

HOTHFIELD PARISH COUNCIL

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MINUTES 174

Minutes of the Ordinary Parish Council Meeting held at The Bluebell Centre, Hothfield, on Monday 12 March 2018 at 7.00 pm

Following the resignation of the Chairman at the last meeting, the Vice Chairman Mr Libbeter agreed to assume the role as Chairman until the May meeting.

PRESENT: Mr R Libbeter (Chair), Mrs S Parker, Mrs P Sutcliffe,
Mr P Fothergill, Mr P Howard, Mr L Krause and Mr I Lloyd

PARISH CLERK: Mrs J Batt

BOROUGH COUNCILLOR:

COUNTY COUNCILLOR:

MEMBERS OF THE PUBLIC: There was one Member of the Public present for part of the meeting.

1. APOLOGIES FOR ABSENCE

An Apology for Absence was received from Mr M Cook (Prior engagement).

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, Mrs Parker and Mr Howard declared an interest in the Village Hall Committee as they are members of the Committee and Mrs Sutcliffe declared an interest in the payment to J R Sutcliffe as Mr Sutcliffe is her husband and the items were purchased through his business.

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

The meeting was opened from 7.01 – 7.14, during which time the member of the public present expressed concerns regarding the resignation of the previous chairman and asked questions relating to the funds given to the parish council by the Hothfield Parish Council

Parents Support Group. He was informed that the money is being used to fund Squad 26, for the benefit of the children of the village. He also asked where the Cavalier Football Club play and was given he information.

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

Minutes 173 of the meeting held on 7 February 2018 were accepted and it was unanimously agreed that Mr Libbeter should sign them.

Proposed Mr Lloyd Seconded Mr Fothergill

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

Unfortunately, our request for grant funding reached Mr Krause after the closure for applications for this financial year. An application will be put in for the next financial year.

The Cavalier Football Club applied for and received a Members Grant to help clear the molehills on their pitch

The price of the lights for the MUGA increased from £39 to £42.

6. **COMMUNICATION TO RESIDENTS ABOUT NEIGHBOURHOOD PLAN**

The document prepared by Mr Parker was sent to the Kent Association of Parish Councils, unedited. The Advisor was very complimentary about it and said it was excellently written, well presented and factually correct, although he did comment that it was rather long. Having looked at it in detail, Mr Libbeter reported that he had been unable to precis it and it was unanimously agreed to forward it to Mr Grenfell Banks for printing and distribution throughout the village.

The gentleman who kindly met with councillors regarding the document will be advised of this and thanked for his assistance.

Mrs Parker will speak to Mr Patel and ask him whether he would be prepared to have a drop box in the shop for completed questionnaires.

Residents will be asked to return their forms by 11 May. Mrs Sutcliffe offered to collect the box on 11 May.

Resolution: Councillors agreed 6:1 abstention to proceed with the distribution of the communication as detailed above

Proposed Mr Libbeter Seconded Mrs Parker Mr Krause abstained.

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

Mr Howard updated councillors on the items discussed at the recent meeting. Overall the scheme is a success. The full minutes will be forwarded to councillors once received.

The JTB meets on 13 March and this matter will be discussed, and a report published.

8. **BOROUGH COUNCILLORS REPORT**

Mr Krause reported that he had had a telephone call from an anonymous resident who wanted to know how Squad 26 was run and funded. This was explained to him and he will report back to the resident.

The person concerned also accused some councillors of not following protocol by declaring an interest in the Village Hall and Squad 26. This was noted and will be rectified.

9. **FINANCE**

Request by Village Hall Committee for Financial Support with Easter Fun Day

Resolution: Following discussion, councillors agreed 4: 3 abstentions to contribute £127.50 to the Easter Fun Day, from the money earmarked for Village Activities, provide the members of the Hothfield Educational Foundation are satisfied that the day provides the children with educational activities and also agrees to donate £127.50. The day is being provided to help local children with socialisation and the other activities will have an educational value.

Proposed Mr Lloyd

Seconded Mr Sutcliffe

Earmarked Funds

	Balance 07.02.18	+/- March	Balance 12.03.18
MUGA	2295.95		
EDF March		-11.00	
EDF Refund		15.51	
Lights		-343.92	1956.54
Litter Picker Salary and Other Costs	2539.53	-96.90	2442.63
Bus Shelter	451.60		451.60
Garden Competition	351.65		351.65
Village Projects	2400.00		2400.00
Village Fete	1793.31		1793.31
Hall Rent for Squad 26	700.00		
Transfer ex Youth Account		465.19	
Village Hall Rent		-315.00	850.19
TOTAL	10532.04	-286.12	10245.92

