

Minute Ref HPC 01/22
Hothfield Parish Council

Minutes of the Meeting of the Parish Council
held on Wednesday 2 February 2022 at 7.00pm at The Bluebells Children's Centre.

The Chairman opened the meeting and, before commencing with business, he wished to make the following note of the sad passing of Richard Sutcliffe who was held in high regard in the village and will be missed greatly by all who knew him. All attendees wish to pass on their condolences to his wife, Penny, who is one of the Parish Councillors

1. Present

Mr I Lloyd (Chair), Mr G Cox, Mr R Vernon, Mrs M Merrion, Mr M Pollock
 Mrs M Norris (Clerk)

2. Apologies

Mr M Cook, Mrs P Sutcliffe, and Cllr C Bell due to prior commitment.

3. Declaration of Interests

There were no Declarations of Interest.

4. Planning Matters

No planning applications had been received in this period.

5. Public Interval

No members of the public were in attendance.

The chairman took the opportunity to clarify the rules concerning the public interval.

- Members of the public are allowed 2 mins to direct questions to the chairman.
- Statements are not to be made
- Where possible the chairman will address & answer questions raised at the meeting.
- If the Chairman/ PC is unable to answer the question raised, the PC will respond in writing to the individual or provide an answer at the next scheduled meeting.
- Complaints relating to individual councillors need to be submitted in writing via the clerk.
- Names and or addresses of individuals at the public interval will not be recorded in the minutes.

Action The Clerk will ensure the above information is displayed on the agenda.

6. Minutes and Matters Arising

6.1 Minutes of December 2021

Resolved: That the Minutes of the meetings of held on 1st December 2021 were approved and confirmed as a true record.

6.2 Matters Arising

There were no matters arising.

7. Borough Councillor's report

There was no report submitted this month.

8. Financial report

8.1 The finalised budget for 2022/2023 was issued for comment prior to the meeting and at the meeting was formally approved and adopted. The precept of £13,500 was also agreed by councillors.

8.2 Payments in accordance with the budget

Resolved: The following payments were agreed in accordance with the budget

Payments	£
M Norris (salary)	321.98
K Marden (salary)	307.07
KALC Training	60.00
Flossys Bakes Invoice	65.00
EDF Direct Debit	9.00
	£763.05
Receipts	£
None received in the period	0.00

8.3 Balance (cheque and deposit accounts): £59,396.72 as at 13th December 2021

Balance (No 2 current account): £100.00

Balance (No 3 account): £1034.61

Balance (Youth Account): £1,369.86

It was agreed that the grant payment received from Ashford Borough Council for £1500 currently held in account by the PC should be made available to the village hall asap. **Resolution – Clerk to arrange with Village Hall treasurer.**

8.4 Review of Earmarked Funds for FY 22/22

Cllr Merrion presented a comprehensive breakdown and review of the earmarked funds and their status to date which was accepted by all in attendance.

It was agreed by the pc that an amount of £3500 of current in year funds (FY 21/22) should now be transferred to the Muga earmarked funds this would increase the Muga balance to £10,000 which would then create a balance to build upon for future resurfacing costs.

A balance identified and held in the now obsolete youth account was discussed. The clerk agreed to make contact with Skateside, a youth group operating in Hothfield, to find out more information about where their funding is from and whether they are seeking further funding at present.

8.5 Other financial matters**8.5.1 The Play Inspection Company**

A revised price of £100.00 for the annual outdoor play inspection report was approved by the parish council.

Action – Clerk to confirm acceptance

9. Hothfield Works Project- Discussions on the items listed below:-

9.1 Fence on the Green – The chairman will write a specification which can then be considered by contractors. The clerk will look at pricing for temporary signage.

9.2 Coach Drive - Ongoing

9.3 Highways Improvement Plan.

Following a meeting with Kent Highways and the PC, a number of options to combat speeding issues in the village have been highlighted. The measures range in costs and also in time frame. The clerk will consolidate the information received from KCC for the PC and residents to consider further.

9.4 Muga – Ongoing Clerk to get quotes for work.

10. Solar Way Forward.

CCTV – The clerk shared the information that she had found out from Charing PC regarding their CCTV installation. The chairman suggested that, in order to ascertain prices, we use a baseline requirement of two mobile cameras and two static cameras with a monitoring option. The clerk will look into this further and report back to the PC. Once the PC have a better idea of the costs of equipment and monitoring this will be reported back to residents.

Speed Restrictions – Covered under item 9.3 above.

Queens Platinum Jubilee Celebrations A suggestion from the residents meeting was that a children's party to celebrate the Jubilee would be welcome in the village and that the hosting venue could be the village hall. The chairman agreed that he would liaise with the village hall chairman to confirm a suitable date and to agree who will organise the event. In addition, the parish council would also look at prices for jubilee memorabilia with the intention of each child attending receiving a commemorative gift. The clerk will ascertain costs and pass to the PC Chairman.

11. Village Hall

CCTV – The village hall expressed an interest in having CCTV at their premises. This would need to be sited with care to cover the village hall entrance and grounds but not to impact on the neighbouring properties. It was agreed at this early stage the village hall CCTV requirements should be considered in line with the research that the PC are beginning.

The chairman reported that quotes for the replacement of the large gate at the village hall are currently being sought by the chairman of the village hall committee. Mr Lloyd requested that the PC be kept informed of progress and potential costs.

Mr Lloyd confirmed he will attend the next scheduled village hall meeting.

12. Anti Social Behaviour Hothfield Village

Rally Cross- A private area of woodland in the village has been targeted by youths on motorbikes for Rally Cross purposes. The landowner had not consented to this and the police have been informed. Although this trespass is on private land and therefore not the jurisdiction of the parish council, the PC will make every effort to assist the landowner and will continue to raise such issues with the police and local authorities.

No other identified concerns were raised.

13. General Council Business

13.1 Correspondence: All correspondence was circulated as received

13.2 PCSO’s Report All PCSO correspondence is circulated as received in month.

13.3 Data Protection- Nothing to report.

13.4 MUGA - Ongoing (seeking quotations).

13.5 Hothfield Newsletter. Richard Sutcliffe had been responsible for the printing of the Newsletter however due to his illness, the printing had now been taken over by the chairman, Mr Lloyd, in the short term. He will also speak with Mrs Sutcliffe regarding the distribution. The PC accepts that it must address all aspects of the newsletter to provide a more robust and permanent solution going forward. Currently Mr Grenfell Banks is happy to continue in the role of Editor however the PC will seek a permanent Editor. Any candidate would need previous experience in editing and the chairman confirmed that an advert would be put in the newsletter advertising the role. Although the newsletter is currently available online via the Parish Council website and Mr Grenfell Banks has made sure that the Newsletter can be downloaded using Smart devices, the PC is aware that there is wide support for a paper copy of the newsletter to be made available. The chairman will continue to update the PC on all progress.

13.6 Hothfield Village Hall Cllr Lloyd will attend the next scheduled meeting.

13.7 Planning Application - 20/01644/AS Following the appeal to the Planning Inspectorate. Cllr Cox will write a draft submission on behalf of the PC to submit to Ashford Borough Council.

14. Forum for Exchange of Information

14.1. Dates for Hothfield Parish Council meetings for 2022 were agreed and will be published on the PC website.

15. Date of next meetings

March 2nd 2022

The being no other business the chairman closed the meeting at 9.01pm



Chairman’s Signature.....