (iii)

(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 Cllr 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 Cllr I Bosley
- h) Church Woods Management Committee – 3 representatives: Cllr Watchorn, Cllr P Bosley and Cllr Richards
- i) Brands Hatch Liaison Group – 1 representative: Cllr Gray

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 meeting held on Wednesday 28th April 2021 were submitted.

It was moved from the Chair that they be 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.

ALL IN FAVOUR

Any Urgent Business

The Chairman ruled 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.

There are no diary items

Footpaths

SD271 Kingsingfield Road - Drain still dangerous Clerk to ask KCC PROW for update.

Correspondence

A) Neighbourhood watch schemes

Parish Council has received a letter as follows:

“I am writing to ask whether your Councillors would consider contributing towards the funds required to keep our Association running. We set up and support Neighbourhood Watch Schemes in West Kent. There are eleven people on the committee, representing the four Policing Districts and some 2000 schemes in West

Kent. Our expenses are relatively small, consisting mainly of the 'Watch out' newsletter which is produced three -meets each year. We send this out electronically as much as possible but it is necessary to provide some hard copies for those residents who do not have access to the internet. You can view the latest newsletter via this link. <http://www.wknwa.org/index.php?pagewatchout>

Other expenses include our website and registration to the Information Commissioners Office."

Members noted the request and agreed that it be brought to the Finance in November when grants are considered **AGREED**

B) Christmas lights:

The Christmas lights are being stored by Gala Lights they have been in contact to enquire whether we want to add additional items for this year. A suggestion is to add stars to the middle of each swag There would be an additional cost of £125 each star, examples can be seen on gala lights website page. The Clerk was asked to enquire with Gala light as s to the cost of the stars and cost of erecting and taking down the lights each year. This matter would be brought back to the next meeting. Cllr Watchorn expressed concern for increased vandalism if lights were too prominent **AGREED**

Events – For Members information

a)Sevenoaks District Fun Day at Gamecock Meadow Monday 2nd August 10-2pm

b)Kingsdown FC have conformed the date of Saturday 24th July for a fund raising event on the Gamecock Meadow, Details to follow.

c)St Edmunds Summer fair to be held on 31st July at Gamecock meadow **NOTED**

Hall update during Covid and the path out of lockdown :

Since 17th May the hall has been open to fitness groups allowed within Covid restriction. Flood defence protection installed and training days were to take place. Committee members have registered for advance weather warnings. It is hoped that stage 4 pathway out of lockdown would allow for larger gatherings.

Church Woods Update during Covid and the path out of lockdown :

Laurels were being dug up in accordance with maintenance plan and path clearing had began.

Old school update during Covid and the path out of lockdown :

Pre school and dance studio have returned and other enquires had been received Committee looking to replace More old wooden windows, doors and new tarmac in another area of the car park.

Privacy policy:

This was formally adopted for the 2021/22 year ahead

ALL IN FAVOUR

Insurance

Insurance with Zurich has been reviewed and a quote has been received for the next three year term the figures show long term agreements (LTA) with a reduced annual cost - these figures reflect a small increase in the contents cover for the groundsman store and removal of the Parish Bike and wooden animals outside the library.

The revised long term agreement quotes would be:

1 year- £4,740.00

3 year- £4,518.90

5 year- 4,300.97

It was proposed by Cllr I Bosley and seconded by Cllr Watchorn to accept the 5 year quote at a cost of £4,300.97 per annum **AGREED**

Finance

The Finance papers were circulated to Members prior to the meeting and it was noted that an income of £103,855.22 had been received. It was proposed by Cllr Spencer and seconded by Cllr Richards that payments totalling £12,636.64 be paid, these to be online payments for authorised payment **9 IN FAVOUR**
1 ABSTAINED

b) Members are asked to appoint a councillor to carry out an internal finance check, quarterly in the Parish office. Cllr GraY agreed to accept this role and Cllr I Bosley would show Cllr Gray on his first inspection.

Affordable housing School Lane

English Rural report they had now reached an acceptable agreement with Mr and Mrs Heaton regarding acquiring the site in School Lane. Solicitors are finalising the option agreement. English Rural had commissioned an architect to produce a preliminary layout and scheme design and will share this with the Parish Council as soon as it is completed.

Recreation ground

Cllr Land and Cllr I Bosley report that on the whole the recreation ground was satisfactory when inspected on 19/4/21 but comment

Picnic bench: - seat requires repair, bolts to be tightened up. Cllr Land and Cllr I Bosley to look at Roundabout, - on panel has flexibility and needs monitoring.

See saw - rubbing down and repaint

Trim Trail – awaiting sovereign play to repair

Hedges along Hotchkiss boundary will require trimming back soon, Clerk to obtain a quote from Kent Grasslands

Safety matting – gaps ? require cleaning and gluing down , this would be address with Recreation ground refurbishment

Office:

The Clerk will be on annual leave and the Parish office will be closed from Wednesday 30th June to Monday 12th July. Following annual leave and 17 months of working from home due to the pandemic, the Parish Office will be re-opening from Monday 12th July the Clerk will be in the office and normal opening hours will resume. The office will be open to the public between 11am-1pm Monday, Tuesday and Fridays only.

NOTED

Matters Arising

Botsom Lane a request to SDC for a bin had been accepted and SDC would be placing a waste bin at the top of the road, at the London Road end..

Newsletter Items:

Committees

Christmas lights

Events

June Meetings

During coronavirus restriction a planning meeting will be called if required in June and any planning comments ratified at the next Parish Council Meeting. .

Planning and Parish Council Meeting: Wednesday 23rd June 2021 : Main Hall, Old School, School Lane 7.30pm

Meeting closed at 9.10pm