



Rolvenden Parish Council

Minutes of a meeting of Rolvenden Parish Council held on Tuesday 17th July 2019 at 7.30pm in St Mary the Virgin Church, Rolvenden, Cranbrook, Kent TN17 4ND.

Present: Cllr Mrs D Curtain, (Chairman) Cllr Mrs L Walker (Vice Chairman) Cllr E Barham, Cllr S Bryant, Cllr A Johnstone, Cllr Mrs F May, Cllr Mrs I Newman, Cllr G Tiltman and Cllr Mrs T Turner

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

Also attending 18 members of the public, Ashford Borough Councillor C Walder.

Before the meeting commenced the Chairman read out the following email from the Revd Hodgkins.

“Whilst I welcome you to St Mary’s Church I have my concerns following the last meeting of the Parish Council.

Our church is first and foremost a place of peace, worship and prayer and is open as a place of sanctuary not only for the church community but for the whole village community it serves. I would hope that the councillors and villagers who attend would respect this. I am concerned that unless the behaviour of councillors and the public improves I will have no choice but to remove my offer of use which is something I do not wish to do. I feel that the church and the Parish Council are focal centres of village life and our public behaviour should reflect this and I also feel that we have a unique opportunity to work together for the good of Rolvenden Village.”

291. Apologies for Absence:

There were no apologies for absence.

292. Declarations of Interest:

1. Declarations of Members’ Disclosable Pecuniary Interests:

Cllr E Barham declared an interest in the planning application for Cornex Garage as the applicant’s agent, also as land owner for the Rolvenden Football pitches.

2. Declarations of Members’ Other Significant Interests:

Cllr Mrs I Newman, trustee of the War Memorial Trust.

Cllr E Barham trustee of the Basil Russel Trust, trustee of the Windmill Trust, Royal British Legion

Cllr Mrs L Walker Rolvenden Village Fete

Cllr Mrs D Curtain, trustee of War Memorial Trust

3. Declarations of Members' Other Interests:

Cllr G Tiltman, member of the Village Hall Management committee
Cllr S Bryant Chairman Rolvenden Football Club

293. Public participation:

There were no questions from the public.

294. Minutes:

The minutes of the meetings held on 18th and 25th June 2019 were submitted, agreed as a true record and signed by the Chairman.

295. Planning:

19/00931/AS – Oakfield Lodge, Hastings Road, Rolvenden – Proposed new garage/workshop.

Resolved: To support the application subject to a condition that the garage/workshop usage is ancillary to the dwelling.

Councillor Barham left the meeting:

19/00932/AS – Cornex Garage, 22 High Street, Rolvenden – Erection of two garage blocks (to provide 10 garages in total) to replace two existing garage blocks (part retrospective in terms of demolition to dangerous structure).

Resolved: to support the application.

Councillor Barham returned to the meeting:

296. Building for the High Weald:

The High Weald AONB Partnership, which includes the 15 local planning authorities with land in the AONB, has drafted a Design Guide for new housing development in the High Weald. Once adopted, the Guide will be a material consideration in the determining of planning applications within the High Weald AONB.

The Design Guide gives succinct, practical and consistent advice on design expectations for new housing development within the High Weald AONB. This will enable higher quality and landscape led design that reflects intrinsic High Weald character and is embedded with a true sense of place, without stifling innovation and creativity.

The document can be found at <http://www.highweald.org/look-after/planning/design-guide-consultation.html>

The Parish Council is asked to consider if it wishes to comment on the proposals.

Resolved: The Parish Council supports the design guide.

297. Meeting Venue:

Following the meeting of the 18th June enquiries have been made of the Village Hall and at Monypenny regarding hall availability. The room at Monypenny is available but would entail rental of £15 per meeting.

The Village Hall is available on the Second Wednesday of the month.

The Parish Council is therefore asked does it wish to change the dates of its meetings to the Second Wednesday of the month from the third Tuesday to enable a return to the Village Hall.

Following debate the Council agreed that it was not possible to change the dates of the meeting and requested that the Chairman of the Village Hall Management Committee be invited to the next Parish Council meeting in order that a way forward can be determined.

298. Finance:

Payments authorised at the meeting

Cheque No.	Payee	Net amount	VAT	Payment
300171	P Setterfield			£514.47
300172	P Setterfield			£40.40
300173	HM Revenue & Customs			£136.80
300174	S Brooks			£120.00
300175	Cornex Garage	£171.83	£34.37	£206.20
300176	Tompsett Landscaping	£1,725.00	£345.00	£2,070.00
300177	Kent Assoc. Local Councils	£400.00	£80.00	£480.00
300178	Ashford Borough Council			£3,000.00
300179	Society of Local Council Clerks			£81.21
300180	G Tiltman	£57.55	£10.54	£68.09

Report RPC/19/06 brings to the Parish Council a summary of the receipts and payments together with bank reconciliation and funds statement for the period ending 30th June 2019.

The Parish Council's External Auditor PKF Littlejohn LLP have now completed their review of the annual return for 2016/17 and discharged their responsibilities under the Local Audit and Accountability Act 2014.

The final report reads "*Except for the matters reported previously, on the basis of our review of the annual return, in our opinion the information in the annual return is in*

accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority: None”.

The Parish Council’s External Auditor PKF Littlejohn LLP have now completed their review of the annual return for 2017/18 and discharged their responsibilities under the Local Audit and Accountability Act 2014.

The final report reads “*Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR;

- *Section 2, Box 10 is incorrect. The figure in Box 10 should read £24,000.*

Other matters not affecting our opinion which we draw to the attention of the authority:

None, other than the matters reported previously”.

299. KCC Highways and Transportation:

As agreed at the June meeting Cllr Walker will lead a working group to draw up a list of potential projects to be considered as part of the Council’s submission to Kent Highways for its Highways Improvement Plan.

300. Rolvenden Rocket:

The end of the first year is approaching and the new portfolio holder at Ashford Borough Council has asked to see receipts and payments to date as part of the review, these have been prepared.

New drivers are being sought it being noted that volunteers do not have to commit to a full day as many of the trips are of short duration.

301. Halden Field:

West Kent Housing have arranged a workshop event for prospective shared ownership purchasers on the 11th September from 5.30 to 7.30 pm in the Gallery at the Village Hall.

302. Defibrillator Cabinets:

A quotation has been received for the replacement cabinet doors for the defibrillators. They are priced at £80 each plus £10 carriage and VAT. The Parish Council is asked to authorise the purchase of the replacement doors.

Resolved: to authorise the purchase of replacement doors.

303. Neighbourhood Plan:

The neighbourhood plan is currently with the examiner. There were 138 responses received during the consultation period. The preliminary view of the plan is that there is no reason for a hearing to take place.

304. Parish Clerk's hours:

The Parish Clerk's current contracted hours are 10 per week which is based on those of the previous two clerks. However recent regulatory changes have resulted in an increased workload which cannot be accommodated in the current hours. The Parish Council is asked to consider increasing the contracted hours to 13 per week to be reviewed in 6 months time to ensure this is adequate.

Resolved: To increase the Clerk's contracted hours from 10 to 13 per week to be reviewed in 6 months.

Councillors Barham and Bryant left the room:

305. Grass cutting of Rolvenden football pitches:

The Parish Council is asked to consider varying its Grounds Maintenance Contract with Tompsett Landscaping to include the football pitches. A quote has been received for this work in the sum of £75.00 per cut.

No decision was made as the Parish Council wish to confirm that the lease is in favour of the football club and not an individual.

Councillors Barham and Bryant returned to the meeting.

There being no further business the meeting closed at 8.50 pm.