

**MINUTES OF THE FULL ANNUAL COUNCIL MEETING
HELD ON MONDAY 8th April 2013 at 7.30pm
IN THE UNITED REFORMED CHURCH MANOR ROAD**

Present

Councillors: Mrs Blackburn (Chairman), C.Elwood (Vice Chairman), M.Lawrence, Mrs C.Codd, Mrs M. Simmons, B Edwards, J Clark and R Benoy.

Parish Clerk: Mrs S. Denne.

Also present: Cllr Davies, Cllr Webb and Public.

~~**Election of Chairman and of Vice Chairman**— Election for Chairman Cllr Jenny Blackburn. Election for Vice Chairman Cllr Chris Elwood.~~

~~**Signing of Declaration of Acceptance of Office**~~

1. **Apologies for absence** – Cllr Geer.
2. **Declaration of Interests** – None
3. **Declarations of Lobbying** -None
4. Minutes of the meeting held on the 11th March 2013 were agreed.
5. **Session for Borough Councillors** – Councillor Davies informed the meeting that he was unable to say anything as he was in purdah, due to County Council elections on May 2nd. Councillor Webb also informed the meeting of the same. However, he mentioned that work had been carried out by the Common Conservators on various parts of the Rusthall Common and that he was monitoring the Cranwell Flats relocation payments.
6. **Public Open session** – A member of the public informed the Parish Council that she had written to the South East Coast Ambulance Service with regards to an incident. Instead of unlocking the bollards to gain access to a development an ambulance drove over the grassed area, leaving heavy track marks. She was concerned that this would create a precedent. At the time of the meeting she had received no reply.
7. **Planning Committee** – The report from the Chairman of the Planning Committee (Councillor Edwards) set out the Parish Council's statutory responses to four applications which had been received since the last meeting.
The Planning Committee then recommended approval by Officer delegated powers for 13/00543/HOUSE/RE4 (3 Bowen Road) - 13/00593/FUL/SF1 (Flat 9 Rusthall Road) 13/00597/TPO/DMD (17 Bowen Road). However, for 13/00495/FUL (Gable End, Ashley Park) the Committee recommend refusal. Clerk to contact Mr Turner, an objector, to instruct a Rusthall Borough Councillor to call in the application to the Western Area Planning Committee.
8. **Setting Up of Committees** – It was decided to set up Committees rather than have working groups. The Planning Committee to stay the same. The Allotment Committee to comprise of Cllr Benoy, Cllr Codd, Cllr Lawrence and Cllr Edwards. The Finance Committee to comprise of Cllr Blackburn, Cllr Elwood, Cllr Codd and maybe Cllr Geer (not present) or Cllr Clark. The Governance Committee to comprise of Cllr Blackburn, Cllr Elwood and Cllr Simmons, it would be preferable to have a further Councillor for this Committee.

9. **Allotments** – Councillor Benoy informed the Parish Council that he had obtained three quotes for skips, ranging from £228 to £240 per skip. The Parish Council to decide where on the allotment sites to locate them and when.
10. **Change Request for Clerk’s Payment Date** – The Clerk requested that her salary be paid on the first of the month, for ease of accounting. This was agreed.
11. **Consider One Spine Point Increase in Clerk’s Pay** – It was agreed that the Clerks salary would go up one spine point, from Scale point 20 to Scale point 21.
12. **KALC Community Awards** – The Parish Council were informed of the awards, which will be taking place in 2014.
13. **KALC Subs** – The Clerk requested that the Parish Council should still carry on with their KALC membership, the cost being£1261.13. This was agreed.
14. **Clerk’s Report** – The Clerk reported on the following:

Allotments - Progress, despite emailing council, no reply as yet and solicitor had heard nothing also. All information had been captured and invoices ready to send. Once Parish Council get the go ahead to send out the invoices Clerk will attach a covering letter, informing tenants that she will be at the library on a Thursday morning and also one late afternoon. So that if they wish, they may hand her their cheques and complete the tenancy agreement there and then. A notice is on the website informing residents of availability of plots and a poster is to go on the notice board. Clerk had also asked Craig if he can place a small article in the Courier. **Fire Station** - Clerk has contacted three further companies to quote for building work and hopes to show them around in the next couple of weeks. She had also requested a meeting with KFR to discuss a couple of points with regards the transfer. **Village Signs** - These are now being made and Clerk hoped to find out soon when they will be installed. **Rusthall Library Garden Project** - Clerk had agreed to hold the money for them in the Parish accounts. The amount requested was £300. The project promotes community cohesion, with the main focus on youth engagement, thus reducing/tackling Anti-social behaviour. The money will NOT be spent on labour costs; as all work will be carried out by volunteers, some of which are professional gardeners. The funds will be used to purchase plants, planters, paint, soil etc in a bid to improve the main focus point of the local community. **End of Year Accounts** – Clerk to settle the end of year accounts, and the internal auditor is visiting on the 7th May.

15. Cheques/Payments

	ACCOUNTS FOR PAYMENT	APRIL 2013	
<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
S. Denne	100123	882.92	Salary to end of March
HMRC	100124	155.31	Tax and NI
URC	100125	10.00	Hire of Hall Planning
URC	100126	30.00	Hire of Hall
KALC	100127	72.00	Planning Conference
RBS	100128	438.00	Allotment Software
RBS	100129	42.00	1 Hour Allotment Training
Orange	DD	20.71	Mobile
S. Denne	100130	150.00	Working from Home Jan – Mar
S. Denne	100131	16.50	Stamps
CAB	100132	1000.00	Grant
RCYP	100107	3400.00	Grant
Total Payments		6217.44	

16. Consideration of any urgent business

- (a) Cllr Blackburn informed the Parish Council that an informal survey could be carried by the Parish Council to monitor the size of lorries using particular roads. *It was agreed that Councillor Blackburn would consult Speldhurst Parish Council in regard to carrying out a joint venture along Broomhill Road.*
- (b) It was agreed that some of the councillors would meet on the 11 May at 10.00 am Common View to carry out Bag it and Flag it. *Clerk to remind Councillors nearer the time.*
- (c) Cllr Blackburn informed the meeting of the Safe and Sensible Street Lighting Plan. There is to be a trial for 12 months, starting the summer of 2013. It was not known if Rusthall would be affected. *Cllr Blackburn to find out further information.*
- (d) Cllr Lawrence requested that the Parish Council consider the Village Assets Register. *To be put as an agenda item for May.*
- (e) Cllr Blackburn reminded the meeting that potholes should be reported to the KCC Highways Steward via the Clerk.
- (f) Cllr Lawrence requested that the parish Council consider purchasing high viz jackets for use by Parish Council, when clearing paths. *Clerk to add to agenda for May and investigate.*
- (g) It was agreed that the Parish Meeting of the Village would be put back to the 5th June 2013.

The Meeting ended at 8.50 pm