

# **ROLVENDEN PARISH COUNCIL**

**MINUTES** of the **PARISH COUNCIL ANNUAL MEETING** held **TUESDAY 17<sup>TH</sup> MAY 2016, 7.30PM**, The Pre-School Room, Rolvenden Village Hall for the purpose of transacting the following business

**Present:** Cllr Mr D.Murray, Cllr Mrs D.Curtain, Cllr Mrs I.Newman, Cllr Mrs J.Marston, Cllr Mr G.Tiltman, Cllr Mr M.Hook, Cllr Mr B.Hindley , Mr Gary Willard- new clerk to the council, Mrs J.Serra, retiring clerk and five residents

**153. Election of Chairman** for the Parish Council- Cllr Mrs Curtain nominated Cllr Mr D.Murray for Chairman. Seconded by Cllr Mrs Newman. Other nominations were requested. None received. Cllr Mr Murray was elected as Chairman for the parish council by a majority vote.

**154. Declaration of Acceptance of Office of Chairman-** was signed by Cllr Mr D.Murray

**155. Election of Vice Chairman** for the Parish Council- Cllr Mrs Newman nominated Cllr Mrs Curtain seconded by Cllr Mrs Marston. There were no other nominations. Cllr Mrs Curtain was elected as Vice Chairman of the Parish Council by majority vote

**156. Apologies for absence-** were accepted from Cllr Mrs J.Stace(holiday) and Cllr Mr J.Wilkins

**157.(a) Declarations of Members Disclosable Pecuniary Interests-**under the Localism Act 2011 to be made relating to items on this agenda.-none

**(b) Declarations of Members Other Significant Interests-** under the Kent Code of Conduct adopted August 2012 by the parish council to be made relating to items on this agenda.

Item 161 Planning [i] Cllr Mr B.Hindley declared an interest as he lives near to but is not a neighbour of Little Court

Item 169 finance[iv] Cllr Mrs D.Curtain declared her interest as bookkeeper of the person submitting an invoice for payment

**(c ) Declarations of Members Other Interests-** not required to be disclosed under (a) and (b) but voluntary announcements made only for transparency reasons- none

**158. Election of Representatives to the following:**

**(a) Village Hall Management Committee:** - Cllr Mr D.Murray to attend the next meeting of the Committee as an observer. Cllr Mr J.Wilkins was nominated in his absence to be the representative.

**(b) War Memorial Trust-** current representatives are Cllr Mr B.Hindley, Cllr Mrs I.Newman, Cllr Mrs D.Curtain, and Mr P.Garrett. The parish council have four representatives on the Trust and are appointed for four years. One member is required to stand down after two years although could stand again to be re-appointed. The four years begin after the election of the parish council. NO member is required to stand down this year. The above mentioned four members were appointed en bloc as parish council representatives.

**(c )Kent Assoc.Local Councils[KALC]-** Two representatives from the parish council can attend the meetings of KALC and if required, vote on behalf of the parish council. The Chairman and Vice Chairman would attend the meetings as required.

**159. DRAFT Minutes** of the parish council meeting held Tuesday 19<sup>th</sup> April 2016, copies previously having been sent to each parish councillor, were agreed, approved and signed as a correct record

**160. Draft Minutes** of the ANNUAL PARISH MEETING held 28<sup>th</sup> April 2016, copies previously having been sent to each parish councillor. Page 3, line 28, the word 'site' should read 'sight', with this correction the minutes were agreed, approved and signed as a correct record.

**7.45pm.** With the agreement of fellow members, the Chairman allowed an informal session in order for residents to explain their proposals for events on their farm. They wanted to empathise with local people and the local economy. Events would be held from May to September with six events per year. There would be one event held at a time. Parking for 20 cars on tarmaced area with additional parking

Informal session contd:

in a nearby field. Music would be finished by midnight. Camping on site would be available for people attending the events.

Parish Council expressed their concerns about the increase in number of vehicles using Sandhurst Lane and the difficult access onto the main roads.

The younger person left the room having become upset by some comments and the session was concluded.

The Chairman returned the meeting to the formal agenda

**161. Planning-** all related matters were accepted

[i] Company asking the parish council for comments on a proposed new dwelling at Little Court and sent drawings of the proposed options. Letter from company –copy for each parish councillor. The owner was present and was asked to comment. Resolved: there had not been sufficient time to look at the drawings to form an opinion and deferred to the next meeting. Drawings had been taken by Cllr Mrs Curtain who would circulate them to all parish councillors.

