**Hothfield Parish Council**

**Minutes No: 197**

Minutes of the Parish Council Meeting held on Wednesday 1 July 2020 by Video Call

1. Present: Mr I Lloyd (Chair) Mrs M Merrion (Vice Chair) Mrs P Sutcliffe, Mr M Cook, Mr Robyn Vernon, Mr G Cox, Mr P Theedom & Mrs C Bell (Borough Councillor) Mrs M Norris (Clerk)

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| **2. APOLOGIES FOR ABSENCE**  |
| None Received.  |
| **3. DECLARATIONS OF INTEREST BY COUNCILLORS ON AGENDA ITEMS**  |
| None Received. |
| **4. PUBLIC INTERVAL** |
| There were no members of the public in attendance.  |
| **5. MINUTES OF PREVIOUS MINUTES**  |
| The minutes of the previous meeting were agreed however were not signed off at the meeting due to social distancing restriction. **Proposed** Mr Graham Cox **Seconded** Mrs Margaret Merrion  |
| **6. MATTERS ARISING FROM PREVIOUS MINUTES**  |
| The Clerk agreed to look at the NALC Standing Orders in more detail. To decide if we need to adopt or amend any.  |
| **7. PLANNING -** Please see attached list. |
| **8. BOROUGH COUNCILLORS REPORT**  |
| Cllr Bell reported that a KCC urging people to take responsibility to keep COVID at bay had begun in time with restrictions gradually easing and lifting from the 4 July. The campaign looks to encourage all to get involved with the governments test and trace programme. KCC have also started a plan which builds on the management plans already in place and is designed to respond and deal with clusters or outbreaks locally including schools and care homes. A new regional testing centre has opened in Ashford at Victoria Road Car park tests can be booked via the Kent Gov website it was also reported that although the Shielding programme is drawing to a close, residents can still receive food boxes if needed up until the end of July. Although the response depot is closing, the storage facility depot will remain useable and can be called upon to reopen if needed at a future point. Many businesses in Ashford will be re-opening next week and Ashford Council Officers have been working with business to ensure that processes are in place to keep everyone safe. This includes increased cleaning in Ashford Town Centre and a one-way system has also been put in place in narrow areas of the town. Hand sanitiser stations and new signage are also in place. Car parks in Ashford and Tenterden are also reopening and taking cashless payments through the Ring Go app which can be downloaded onto a phone. The council’s finances are predicting a loss of revenue of £3.8 million but it is hoped that the reserves built up in previous years will be able to ease the gap. A government grant has also been made available of 1.2 million so KCC are hopeful that they can continue forwards with an element of resilience.  |
| **9. FINANCIAL REPORT** |
| Accounts to be paid The PC agreed the payment of the following accounts: EDF Energy £9.00 Direct Debit   ITEM AMOUNT  Salary £118.60  Salary £275.92 Zoom Invoicing £28.78  Satswana £180.00 Webmaster £434.00 HMRC £12.20  Refund to Cllr £50.00 **Total £1,099.50**  2. Bank Reconciliation As of the 12 June the balance at bank current account – £41,319.92Including Solar Funding of - £11,018.95 - Less uncleared cheques of-£364.493. Audit & Earmarked FundsThe Chairman agreed the figures for 19/20 AGAR and would digitally sign the document.  It was formally agreed that earmarked funds for 19/20 should include the solar money, and the fencing project of £3,300. Looking forward to year 20/21, it was agreed that a separate meeting should take place to discuss those items that should make up the earmarked funds to ensure that all members are in agreement. Currently some salaries are earmarked which, although historically have been included, was felt that this is possibly not needed but should be discussed further within the PC. Fixed Assets Register after some discussion the PC agreed to use the insurance valuation of £123,399 which is a combined valuation of sports equipment and street furniture.  4. 0nline Banking Cllr Merrion will so begin the task with the NATWEST of converting to online banking. Although currently all Cllrs are on the banking mandate, Cllr Merrion sought preferences on whom would be able to complete the online banking registration. It was agreed that Cllr Merrion, Cllr Lloyd, Cllr Vernon and Cllr Theedom would all take part. The clerk would also be included but only to view transactions.  |
| **10. SOLAR FUNDING PROJECTS**  |
| A list of all the solar funding projects was issued to the PC prior to the meeting. The Cllrs discussed some of the ideas in further depth with a view to present these to the residents at a village meeting. The clerk will update the spreadsheet after each meeting allowing Cllr’s to work through the ideas that have been submitted so far. A common theme running through the suggestions put forward by the residents was that of speeding and parking.   |
| **11 HOTHFIELD VILLAGE HALL** |
