

**HOTHFIELD PARISH COUNCIL**  
**Minutes of A Virtual Meeting of the Parish Council.**  
**Held on Wednesday 4<sup>th</sup> November by Zoom Pro**

**1. Present**

Mr I Lloyd (Chair), Mrs M Merrion (Vice Chair), Mrs P Sutcliffe, Mr M Cook, Mr R Vernon, Mr G Cox, Mr P Theedom, Cllr C Bell (Borough Councillor), Mrs M Norris (Clerk)

**2. Apologies for Absence**

None Required.

**3. Declarations of Interest**

There were no Declarations of Interest.

**4. Public Interval**

No members of the public were in attendance.

**5. Minutes of Previous Meeting**

The Minutes of the meetings of Hothfield Parish Council held on 4<sup>th</sup> November 2020 were approved and confirmed as true records. Cllr Cox's comments would be incorporated on the finalised version.

**6. Matters Arising** There were no matters arising.

**7. Planning Matters**

**Tut House, Watermill Court:** The clerk agreed to investigate the application further to identify the change from the previous application. Cllr Merrion and Cllr Lloyd reported as to having an interest in this application and would therefore abstain. The Clerk agreed to make some further enquiries and report back to the Parish Council.

**Action Clerk**

**Goldwyn School:** Withdrawn by the Applicant.

**8. Borough Councillors Report**

Cllr Bell reported that Ashford had a low infection rate in comparison to the rest of the country, however the Government announcement meant that we would be going into lockdown tomorrow thus meaning previous discussions regarding Kent and which areas of Kent should be in various tiers had been overtaken by the Prime Ministers announcement. Both KCC and Ashford Borough council continue to work closely with Public Health England and the Public Health team at KCC to control the spread of the virus throughout this time. The PC were told that KCC and ABC are prepared with some services being closed based on government guidance such as leisure centres. Other facilities will remain open including play areas. There will be no face to face appointments at the Civic centre during this time. The Ashford Borough Council website Corona Virus page is being updated daily with advice for individuals and businesses that may need help and support during this time. There is also advice on food deliveries and essential supplies. Kent Household waste recycling centres will remain open. Social care will continue for Children and Adults. Schools will remain open and bus services will continue. Country parks and Public Rights of Way will also stay open. KCC has extended its financial support for the Covid 19 business helpline and have added £100,000 to keep the service running until the end of the year.

Finally, the local public health England team have been working alongside the council to implement local contact tracing system to help to contact people that have been identified as needing to isolate.

Cllr Sutcliffe raised the question with Cllr Bell as to why it was that the swings have been removed from Hothfield play area. Was this for social distancing reasons? Cllr Bell agreed to investigate and report back.

**Action Cllr Bell**

**9. Financial Report**

**9.1 Expenditure** The following payments were agreed in accordance with the budget

<b>Payments</b>	<b>£620.74</b>
EDF Energy	£9.00
Zoom Invoice	£14.39
Salaries	£118.80 £315.55
Webmaster	£82.00
Play Inspection Company	£81.00

<b>Receipts</b>	<b>£5479.00</b>

**9.2 Bank Reconciliation** as of 13 October 2020 £50012.27 less any unrepresented cheques. The precept of £5479.00 has been received.

Cllr Merrion had looked at the figures for the HPC 21/22 budget and it was agreed that a meeting between the finance team would be arranged to agree the figures and discuss items further. Cllr Sutcliffe agreed to enquire with Shelia concerning the litter pickers as it had come to light that payment had not been made in 20/21 or 19/20 accounts.

Summer Fete: It was agreed that some money should remain in the budget for a summer fete.

**Action Clerk/MM/PS**

- 10. Lakeside Retirement Village** Cllr Bell provided an update that the application has yet to be put before the Planning Committee due to further reports being required as a result of the Stodmarsh issue. As such, further guidance has been sought from the Environment Agency.

Cllr Cox asked whether there should be a press release or facebook page entry about the Stodmarsh findings. Cllr Bell agreed to look into this as it was an issue that had and continues to cause delays in planning. Cllr Cox noted that this was not necessarily a negative point but that it highlighted that the Council were sensitive to an issue that could be very damaging to the environment.

**Action Cllr Bell**

- 11. A20** Cllr Bell confirmed that initiative of the clamping of lorry's parking would be enforced but that it had ceased in recent weeks due to lockdown and overnight works on the A20.

The clerk brought to the attention of the PC that a local resident had been in touch to complain about the lorry's parking in the lay by and the lorry toileting around the area. Also, other instances of anti-social behaviour occurring in the layby has been reported. The clerk agreed to pass the email to Cllr Bell who would raise this with the Community Safety Team.

**Action Clerk/Cllr Bell**

- 12. Solar Funding Projects** The parish council re-visited the items that were discussed at the previous meeting. Due to technical issues, not all Councillors were able to contribute towards last months discussion.

