

# HOTHFIELD PARISH COUNCIL

HPC MINS 188

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## MINUTES 188

### Minutes of the Ordinary Parish Council Meeting held at The Bluebell Centre, Hothfield, on Wednesday 9 July 2019 at 7.00 pm

**PRESENT:** Mr I Lloyd (Chair), Mrs M Merrion, Mr M Cook, Mr G Cox,  
Mr P Fothergill, Mrs P Sutcliffe

**PARISH CLERK:** Mrs M Norris

**BOROUGH COUNCILLOR:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There was one Member of the Public in attendance.

**1. APOLOGIES FOR ABSENCE**

An Apology for Absence was received from Mr R Vernon. The Chairman announced that it was with regret that he had received a resignation from Mrs S Parker with immediate effect due to personal reasons.

**2. APPROVAL OF REASONS FOR APOLOGY FOR ABSENCE**

Councillors unanimously approved the Reasons for Absence submitted by Mrs S Parker and Mr R Vernon.

**3. DECLARATIONS OF PECUNIARY INTEREST AND SIGNIFICANT INTEREST**  
**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

There were no Declarations of Significant Interest.

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

There were no requests for Dispensations.

**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.

**4. PUBLIC INTERVAL**

There was one Member of the Public present.

**5. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING**

Minutes 187 of the meeting held on 5 June 2019 were accepted and it was unanimously agreed that Mr Lloyd should sign them.

**Proposed Mr Lloyd      Seconded Mr Cook**

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

There were no Matters for Report not covered on the agenda.

Due to recent member changes there are currently on 2 members of the Parish Council who can act as bank signatories. The Chairman recognised that this was a potential problem and agreed to visit the bank with a mandate for additional signatures.

**Clerk to email Chairman all account details**

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

The recent 18month trial has now been approved and made permanent by the Joint Transport Committee although there were some objections raised the majority were in favour and therefore the scheme has now been adopted by Ashford Borough Council and Highways Agency.

**8. BOROUGH COUNCILLORS REPORT**

Councillor Bell was not in attendance at the meeting.

KCC and ABC regarding the ownership and maintenance of the Recreation Field. This matter has been investigated however whilst the maintenance is being conducted by the contractor, the boundaries of ownership are still not clear. Mr G Cox agreed to conduct further enquiries

**9. FINANCE****Earmarked Funds (Statement of Acc for June)**

	<b>Balance 05.06.19</b>	<b>+/- June</b>	<b>Balance 03.07.19</b>
<b>MUGA EDF June</b>	1813.54	5.00	1808.54
<b>Litter Picker Salary and Other Costs June</b>	2458.38		1830.24
<b>Mr K Marden</b>		120.62	

<b>Mrs J Batt</b>		219.86	
		12.06	
		17.20	
<b>HMRC</b>		178.40	
<b>Mr L Robbins</b>		75.00	
<b>Bus Shelter</b>	551.60		551.60
<b>Garden Competition</b>	390.02		390.02
<b>Village Project</b>	705.64		705.64
<b>Village Fete</b>	1793.31		1793.31
<b>Hall Rent for Squad 26</b>	NIL		NIL
<b>TOTAL</b>	<b>7712.49</b>	<b>628.14</b>	<b>7084.35</b>

**Bank Balance****Hothfield Parish Council - Bank Reconciliation as at last Bank Statement****Balance per Cash Book****Balance at Bank**

Opening Balance	32765.19	PC Reserve A/C	35753.41
Add Receipts in Year	<u>6239.99</u>	Plus, u/c Receipts	<u>0.00</u>
	<b>39005.18</b>		<b>35753.41</b>
Less Payments in Year	<u>4316.43</u>	Less u/c Cheques	
	<b>34688.75</b>		<u>1164.66</u>
			<b>34588.75</b>
Less Earmarked Funds	<u>7084.35</u>	PC Current A/C	<u>100.00</u>
	<b>27604.40</b>		<b>34688.75</b>
		Less Earmarked Funds	<u>7084.35</u>
			<b>27064.40</b>

**Hothfield Youth Account - Bank Reconciliation – as at last Bank Statement**

Opening Balance	2402.08	Business Current a/c	1369.86
Add Receipts in Year	<u>0.17</u>	Plus, u/c Receipts	<u>0.00</u>
	<b>2402.25</b>		<b>1369.86</b>
Less Payments in Year	<u>0.00</u>	Less u/c Cheques	<u>0.00</u>
	<b>2402.25</b>		<b>1369.86</b>
		Direct Reserve a/c	<u>1032.39</u>
			<b>2402.25</b>

**Accounts to be Paid (projected for July)**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Parish Clerk J Batt		Salary	n/k		
Parish Clerk M Norris			n/k		
Litter Picker / Caretaker	01541	Salary	105.93		105.93
Webmaster	01542	Quarterly services	133.00		133.00

**Resolution:** Councillors unanimously agreed to pay the above accounts and noted the Direct Debit Payment to EDF for electricity for the MUGA, taken on 1<sup>st</sup> of each month for £3.00.

