

# HOTHFIELD PARISH COUNCIL

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## MINUTES 173

### Minutes of the Ordinary Parish Council Meeting held at The Bluebell Centre, Hothfield, on Wednesday, 7 February 2018 at 7.00 pm

**PRESENT:** Mr D Parker (Chair), Mrs S Parker, Mrs P Sutcliffe, Mr M Cook,  
Mr P Fothergill, Mr P Howard, Mr R Libbeter and Mr I Lloyd

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There was one Member of the Public present for part of the meeting.

**1. APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

**2. DECLARATIONS OF PECUNIARY INTEREST AND SIGNIFICANT INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

There were no Declarations of Significant Interest.

**i) To note the granting of any requests for Dispensations and the decision**

There were no requests for Dispensations.

**ii) Updating of Declarations of Interest for the Code of Conduct**

**The Clerk reminded Councillors that they should update their Declarations of Interest with the Monitoring Officer if necessary.**

**3. PUBLIC INTERVAL**

The meeting was opened from 7.03 – 7.14, during which time the Member of the Public present, who works with Ashford Cavaliers Football Club, discussed his request for a bursary to help with pitch renovation. The request will not be progressed by the Parish Council, but Councillors suggested other organisations the team could approach.

**4. ACCEPTANCE OF MINUTES OF PREVIOUS MINUTES**

Minutes 172 of the meeting held on 11 January 2018 were accepted and it was unanimously agreed that Mr Parker should sign them.

**Proposed Mr Fothergill    Seconded Mr Libbeter**

5. **MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**

There were no Matters Arising that were not covered on the agenda.

6. **COMMUNICATION TO RESIDENTS ABOUT NEIGHBOURHOOD PLAN**

**Resolution:** Councillors agreed 7:1 abstention (Mr Parker) to seek professional advice via the KALC prior to sending out a communication to each resident, asking for their views on whether the Parish Council should proceed with the preparation of a Neighbourhood Plan.

Proposed Mr Libbeter      Mr Lloyd

7. **HISTORICAL MINUTES OF ABC'S HOTHFIELD REGENERATION TASK GROUP**

Following a request from a member of the public that the minutes of meetings of the Hothfield Regeneration Task Group, held between 2012 and 2015 be published on the Hothfield Website councillors resolved the following 7:1 abstention (Mr Parker):-

**Resolution**

**That as the minutes of ABC's Hothfield Regeneration Task Group which folded in 2015 were now nearly 3 years out of date, were not a record of meetings of the Parish Council and that no action had been taken following the meetings, these minutes should not be archived on Hothfield Parish website. Any member of the public wishing to see these minutes should contact ABC.**

Proposed Mr Libbeter      Seconded Mrs Parker

8. **COACH DRIVE DROP-IN EXHIBITION FOLLOW-UP**

The drop-in session was considered to be a successful event and Mr Crabtree and Mr Wood provided the Parish Council with a draft report of the afternoon which matched with the feedback received from residents. The outline application is likely to be submitted in 4 – 6 weeks and by the end of the year a full application will be submitted. The land owners' agents have taken on board the comments made by residents and confirmed they will be complying with ABC's affordable housing policy. Out of 60 units 24 have to be under the affordable housing policy.

A final draft of their report will be made available to the parish council and published on the Hothfield Parish Website in due course.

9. **A20 OVERNIGHT LORRY PARKING RESTRICTION SCHEME**

Westwell parish council Chair Mrs Drury and ABC Ward Member Mr Krause are keen to capture residents' comments about improvements in the local environment from the Charing roundabout to the Drovers roundabout since the restrictions were brought in. There is a proposal to employ a journalist to capture this information, which will be sent to central government to underpin these improvements.

The cost of the report will be in the region of £2000, and Mr Krause has offered to grant £500 to both Hothfield and Westwell Parish Councils from his Members Grant, to part fund their share.

If Charing also contributes £500, the remaining £500 will be split between the 3 councils.

Councillors agreed to ask Mr Krause for £500 from his Members Grant.

## 10. BOROUGH COUNCILLORS REPORT

Mr Krause was not in attendance

## 11. FINANCE

### Earmarked Funds

	<b>Balance 11.01.18</b>	<b>+/- Feb</b>	<b>Balance 11.01.18</b>
<b>MUGA</b>	2682.95		
<b>EDF February</b>		-11.00	
<b>Trevor May</b>		-376.00	2295.95
<b>Litter Picker Salary and Other Costs</b>	2637.89	-96.90	
		-1.46	2539.53
<b>Bus Shelter</b>	451.60		451.60
<b>Garden Competition</b>	351.65		351.65
<b>Village Projects</b>	2400.00		2400.00
<b>Village Fete</b>	1640.41		
<b>Receipt from Mr Lloyd</b>		+152.90	1793.31
<b>Hall Rent for Squad 26</b>	700.00		700.00
<b>TOTAL</b>	<b>10864.50</b>	<b>-332.46</b>	<b>10532.04</b>

