

STANSTED PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 15 MAY 2023
AT STANSTED VILLAGE HALL**

PRESENT: Cllr James Dickson Chairman
Cllr Jack Saunders Vice Chairman
Cllr Tom Brooker
Cllr Daren Sefer
Cllr Yvonne Tisson

Mrs Melita Gandolfo Clerk
Mr David Rice Assistant Clerk
KCC Cllr Harry Rayner (for part of the meeting)
Two members of the public

Item *Action point*

Minute no

1 ELECTION OF CHAIRMAN

43 Mr Dickson offered him for election as Chair. It was proposed by Cllr Brooker and seconded by Cllr Sefer and agreed that Mr Dickson be elected as Chairman.

2 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

44 Cllr Dickson signed his Declaration and Acceptance of Office before the Proper Office of the Council.

3 ELECTION OF VICE-CHAIRMAN

45 Mr Saunders offered himself for election as Vice-Chairman. It was proposed by Cllr Tisson and seconded by Cllr Sefer and agreed that Cllr Saunders be elected as Vice-Chairman.

4 VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

46 Cllr Saunders signed his Declaration and Acceptance of Office before the Proper Office of the Council.

5 APOLOGIES

47 Apologies for absence were received from Cllr Whitaker and were accepted.

6 DECLARATIONS OF INTEREST AND ALTERATIONS TO THE REGISTER

48 There were declarations of interest from Ms Tisson as she was the Treasurer of the Berry Housing Trust and Mr Rice in relation to the planning application for a garage.

7 APPOINTMENT OF REPRESENTATIVES

49 It was agreed that Cllrs Tisson and Sefer be appointed to represent the Parish Council at KALC and the Parish Partnership Panel and to report back on any relevant business.

8 MINUTES OF THE MEETING HELD ON 3rd APRIL 2023

50 It was proposed by Cllr Tisson, seconded by Cllr Sefer and agreed that the minutes of the meeting held on 3rd April 2023 be signed as a true record.

9 MATTERS ARISING

51 There was a discussion on the appointment of another councillor to bring the number up to the required seven councillors.

52 Cllr Tisson queried the status of the cutting of the recreation field as it had been decided to leave an area under the trees uncut to promote the growth of wildflowers to encourage pollination. Cllr Brooker noted that he had cordoned off an area with posts which would not be mowed.

Clerk

COUNTY AND BOROUGH COUNCILLORS' REPORTS

The Chairman suspended the meeting to allow KCC Cllr Harry Rayner to speak.

KCC Cllr Harry Rayner reported that permission for the proposed lorry park at Wrotham Heath at junction 2A on the M26 had been refused, as it was near an area of outstanding natural beauty and it would encourage lorries to come off the M2 to stop and potentially cause gridlock in the local area.

The Chair thanked Cllr Rayner and reconvened the meeting.

10 BERRY HOUSING TRUST – Payment of Grant

53 It was noted that, following the Parish Council meeting on 6th February 2023, it had been agreed to make a grant of £20,000 to the Berry Housing Trust towards the cost of new roofs for the four cottages. It was confirmed that, following the contract having been signed, work would be starting in June 2023 and the agreed payment of £20,000 needed to be made. It was agreed that the Clerk would arrange payment.

Clerk

54 Mr Dickson noted that he had offered to assist with the thermal calculation of the proposed solar panels.

11 ASH DIE-BACK AND BROWN'S FIELD COPPICE

55 It was noted that Nick Connell Tree Surgeons had maintained that the work carried out on the recreation field and at Brown's Field Coppice had been completed.

56 Cllr Saunders commented that the roads involved had been closed without notice for the tree work to be carried out and this had caused considerable disruption whilst the quote had referred to a fee for traffic management.

57 There was a discussion the coppice work in Brown's Field where an oak tree had been removed by the contractors in error, despite specific instructions for it to be retained. Also a large pile of wood chippings remained following the work in the recreation field. There was also a query regarding an ash tree on the triangle of land at the junction of Tumblefield Road and Plaxdale Green Road which, despite having a mark for removal, had remained.

