

DRAFT Minute Ref HPC 05/22**Hothfield Parish Council**

Minutes of the Meeting of the Parish Council

held on Wednesday 1 June 2022 at 7.00pm at The Bluebells Children's Centre.

DRAFT COPY**1. PRESENT**

Mr I Lloyd (Chair), Mrs M Merrion, Mrs P Sutcliffe, Mr M Cook, Mr G Cox,
Mr R Vernon, Mrs C Bell (Borough Councillor) Mrs M Norris (Clerk)

5 members of the public were in attendance.

2. APOLOGIES FOR ABSENCE

Apologies for absence was received from Mr Pollock. The chairman approved the reasons for absence.

3. DECLARATIONS OF INTEREST**Declaration of Pecuniary Interest**

There were no Declarations of Pecuniary Interest

Declaration of Significant Interest

There were no Declaration of Significant Interest recorded this period.

Mrs Sutcliffe declared an interest in the proposal being discussed by Urban Curve as part of the public interval.

i) To note the granting of any Requests for Dispensation and the decision

No requests received

ii) Updating of Declarations of Interest for the Code of Conduct

Councillors are reminded that they should update their Declaration of Interest with the Monitoring Officer if necessary.

4. PUBLIC INTERVAL

A representative from Urban Curve attended the meeting to discuss early stage proposals for a small residential development on the land to the east of Turner's Farmhouse West Street. 5 x new dwellings. The PC welcomed the opportunity to hear from both the architect and his client at this early stage.

A member of the public raised questions about the solar monies.

- a) Is the solar money held separately from other funds?
- b) How much of the solar money has been used to date?

Mrs Merrion advised that the solar money is not held in a separate account but is earmarked and accounted for separately to other funds. Currently in year there is £22,505.00 in solar funds and £528.00 has been spent on the speed survey. As a result of this some further funds may be identified to support traffic calming measures but a final figure is not yet known.

Mr Cox also spoke about some of the projects that the solar fund money may be used for including the possible pathway to connect East & West Hothfield.

A new resident to the village raised concerns about the triangle of land on The Street looking rather overgrown and asked if there would be any budget to landscape it. The chairman advised that no land is owned by the parish council and therefore any landscaping or improvements would need to be agreed and funded by KCC. The resident was advised that she could contact KCC and log this as a complaint via the online portal as an overgrown verge or raise the issue with Charlie Simpkins, our KCC member.

5. ACCEPTANCE OF MINUTES FROM THE PREVIOUS MEETING

Minutes 4/22 of the meeting held on 4 May were accepted and it was unanimously agreed that Mr Lloyd should sign them. This included an amendment to the minutes to show the Mr Cook was in attendance.

Proposed: Mr Lloyd

Seconded: Mrs Merrion

6. MATTERS FOR REPORT ARISING FROM THE PREVIOUS MINUTES

There were no matters for report not covered on the agenda.

7. PLANNING

22/00690/AS Manor Cottage, Church Lane, Hothfield TN26 1EL

Lawful Development Certificate- Proposed alteration of roof with flue and windows on conservatory.

Decision – Support

22/000132: 3 - 4 The Street

A revision to the original drawings had been submitted through the planning portal although this had not been brought to the attention of HPC. Cllr Bell had called this application to the planning committee and as such wanted to ensure that the decision reached and the points raised by HPC were still valid.

The Chairman agreed that our original comments still stood and that we would ensure that this was recorded. Mr Cox informed the PC that the residents who had originally commented via the portal regarding the application had all been made aware of the revision to the drawings.

20/01644: Thanet Terrace

Cllr Cox reported back to the parish council about the result of the appeal on the land behind Thanet Terrace. The northly access route was turned down on grounds of safety using the access track. The developer appealed this decision and as a result the inspector ruled that the track was safe.

8. BOROUGH COUNCILLORS REPORT

A planning applications clearance week had been held at ABC to clear a backlog of older applications it was reported that the week had resulted in 168 applications had been processed along with 15 tree applications.

Following ABC recently losing a planning appeal in Tenterden, it was reported that the Borough Council now intend to challenge the decision in the High Court. The outcome is awaited and Cllr Bell will report back further when a decision is known.

Cllr Bell agreed to make enquiries on behalf of the PC to how tree applications are currently sent out. At present we only appear to be consulted when the trees are in a conservation area. Previously the PC had been informed of all tree applications within the area.

The broken fence around Hothfield Green had been reported via ABC portal however each time the issue had been closed with no further comment. The clerk will send the details to Cllr Bell who agreed to investigate further on our behalf.