**Proposed Projects to be funded from the Income from the Solar Park**

Following the item's advertisement in the newsletter requesting suggestions a small number of emails have been received for consideration. It was agreed that this would become an agenda item for discussion at September's meeting.

One suggestion that has been made concerned the trimming of a number of trees around the village and in particular, those in Coach Drive. Mr Cox agreed to check the KCC contract to establish whether they covered such activity and whether HPC could access this. Failing that, HPC could contact ABC tree surgeon for advice.

Mrs Sutcliffe suggested that it may also be beneficial to have a meeting in the near future asking for opinions. The forthcoming discussion in September will consider how best to solicit additional ideas

**10. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**

**Correspondence**

No correspondence received.

The PCSO's report was read out by the chairman.

**Email Correspondence – all forwarded to Councillors**

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

**Data Protection**

This matter is being progressed. Nothing to report.

**Review of Parish Council Website**

Nothing to report. Matter ongoing

**NALC Legal Briefing re Website**

Nothing to report. (This should be resolved when the website is transferred to KCC)

**Risk Assessment**

Mrs Merrion agreed to undertake a risk assessment.

**Clerk to send Mrs Merrion guidelines.**

**Community Payback Scheme**

Mr P Fothergill not present to report on item.

**Anti-social Behaviour on Recreation Ground**

Nothing to report.

**Speed Signs**

Nothing to report however this item will remain as a continuous update.

**Report from KALC Meeting**

No meeting or report issued. Mr Cox is to attend the next meeting.

**Container on MUGA**

This has now been purchased and erected. Mr Cook kindly agreed to clear out the cage and decide what should remain and also photograph items. Ken Marden will then dispose of any unwanted items. Keys for the container to be held by Mr Cook .

**Solar Grant Spending**

Discussed as earlier item.

**A20 50 mph scheme**

Westwell PC have added their support to this scheme. Action on Clerk to establish how this is to be enforced and monitored.

Post meeting Note: we have been advised that the limit will be self-enforcing ie drivers responsibility.

**Clerk to confirm whether this will be monitored going forward.**

**Southern Water**

Nothing to report - Ongoing.

**11. PLANNING**

Please see attached list.

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

The Chairman reported that he had attended the Westwell parish council meeting which he hopes to continue to attend on a regular basis.

Hothfield Village Hall Committee. Clerk was asked to approach Mr Fothergill to see whether he is prepared to attend future meetings.

Mr Cook had painted over the graffiti on the pillars of the MUGA and was thanked by the Chairman.

Mr Cox updated Councillors on the progress regarding the Mather and Smith site at the rear of The Old Dairy. The steel barn had no components except girders at present. Mr Cox suggested that that HPC raise the issue of the colour with Mr Patton.

Post Note. Clerk has checked the Planning approval which clearly states that the colour of the girders will be Olive Green. Therefore, suggest that the matter has already been addressed.

Mrs Sutcliffe reported that the streetlights were not working in School road/Station Road to the A20. **Clerk to report**

The Chairman suggested that a Tree survey be raised and discussed at the next meeting.

Mr Cox & Mrs Merrion both reported that they continued to have problems accessing their Hothfield email accounts. **Clerk agreed to send correspondence via their personal inboxes.**

There being no other business the meeting closed at 8.20 pm.

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

**HOTHFIELD PARISH COUNCIL**  
**PLANNING APPLICATION RECORD**  
**2019**

**JULY 2019**

19/00126/TC 26 The Street, Hothfield, Ashford, Kent, TN26 1ES  
Leylandii Cypress on the boundary of the property. Application to reduce the height by 8m back to previous cuts and remove a limb encroaching into the neighbouring property. All dead within the canopy to be removed as well

**Decision Notices received from ABC**

19/00673/AS Manor Cottage, Church Lane, Hothfield, Ashford, TN26 1EL  
Conversion of existing garage into a habitable room; replacement of porch canopy. **Borough Council: Permit**