

Hothfield Parish Council**Minutes No: 192**

Minutes of the Parish Council Meeting held on Monday 2 December 2019 at The Bluebells Children's Centre, Hothfield. 7:00pm

Unique Minute No	Business	Record	Action
1.	Note of Persons Present	Mr I Lloyd (Chair), Mrs M Merrion, Mr M Cook, Mr G Cox, Mrs P Sutcliffe, Mr R Vernon, Mr P Theedom, Mr Hughes. Mrs M Norris (Clerk)	
2.	Apologies for Absence	Apologies were received from Cllr Bell.	
3.	Declarations of Interest	Mr G Cox re planning application: 19/01544/AS.	
4.	Co-option of Clr	Presently HPC have 2 vacancies. Mr Lesley Hughes a Hothfield resident and former member of the parish council was co-opted into the PC.	Clerk to advise webmaster
5.	Public Interval	<p>A number of residents were in attendance including Mr Peter Howard who asked the PC to update on planning application 19/01387/AS. As a result, the chairman moved the agenda item of planning to the front of the meeting. The PC had an open discussion and a vote on the planning application and the chairman concluded that, following a site visit and numerous questions being raised to the company, it was agreed by vote that the PC would support the application albeit with a number of conditions attached. Those included noise levels with and without the doors being open and the continual use of retrospective planning by the company for this property. Worthy of note is that the PC are fully aware of the residents' concerns about this application and the chairman has requested that if possible the application is sited before the planning committee. This will allow local residents a further opportunity to express their views.</p> <p>Planning application 19/01544/AS was also discussed and the outcome reported under Minute Number 12.</p>	

		<p>Replenishment of the salt bin at Church Lane was also raised. The parish clerk agreed to look at alternatives as the proposal from KCC that the bin be replenished via the grit bin outside the village has was not a viable option. Secretary's Note – Since the meeting and subsequent reporting of the issue by both the clerk and Mrs Flynn, the bin will be refilled this time but in future we will need to make our own arrangements. A plan needs to be put in place for this so that we are not caught out in future months or bad weather.</p> <p>It was reported that the Hothfield Website required updating as it was still referring to Mr Klause. Clerk to update via Webmaster</p>	Clerk /Webmaster
6.	Minutes of Previous Meeting	Minutes of the previous meeting were agreed; however, it had been incorrectly reported that Mr Vernon was in attendance. Clerk to amend.	Clerk
7.	Matters Arising	A20 Speed Restriction. The questions surrounding the speed restrictions and signage on Ram Lane have yet to be sufficiently responded to by KCC Clerk to follow up	Clerk
8.	Borough Councillors Report	Cllr Bell was unfortunately not in attendance at this months' meeting and had sent her apologies.	
9.	A20 Lorry Scheme	Nothing to report	
10. a	Finance Payment of Account	<p>See Table Below for figures.</p> <p>Cheques for the month of December and January were agreed and signed off.</p> <p>Two invoices were presented to the PC; the first from ABC was for Hothfield Village Hall buildings' insurance. Clerk to pass to Village Hall Committee. The second from ADT for the intruder alarm needed to be renamed for Hothfield Parish Council. Clerk to arrange.</p> <p>Further to the Finance committee meeting the chairman passed to the clerk the budget information for 20/21. Clerk to submit for Precept.</p>	Clerk

Earmarked Funds (Dec)	Balance As of 2/12	+/- December Payments	Expected Balance
Muga EDF (DD) December	1799.54	3.00	1796.54
Salaries & Other Costs Mr Marden Mrs Norris	2507.47	106.73 273.86	2126.88
Bus Shelter	551.60		551.60
Garden Competition	390.02		390.02
Village Project	705.64		705.64
Village Fete	1793.31		1793.31
Hall Rent for Squad 26	NIL		NIL
TOTAL	7747.58	383.29	7364.29

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

<u>Balance per Cash Book</u>		<u>Balance at Bank</u>	
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>
	39005.18		35753.41
Less Payments in Year	<u>4316.43</u>	Less u/c Cheques	<u>1164.66</u>
	34688.75		34588.75
Less Earmarked Funds	<u>7084.35</u>	PC Current A/C	<u>100.00</u>
	27604.40		34688.75
		Less Earmarked Funds	<u>7084.35</u>
			27064.40

