

MINUTES OF AN ORDINARY MEETING OF BENENDEN PARISH COUNCIL HELD ON TUESDAY 22 JANUARY 2013 AT 8.00 P.M. IN THE MEMORIAL HALL

PRESENT: Cllrs. K. Barker, Mrs. J. Beattie, Mrs. L. Butler-Graham & G. Reynolds

ALSO PRESENT: Mrs K Bell (Clerk), Mr R Manning (County Cllr) & approximately 10 residents

APOLOGIES: Ms E North

008/013 Cllr. Reynolds opened the meeting and welcomed all present. He began the proceedings by stating that 2013 would be an interesting year and drew attention to the following events:

- An open Parish Plan meeting would be held in February
- A Parish Council by-election was due to be held in March
- Borough and County elections were due to be held in May
- A new vicar was due to be appointed
- Significant development was to be considered, i.e. Benenden Hospital and Iden Green affordable housing

009/013 **Declarations of Interests or lobbying:** There were none.

010/013 **Urgent Items:** There were none

011/013 **Minutes of the meetings held on 17 December 2012 and 03 January 2013:** The minutes were **APPROVED** and signed by the Chairman as a true record of the proceedings.

012/013 **Matters Arising from the minutes**

116/012 **KFRS - Fire Hydrants: How Parish Councils could work with the KFRS by undertaking inspection reports on behalf of KFRS.** An initial expression of interest had been submitted to KFRS and mapping information had been received and copied to members.

117/012 **Police Attendance at Future Meetings:** The Parish Councils meeting dates had been forwarded to Kent Police but no new information had been received.

121/012.2 **Mr T Dwyer:** Expression of thanks and appreciation had been received for the Christmas Gift

013/013 **County Councillors Report:** Mr Manning was welcomed to the meeting; he drew attention to the following:

- He hoped his recent letter to the Parish Council had been well received and reiterated that after a period of unease he would like the community to develop and move forward.
- He would be speaking on behalf of Mr Van Dyke at a Planning Appeal hearing.
- Although he was pushing for funding for the new Primary School it would not be immediate
- KHS had served the village well during the recent adverse snow and ice conditions.
- It was possible that some funding could be made available towards youth projects in Benenden and Hawkhurst.
- For the third year running KCC had frozen their element of Council Tax
- KCC had made accumulated savings of £94million.
- Funding for 2013/2014 would be reduced by £39 million.
- Without adversely affecting front line services, KCC staffing levels had been reduced by 1,500

Signed: **Date:**

014/013

Residents Questions

- A resident suggested that more information be available online. The resident was advised that the Council would be developing its own website and would be looking at making minutes and agendas fully available both online and via a computerised display system at future meetings
- A resident drew attention to the Parish Plan project which would commence on 23 February 2013 with the Open Meeting. The resident urged anyone interested to come along and be involved at the beginning of the project. Mr Dalton-Holmes stated that it was not his intention to write the plan himself and hoped that the plan would be compiled by various Working Groups all of which would be discussed at the forthcoming Open Meeting.
- A resident was pleased to learn that the PC had opened up dialogue regarding the use of the village hall car park by the new Primary School.

015/013

Planning

015/013.1

Planning Meeting

RESOLVED

The minutes of the Planning Meeting held on 03 January 2013 were **APPROVED** and signed by the Chairman as a true record. No questions were asked of the Committee Chairman. It was noted that the Council had **APPROVED** the following:

12/3355 Demolition of existing workshop and construction of single storey side and rear extensions at Hemsted Oaks, Cranbrook Road

12/3240 2 Storey side extension, single storey rear extensions and alterations to front porch and annexe at The Limes, Cranbrook Road

015/013.2

Iden Green Affordable Housing Open Meeting: It was reported that the meeting held on 07 January 2013 had been a success with over 40 people attending. It was noted that although the application was due to be considered by TWBC on 18 February 2013 this was subject to change as it was believed that amended plans had been submitted which the council should be consulted upon in due course. It was noted that the PC had submitted neutral comments.

015/013.3

Planning Applications for Consideration

12/03130 & 12/03131

Redevelopment of Benenden Hospital

Cllr. Reynolds reported that members had visited the Hospital on 19 January 2013 where they had visited the proposed site of the redevelopment and discussed the proposal with Hospital representatives. Members were of the opinion that subject to conditions the redevelopment could be a great asset to the village provided adequate provision was made for affordable housing, allotments and that village facilities could be enhanced as a result of the development. Following a discussion, it was:

RESOLVED That the Parish Council had **NO OBJECTION** to planning application 12/03131 the listed building element of the redevelopment and consisted of alterations to the Lister Wing. It was noted that TWBC's Heritage Officer was satisfied with the minor works to the LB subject to conditions and English Heritage had advised that it did not need to be consulted.