9. FINACIAL REPORT

Hothfield Parish Council – Bank Reconciliation as at last Bank Statement 13th May

Balance at Bank 13/05/22

HPC Reserves A/C	59939.78
Plus uncleared receipts	0.00
	59939.78
Less uncleared Cheques	0.00
	59939.78
HPC Current Account	100.00
	60039.78
Less Earmarked Funds	40575.23
	19464.55

Hothfield Youth Account – Bank Reconciliation as last Bank Statement -13th May

Business Current Account	1369.86
Direct Reserve Account	1034.68
Total	2404.42
Add receipts in year	0.00
Less Payments in Year	0.00
Total	2404.42

Hothfield Parish Council Earmarked Funds FY22/23

	Opening Balance	+/-
MUGA	10000.00	-
GARDEN COMPETITION	490.02	-
VILLAGE PROJECTS	3381.88	-
SOLAR FUNDING	22505.50	-
YOUTH	2404.42	-
FETE /SOCIAL	1793.31	-
	40575.23	-

24.2 Accounts to be Paid

Resolved- The following payments were agreed in accordance with the budget

PAYEE	CHQ	DESCRIPTION	NET £	VAT £	GROSS £
EDF	D/D	Muga Electric	10.00	-	
Parish Clerk	696	Salary	327.70	-	
Caretaker	697	Salary	304.59	-	
Parish Clerk	698	Misc Jubilee	102.80	-	
Mr Lloyd	699	Print Ink H New	116.46		

Resolution: Councillors agreed to pay the above accounts and noted the Direct Debit payment of £10.00 to EDF for electricity for the MUGA taken on the 1st of each month.

Although an invoice for the materials cost of the Jubilee lunch boxes had been received, the PC were of the opinion that the unforeseen amount of work involved in the preparation of these warranted a further payment and it was agreed that Cllr Merrion would conduct further investigation to come up with a fair and reasonable figure to submit to the PC for agreement.

10. AGAR 21/22

Resolution to Certify Hothfield Parish Council as exempt from a Limited Assurance Review under Section 8 of the Local Audit Smaller Authorities Regulations 2015

Councillors unanimously agreed that Hothfield parish Council met the criteria laid down and it was therefore agreed that the Chairman and the Clerk should sign the Certificate of Exemption.

Review of Statement of Internal Control

Councillors were satisfied that the Statement of Internal Control, was in order and Mr Lloyd and the Clerk signed the document.

Approval of the Annual Governance Statement

Councillors Approved the Annual Governance Statement. Mr Lloyd and the clerk signed and dated the Annual Governance Statement.

Consideration of the Accounting Statement by Members of the Meeting as a Whole

Councillors considered the Accounting Statement and agreed they were accurate and Mr Lloyd and the Clerk signed the document.

11. REVIEW OF POLICIES & PROCEDURES

Councillors agreed that the Complaints Procedure was in order but should include a link on the HPC website to the complaints procedure laid out on the ABC website. The clerk will action this request.

12. DETERMINE DATES OF FUTURE MEETINGS UP TO AND INCLUDING THE NEXT ANNUAL PARISH MEETING

It was agreed by members of the PC that from September 2022 meetings will be held on the 2nd Wednesday of the month. The start date will remain 7.00pm. Clerk to publicise on the website.

The date for the 2023 Annual meeting has yet to be agreed although the chairman confirmed that it will take place on a different date to that of the Annual Council Meeting Legislation dictates that the Annual meeting must be held between 1st March and 1st June 2023.

13. GENERAL COUNCIL BUSINESS

The following correspondence was passed to the Chairman:

St Margarets' Hothfield letter dated 9th May

Natwest Bank letter

Ashford Borough Council Invoice

Email Correspondence

CLlr Cox advised that the Pot holes on The Street had been reported.

HM Queen Jubilee Celebration Update

The PC were delighted that such a large number of tickets to the event had been sold. There had been some disappointment that the tickets were removed from sale a week before the event but the Chairman explained that tickets had been made available for over 4 weeks and that a cut off for purchasing tickets was required in order to ascertain catering numbers. This, however, would not eliminate anyone from attending the event where tea and coffee, cake and a commemorative cup would still be received by all although a boxed Jubilee high tea would be unavailable.

The village hall event will take place tomorrow and the chairman confirmed that he will be helping to set up the hall in the morning and requested volunteers to assist. The clerk reminded all involved that any moneys paid out by individuals for the jubilee celebrations could be repaid on sight of the receipts.

Village Hall

CLlr Cox confirmed that newly agreed revised prices of the village hall hire will be printed in the next edition of the newsletter.

Items brought to the attention of the PC via PCSO or KCC Warden

No items were raised.

Muga

The Play inspection Company report had been issued to all Cllrs prior to the meeting. Overall items brought to the attention of the PC were low risk and suggestions more so than actions. To mitigate against the weeding and vegetation growth that had been highlighted in the report. CLlr Cook suggested that we ask Mr Marden if he is prepared to weed the area. Reports of flaking paint will also be addressed when the area is professionally repainted.

Newsletter

The Chairman confirmed that any items for submission into future editions of the newsletter should be emailed to him in the first instance. Mr Lloyd will then collate them and forward them to the Editor.

14. SOLAR FUNDING PROJECTS UPDATE

CLlr Cox proposed that a subcommittee be set up to look at the progression on those items that were put forwards as solar projects. A sub committee would meet outside the current monthly

parish meeting and this would enable more time for each item. The first meeting will take place in August when the PC do not hold a monthly meeting. It was agreed that the PC would like to be in a position that they can report to residents in October.

17. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

Cllr Sutcliffe and Cllr Lloyd reported that they will not be present for the July meeting. There were no other items for consideration.

18. ITEMS FOR NEXT AGENDA

The Chairman requested that any items for the agenda be sent to the clerk for inclusion.

19. DATE OF THE NEXT MEETING

Wednesday 7th July 2022

There being no other business the Chairman closed the meeting at 9: 03pm.

Signed : _____

Dated: _____