

HOTHFIELD PARISH COUNCIL

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MINUTES 179

Minutes of the Ordinary Parish Council Meeting held at The Bluebell Centre, Hothfield, on Wednesday 5 September 2018 at 7.00 pm

PRESENT: Mr I Lloyd (Chair), Mrs S Parker, Mrs P Sutcliffe,
Mr P Fothergill and Mr P Howard
Mr C Stanley (Webmaster)
Ms D O'Neill (Sk8side) for part of the meeting

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR:

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There were 4 members of the Public present for part of the meeting.

1. **APOLOGIES FOR ABSENCE**

There were no Apologies for Absence.

[A belated apology was received via email at 19.26 from Mr Cook as something had happened that he needed to attend to].

2. **APPROVAL OF APOLOGIES**

There were no Apologies for Absence.

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

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest

Mr Fothergill declared a Significant Interest in matters associated with the Village Hall as he is Chairman of the Village Hall Committee and Mrs Parker and Mr Howard declared an interest in the Village Hall Committee as they are members of the Committee.

Mrs Parker declared an interest in items associated with Squad 26.

Mrs Parker submitted a letter to the Clerk asking for her ongoing interest in the Village Hall and Squad 26 to be automatically included in future minutes.

Mrs Sutcliffe declared an interest in Planning Application no 18/0973/AS and 18/01219/AS, as she knows the applicant.

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.

4. **PUBLIC INTERVAL**

The meeting was opened to the members of the public present from 7.07 to 7.25 during which time a discussion took place with Ms O'Neill from Sk8side regarding a cancelled meeting. It was pointed out that this is a matter for The Village Hall Committee who will arrange another meeting. Ms O'Neill left the meeting at this point.

A resident discussed the issues currently being experienced with anti-social behaviour in the village. It was agreed to ask the police to provide a more visible presence in the village.

A complaint was made about the amount of litter in the village. The Community Payback Group will be asked to undertake a litter pick. Mr Fothergill will liaise with Community Payback and the Village Litter Pickers.

A new resident introduced himself to the members of the council and asked whether anything can be done regarding the speed of vehicles on the A20. See item 10.

Two members of the public left at this point.

5. **ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

Minutes 178 of the meeting held on 4 July 2018 were accepted and it was unanimously agreed that Mr Lloyd should sign them.

Proposed Mrs Parker Seconded Mr Howard

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

Mrs Parker reported that on the day of the July Parish Council Meeting, 2 ex-parish council members had been informed by our Borough Councillor that the Planning Inspectorate had asked for the proposed building site in Hothfield to be deleted from Ashford Borough Council's Local Plan. Members of the Parish Council had been not informed at this point and spent some time discussing and voting on the application.

The timer on the MUGA lights has now been fixed and the lights have been programmed to stay on for 45 minutes between 4 pm and 9 pm when the timer is activated.

The Meter Reader called to read the meter and confirmed that EDF has a key.

7. **A20 OVERNIGHT LORRY PARKING RESTRICTIONS SCHEME**

Nothing to report.

8. **BOROUGH COUNCILLORS REPORT**

Councillor Krause was not at the meeting.

9. **FINANCE****Earmarked Funds**

	Balance 04.07.18	+/- September	Balance 05.09.18
MUGA	1982.54		
EDF August		-11.00	
EDF September		-11.00	1960.54
Litter Picker Salary and Other Costs	3606.47		
Litter Picker's Salary Aug		-100.59	
Litter Picker's Salary Sept		-100.79	3405.09
Bus Shelter	551.60		551.60
Garden Competition	451.65		451.65
Village Projects	2400.00		
Village Hall Fire Alarm		-3194.36	-794.36
Village Fete	1793.31		1793.31
Hall Rent for Squad 26 T/fer to Youth a/c	NIL		NIL
TOTAL	10785.57	-3417.74	7367.83

Hothfield Parish Council - Bank Reconciliation as at last Bank Statement**Balance per Cash Book****Balance at Bank**

Opening Balance	29068.91	PC Reserve A/C	34422.90
Add Receipts in Year	<u>12374.02</u>	Plus u/c Receipts	<u>0.00</u>
	41442.93		34422.90
Less Payments in Year	<u>12352.80</u>	Less u/c Cheques	<u>5432.77</u>
	29090.13		28990.13
Less Earmarked Funds	<u>7367.83</u>	PC Current A/C	<u>100.00</u>
	21722.30		29090.13
		Less Earmarked Funds	<u>7367.83</u>
			21722.30

Hothfield Youth Account - Bank Reconciliation – as at last Bank Statement

Opening Balance	4031.50	Business Current a/c	1534.86
Add Receipts in Year	<u>0.18</u>	Plus u/c Receipts	<u>0.00</u>
	4031.68		1534.86
Less Payments in Year	<u>1540.86</u>	Less u/c Cheques	<u>75.00</u>
	2490.82		1459.86
		Direct Reserve a/c	<u>1030.96</u>
			2490.82

Hothfield Youth Account -Accounts to be Paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Hothfield Village Hall	0035	Hall Rent – July/Aug Squad 26	75.00		75.00

Cheque number 1500 for £100.59 was drawn in favour of Mr K Marden on 3 August Following the verbal agreement of Mr I Lloyd, and signed by Mr M Cook and Mr P Howard.

Accounts to be Paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Mrs J Batt	1501	Salary Expenses General Admin	438.90 12.06 35.87	0.33	487.16
Mr K Marden	1502	Salary	100.79		100.79
HMRC	1503	Income Tax	181.00		181.00
Hothfield Village Hall Ctte	1504	Fire Alarm System	3194.36	638.87	3833.23
Satswana	1505	DPO Services	150.00	30.00	180.00
Information Commissioner	1506	Registration Fee	40.00		40.00
Mrs J Batt	1507	18 x 2 nd Class Stamps	10.44		10.44

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 1st of each month for £11.00.

