



Rolvenden Parish Council

Minutes of a meeting of Rolvenden Parish Council held on Tuesday 15th May 2018 at 7.30pm in The Pre-School Room, Rolvenden Village Hall, Maytham Road, Rolvenden, Cranbrook, Kent TN17 4ND.

Present: Cllr D Murray (Chairman), Cllr Mrs D Curtain (Deputy Chairman), Cllr B Hindley, Cllr M Hook, Cllr Mrs I Newman, Cllr G Tiltman, Cllr R Wilcox and Cllr J Wilkins.

In attendance: Peter Setterfield PSLCC, Locum Parish Clerk and Responsible Financial Officer.

67. APOLOGIES FOR ABSENCE:

Cllr Mrs J Stace.

68. DECLARATIONS OF INTEREST:

a. Declarations of Members' Disclosable Pecuniary Interests:

Cllr B Hindley, Chairman of Rolvenden Cricket Club, Trustee of the War memorial trust
Cllr Mrs D Curtain, Trustee of the War Memorial Trust
Cllr Mrs I Newman, Trustee of the War Memorial Trust

b. Declarations of Members' Other Significant Interests:

None.

c. Declarations of Members' Other Interests:

Cllr J Wilkins, Church Fabric Committee

69. PUBLIC PARTICIPATION:

At the Annual Parish Meeting the subject of children playing in the Churchyard was raised. The Church do not have a problem with this as there is a public right of way through the churchyard. However the bonfire intended for the disposal of wilted flowers has become the Village Tip with an old shed and a kitchen added to the pile. As a consequence the facility has been withdrawn.

70. MINUTES:

The minutes of the Parish Council held on 17th April 2018 were submitted, agreed as a true record and signed by the Chairman.

71. To approve and adopt the Standing Orders for Rolvenden Parish Council:

Report: The National Association of Local Councils has issued a revised set of model Standing Orders earlier than expected. A copy of the revised Standing Orders was attached to the agenda for the Council to receive and adopt.

The major changes in these Standing Orders is to reflect the changes in legislation since the previous model was issued in 2013. The changes relate to transparency and amendments to the Admission to Meetings Act and for large contracts.

New Standing Orders have been introduced in preparation for the General Data Protection Regulation which takes effect at the end of May. It should also be noted that there are changes with regard to the Accounts and Accounting Statements requiring more detail to be provided to Council and ultimately the electorate on a regular basis.

RESOLVED: Due to the complexity of the document decision deferred to a later meeting.

72. To appoint an Internal Auditor:

RESOLVED: To appoint Harold Hoad as the Parish Council's Independent Internal Auditor.

73. To appoint representatives on the undermentioned bodies as required:

RESOLVED:

- a. **Village Hall Management Committee:** Cllr J Wilkins
- b. **War Memorial Trust:** Cllrs D Curtain, I Newman, and B Hindley
- c. **Kent Association of Local Councils:** Cllrs D Murray and D Curtain.

74. Annual Risk Assessment:

Report: each year the Parish Council is required to undertake a risk assessment on its working conditions, workplace activities and environmental factors which will enable the Parish Council to identify any and all potential inherent risks. Based on this recorded assessment the Parish Council will take all practical and necessary steps to reduce or eliminate the risks insofar as this is reasonably practical.

The completed Risk Assessment was attached to the agenda which has highlighted that there are areas which need to be addressed, these will be prioritised and brought before the Parish Council over the next three months.

75. To waive Financial Regulation 11:

The Parish Council are asked to waive Financial Regulation 11 for the next item of business on the agenda. This is required as the regulations stipulate three quotations for a contract, including insurance, at the present time as the Parish Council has an outstanding claim against the insurers for the year 2017/18 the Parish Council is obliged to renew cover with the same insurers for 2018/19.

RESOLVED: To waive Financial Regulation 11 for the 2018 Parish Council Insurance renewal.

76. To review the Council Insurance Policy:

The Parish Council is asked to agree the sums insured and to agree to the renewal of the policy with the existing insurer.

RESOLVED: To renew the Parish Council Insurance in the sums detailed in the renewal.

77. To fix the dates and times of ordinary meetings of the Council:

RESOLVED: the meeting dates listed below were agreed.

Tuesday 12th June 2018, Tuesday 17th July 2018, Tuesday 21st August 2018. Tuesday 18th September 2018, Tuesday 16th October 2018, Tuesday 20th November 2018, Tuesday 11th December 2018, Tuesday 15th January 2019, Tuesday 19th February 2019, Tuesday 19th March 2019, Tuesday 16th April 2019, Tuesday 14th May 2019.

Please note that the meeting for May 2019 is not on the third Tuesday of the month as in an election year the Parish Council must meet within 14 days of the election, this is a statutory requirement.

78. PLANNING:

Planning application 18/00545/AS Land 2m West of, Hodee, Frensham Road, Rolvenden – Outline planning permission for the erection of one detached bungalow with all matters reserved.

RESOLVED: The Parish Council supports the application subject to a condition that the roof height is in keeping with neighbouring properties and at a level to preclude future loft conversion.

Planning application 18/00632/AS Land SW of Potmans Heath Cottage, Maytham Road, Rolvenden – change-of-use of field from agricultural to equestrian and the erection of a stable.

RESOLVED: To support the application.

Planning application 18/00686/AS 10 Gatefield Cottages, Tenterden Road, Rolvenden – New vehicle crossover & drive.

RESOLVED: To support the application.

79. Annual Governance Statement 2017/18:

The Parish Council is asked to receive and note Section 1, the Annual Governance statement of the Annual Governance and Accountability Return for the financial year 2017/18 and to authorise the Chairman and Locum Clerk to sign the statement.

RESOLVED: To authorise the Chairman and Locum Clerk to sign the Annual Governance Statement at Section 1.

80. Accounting Statements 2017/18:

The Parish Council is asked to receive and note Section 2 of the Annual Governance and Accountability Statement for the financial year 2017/18 and to authorise the Chairman to sign the statement.

RESOLVED: To authorise the Chairman to sign the Accounting Statements at Section 2.

81. HALDEN FIELD:

The planning department at Ashford Borough Council were contacted with regard to the temporary car park and the developer's signage.

In response, whilst the temporary car park did not have permission it was not deemed to be a problem no action will be taken. The signage is only temporary for the duration of the build.

82. BARRETT FIELD:

A letter is to be sent to Ashford Borough Council as one of the planning conditions was that the field was to be maintained by the landowner, which it would appear has not happened. A copy to be sent to the football club..

83. PAVILION PROJECT:

No progress made.

84. COMMUNITY TRANSPORT INITIATIVE:

The Parish Council is awaiting the Section 19 permit and the legal documents from Ashford Borough Council.

85. NEIGHBOURHOOD DEVELOPMENT PLAN:

The final check of the wording of the policies is being undertaken. It was agreed that the words "community owned" be deleted from the Pavilion policy.

86. FINANCE:

Payments authorised at the meeting

Cheque no	Payee	Amount
300029	P Setterfield	£730.24
300030	P Setterfield	£46.54
300031	H M Revenue & Customs	£194.44
300032	J P Oakeley	£540.00
300033	H J Hoad	£100.00
300034	Korker Sausages Ltd	£19.48
300035	Came & Co	£886.42
300036	S Brooks	£360.00

87. Section 106 monies:

A list of potential projects is to be drawn up for costing and evaluation.

88. PLAYGROUND EQUIPMENT:

Two volunteers have come forward who are keen to be involved in identifying suitable equipment for inclusion and to undertake the regular inspection of the equipment.

89. ROLVENDEN LAYNE TELEPHONE KIOSK:

The kiosk is in need of repainting and the future use needs to be considered.

90. HIGHWAYS MATTERS:

KCC have been contacted with regard to the verge opposite the Village Hall for the potential installation of kerb stones..

91. ANY OTHER BUSINESS:

Cllr Hook commented on the success of the History Group' exhibition on hop picking. .