58 Cllr Dickson agreed to follow up following receipt from the Clerk of the original quote and specification of the work to be carried out. **JD/
Clerk**

12 HIGHWAYS

a Traffic Plan, Highway Improvement Plan, Signage

59 The Parish Council was waiting for a response from Nigel Rowe from KCC Highways regarding the specific project requests.

60 The gates to be sited at the six entrances to the parish had been delivered and it was agreed that one would be erected under supervision before they were all put in position. **TB**

Other Highways issues

61 b There were no other highways issues to report at the current time although it was agreed that there continued to be an issue regarding blocked drains and that, where possible, Peter Morris could help.

62 It was suggested that a WhatsApp group could be set up for the Councillors so that any issues could be alerted to Peter. **Clerk**

63 It was also agreed that the Clerk should contact Cllr Harry Rayner for a contact to help with the unblocking of drains. **Clerk**

13 PLANNING

a Applications

64 (i) **23/00740/TNCA** | T1 - Ash - Dismantle Tree to ground level due to advanced Ash die back, T2 - Sycamore - Reduction of the canopy volume by thinning to remove dominant branches by approximately 20% whilst preserving, as far as possible the natural tree shape to allow more light penetration to the property | The Old Post House Vigo Road Fairseat Sevenoaks Kent TN15 7LU

There were no objections to the proposal.

65 (ii) **23/00843/NMA** | Non Material Amendment to planning permission TM/20/02085/FL to increase width of garage to 5.5m | The Old Manor Plaxdale Green Road Stansted Sevenoaks Kent TN15 7PE

There were no objections to the proposal.

b Decisions

66 (i) **The decision as listed on the agenda was noted.**

c Appeals

67 (i) **The appeal as listed on the agenda was noted.**

d Enforcement

68 There were no enforcement updates at the time of the meeting.

e Other Planning matters

69 It was noted that Mike Goddings had forwarded two letters, one from the Stansted and Fairseat History Society and the other from the Shoreham Aircraft Museum. There had been a request for a permanent granite memorial to be sited on the War Memorial triangle in Stansted village for Pilot Officer Colin Francis whose was killed when his aircraft crashed in the village during the Battle of Britain in World War II.

70 It was agreed that a presentation could be made to the Parish Council by the Stansted and Fairseat History Society at the meeting scheduled for 3 July 2023.

71 It was noted that work had been carried out at the perimeter of the garden at Goodman's Farm in Tumblefield Road which included the building of a deck. This had involved the removal of a number of trees which had revealed a large single storey structure. It was understood that this building had been allowed as 'permitted development', however, it was agreed that a letter should be sent to TMBC to investigate further.

Clerk

14 FINANCE – Appendix A

a Bank Balances

71 The bank balances as listed on Appendix A and as shown on the bank statements were noted.

b To approve payments made since last meeting

72 It was proposed by Cllr Dickson, seconded by Cllr Tisson that the payments made since last meeting as Appendix A be approved.

c Accounts for payment

73 It was proposed by Cllr Dickson, seconded by Cllr Tisson that the accounts for payment listed on Appendix A be approved.

d Bank mandate and signatories - dual authorisation

74 It was agreed that Cllr Dickson, Cllr Sefer, Cllr Tisson and Mr Rice would be set up as dual signatories and that they would each follow up to ensure they were duly authorised.

e Accounts 2022-2023

75

It was proposed by Cllr Brooker, seconded by Cllr Sefer that the accounts for 2022/23 be agreed and signed by the Chairman and the Responsible Financial Officer.

f Internal Auditor's Report 2022-2023

76 The Internal Auditor's Report was received. No issues were identified.

g External Audit Annual Return Governance Statement 2022-2023

77 It was proposed by Cllr Brooker, seconded by Cllr Sefer and agreed that the External Audit Annual Return Governance Statement for the year to 31 March 2023 be agreed and signed by the Chairman and Responsible Financial Officer.

