

ASH-CUM-RIDLEY PARISH COUNCIL
Minutes of the meeting held on Thursday 18 May 2023 at New Ash Green
Village Association Meeting Room, Centre Road, DA3 8HH commencing at
7.45pm

Present: Cllr S Fishenden - Chairman
Cllr Mrs Brammer
Cllr Mrs Clark
Cllr Mrs Clucas
Cllr Mrs Hobbs
Cllr I MacLeod
Cllr M Manley
Cllr J Scott

In attendance: Alison de Jager – Parish Clerk
Cllr David Brazier – Kent County Council
Cllr Penny Cole – Sevenoaks District Council.
Cllr M Lindop - Sevenoaks District Council
Cllr S Manamperi – Sevenoaks District Council
Cllr L Manston – Sevenoaks District Council
2 Members of the Public

8648/23 Election of Chairman to the Council

Cllr Mrs Hobbs PROPOSED that Cllr S Fishenden be elected Chairman of the Parish Council for the 2023/24 municipal year. SECONDED: Cllr M Manley and UNANIMOUSLY AGREED. His Acceptance of Office was duly signed.

8649/23 Apologies

Miss S Brine, New Ash Green Village Association and District Councillor Perry Cole. District Councillors M Lindop, Mrs Manamperi and Mrs Manston sent their apologies for late arrival. (arrived 7.55pm)

8650/23 Election of Vice Chairman

Cllr Mrs Clucas PROPOSED that Cllr Mrs Brammer is elected Vice Chairman of the Parish Council for the 2023/24 municipal year. SECONDED: Cllr S Fishenden and UNANIMOUSLY AGREED. Her Acceptance of Office was duly signed.

8651/23 Declarations of Acceptance of Office

a. The Declarations of Acceptance of Office from the Councillors were RECEIVED.

8652/23 Declarations of Interest

- a. Declarations of Interest –.
- b. No changes to the Register of Interests. Members were reminded that any alteration or new interests must be registered with the Monitoring Officer within 28 days.

8653/23 Dispensations

None received.

8654/23 Minutes

It was RESOLVED that the minutes of the meeting held on Thursday 20 April 2023 be approved and signed. PROPOSED Cllr M Manley SECONDED: Cllr Mrs Clark and AGREED.

8655/23 Co-Option Process

- a. The review of the Co-option process was carried out. Cllr Mrs Clark PROPOSED that 'If there is only one applicant for one vacancy, the applicant is automatically co-opted to the Parish Council' is removed as per **section 39(I) of the Local Government Act 1972**, to be Co-opted, any candidate needs to receive the support of the majority of those Parish Council members eligible to vote. SECONDED: Cllr Mrs Clucas and AGREED.

8656/23 Elections

- a. Cllr S Fishenden PROPOSED that the eight vacancies on the Parish Council following and insufficiency of candidates at the elections on 04 May 2023 is advertised by delivering a Bulletin to each house about what the Parish Council does and what it wants to do in the local community. A applicants will be asked to provide a written statement. A deadline will be set. SECONDED: Cllr Mrs Brammer and AGREED.

8657/23 Council Restructure

- a. Following discussion, Cllr S Fishenden PROPOSED that the following recommendations are adopted:
 1. To dissolve the Burial Ground, Finance, Complaints and Youth Committees. In addition, to dissolve the Climate Change Working Group and Barnfield Park Liaison Group. The Personnel Committee, Northfield Management Committee, Neighbourhood Development Plan Working Group and the New Ash Green Focus Group will remain.
 2. To convert the Planning Committee to a Planning Applications Working Group, delegating the responses to planning applications to the Clerk under **Section 101 of the Local Government Act 1972**.
 3. To amend the Personnel Committee Terms of Reference so membership is the Chairman, Vice-Chairman and three Councillors.
 4. To retain the Sports Centre Management Committee on a temporary basis, for review by the full Council in November 2023.SECONDED: Cllr M Manley and UNANIMOUSLY AGREED.
- b. Cllr S Fishenden PROPOSED that the Terms of Reference for the Sports Centre Management Committee and Neighbourhood Development Plan Working Group are AGREED without amendment. New Terms of Reference will be drawn up for the Personnel Committee and a policy for the procedures for planning applications. SECONDED: Cllr Mrs Brammer and AGREED.
- c. Cllr S Fishenden PROPOSED the following memberships to committees:
Sports Centre Management Committee – Chairman and Vice-Chairman of the Parish Council, ex officio, Cllrs Mrs Clark, I MacLeod and M Manley. Mrs C Price (non-Parish Council member) 2 vacancies to be filled in June.
Personnel Committee – Chairman and Vice-Chairman of the Parish Council, ex-officio, Cllrs Mrs Clark and M Manley. 1 vacancy to be filled in June. Northfield Management Committee – The Chairman of the Parish Council and Cllrs Mrs Brammer and I MacLeod. SECONDED: Cllr M Manley and AGREED.
- d. Cllr S Fishenden PROPOSED that the appointment of representatives to outside bodies and joint management committees is deferred to the June meeting to

allow for the Clerk to obtain the relevant governing documents. The representatives will remain as current until June. SECONDED: Cllr Mrs Hobbs and AGREED.