| Cllr Theedom reported that, after speaking with Paul from the Village Hall Committee, although the village hall could reopen on the 4th July, it would remain closed at present allowing a risk assessment to take place. A meeting between the Village Hall Committee is scheduled for Monday 13th July, however this was yet to be confirmed. Cllr Theedom had used the time over lockdown to research how other community and villages hall were being utilized and would draw up a list of activities. It was suggested that these ideas for activities could then be advertised in Hothfield News to seek residents’ thoughts. As looking at ways to maintain an income stream was still a priority for the hall, Cllr Theedom would report back to the PC after he had spoken further with the Village Hall Committee members.  Concerning the Village Hall lease, the Clerk had located a copy although a page was missing. Therefore, the Clerk will contact ABC Estates Department to request a copy. This would then be displayed on the website. It had also come to light that a “p*eppercorn”* rent was payable on the property. The PC were not aware of any payments that have been made against this, therefore this will also be raised with ABC |
| **12 DEFIBRILLATOR GRANT** |
| Following an email received by the parish clerk, a discussion was had as to whether the purchase of a defibrillator for the village was wanted or needed. Although a small grant could be made available by the company offering the machines, the initial costs were still in the region of £1,000. There were also questions surrounding its placement, upkeep and requirement. The PC decided to submit the defibrillator as a suggested item on the solar funding projects list so that it would be discussed further and put forward to the residents.  |
| **13 - AW129** |
| Cllr Cox advised PC members that he was not in receipt of an original map which shows the AW120 as a public right of way. The footpath which is at present blocked has been brought to the attention of KCC and Cllr Cox will update the PC as progress continues to hopefully clear and reinstate the footpath. Cllr Cox requested that this remains an agenda item for future meetings.  |
| **14. GENERAL BUSINESS** |
| 1. Correspondence Email Helen Pollock – Damage & theft at vineyard. Clerk to reply. Overhanging Shrubbery – Sackville Close to be reported to ABC. 2. PCSO Report A copy of the report had been issued to all Councillors prior to the July meeting. Of note was the fact that many crimes reported on the “*Next Door*” do not appear to be on the PCSO crime report. It was a concern of the Parish Council that residents may not be reporting crime through the official channels. 3. Data Protection Nothing to report. 4. Parish Council Website Following a telephone training session, the Clerk has now taken over website responsibilities from Clive Stanley. The PC agreed to fund an additional 2 hours pcm for the Clerk to facilitate this. The hours will be reviewed if required. Hugo Fox are continuing to look at ways of putting planning applications on their website which fit in with the software used by ABC. Clerk to advise the PC when a satisfactory response is received from Hugo Fox 5. MUGA Nothing to report. Although not directly related to the MUGA, it was confirmed from Cllr Bell that children’s playgrounds were due to reopen on Saturday 4 July. The council had recently visited the playpark and cut the grass in anticipation of its reopening. The clerk agreed to highlight the opening via the website. 6. AW129 See earlier item 13. 7. Clerk’s Report Approval to the increase for the Clerks salary in line with the advertised spine point and additional 2 hours pcm was agreed by the Chairman and members. 8. Guidance for future meetings At present, there had been no further guidance issued so PC meetings will remain via Zoom until we hear otherwise.  |
| 15. ITEMS FOR NEXT AGENDA  |
| Solar Funding Projects (4 items for discussion).  |
| **16. FORUM FOR EXCHANGE OF INFORMATION**  |
| Concerns over the street stalls that have appeared in the layby selling flowers and fruit were voiced. It was agreed that Cllr Vernon would contact KCC to investigate as to whether the traders held the appropriate licencing. .  |

There being no further items for discussion the Chairman closed the meeting at 8:58pm

Signed …………………………………………………………. Dated …….............................

 Chairman

**Hothfield Parish Council**

Planning Application Record- July 2020

To be discussed at July 2020 meeting

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| **20/00678/AS** | ***Goldwyn Community Special School, Godinton Lane, Great Chart, Ashford, TN23 3BT*** Erection of a new modular educational building **Parish Council:** Hothfield Parish council objects to this application as proposed on the basis of revised application A detailedletter of objection with mitigating considerations has been forwarded by email to the Planning Officer for consideration. **Borough Council** |

Planning Decisions Received

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| **20/00128/AS** | **Oakover Nurseries Cowlees, Maidstone Road, Hothfield, Ashford, Kent, TN27 0EG** Construction of new glasshouse/polytunnel. One extension to existing greenhouse/polytunnel as detailed.**Parish Council: Permit** **Borough Council: Permit**  |
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