

## WEST FARLEIGH PARISH COUNCIL

### MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 17<sup>TH</sup> MAY 2010 AT ALL SAINTS CHURCH, WEST FARLEIGH

**PRESENT :-** Cllr Cllr B Scott in the Chair, Cllrs B Hards, L Johnson, G Martin, B Merritt, J Morgan and Mrs V Stancombe, Clerk

**IN ATTENDANCE:-** Two parishioners were in attendance until item 10.

**1. APOLOGIES**

Apologies were received from Cllr Bailey, County Cllr Stockell, Borough Cllrs Mortimer, Parr and Wilson.

**2. ELECTION OF OFFICERS**

**2.1 Chairman**

Cllr Scott was nominated by Cllr Merritt and seconded by Cllr Martin. There being no other nominations and all Members being in agreement, Cllr Scott was duly elected as Chairman for the forthcoming year and completed the Declaration of Acceptance of Office.

**2.2 Vice-Chairman**

Cllr Morgan was nominated by Cllr Merritt and seconded by Cllr Martin. There being no other nominations and all Members being in agreement, Cllr Morgan was duly elected as Vice Chairman for the forthcoming year.

**3. COUNCILLOR DECLARATIONS**

Cllr Johnson for items 8.1 and 9.2 having personal interest.

**4. MINUTES of the Full Council Meeting held on 15<sup>th</sup> March 2010, already circulated**

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

**5. APPOINTMENT of Committees and Council Representatives**

**5.1 Structure of Committees**

It was **Agreed** to the following Committee arrangements for the forthcoming year:  
Community Centre Working Party - A minimum of any four Councillors - as available  
Planning Committee - A minimum of any three Councillors - as available

**5.2 Appointment of Representatives**

The following appointments were made for the forthcoming year:  
Tree Warden - Cllr Merritt  
Policing Meetings - Cllrs Merritt and Scott  
KALC Area Committee - Cllrs Bailey and Hards  
TRAMP Joint Highways Committee - Cllrs Martin and Scott  
Highways meetings - as available

**6. STANDING ORDERS**

Members considered the new Standing Orders provided by KALC and amended by the Clerk in accordance with the practices of the Council and it was proposed by Cllr Merritt, seconded by Cllr Hards "that the new Standing Orders are adopted". This was **Agreed**.

## 7. ANNUAL REVIEW OF POLICIES AND MEMBERSHIPS

### 7.1 Policy Review

In accordance with the Standing Orders, Members considered the new policy documents produced by the Clerk and it was proposed by Cllr Merritt, seconded by Cllr Morgan “**that the new Media Policy and Code of Conduct Complaints Procedure together with the amended Complaints Procedure are adopted**”. This was **Agreed**.

Members reviewed the Financial Regulations, Freedom of Information Publication Scheme and Risk Assessment Policy and **Agreed** there were no amendments required at the present time.

### 7.2 Review of Memberships and Contracts

In accordance with the Standing Orders, Members reviewed and approved the Council’s Memberships and Contracts for the forthcoming year with the addition of the membership of Kent Men of the Trees.

## 8. HIGHWAY AND FOOTWAY MATTERS

### 8.1 PROW KM21

Members discussed the proposed changes to the Medway Walk including costs for clearance and fencing and new gate onto the highway and signage and **Noted** Cllr Stockell has confirmed she would be happy to provide £1500 towards the costs from the Member Grant. Two quotations for the work were considered at £1200 and £1242 and it was proposed by Cllr Scott from the Chair “**that one further quotation is obtained and the lowest quote is accepted**”. This was **Agreed**.

ACTION: CLLR HARDS

### 8.2 Salt Bin St Helens Lane

Members considered whether to purchase a Salt Bin for St Helens Lane and it was **Agreed** to ask KHS to authorize a suitable location on the Lane. ACTION: CLERK

### 8.3 Finger Post

Members discussed ownership of the finger post at the top of Church Lane at the junction of Lower Road and **Noted** KCC are investigating. ACTION: CLERK

## 9. RESOURCES AND ENVIRONMENT MATTERS

### 9.1 Community Centre

Members **Noted** that the questionnaire to obtain the views of parishioners that was used in the previous consultation will be circulated to Members with a view to a meeting of the Community Centre Working Group. ACTION: CLLR SCOTT

### 9.2 Village Green

Members considered three quotations to maintain the new section of Village Green and it was proposed by Cllr Merritt, seconded by Cllr Martin “**that the quotation from Mr Johnson at £204 plus materials is accepted**”. Cllr Johnson withdrew from the discussion and all remaining Members **Agreed**.

### 9.3 Events for 2010

Members **Noted** that there will be a Firework Event on 5<sup>th</sup> November at the football field.

### 9.4 Polytunnels

Members considered copy correspondence from Teston PC to KCC and MBC regarding regulating the use of polytunnels and **Agreed** to support its request for a Policy on polytunnels. ACTION: CLERK

### 9.5 East Farleigh Almshouses

Members **Noted** that the Trustees have advised there is a vacant almshouse in East Farleigh and it was **Agreed** to ask the Editor of Life Line to place an appropriate notice in the next edition.

### 9.6 Police Attendance Days

Following discussion regarding the possibility of one of the local public houses or cricket pavilion being used for a police attendance day it was **Agreed** that due to the low crime levels in West Farleigh this may not be appropriate at the present time.