Signed: Date:

RESOLVED It was, further:
That the Parish Council would consider the remaining planning application 12/3130 at the next Planning Meeting.

12/03486 Vehicular access and extension of residential curtilage and closing off existing access at Parsonage Farm, Cranbrook Road, Benenden
In order for the application to be considered by the Planning Meeting on 07 February 2013, it was **RESOLVED** that the matter be deferred.

016/013 **Parish Council Vacancies:** As at least ten electors from the parish had requested that the vacancies be filled by an election; one would be arranged by TWBC, if contested the election would be held on 14 March 2013 and there would be a cost implication to the Council of approximately £2,000. It was noted that the Clerk had not yet received formal notification of the election arrangements from TWBC

017/013 **TWBC Visit to Parishes:** Representatives from TWBC were keen to meet members primarily to discuss the revision to the Parish Charter, Partnership Working within local government and TWBC's online planning service. It was noted that the time slot required would be about one hour. Whilst TWBC had been advised that the next meeting was to take place on 18 February they had instead suggested 25 February 2013, however in view of the fact that so many of the councils meetings had been rearranged recently TWBC had been advised that it would be more appropriate to attend a meeting after March 2013 when there would hopefully be a full complement of nine members.

018/013 **2013 Aims & Objectives:** The Parish Councils aims and objectives were considered as part of the budget preparation process for 2013/2014 and were agreed as follows:

- Setting a reasonable and sustainable precept for 2013/14.
- Deciding key projects & investigating funding streams to assist in funding them
- To lead the village in the production of a Parish Plan

019/013 **Community Shop - Preliminary discussion about whether the possibility could be a viable Parish Council initiative:** Following a discussion, it was:
RESOLVED: That although the PC was concerned about the future of the village shop the council was limited by what it could do but would however welcome discussions and input from interested persons and the future of the shop was likely to be discussed in the forthcoming Parish Plan.

020/013 **Letter from Roger F Manning, Member for Cranbrook, and Chairman of Scrutiny – Consideration of Parish Councils response** (Letter copied to members): Cllr. Reynolds reported that he had responded to the letter and would copy members and the Clerk into his response.

021/013 **Parish Councillors Areas of Responsibilities:** Cllr Reynolds stated that he looked forward to five new members joining the Council as it would make members portfolios manageable but in the meantime until there was a full complement of Councillors, members had agreed that the areas of responsibilities would be as follows:

Cllr. Barker	Planning
Cllr. Beattie	Budget, Finance & Election Procedure
Cllr. Butler – Graham	Communications
Cllr. Reynolds	Roads, Parish Plan and Practical Needs

Signed: **Date:**

- 022/013** **Temporary Road Closure:** Attention was drawn to the following:
- On 04/05 February on the B2086 Mounts Hill to Ninevah Lane; the alternative route would be via Coldharbour Road, Iden Green Road and B2086 Cranbrook Road (And Vice Versa)
 - On 01 April 2013 for a period of 3 days at Coldharbour Road between Babbs Lane to New Pond Road in order to enable access to underground structure to enable cabling works to be carried out.
- 023/013** **Parish Council Website:** A discussion took place on the acquisition of a Parish Council website, following which it was:
- RESOLVED:**
- (i) The project would be led by Cllrs. Mrs. Butler-Graham and Barker
 - (ii) The preferred domain name would be benendenpc.gov.uk
 - (iii) The Clerk copied to Cllr. Mrs. Butler-Graham details provided by Vision ICT who had been recommended by the SLCC and who specialised in designing websites specifically for Parish Councils. It was noted that a basic website would cost in the region of £425.00.
- 024/013** **Letter from Public Rights of Way voluntary representative:** It was reported that after 23 years as the Benenden Rights of Way Voluntary representative Mr P Message was relinquishing the role. Following a discussion, it was:
- RESOLVED:** That a letter would be sent thanking Mr Message for his work. It was hoped that Mr Message would continue his work on the war memorial.
- 025/013** **2013 Annual Assembly:** It was agreed that the matter would be placed on the agenda as a substantive item for discussion at the next meeting. Members suggested that potential guest speakers could include the newly appointed Police Commissioner and that the Parish Plan could be a topical agenda item.
- 026/013** **026/013 Groups & Organisations:** Members who attended meetings on behalf of the Parish Council were invited to give a brief summary; attention was drawn to the following:
- 026/013.1** **Speedwatch:** Cllr Mrs Butler-Graham reported and drew attention to the following:
- She had received an apology from Kent Police
 - In order to raise awareness of speeding vehicles, patrolling speed cameras would be deployed in Benenden.
- 027/013** **Finance**
- 027/013.1** **2013/2014 Precept:**
- 027/013.1.1** It was formally **RESOLVED** that the Precept for 2013/2014 would be set at **£28,725**. It was noted that TWBC had acknowledged the Parish Councils precept request.
- 027/013.1.2** **Bank Mandate:** It was reported that following the resignation of five members who were also cheque signatories new instructions had been submitted to the Parish Councils bankers.
- 027/013.3** **Purchase of laptop and projector screen:** Members would be considering the purchase of a laptop and projector screen and/or OHP at a future meeting. It was noted that the new equipment was required as the Clerk currently used her own equipment for council business when she was not working in the office and that a portable projector screen and/or OHP would be useful as it would enable the council to display minutes and agendas on a screen at meetings rather than issue paper copies.

