

# HOTHFIELD PARISH COUNCIL

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## MINUTES 180

### Minutes of the Ordinary Parish Council Meeting held at The Bluebell Centre, Hothfield, on Wednesday 3 October 2018 at 7.00 pm

**PRESENT:** Mr P Fothergill (Chair), Mrs S Parker, Mrs P Sutcliffe,  
Mr M Cook and Mr P Howard  
Mr R Vernon (following co-option)

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were no members of the Public present.

1. **APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mr I Lloyd.

2. **APPROVAL OF REASONS FOR APOLOGY FOR ABSENCE**

Mr Lloyd informed the Clerk that he was unable to attend the meeting due to a family commitment.

**Resolution:** Councillors unanimously approved Mr Lloyd's reasons for absence.

3. **DECLARATIONS OF PECUNIARY INTEREST AND SIGNIFICANT INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

Mr Fothergill declared a Significant Interest in matters associated with the Village Hall as he is Chairman of the Village Hall Committee and Mr Howard declared an interest in the Village Hall Committee as he is a member of the Committee.

Mr Fothergill submitted a letter to the Clerk asking for his ongoing interest in the Village Hall to be automatically included in future minutes.

Mrs Sutcliffe declared an interest in matters associated with Charing Surgery Gardening Group.

i) **To note the granting of any requests for Dispensations and the decision**

There were no requests for Dispensations.

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

The Clerk reminded Councillors that they should update their Declarations of Interest with the Monitoring Officer if necessary.

4. **CO-OPTION OF PARISH COUNCILLOR**

Mr Robin Vernon applied for the vacant position of Parish Councillor and confirmed that, having read the NALC Topic Note LTA 18, he was qualified to stand on the grounds that he lives within the Parish and is on the electoral register.

Mrs Sutcliffe proposed Mr Robin Vernon for the vacant position of Parish Councillor, seconded by Mr Cook. Unanimous

Mr Vernon completed his Declaration of Acceptance of Office and took a DPI form to complete and return to ABC, with a copy for the Clerk

5. **PUBLIC INTERVAL**

There were no Members of the Public present.

6. **ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

There is an error under correspondence - Residents re Chapel Row/A28 Junction - A28 A28 should read A20. The error was amended and initialled by Mr Fothergill in the file copy of the minutes.

Minutes 179 of the meeting held on 5 September 2018 were accepted and it was unanimously agreed that Mr Fothergill should sign them.

**Proposed Mrs Sutcliffe    Seconded Mrs Parker**

7. **MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**

The clerk reported that Kent Highways had contacted her and told her that as the bus stop and give way markings at the junction of School Road and Cade Road are 50% visible they do not need repainting at the moment.

A member of the KHS Drainage Team is trying to contact Mr Howard. The Clerk will contact the team and give them his telephone number again.

8. **A20 OVERNIGHT LORRY PARKING RESTRICTIONS SCHEME**

Nothing to report.

9. **BOROUGH COUNCILLORS REPORT**

Councillor Krause was not in attendance at the meeting.

**10. FINANCE****Earmarked Funds**

	<b>Balance 04.07.18</b>	<b>+/- October</b>	<b>Balance 03.10.18</b>
<b>MUGA</b>	1960.54		
<b>EDF October</b>		-11.00	
<b>The Play Area Inspection Co</b>		-65.00	1884.54
<b>Litter Picker Salary and Other Costs</b>	3405.09		
<b>Litter Picker's Salary Oct</b>		-100.79	3304.30
<b>Bus Shelter</b>	551.60		551.60
<b>Garden Competition</b>	451.65		451.65
<b>Village Projects</b>	-794.36		-794.36
<b>Village Fete</b>	793.31		1793.31
<b>Hall Rent for Squad 26</b>	NIL		NIL
<b>TOTAL</b>	<b>7367.83</b>	<b>-176.79</b>	<b>7191.04</b>

