

Minutes of the Meeting of the Parish Council held at Beechen Hall, Wildfell Close, Walderslade on Monday 27 January 2014 commencing at 7.30 pm.

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr T Harwood, Mr Bob Hinder, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mr G Smith, Mr A Springate, Mr P Sullivan, and Mrs M Waller, together with the Clerk, Borough Councillor Derek Butler, PCSO Carrington-Moss and a member of the public/press.

The Chairman notified members, with regret, of the death of a former councillor, Tom Moulard. Colleagues spoke fondly of their recollections of his service and integrity and asked that their condolences be passed to his wife and family.

1. Apologies and absences.

Mrs A Spain (convalescing). Mr D Holmes (absent). County Councillor Carter (KCC commitment).

2. Declaration of Interests or Lobbying.

No declarations made. Cllr Harwood notified members that, as he was a member of the MBC Planning Committee, he would leave the meeting for the duration of item 11.

Item 5 was taken at this point to allow PCSO Carrington-Moss to return to duty.

3. Minutes of the Parish Council Meeting of 2 December 2013.

The minutes of the meeting were **agreed** and **signed** as a correct record.

4. Matters Arising From the Minutes.

4.1 Minute 2596/4.2 Vacancy on the governing body of St John's School. will be placed on the parish noticeboards. **Noted.**

4.2 Minute 2597/12 Parking Old Chatham Road, Sandling: Borough Councillor Wendy Hinder stated that, as KCCH&T had now proposed a 24 hour clearway for Old Chatham Road, she had not arranged a meeting with County Councillor Carter. It would take some time to get the relevant Road Traffic Order in place but this should stop the parking problem outside the residential part of the village. **Noted.**

5. Report from the PCSO and Police Issues.

The Chairman welcomed the new PCSO, Quentin Carrington-Moss, to the parish. Members **received** crime statistics for the period 1.12.13 – 27.1.14.

The meeting was adjourned at 7.49 pm to allow a resident to seek clarification on an issue. Reconvened 7.50pm.

6. Draft Minutes of Recent Committee Meetings.

Received and noted.

6.1 Environment Committee meeting 2 December 2013.

6.2 Environment Committee meeting 9 December 2013.

6.3 Estates Committee meeting 10 December 2013.

6.4 Environment Committee meeting 13 January 2014.

6.5 Finance & General Purposes Committee 14 January 2014.

7. Finance.

7.1 Payments made out of meeting 03.12.14 – 20.01.14. **Noted.** Cllr Dengate queried a possible double-entry. Clerk to investigate. **Action: Clerk.**

7.2 Receipts for the period 26.11.13 – 20.01.14. **Noted.**

7.3 Account balances as at 20.01.14. **Noted.**

7.4 Payments of accounts. **Authorised.**

8. **2014/2015 Precept and Budget.**

After discussion, in which it was generally agreed that residents would welcome a zero increase in their precept and Cllr Smith suggested that the parish council's reserves may need to be increased in the future because the housing development proposed for some areas would increase expenditure, the Chairman proposed "**that the Finance & General Purposes Committee's recommendation that' the 2014/15 budget be adopted and a precept of £100,931 set' be adopted.**"

This was **agreed** unanimously.

The Chairman and Clerk signed the relevant paperwork to apply for the precept.

Clerk to supply details to members of a minor adjustment to subhead allocations for them to update their copies of the budget. **Action: Clerk and all members.**

9. **Dove Hill Allotments.**

9.1 Cllr Bob Hinder's update on the progress at the allotments was **received**. He further informed members that the roadside water connection had been made that day and connecting the water troughs and tap was in hand. The Clerk notified members that MBC was investigating why its contractor had again failed to follow instructions to sweep Sandy Lane.

9.2 Cllr Vic Davies informed members that the commencing date for allotment occupation had been agreed by the Estates Committee as Monday 10 February 2014. **Noted.**

9.3 The Estates Committee's recommendation on an Allotment Complaints Appeal procedure was **agreed** as follows:

APPEAL

An appeal can only be made against a decision of the Estates Committee that deals with the Tenancy or rules and regulations of the Allotments. A decision concerning the conduct of staff or a decision which is made by the Parish Council has no right of appeal.

If on receipt of the response to the complaint (and within one month of the date of the letter detailing the decision) the Tenant wishes to appeal then they should submit a letter detailing the reasons for the appeal and why they consider the original decision to be wrong.