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>

	2402.25		1369.86
Less Payments in Year	<u>0.00</u>	Less u/c Cheques	<u>0.00</u>
	2402.25		1369.86
		Direct Reserve a/c	<u>1032.39</u>
			2402.25

Accounts to be Paid (projected for December)

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Parish Clerk M Norris	N/K	Salary	273.86		273.86
Litter Picker / Caretaker	N/K	Salary	106.73		106.73

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10.b	Finance: Solar Funding	Ongoing item to be discussed at next meeting. Many suggestions have been received and the PC will now look at the best way to consider the ideas put forward.	
11.	Parish Council Business & Correspondence		
	1) Correspondence/ Emails	Email correspondence S.G Brock was raised with PC and it was confirmed that it had been addressed with Mr Brock.	
	2) Data Protection	Nothing to report.	
	3) Review of Parish Council Website	Ongoing Item, Clerk to liaise with webmaster and report back as options to find an alternative hosting site become possible.	
	4) Risk Assessment	The risk assessment for buildings contents etc had been completed by Cllr Merrion. The financial risk assessment will be completed as	

	<p>5) A20 Speed Restriction Scheme</p> <p>7 Southern Water</p> <p>8) Report for KALC Meeting</p> <p>9)Protection of Muga * Cars on the Green</p> <p>10) BREXIT</p> <p>11) Planning Application Policy</p> <p>12) Unclear HPC procedures</p>	<p>soon as we have the updated financial information.</p> <p>See Matters Arising.</p> <p>The PC requested that the clerk write to Cappagh via Southern Water requesting an update to the works.</p> <p>Minutes were circulated to all PC prior to the meeting. The date of the next KALC meeting is 15 January 2020.</p> <p>Cllr Cox raised the issue of cars parking on the Green and possible deterrents and alternative parking arrangements. It was agreed that this item needs to be looked at further. In order to have a more considered exchange on this item it was suggested that the PC arrange a meeting in the New Year to visit the site and see for themselves the size and scale of the problem.</p> <p>Nothing to report.</p> <p>As they are connected items 11 and 12 were discussed concurrently. Cllr Cox had raised may concerns surrounding the administration and procedures currently applied within the HPC. The chairman thanked Cllr Cox and agreed that the PC need time to digest the information and look at Cllr Cox's paper and subsequent recommendations and discuss further at the next meeting. Secretary's Note: As I am unsure as to whether the PC want to the</p>	<p>Clerk</p> <p>Clerk to arrange a visit</p>
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	13) Transport Bus Services	<p>paper to be public, I have not attached a copy but can supply a copy if requested by email.</p> <p>It has been identified to the HPC that there is a persistent problem with the Stagecoach bus timetable which, due to timings, means that school children are unable to use the designated school service to attend the North School as the bus does not arrive in time for the start of the school day at 8.40. HPC understand that Stagecoach have been made aware of the problem previously, but a suitable solution is yet to be found. The Chairman requested that the Clerk write to Stagecoach on behalf of the parish council and, where possible, enlist the support of neighbouring parishes to see if a solution can be found.</p>	Clerk
12.	Planning	<p>19/01387/AS Units 1-4 Paddock Farm TN26 1EN – Supported with conditions.</p> <p>19/01544/AS The Nursery, TN26 1EH – Supported (1 Cllr abstaining)</p>	
13.	Items for Next Agenda	<ul style="list-style-type: none"> • Village Hall – Discussion from recent meeting with Village Hall Committee • Solar Farm Spending • Hothfield Newsletter 	
14.	Any Other Business	<p>Cllr Sutcliffe advised that there will not be a January edition of the Hothfield Newsletter due to time constraints and distribution with it being Christmas. Normally service will be resumed for February.</p> <p>Cllr Merrion – It has been suggested that there may be a planning application for Ram Lane</p>	

		although no further details were available. It was requested that the Clerk also check planning for Little Chart.	
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There being no other business the meeting concluded at 21:10hrs. As there is no meeting in January 2020 the next meeting is scheduled for 5th February 2020.

Signed Dated

Chairman