

WEST FARLEIGH PARISH COUNCIL
MINUTES OF THE MEETING
HELD ON MONDAY 16th MARCH 2009
AT ALL SAINTS CHURCH, WEST FARLEIGH

PRESENT :- Cllr J Morgan in the Chair until Item 7.2, Cllr B Scott in the Chair from Item 7.2, Cllrs D Bailey, B Hards, G Martin, B Merritt and Mrs V Stancombe, Clerk

IN ATTENDANCE: - PCSO Joanne Watts and one parishioner were present at the start of the meeting. Cllrs B Mortimer and J Wilson (from Item 6) were present until Item 9.4 and three parishioners were present throughout the meeting.

Prior to the start of the meeting a parishioner highlighted the current admissions system for secondary school places that had resulted in her daughter not being offered a place at any of the four schools of choice. Following discussion regarding the problems of secondary school placement for people living in West Farleigh Members offered their support.

1. APOLOGIES

All Members were present.

2. COUNCILLOR DECLARATIONS

There were no declarations made.

3. MINUTES of the Full Council Meeting held on 19th January 2009

The Minutes of the meeting had been previously distributed and were **Agreed** unanimously. The Chairman of the meeting signed off the official copy.

4. POLICE BUSINESS

PCSO Joanna Watts reported two incidents of theft since the last meeting and also advised of the increase in thefts of farm vehicles in the surrounding areas that has resulted in the Police instigating a programme of installing tracking devices to this type of vehicle. There followed discussion regarding the lack of a Police Officer for West Farleigh and Members **Agreed** to write to Inspector Sandwell.

ACTION: CLERK

5. RESIGNATION OF COUNCILLOR

Following the resignation of Cllr Underdown, Members **Noted** the required Notice has been displayed on the Noticeboards giving electors, being not less than ten, the opportunity to call for an election to fill the vacancy. To show their appreciation for his contribution to the Council, Members **Agreed** to a gift of a meal for Cllr Underdown from the Chairman's Allowance.

6. QUALITY COUNCIL

Following discussion regarding obtaining Quality Status it was **Agreed** the Clerk would work towards putting the portfolio together and would report back to the Council. Each Member to advise the Clerk of the training they had undertaken to date.

ACTION: COUNCILLORS/CLERK

7 HIGHWAY AND FOOTWAY MATTERS

7.1 PROW Bottom of Teston Lane

Cllr Scott advised he had contacted the land owner but is awaiting a reply. Cllr Scott to follow up to get a definitive response for the next meeting.

ACTION: CLLR SCOTT

7.2 Charlton Lane

The results of the Speed Survey carried out on Charlton Lane by KHS were discussed and it was **Agreed** to write to KHS to request the full results of the survey showing the actual speeds recorded.

Members discussed the site meeting held with KHS regarding the problems at the narrower section of Charlton Lane and it was **Agreed** to write to KHS to request an estimate for the cost of the repair and also to request the reason KHS were not agreeable to tarmac this section of highway.

ACTION: CLERK

7.3 Charlton Lane - Gritting & Salt Bins

Members **Noted** the position regarding putting Charlton Lane on the gritting route and also that KHS had advised there was no suitable location for the provision of a salt bin at the bottom of Charlton Lane. Following discussion it was **Agreed** to write to KHS and advise a salt bin was previously located under the Charlton Lane street nameplate at the bottom of the Lane and also write to Arriva for support in getting the Lane on the gritting route.

ACTION: CLERK

7.4 Footpath KM21

Members discussed the re-routing of footpath KM21 between Teston Bridge and All Saints Church and as the old route had been used since 1939 it was **Agreed** to pursue the 20-year rule in trying to get the old route re-instated.

ACTION: CLLR HARD/CLERK

7.5 Stiles - Footpath KM21/1 and KM21/2

Members considered the offer from KCC to provide new wooden kissing gates on the footway and **Agreed** they did not wish to install the new gates. The Clerk was asked to write to KCC accordingly and advise the landowner should be consulted in future regarding the gates at this location.

ACTION: CLERK

8 RESOURCES AND ENVIRONMENT MATTERS

8.1 Community Centre

Members **Agreed** to the fee of £150 for the preparation of the Land Registry compliant plan by TruePlan of Tunbridge Wells identified as a requirement by solicitors Whitehead Monckton.

A parishioner was invited to express his views on the project and there followed some heated discussion regarding the plans for the new community centre and whether there is a requirement for such a building. The Chairman confirmed it is the Parish Council's intention to consult residents to establish views and requirements when the land at Charlton Lane had been secured.

8.2 Village Green

8.2.1 Signs

Members **Noted** two further play area signs will be provided by KHS on Ewell Lane. Members considered a request to move the play area sign on Charlton Lane and **Agreed** its present location was appropriate.

8.2.2 Posts

Members considered alternative options and **Agreed** Kentish Ragstone to replace the broken wooden posts on the Green and any further broken posts to be replaced by the ragstone as and when required. The Clerk to check with insurance and KHS that this would be acceptable.

ACTION: CLERK

8.3 Parish Council Wooden Chest

Members discussed the wooden chest that is currently being accommodated by the ex-Clerk and **Agreed** to offer it in the first instance to the PCC and thereafter to advertise the Chest in Life Line.

ACTION: CLLR BAILEY

9 MATTERS OF REPORT

Reports were received from:-

9.1 County and Borough Councillors' Reports

County Cllr Stockell was unable to be present.

Cllr Wilson reported the increase of 4.46% in the Council Tax.

Cllr Mortimer reported the probable increase in Sunday parking and Park & Ride charges in Maidstone and the withdrawal of the one-off bids for Concurrent Functions. Cllr Mortimer also reported a Public Meeting in Coxheath on 24th March to discuss the Traffic Calming Scheme.

9.2 Chairman's Report

Cllr Scott and Cllr Martin reported a site meeting with the owner of 3 Bow Meadow Cottages regarding a recent planning application by a neighbour.

9.3 Individual Councillors Reports

Cllr Morgan reported the staggered junction sign is back on the post at St Helen's Corner and attendance at the KHS On-line Roadshow that demonstrated the new reporting system that can be accessed by Parish Councils.

Cllr Bailey queried if there was a mirror at the top of Teston Lane and requested KHS is pursued regarding the change of priorities at Teston Lane with the junction of Lower Road.

Cllr Hards reported a further meeting to discuss the Fair will be held on 26th March and requested assistance in manning a Parish Council stall at the Fair.

Cllr Merritt reported the Tree Preservation Officer at MBC will conduct a survey of the trees at Court Lodge. One of the doors on the noticeboard at the Church is bowed and letting in water; the benches and tables on the village green need cleaning and the by-law sign adjacent to the Good Intent is hanging off the post. Cllr Merritt offered to attend to the benches and tables and the sign. The Clerk was asked to contact Greenbarnes.

9.4 Clerk's Reports

9.4.1 Annual Parish Meeting

Members considered the list of potential invitees to the APM to be held on 18th May and **Agreed** the Dandelion Trust should also be invited. Cllr Scott **Agreed** to make a short presentation at the APM on the plans for the community centre.

ACTION: CLLR SCOTT/CLERK

9.4.2 Play Area Equipment

Members **Noted** the MBC Funding Officer has suggested the project for the Multi Play Unit is held until next year when the Council will be able to apply for funding from Awards for All to supplement any request for funding from MBC.

10 FINANCE

10.1 Bank Reconciliation and Expenditure to date

The Budget Monitoring Report to 28th February 2009 was **Noted**.

10.2 Income received since the last meeting

The Chairman perused the records and was satisfied that the balances in hand agreed with the Clerk's records. Actual payments received since the last meeting were:-

Co-op - Interest on Direct Plus Account - August/September (not previously reported)	£26.26
MBC - 2 nd Half Concurrent Functions (not previously reported)	£2827.50
MBC - Devolved Budget Grant - for Finger Post	£450.00
Co-op - Interest on Direct Plus Account - January & February	£2.17

10.3 Confirmation of payments already made

It was **Resolved** that the Council approve the following payments made since the last Meeting:-

Mrs V Stancombe - Net salary for January	£306.85
Mrs V Stancombe - Net salary for February	£306.85

10.4 Cheques for signature

It was **Resolved** that the Council approve the following payments made since the last Meeting and the cheques were signed:-

100817 - HMRC - PAYE	£192.63
100818 - Churchwarden, All Saints West Farleigh - Hire of Church, 2/3/09 & 16/3/09	£40.00
100819 - Park Leisure - Repairs to Play Area	£1304.10
100820 - Trueplan - Land Registry compliant plan	£172.50
100821 - Mrs V Stancombe - Reimbursement of Expenses - January & February	£92.89

10.5 Revised Bank Mandate

It was **Resolved** that:-

The Co-operative Bank plc (“the Bank”) shall continue as the Council’s bankers in accordance with the original application;

The Bank shall be authorised to accept instructions from us in connection with the accounts and the service, provided that the instructions are given and/or signed in accordance with the signing authority listed in the account signatories.

The Bank shall be authorised to honour all cheques and all other documents made or accepted on our behalf even if such payment causes any Accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed in accordance with the specimen signatures shown in the Account Signatories Section (6);

The Bank shall act on all specimen signatures in accordance with any instruction, notice, request or other document in writing concerning our account (including the opening of new accounts) affairs or property, as shown in the Account Signatories Section (6);

The Bank shall be sent a copy of any future resolutions which affect the terms of these resolutions;

The Bank shall be sent a copy of any changes in our Regulations;

The Bank shall be notified in writing of any change of official authorised to sign on our behalf;

The Bank shall otherwise continue to operate our Accounts in accordance with the Business Account Mandate;

The Bank shall be notified in writing of any overall change of control in the business;

All signatories to the Account are aged 16 or over

The Council authorise and request that until you receive written notice from any two of us to the contrary to treat and consider Additional Named Individuals named as fully empowered by us on our behalf.

It was further **Resolved** that:-

1. The Council agrees to the use of The Co-operative Bank plc (‘the Bank’) Customer Services (‘the Service’) subject to the Terms and Conditions and the Terms and Conditions in the main business account which relate to the use of the service, a copy of which was produced at the meeting.
2. In all other aspects, our mandate with the Bank will continue unaffected.

10.6 Interim Internal Audit

Members **Noted** the Internal Auditor has confirmed an annual fee of £60 that will include an interim audit, year end audit and written reports and reviewed the report on the recent Interim Internal Audit.

10.6.1 Financial Regulations and Standing Orders

Following a review of the Financial Regulations and Standing Orders, it was **Resolved** that the Council adopt the amended Financial Regulations and Standing Orders.

10.6.2 Fidelity Guarantee

Following a risk assessment an increase in the amount of Fidelity Guarantee Insurance was considered and it was **Resolved** that the amount of Fidelity Guarantee Insurance cover is increased from £8,000 to £25,000.

10.6.3 Risk Assessment

Members **Approved** the comprehensive Risk Assessment document provided by the Clerk and it was **Agreed** to implement the actions required with immediate effect.

ACTION: COUNCILLORS/CLERK

10.6.4 Asset Register

Members considered and **Approved** the Asset Register prepared by the Clerk.

10.7 Request for Funding

Members considered a request for financial assistance from Seekers and Life-Line and **Agreed** a donation of £330 to each organisation and cheque numbers 100822 and 100823 were signed. Members also considered a request from Medway Valley Countryside Partnership for a contribution towards the clearing of the footpath on the Farleigh side of Barming Bridge and **Agreed** not to make a donation.

11 DATE OF NEXT MEETING

The next Meetings are on Monday 18th May 2009 at All Saints Church being the Annual Parish Meeting followed by the Annual Meeting of the Council.