

# HOTHFIELD PARISH COUNCIL

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## MINUTES 178

### Minutes of the Ordinary Parish Council Meeting held at The Bluebell Centre, Hothfield, on Wednesday 4 July 2018 at 7.00 pm

**PRESENT:** Mr I Lloyd (Chair), Mrs S Parker, Mrs P Sutcliffe, Mr M Cook,  
Mr P Fothergill, Mr P Howard

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were no members of the Public present.

**1. APOLOGIES FOR ABSENCE**

Parish Councillor/Borough Councillor Krause emailed Councillors and Mr Clive Stanley to inform them that he was unable to attend the meeting due to illness.

**2. DECLARATIONS OF PECUNIARY INTEREST AND SIGNIFICANT INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

Mr Fothergill declared a Significant Interest in matters associated with the Village Hall as he is Chairman of the Village Hall Committee and Mrs Parker and Mr Howard declared an interest in the Village Hall Committee as they are members of the Committee.

Mrs Parker declared an interest in items associated with Squad 26.

Mr Cook declared an interest in Planning Application no 18/00891/AS, as he is a neighbour of the applicant

Mrs Parker declared an interest in Planning Application no 18/00881/AS, as she is a neighbour of the applicant.

Mrs Sutcliffe and Mr Howard declared an interest in Planning Application no 18/0881/AS citing personal connections with the owners of the land.

**i) To note the granting of any requests for Dispensations and the decision**

There were no requests for Dispensations.

ii) **Updating of Declarations of Interest for the Code of Conduct**

The Clerk reminded Councillors that they should update their Declarations of Interest with the Monitoring Officer if necessary.

3. **PUBLIC INTERVAL**

There were no Members of the Public in attendance.

4. **ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

Following discussion councillors unanimously agreed to reword the content of the minute headed Insurance to read as follows:

Councillors unanimously agreed to insure with Inspire. This decision was taken following the May meeting in order to ensure that the premium was paid in time. Councillors also agreed to sign up to the 3-year Long Term Agreement to 2021.

Subject to the above amendment, Minutes 177 of the meeting held on 6 June 2018 were accepted and it was unanimously agreed that Mr Lloyd should sign them.

**Proposed Mr Fothergill**

**Seconded Mrs Parker**

5. **MATTERS FOR REPORT ARISING FROM PREVIOUS MINUTES**

Following concerns raised by Mr Krause at recent meetings, the Clerk reported that the Advisor from KALC confirmed that the council retains the Power of General Competence for the term of the council and, in order that members of the council could confirm this for themselves, the advisor sent 2 information sheets which were forwarded to councillors. The relevant information is as follows:

**Criteria for eligibility**

The freedom of the GPC is available to local councils that meet two criteria for eligibility (LA

2011 s8) set out in a statutory instrument known as the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* that came into force in April 2012.

A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of that meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm that it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed. The two criteria are:

**Elected councillors** At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.

Elected councillors include all councillors who stood for election.

**The qualified clerk** The clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils.

<sup>2</sup> A 'relevant' annual meeting is the annual meeting of the council after the ordinary election that normally takes place every four years. The confirmation does not have to take place every year.

It was noted that Mr Krause does not agree with this advice.

Mr Krause also questioned the way amendments to the minutes are recorded. The KALC was again consulted on this issue and has confirmed that the current procedure is correct. However following discussion, Councillors agreed that in future the Clerk should send the draft minutes to all councillors, at the time she would normally only have sent them to the Chairman for proof reading. All councillors will read them and send details of any errors/omissions or amendments needed to the Clerk within one week. Provided agreement is reached regarding any amendments put forward, the minutes will be revised.

Councillors should not need to bring any errors/omissions or amendments to the attention of the Clerk and Councillors at a Parish Council meeting, but if they do they will be considered at that meeting and if the amendment is agreed it will be noted in the minutes of that meeting.

The following will be added to the website and a copy put on the notice board:

**Please Note: Minutes on this website/noticeboard are posted prior to being ratified by the members of the Parish Council and as such are in draft form. Any errors/omissions or amendments required will appear in the following month's minutes.**

Mr Krause did not submit a report at the Annual Parish Meeting, but the minutes of the Annual Parish Council meeting should have noted that Mr Krause gave his Borough Councillors Report at the start of the meeting, prior to leaving at 7.15pm. The report was included under the appropriate heading, in order to be consistent with the agenda.

