

# HOTHFIELD PARISH COUNCIL

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## MINUTES 187

### Minutes of the Ordinary Parish Council Meeting held at The Bluebell Centre, Hothfield, on Wednesday 5 June 2019 at 7.00 pm

**PRESENT:** Mr I Lloyd (Chair), Mrs M Merrion, Mr M Cook, Mr G Cox,  
Mr P Fothergill and Mr R Vernon  
Mrs M Norris – newly appointed Parish Clerk

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:**

**COUNTY COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were no Members of the Public in attendance.

### AMENDMENT TO AGENDA – EMPLOYMENT OF LOCUM PARISH CLERK

Due to the references not having been received for the newly appointed Clerk, it was unanimously agreed to employ Mrs Judith Batt for 20 hours for the month of June at £12.815 per hour.

#### 1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Mrs S Parker and Mrs P Sutcliffe (both had prior engagements) and Borough and County Councillor, Mrs C Bell

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

Councillors unanimously approved the Reasons for Absence submitted by Mrs Parker and Mrs Sutcliffe.

#### 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.

#### 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.

**4. PUBLIC INTERVAL**

There were no Members of the Public present.

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

Minutes 186 of the meeting held on 15 May 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.

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

Nothing to report.

**8. BOROUGH COUNCILLORS REPORT**

Councillors agreed to contact Mrs Bell and ask her to liaise with KCC and ABC regarding the ownership and maintenance of the Recreation Field.

Mrs Bell emailed Mr Lloyd to ask whether he is aware of any groups who would benefit from funding from her Member Grant.

**9. FINANCE****Earmarked Funds**

	<b>Balance 03.04.19</b>	<b>+/- May/June</b>	<b>Balance 05.06.19</b>
<b>MUGA</b>			
<b>EDF May</b>	1823.54	-5.00	
<b>EDF June</b>		- 5.00	1813.54
<b>Litter Picker Salary and Other Costs</b>	2682.58		
<b>Litter Picker Salary May/June</b>		- 224.20	2458.38
<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>7946.69</b>	<b>-234.20</b>	<b>7712.49</b>

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

<b>Balance per Cash Book</b>	<b>Balance at Bank</b>		
Opening Balance	32765.19	PC Reserve A/C	36151.30
Add Receipts in Year	<u>5464.11</u>	Plus, u/c Receipts	<u>0.00</u>
	<b>38229.30</b>		<b>36151.30</b>
Less Payments in Year	<u>2669.64</u>	Less u/c Cheques	<u>691.64</u>
	<b>35559.66</b>		<b>35459.66</b>
Less Earmarked Funds	<u>7712.49</u>	PC Current A/C	<u>100.00</u>
	<b>27847.17</b>		<b>35559.66</b>
		Less Earmarked Funds	<u>7712.49</u>
			<b>27847.17</b>

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

Opening Balance	2401.90	Business Current a/c	1369.86
Add Receipts in Year	<u>0.18</u>	Plus, u/c Receipts	<u>0.00</u>
	<b>2402.08</b>		<b>1369.86</b>
Less Payments in Year	<u>0.00</u>	Less u/c Cheques	<u>0.00</u>
	<b>2402.08</b>		<b>1369.86</b>
		Direct Reserve a/c	<u>1032.22</u>
			<b>2402.08</b>

**Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DESCRIPTION</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Parish Clerk		Salary and Expenses	219.86		
		General Admin Expenses	17.20		
			12.06		249.12
Litter Picker		Salary	120.62		120.62
Mr L Robbins		Internal Audit Fee 18/19	75.00		75.00

**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 £5.00.

As the only signatory in attendance was Mr Cook, he signed the cheques and will ask Mrs Sutcliffe to countersign them and will then send them to the Clerk to distribute.

**Proposed Mr Lloyd    Seconded Mr Vernon**

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

The following ideas were put forward for consideration

Footpath to connect East and West Hothfield.

Speed cameras

Crossing on the A20

Improvements to the MUGA

It was suggested that Councillors talk to residents and an item should be put in the newsletter asking for suggestions.

10. **CORRESPONDENCE AND GENERAL COUNCIL BUSINESS**

**Correspondence**

No correspondence received.

**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. Mr Lloyd took the 2012-2013 folder and will dispose of the documents in line with the Document Retention Policy.

**Review of Parish Council Website**

Nothing to report. The Clerk will email Councillor Bell regarding the migration of the site to KCC.

**NALC Legal Briefing re Website**

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

**Risk Assessment**

Nothing to report.

**Community Payback Scheme**

The group is currently working at St Margaret's Church as there is nothing for them to do at the Village Hall.

**Anti-social Behaviour on Recreation Ground**

Nothing to report.

**Speed Signs**

Mrs Sutcliffe was unable to attend the meeting.

**Report from KALC Meeting**

Mr Lloyd was unable to attend the meeting but forwarded the minutes to Councillors.

Mr Cox will attend the next meeting on behalf of the Parish Council.

**Container on MUGA**

Nothing to report.

11. **PLANNING**

Please see attached list.

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

Mr Lloyd reported that the proposed A20 speed limit documents have been put on deposit ready for Public Inspection. The proposal is to reduce the speed limit to 50 mph.

Mrs Drury, Chair of Westwell has asked whether Councillors would like Westwell Parish Council to support the proposal. Councillors agreed they would.

It was agreed to email The TRO Co-Ordinator Schemes Planning & Highway Delivery Team informing them that Councillors support the proposal in principal but would like to understand the reasons why KHS has suggested implementing the limit from the Holiday Inn.

We will also ask for details as to how the speed limit will be enforced.

Residents have all received a letter from Southern Water which explains that they are waiting for agreement from BT and the Gas Board to enable them to proceed with the work to the replacement sewer in The Street. They expect to receive this agreement in 4 weeks, following which the work will take 16 weeks.

Mr Cook will paint over the graffiti on the pillars of the MUGA.

Mr Cox updated Councillors on the progress he has made regarding the Mather and Smith site at the rear of The Old Dairy. The Planning Officer he met with is going to investigate the matter further.

Mr Lloyd reported that 2 residents have expressed an interest in joining the Parish Council.

There being no other business the meeting closed at 8.15 pm.

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

# HOTHFIELD PARISH COUNCIL

## PLANNING APPLICATION RECORD

### 2019

#### JUNE 2019

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

#### Decision Notices received from ABC

19/00311/AS 2 Common Way, Hothfield, Ashford, Kent, TN26 1EF  
Proposed attached dwelling with vehicle access  
**Borough Council: Permit**

19/00317/AS Land between Ram Lane and Pinetrees, Chapel Road, Hothfield  
Residential development comprising 8 dwellings together with all associated infrastructure  
**Borough Council: Refuse**

19/00325/AS Clearbrook, The Street, Hothfield, Ashford, Kent, TN26 1EJ  
Solar panels to the front elevation, mounted just below the ridge and on top of the flat roof section of the existing dormer roof and rooflight to the rear elevation  
**Borough Council: Permit**