



Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

**MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON MONDAY, 13th May 2013 at 7.30pm
IN ELLIS ROOM, LANGTON GREEN VILLAGE HALL**

MEMBERS PRESENT: Cllrs Mrs Jeffreys (Chairman), Mrs Horne, Mrs Hull, Mrs Podbury, Mrs Soyke, Hemming, Langridge, Milner (arrived 7.55pm), Owen, Parker, Pendleton, Turner and Woodward

OFFICERS PRESENT: Mr C May – Clerk and Mrs M Flemington – Assistant Clerk

MEMBERS OF THE PUBLIC: One member of the public

13/080 ELECTION OF CHAIRMAN: RESOLVED to elect Cllr Mrs Jeffreys as Chairman of the Parish Council. She signed the declaration of office which was counter-signed by the proper officer.

13/081 ELECTION OF VICE-CHAIRMAN: RESOLVED to elect Cllr Milner as Vice-Chairman in his absence (he had previously informed the clerk that he was willing to stand). He signed the declaration of office on his arrival and this was counter-signed by the proper officer.

APOLOGIES FOR ABSENCE: County Councillor John Davies and Borough Councillor Julian Stanyer

13/082 DECLARATIONS OF PECUNIARY OR SIGNIFICANT OTHER INTERESTS: There were none.

13/083 DECLARATIONS OF LOBBYING: Cllr Mrs Hull – civic amenity vehicle (CAV); Cllr Mrs Podbury – Pocket Park, Roopers, Speldhurst.

13/084 MINUTES: RESOLVED that the Minutes of the Full Council Meeting held on **15th April 2013** were approved as a correct record and signed by the Chairman. **RESOLVED:** to approve the Minutes of the Annual Parish Meeting held on **8th April 2013**.

13/085 BOROUGH AND COUNTY COUNCILLORS REPORTS: Cllr Mrs Soyke reported that she is attending a meeting of the Overview & Scrutiny Committee which will consider noise issues from Gatwick. She also reported that Cllr David Jukes is focusing on the future of the Civic Centre. Cllr Mrs Hull asked if any progress was being made with the cinema site. Cllr Mrs Soyke replied that pressure was being applied but it was difficult because the site was in private ownership.

Cllr Mrs Jeffreys invited Cllr Woodward to speak as Borough Cllr for Broadwater. He reported that he will be joining the Borough's Combined Planning Committee and that he has been appointed Youth Champion for the Borough.

13/086 PUBLIC OPEN SESSION: Mr Mortley said that he was in attendance to observe the meeting and did not wish to speak on any matter.

13/087 APPOINTMENTS OF COMMITTEES INCLUDING KALC REPRESENTATIVES: see list attached

13/088 APPROVAL OF ANNUAL RETURN: Cllr Pendleton reported that the Governance Committee had studied the annual return including the variances and had found them to be correct. It was **RESOLVED** that Cllr Mrs Jeffreys and the clerk sign pages 2 & 3 of the Annual Return. The clerk advised that John Roberts, the Internal Auditor, was retiring and a new auditor will need to be appointed for the next financial year.

13/089 FINANCE COMMITTEE – Report by Cllr Mrs Jeffreys

- i) Cllr Mrs Jeffreys reported that there has not been a Committee meeting since the last Full Council meeting. The next Committee meeting is on 20th May. Cllr Mrs Jeffreys advised that she will step down as Chairman and member of the Finance Committee and a new Chairman and Vice-Chairman will be elected. She will still attend in her ex-officio role.
- ii) Cllr Mrs Jeffreys reported that there had been seven email decisions in the last month; £100 for the Clerk to attend a CiLCA course and £60 for the Clerk to attend a Clerks' Conference; up to £170 for additional security on the container; £240 in total for maintenance and a certificate for the Christmas lights at Groombridge; £15 subscription for Speldhurst News; £70 for signs to be used when applying weedkiller and permission to open an account with Tate Fencing for materials. Cllr Mrs Jeffreys advised that the practice of email decisions will be considered at the Finance Committee meeting on 20th May.
- iii) Cllr Mrs Jeffreys reported that there had been three virements transfers; £9,000 from grants and £60 from Chairman's allowance so that they are recorded as s137 payments and £170 from the APA budget to increase the photocopier budget because of the cost of printing the APA brochures.

