

WEST FARLEIGH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 23rd SEPTEMBER 2021 ON THE VILLAGE GREEN, WEST FARLEIGH

PRESENT: Cllrs M Moy, J Morgan, H Swan, B Scott, C Wilson and Mrs A Broadhurst, Clerk
No members of public

1. Apologies

No apologies had been received.

2. Councillor Declarations

There were no Councillor declarations.

3. Minutes of the Meeting held on 23rd June 2021

The Minutes of the meeting had been previously distributed and Cllr Swan proposed that they were a true record. This was seconded by Cllr Scott, with all in favour. The Chairman signed off the official copy.

4. FINANCE

4.1 To note Budget Monitoring Report to 31st August 2021

The Budget Monitoring Report was **Noted**.

4.2 To note the Income since June meeting

(No income)

4.3 To note the Expenditure since June meeting

It was proposed by Cllr Moy to approve the following transactions, this was seconded by Cllr Morgan; with all in favour.

Paid between Meeting:s

101296 – PKF Littlejohn LLP – Annual External Audit	£240.00
101297 – KALC – Councillors Training	£ 60.00

Standing Orders:

Mrs A Broadhurst – July Salary	(£20.12 owed)	£760.00
Mrs A Broadhurst – August Salary	(£20.32 owed)	£760.00
Mrs A Broadhurst – September Salary	(£20.12 owed)	£760.00

Direct Debits:

People’s Pension – Monthly Payment (July)	£55.00
People’s Pension – Monthly Payment (August)	£55.00
People’s Pension – Monthly Payment (September)	£55.00
Information Commissioners Office – Data Protection Annual Fee	£35.00

Telephone Transfer:

HMRC – PAYE (quarterly payment)	£720.59
Old School Samba – Group Performance at Village Event	£100.00

5. RESOURCES AND ENVIRONMENTAL MATTERS

5.1 Litter Picking Volunteers

The Clerk reported that one of the litter picking volunteers have asked whether it would be possible for them to be covered by the Parish Council insurance, to allow them to continue their work around the village. The Insurance Company had been contacted and they stated:

Volunteers undertaking activities on behalf of the Parish Council, are covered automatically by the policy we arrange under the Employers’ and Public Liability sections where a £10 million limit of indemnity applies under both sections. This would have no effect on the Council’s insurance premiums as the cover is automatically included.

If aged over 16 and under 90 they are also covered by the Personal Accident section where there is a sum payable of £100,000 in the event of an accident-causing death, loss of limbs or sight or permanent total disablement. A £500 weekly benefit is payable for a maximum period of 2 years should the accident prevent the individual from pursuing their usual occupation.

In order to reduce the likelihood of injury or damage arising we recommend that a risk assessment of the proposed tasks is completed in writing and kept on your records. The Parish Council should ensure the participants are competent to carry out the work they are offering to undertake and, for the more manual duties, have access to the correct tools as well as suitable clothing/protective equipment.

The need for thorough risk assessments was discussed, which should include the procedure undertaken on each road to be litter picked, a register of all volunteers taking part each time and a form to be signed on each session to confirm that the volunteers have read and understand the risk assessment. The Clerk was also asked to make the volunteer lead aware that the Parish Council's insurance would not cover drivers, they would need to arrange appropriate cover with their own motor insurance company. It was noted that the Parish Council has paid for litter picking equipment in the past, so this would not be a problem, if further supplies of PPE were to be required. The Clerk suggested that this be approved on an annual basis, as each Insurance Company may have different rules and this was agreed by all present. It was then proposed by Cllr Morgan that the volunteers be covered by the Parish Council's insurance (subject to insurance company confirmation), revisited each year. This was seconded by Cllr Wilson, with all in favour. **ACTION: Clerk**

5.2 Upgrading of Play Area

It was noted that the play area is beginning to look quite tired and it was felt that now is the time to look to carry out improvements, as the area has become more popular since reopening in Summer 2020 (during the pandemic). The Clerk gave a report on the current financial situation of the Parish Council, highlighting the reserves had been earmarked for various projects over the years:

- Play equipment £5,000
- Village Green £1,000
- Community Centre £12,050
- Highways Improvements £5,000

It had now been confirmed by the Community Centre Trustees that the meeting room project would not be able to progress, so the money that had been set aside could be used for the play area. Taking into account the likely expenditure for the rest of the current financial year, and using the funds in reserves, it was felt that the Parish Council could look to spend around £30,000 on the project. The Clerk reminded all of the issues seen previously, when ordering play equipment, and suggested that Councillors consider using Maria Cook from Craigdene Ltd, to project manage. Having been the Parish Council's safety inspection contractor, she knows the play area well, has good knowledge of play equipment and also the required safety standards.

