



ROLVENDEN PARISH COUNCIL

MINUTES of the Parish Council Meeting held on Tuesday 19 July, 2016 at 7.30pm, in the Gallery Room, Rolvenden Village Hall, Maytham Road, Rolvenden, Cranbrook, Kent TN17 4ND 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. Mrs. J. Stace, Cllr. Mr. J. Wilkins and Mr. G. Willard - Clerk to the Council.

Apologies for absence: Were accepted from Cllr. Mr. B. Hindley (unwell).

(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 in August 2012 by the Parish Council, to be made relating to items on the Agenda* – Item 199. Finance – Cllr. Mrs. Denise Curtain declared an Interest as Book-keeper for the Parish Council's Contractor J.P. Oakeley (Grass Cutting in the Parish).

(c) Declarations of Members' other Interests: *not required to be disclosed under (a) and (b) but voluntary announcements made only for transparency reasons* – Cllr. Mr. Michael Hook declared his membership of the Weald of Kent Preservation Society and in addition that he was a family friend of the residents at Primrose House with whom there was an issue with a Planning Application at the Parish Council Meeting held on Tuesday 21 June, 2016. Cllr. Mrs. Irene Newman declared an interest as a party in receipt of a payment from the Parish Council under Item 199. Finance.

179. DRAFT MINUTES of the Parish Council Meeting held on Tuesday 21 June, 2016, copies having previously been sent to each Parish Councillor, were agreed, approved and signed as a Correct Record.

180. Grass Cutting in the Parish. Cllr. Mr. John Wilkins advised that he is in the process of obtaining advice from an independent grounds person with a view to obtaining further knowledge before reporting back to the Parish Council and in addition he requested approval to speak to the landscaping people at Ashford to obtain advice from them. This was agreed by Members. Cllr. Mr. John Wilkins mentioned that he had grave concerns about the £980.00 that was paid to J.P. Oakeley last month for grass cutting in the Parish. A breakdown of the work carried out was requested and it was mentioned that although it was not itemised on the last Agenda, a copy of Mr. Oakeley's invoice for £980.00 was given to Members at the last Meeting. This showed a breakdown of the work comprising the total requested.

The Cricket Club field and Football Club field were discussed and it was ascertained that only the outfield of the Cricket Club is mowed by Mr. Oakeley. Cllr. Mr. John Wilkins mentioned that he wondered if it was fair that the Parish Council were doing work for the Cricket Club but not the Football Club. Cllr. Mrs. Denise Curtain mentioned that it was the Football Club's choice not to have mowing carried out by the Parish Councillor's Contractor.

181. Correspondence Received.

(i) Electoral Review of Ashford. Discussed. Cllr. Mr. Duncan Murray mentioned that he had sent an e-mail to all Members explaining this process. It was agreed that no further discussion on this topic was necessary.

(ii) Ashford Local Plan. Discussed. Cllr. Mr. Duncan Murray explained that the Ashford Local Plan was in the form of a publication of approximately 800 pages. It is in draft form at the moment and anyone wishing to view this can find it online and make comments on its content. He further mentioned that himself and Cllr. Mrs Denise Curtain plus two others attended a talk about it last week.

Cllr. Mrs. Denise Curtain requested that a letter be sent to Ashford Borough Council to express concern that Rolvenden's local event in Tenterden was not publicised effectively and in time to give sufficient notice for people to attend. The Clerk to action this. Cllr. Mrs. Irene Newman mentioned that Rolvenden wasn't referred to at the event. She was also concerned that adequate infrastructure is not in place prior to building new homes etc., and that the event was very badly attended.

(iii) Came and Company. Letter from Came and Company informing the Parish Council that there has been a change in the parent company. Discussed. No action required.

(iv) Love Kent, Hate Waste – littering initiative. Discussed. Clerk to copy the documents to Members via e-mail. Cllr. Mr. John Wilkins asked if the Parish Council had any equipment for use in litter collection. The Clerk informed him that he has a "litter picker" and Cllr. Mr. John Wilkins requested that the Clerk pass this over to him at the next meeting.

(v) Local Green Infrastructure. The Clerk advised that he had received a document in PDF format via e-mail but due to the number of pages, he was unable to print out a copy. He advised that he could send this on via e-mail to any Members who were interested.

182. Planning – All related matters were accepted.

[i] Applications for CONSULTATION received from Ashford Borough Council were accepted and considered:

16/00852/AS Taking down part of the existing chimney stack buttress on Western elevation, re-building the same to match existing surrounds, construction of two additional buttresses in the cellar.
Forsham Farm, Wassall Lane, Rolvenden, Cranbrook, Kent TN17 4PP.

The Parish Council supports this Application.