Bank Reconciliation as at last Bank Statement

Balance per Cash Book

Balance at Bank

Opening Balance	27952.12	PC Reserve A/C	30603.26
Add Receipts in Year	20311.86	Plus u/c Receipts	<u>0.00</u>
Less Contra Receipts	<u>3425.19</u>		
	44838.79		30603.26
Less Payments in Year	15714.82	Less u/c Cheques	<u>2650.75</u>
Plus Contra Payments	<u>3425.19</u>		27952.51
	<u>32549.16</u>		
Less Earmarked Funds	10245.92	PC Current A/C	100.00
	22303.24	Y Current A/C	1030.74
		Y Reserve A/C	<u>3465.91</u>

			32549.16
		Less Earmarked Funds	<u>10245.92</u>
			22303.24

Accounts to be Paid

PAYEE	CHQ NO	DESCRIPTION	NET £	VAT £	GROSS £
Parish Clerk	1465	Salary and Expenses	256.42	0.12	256.54
Litter Picker	1466	Salary	96.90		96.90
HMRC	1467	Income Tax	173.20		173.20
J R Sutcliffe	1468	MUGA Lights	343.92		343.92
Hothfield Village Hall Cttee	1469	Rent for Squad 26	90.00		90.00
Hothfield Village Hall Cttee	1470	Rent for Squad 26	225.00		225.00

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 1st of each month for £11.00.

Proposed Mr Fothergill Seconded Mr Lloyd

10. CORRESPONDENCE AND GENERAL COUNCIL BUSINESS

Correspondence

ABC re Local Plan Examination

ABC re Gypsy, Traveller & Travelling Show People Issues and Options & Search for available land for Gypsy and Traveller Pitches

Clerk and Councils Direct

Email Correspondence – all forwarded to Councillors

Orlestone Parish Council re professional consultant to speak for parish councils at the Local Plan Examination – Councillors agreed they did not need a professional speaker as they were not planning on speaking during the examination.

Interactive Speed Signs

Nothing to report.

Purchase of Laptop Computer

As the Clerk did not feel she has the necessary skills required to setup the laptop, following discussion with the previous chairman it was agreed to invite quotes from 2 IT companies to submit their prices for providing, setting up and maintaining a laptop for the council.

Both companies quoted as follows:

Company A £791.30 plus VAT

Company B £859.17 plus VAT + £60 if the data is migrated from existing computer

The Clerk was asked to forward redacted quotes to Mr Grenfell Banks for his advice which she did and following receipt of his advice:

Resolution: Councillors unanimously agreed that Mr Krause should take the quote to

discuss with Company B and once satisfied with the price he will confirm the details with the Clerk who will accept the quotation.

Proposed Mr Lloyd
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Seconded Mr Fothergill

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Appointment of Data Protection Officer for Hothfield Parish Council

The council must employ an independent Data Protection Officer.

The Clerk cannot act as DPO on the grounds of conflict of interest, independence, knowledge and time constraints.

Councillors cannot act as DPO on the grounds of conflict of interest, independence and knowledge.

The Kent Association of Local Councils sent out a list of Data Protection Officer service providers and the Clerk has contacted them to ask for a quote. KALC is not recommending the companies. Any contact is a private matter between the council and the organisation.

Company A – £500 per year
Company B – £600 for year 1 £300 for year 2
Company C – No Price quoted
Company D – £495 for year 1 £295 for year 2
Company E – £150.00

Resolution: Following discussion, councillors agreed to accept the quote from Company E.

Proposed Mrs Parker Seconded Mrs Sutcliffe

11. **PLANNING**

Please see attached list.

Resolution to Disband the Planning Committee

The Clerk reported that unless councillors wish to hold separate Planning Committee meetings, where the decision as to whether to support or object to a Planning Application is taken they should disband the Planning Committee and all councillors should attend any site visits or meetings regarding planning applications.

Resolution: Councillors unanimously agreed to disband the Planning Committee.

Proposed: Mr Fothergill Seconded Mr Lloyd

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

There being no other business the meeting closed at 9.00 pm.

Signed Dated
Chairman

HOTHFIELD PARISH COUNCIL

PLANNING APPLICATION RECORD

2018

MARCH 2018

18/00295/AS Land West of 1 to 4 Thanet Terrace, The Street, Hothfield, Kent
Construction of a new 1.5 storey dwelling, with integral garage and associated access, parking and landscaping
Parish Council: Support

Decision Notices received from ABC

17/01634/AS Midsummer Barn, Water Fall Road, Hothfield, Ashford, Kent, TN26 1AB
Replace existing modern, double glazed units in timber casement frames to stable door
Borough Council: Grant Consent

17/01737/AS The Kings Head, The Street, Hothfield, Ashford, Kent TN26 1ES
Erection of a three-bedroom detached chalet bungalow with detached garage unit and associated parking, access and landscaping works (partial revision to planning permission 17/01093/AS)
Borough Council: Permit