Signed: **Date:**

027/013.2 **Bank Reconciliation as at 31 December 2012:** The information which had been prepared by the Clerk and copied to members was **APPROVED**. It was noted that the bank balances as at 31 December 2012 were current account £500.00 and Reserve account £26,439.37. The bank statements were signed by Cllr. Reynolds.

027/013.3 **Financial Transactions:** The following transactions were **APPROVED**

RECEIPTS

HMT	SO — Clerk Dec 12 salary	£100.00
Gibbon & Ginder Charity		£400.00
TOTAL RECEIPTS		£500.00

EXPENDITURE

DECEMBER 2012 PAYMENTS

708	Mr P Message (War Memorial maintenance)	£192.00
709	IG Pavilion (Hall Hire)	£22.00
710	SLCC (Subscriptions)	£113.50
711	Mrs K Bell (Clerks Salary & expenses)	£615.05
712	Mr & Mrs English (Public Toilets – Cleaning)	£232.50
713	Inland Revenue (Salary Deductions)	£366.53
TOTAL		£1,541.58

JANUARY 2013 PAYMENTS

714	Benenden Memorial Hall (Hall Hire)	£18.00
715	Mr R Payne (Public Toilets – Cleaning)	£245.00
716	Mrs K Bell (Clerks Salary & expenses)	£651.82
717	ICO (Data Registration Renewal)	£35.00
718	Inland Revenue (11/12 late submission penalty)	£200.00
TOTAL		£1,149.82

Balance After all cheques cleared

Deposit Account £500.00
Current Account £26,439.37
Reconciled with Bank Statement 31 December 2012

027/013.4 **Gybbon & Ginder Charity - Distribution of 2012 Charitable Award:** Following a discussion, it was:

RESOLVED: That the 2012 Charitable award of £402.50 would be distributed to the Arnold Cole Trust for distribution in the village. The Trust would be asked to advise the Council of the recipients of the charitable award.

027/013.5 **Public Toilets - Retirement of Mr & Mrs English:** Following a discussion, it was:

RESOLVED: That a thank you card and a gift of a £100 voucher for The Bull Public House would be sent to Mr and Mrs English.

028/013 **Correspondence:** The following items had been received during the period 06 December 2012 and 11 January 2013 and were available for member's inspection in the Parish Office.

- a. E-watch.co (Bulletins December 2012 & January 2013)
- b. Action Planning (email bulletins December 2012 & January 2013)

