

## **ASH-CUM-RIDLEY PARISH COUNCIL**

### **Minutes of the meeting held on Thursday 19 May 2016 at New Ash Green Youth & Community Centre, North Square**

Present: Cllr M Brown  
Cllr Mrs Brammer  
Cllr Mrs Clark  
Cllr Mrs Connell  
Cllr F Cottee  
Cllr J Crane  
Cllr S Glover (arrived 7.50pm)  
Cllr Mrs Hobbs  
Cllr Mrs Howie (arrived 7.51pm)  
Cllr J Kelly  
Cllr I Mann  
Cllr V Ngwenya  
Cllr J Scott (arrived 7.50pm)

In attendance: Alison de Jager, Parish Clerk  
Cllr D Brazier – Kent County Council  
Cllr C Clark – Sevenoaks District Council  
1 member of the public

- 6901/16 Election of Chairman It was PROPOSED by Cllr F Cottee, SECONDED by Cllr J Crane and UNANIMOUSLY AGREED that Cllr Mr Brown be elected Chairman of the Parish Council for the year 2016/17. His acceptance of office was duly signed.
- 6902/16 Apologies Apologies for absence had been received from Cllr Mrs Clucas (prior engagement) and Cllr I Paddy (holiday). The apologies and reasons for absence were accepted.
- 6903/16 Election of Vice Chairman It was PROPOSED by Cllr M Brown, SECONDED by Cllr Mrs Connell and UNANIMOUSLY AGREED that Cllr Mrs Brammer be elected Vice Chairman of the Parish Council for the year 2016/17. Her acceptance of office was duly signed.
- 6904/16 Declarations Of Interest a. Declarations of Interest – Cllr Mrs Connell declared an interest in Item 14a. Northfield as a business mentioned belongs to a family member. Cllrs J Crane, Mrs Clark and Mrs Hobbs declared an interest in item 14c. Northfield as they have friends that are allotment holders. Cllr I Mann declared an interest in the same item as an allotment holder.  
b. No changes to the Register of Interests. Members were reminded that any alteration or new interests must be registered with the Monitoring Officer within 28 days.
- 6905/16 Dispensations No requests received
- 6906/16 Minutes It was RESOLVED that the minutes of the meeting held on Thursday 21 April 2016 be approved and signed as a true record PROPOSED: Cllr Mrs Brammer SECONDED: Cllr Mrs Connell and UNANIMOUSLY AGREED.

6907/16  
Appointment  
of  
Committees,  
Working  
Groups and  
Representatives

a. The Committees for the year 2016/17, their terms of reference and delegated powers were agreed with amendment to include the addition of the Chairman and Vice Chairman as ex officio members of all committees and the relevant amendment to numbers of the committees. PROPOSED: Cllr Mrs Connell and SECONDED: Cllr I Mann.

b. The appointment of membership to committees was AGREED as follows:  
Burial Ground Committee: Chairman and Vice Chairman, ex officio, Mrs Clucas, Mrs Connell, Mrs M Howie, J Scott, Vacancy and Mr B Parlett (Ash Church).  
Finance Committee: Chairman and Vice Chairman, ex officio, Sports Centre Management Committee Chairman, Cllrs J Kelly, V Ngwenya, I Paddy  
Personnel Committee: Chairman and Vice-Chairman, Chairman of the Finance and Sports Centre Management Committees.  
Planning Committee: Chairman and Vice Chairman, ex officio, Cllrs Mrs Clucas, Mrs Connell, S Cornelius, S Glover, J Scott, J Kelly, F Cottee, Ms Howie.  
Sports Centre Management Committee: Chairman and Vice Chairman, ex officio, Cllrs Mrs Clark, S Cornelius, S Glover, J Kelly, I Mann, V Ngwenya and the Sports Centre Manager. .  
Youth Committee: Chairman and Vice Chairman, ex officio, Cllrs S Cornelius and Mrs Hobbs,  
Complaints Committee: Chairman, Vice Chairman, Cllrs Mrs Clark, F Cottee, J Scott.  
Northfield Management Committee: Chairman and Vice Chairman and Cllr S Glover.  
Neighbourhood Development Plan Working Party: Cllrs M Brown, F Cottee, J Crane, J Kelly (external members; Mr C Clark, Mr A Pett, SDC Planning Policy Team).  
Barnfield Park Liaison Group: Cllrs M Brown, J Crane, J Scott  
New Ash Green Focus Group: Cllrs Mrs Brammer, M Brown.

c. The appointment of representatives to outside bodies was AGREED as follows:

Kent Association of Parish Councils	<u>Vacancy</u>
New Ash Green Hall Committee	Cllr J Kelly
Health Liaison	Cllrs Mrs Clucas,
	<u>Vacancy</u>
VA Greenlands Committee	Cllr S Glover
Bulletin and Websites	Cllr I Mann
Thursday Lunch Provision	Cllr Mrs Clucas
Tree Warden	Cllr J Scott
Pond Warden	Cllr F Cottee
Footpaths	Cllrs Mrs Connell,
	I Mann
Transport	Cllr Mrs Connell,
	<u>Vacancy</u>
Highways	Cllr J Crane,
	<u>Vacancy</u>
Age Concern	Cllr J Scott, J Kelly
Brands Hatch	Mr D Brammer
8-12's Steering Group	Mrs A de Jager (Clerk)

**(Trustee Status required for the following three Committees)**

New Ash Green Village Trust  
Ash United Charities

Cllr Mrs Hobbs  
Cllrs Mrs Brammer,  
Mrs Connell  
Cllr Mrs Brammer  
Cllr F Cottee.

Ash Village Hall Committee  
Hodsoll Street Village Hall Committee

6908/16 Annual Parish Meeting  
It was NOTED that the notes of the Annual Parish Meeting held on Thursday 12 May 2016 will be distributed with the June 2016 agenda. The request to clear the nettles and brambles on footpath SD234 from Redhill Road to Ash Church has been passed onto KCC Public Rights of Way and they have advised that they will arrange for volunteers to clear the path.

6909/16 Planning  
a. Applications  
**SE/16/01185: Leaders Hodsoll Street Hodsoll Street TN15 7LH** – Demolition of existing side extension to facilitate the erection of a porch. Demolition of existing extension to facilitate the erection of an infill single storey rear extension with roof lantern. Internal alterations. Cllr F Cottee PROPOSED that the Parish Council does not object to this application as long as it does not conflict with local planning policy. SECONDED: Cllr J Kelly FOR: 12 AGAINST: 0 ABSTENTIONS: 1

**SE/16/01203: 60 Redhill Wood, New Ash Green, DA3 8QP** – Erection of a single storey front/side extension and installation of steps to west elevation. Cllr Mrs Connell PROPOSED that the Parish Council does not object to this application as long as it does not conflict with local planning policy and to note that the neighbours were concerned that the new back door will be much nearer to their frontage. SECONDED: Cllr I Mann and UNANIMOUSLY AGREED.  
The applications for information only were NOTED.

b. Decisions  
The decisions, as set out in Appendix A to Agenda A/05/16 were RECEIVED.  
c. Appeals  
None at the time of the Agenda.  
d. Enforcements  
None at the time of the Agenda.  
e. The minutes of the Planning Committee meeting of 05 May 2016 were NOTED.  
f. The notes of the Neighbourhood Development Plan Working Party held on 03 May 2016 were NOTED.

6910/16 Finance  
a. The current financial position and accompanying reports were NOTED.  
b. The cheques signed since the last meeting were authorised.  
PROPOSED: Cllr Mrs Clark SECONDED: Cllr I Mann and UNANIMOUSLY AGREED.  
c. It was NOTED that the next meeting of the Finance Committee will be held on 24 May 2016.  
d. The Statement on Internal Control for the year ending 31 March 2016 was considered and AGREED. PROPOSED: Cllr J Kelly SECONDED: Cllr V Ngwenya.