16/00964/AS 1. Change of use of outbuilding from Annexe to Holiday Let with associated works and erection of acoustic fence. 2. Minor internal alterations to facilitate change of use to Holiday Let, replacement of windows, removal of canopy and erection of acoustic fence.
Cherry Garden Farm, Hastings Road, Rolvenden, Cranbrook, Kent TN17 4PL.

The Parish Council supports this Application

16/00965/AS Listed Building Consent for the above (16/00964/AS)

The Parish Council supports this Application.

[ii] Applications for CONSULTATION received between 12 – 19 July from Ashford Borough Council were accepted and considered.

16/00835/AS AMENDED Application. Subdivision of plot and construction of a new single storey, 3 bedroom detached property with new access from Maytham Road. Little Court, Maytham Road, Rolvenden, Cranbrook, Kent TN17 4ND.

Objections from Mr. & Mrs. Hamilton from Barton Lodge and Kent County Council Highways were considered during discussions.

The Parish Council strongly objects to this Application on the grounds previously advised to Ashford Borough Council on 24 June with the addition of its concern that the privacy of the owners of Barton Court would be compromised with the proposed addition of a second storey.

Letter to be sent to Ashford Borough Council in this respect.

[iii] Consent GRANTED by Ashford Borough Council to the following Applications were accepted and considered.

None.

Councillors expressed concern that notification of Planning issues by Ashford Borough Council were somewhat sporadic at this current time. The Clerk to liaise with Ashford Borough Council to request that they remedy this.

[iv] Halden Field – related matters were accepted and considered. Cllr. Mr. Duncan Murray and Cllr. Mrs. Denise Curtain met with Ashford Borough Councillor Mr. Mike Bennett at the Kent Association of Local Councils meeting where he mentioned that negotiations continue.

[v] Barratt Field – related matters were accepted and considered. None.

[vi] Planning related issues not raised elsewhere on this Agenda were accepted and considered.

Cllr. Mr. John Wilkins mentioned that he had e-mailed the Clerk objections in respect of Applications for Holiday Lets at Potman's Heath in Wittersham. The Clerk informed Members that he could find no record of receiving this e-mail at the current time. Cllr. Mr. John Wilkins suggested he e-mail Ashford Borough Council direct in respect of this as the closing date for receipt of objections was 23 July.

Application 16/00855/AS & 16/00864/AS Single storey conservatory to rear elevation and Listed Building Consent for same. Primrose House, 20 High Street, Rolvenden, Cranbrook, Kent TN17 4LN.

Present at the meeting were the residents of the above property and they were invited by the Chairman Cllr. Mr. Duncan Murray to speak about their Application. They explained that it was suggested by Sally Hodges at Ashford Borough Council Planning that, in view of objections from Rolvenden Parish Council, they construct the conservatory with a mono pitched roof. Before submitting revised plans, the residents explained that changing the design to accommodate a mono pitched roof would mean that it would encroach on the Kent Peg Tiles which have all been restored and would also mean a sacrifice on space. It was mentioned that with modifications to lower the roof of the existing plans it was the intention to maintain the integrity of the cottage.

[vi] Planning related issues continued.

Comments by the Parish Council on this were invited. *A general discussion took place which did not form part of the official Parish Council Meeting.*

183. Neighbourhood Development Plan. Cllr Mr. Duncan Murray reported that he went with Cllr. Mrs. Denise Curtain to a meeting with Ashford Borough Council and they were advised to ensure that the Rolvenden Neighbourhood Development Plan “fits” with the Ashford Plan. If it does not “fit” then Ashford Borough Council will help to remedy this. It is also reported that Ashford Borough Councillor Mr. Mike Bennett has worked with Planning Officers to encourage them to be more receptive to ideas and comments from Parish Councils.

184. Kent Association of Local Councils. Attendance at the Councillors’ Conference on 7 July. Nothing to report.

185. Kent Highways. (a) Fingerpost on the corner of Regent Street and High Street – Cllr. Mrs. Irene Newman reported that the fingerpost was now in place complete with the direction fingers. She mentioned an issue with the overgrown Beech tree in the garden of the property adjacent to the fingerpost. Cllr. Mrs. Irene Newman dropped a note into the house to explain the problem and to request that the tree be cut back away from the footpath and fingerpost. This has not yet been done. The resident of the property said that the tree was in a conservation area and therefore they weren’t allowed to touch it. It was mentioned that a resident had been seen walking along the pavement by the fingerpost and had to move the overhanging branches aside in order to pass and, in addition, the branches obstruct the fingerpost which defeats its purpose. It was decided that if the tree is not cut back then Kent County Council Highways would need to be notified. Cllr. Mrs. Irene Newman advised that the photographer from the Kent Messenger would be attending tomorrow morning (Wednesday 20 July) at 9.00am and requested that Councillors attend if possible.

