



# Rolvenden Parish Council

Minutes of a meeting of Rolvenden Parish Council held on Tuesday 12<sup>th</sup> June 2018 at 7.30pm in The Pre-School Room, Rolvenden Village Hall, Maytham Road, Rolvenden, Cranbrook, Kent TN17 4ND.

Present: Cllr Mrs D Curtain (Deputy Chairman), Cllr B Hindley, Cllr M Hook, Cllr Mrs I Newman, Cllr Mrs J Stace, Cllr R Wilcox and Cllr J Wilkins.

In attendance: Peter Setterfield PSLCC, Locum Parish Clerk and Responsible Financial Officer.

**92. APOLOGIES FOR ABSENCE:**

Cllr D Murray and Cllr G Tiltman due to change of meeting date as Locum Clerk unavailable on due date.

**93. DECLARATIONS OF INTEREST:**

**a. Declarations of Members' Disclosable Pecuniary Interests:**

Cllr B Hindley, Chairman of Rolvenden Cricket Club, Trustee of the War memorial trust  
Cllr Mrs D Curtain, Trustee of the War Memorial Trust  
Cllr Mrs I Newman, Trustee of the War Memorial Trust

**b. Declarations of Members' Other Significant Interests:**

None.

**c. Declarations of Members' Other Interests:**

Cllr J Wilkins, Church Fabric Committee

**94. MINUTES:**

The minutes of the Parish Council held on 15<sup>th</sup> May 2018 were submitted, agreed as a true record and signed by the Deputy Chairman.

**95. Public participation:**

School buses to Rolvenden Layne, Residents attended to express their concerns about the two school buses that come to the Layne in the morning and the afternoon. The buses travel down Frensham Road and turn into Winsor Road cutting the corner and damaging the verge. Kent Highways attended last week and repaired the verge only for a Stagecoach bus to drive straight through it shortly afterwards.

The Locum Clerk updated those present advising that he had contacted Highways requesting the verge be repaired following the receipt of the residents email advising of the issue. In addition a report was logged with KCC Transport (responsible for the contract) seeking a change of practice as direct contact with the bus companies seemed to fail. Following the advice of further damage the Locum Clerk contacted the Highways Manager to report the new

damage, in turn they have contacted the Transport section as they are not happy about the damage caused as yet Transport have not responded. This will be followed up until a satisfactory result is obtained. Further updates will be provided at the next meeting with email contact between with the resident.

**96. Planning:**

18/00709/AS – Lower Woolwich, Mounts Lane, Rolvenden – Proposed sand school and perimeter fence.

**RESOLVED: To support the application subject to a condition that no floodlighting is installed.**

**97. Halden field:**

Nothing significant to report.

**98. Barrett field:**

Nothing significant to report.

**99. Pavilion project:**

The Chairman submitted a document for councillors to consider for publication. It was agreed that comments should be sent to the Chairman regarding this, the consensus was that the document was too wordy and be difficult to place on noticeboards a one page summary was needed.

**100. Community Transport Initiative:**

Borough Councillor M Bennett confirmed that the intention is that the scheme will go live in July. There are a couple of minor issues to be resolved. DBS checks are going to be undertaken through the Ashford Volunteer Bureau and an online booking and payment scheme is to be set up.

**101. Neighbourhood Development Plan:**

Updates to the various policies have been completed however it has been noted that the proposed development in the plan differs from the Ashford Local Plan which is with the planning Inspector at the present time. When the plan numbers are confirmed any adjustments to the NDP will be made if required before submitting for examination.

**102. Finance:**

Payments authorised at the meeting

Cheque number	Payee	Amount
300037	P Setterfield	£730.24
300038	P Setterfield	£36.04
300039	H M Revenue & Customs	£253.98
Direct debit	Clerks pension	£289.80
300040	J P Oakeley	£680.00

300041	Rolvenden History Group	£160.79
300042	Maps4Planners	£25.00
300043	Ken & Judith Linklater	£41.42
300044	I Hemsley	£37.50
300045	S Brooks	£90.00

Discussion ensued regarding the Parish Council Insurance and if savings could be made by combining with the Village Hall insurance. The Village Hall committee to be asked if they wish to consider, if so to provide a copy of their schedule to enable a comparison to be made and quotations received.

### 103. Publication Scheme:

**REPORT:** The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office, and to publish information covered by the scheme.

The scheme must set out the Parish Council's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

The Information Commissioner's Office has developed a model publication scheme which represents the minimum information which must be disclosed, which should not be changed.

**RESOLVED: to adopt the Publication Scheme attached to the agenda, and to arrange for its display on the Parish Council website.**

### 104. Policies and Procedures:

As indicated in the publication scheme the Parish Council should have various policies and procedures in place which are readily available.

In this context the Parish Council is asked to receive and adopt the following policies and procedures.

- Code of Conduct Complaints procedure
- Complaints procedure
- Health and Safety Policy
- Equality and Diversity Policy
- Equality Statement

Decision deferred to allow time to read and consider the policies.

### 105. Playground equipment:

Further brochures are to be requested and site visits to establish an indication of what can be included in the space available. An approach has been made to the Landlord, the War Memorial Trust, to see if an extension to the playgrounds is possible.

Clarification is to be sought from the Council's Insurance brokers regarding regular inspections and if they need to be carried out by a qualified person.

**106. Telephone Kiosks:**

It was agreed that the two telephone kiosks need to be repainted before the future use could be determined. The Clerk was asked to prepare an invitation to tender for the repainting of the kiosks bearing in mind that they are coated with a lead based paint at the present time.

**107. War Memorial Trust:**

Councillor Hindley reported that part of the lower football pitch is on the land registered to the Trust. It is also proposed that the cricket field and Layne fields are fenced to prevent unauthorised use by vehicles.

**108. Highways matters:**

Benenden Road, this was raised due to the excessive amount of mud deposited on the road following ploughing of the field. This is to be monitored and reported immediately to highways if the situation reoccurs.

Maytham Road, the request for kerbstones has been placed and currently being investigated by Highways.

There being no other business the meeting closed at 9.00 pm.