The Parish Council is not expecting a reply to the Gypsy and Traveller site consultation.

The Cup Cake Day at Britton Farm Stud raised over £719.00.

The MUGA lights have been fixed, however, the timer is broken and the electrician is going to replace it.

6. **A20 OVERNIGHT LORRY PARKING RESTRICTIONS SCHEME**

Nothing to report.

7. **BOROUGH COUNCILLORS REPORT**

Councillor Krause was unable to attend the meeting due to illness and sent his apologies.

8. **FINANCE****Earmarked Funds**

	<b>Balance 06.06.18</b>	<b>+/- July</b>	<b>Balance 04.07.18</b>
<b>MUGA EDF July Installation of Lights</b>	2373.54	-11.00 -380.00	1982.54
<b>Litter Picker Salary and Other Costs Litter Picker's Salary</b>	3707.26	-100.79	3606.47
<b>Bus Shelter</b>	551.60		551.60
<b>Garden Competition</b>	451.65		451.65
<b>Village Projects</b>	2400.00		2400.00
<b>Village Fete</b>	1793.31		1793.31
<b>Hall Rent for Squad 26 T/fer to Youth a/c</b>	233.29	-233.29	NIL
<b>TOTAL</b>	<b>11510.65</b>	<b>-725.08</b>	<b>10785.57</b>

**Bank Reconciliation as at last Bank Statement****Balance per Cash Book****Balance at Bank**

Opening Balance	33100.41	PC Reserve A/C	31048.98
Add Receipts in Year	<u>5507.78</u>	Plus u/c Receipts	<u>0.00</u>
	<b>33608.19</b>		<b>31048.98</b>
Less Payments in Year	<u>6273.26</u>	Less u/c Cheques	<u>2845.64</u>
	<b>32334.93</b>		<b>28203.34</b>
Less Earmarked Funds	<u>10785.57</u>	PC Current A/C	100.00
	<b>21549.36</b>	Y Current A/C	1030.87
		Y Reserve A/C	<u>3000.72</u>
			<b>32334.93</b>
		Less Earmarked Funds	<u>10785.57</u>
			<b>21549.36</b>

**Hothfield Youth Account -Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Hothfield Parish Council	0032	Transfer to cover expenses	1270.86		1270.86
Hothfield Village Hall	0033	Hall Rent – Squad 26	45.00		45.00
Step Out	0034	Activity – Squad 26	150.00		150.00

**Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Mrs J Batt	1493	Salary Expenses General Admin	217.25 6.03 39.87	1.33	264.48
Mr K Marden	1494	Salary	100.79		100.79
Markel – replacement for Cheque no 1474	1495	Squad 26 Insurance	115.36		115.36
KCC – replacement for Cheque no 1460	1496	Grant for Road Sign	1000.00		1000.00
Clive Stanley	1497	Webmaster Services	253.95	10.19	264.14
Cancelled Cheque	1498				
E Hardes	1499	Installation of MUGA Lights	380.00		380.00

**Resolution: Councillors unanimously agreed to pay the above accounts, and noted the Direct Debit Payment to EDF for the electricity for the MUGA, taken on 1<sup>st</sup> of each month for £11.00.**

**Proposed Mr Lloyd      Seconded Mr Fothergill**

**Insurance**

We are in a Long-Term Agreement with Inspire until 2021.

**Squad 26 Administration**

Councillors unanimously agreed to transfer £1270.86 back to the Parish Council account, leaving a balance of £3533.98 to be used for all future payments towards youth activities within the parish.

**Adoption of 2018-2019 Precept**

Mr Robbins, our Internal Auditor, informed councillors in his Final Report, that the precept must be set at a formal meeting in future rather than agreed during the Christmas recess as it was last year.

The duties to set a budget and precept must both be made by the full Council and cannot lawfully be discharged in any other way. He said that the Council will needed to formally adopt the precept for 2018-2019 as the existing decision appeared to be invalid.

**Resolution: Councillors unanimously agreed to accept the precept, set at £9500.00 during the Christmas recess, for the Financial Year 2018/2019.**

**Proposed Mr Lloyd      Seconded Mr Cook**

**9. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS****Correspondence**

Clerk and Councils Direct

Q S Support

Carers Support

EDF re meter reading - Mrs Sutcliffe will meet with the meter reader to arrange to meet him at the meter to take a reading and sort out a key. Current reading 16144.