(b) Meeting between KCC Highways and Parish Councillors on Wednesday 13 July – Cllr. Mrs. Denise Curtain reported that the Parish Council are waiting for KCC to come back to them with suggestions and costings for work to be carried out with regard to the parking on the grass in the High Street. Cllr. Curtain also mentioned that KCC do not want the Parish Council to go direct to individual officers with new issues. They wish us to raise these through the Parish Portal in the first instance as each issue is automatically routed to the correct department and the statutory time to completion comes into action immediately. Should things not progress from there THEN we should contact the officers direct.

(c) Other Highways related issues – Cllr. Mrs. Irene Newman mentioned the tree that had fallen on the cables along Maytham Road. The Clerk advised that he had contacted National Power Networks about this but was not sure if this had been dealt with. Cllr. Mr. Duncan Murray advised that the tree was still across the cables as of yesterday (Monday 18 July).

186. Public Footpaths and Bridleways. Modification Order (AT39) and Notice of Public Path Orders (AT39, AT40 and AT55) were considered. Copies of the Orders were examined. Cllr. Mr. Graham Tiltman mentioned that he would be prepared to walk the routes specified and the details were passed to him. Cllr. Mrs. Irene Newman said that she thought we should be given a reason for the Modification Orders.

187. ‘A’ Boards on Rolvenden High Street. Cllr. Mrs. Denise Curtain mentioned that when the Country Fayre was held at Hole Park there was a yellow AA sign placed at the junction of Regent Street and High Street which caused problems with visibility when emerging from the junction. Cllr. Curtain said that she moved the sign but it was returned to the same position later that day.

Cllr. Mrs. Irene Newman mentioned that in addition they were dangerous to pedestrians with a visual impairment. Cllr. Mr. John Wilkins suggested that the Parish Council write to the organisations that place advertising signs on the highway to ask that they exercise some consideration when deciding where to put them. Cllr. Mr. Michael Hook suggested that the signs be limited to a certain height because that would mean that they would not interfere with visibility at junctions. Cllr. Mrs. Irene Newman said that she would prefer advertisers not to attach signs and notices to the new fingerpost. The Clerk to action this.

188. Rolvenden Early Settlement Group. It is proposed that a letter be sent by the Parish Council in support of the application for Heritage Lottery Funding. Discussed.

Cllr. Mr. John Wilkins advised that he had received a letter saying that the Early Settlement Group were proposing to apply for a grant from the Heritage Lottery Fund and asking if the Parish Council would send a letter in support. It was agreed that Cllr. Mr. John Wilkins would write the letter and the Clerk would send it.

189. Trees in Sparkeswood. Concern has been raised about Ashford Borough Council's decision to remove trees without prior consultation with the Parish Council. Discussed.

Cllr. Mr. John Wilkins mentioned that the person at Ashford Borough Council had been busy and that he did not have time to consult with the Parish Council. Cllr. Mr. Duncan Murray asked Cllr. Mr. John Wilkins to write a letter to Ashford Borough Council and the Clerk to send it. A copy to be sent to Ashford Borough Councillor Mike Bennett and to KCC Member for Rolvenden Michael Hill.

190. First Aid/Defibrillator Talk. Cllr. Mrs. Denise Curtain mentioned that Cllr. Mr. Brian Hindley had passed his comments on this item to her to read out to the Council in his absence. He does not believe that there is any advantage to asking Councillors or residents to attend the lecture in Biddenden for the following reasons: (i) There are two main types of defibrillators, semi and fully automatic. In the former type the person attending has to apply the electric shock themselves when instructed by an automated voice. The second type, the ones that are in Rolvenden, the unit makes the assessment and when necessary applies the shock automatically. Therefore we do not need any kind of training for our defibrillators and ours are available 24/7/365 without the need for entering a code. (ii) The agreement that exists between the Council and Cardiac Science that supplied the units is that we have insurance with them for up to £10 million and that the insurance is only valid if the units are used according to their instructions. Cllr. Mr. Brian Hindley feels that by watching a demonstration of something that might be totally different could cause confusion and may invalidate the insurance. A demonstration was carried out at the Village Hall when the units were first installed and periodic repeated demonstrations would be a possibility.

Cllr. Mr. Duncan Murray suggested that the defibrillator instruction video on YouTube be promoted again for the benefit of all those wishing to learn how to use the units.

Cllr. Mr. Graham Tiltman suggested that maybe a talk on First Aid in general may be more appropriate.