8658/23 Council Domain Name

- a. Cllr S Fishenden PROPOSED that the domain name www.ashcumridley-pc.gov.uk is purchased in the amount of £130.00 for two years from the current provider. All local authorities are being encouraged to purchase .gov.uk domains. SECONDED: Cllr Mrs Brammer and AGREED.

8659/23 Councillor Email Addresses

- a. Cllr M Manley PROPOSED that councillor email addresses, hosted by Microsoft 365 are implemented at a cost of £999.60 per annum. SECONDED: Cllr J Scott and AGREED. Cllrs S Fishenden and M Manley will be available to help set up the mailboxes if required.

8660/23 Standing Orders

- a. Cllr M Manley PROPOSED that the Standing Orders are confirmed without amendment. SECONDED: Cllr Mrs Brammer and AGREED.

8661/23 Financial Regulations

- a. Cllr Mrs Brammer PROPOSED that the Financial Regulations are reviewed without amendment. SECONDED: Cllr Mrs Hobbs and AGREED.

8662/23 Complaints Procedure

- a. Cllr M Manley PROPOSED that the complaints procedure is amended to include reference to the Personnel Committee. SECONDED: Cllr Mrs Clucas and AGREED.

8663/23 Publication Scheme, Freedom of Information and Data Protection

- a. Cllr Mrs Clark PROPOSED that the Council's Publication Scheme and procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018 are confirmed. SECONDED: Cllr M Manley and AGREED.

8664/23 Calendar of Meetings

- a. Cllr Mrs Clucas PROPOSED that the calendar of meeting dates for the ensuing municipal year were APPROVED with the correction of the date of the July Parish Council meeting amended to 20 July 2023. It was NOTED that the September meeting has been set for the 28 September 2023. The Planning Committee dates will be changed to Planning Applications Working Group with the revised start time of 7.45pm. SECONDED: Cllr Mrs Hobbs and AGREED.
- b. Cllr Mrs Hobbs PROPOSED that the date for the Annual Parish Meeting is set for Thursday 25 April 2024. SECONDED: Cllr Mrs Clark and AGREED.

8665/23 Planning

- a. Applications
SE/23/01273: 68 Redhill Wood, New Ash Green, DA3 8QP – Double storey rear extension, with rooflights and alterations to fenestration. Cllr M Manley PROPOSED that the Parish Council does not object to this application as long as it does not conflict with local planning policy. SECONDED: Cllr Mrs Clucas and AGREED.

- The applications for information only were NOTED.
- b. The decisions, as set out in Appendix A to Agenda A/05/23 were RECEIVED and NOTED.
 - c. Appeals
None at time of Agenda.
 - d. Enforcements
None at time of Agenda.
 - e. The minutes of the meeting of the Planning Committee of 02 May 2023 were NOTED.
 - f. Assets of Community Value - It was NOTED that the following nominations have been successfully listed as Assets of Community Value: The Pavilion, New Ash Green and the Youth & Community Centre, New Ash Green.

8666/23 Finance

- a. The current financial position and accompanying reports were NOTED. The Finance Officer noted that 50% of the precept has been received, putting General Reserves at approximately 6 times running costs. The VAT refund has been received. Non-regular payments were reported to members.
- b. The cheques signed since the last meeting were authorised. PROPOSED: Cllr M Manley SECONDED: Cllr Mrs Hobbs and AGREED.
- c. It was NOTED that the meeting of the Finance Committee to held on 30 May 2023 has been cancelled.
- d. Cllr S Fishenden PROPOSED that the budget for the Parish Council for the year 2023/24 is ADOPTED. SECONDED: Cllr M Manley and AGREED.
- e. The assets of the Parish Council were CONFIRMED. PROPOSED: Cllr S Fishenden SECONDED: Cllr M Manley.
- f. It was NOTED that the Internal Audit for the Parish Council and Sports Centre has been completed and the Annual Internal Audit Report from the Annual Governance Statement has been signed by the Internal Auditor. The Internal Auditor's Report was NOTED.
- g. Cllr Mrs Brammer PROPOSED that the Statement of Internal Control for the year ended 31 March 2023 is AGREED and signed by the Chairman and Responsible Finance Officer. SECONDED: Cllr M Manley and AGREED.
- h. Section 1 – Annual Governance Statement 2022/23 for the Annual Governance and Accountability Return was completed. Members answered yes to all accounting statements. Cllr Mrs Brammer PROPOSED that the statement was signed by the Chairman and Clerk. SECONDED: Cllr Mrs Clucas and AGREED.
- i. Cllr M Manley PROPOSED that the accounts for the year ended 31 March 2023 for the Parish Council (including the Sports Centre) are APPROVED and that Section 2 of the Annual Governance and Accountability Return is signed by the Chairman. SECONDED: Cllr Mrs Brammer and AGREED.
- j. It was CONFIRMED that the dates selected for the period of exercise of public rights, Monday 05 June to Friday 14 July 2023 inclusive.
- k. In accordance with the **Local Government Act 1972 Section 15(5)**, the Chairman's allowance was fixed at £500.00. PROPOSED: Cllr M Manley SECONDED: Cllr Mrs Hobbs and AGREED.
- l. Insurance – Cllr Mrs Clark PROPOSED that the quotation for a three year Long Term Agreement with Zurich is accepted in the amount of £1,135.14 SECONDED: Cllr Mrs Hobbs and AGREED.
- m. It was NOTED that a CIL payment in the amount of £1,417.18 has been received in respect of the development at Land to the West of Holywell Farm House, Greenfields, Hodsoll Street.

