

**The Minutes of the Annual Statutory Meeting of Linton Parish Council  
held in Linton Village Hall on 13<sup>th</sup> May 2019 at 7:30PM.**

***Councillors present: Darren Carpenter  
Bernard Cresswell  
Julie Urquhart  
Jerry Whitmarsh***

***Also, present: Parish Clerk Mrs Sherrie Babington, MBC Councillor Webb and members of the public.***

***The meeting was chaired by Cllr Cresswell.***

**1. To elect a Chairman.**

It was proposed by Cllr Whitmarsh to elect Cllr Cresswell as Chairman, this was seconded by Cllr Urquhart and agreed by all present.  
Cllr Cresswell accepted this role.

**2. To receive the Chairman's Declaration of Acceptance of Office.**

Cllr Cresswell signed his Declaration of Acceptance of Office and took the Chair.

**3. Apologies.**

Apologies were received from Cllrs Firmin and Smith.

**4. To elect a Vice-Chairman.**

It was proposed by Cllr Whitmarsh to elect Cllr Urquhart as Vice Chairman, this was seconded by Cllr Cresswell and agreed by all present.  
Cllr Urquhart accepted this role.

**5. To appoint Committees, representatives to outside bodies and other appointments.**

The committees, representatives to outside bodies were agreed as follows:

**Representatives for Outside Bodies**

Responsible Finance Officer – Parish Clerk  
Footpaths Officer - Cllr Smith  
Village Hall Representative – Councillor Burden  
Tree Warden - Cllr Smith  
Highways – Councillor I Firmin  
KALC – All Councillors  
Webmaster – Councillor Whitmarsh/Parish Clerk  
Maidstone Police – Councillor I Firmin  
Allotments Manager Mrs J Sawyer  
Playground – Mrs L Potter  
Community Liaison – All Councillors  
Neighbourhood Watch - Councillor Burden  
Speed Watch – Cllr Cresswell  
Planning – All Councillors  
Linton Archivist – David Sendles

Litter Picks – Cllr Urquhart

**Appointment of:-**

Internal Auditor – Martin Thomas & Co  
Bankers - Lloyds TSB  
External Auditors – PKF Little John  
Insurers - Norwich Union  
Solicitors – Gullands  
Planning Advisors - Page and Wells

**6. Declaration of Interests.**

No interests were declared.

**7. Minutes of the previous Meeting.**

The Minutes of the previous meeting were circulated to all Members. These were proposed by Cllr Urquhart as a true record, this were seconded by Cllr Cresswell and agreed to by all present.

The minutes were then signed and dated by the Chairman of the meeting.

**8. Matters arising from the Minutes.**

The Clerk informed members that she had reported the poor state of the property ‘Cherry Patch’ to the Conservation Officer. He had now responded stating that it was not in the remit of his role to deal with this, however he was now consulting with the planning enforcement team.

The Chairman stated that the previous Conservation Officer had said that he could deal with such matters and he asked the Clerk to go back to MBC and question this.

***Action: Clerk to progress.***

Allotment water provider – The Clerk confirmed that as agreed at the previous meeting the water provided for the allotments had been changed from Castle Water to Everflow.

Allotment Polytunnels – The Clerk confirmed that the new wording for the allotment agreement has been drafted by the Allotment Manager and action had been taken to agree with the allotment holder to arrange for the removed of the large polytunnel.

A resident spoke regarding land next to her property that was due to be developed for polytunnels. She asked whether planning permission was required for this.

Cllr Whitmarsh stated that there was an existing planning approval is it polytunnels in the Redwall Lane area, there were regulations regarding noise implications from such stretches and confirmed that no action could be taken until the polytunnels had been erected.

A general discussion took place regarding the land in Redwall Lane and the work being undertaken in preparation for the polytunnels

**9. Clerks Report and Correspondence.**

The Clerks Report and correspondence was noted by members.

**10. Conservation Area Management Plan.**

The Chairman stated that a consultation exercise for the Management Plan was currently in place and he asked the Clerk to seek an update on this.

