

## PARISH COUNCIL OF BENENDEN

### Minutes of the Annual Meeting of the Council held on Monday 20<sup>th</sup> May 2013 In the Iden Green Pavilion @ 20.00 hours pursuant to notice

Present: Cllrs. Barker, Beattie, Butler-Graham, Reynolds, Thomas and 7 members of the public  
Clerk Mrs D Jenkins

Apologies: Cllrs. North Walden & KCC Clr. Holden

#### 086/13 ELECTION OF CHAIRMAN FOR 2013/2014

Following little discussion it was proposed by JB, seconded by KB and agreed unanimously to elect Mr G Reynolds as Chairman.

#### 087/13 ELECTION OF VICE CHAIRMAN FOR 2013/2014

It was proposed by GR, seconded by NT and agreed unanimously that Mrs J Beattie remain as Vice-Chairman.

#### 088/13 DECLARATIONS OF INTEREST AND LOBBYING

There were none.

#### 089/13 TO ADJOURN in order to enable members of the public to address the meeting

There were no questions.

#### 090/13 REPORTS from County Councillor, Borough Councillors & Community Warden if present:

None present

#### 091/13 MINUTES

##### 91.13.1 To Approve the Minutes of the meeting held on 25<sup>th</sup> March 2013

Cllr. L B-G requested a number of amendments to the minutes as follows:

**064/013** "GR confirmed he'd had a conversation with Vyvyan Harmsworth and that a letter from Vyvyan Harmsworth asking for a village consultation had been received." to be added to the end of the first paragraph.

**067/013** After Quotation A "CS1 Designers" and after Quotation B "Clever Little Fishes" be added.

**072/013** Option 3 "Other companies to be approached for quotations next year" be added to the end of the paragraph.

**078/013** 8<sup>th</sup> line down "full page" should read "half page" and 9<sup>th</sup> line down "£155 p.a." should read "£48 p.a."

**083/013.3** The sentence beginning "Members were advised..." is removed and replaced with "To be discussed further."

The above amendments were made and the minutes of the meeting held on **25<sup>th</sup> March 2013** were **APPROVED** and signed by the Chairman as a true record of the proceedings.

##### 91.13.2 To Receive an Update on any Action identified in the Minutes

There were none.

Chairman.....

Dated.....

**092/13 2013 ANNUAL ASSEMBLY**

**92.13.1 To Approve the Minutes of the Meeting held on 25<sup>th</sup> March 2013**

These are not yet available.

**92.13.2 To Receive an Update on any Action Identified in the Minutes**

These Minutes are not yet available.

**093/13 PLANNING**

**93.13.1 To Approve the Minutes of the Meeting held on 11<sup>th</sup> April and 9<sup>th</sup> May 2013**

The Minutes of 11<sup>th</sup> April 2013 have not been circulated to date. The meeting on 9<sup>th</sup> May 2013 did not take place.

**93.13.2 Urgent Planning Applications for Consideration**

13/00736/FUL **Parsonage farm Cranbrook Road** – Alterations to existing access drive and extension of residential cartilage. Revised details received. It was **AGREED** to make **NO COMMENT**.

13/01120/HOUSE **Coppice House, Goddards Green Road** – Change of external materials to dwelling from painted render to timber weatherboard. It was **AGREED** to recommend **APPROVAL**.

KB confirmed that he has written to TWBC regarding changing the use of the village shop to residential.

**094/13 BUSINESS ITEMS**

**94.13.1 Parish Councillor Vacancies:** These are advertised.

**94.13.2 Appointment of Parish Clerk:** To be discussed at the close of the meeting.

**94.13.3 Review of Standing Orders & Financial Regulations:** To be deferred to the next meeting.

**94.13.4 Members Contact Information:** It was **RESOLVED** to remove mailing addresses from the list.

**94.13.5 Membership of Committees, Panels, Local Organisations and Working Groups for 2013/2014:** The following memberships were **AGREED**:

**Affordable Housing:** TBC; **Arnold Cole Trust:** GR; **Benenden Recreation Ground:** GR; **Benenden Primary School:** NT; **Benenden Village Green:** GR; **Benenden Village Hall:** KB, EN,GW; **Church Clock:** GR; **Finance, General Purpose & Governance:** JB, GR, NT; **Footpaths:** Resident Jim Hyde; **Gibbon Buckland:** Resident Mary Kellet; **Iden Green Pavilion:** GW (KB in reserve) **KALC:** JB,GR; **Kent Highways:** GR; **Planning Committee:** KB (Chair), GW + 1 other to be agreed; **Public Toilets:** EN; **St Georges Club:** GR; **Youth Forum:** LB-G, NT, GW; **Website:** LB-G; **Communications:** LB-G; **Community Resilience:** JB,GW; **Parish Plan:** Residents; Anthony Beattie, Tracy Claridge, Emma Cunningham, Robin Dalton-Holmes, Sheila Hume, Grant Matthews.