- n. Cllr Mrs Clark PROPOSED that a budget up to £3,500 is AUTHORISED for the provision of the 2023 Summer Scheme to be held from 7 – 10 August and 21 – 24 August 2023. It was NOTED that there will be a £3.00 charge per child, per activity which will go to the Sports Centre. SECONDED: Cllr I MacLeod and AGREED.
- o. Cllr Mrs Clucas PROPOSED that the membership to CPRE The Countryside Charity in the amount of £45.00 is renewed. SECONDED: Cllr Mrs Brammer and AGREED.
- p. Cllr Mrs Brammer PROPOSED that £1,000.00 is awarded to We Are Beams. SECONDED: Cllr Mrs Hobbs and AGREED.

8667/23 Sports Centre

- a. The minutes of the meeting of the Sports Centre Management Committee held on 02 May 2023 were NOTED.

8668/23 Barnfield Park

- a. No report.

8669/23 Northfield

- a. It was NOTED that the minutes of the Northfield Management Committee held on 15 May 2023 will be distributed with the June 2023 Agenda.

8670/23 Burial Ground

- a. The minutes of the meeting of the Burial Ground Committee held on 18 April 2023 were NOTED.

8671/23 Youth

- a. No report.

8672/23 Climate Change

- a. It was NOTED that the meeting of the Climate Change Working Party scheduled to be held on 22 May 2023 will no longer take place.

8673/23 New Ash Green Village Association

- a. No report.

8674/23 Highways

- a. No report

**The meeting was suspended at 8.43pm to receive reports from the
, County and District Councillors**

The reports from the District Councillors are attached to these minutes.

The meeting reconvened at 8.53pm

8675/23 Health

- a. No report

8676/23 Footpaths

- a. No report.

8677/23 Transport

- a. No report

8678/23 New Ash Green Focus Group and Police

- a. The minutes of the meeting of the Focus Group held on 17 April 2023 were NOTED

8679/23 Ash, Hodsoll Street and Ridley

- a. Ash – The film season has ended until the Autumn. A successful Coronation party was held on Monday 08 May 2023. The Ash Cricket Club are looking for new members.
- b. Hodsoll Street – and update on the Green Man advised that the Green Man Recovery Group was notified by Margaret Carr (as part of the ACV process) that Gosschalks, the solicitors for Stonegate Properties, had agreed the sale of the Green Man site to an un-named buyer on 21st March for "construction of a public house of a reasonably similar size to the pub previously situated on the site", with completion conditional on the buyer obtaining the relevant planning permission. A full rather than outline application will be necessary as the site is within the Hodsoll Street Conservation Area.
- c. Ridley – No report.
- d. New Ash Green – Cllr Mrs Clucas has contacted Miss Brine from the Village Association and will work together to provide an up-to-date list of organisations in the Parish of community benefit, to be circulated to the Parish.

8680/23 The Bulletin and Parish Website

- a. The Bulletin – it was noted that the next edition will be published in June/July 2023.

8681/23 Thursday Lunch Provision

- a. Mrs Clucas reported that there are some new members. The children from New Ash Green Primary School attended the lunch and sang their Coronation songs.

8682/23 KALC

- a. No report.

8683/23 Reports, Circulars and Correspondence

The reports, circulars and correspondence as set out in A/05/23 were NOTED. It was NOTED that New Ash Green Primary School had sent a letter advising that the children has been very excited to receive the commemorative coins for the Coronation of King Charles III.

The meeting closed at 8.59pm

Signed:
Chairman

Date: