

**WEST FARLEIGH PARISH COUNCIL**  
**MINUTES OF THE MEETING**  
**HELD ON MONDAY 15<sup>th</sup> MARCH 2010**  
**AT ALL SAINTS CHURCH, WEST FARLEIGH**

**PRESENT:-** Cllr B Scott (Chairman), Cllrs D Bailey, B Hards, L Johnson, G Martin, B Merritt (from Item 5.2), J Morgan and Mrs V Stancombe, Clerk

**IN ATTENDANCE:-** Borough Cllr B Mortimer and two parishioners were present throughout the meeting.

**1. APOLOGIES**

Apologies were received from County Cllr P Stockell and Borough Cllrs C Parr and J Wilson.

**2. COUNCILLOR DECLARATIONS**

Cllr Johnson declared a personal interest in Item 8.5.

**3. MINUTES of the Full Council Meeting held on 18<sup>th</sup> January 2010 and the Planning Meeting held on 12<sup>th</sup> August 2009**

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

**4. POLICE MATTERS**

There were no crime figures to report. One Member reported that an aluminium wheel had been stolen from St Helen's Lane.

**5. HIGHWAY AND FOOTWAY MATTERS**

**5.1 PROW KM21**

Members **Noted** there was no further update with regard to the footpath exiting onto Teston Lane and Cllr Hards will follow up with Rookery Estates.

**ACTION: CLLR HARDS**

Members **Noted** that MBC plans to install a new litter bin at the Church Lane/Cricket Field end of the footpath within the next 3-4 weeks.

**5.2 Unadopted Road at The Green**

Members discussed a suggestion that the Council considers adopting the road and it was **Agreed** that the cost of repairs and maintenance of this unadopted road would be too costly for the Council.

**5.3 Trees Overhanging Ewell Lane**

There was no further update on this matter and the Clerk will follow up with Highways.

**ACTION: CLERK**

**5.4 Kettle Lane**

Members considered a complaint from a resident about low level barbed wire erected between the rear of the orchard at Lower Road end to the footpath between Kettle Lane/Gallants Lane.

Following some discussion it was **Agreed** that there was no safety issue as the barbed wire fence is behind another boundary fence on the land and therefore does not constitute a risk to members of the public who walk on the authorized footway.

**6. RESOURCES AND ENVIRONMENT MATTERS**

**6.1 Community Centre**

Following discussion regarding the next stage of the project, it was **Agreed** to resurrect the Community Centre Committee and hold an informal meeting with a view to producing a questionnaire for distribution to parishioners. The original members of the Committee and the PCC will be invited to participate.

**ACTION: CLLR SCOTT**

## 6.2 Village Green

### 6.2.1 Play Area

Members **Noted** that Playsafety has now carried out a further inspection of the Play Area and a revised report has been provided. The measurement of the roundabout surfacing has been confirmed as being in accordance with EN1176 and Playsafety has issued a refund of £72.45. Members further **Noted** the MBC monthly assessment has reported problems with the shackles on the swings. However, Cllr Merritt has confirmed that his inspection of the shackles has revealed there is no problem.

### 6.2.2 Signage

Members **Noted** that the Good Intent has erected a Notice on the Village Green.

### 6.2.3 Trees

Members considered a request from a resident to have a tree planted on the Village Green and **Agreed** to the request. The resident will be asked to contact Cllr Merritt to discuss positioning and type of tree to be planted. Cllr Merritt will also organise the planting of the tree in memory of Molly Underdown.

ACTION: CLLR MERRITT

### 6.2.4 Horses on the Green

Members **Noted** that horses have been traversing and damaging the Green and it was **Agreed** that an appropriate sign would be erected restricting access in order to protect the Green.

ACTION: CLERK

### 6.2.5 Village Green Posts

Members again discussed the free ragstone offer from a company in East Malling and it was **Agreed** to collect the ragstone and install around the Green between the wooden posts.

ACTION: CLLRS JOHNSON/MARTIN/MERRITT

## 6.3 Village Sign

Members **Noted** that the Village Sign post is rotten and dangerous and requires to be removed as soon as possible. It was **Agreed** that this would be carried out by a working party of Councillors before the end of the week.

ACTION: CLLRS MARTIN/MERRITT/SCOTT

Cllr Merritt provided a quotation for a replacement post and it was proposed by Cllr Martin, seconded by Cllr Scott "that the quotation of £150 from Lenham Oak to supply and delivery an 18 feet oak post is accepted". This was **Agreed**.

Members further **Noted** that the Village Sign lacquer is peeling and will require repair. The Clerk was asked to establish who had previously carried out the work.

ACTION: CLERK

## 6.4 Parish Council Newsletter

Members discussed contents for the next issue of the Newsletter and it was **Agreed** that this would be distributed with the May issue of Life Line.

ACTION: CLLRS

BAILEY/MERRITT/SCOTT

## 6.5 Annual Parish Meeting

Members were reminded that the Annual Parish Meeting is to be held on 17th May and discussed and **Agreed** the invitation list.

ACTION: CLERK

## 6.6 Village Wooden Chest

Members discussed placement of the Parish Wooden Chest that has up to now been stored by the ex-Clerk. Cllr Mortimer expressed some interest and will contact the ex-Clerk direct. Cllr Hards offered to have the chest in the event that Cllr Mortimer declined.

## 6.7 Neighbourhood Forums - Parish Representative

Members **Noted** that KALC has invited each Parish to nominate a candidate for the Neighbourhood Forums that are replacing the old Local Boards.

## 7. MATTERS OF REPORT

### 7.1 County and Borough Councillors' Reports

Cllr Mortimer advised that salt bins can be purchased from MBC as can the salt refills.

### 7.2 Chairman's Report

The Chairman had nothing specific to report.

### 7.3 Individual Councillors Reports

Cllr Bailey reported that the finger post at the top of Church Lane requires refurbishment.

Cllr Hards reported a meeting is to be held to discuss a possible Bonfire Night event.

Cllr Merritt reported assisting a resident of Mill Cottages with a tree problem.

Cllr Merritt reported that the two slats of the Norman Bench at Smiths Hall have been removed as they were rotten and are required to be replaced as soon as possible. Members Noted this was a safety issue and it was therefore proposed by Cllr Martin, seconded by Cllr Morgan **"that the quotation of £61 for the redwood slats is accepted"**. This was **Agreed**.

ACTION: CLLR MERRITT

### 7.4 Clerk's Reports

The Clerk reported MBC are holding a Parish Liaison Day on 18<sup>th</sup> March.

## 8. FINANCE

### 8.1 Budget Monitoring

The Budget Monitoring Report to 28<sup>th</sup> February 2010 was **Noted**.

### 8.2 Income received since the last meeting

Cllr Hards 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 Community Directplus Account - January and February	£2.77
Playsafety Limited - Refund of Play Area Inspection Report	£72.45
Village Fete 2009 - Funds	£469.59
Gullands - Re Claim Ewell Manor	£1205.63

### 8.3 Confirmation of payments already made

It was proposed by Cllr Martin, seconded by Cllr Bailey **"that the Council approve the following payments made since the last Meeting"**. This was **Agreed**.

Gullands - Re Claim Ewell Manor	£575.00
100861 - Whitehead Monckton - Fees re Land Lease	£588.08
SO - Mrs V Stancombe - Net salary and Office Allowance for January	£410.33
SO - Mrs V Stancombe - Net salary and Office Allowance for February	£410.33

### 8.4 Cheques for signature

It was proposed by Cllr Hards, seconded by Cllr Martin **"that the Council approve the following payments"**. This was **Agreed** and the cheques were signed.

100862- Mrs V Stancombe - Reimbursement of Expenses - Jan & Feb	24.77
100863 - Churchwarden, All Saints West Farleigh - Hire of Church, 24 Feb & 15 Mar	£40.00
100864 - HMRC - PAYE	£270.14
100865 - Kent Men of the Trees - Annual Subscription	£25.00

### 8.5 Grounds Maintenance 2010-11

Members considered three quotations for the maintenance of the areas at the bench at Smiths Hall, Lower Road and the bench by Elmscroft Cottage on Charlton Lane and it was proposed by Cllr Martin, seconded by Cllr Hards **"that the quotation from Mr L Johnson of £320 to maintain the areas by the benches at Smiths Hall and Elmscroft Cottage is accepted"**. Cllr Johnson had declared an interest and did not take part in the voting. All remaining Members **Agreed**.

#### 8.6 Interim Internal Audit

The Report of the Internal Auditor following the Interim Audit on 6<sup>th</sup> January 2010 was **Noted**.

#### 8.7 Statement of Internal Control

Members reviewed the Statement of Internal Control produced by the Clerk and it was proposed by Cllr Martin, seconded by Cllr Bailey **“that the Statement of Internal Control is signed and included with the year end accounts”**. This was **Agreed** and the Chairman and Clerk signed the Statement.

#### 8.8 Annual Review of Effectiveness of Internal Audit

In carrying out its Annual Review, Members **Agreed** that the internal auditor is independent of the Council and has no involvement in the financial decision making and is competent to carry out an effective audit of the Council’s system of internal control; that the review and scope of the internal audit adequately assesses the Council’s internal controls and management of risk; that Members understand the importance of the relationship between the internal audit and the Council and that adequate preparations are made for the audit procedure and reports received from the Internal and External Auditor are actioned when necessary.

#### 8.9 Donations

Members considered a request for financial assistance from Evergreens and it was proposed by Cllr Bailey, seconded by Cllr Scott **“that the Council gives a £500 donation to Evergreens”**. This was **Agreed** and cheque no. 100867 was signed.

Members further considered a request for assistance from Life Line and it was proposed by Cllr Hards, seconded by Cllr Bailey **“that the Council gives a £330 donation to Life Line”**. This was **Agreed** and cheque no. 100866 was signed.

#### 8.10 Concurrent Functions

Members considered the position regarding the Concurrent Functions Grant and it was proposed by Cllr Bailkey, seconded by Cllr Martin **“that £2,500 of Concurrent Functions Grant for 2009/10 is set aside for the Play Area Improvements Project”**. This was **Agreed**.  
ACTION: CLERK

#### 9. DATE OF NEXT MEETING

The next Meeting is the Annual Meeting of the Council (at approx 9.00 pm) on Monday 17<sup>th</sup> May 2010 at All Saints Church immediately following the Annual Parish Meeting that commences at **7.30 pm**.

There being no further matters to be discussed the meeting closed at **9.00 pm**.