Signed: **Date:**

- c. TWBC
- (i) Licensing Tracker updates (December 2012 & January 2013)
 - (ii) Agendas in respect of the following meetings;
 - Overview & Scrutiny Committee – Wednesday, 19 December 2012
 - Joint Transportation Board - Monday 14 January 2013
 - Licensing Sub-Committee – Thursday 20 December 2012, 10 January 2013, 22 January 2013 & 24 January 2013
 - General Purposes Committee – Wednesday 16 January 2013
 - Cabinet – Thursday 17 January 2013
 - (iii) Consultation Issues:
 - The draft budget and medium term financial strategy
 - the draft strategic compass 2013/2014
 - the draft property asset management plan for 2013/2014 to 2017/2018
 - Changes to council tax exemptions (empty homes in particular)
 - Rural and Southborough Parking Studies Consultation
 - (iv) Notice of intent to make key decisions – 19.12.12 & 09.01.13
 - (v) Christmas card from the Mayor
 - (vi) Information regarding honors nominations in relation to the New Year 2014 honors round
 - (vii) Community Safety Unit: Information Leaflets
 - (viii) Costs of Dissolving Regeneration Company
 - (ix) Mayors Charity Quiz – Thursday H, 13 December 2012c
 - (x) Decision Sheet for Cabinet – Thursday 06 December 2012
 - (xi) Supplement: Delegation of Approval of Tax Base to the agenda for Full Council
 - (xii) Council Tax Support Grant: Notification of payment to PC schedule
 - (xiii) Notice of Pecuniary Interest Forms: Clarification requested of data (forwarded to members)
 - (xiv) Notice of cancellation of Meetings
 - Western Area Planning Committee – 02 January 2013 & 23 January 2013
 - Eastern Area Planning Committee – 07 January 2013
 - (xv) Minutes in respect of the following meetings:
 - Communities Cabinet Advisory Board – Tuesday 13 November 2012
 - Licensing Sub-Committee – Tuesday 11 December 2012 & Thursday 20 December 2012
 - Licensing Committee – Wednesday 05 December 2012
 - Parish Chairman’s Meeting 27 November 2012 (Note next meeting to be held on Tuesday 12 March 2013)
 - Western Area Planning Committee – Wednesday, 05 December 2012
 - Planning & Transportation Cabinet Advisory Board – Monday, 12 November 2013
 - Finance & Governance Cabinet Advisory Board – Wednesday 14 November 2012
 - Cabinet – Thursday 06 December 2012
- d. Goods and service information received from the following: Monster Play, Rural Services Network, Kent Link News, msg Focus, SE Water (Water Resources Update), Kleen Slate, Timberstone, Public Sector Sales Support (Interest Rates), Proludic, Journal of Local Planning, Loose PC (conversation of PDF’s to word files), Kent in Brief (Newsletter), NALC (LCR Online subscription), SMP Playgrounds, Came & Company (Newsletter from PC’s insurers), Russell Play, High Weald AONB (Newsletter), Kent Link, Cupboards Direct, English Rural Housing Association (Annual Report 2012 & Supporting Kent’s Rural Communities CD), Insignia (Personalized items), Parish Online (Mapping), (Opportunity to be involved and shape veterans mental health in Kent & Medway), Kent Can (Kent in Brief), Paxton Charities (Charities Accounting), MDA External Works (Refurbishment of Play Areas), KMN
- e. KALC
- (i) Minutes from a meeting of the KALC Area Committee held on 14 November 2012
 - (ii) Legal & Finance Conference 2013 (Emailed to members)
 - (iii) Parish News (December 2012)
 - (iv) Capping Rules for 2013/2014
 - (v) Area Committee: Chairman’s Briefing

Signed: **Date:**

- (vi) Christmas Hours and Staff Arrangements
- (vii) Localizing Council Tax Support: Certainty of Funding for Parish and Town Councils
- (viii) Broadband Update
- (ix) Copy of letter to PM re Localism
- (x) DCLG Consultation: Examining Speed Limits for HGV's over 7.5 tonnes on single carriageways
- (xi) Localisation of Council Tax Support

- f. CPRE
 - (i) Fieldwork (Winter 2012)
 - (ii) Campaign information – Say no to development sprawl in the countryside
- g. ACRK
 - (i) Oast to Coast (Winter 2012)
 - (ii) Rural News (December 2012)
- h. CAB: Advice Bus – 2013 Timetable
- i. Engage South East: Letter of explanation regarding decision to leave WRAP at Grove Mills, Hawkhurst
- j. Hawkhurst Parish Council: Invitation to attend Training Session (20.03.13)

029/013

Matters for Information: Attention was drawn to the following:

020/013.1 Village Hall Car Park: Cllr Reynolds reported that on 24 January 2013 he would be meeting with KCC and the Primary School Governors.

020/013.1 Youth Services: Cllr Reynolds reported that he was hoping to meet with the Chairman of Hawkhurst Parish Council with regard to possible partnership working which could benefit the youth in both villages.

030/013

Matters for Consideration in Private: There were none

031/013

Date and Time of Next Meeting: Confirmed as 18 February 2013 at the Iden Green Pavillion.

There being no additional business, the meeting closed at 20.55 hours.

Signed: **Date:**

Note: These minutes are not intended to provide a verbatim record of the meeting and contain only a summary of those matters discussed