

LUDESDOWN PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 21 MAY 2018 AT THE VILLAGE HALL, LUDESDOWN AT 7.30 pm

PRESENT: Cllr Noel Clark Chairman
 Cllr Chris Mileson
 Cllr Mrs Anne Moorhouse
 Cllr Matt Newnes
 Cllr Mrs Sally Stanier

 Mrs Roxana Brammer Clerk

In attendance 1 member of the public

Item	<i>Action point</i>
<i>Minute number 2018/19/</i>	

1 ELECTION OF CHAIRMAN

1 It was proposed by Cllr Mrs Moorhouse, seconded by Cllr Mileson and agreed Cllr Clark be Chairman for the year.

2 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

2 Cllr Clark signed his declaration of acceptance of office before the Proper Officer of the Council

3 ELECTION OF VICE-CHAIRMAN

3 It was proposed by Cllr Mileson, seconded by Cllr Mrs Stanier and agreed Cllr Mrs Moorhouse be Vice-chairman for the year.

4 VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

4 Cllr Mrs Moorhouse signed her declaration of acceptance of office before the Proper Officer of the Council.

5 APOLOGIES

5 All parish councillors present. An apology for absence was received from Cllr Samir Jassal, Gravesham Borough Council.

6 DECLARATIONS OF INTEREST

6 None.

7 APPOINTMENT OF REPRESENTATIVES

7 a Environmental

Cllr Mileson
Cllr Mrs Stanier

8 b Public Rights of Way

Cllr Clark.

9 c Recreation Ground

Cllr Mrs Stanier

10 d GBC Transport Panel

Cllr Mileson

11 e KALC Gravesham Area Committee

Cllr Mrs Moorhouse
Cllr Newnes

12 f Kent Wildlife Trust Cutteridge Road Nature Reserve Warden

Cllr Mrs Stanier

8 MINUTES OF THE MEETING HELD ON 19 MARCH 2018

13 It was proposed by Cllr Mrs Stanier, seconded by Cllr Mileson and agreed that the minutes of the meeting held on 19th March 2018 be signed as a true record.

9 MATTERS ARISING

14 a C/03/18/10 minute 2017/18/177: Motice Boards

Cllr Mileson said he had the new notice boards ready for installation. It was agreed Cllrs Clark, Mileson and Newnes would put them up.

15 b C/03/18/11g minute 2017/18/184: Road Drains

Cllr Mrs Stanier reported she had found one in Henley Street. Cllr Mileson said he would contact Bryan Sweetland and keep Cllrs Mrs Stanier and Clark informed. *CM*

10 PLANNING

a Applications

16 i **20180271:** Luxon Farm, Luxon Road, Luddesdown: Reconfiguration and alterations to dwelling including two storey front extension with dormer; single storey rear extension; extension to the main roof on south western side; two dormers and two

roof lights in rear roof slope; new chimney on the eastern side; conversions of the loft space to habitable rooms and replacement windows and finishes.

No objection

- 17 ii **20180428:** Great Buckland Farm, Lockyers Hill, Luddesdown: Retention of timber framed outbuilding alongside the house

After discussion, it was agreed to object as follows:

Luddesdown Parish Council objects to this application. Members consider the scale is too big, intrusive and inappropriate'

- 18 iii **20180430:** Great Buckland Farm, Lockyers Hill, Luddesdown: Application for a Lawful Development Certificate in respect of the proposed erection of an orangery at the rear, together with the excavation of a pathway and retaining wall.

After discussion, it was agreed to respond as follows:

Luddesdown Parish Council has considered this application. There is a query over the previous extension and whether the proposed orangery will exceed the percentage addition to the original building. Otherwise the Parish Council will be making no further comment.

- 19 b **Decisions**

The decision as listed on Appendix A was received.

- c **Appeals and Other Matters**

- 20 i **Green Belt Review**

CLlr Mrs Moorhouse reported on a meeting she had attended. Meopham was worried the Borough Council was split and had had a meeting with Adam Holloway MP, who was against the increase of amount of development. Opinions varied. There were concerns about using the affordable housing argument to extend into the Green Belt. Another meeting was planned. It was agreed to raise awareness of the review in the parish.

12 **FINANCE**

- 21 a **Bank Balances**

The bank balances as listed on Appendix B were noted.

- 22 b **Cheques Signed Since the Last Meeting**

The cheques signed since the last meeting as listed on appendix B were ratified.

- 23 d **Insurance**

A quotation had been received from Zurich Municipal of £167.44. It was proposed by CLlr Mileson, seconded by CLlr Mrs Stanier and agreed to accept this quotation

(cheque 100068).

24 **e Subscriptions**

It was proposed by Cllr Mileson, seconded by Cllr Mrs Stanier and agreed to renew the following subscriptions:

- i Kent Association of Local Councils £105.90 + VAT (cheque 100064 for £121.48)
- ii Action with Communities in Rural Kent - £50 (cheque 100065)

25 **f Accounts for Payment**

It was proposed by Cllr Mrs Stanier, seconded by Cllr Mileson and agreed the accounts for payment (cheques 100062 – 100063, 100066 - 100067) as listed in Appendix B be approved.