[ii] Applications for CONSULTATION received from Ashford Borough to be considered

**15/01587/AS** Retrospective application for the erection of a temporary shed for a period of 2 years.

5 Thornden Court, Thornden Lane, Rolvenden Layne. Discussed. Resolved: to object to the application. The conversion of Thornden Court had conditions imposed one being that no other building should be erected to preserve the historic nature of the building. The plans show the construction of the shed as being attached to the dwelling. This is not in keeping with the nature of the dwelling nor the overall area.

**16/00571/AS** Demolition of existing conservatory; replacement orangery. Thornden, Thornden Lane, Rolvenden Layne. Discussed. Resolved: To support with no comments

**16/00572/AS Listed Building Consent** for application 16/00571/AS. Resolved: to support with no comments.

**16/00596/AS** Raising of ceiling height to 1<sup>st</sup> floor; new partition walls, removal of door & provision of shower room to 1<sup>st</sup> floor; raising of staircase to second floor. 14 Regent Street, Rolvenden  
Resolved: To defer to the decision of the Conservation Officer

**16/00625/AS** First floor extension and removal of wall partitions and doors from ground and first floor. Lower Woolwich, Mounts Lane, Rolvenden. Resolved: to support with no comments

[iii] Application for CONSULTATION received 10<sup>th</sup>-17<sup>th</sup> May 2016 from Ashford Borough was accepted and considered at this meeting

**16/00626/AS Listed Building Consent-** First floor side extension and removal of wall partitions and doors from ground and first floor. Lower Woolwich, Mounts Lane, Rolvenden. Resolved : to support with no comments

[iv] Consent GRANTED by Ashford Borough to the following applications and all noted

**16/00335/AS** Erection of a single storey extension to rear of side porch. 60a High Street, Rolvenden  
Three conditions

**16/00336/AS Listed Building Consent;** Erection of single storey extension to rear of side porch.

Infilling of door opening to rear, insertion of new door to front of porch to replace existing door and window, reconfiguration of internal staircase and removal of internal and external walls to the ground floor. 60a High Street, Rolvenden. Five conditions.

**16/00386/AS** Proposed detached outbuilding to replace existing, Lake Farm, Thornden Lane, Rolvenden Layne. Five conditions.

**16/00366/AS** Proposed two storey front extension and replacement porch; change from tile hanging to weatherboarding. I Frensham Road, Rolvenden Layne. Four conditions

**16/00163/AS** Prior Approval for a proposed change of use- Agricultural building and land within its cartilage to class R flexible use (in particular Class C1 hotel) Farnell Farm, Sandhurst Lane, Rolvenden  
Prior approval is not required for change of use from agricultural land to offices and shops.

**16/01620/AS** Replacement of existing windows to the front elevation with slim line double glazing- West House, 66-72 High Street, Rolvenden. Three conditions.

**161.planning-**

[v] **Halden Field** –proposed new development- no further information to report

[vi] **Barrett Field-** proposed new football field- no further information to report

[vii] Planning matters not raised elsewhere on this agenda to be accepted and considered.-none

**162. Neighbourhood Development Plan-** work is still in progress. A meeting with Ashford Borough Council to be arranged in June in order to organise a public consultation.

**163. Kent Assoc.Local Councils:** [a] Clerks Conference, 14<sup>th</sup> June, Sutton Valance Village Hall-new clerk proposes to attend.

[b] Councillors Conference, 7<sup>th</sup> July, Orchards Venue, East Malling- noted

[c] Ashford Borough Council considered there was no merit in their meetings with KALC and parish councils

Mr S.Bryant ( a resident) interrupted with his opinion on Ashford Ward Member for Rolvenden not attending the parish council meetings.

**164. Kent Highways** – outside cottages on Hastings Road the water has ceased flowing across the road. This was considered due to work being done or the recent dry weather.

**165. Annual Parish Meeting,**held 28<sup>th</sup> April 2016- no matters arising from the meeting. There was a good number in attendance. The format was good.

**166. Fingerpost, High Street/Benenden Road.** Cllr Mrs Newman contacted members by e-mail for their consent to go ahead with the quote of £300 that she had received- This was confirmed. The contractor will need to obtain an oak post and materials. The materials previously obtained had been given to the contractor. The quote of £300 does not include installing the post which will need to be done under the authority of Kent Highways. A date is needed for the finished post in order to liaise with Kent Highways for its installation.

**167. Rolvenden Village News-** parish council asked if they would like to have a page on the blue insert leaflet for any announcements or updates. Discussed. Resolved:Editor of the magazine to be made aware if there is to be no entry from the parish council. E-mail of the new clerk to be passed to the editor.