**Hothfield Parish Council - Bank Reconciliation as at last Bank Statement**

<b><u>Balance per Cash Book</u></b>	<b><u>Balance at Bank</u></b>		
Opening Balance	29068.91	PC Reserve A/C	34312.77
Add Receipts in Year	<u>12375.48</u>	Plus, u/c Receipts	<u>0.00</u>
	<b>41444.39</b>		<b>31312.77</b>
Less Payments in Year	<u>12975.95</u>	Less u/c Cheques	<u>5944.33</u>
	<b>28468.44</b>		<b>28368.44</b>
Less Earmarked Funds	<u>7367.83</u>	PC Current A/C	<u>100.00</u>
	<b>21100.61</b>		<b>28468.44</b>
		Less Earmarked Funds	<u>7367.86</u>
			<b>21100.58</b>

**Hothfield Youth Account - Bank Reconciliation – as at last Bank Statement**

Opening Balance	4031.50	Business Current a/c	1534.86
Add Receipts in Year	<u>0.22</u>	Plus, u/c Receipts	<u>0.00</u>
	<b>4031.72</b>		<b>1534.86</b>
Less Payments in Year	<u>1570.86</u>	Less u/c Cheques	<u>105.00</u>
	<b>2460.86</b>		<b>1429.86</b>
		Direct Reserve a/c	<u>1031.00</u>
			<b>2460.86</b>

**Hothfield Youth Account -Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Hothfield Village Hall	0036	Hall Rent – Sept Squad 26	30.00		30.00

**Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	1508	Salary Expenses General Admin	219.06 12.06 23.80		254.92
Mr K Marden	1509	Salary	100.79		100.79
Clive Stanley	1510	Webmaster Services	168.00		168.00
The Play Inspection Co	1511	Annual Inspection	65.00	13.00	78.00
Mrs P Sutcliffe	1512	Gardening Comp Prizes	61.63	12.33	73.96

**Resolution:** Councillors unanimously agreed to pay the above accounts, and noted the Direct Debit Payment to EDF for the electricity for the MUGA, taken on 1<sup>st</sup> of each month for £11.00.

**Proposed Mr Fothergill      Seconded Mrs Parker**

**Insurance**

We are in a Long-Term Agreement with Inspire until 2021.

**Squad 26**

**Resolution:** The members of the Council agreed 5:1 abstention, (Mrs Parker), to pay for the Christmas tree for the Christmas Tree Festival at a cost of £25. Remove from future agendas.

**Addendum to Agenda****Annual Play Area Inspection**

The Annual Play Area Inspection was received from The Play Inspection Co after publication of the agenda. It was forwarded to all councillors and will be discussed in detail at the next meeting. It was noted that all items were considered to be Low or Very Low Risk. Councillors agreed to pay the invoice under Finance. Please see item 10.

**Resolution:** Councillors unanimously agreed to instruct The Play Inspection Co to undertake the inspection again next year.

**11. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS****Correspondence**

Glasdon

Clerk and Councils Direct

KCC re Household Waste Recycling Consultation – agreed to object as concerned that it will potentially increase fly tipping

Royal Mail re Scam Awareness

**Email Correspondence – all forwarded to Councillors**

Charing Surgery re The Gardening Group - This item will be added to the next agenda.

Hothfield Resident thanking the Council for arranging a litter pick

Received from PCSO Matthew Morgan

### **Hothfield Parish Council Meeting Wednesday 3<sup>rd</sup> October 2018**

I apologise that I have not been able to attend this evening. I have detailed the main crime for the area below:

#### **Crime Reports**

I have looked at the crime reports from the 1<sup>st</sup> September 2018 – 30<sup>th</sup> September 2018. Crime remains extremely low within Hothfield.

#### **Anti- Social Behaviour**

There have been no reports of ASB in the area over the last month. However, we have had issues in Ashford with youths using catapults. If you see anything please do not hesitate to contact 101 or report online. I shall be providing a presence in the village in due course to help deter crime and if you do have any issues you would like me to look into do not hesitate to contact me on the email address I have sent this report from.