26 **g Accounts 2017/18**

It was proposed by Cllr Mileson, seconded by Cllr Mrs Stanier and agreed the accounts for the year to 31 March 2018 be adopted and signed by the Chairman and Responsible Financial Officer.

27 **h Internal Auditor's Report**

The internal auditor's report was received. It was noted there were no points of concern.

28 **i Audit Annual Return Governance Statement**

The governance questions were read and agreed by members. It was then proposed by Cllr Clark, seconded by Cllr Newnes and agreed the statement for the year to 31 March 2018 be signed by the Chairman and Clerk.

29 **j Audit Annual Return Statement of Accounts**

It was proposed by Cllr Clark, seconded by Cllr Newnes and agreed the annual statement of accounts for the year to 31 March 2018 be signed by the Chairman and Responsible Financial Officer.

30 **k Certificate of Exemption**

It was proposed by Cllr Clark, seconded by Cllr Mrs Moorhouse and agreed the Certificate of Exemption be signed by the Chairman and Clerk.

31 **l Chairman's Allowance**

It was proposed by Cllr Mrs Stanier, seconded by Cllr Mrs Moorhouse and agreed the Chairman's allowance for the year be £150.

12 GRANT APPLICATIONS**32 a Luddesdown Rights of Way Group**

It was proposed by Cllr Mrs Stanier, seconded by Cllr Mileson and agreed a grant of £75 be made to the Luddesdown Rights of Way Group. The grant made under S 19 of the Miscellaneous Provisions Act 1976 (cheque 100069).

33 b Luddesdown PCC

It was proposed by Cllr Mileson, seconded by Cllr Mrs Stanier and agreed a grant of £70 be made to the Parochial Church Council. The grant made under S 137 of the LGA 1972 (cheque 100070).

34 c Luddesdown PCC

It was proposed by Cllr Mileson, seconded by Cllr Mrs Stanier and agreed a grant of £1,300 be made to the Parochial Church Council for cutting the churchyard. The grant made under S 215 of the LGA 1972 (cheque 100071).

35 d Luddesdown Village Hall

It was proposed by Cllr Mrs Stanier, seconded by Cllr Mrs Moorhouse and agreed a grant of £350 be made to Luddesdown Village Hall. The grant made under S 19 of the Miscellaneous Provisions Act 1976 (cheque 100072).

36 e Citizens Advice North & West Kent

It was proposed by Cllr Newnes, seconded by Cllr Mrs Moorhouse and agreed a grant of £25 be made under S 137 of the LGA 1972 (cheque 100073).

37 f Kent Air Ambulance

It was proposed by Cllr Newnes, seconded by Cllr Mileson and agreed a grant of £25 be made under S 137 of the LGA 1972 (cheque 100074).

13 GENERAL DATA PROTECTION REGULATIONS

38 The Clerk reported that it would not be necessary for parish councils to appoint a Data Protection Officer. The Council was now registered with the Information Commissioner.

14 RECREATION GROUND

39 Cllr Mrs Stanier reported that Cobham Colts had finished for the season. Grass cutting had started on 5th April.

15 HIGHWAYS & TRANSPORT**40 a Public Rights of Way**

Cllr Clark had attended a meeting of the Rights of Way Group. A presentation had

been made on the Woolwich to Grain coastal path. The bridleway at Heron Hill Lane was being reinstated after the occupation by travellers.

41 **b GBC Transport Panel**

Cllr Mileson had nothing to report.

42 **c Lower Thames Crossing.**

Cllr Mileson had re-drafted the letter to go from Luddesdown, Cobham and Cuxton Parish Councils. He had not yet had a response from the other Chairmen but the subject had gone quiet.

43 **d Flytipping**

Cllr Newnes said he had sent Cllr Jassall an email that evening. Cobhambury Hill was a black spot. He said he had received an email concerning number plate recognition in Shorne and would investigate further.

e Other Highways Issues

44 **i Autumn Clean**

Cllr Mileson suggested an Autumn Clean. This was felt to be a good idea and would be put on the agenda for the next meeting to progress further.

45 **ii Quiet Lanes**

Cllr Clark said he would circulate the information.

NC

16 GBC MEETING OF PARISH CHAIRMEN

46 The next meeting was scheduled for 30th May. The Clerk would inform the Borough Council of the new Chairman.

RB

17 KALC GRAVESHAM AREA COMMITTEE

47 Cllr Clark reported on the last meeting. There had been a discussion on Neighbourhood Plans, Meopham was intending to do one. Training was being provided on computer encryption and there were two Dynamic Councillor courses being held in the near future.

18 MEETINGS REPORTS

48 None.

19 CONSULTATION

49 No documents received.

20 CORRESPONDENCE

50 None.

21 REPORTS AND CIRCULARS

51 The reports and circulars as listed on the agenda were received.

22 ANY OTHER BUSINESS

52 a **Cllr Mileson**

Cllr Clark proposed a vote of thanks to Cllr Mileson for his work as Chairman over the past few years. This was endorsed by the other councillors.

The Chairman thanked councillors and the member of the public for attending and closed the meeting at 9.45pm

Signed Chairman

On theday of..... 2018