Speed reduction - A suggestion was put forward for the possible installation of 30mph speed restriction repeater signs on paths or gardens like those currently displayed in Coach Drive. Repeaters could be installed to remind drivers that there is a speed limit of 30mph. Cllr Cox sought the PC thoughts on this matter.

Cllr Sutcliffe reported that following on from last month's meeting where it was suggested that a member of KCC Highways may be able to come and meet with the PC and discuss options for speed reduction and traffic calming measures, Cllr Sutcliffe is now able to initiate the process.

**Action Cllr Sutcliffe**

Safety/CCTV - Cllr Cox reported that Ashford Borough Council has a network with a 24 hour monitoring and control centre for safety and crime (not for speeding) which Hothfield could be linked into. KALC have further

information on this system including its availability, costings, and training. It was agreed that Hothfield would investigate further.

**Action Clerk**

Pedestrian Crossing This item will now be referred to as the Greensand Way crossing.

Cades Road - Cllr Cox had visited the site and suggested that there is room on the southern side of the road to incorporate a track. Having now identified that there is space for a track, the idea could now be costed. It was suggested that KCC Rights of Way Department should be able to give the PC a clearer idea re the costing of a limestone path. Clerk agreed to move forward with this.

**Action Clerk**

Greensand Way – The chairman agreed that the PC will write to the owners of the land and KCC to enquire as to whether the owners of the land are happy to make the path alongside the wood a permissive right of way. If the owners were agreeable, the documentation could then be put to KCC and, if all involved were favourable, the PC could look to replace the broken stye. Cllr Cox agreed to draft a letter to KCC regarding funding of the gate

**Action Cllr Cox**

Christmas tree – Cllr Sutcliffe reminded the PC that we do have a village Christmas tree in the village currently situated outside the Bluebell children's centre and agreed to speak with them about the options for decorating and lighting the tree.

**Action Cllr Sutcliffe**

- 13. Hothfield Village Hall-** A formal meeting had been arranged for the 16<sup>th</sup> November. Due to the 2<sup>nd</sup> lockdown this was unlikely to take place. A zoom meeting had been suggested instead although it was recognised that not all committee members could access a meeting this way. Cllr Theedom agreed to contact Peter Howard to look for a way forward.

**Action Cllr Theedom**

- 14. Loss of Wooded Area.** Cllr Cox reported on the loss of the wood behind Thanet Terrace Houses, it appears that a wooded area has been chopped down in excess of 20+ mature oak trees are now gone. The PC will now take this forward with the Forestry Commission to ascertain whether the strict regulations concerning the removal of wooded areas have been adhered to.

**Action Cllr Cox/Clerk**

**Plantation Close** Following a site visit by Cllr Cox, the point was raised that those affected by the proposal are not limited to just the existing occupiers and a wider consultation for the neighbouring residents should be sought at the earliest convenience.

## **15 General Council Business**

**15.1 Correspondence** There were no specific items raised with the Chairman. All emailed items had been circulated previously

**15.2 PCSO Report** Issued to all prior to the meeting.

**15.3 GDPR** No issues had been raised.

**15.4 Website** The domain name and the hosting package have now been transferred. A Covid 19 support page is also now on the website

**15.5 Muga** The recent inspection and subsequent report had reported 5-6 low risk items. Members of the PC had visited the Muga to look at the areas identified and it was agreed that the items would be addressed in the Spring.

**Action All Members**

**15.6 Covid 19 Parish Support** – The ABC questionnaire was completed by the PC. In addition, links for help and support had been put on our website, the chairman also agreed to write a piece for the Hothfield News.

**Action Chairman**

**15.7 AW129** – Awaiting an update from KCC.

**15.8 Clerk’s Report** Following the calling notice for our grit requirements, KCC will issue a 1 tonne bag. We have asked KCC if we can purchase another 1 tonne bag to replenish other grit bins. If this is not practical, the PC can arrange to purchase it from elsewhere and have it delivered to a specific point.

**16. Items for the Next Meeting** – No items put forward.

**17. Forum for exchange of Information**

Concerning naming the alley way, it was suggested that “What 3 words” could be a solution. Clerk to provide further details to the PC.

**Date of next meeting** Wednesday 2<sup>nd</sup> December 2020

The being no other business the Chairman closed the meeting at 21:00hours

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### Hothfield Parish Council – Action Matrix

Actions arising from November 2020 meeting

<b>Item No</b>	<b>Action</b>	<b>Status</b>	<b>Comments</b>
7	Clerk		
8	Cllr Bell		
9	Finance Team		
10	Cllr Bell		
11	Clerk/Cllr Bell		
12	Cllr Sutcliffe		
13	Cllr Theedom		
14	Cllr Cox /Clerk		
15.5	All Members		
15.6	Chairman		