Proposed Mr Lloyd Seconded Mr Fothergill

Insurance

We are in a Long-Term Agreement with Inspire until 2021.

Squad 26

Nothing to report. To be removed from future agendas.

10. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**Correspondence**

ABC re DPI Forms
NatWest re Privacy Rules
HAGS
Wealden Wheels

Email Correspondence – all forwarded to Councillors

Residents re Chapel Row
Residents re Chapel Row/A28 Junction
Friends of St Margaret's re Christmas Tree Festival
Satswana – Invoice
Information Commissioner re Registration

Councillors DPI Forms

The Clerk distributed forms to Councillors Mrs Parker, Mr Lloyd and Mr Fothergill, to complete and return to ABC as soon as possible. Mr Fothergill took a copy to give to Mr Cook. Mr Krause also needs to complete a form and the Clerk will post a copy to him to complete and return to ABC.

Garden Competition

The winners have been announced and the prizes and certificates will be given out at the Harvest Supper. The Clerk will write to the Judges and thank them for giving up their time to judge the competition.

Village Hall Fire Alarm

Councillors unanimously agreed the payment to the Village Hall, included in the payments list under item 9. There is no ongoing cost.

Data Protection

The council is now registered with the Information Commissioners Office.

Clive Stanley has completed a Data Processor Questionnaire. A form will be sent to HMRC.

Mr Robbins replied to a request for him to complete a Data Processor Questionnaire saying that he views this as premature. He has no idea what regulations will apply or indeed how the GDPR Directive will be applied to either himself or to Local Councils.

He carries out a statutory function (Section 5 Accounts & Audit Regulations 2015) for the Parish Council. He holds and uses data about the Parish Council only in connection with that statutory role. This may make him a data processor (but one who already has lawful authority to have and use that data) and that may lead to a bit of form filling, but he queries a need to agree what data he holds and how he holds it. The need to agree would imply that a Parish Council could have a say in how he audits, which pushes against the independence of the audit.

He would hope to see the UK regulations soon. These would resolve who needs to do what and also provide guidance about any legislative or public policy conflicts that the GDPR Directive may create.

PKF Littlejohn sent the following reply to a request

Thank you for your email. Please refer to our website for the firm's GDPR statement.

We have updated all our terms of engagement with clients, but obviously our contract in respect of the work that we do on the Council's AGAR is actually with SAAA, who appointed us on behalf of the government.

The firm's general terms of business can be found here: <https://www.pkf-littlejohn.com/about-us-client-engagement-terms-of-business> but please let us know if you have any more detailed queries.

Also, all the team involved in the limited assurance review work have to sign Schedule 11 agreements regarding disclosure of information as well.

Consent forms will be sent as required.

Community Payback Scheme

The group has cleared the MUGA area.

Christmas Tree Festival

Two members of the council are already involved in decorating trees for the festival with other village organisations, therefore it was agreed that Hothfield Parish Council will not be sponsoring a tree.

Donations to Charity

It was agreed that each application will be judged on its own merits.

Dangerous Junction at Chapel Row

Following a request by a resident during the Public Interval and correspondence received from another resident, it was decided to arrange a meeting with the Highway Steward, County Councillor Simkins, Ian Lloyd and interested residents to discuss arranging a speed survey, other options and the associated costs.

Chapel Row Hedgerow Maintenance

The Clerk will forward the email to Kent Wildlife Trust.

Report from KALC Meeting

The minutes have been circulated to all councillors.

Mr Lloyd re-iterated that some sites, including the Coach Drive site have been deleted from the local plan and also informed councillors that Ashford Borough Council currently has sufficient land stock, so should not need to call for more for a couple of years.

11. PLANNING

Please see attached list.

12. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

The Chairman is meeting with the Chair of Westwell Parish Council to discuss issues of concern to both parishes.

The Chairman gave his apologies for the next meeting.

The recent Fun Day was a great success and made a profit of £35. Councillors congratulated Mr Fothergill on the excellent day.

The Highway Steward emailed Mrs Sutcliffe and reminded her that the drainage, road marking and parking should be submitted through the parish portal.

The following will be submitted via the KHS Portal:

Broken drain outside of 3, 5 and 7 Beech Drive.
Blocked drain on the first right hand bend after the Esso garage on the A20.
Blocked drain outside of Alder Cottages – the Clerk will give KHS Mr Howard’s number.

Bus stop and give way markings at the junction of School Road and Cade Road need replacing.

Large pothole where Cades Road joins the A20.
Large pothole on slip road outside of Oakover Nurseries.

The budget will be prepared at the November meeting.

Councillors offered their support to Mr Fothergill, if required, when he meets with the members of staff from Sk8side.

Some councillors are finding the new email difficult to use. It was suggested they contact Mr Stanley for help.

There being no other business the meeting closed at 8.57 pm.

Signed Dated
Chairman

HOTHFIELD PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

SEPTEMBER 2018

18/0973/AS The Granary, Church Lane, Hothfield, Ashford, TN26 1EL
LBC Erection of a conservatory
Parish Council: Support

18/01219/AS The Granary, Church Lane, Hothfield, Ashford, TN26 1EL
Erection of a conservatory
Parish Council: Support

Decision Notice received from ABC

18/00891/AS 12 Common Way, Hothfield, Ashford, Kent, TN26 1EF
Removal of existing flat roof side extension and erection of replacement two storey side extension with a single storey front aspect porch.
Borough Council: Permit