**Email Correspondence – all forwarded to Councillors**

Councillors did not bring any emails to the attention of the meeting.

Now that the Clerk has a dedicated computer for Hothfield Parish Council, emails are not monitored on a daily basis as in the past. The Clerk will forward emails every 2 – 3 days.

**Garden Competition**

Once again this was a very enjoyable day. There were 14 entries with 2 or 3 new entrants and the judges are still deliberating their decision. The prizes will be given out at the Harvest Supper.

Councillors have consulted a local engraver to see whether it is possible to reuse some of the prize cups that were used by a village garden show in the past.

**Village Hall Fire Alarm**

Following receipt of the lease for the Village Hall, which was forwarded to our Internal Auditor for comment, Councillors unanimously agreed that the Parish Council, as tenant, is responsible for fire safety in the hall and agreed on the following course of action.

Mr Fothergill will ask for the name on the invoice to be changed to Hothfield Parish Council.

The Parish Council will reimburse the Village Hall for the cost of the system, partly from the money earmarked for Village Projects.

The Village Hall Committee has offered to give a contribution of £1500 towards the cost, which will be allocated to Village Projects once it is received.

The Parish Council will apply to Councillor Krause for a grant towards the cost from his Ward Member Community Grant Scheme.

The Parish Council will reclaim the VAT from HMRC.

**Data Protection**

Councillors instructed the Clerk to register with the Information Commissioners Office.

Mr Stanley has returned his Data Processor Questionnaire.

Those councillors present signed Consent to Publish Forms.

Mr Marden and Mrs Batt have copies of the Staff Privacy Policy.  
All other policies will be published on the website.

**Community Payback Scheme**

Mr Cook and Mr Fothergill met with staff from the Community Payback Scheme who agreed that their group would be able to tidy and weed the MUGA. The supervisor will liaise with Mr Cook regarding the work to be done. Mr Fothergill signed the contract on behalf of the Parish Council and the Members of the Council endorsed this. The village hall will be made available, provided it is not booked, to enable the group to use the hall toilets and water. The group will not be able to work in Hothfield if the hall is booked.

**10. PLANNING**

Please see attached list.

**11. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS**

The Clerk will inform Mr Cole that the Parish does not intend to proceed with a Neighbourhood Plan.

There being no other business the meeting closed at 9.25 pm.

Signed ..... Dated .....  
Chairman

# PLANNING APPLICATION RECORD

## 2018

### JULY 2018

- 18/0881/AS Land north of 2 Home Farm Cottages, Coach Drive, Hothfield, Kent  
Outline application for development of the land for 60 dwellings to consider vehicle and pedestrian access onto Station Road.  
**Mrs Parker, Mrs Sutcliffe and Mr Howard did not take part in the vote, due to having a significant interest in this application**  
**Parish Council: Support 3:3 abstentions providing the promise of community land is fulfilled and that consideration is given to footpaths being lit during the hours of darkness.**
- 18/00891/AS 12 Common Way, Hothfield, Ashford, Kent, TN26 1EF  
Removal of existing flat roof side extension and erection of replacement two storey side extension with a single storey front aspect porch.  
**Mr Cook did not take part in the vote, due to having a significant interest in this application**  
**Parish Council: Support but note that no planning application has been submitted for the dropped kerb.**

### Decision Notices received from ABC

- 18/00130/AS Hurst Mill Cottage, Ram Lane, Little Chart, Ashford, Kent TN26 4LT  
Erection of stables and associated hardstanding for the keeping of horses  
**Parish Council: Councillors are happy to leave the decision to Little Chart**  
**Borough Council: Permit**
- 18/0443/AS **18 Plantation Close, Hothfield, Ashford, Kent, TN26 1ED**  
Proposed replacement side extension and front porch.  
**Borough Council: Permit**
- 18/00490/AS The Pheasantry, Godinton Lane, Hothfield, Ashford, Kent TN26 1DP  
The erection of a timber clad double garage  
**Borough Council: Permit**
- 18/00517/AS 8 Thanet Terrace, The Street, Hothfield, Ashford, Kent TN26 1EH  
Loft conversion with side dormer extension and front Juliette balcony  
**Borough Council: Permit**