**94.13.6 Meeting Dates for 2013/2014:** The following dates and venues for meetings were **RESOLVED:**

24 <sup>th</sup> June Iden Green Pavilion	15 <sup>th</sup> July venue to be agreed
16 <sup>th</sup> September Memorial Hall	21 <sup>st</sup> October Iden Green Pavilion
18 <sup>th</sup> November Memorial Hall	16 <sup>th</sup> December Iden Green Pavilion
20 <sup>th</sup> January Memorial Hall	17 <sup>th</sup> February Iden Green Pavilion
17 <sup>th</sup> March Memorial Hall	12 <sup>th</sup> May Annual Meeting Memorial Hall
16 <sup>th</sup> June Iden Green Pavilion	21 <sup>st</sup> July Memorial Hall
15 <sup>th</sup> September Iden Green Pavilion	20 <sup>th</sup> October Memorial Hall
17 <sup>th</sup> November Iden Green Pavilion	15 <sup>th</sup> December Memorial Hall

The Annual Parish Meeting date is yet to be decided subject to the date of the Local Council & European Elections.

The dates of the Planning Meetings had previously been circulated.

**94.13.7 TWBC Site Allocations DPD:** Nothing further received to date.

**94.13.8 Asset Management Plan – Non Performing Property and Land Assets:** GR reported that following a conversation with TWBC the Parish Council are unlikely to hear anything further until September. The residents of Cherry Tree are to be informed of this.

**94.13.9 Policies:** To be deferred to the next meeting.

**095/13 GROUPS & ORGANISATIONS**

**95.13.1 PC Website:** LB-G and NT are to attend a meeting concerning the website and creating it in a user friendly format. Cllrs. were reminded to use their Benenden Councillors email addresses and also that some photos are still awaited. No date has yet been proposed for the website to go live.

**95.13.2 Parish Plan:** GR reported that this is progressing well.

**95.13.3 Community Shop:** This is an ongoing process. LB-G reported that she had had a brief discussion with Steve Symmonds who had stated the shop in its current location is not viable. The shop also no longer has the post office franchise and future transactions can only take place over the counter, causing delays amongst other shoppers. Steve Symmonds is currently looking at grants that may be available and may be having the shop as a charity, run by volunteers. GR commented that the Post Office franchise was worth £22k but is now only worth £4k.

**95.13.4 KALC Councillor Training:** GR reported that NT and GW had completed their Dynamic Councillors Training Course and presented a certificate to NT.

**096/13 FINANCE:**

**96.13.1 2012/2013 Accounts:** GR reported that as Tom Dawlings is ill the year end accounts have not yet been completed. Draft accounts have been circulated.

**96.13.2 2012/2013 Audit:** As above.

**96.13.3 Bank Reconciliation as at 30<sup>th</sup> April 2013:** None

Chairman.....

Dated.....

**96.13.4 Expenditure for Approval:** It was **RESOLVED** that the sum of £48 be approved for advertising costs.

**96.13.5 Financial Transactions:** None at this time.

**96.13.6 Funding:**

**96.13.6.1 Try Angle Awards:** Deferred

**96.13.6.2 Samaritans:** Deferred

**96.13.6.3 Street Cruiser Youth Bus:** LB-G made a request that the bus be booked to attend the village on a Monday. Simon Goodchild and Gordon Reynolds have offered their services and agreed to drive the bus as no drivers are available on a Monday. The cost of £29 per week, amounting to £1392 per year has been subsidised from Cllr. Roger Manning's Members Grant for 2 years. Sessions would then increase to £44 per visit. Invoices can be received for a 3, 6 or 12 month period. LB-G proposed the bus to visit the village on a weekly basis as recommended by the Kent Youth Team. KB agreed that the scheme is a good idea but raised concerns about the Parish Council paying for it. It was **RESOLVED** that the Parish Council would fund the sessions for the first year and investigate funding for the future.

**96.13.7 Subscription Renewals:**

**96.13.7.1 KALC – Subscription APPROVED**

**96.13.7.2 ACRK - Subscription APPROVED**

**96.13.7.3 Clerks & Councils Direct – Renewal APPROVED**

**097/13 CORRESPONDENCE:**

KB reported that an invoice had been received for the repair to the toilet door.

NT has received quotes for the refurbishment of the St. Georges notice board at £150; Village Hall notice board at £196; Iden Green notice board at £135 or to refurbish and relocate £210. After much discussion it was **AGREED** to proceed with the quotes for St Georges and Village Hall notice boards, but to defer the decision on Iden Green notice board following a site visit. GR thanked NT for her work on this item.

KB reported that he had obtained quotes to replace the 2 locks on the Parish Office, which currently do not reach British Kite Mark standards, of £130 for standard locks and £170 for a multi lock. It was **AGREED** to proceed with the lock at £130 and to share the cost with HMT.

LB-G asked Cllrs. to avoid, if at all possible, using Kirsty for any Website issues as her time will be charged. KB suggested any issues be passed through LB-G in the first instance. This was agreed.

GR reported that Highways have advised that starting on 24<sup>th</sup> May a number of roads in the village are to be resurfaced using micro-asphalt.

**098/13 MATTERS FOR FUTURE DISCUSSION:**

None at this time.

**099/13            MATTERS FOR CONSIDERATION IN PRIVATE:**

The appointment of a new Parish Clerk.

**100/13            DATE AND TIME OF NEXT MEETING:**

Confirmed as 24<sup>th</sup> June 2013 20.00 hrs at Iden Green Pavilion.

There being no further business the Chairman closed the meeting closed 9.00 pm.

DRAFT

Chairman.....

Dated.....

DRAFT

Chairman.....

Dated.....