

Minutes of the Meeting of the Parish Council held at Tyland Barn, Tyland Lane, Sandling on Monday 7 April 2014 commencing at 7.30 pm.

Councillors present: Mrs P Brooks (Chairman), Mr Bob Hinder, Mrs W Hinder, Mr D Hollands (arrived during item 7.1), Mrs K Macklin, Mrs A Spain, Mr A Springate, Mr P Sullivan and Mrs M Waller, together with the Clerk, Borough Councillor D Butler, and 3 (later 5) members of the public/press.

1. Apologies and absences.

Cllr Ivor Davies (attending a KALC meeting on behalf of BPC), Cllr Harwood (work commitment) and Cllr Smith (unwell).

2. Declaration of Interests or Lobbying.

None received.

3. Minutes of the Parish Council Meeting of 3 March 2014.

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

4. Matters Arising From the Minutes.

4.1 Minute 2627/4.1 Parish Emergency Plan: The Clerk's report was **received**. **Agreed** the suggestion of an addition to the existing plan would be deferred to the Estates Committee. **Action: Clerk and Estates Committee.**

4.2 Minute 2627/9 Casual vacancy. The first formal notice informing parishioners of the vacancy and of their right to request a poll has been displayed. **Noted.**

5. Report from the PCSO and Police Issues.

Members **received** the PCSO's report and crime statistics for the period 25/02/2014 - 02/04/2014. The Clerk was requested to obtain a boundary map or criteria so that members could understand the difference between urban and rural areas. **Agreed** members will be supplied with the dates of the Jools Holland recordings at Maidstone Studio. **Action: Clerk.**

There was no adjournment as no member of the public wished to address the meeting.

6. Draft Minutes of Recent Committee Meetings. Received and noted.

6.1 Environment Committee meeting 3 March 2014.

6.2 Environment Committee meeting 10 March 2014. Cllr Hinder volunteered to attend the MBC Planning Committee meeting on MA/14/0018 Hillah, Cossington Road. **Action: Cllr Bob Hinder.**

6.3 F&GP Committee meeting 11 March 2014.

7. Finance.

7.1 Payments made out of meeting 22.02.14 – 31.03.14. **Noted.** Vouchers 683 & 684: Cllr Dengate raised a query on whether the descriptions were accurate. **Agreed** the Clerk to investigate and notify members of any corrections as on first inspection it appeared that the descriptions had been mixed up. **Action: Clerk.**

7.2 Receipts for the period 25.02.14 – 31.03.14. **Noted.** Voucher 464: Cllr Bob Hinder asked for clarification. The Clerk notified members that the wrong description had been inserted and that instead of key deposit it should be rent. An amendment would be made **action: Clerk.** It was confirmed for Cllr Bob Hinder that rent amounts differed due to the date tenancy agreements started and the number of quarter plots rented.

7.3 Account balances as at 01.04.2014. **Noted.**

7.4 Payments of accounts. **Authorised.** The Clerk clarified the reason for bank to bank transfers between the HSBC and Cooperative Bank.

7.5 Members were reminded that they should not sign blank cheques or

authorisation letters, they need to check invoices against cheques and authorisations when signing and cheques stubs need to be initialled by both signatures. **Noted.**

- 7.6 Parish Councillor Audit, Cllr Ivor Davies will be asked to undertake the audit. **Action: Clerk.**
- 7.7 Annual Audit for year ending 31 March 2014. Councillors were notified that the audit commenced on 25 April and the relevant notices will be advertised. **Noted. Action: Clerk.**
8. **Dove Hill Allotments.**
Cllr Bob Hinder gave an update on two recent site visits to seek advice on the entrance area. Members were informed that Gallagher's Group would be submitting suggestions and idea of costs to the Estates Committee. Local residents and the Scout Group will be informed of the progress and warned of any potential disruption.
9. **Policies and Procedures Review.**
9.1 Standing Orders: Deferred to May meeting. **Action: Clerk.**
9.2 Financial Regulations: Deferred to May meeting. **Action: Clerk.**
9.3 Terms of Reference: No changes were requested by the committees. **Noted.**
10. **Matters for Decision.**
10.1 World War 1 commemoration: Cllr Ivor Davies' ideas about a bench or slatted seating area at the memorial and wording of a plaque were **noted.**
10.2 Laptop access by members of the public: The Clerk's report was **noted.** It was **agreed** that the suggested access would be trialled however members wished to see a risk assessment and a user policy produced. **Action: Clerk.**
10.3 Maidstone council's Overview and Scrutiny Committees. After discussion it was **agreed** that the issue would be deferred to the Environment Committee and members with any ideas or comments would be invited to submit them to the committee. Cllr Spain brought to members' attention the issue of the poor materials used to build the Travel Lodge at St Peter's Street and the fact that it was now becoming an eyesore. **Action: Environment Committee.**
11. **Reports from Borough and County Councillors.**
Cllr Butler gave a brief report including the planning changes and the local plan public meetings. Cllr Butler was informed that the pilot scheme for the planning changes only included parishes that were 'easy' and that the parish council would be responding to the local plan consultation.
Cllr Wendy Hinder gave a brief report and asked that councillors respond to the Chatham Road, Sandling traffic order consultation that was currently being run. **Action: Environment Committee and councillors.**
Both councillors agreed to take up the issue of the planning changes and cost to parishes with MBC.
12. **Reports from councillors/office.**
12.1 Maidstone KALC Meeting, 19/3/14: Report by Ivor Davies **noted** and **received.**
12.2 Cllr Hollands reported that he had attended, along with the Chairman and the Clerk, the launching of the Boxley Walk leaflets. The press had been present and positive things were said about the parish council's support. **Noted.**
13. **Matters for Information.**
Received and noted.
13.1 Rural news issue 135.
13.2 Open Space Spring 2014.
13.3 Kent's second mini-conference for community speed watch practitioners on

Saturday 26th April 2014 at the Kent Police Training School in Maidstone
10.00 – 12.30.

- 13.4 Kestral cam update.
- 13.5 Parish council and woodland activity packs availability and supply to local organisations.

14 **Next Meeting.**

Annual Meeting of the Parish Council Monday 12 May 2014 at Beechen Hall, Wildfell Close, Walderslade, immediately following the Annual Meeting of the Parish which commences at 7.00 pm. Councillors to notify the parish office if they wish to change the committees they currently serve on.

Meeting closed at 8.28 p.m.

Signed as a correct record of the proceedings.

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