***Action: Clerk to liaise with Conservation Officer at Maidstone Borough Council.***

**11. Highways Matters.**

Cllr Cresswell stated that there was still an issue regarding the interactive sign. Jenny Watson had completed a Highways Improvement Action Plan, however none of the items on this would be actioned and he has asked members views on whether the Parish Council should ask Kent County Councillor Paulina Stockell to take this matter up on behalf of the Parish Council.

This was discussed by members and Cllr Cresswell stated that the Parish Council may have to finance a new sign itself and he was seeking a quotation from Kent County Council.

Cllr Whitmarsh agreed that the option was to ask Paulina Stockell to take this up with Kent County Council as she was at the meeting that successfully got the sign installed in the first instance.

**Action: Clerk to liaise with KCC Councillor Paulina Stockell.**

Cllr Cresswell stated that the missing and damaged bollards along the A229 Linton Hill were due to be replaced by KCC, however, to date no action had been taken.

He stated that KCC had a crash Data Website, however this had only been updated to January 2018, if an accident occurred and there were no injuries it would not be recorded as accident data.

Cllr Urquhart stated that a meeting had taken place with Berry Gardens to discuss the problems with faeces along Redwall Lane. She said that if incidents occurred a record of their registration numbers would enable this to be investigated. She reported on other matters that were discussed with Berry Gardens.

Cllr Webb reported that the next meeting of the Steering Committee was due to take place on 14<sup>th</sup> May 2019.

**12. Public Comments and Observations.**

A resident spoke regarding the allotments and suggested that the site could utilise the drainage water from the easement to supply water to the allotments. The Chairman stated that the pipe was designed to deal with excess water when the pond overflowed and would not be a regular supply.

It was reported that there was a large pothole on Wheelers Lane outside of Tote Farm Cottage.

**Action: Clerk to report to KCC.**

The resident spoke regarding public footpaths and rights of Way. She stated that the Crow Report had been published and this proposed complete open access for Footpaths.

**13. Ward Councillors Report.**

The Chairman congratulated Councillor Webb on a successful election result on 2<sup>nd</sup> May.

MBC Cllr Webb gave his report to the meeting.

He reported on the next meeting at Berry Gardens and confirmed that he would attend this.

**14. KCC Councillors Report.**

KCC Councillor Stockell gave her apologies to the meeting.

**15. Financial Matters.**

*a. Financial Statement.*

The financial statement was circulated and approved by members (Carpenter/Whitmarsh).

**Bank Balances****Lloyds TSB Account 02332818**

Opening Balance on Current Account	£34188.44
Less/Add Account transfers/deposits	£0.00
Less Accounts for payment	£1488.38
	£0.00
<b>Closing Balance on Current Account</b>	<b>£32700.06</b>

**b. 2018/19 Accounts and Annual Return.**

The Clerk circulated the 2018/19 Accounts to all members, she stated that these were currently with the Auditor and would be presented to members at the June 2019 Parish Council Meeting with the Auditors Report.

**16. Planning Matters.****New Applications Received**

19/501997/FULL 27 Cornwallis Avenue Linton Maidstone Kent ME17 4BW  
Erection of a first-floor rear extension. (Resubmission of 18/505006/FULL)

19/502019/FULL 9 Cornwallis Avenue Linton Maidstone Kent ME17 4BW  
Demolition of existing conservatory, erection of front porch and single storey rear extension.

**MBC Applications Decisions**

18/506494/FULL

Stilebridge Paddock Stilebridge Lane Linton Maidstone Kent ME17 4DE

Erection of a detached building to be used as a day room with ancillary facilities. (Resubmission of 18/504791/FULL)

Application Permitted

*Cllr Cresswell stated that he had attended the Planning Committee meeting to speak in opposition to this application however it had been approved by MBC.*

*He stated that this was a resubmission of previous application, MBC councillors were shown a slide of the whole area which revealed a lot of hardstanding that required permission and the Planning Committee ignored this content.*

*He referred to the letter sent to Rob Jarman at Maidstone Borough Council regarding Stilebridge Lane and asked the Clerk if she would follow this up and chase a response.*

**Action Clerk to progress.**

19/500588/FULL

28 Cornwallis Avenue Linton Maidstone Kent ME17 4BW

Demolition of rear conservatory and single storey side extension. Erection of a two storey side and rear extension with 2No. roof lights. Reinstate the chimney.