h External Audited Statement of accounts 2022-2023

78 It was proposed by Cllr Brooker, seconded by Cllr Sefer and agreed that the External Audited Annual Statement of Accounts for the year to 31 March 2023 be agreed and signed by the Chairman and Responsible Financial Officer.

i CCLA deposit fund

79 Following the setting up of the CCLA Public Sector Deposit Fund account which was in progress, the Landlord's deposit monies would be moved to this account.

j Defibrillator renewal

80 The defibrillator annual renewal was discussed and it was proposed by Cllr Brooker, seconded by Cllr Sefer that agreed that the amount of £1,512 be paid for three AEDs for four years. **Clerk**

k. Other Finance issues

81 None.

15 MANAGEMENT OF PARISH COUNCIL LAND AND PROPERTY

i Recreation Field

82 It was noted that the Grange Park School had requested that a tree be planted by the school. Following a discussion it was agreed that a lilac tree could be planted on the path to the school. Cllr Brooker agreed to mark a site for the tree and the Clerk would revert to the school. **Clerk TB**

83 **ii Play park**
Zurich Insurance had requested they carry out a safety inspection.

84 **iii Brown's Field**
A request had been received for Brown's Field to be used for dog training but Cllr Saunders confirmed that he wished to continue renting the field so this would not be possible.

85 There was a continued discussion on the future use of Brown's Field. Cllr Brooker suggested that the dilapidated store sited on Brown's Field could be used as a community shop. Cllr Tisson commented that the field could be used to site solar panels with residents contributing to the cost of the panels; the power would be for the benefit of residents in the community.

86 **iv Telephone box in Plaxdale Green Road**
It was reported that the phone box was now operating as a book exchange.

87 **v Maintenance and handyperson**
There were no particular items for discussion.

88 **vi Other issues**
Cllr Saunders suggested that a laminated map should be produced setting out the sites of the land owned by the parish for use at future meetings. It was agreed that this was a good idea and would be actioned by the Clerk.

Clerk

16 **VILLAGE HALLS**

89 **i Stansted Village Hall**
There were no issues to discuss.

90 **ii Fairseat Village Hall**
There were no issues to discuss.

17 **WILDLIFE CAMERAS & SIGNS**

91 Cllr Brooker noted that signs to explain that CCTV was being used in the villages were required at all entrances to the villages.

92 Cllr Brooker agreed to fit both the signs and the cameras.

TB

18 **REPORTS FROM MEETINGS ATTENDED BY THE COUNCILLORS/CLERK**

93 There were no reports.

19 **CORRESPONDENCE**

94 It was noted that all Councillors were required to complete Declarations of Interests Forms. These would be required for the new Councillors but not for those previously elected, unless their situations had changed and required disclosure. *Clerk*

20 ANY OTHER BUSINESS

95 It was agreed that Tom Sheldon would be invited to attend the next meeting on 5th June to provide the background to the current tenancy agreement with Grange Park School. *Clerk*

96 It was noted that a Kent County Show was being held on the St Clere Estate on 28 and 29 May 2023 and this had required licensing application. The Parish Council had been given 15 days prior notice. It was agreed that the list of licensing applications could be added to the Parish Council agenda. *Clerk*

97 Cllr Saunders queried whether any consideration had been given to using some of the Parish Council's financial reserves for a community project like a tennis court or bike track. It was agreed that ideas could be sought from the community later in the year.

98 It was agreed that Cllr Harry Rayner should be contacted by the Clerk to see if it would be easier for him if the monthly Parish Council meeting was not held on the first Monday of the month as this clashed with the meetings of other local councils. If the Stansted Parish Council meeting was on another day this could enable him to spend more time discussing local issues.

Clerk

PUBLIC SESSION

There were no issues for discussion.

The Chairman thanked everyone for attending and closed the meeting at 9.30 pm.

SignedChairman

Dated.....