### Bank Reconciliation as at last Bank Statement

<b>Balance per Cash Book</b>		<b>Balance at Bank</b>	
Opening Balance	27952.12	PC Reserve A/C	32039.23
Add Receipts in Year	<u>19691.08</u>	Plus u/c Receipts	<u>0.00</u>
	47643.20		32039.23
Less Payments in Year	<u>14053.07</u>	Less u/c Cheques	<u>3045.66</u>
	33590.13		28993.57
Less Earmarked Funds	<u>10532.04</u>	PC Current A/C	100.00
	<b>23058.09</b>	Y Current A/C	1030.65
		Y Reserve A/C	<u>3465.91</u>
			33590.13
		Less Earmarked Funds	<u>10532.04</u>
			<b>23058.09</b>

**Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Parish Clerk	1461	Salary and Expenses	272.26		277.26
Litter Picker	1462	Salary	96.90		96.90
Miss Flynn	1463	Refuse Sacks	1.46	0.29	1.75
Mr Parker	1464	Drop-in admin costs	6.85	0.85	7.70

**Resolution:** Councillors unanimously agreed to pay the above accounts, and noted the Direct Debit Payment to EDF for the electricity for the MUGA, taken on 1<sup>st</sup> of each month for £11.00.

**Proposed Mr Fothergill    Seconded Mr Lloyd**

Councillors agreed 7: 1 abstention (Mr Parker) to cheque no 000031 for £465.19 being drawn on the Youth Project Account, in favour of the Parish Council to repay the start up cost for Squad 26, as detailed in Minutes 166 of the meeting held in July 2017.

## 12. **CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**

### **Correspondence**

Clerk and Councils Direct  
ABC Notice of Submission of Local Plan  
The Stone Shop

### **Email Correspondence**

Ashford Cavaliers Football Club  
Sk8side requesting a donation towards funding for the youth – the Clerk will ask for more details  
Mr Stanley informing the council that the domain name and server hosting package renewal becomes due in April 2018 at a cost of £76.00. Councillors noted this  
Mr Cox –  
Councillors agreed 7: 1 abstention (Mr Parker) not to accede to Mr Cox's request for their email addresses to be made public. All emails should be sent via the Parish Clerk.  
Other comments made by Mr Cox were noted.

### **Data Protection**

Mr Parker explained that it is the council's responsibility to ensure that the council is fully compliant when the DPA changes come into force on 25 May 2018. The council can no longer share a computer with the other councils that the clerk works for and 2 IT companies have been approached to quote for supplying a computer and software and installing the software and migrating data from the existing computer. Councillors will review the quotes when received and if necessary a decision will be made prior to the next meeting.

### **Interactive Speed Signs**

As it is feasible that there might be some S106 money available from the proposed Coach Drive development, it was agreed to defer this pending any potential S106 support.

**MUGA**

Mrs Sutcliffe and Mr Howard reported that all the lights have been broken. Mrs Sutcliffe investigated the cost and found LED lights with polycarbonate covers for £39 each, from a company on the internet. A local electrician has quoted £50 per light, plus any unexpected extras of required to install them. The electrician will have the use of Mr Howard’s Cherry Picker and Mr Howard will check with his insurance company to ensure that the gentleman is covered in the event of an accident, prior to the work being carried out

**Resolution: Councillors agreed 7:1 abstention (Mr Parker) that Mrs Sutcliffe should purchase 8 lamps on behalf of the parish council, so that we have 2 spare in stock at a cost of £39.00 and that she should instruct the electrician to install them on behalf of the council.**

**13. PLANNING**

No applications received.

**14. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

Mr David Parker handed the council a letter of resignation from both his position as Parish Council Chairman and Parish Councillor, to take immediate effect.

Councillors expressed their regret that Mr Parker had decided to resign and wished him well for the future. Mr Libbeter officially thanked Mr Parker for all his work over the past 8 years.

Mr Parker thanked everyone for their help and support over the past 8 years and for their good wishes.

Mr Parker was due to attend a Peer Review session at ABC on 15 February and asked whether anyone else would be prepared to go in his place. Unfortunately, no one else is available. Mr Parker will write to ABC and let them know he will not be in attendance.

Mr Parker asked councillors to give some thought as to who will send the article from Hothfield Parish Council into Hothfield Newsletter each month.

A Councillor needs to undertake the Risk Assessment in March and September. Mr Libbeter will do the March assessment.

The council will need to represent Hothfield at KALC meetings.

The Clerk was asked to report the water leak outside of Alder House.

The date of the Gardening Competition has been set for 30 June.

There being no other business the meeting closed at 9.25 pm.

Signed ..... Dated .....  
Chairman