13/090 ACCOUNTS FOR PAYMENT – Invoices verified by Cllr Woodward

<u>Payee Name</u>	<u>Cheque/Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
<u>Notification of additional payment in April</u>	ALTO 010	55.50	Postmix for fingerposts
<u>To authorise the payment of invoices as listed</u>			
South East Water	DD	13.00	LG Pavilion water
BT PLC	DD	30.00	Mobile
Ashurst Place Rest Home	097	350.00	Field Rental
SLCC	098	150.00	CiLCA Course
Speldhurst News	100	15.00	Subscription
John Roberts	101	196.50	Internal audit
Speldhurst CE Primary School	102	2,500.00	Grant ICT equipment
M R Lawrence	103	220.00	Mowing & strimming
HMRC	104	720.94	Tax & NI
HMRC	105	25.44	Tax & NI underpayment 2012/13
Direct Technical Services	MT104	22.75	Street light maintenance
Harry Stebbing Workshop	MT105	923.05	Fingerposts
Ashurst McDermott Hall Trust	MT106	30.00	Meeting room hire
Langton Green Charitable Trust	MT107	50.00	Office Underlease – 50%
Langton Green Charitable Trust	MT108	91.25	Meeting room hire (inc APA)
RIP Cleaning Services	MT109	172.80	Canine refuse
Prestige Web Marketing	MT110	60.00	Website hosting
Burslem	MT111	1,005.60	Langton Green War Memorial

Playground Installations	MT112	996.00	Playground repairs
SALC	MT113	100.00	CiLCA training
Mr L Cooper	MT114	250.00	Groundsman's duties
Mr L Cooper	MT115	45.86	Maintenance expenses
C May	MT116	1,393.20	Salary
C May	MT117	25.88	Expenses
M Flemington	MT118	646.13	Salary
M Flemington	MT119	73.89	Expenses
Rymans	MT120	25.20	Stationery
Miss K Lawrence	106	15.00	Office cleaning
Tunbridge Wells BC	DD	54.00	Non-domestic rates
UK Debt Management Office	DD	3,330.82	Public works loan

Total payments **£ 13,532.31**

RESOLVED: to pay the invoices listed above; to sign the cheques and authorise the BACS in Unity Trust Bank

13/091 WARD WALKS: Councillors availability for helping with the Ward Walks and attend Ward Walk training was recorded. **The Assistant Clerk to submit this information to TWBC.** It was agreed that question 15 in the questionnaire (specific to this parish) be submitted about disturbance of residents by flights in general but night flights in particular. **The exact wording would be formulated by councillors and sent to the clerk to forward to TWBC.**

13/092 HIGHWAYS REPORT: Cllr Mrs Podbury advised that the next Committee meeting is on 17th May. She reported on the incident that had occurred involving a vehicle and two cub scouts in Speldhurst recently and advised that PCSO Ward-Davies will be attending the Committee meeting. The clerk reported that he had received a reply from Simon Wilshaw of Kent Police regarding accident reporting, which had been circulated to all members, but stressed the importance of the Parish Council keeping its own accident data within the Parish.

13/093 AMENITY REFUSE SCHEME: Cllr Mrs Hull reported that she has been asked by a few residents whether the CAV could come to Speldhurst. Cllr Mrs Jeffreys advised that TWBC are looking to cut back on this scheme and not extend it. It was decided not to ask TWBC to extend the scheme to Speldhurst but to note that residents could make use of the CAV when it visits Bidborough. The timetable will be published in the local broadsheet.

13/094 POCKET PARK, ROOPERS, SPELDHURST: Cllr Mrs Podbury said that in her opinion more work was needed to bring the area to a proper standard. She said that shrubs required pruning and dead branches needed cutting back. **Cllr Mrs Podbury was willing to prune the shrubs.** Cllr Milner reported that he has cleared up a lot of dead wood which needs removing. Cllr Mrs Horne suggested asking Speldhurst Scouts to assist a number of councillors with this work. **Cllr Mrs Horne will ask the Scout Leader.** It was decided that a combination of the above works should clear the worst of the detritus and a quote from a tree company will be needed in due course.

13/095 GATWICK: Cllr Mrs Podbury reported that Peter Lake did not stand for re-election and therefore it was unknown who would be taking over as the KCC representative on GATCOM. It was important that whoever took over should be from west Kent and be prepared to represent the interest of the area. **It was agreed to write to John Davies and Cllrs Mrs Soyke, Mrs Podbury and Owen would formulate a question and send it to the clerk.**

13/096 CHAIRMAN'S REPORT: Cllr Mrs Jeffreys reported that a follow-up meeting has been held to discuss the Annual Parish Assembly. Feedback is being sought from attendees and the possibility of entertainment at next year's meeting is being considered.

13/097 COMMITTEE REPORTS:

- i) Governance – Cllr Pendleton reported that there has been no Committee meeting since the last Full Council meeting but that governance checks were being conducted monthly.
- ii) Planning – Cllr Langridge reported that a meeting had been held on 7th May 2013 and the minutes had been circulated. No comments had been received on TWBC Site Allocations DPD so a nil return will be submitted unless comments are sent to the clerk prior to 24th May.
- iii) Amenities – Cllr Milner reported that there had been no committee meeting since the last Full Council meeting. It was **RESOLVED** to instruct Burslem to clean and re-point Speldhurst War Memorial at a cost of £838. **The clerk will confirm the arrangement with Rev Wren.** The weedkiller application signs are on order from Archer Safety Signs. Playground Installations has confirmed that the replacement swing seats at Langton Green playground comply with the British Standard and has added an extra link to the swing following a minor complaint from a user. The new bench has been installed at the far side of the LGRG. The Groundsman has reported finding what are assumed to be drug packets beside it and other benches. **The clerk will inform the PCSO.**
- iv) Footpaths – Cllr Milner advised that the walkers' footpath map is still to be reinstated outside St Mary's Church. The Clerk reported that the fingerpost outside St Mary's Church will be put up on 14th May. KCC has sent a letter asking the council for its approval of the re-routing of WT95. Both Cllr Milner and Mrs Podbury agreed that it was correct. **The Clerk to respond to KCC confirming that the re-routing of WT95 at Stone Cross is correct.** Cllr Mrs Horne reported that there is a fallen tree obstructing the footpath behind Went Farm. **Cllr Milner will investigate.**
- v) Broadband – Cllr Woodward reported that he is awaiting further news from KCC
- vi) KALC – Cllr Mrs Hull reported that she is attending the KALC Tunbridge Wells meeting on 21st May.
- vii) Neighbourhood Planning – A meeting had been held on 29th April and the notes had been circulated. Cllr Turner reported that the working group would like to prepare a Parish Plan/Design Statement rather than a Neighbourhood Plan. It was **RESOLVED** to support the working group in the preparation of a Parish Plan/Design Statement. The next meeting is on 29th May
- viii) Environment Working Group – Cllr Mrs Hull reported that the next meeting is on 28th May.

13/098 OTHER MATTERS ARISING FROM THE MINUTES OF 15th April 2013: Cllr Mrs Jeffreys referred to the planning application that will be submitted for the proposed expansion of Langton Green Primary School. **The Assistant Clerk will determine from the TWBC Monitoring Officer how SPC should deal with the comments on this application and report back.**

13/099 CORRESPONDENCE RECEIVED:

1. Kent Voice (Spring/Summer 2013)
 2. Unity Trust email newsletter dated 1st May
 3. Team CSU news email dated 1st May
 4. Notice of 5th rail summit to be held on 20th May at KCC Maidstone
 5. April KALC Newsletter (received by email)
 6. Letter dated 25th April from KCC re diversion of WT95 – (Stone Cross) **a questionnaire needs to be completed by 24th May**
 7. Letter from Rev Douglas Wren thanking us for the grant of £500 towards maintaining St John's churchyard
 8. ACRK Rural News No 128
 9. CPRE's new transport toolkit
- It was **RESOLVED** that in future the Clerk will determine those items of correspondence to be listed in the minutes.

13/100 DIARY DATES:

1. Tuesday 14th May – LGRS AGM (LGVH)
2. Friday 17th May – Highways meeting – office - 10.30am
3. Friday 17th May – Greg Clark MP surgery in Ashurst
4. Monday 20th May – Finance meeting - office

5. Tuesday 21st May – KALC TW meeting in Cranbrook
6. Wednesday 22nd May – Clerks' conference in Faversham (all day)
7. Monday 27th May – Bank holiday
8. Tuesday 28th May – Environment working group meeting – office
9. Wednesday 29th May – Neighbourhood plan working group meeting – Ellis Room
10. Monday 3rd June – **Full Council Meeting** – Ashurst Village Hall

13/101 ITEMS FOR INFORMATION:

Cllr Milner enquired about the improvements to the container lock. The clerk confirmed that this work is to be done.

Cllr Parker said that all councillors are welcome to attend the AGM of Langton Green Rural Society on Tuesday 14th May at LGVH. He also thanked councillors for his recent birthday wishes.

Cllr Turner reported that TWBC are going to start charging rates on Village Halls.

There being nothing further to discuss the meeting closed at 9.02pm

CHAIRMAN

COMMITTEES 2013-14

Finance Committee

Tony Hemming (Vice Chairman)
Chris Pendleton
Joy Podbury
Julia Soyke
Crispin Owen
Trevor Parker
Rupert Milner
(new Chairman required)

Public Rights of Way

Rupert Milner
Ed Langridge

Environment working group

Rosemary Hull (Chairman)
Joy Podbury
Plus 3 members of public

KALC Representatives

Rosemary Hull
Chris Woodward

Parish Plan working group

David Turner (Chairman)
Joy Podbury
Ed Langridge
Chris Woodward

Governance Committee

Chris Pendleton (Chairman)
Trevor Parker
Lynn Jeffreys
Rupert Milner
Plus Chairman of Finance

Planning Committee

Ed Langridge (Chairman)
Rosemary Hull (Vice-Chairman)
Joanna Horne
Joy Podbury
Tony Hemming
David Turner
Julia Soyke

Amenities

Rupert Milner (Chairman)
Trevor Parker
Crispin Owen
David Turner
Rosemary Hull
Chris Woodward

BroadBand working group

Chris Woodward (Chairman)
Julia Soyke
plus 6 members of public

Highways Committee

Joy Podbury (Chairman)
Trevor Parker
Ed Langridge
Joanna Horne
plus 3 members of public

Note that The Chairman and Vice Chairman are ex-officio members of **all** committees and can attend any meeting in a voting capacity