- 9.7 Parish Council Newsletter**  
It was **Agreed** that the Annual Report would be included in the next Council Newsletter with other reports to be forwarded to Cllr Scott as Editor as soon as possible. ACTION: CLLR HARDS/ SCOTT
- 10. MATTERS OF REPORT**
- 10.1 County and Borough Councillors' Reports**  
County Cllr Stockell and Borough Cllrs Mortimer, Parr and Wilson were unable to be present.
- 10.2 Chairman's Report**  
The Chairman had nothing specific to report.
- 10.3 Individual Councillors Reports**  
Cllr Johnson reported that the new bin at the Cricket Pitch end of the footpath does not have any notice regarding the wrapping of dog waste and it was **Agreed** that a notice would appear in the next Newsletter.  
**ACTION: CLLR SCOTT**  
Cllr Merritt reported that the sign is being refurbished and will be ready for reinstatement shortly. Cllr Merritt further reported that a Liquid Amber tree on the Green has been required to be removed due to excessive strimming around the trunk that had killed the tree. A replacement tree (Sugar Maple) has been planted in memory of Mollie Underdown with suitable protection to the trunk and a further tree (Acer Rubrum - Red Sunset) is due to be planted shortly in memory of Pat Turk. Cllr Merritt reported that treatment of the benches around the Parish will be able to be completed now that the weather has improved.  
Members discussed the report that approximately 6 acres of land, belonging to the Diocese of Rochester formerly known as Vicarage Field, is for sale at Teston Lane. It was suggested that the residents of the Parish may wish to jointly purchase the land and it was **Agreed** to ask the Editor of Life Line to place a notice in the next edition.
- 10.4 Clerk's Reports**  
The Clerk had nothing specific to report.
- 11. FINANCE**
- 11.1 Annual Return of Accounts and Audit 2009/10**  
Members **Noted** the report of the Internal Auditor following the audit on 26<sup>th</sup> April.
- 11.1. Council's Accounts**  
1 It was proposed by Cllr Martin, seconded by Cllr Morgan "that the Council's Statement of Accounts should be Approved". This was **Agreed**.
- 11.1. Annual Return - Statement of Accounts**  
2 It was proposed by Cllr Martin, seconded by Cllr Merritt "that the Statement of Accounts contained on Page 2 of the Annual Return to the Audit Commission should be Approved." This was **Agreed**.
- 11.1. Annual Return - Statement of Assurance**  
3 Members considered the Statement of Assurance contained on page 3 of the Annual Return, determined that the statements numbered 1 to 9 can all be answered "Yes" then it was proposed by Cllr Scott, seconded by Cllr Martin "that the Statement is Approved". This was **Agreed**.
- 11.2 Budget Monitoring**  
Members **Noted** a report showing the 2009/10 budget and actuals, the preliminary budget for 2010/11 as previously agreed, the recommended change and receipts and payments for April. This was **Agreed** with the change in the Insurance figure to reflect actual premium.

### 11.3 Income received since the last meeting

Cllr Morgan 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	£1.09
MBC - Precept	£10,000.00
MBC - Devolved Budget Grant - Village Sign Refurbishment	£250.00
HMRC - Refund of VAT	£502.77

### 11.4 Confirmation of payments already made

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

SO - Mrs V Stancombe - Net salary and Office Allowance for March	£410.33
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### 11.5 Cheques for signature

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

100868 - Mr L Stevens - Village Sign Post	£75.00
100869 - Mr L Johnson - One-off Cut Village Green	£12.00
100870 - Mr B Merritt - Expenses	£89.46
100871 - Mr K Funnell - Internal Audit	£60.00
100872 - ACRK - Annual Membership	£65.00
100873 - KALC - Annual Subscription	£192.42
100874 - NALC - LCR Subscription	£13.50
100875 - CPRE - Annual Membership	£29.00
100876 - Churchwarden, All Saints West Farleigh - Hire of Church, 7&21 Apr & 17 May	£50.00
100877 - V Stancombe - Reimbursement of Expenses	£33.83
100878 - HMRC - PAYE	£270.24
100879 - Mr R Gilbert - Play Area Repainting	£370.00

### 11.6 Annual Renewal of Insurance Cover

Members **Noted** that the renewal of insurance from 1<sup>st</sup> June has been received from Allianz, together with an alternative quotation from Aviva at £533.72. It was proposed by Cllr Hards, seconded by Cllr Martin "that the insurance is renewed with Allianz at £533.72 for the forthcoming year". This was **Agreed** and cheque no. 100880 was signed.

### 11.7 Fidelity Guarantee

Members **Noted** the Fidelity Guarantee Cover provided by Aviva is £100,000 and this is adequate.

### 11.8 Donations

Members considered a request for financial assistance from the W.I. but **Agreed** that there were not sufficient funds available at this time to provide a donation.

## 12. PLANNING APPLICATION

The following application was considered and recommendation made:

### 12.1 3 Ewell Manor Cottages, Ewell Lane - MA/10/0736

Erection of two storey side extension and formation of new driveway with altered access to Ewell Lane. Council recommendation: Refuse.

## 13. DATE OF NEXT MEETING

The next Meeting of the Council will be held at 7.30 pm on Monday 19<sup>th</sup> July 2010 at All Saints Church.

There being no further matters to be discussed the meeting closed at 10.30pm.