

PENSHURST PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Tuesday 8 May 2018 at 7.30pm in Fordcombe Village Hall

- 1. PRESENT:** Cllrs A Campbell, J Broadhead, J Horsford, R Rees, B Townsend
- 2. APOLOGIES:** Cllrs I Carson, J Cass, S Frederick, J O'Shea

In attendance: SDCLlr Mrs S Coleman, KCCLlr P Lake, Mr P Johnson (Neighbourhood Watch)

Declarations of interests in agenda items

If a Member has a disclosable pecuniary interest in an item of business this must be declared at the start of the meeting, unless dispensation has been granted. The member may not participate in any discussion, vote or discharge any function related to that business.

Non-pecuniary interests may be declared at this point if not already registered. Members with a non-pecuniary interest may speak on the subject if members of the public can do so but may not vote. **NONE**

ELECTION OF CHAIRMAN/VICE-CHAIRMAN:

Nominations for the position of Chairman/Vice Chairman:

Chairman

Cllr A Campbell nominated by Cllr J Broadhead, Seconded by Cllr R Rees, unanimously elected.

Vice-Chairman

Cllr R Rees nominated by Cllr A Campbell, Seconded by Cllr J Broadhead, unanimously elected.

Declaration of Acceptance of Office for position of Chairman signed by the Chairman.

Appointment of Representatives:

KALC Representatives:

Cllrs Broadhead and Horsford

Village Hall Representatives:

Fordcombe: Cllr Townsend **Penshurst:** Cllr Broadhead

Planning Representatives:

Cllrs Rees, Campbell, Cass, Horsford and Townsend as required.
Cllrs Campbell and Rees liaise regarding applicant's contact details.

Speedwatch Representatives:

Vacant

Speedwatch Data:

Vacant

Footpath/ Bridle Path Representative: Cllr Frederick

Allotments:

Cllr Campbell

Play Area Fordcombe:

Cllrs Horsford and Townsend.

Alms Houses:

Cllr O'Shea

Becket Trust:

Cllr Carson

Gatwick:

Cllrs Rees attends HWCAAG meetings, Cllrs Broadhead/Cass

Highways:

Cllrs Rees, Broadhead & Carson

Current Policies: Confirmation of approval of current policies for ensuing year. Standing Orders updated by KALC - amendments covered:

Public Bodies right to report at council meetings

Electronic service of summons and agendas on councillors

Advance public notice of council meeting to be published electronically

Councils with less than £25K income publishing designated information electronically

Councils with more than £200K income publishing designated information electronically

Tendering requirements for contracts of values of £25K/£4,551,413 & £181,301.

Tendering requirements for Utilities contracts which exceed relevant financial thresholds from £363,424 / £4,551,412 and £820,370 for social and other specific services
Changes to Data Protection legislation to be introduced on 25 May 2018 which replaces the 1998 Act.
Open Session Period - 20 minutes
Length of Meeting - 3 hours maximum

It was proposed by Cllr A Campbell, seconded by Cllr R Rees that the above be approved, this was unanimously agreed.

3. MINUTES OF MEETING HELD ON 3 April 2018, having been circulated, were approved and signed by the Chairman.

MINUTES OF THE Annual Parish Meeting held on 16 April 2018, These had been circulated and were noted.

4. MATTERS ARISING:

a. Safe Pedestrian Access in Parish: Cllr Lake advised that the new Cabinet Member for Highways - Mike Whiting - was very supportive of the 20MPH limits past schools in the parishes. Geoff Bineham - KCC Officer - would be investigating this issue for the parish and had advised that some costs might be incurred in connection with signage.

b. Church Wall: Quote being obtained by Ben Thomas from Oast and Oak for clearance of ivy from wall, no information received to date.

c. Clearance of ditches near Meadow Wood: Updated under Highways section.

d. Dog Fouling: ED awaiting information regarding dog fouling prior to reporting to Dog Warden. ED to ask if parish magazines have space for a short note regarding this problem to be included asking anyone aware of the regular problems to contact her and give information on particular problem areas.

OPEN SESSION

Reports of eight lorries carrying large loads towards Grove Road on the morning of the PC meeting were made, ED to check into issue. SDClr Mrs Coleman reported that SDC were aware of this issue and the company had been instructed to cease deliveries, she would check into the issue again.

Activities at the PORC site ie restaurant facilities, possible shop, caravan dwelling, wellness/yoga area were raised, SDClr Mrs Coleman provided information in her report.

KCClr Lake advised further work was required at Meadow Wood as the edges of the road had collapsed again.

The question of Cllr Cass' illness was raised, ED explained that a councillor could miss six meeting before any action would be taken.

Poundsbrige Lane roadworks still awaited. Fordcombe Road drain edging failure already reported to KCC Highways.

5. PLANNING

Applications:

SE/18/00923: The Bungalow, Daneby Hall, The Lane, Fordcombe: Demolition of existing dwelling, replacement dwelling, single storey garage and associated works. **PC Response:** PC support but feel there should be a physical boundary to separate the residential curtilage from the adjoining field.

SE/18/000998/999LBC: Lilac Cottage, Rogues Hill: Proposed partial demolition of existing modern single storey rear extension and construction of new single storey rear extension. **PC Response:** PC support provided the Conservation Officer is happy and the extension does not exceed 50%.

SE/18/01150: Russetts, Chafford Lane, Fordcombe: Erection of subterranean garage extension. **PC Support**

SE/18/01192: Chafford Park, Chafford Lane, Fordcombe: Construction of Wedding Ceremony Gazebo in association with Wedding. Members discussed this application and were unanimously opposed, response to be

drafted for submission.

SE/18/01348: Land SE of Pippins, Coldharbour Road, Penshurst: Consultation on minor materials amendment to SE/16/03892. Only minor material amendments notified, PC had no objections.

Decisions:

SE/18/00566: Benachie, Chafford Lane, Fordcombe: Demolish conservatory, store and bay window, erect single storey extension. Raise roof (45 degree pitch) to convert lift space into living accommodation. Alterations to fenestration. **REFUSED**

SE/18/00479: Swaylands Estate, Penshurst Road: Proposed replacement of existing external lighting across the site. **GRANTED**

SE/18/00729: 7 Paddock Close, Fordcombe: Drop kerb at front of property to allow parking on the driveway. **GRANTED**

SE/18/00677: 13 St. Peter's Row, Fordcombe: Proposed ground floor side extension, rear porch, side dormer, floor plan re-design, and all associated works. **GRANTED**

Tree Surgery:

SE/18/01473: Mitre Oast, Fordcombe Road, Fordcombe: T1 Oak Tree, fell and treat stump.

6. REPORTS:

a. Kent County Councillor: KCCLlr Lake reported:

An agenda item on the forthcoming meeting of the Scrutiny Committee relating to Highways had been deferred until July in order that further information could be collated; 90% of claims for cars damaged due to road conditions were refused, parishioners were advised to take the matter to the small claims court - any costs involved in this procedure were very low - to obtain compensation.

Repairs must be carried out to potholes reported within 28 days of being reported, Amey were the main contractors for a further eighteen months. Cllr Lake was very supportive of PCs undertaking their own road repairs, he was meeting with the Engineer on 11 May to travel the local roads to inspect the condition, he would email ED when he was aware of the time.

Cllr Lake would appreciate information from the local schools regarding any pupils applying to go to either St. Gregory's or Bennett Memorial schools with effect from the September term to assist with his transport campaign and discussions with the Ombudsman.

b. Sevenoaks District Councillor: SDCCLlr Sue Coleman reported:

Affordable Housing Company - Research has now been undertaken by the Council, which also included using an external housing consultant, to ensure that there is a sound business case for setting up an affordable housing company. I am delighted to report that the business case has been confirmed and the affordable housing company was incorporated on the 13th April under the name QUERCUS HOUSING LIMITED.

By way of background; the council's need and wish to have an affordable housing company, is to allow us to use our S.106 planning gains for the purpose for which we collected them, namely to provide affordable housing in the District. Initially the Council looked at the options of either re-opening a housing revenue account or setting up an independent housing company. We are not allowed as a Council to simply buy land and develop it ourselves and if we gave the S.106 monies to a housing association there is no guarantee that the funds would remain in the District long-term since as tenants exercised their right to buy the money could be deployed elsewhere in Kent or indeed the Country. Planning gains currently stand at £5.37m and I have been assured by the Portfolio Holder that some of this money will be spent in rural areas, including ours.

Cllr Mrs Coleman advised that both she and KCCLlr Lake had been briefed on the recent call for sites but the final selection would be available later in the year. Parishioners asked that flexibility was important when considering sites as some of the previous criteria used had been very prescriptive.

Chafford Park Farm - Ian Kidd who works in planning enforcement has been investigating the filling in of the gravel/quarry pit on this site. He has taken photographs and spoken to the owner. Ian believes the work requires planning permission, but she disputes this, and he plans to follow up with the builder for an explanation of the

work. In the meantime, he has invited her to submit a planning application.

Grove Road, Penshurst - Following approaches made to me by some concerned residents on Grove Road, I have a meeting scheduled on May 10th with Enforcement Officers to discuss alleged planning breaches at two separate locations on Grove Road. Cllr Mrs Coleman added that she had met with Ian Kidd regarding the activities at PORC and would be meeting again later in the week, she would update when further information was available.

c. **KALC:** Meeting scheduled for later in the month.

d. **Neighbourhood Watch:** Mr Johnson's report covered the period from 3 April to 4 May in Penshurst with the theft from a shed which included strimmers, lawn mower and hedge cutter; damage to tyres on two cars by nails; the theft of chainsaws and a hedge cutter from an outbuilding at a property where they also attempted to break into the owner's van but failed. In Fordcombe damage to a car parked in a road was reported. ED to try obtaining the information on Scam Avoidance if still available.

e. **High Weald Councils Aviation Action Group:** No report

f. **Coach Road Bridge:** Inspection was carried out on 7 May, no movement had taken place after the work at the cemented joints in the vertical positions or along the base of the right hand portion of the upstream parapet in the places of previous movement. The cracks along the road that were not addressed had also not shown any deterioration. Walkers using the bridge would be safe although any impact caused by heavy loads such as coaches could not be assessed.

g. **Allotments:** Cllr Campbell reported most had now been cleared, the trailer would be removed on Monday.

7. HIGHWAYS:

330353: Sunken pavement between Latymers Lodge and rubbish bin, opposite Colquhouns Cottage. Site inspected /attended, further work required.

332002: Potholes between Gate Cottage and Haley Cottage, The Lane. Job confirmed as scheduled.

341237/300371 (51966694): Rogues Hill/Poundsbridge Lane & Meadow Wood/Marlpit Drainage: Unscheduled cleansing order issued - 20 April - in two sections to carry out clearance work within 28 days.

353051: Smarts Hill: Multiple potholes under investigation.

343931: Coldharbour Road Near Cooks Wood: Water running down road, gully blocked, still under investigation

351968: Blocked drains/gullies - Star House, Birches, Petresfield. Issue under investigation.

348665: Blocked Drains Poundsbridge Manor to Bullingstone Cottages: Run of drains and gullies blocked. Under investigation.

348664: Long Bridge: Eroded edge to tarmac following bend from Penshurst to Fordcombe toward Long Bridge. Works being programmed

351968: Blocked Drains - Penshurst Village Hall towards pavement; from Star House - Birches - Petresfield.

Footpath: St. Peter's Row - School/Church. *ED Checked and area listed as privately owned)*

Pothole: Coldharbour Road - Nunnery Lane - Godfrey House: Pothole by entrance to house. (*Ref: 357292*)

8. **FINANCE:** The following accounts were presented and approved for payment:

Fordcombe Village Hall	Hall Hire	£16.00
ProTrainings.eu (ED Reimbursed)	Defibrillator Training	£420.00
KALC	Annual Subscription	£682.39
Complete Weed Control	Penshurst/Fordcombe Weed Treatment	£433.20
RIP Cleaning Services	Dog Waste Removal	£76.80
Lee Jenner	Lengthsman	£63.00

- a. External Audit – Signing & Approval of Annual Return** – Accounts for the January - March 2018 quarter plus the Annual Accounts prepared in accordance with the requirements of the Audit Commission as approved at the 2017 APM. The current Accounts were presented at the 2018 Annual Parish Meeting together with the financial notes.
- b. (i) Financial Regulations Review & b. (ii) Internal Audit Report:** (i) to continue as agreed at 2017 meeting, (ii) presented and accepted at 2018 APM.
- c. Section 1 – Annual Governance Statement 2017/18:** Preparation of Annual Governance Statement had been completed. It was Resolved the Statement be approved by the Parish Council Members for signature, proposed by Cllr Campbell and seconded by Councillor Townsend, unanimously agreed.
- d. Section 2 – Accounting Statement for 2017/2018:** Year-end accounts were provided with APM documentation prior to completion of Section 2 by the Responsible Finance Officer, it was Resolved that the Accounting Statement be approved by the Parish Council Members for signature, proposed by Cllr Campbell and seconded by Cllr Townsend, unanimously agreed.
- e. Signing of Annual Return:** Chairman and ED signed all sections as necessary on behalf of Penshurst Parish Council in preparation for submission.
- f. Exercise of Public Rights:** Notice of exercise of public rights scheduled between Monday 4 June and Friday 13 July 2018.
- g. CIL Receipt:** Notification received from SDC that payments of (A) £4098.75 and (B) £2151.25 had been made to the PC in connection with the Community Infrastructure Levy. The first sum must be used on (i) the provision, improvement, replacement, operation or maintenance of infrastructure and (ii) anything else that is concerned with addressing the demands that development places on an area. (B) must be spend on items under (i) only.
- h. SDC Fun Day:** Cllr Townsend to update on refreshments for event. As well as the usual activities for the Fun Day on the 24 August there will also be an opportunity to experience Circus Skills which has previously proved very successful.
- i. Potholes:** ED investigating possibility of parish undertaking work in connection with pothole maintenance with assistance of delegated budget from KCC. ED advised KCC do not permit parishes to work on their own roads even though two companies had been prepared to quote for work with possibly one other also interested. Alternative option being considered to work with KCC local Inspector to identify and approve reported potholes and funding to be met by KCC or delegated budget. KCCLlr Lake checking on position with regard to any possible delegated budget.
- j. Defibrillator Training:** Carried out prior to APM on 16 April, Cllrs Broadhead, Carson, Frederick and Rees attended plus SDCllr Mrs Coleman plus Deputy Clerk and Volunteer Parishioner. The defibrillator at Penshurst was instantly accessible, the access code had been removed.
- 9. CORRESPONDENCE:** General information from SDC and KCC circulated via email.
- 10. ANY OTHER BUSINESS:**
- a. Footpath:** Cllr Rees to provide details of possible obstruction to footpath for ED to report.
- b. Weir:** Cllr Townsend to check on any proposed work to the weir after scheduled meeting.

Meeting concluded 8.50 pm

Next Meeting 4 June 2018 - Penshurst