**168.** The new Clerk would like to arrange a Twitter account for the Parish Council. Mr Gary Willard gave a brief explanation of this aspect of social media saying that it is frequently used by an increasing number of other parish councils. Proposed by Cllr Mr B.Hindley, seconded Cllr Mrs Curtain to utilise this media through the Clerk and for its purpose to be reviewed in a year's time.

Mr S.Bryant ( a resident) asked the Chairman if he could ask a question on Finance

**169. Finance-** related matters were accepted.

[i] Annual return year ending 31<sup>st</sup> March 2016, to be submitted to the external auditor no later than 13<sup>th</sup> June 2016. Internal auditor has completed his section of the report. Copy of Annual Governance Statement given to each parish councillor for their approval.

Resolved : Parish council approved the Annual Governance Statement and was signed by the Chairman

[ii] Annual Return year ending 31<sup>st</sup> March 2016, copy of the Accounting Statements were given to each parish councillor for their approval. Resolved: Parish council approved the accounting statements and the Annual Return was signed by the Chairman

[iii] **Newcomers Welcome Party:** Rolvenden PCC has requested the parish council give consideration to the sharing of the cost of the Party as in previous years. The account of £90.57 relates solely to purchases from the village store. –Resolved: to pay half of the total amount as in previous years-

[iv] **Resolved to pay** the following:

Mr C.E.B.Burns, £70.00, fee for examining accounts for year ending 31<sup>st</sup> March 2016

Korker Sausages- £19.08 refreshments at the Annual Parish Meeting.

Ken & Judith Linklater Rolvenden- £56.90, refreshments for Annual Parish Meeting

**169.Finance:[iv]** Resolved to pay

Reimbursement of costs to Cllr Mrs Curtain -£160.00 for purchase of retirement gifts to the Clerk.  
Cllr. Mrs D.Curtain was thanked by Cllr Hindley for undertaking this task.

At this point Mr S.Bryant asked his questions on the following:

J.P.Oakeley- £630.00, grasscutting in the parish. Mr S. Bryant asked for the grass cutting to be itemised as in previous years. Mr S.Bryant considered the parish council spending this amount of money was poor value for the parish. He told the parish council they should not pay the presented invoice of the grasscutting contractor. The opinion of Mr S.Bryant was the support of the contractor by the parish council meant there was an alternative connection and the parish council were incompetent. This was insulting to parish councillors.

The Chairman asked Mr Bryant to desist from interrupting and leave the room. Mr Bryant refused to do so.

The Chairman adjourned the meeting. He left the room to phone the police to ask them to remove Mr S.Bryant from the room.

The Chairman returned to the meeting having called the police who were on their way to Rolvenden. The Chairman reconvened the meeting and continued with item 169[iv] Resolved to pay by a majority vote.

J.P.Oakeley- £630.00, grasscutting in the parish.

Rolvenden PCC- £85 - annual rent of the village hall

War Memorial Trust- £20- annual rent of children's play areas

Mr S.Brooks- £120.00, four weeks @ £30 per week, collecting litter in the parish

J.M.Serra, wage to clerk for May- £413.83 plus reimbursement of expenses 19.4.16-16.5.16- £39.91  
£453.74

[v] Accounts presented at this meeting to be accepted and considered for payment-none

[vi] Financial matters not raised elsewhere on this agenda to be accepted and considered-none

**170. Other Matters for Information:** *issues can be raised which involves no more than an exchange of information. NO DECISIONS can lawfully be made on matters raised under this exchange.*  
*LGA1972 sch12.*

[a] Clerk & Councils Direct- independent publication for local councils-copy received.- noted.

[b] Complaint from resident on increasing number of cars parking in Gybbons Road.

[c] Mr S.Brooks cutting back shrubs on edge of road{ had permission}

[d] Cllr.Mr Tiltman has amended to improve the web site and corrected some errors.

[e] Large Chestnut tree cut down junction Sparkeswood Avenue/Tenterden Road. Notification on this action not given to the parish council nor the parish tree warden.

[f]Basketball posts – have had caps put on the top.

[g] Installation amendments to the new play equipment had been carried out by the company.

[h] Trees cut down in Little Court

[i] Instrument on telegraph pole in High Street reported to monitor the volume of traffic

[j] noted there is a similar instrument on a tree at Gatefield.

[k] Parking on green spaces- Cllr Mrs Curtain waiting for the response from Ashford Borough.

[l]Speed Indicator Device, outside school- not yet returned.

[m] business cards for parish councillors- to consider.

[n] Photographs and profile of parish councillors for the web site-to consider

The Chairman concluded the meeting and members started to remove their tables and chairs.

Two police officers arrived in response to the Chairman's phone call. The Chairman discussed the matter with the two officers.