Application Permitted

The Chairman spoke regarding the process by which the Parish Council considered planning application and stated that the Clerk wrote the letters to Maidstone Borough Council, however if an application was presented at the planning meeting a parish councillor needed to attend to speak on this matter. Councillor Webb stated that he was always willing to speak on behalf of the Parish Council if a member could not attend the Planning meeting.

**Other Planning Matters.**

No matters were raised.

**17. Member Reports.**

*a. Parish Allotments.*

A written report from the allotments manager was noted as follows:

*A site meeting was held on 18 April with the plot holder of Plot 16 regarding the temporary polytunnel which had been erected. It was agreed that the polythene would be removed by 18 June and netting put over the frame as a temporary measure to protect crops from damage by birds. The tunnel will be dismantled before the end of September. In future, permission must be obtained from the Council, to erect any structure of a similar nature, with restrictions on size and position. There will be an amendment to Condition 14 of the Tenancy Agreement.*

*Proposed amended Condition to Tenancy Agreement (para 2.14) to be substituted for existing Condition 14.*

*(14) not erect on the Allotment any building nor any structure covered in polythene or similar material, unless prior permission has been granted by the Council. The structure should not exceed: width 2.25 m (7'), length 2.46m (8') and height 1.85m (6'), should be sited in a north/south position adjacent to the south boundary of the plot and be secured to withstand high winds. The covering material should be removed for a minimum of three months between 1st November and 31st March. At the termination of the Tenancy, the structure shall be removed from the Allotments. Only one structure of this type per Tenant is permitted.*

*Plot holders have been reminded that the Borough Council will not empty the garden waste bin if it contains earth. Two collections were missed for this reason.*

Members agreed that the Allotment Managers Job Description should be forwarded to Mrs Sawyer for comments.

**Action: Clerk to progress.**

Members approved the revised wording of the Allotment Agreement to cover polytunnel's.

*b. KALC.*

The Chairman informed members that the KALC minutes had been circulated.

He stated that these covered the issue of illegal gypsy and traveller sites and the liability of the landowner if gypsies and travellers moved on to their land. He stated that KALC were looking into this.

He spoke regarding the response to Maidstone Borough Council with regards to the reinstatement of the height barrier at the church car park and confirmed that should gypsies and travellers move into this site it would be in Maidstone Borough Council responsibility.

He stated that KALC recommended that defibrillators should be marked regarding ownership. This was discussed and Cllr Carpenter stated that he would mark the Parish Councils defibrillator.

**Action: Cllr Carpenter to action.**

Members discussed the parish defibrillator and the need to have this checked regularly. It was agreed that it was a Parish Council and the Village Hall Management Committee were jointly responsible for the checking of defibrillator following their meetings to check that it was still in operation.

c. Playground.

It was noted that the alleyway from Cornwallis to the play area still needed to be cleared of moss, the Clerk was asked to follow this up with John Edwards from Maidstone Borough Council.

**Action: Clerk to progress.**

d. Parish Website.

No matters were reported.

e. Speed Watch.

Cllr Cresswell reported on Speed Watch.

He informed members that he was due to take the equipment to be checked and asked for approval to have any repairs undertaken if necessary. This was agreed by members.

f. Neighbourhood watch.

No matters were reported.

g. Linton Village Hall.

No matters were reported.

h. Litter Pick

Cllr Urquhart reported that the next litter pick had been arranged for 1<sup>st</sup> June 2019 from the Church Car Park at 10 am.

She stated that she had spoken with the litter pick group from West Farley regarding an issue they had on insurance and briefed members on this.

The Clerk was asked to check the Parish Councils insurance regarding Parish litter picks.

**Action: Clerk to progress.**

**18. Urgent Items.**

Cllr Whitmarsh brief members on dates for their diaries:

Linton Boundary Walk – 26th May 2019 from the church car park at 10:30 am

Linton Cream Teas Event – 15th - 16th June 2019.

**19. Date of next Meeting.**

10<sup>th</sup> June 2019.

***There being no further business to discuss, the meeting was closed to the press and public at 9.15pm.***

Signed \_\_\_\_\_ (Chairman)

Date \_\_\_\_\_