191. KCC Parish Bus Shelter Grants for 2016/107. Information received from KCC considered. Cllr. Mr. Graham Tiltman to look into the possibility of providing a bus shelter at Monypenny. Details of the Grant Scheme were passed to Cllr. Tiltman. This item to be on the Agenda for the next meeting.

192. Freedom of Information Act (2000). Proposal to consolidate the Council's policy on the Freedom of Information Act in light of recent events. Discussed. Model Publication Scheme was presented to Councillors to be considered for eventual inclusion on the Parish Council's website.

Again, in the light of recent events, it was suggested that the NALC and SLCC be contacted for information regarding the Freedom of Information Act.

193. Data Protection Act (1998). A copy of proposed Data Protection Policy was presented to Councillors for consideration. Discussed. It was suggested that Cllr. Mr. Brian Hindley looks through the proposed Policy before it is adopted. The Clerk to e-mail a copy to Cllr. Hindley and also Cllr. Mrs. Denise Curtain.

194. Goal Posts on the Layne Field. Cllr. Mrs. Denise Curtain reported that one of the goal post legs had snapped and rather than replacing the whole goal post there was a possibility that the leg in question could be welded. Cllr. Curtain to look into this.

195. Bark Chippings. Discussed. Clerk to order Bark Chippings from Bourne Amenity and delivery to be co-ordinated with Jon Oakeley for spreading.

196. Electronic Archiving. Proposal to migrate to electronic archiving. Discussed. The Clerk explained the proposed system to be implemented to improve efficiency and reduce storage. In order to address concerns the Clerk informed Councillors that a back up of all of the Council's documents and work was carried out every day and that a monthly back up could be carried out and given to a third party for safe keeping. The Clerk suggested that a tandem system be put into operation for 6 months whilst assessing the suitability of an electronic system.

It was further agreed that all Agendas, Minutes and important documents be distributed via e-mail where possible with the use of receipt requests.

197. Accounting. Proposal to migrate to a fully computerised accounting system. Discussed. The Clerk explained about the proposed system called "Scribe 2000" which is written specifically for Parish Councils. Agreed in principle and the Clerk to obtain a trial version free of charge for 3 months to assess its suitability.

198. Certificate in Local Council Administration (CiLCA). The Clerk wishes to begin studying for this qualification. Discussed. Councillors were in agreement that the Clerk should begin this and the Clerk was requested to keep Councillors up to date with progress.

199. Finance – related matters were accepted.

[i] Resolved to pay the following:

J.P. Oakeley - £580.00 for Grass Cutting in the Parish itemised as follows:

<i>Mowing Recreation Ground and Layne field</i>	
3 June and 16 June : 2 @ £100.00	£200.00
<i>Mowing, raking and bin emptying in play areas</i>	
3 June and 17 June : 2 @ £85.00	£170.00
<i>Mowing grass at Village Hall and War Memorial</i>	
3 June and 17 June : 2 @ £75.00	£150.00
<i>Cutting Verges</i>	
3 June and 17 June : 2 @ £30.00	£ 60.00
TOTAL :	£580.00

Mr. S. Brooks – £120.00 for Litter Collection in the Parish. 4 weeks @ £30.00 per week.

Cllr. Irene Newman - £74.98 for re-imbursement of payment for Recording Device.

Mr. G. Willard - £378.84 for Clerk's wages for period 22 June to 19 July

Viking Direct – £73.74 for Stationary supplies.

Society of Local Council Clerks (SLCC) - £250.00 for CiLCA Registration Fee.

Mrs. J.M. Serra - £69.25 for Clerk's wages of 7.25 hours @ £9.55 per hour plus expenses of £9.01 less a correction of £10.00 for an incorrect calculation of last month's wages.

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

[iii] Financial matters not raised elsewhere on this Agenda to be accepted and considered.

Retrospective pro-forma invoice from RM Installations in the sum of £360.00 plus VAT of £70.00 totalling £420.00 in respect of payment for the installation of the fingerpost. Paid by cheque on 4 July, 2016.

200. 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] Cllr. Mr. Graham Tiltman mentioned that he had received a complaint that the hedges have not been cut at the entrance to the children's playing field at the Streyte and it causes problems getting through with push chairs due to brambles etc. Cllr. Mr. Michael Hook to speak to Edward Barham about this.

[b] Cllr. Mrs. Irene Newman advised that the bench in the High Street by the telephone box has damage to the seat. Cllr. Mr. Michael Hook to look into this.

[c] It is reported that young people have been vandalising the church and removing fire extinguishers and letting them off. Also reports of trying to break into the Vicarage. The local warden Jo Voss has been informed.

The Chairman, Cllr. Mr. Duncan Murray concluded the meeting at 9.40pm.

Signed _____ Date _____