- (a) On receipt of a written appeal the Clerk will acknowledge receipt and notify the Chairman of the Parish Council and the Chairman of the Estates Committee.
- (b) The Clerk will arrange for at least 3 councillors (none of whom were involved in the original decision or who are members of the Estates Committee) to become the 'Appeal Group'.
- (c) The Clerk will produce a briefing paper on the situation and include the Appellant's letter. This document will be posted to the Appellant who will have 7 working days to respond with any additional information.
- (d) The Clerk will then arrange a meeting of the Appeal Group, giving at least 7 days' notice to the Appellant, supplying a copy of the briefing note and any information provided by the Appellant.
- (e) The Appellant and Chairman of the Estates Committee will be allowed to attend the meeting but only for the purpose of answering questions. The Clerk shall take notes of the meeting and answer any legal or policy questions.
- (f) Within 7 working days of the meeting the decision and the nature of any action to be taken shall be communicated in writing to the Appellant.

The decision of the Appeal Group will be accepted by the Estates Committee.

- 9.4 The Chairman, as required by the Complaints Procedure, notified members of an on-running complaint about the failure of the parish office to keep a resident informed of action taken to get the condition of Sandy Lane improved following the resident's earlier request.

Currently the complaint was at stage 1, i.e. his trying to reach an amicable resolution with the resident. However if this failed the complaint would be brought before the parish council meeting in March. **Action: Chairman and Clerk.**

- 9.5 Cllr Waller raised the issue of complaints about an infestation of rats in neighbouring properties, allegedly displaced by activity on the allotment site. Cllr Harwood spoke on the habits of rats and suggested that recent exceptional rainfall flooding the rats' nests, which were often in rabbit holes, could have caused the displacement. He raised concern about the possibility of the use of poison in the AONB and the effect on other wildlife. **Noted.**

10. Policies and Procedures Review.

- 10.1 PC Policies and Procedures Reviews, etc. 2014/15 Calendar. After discussion and with changes to the frequency of some reviews the document was **agreed.**

- 10.2 Committee membership: **Agreed** current numbers to remain unchanged.

Item 11 was moved to the end of the meeting to avoid unnecessarily disturbing the public and the press.

12 Matters for Decision.

- 12.1 World War 1 commemoration. Members indicated that they would consider undertaking a project. Preliminary ideas put forward were:

- Cllr Smith: a discreet memorial perhaps in black iron close to the War Memorial.
- Cllr Harwood: two trees planted in the parish, e.g. an English Oak and a Linden Tree which has strong German connections.
- Clerk: an information leaflet detailing the history of War Memorials and especially the Boxley War Memorial. The leaflet could contain some personal history of the WWI fallen named on the memorial.
- Cllr Brooks: ask parishioners for ideas.

Agreed: An item to go in the Downs Mail asking for ideas; members to submit any other ideas to the parish office; item to be placed on the March agenda.

Action: office and members.

- 12.2 Lord Lieutenant of Kent Civic Service Canterbury Cathedral Tues 11 March 2014. Chairman and Mrs Davies to attend. **Action: office and Chairman**

- 12.3 Official registration of street name for the access road to KIMS and the Newnham Park development. After discussion it was **agreed**, Cllr Harwood proposing Cllr Dengate seconding, to put forward **Newnham Court Way** (8 for, 1 against and 4 abstentions) as properly reflecting the history of the area. Cllr Vic Davies's suggested amendment Newnham Court Drive was not supported.

- 12.4 KALC training:

- Planning Conference 22 March.
- Dynamic Councillor Thurs 20 February. The Chairman expressed an interest in attending but asked that he be informed of the cost. **Action: office.**
- Road Safety Seminars for Local Councillors Tues 11 and Wed 12 Feb. Councillors interested in attending any training were asked to notify the Clerk. **Action: all councillors.**

13 Reports from Borough and County Councillors.

Cllr Wendy Hinder had nothing to add to the report she made at item 4.2.

Cllr Butler's report covered issues such as planning, flooding and how members or residents felt about the festivals and events arranged by MBC. Discussion took place on whether Boxley Parish Council needed an additional/augmented emergency plan.

Action: Clerk to investigate.

14 Reports from councillors/office.

No reports were received.

15 Matters for Information.

Received and noted.

15.1 Open Space Society Newsletter.

15.2 Celebrating Boxley Warren Update for Boxley Parish Council – October 2013.

15.3 ACRK Oast to Coast Winter issue.

16 Next Meeting.

Monday 3 March 2014 at Weavering Village Hall, The Street, Weavering. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 23 February 2014.

The Chairman moved to exclude, due to legal and financial content, the public and the press from the meeting.

Cllr Harwood left the meeting.

17. Wildfell Close Enabling Development.

Members **received** the Clerk's confidential report. After discussion **action** by the Clerk was **agreed** as:

- Return the draft documents with comments to KCC.
- Supply the draft documents, when received back from KCC, to members for comment.
- Draft Section 106 document to be submitted to the parish council's solicitor for comment.
- Obtain the solicitor's views on any tax implications once KCC give their views.

Meeting closed at 9.26 p.m.

Signed as a correct record of the proceedings.

Chairman.....Date.....