#### **Steps to secure your property**

- Keep front gate closed at all times
- Lock all external doors.
- Spotlights can help deter offenders.
- Alarm System- particularly those linked to the police can deter offenders and help police attend incidents swiftly.
- Timer switchers- for lights when you are out at night or on holiday.
- Keep windows closed particularly at night in the warmer months.
- Alarms for out buildings
- Lock sheds and garages
- Mount CCTV to deter and capture evidence of offences.
- Dash Cam footage can be used in relation to vehicle crime

I would like to remind all residents to be vigilant at all times and to report any suspicious activity via the Kent police non-emergency number 101 or report online at [Kentpolice.co.uk](http://Kentpolice.co.uk).

Please see [police.co.uk](http://police.co.uk) for crime statistics.

#### **Councillors DPI Forms**

Councillors were reminded to return their DPI forms to ABC, if they have not already done so.

#### **Garden Competition**

The Clerk confirmed that she had written to Ms Hunt and Mr Hubbard to thank them for their time.

Six prizes are to be given out at the Harvest Supper, three of which were donated by Godinton House and a letter of thanks will be sent to the Estate Manager.

**Data Protection**

This matter is still being progressed.

**Community Payback Scheme**

Following a request by a resident at the last meeting, Mr Fothergill asked the Leader whether the group would be able to undertake a litter pick, to which he agreed and they covered the whole village from School Road through the Triangle and back to the Village Hall for which we received a letter of thanks from the resident concerned.

**Dangerous Junction at Chapel Row**

A meeting has been arranged for 10 October at 7pm.

**Chapel Row Hedgerow Maintenance**

The Clerk forwarded the email to Ian Rickards as requested and he contacted KCC, but did not get a reply so Kent Wildlife Trust hand cut it last week, with the residents helping to clear up.

**Report from KALC Meeting**

Nothing to report. All councillors were emailed the minutes of the September meeting.

**Request for Disabled Persons Parking Bay in Tufton Road**

Councillors have no objection to this request.

**12. PLANNING**

Please see attached list.

**Amendment to Agenda**

The following was omitted from the agenda in error:

**Main Modification to the Ashford Borough Council Local Plan**

Mr Howard informed Councillors that following sites have been deleted from the Local Plan:

Hothfield Mill,  
Hothfield Holiday Inn  
Tutt Hill  
and a site in High Halden

It has also been proposed that the Hothfield Coach Drive site should be deleted due to the location being visibly separate to the village and the loss of trees which would occur as a result of the development.

It was noted that the members of the council would not have commented on this at the July meeting if they had been aware of the proposed deletion prior to the meeting.

**13. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

The Clerk was asked to report the pothole on the right of the entrance to the Hothfield Manor Acquired Brain Injury Centre to KHS and to ask our PCSO to investigate the white transit van parked which is constantly parked at the junction of The Street and the Bethersden Road next to triangle just beyond the Post Office. A member of the council will forward the registration number to the Clerk.

The clerk will contact our County Councillor, Mr Simkins and Kent Highways and ask for a progress report on the replacement of the sewage pipe.

Mr Fothergill reported that the Village Hall has made an application to vary the premises licence.

There being no other business the meeting closed at 9.07 pm.

Signed ..... Dated .....  
Chairman

**HOTHFIELD PARISH COUNCIL**

**PLANNING APPLICATION RECORD**

**2018**

**OCTOBER 2018**

18/01354/AS 4 Alder Cottage, Bethersden Road, Hothfield, Ashford, Kent, TN26 1EN  
Proposed two storey side extension; proposed single storey rear extension;  
replacement porch; proposed detached garage, vehicular access off the highway  
**Parish Council: Support, providing a large enough turning area is allowed  
to avoid cars having to reverse out onto the highway and KCC Highways is  
satisfied with the application.**