- 6910/16  
Finance
- e. Section 1 of the Annual Return, the Annual Governance Statement 2015/16 for the Parish Council was AGREED. Cllr Mrs Brammer PROPOSED that the Chairman and Responsible Finance Officer sign accordingly. SECONDED: Cllr V Ngwenya and UNANIMOUSLY AGREED.
  - f. Cllr M Brown PROPOSED that the accounts for the year ended 31 March 2016 for the Parish Council and Sports Centre are APPROVED and that section 2 of the Annual Return was signed by the Chairman and Responsible Finance Officer. SECONDED: Cllr I Mann and UNANIMOUSLY AGREED.
  - g. In accordance with the **Local Government Act 1972 Section 15(5)**, the Chairman's allowance was fixed at £250.00. PROPOSED: Cllr Mrs Brammer SECONDED: Cllr Mrs Clark and UNANIMOUSLY AGREED.
  - h. Cllr Mrs Brammer PROPOSED that the quotation from Zurich Insurance in the amount of £714.49 is accepted for the insurance for the Parish Council and Sports Centre for the year 2016/17. SECONDED: Cllr V Ngwenya and UNANIMOUSLY AGREED.
  - i. Cllr F Cottey PROPOSED that the renewal of the annual membership of Action with Communities in Rural Kent for the Parish Council, Ash Village Hall, Hodsoll Street & Ridley Village Hall and the Youth Centre is AUTHORISED in the amount of £200.00 SECONDED: Cllr Mrs Brammer and UNANIMOUSLY AGREED. (£50 subscription for the Parish Council and £50 grant to each village hall under **Local Government Act 1972 Section 19**).
  - j. The email response from the Village Association regarding the debt of the Pavilion was NOTED.
  - k. It was AGREED that a brief Finance Report will be included in future Agendas.
- 6911/16  
Sports Centre
- a. It was NOTED that the minutes of the Sports Centre Management Committee held on 17 May 2016 will be distributed with the June 2016 Agenda.
- 6912/16  
Barnfield Park
- a. It was NOTED that the next meeting of the Barnfield Park Liaison Group will be held on 13 June 2016.
- 6913/16  
Northfield
- a. The minutes of the meeting of the Northfield Management Committee held on 09 May 2016 were NOTED.
  - b. Cllr I Mann PROPOSED that the amendments to the Financial Regulations as recommended by the Northfield Management Committee are APPROVED. SECONDED Cllr V Ngwenya and UNANIMOUSLY AGREED.

***The meeting was adjourned at 8.56pm to allow a member of the public to speak to the Parish Council about letters that had been sent to Councillors regarding an access on Northfield for allotment holders.***

Mr Oldaker requested that the Parish Council ask the Northfield Management Committee if there was some way to move forward with the request as there are 69 allotment holders and all would benefit from this provision.

Cllr Brown responded stating that there is sympathy for the problem and suggested that perhaps a secure tool store could be a solution. Special arrangements could be made for specific items to be taken across Northfield if needed.

***The meeting reconvened at 9.05pm***

c. It was NOTED that letters have been sent to all parish councillors requesting that the provision of access to the allotments is placed on the Agenda of the next Northfield Committee meeting. This item will be placed on the Agenda.

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| 6914/16<br>Burial Ground  | a. The minutes of the meeting of the Burial Ground Committee held on 18 April 2016 were NOTED.  |
| 6915/16<br>Youth  | <p>a. It was NOTED that the outcome of the KCC commission of youth services is awaited.</p> <p>b. 8 – 12's Steering Group – no report.</p> <p>c. It was NOTED that Family Fund days have been booked for 16 and 30 August on The Minnis and on 9 August on Northfield.</p>  |
| 6916/16<br>Highways   | <p>The Highways report for the period to 12 May 2016 was emailed to members.</p> <p>Cllr J Crane advised that he has been in communication with the Tonbridge &amp; Malling Highways Steward regarding the repairs on South Ash Road and Ash Lane which need a lot of work. There is no room to carry out haunching from the cross roads to the A20.</p>                          |
| <p><b>The meeting was suspended at 9.11pm to receive reports from the County and District Councillors.</b></p> <p>The report from the County and District Councillors are attached to these minutes.</p> <p><b>The meeting reconvened at 9.36pm</b></p> |   |
| 6917/165<br>Footpaths   | The request for clearance of footpath SD234 (Redhill Road to Ash Church) has been made and will be carried out by KCC volunteers.   |
| 6918/16<br>Transport  | No report   |
| 6919/16<br>Ash, Hodsoll Street & Ash  | <ul style="list-style-type: none"> <li>• Ash – No report</li> <li>• Hodsoll Street – No report.</li> <li>• Ridley – No report.</li> </ul>   |
| 6920/16<br>Bulletin and Website   | <p>a. Bulletin – It was NOTED that the deadline for the next edition is 21 July 2016. A request was made to put an article in the next edition regarding the responsible disposal of dog fouling bags</p> <p>b. Website - no report</p> <p>c. Outdoor Theatre – It was NOTED that the Rude Mechanical Theatre Company's production of Macbyrd will be held on Sunday 12 June.</p> |
| 6921/16<br>Focus Group and Police   | a. It was NOTED that the next meeting of the Focus Group will be held on 04 July 2016.  |
| 6922/16<br>Lunch Provision  | No report.  |

6923/16            No report.  
KALC

6924/16            The reports, circulars and correspondence as set out in A/05/16 were  
Reports,            NOTED.  
Circulars and  
Correspond.

The meeting closed at 9.34pm

Signed: .....            Date: .....  
Chairman