After discussion it was agreed that Craigdene be employed to oversee the project and that £30,000 be made available. The Clerk was asked to arrange an onsite meeting with Maria Cook. **ACTION: Clerk**

5.3 Queen's Platinum Jubilee Event

Events are being arranged next year to commemorate the Queen's Platinum Jubilee, with one being 'The Big Jubilee Lunch' on Sunday 5th June 2022. Following the recent village picnic, it was felt that it would be good to take part in this event. It was agreed by all present that the date should be advertised now and that the Parish Council should investigate having additional performers and activities for next year. Cllr Swan asked whether Councillors would like her to book the Samba group again now and it was agreed that this would be a good idea. It was noted that the Parish Council had managed to book them at a reduced rate this year, as they had been attending on their way back from another event. The likely cost for 2022 would be in the region of £300, although Cllr Swan would confirm this. All Councillors were happy with this, as they had been a good addition to the afternoon.

Cllr Swan thanked her fellow Councillors for their efforts on the day.

6 HIGHWAY MATTERS

6.1 Vehicle Activated Sign (VAS) Lower Road

The Clerk reported that she had chased KHS regarding the Parish Council wishing to purchase a VAS for Lower Road and the following response had been received:

As it stands, this does not meet the current criteria for a VAS. Obviously, we will continue to monitor this. The designs have been completed to install some verge marker posts on the bend and I am just awaiting confirmation from both our Landscape Services Team and the District Manager that they are happy with the installation of these before raising this job.

After brief discussion, Councillors felt that there was nothing further that could be done regarding this issue, at the present time, as there is no support from KHS.

7. MATTERS OF REPORT

7.1 Parish Councillors

Cllr Moy queried whether the Parish Council should complete a tree inspection on Parish Council owned trees in the village. The Clerk responded that she has previously used Tree Ventures for any tree safety inspections that are required. It was agreed that a map of where Parish Council owned trees are located be drawn up to obtain a quote for completing an inspection.

ACTION: Clerk

7.2 Clerk

- Conclusion of External Audit – The Clerk reported that the 2020-2021 external audit has now been concluded, with no issues found. The necessary paperwork has been posted in the noticeboards and on the website.
- Meeting Venue – The Clerk reported that discussions are ongoing to arrange a permanent venue for Parish Council meetings. It is hoped that something can be arranged before the November meeting.
- Parish Council Laptop: The Clerk reported that there were ongoing issues with the Parish Council Laptop, it is incredibly slow and frequently becomes unresponsive. She has had an IT Technician look and they have stated that it has numerous issues and the time has probably come to upgrade. The Clerk intends to find a mid-range laptop from PC World, with a view of purchasing it when the Office 365 is due for renewal in November. All Councillors were in agreement that the laptop should be replaced before any further issues occur.

8. PLANNING MATTERS

8.1 Any applications received before the meeting

8.2 Current Planning Applications (To be noted)

8.2.1 Decisions Outstanding by MBC

21/503398/FULL – Thistle Cottage, Lower Road

Single storey rear extension and enlarged dormer to first floor rear bedroom

21/503766/FULL – Smiths Hill House, Smiths Hill

Demolition of existing single storey extensions and erection of part single storey, part two storey infill extension including internal alterations to connected barn to create additional living accommodation, and changes to fenestration. External alterations to driveway and paving areas and erection of outbuilding. (Revised scheme to 21/501820/FULL)

21/503997/FULL – Land adjacent to The Good Intent, The Green

Erection of 2no. detached bungalows with associated parking, gardens, landscaping and provision of public amenity land (revised scheme to 20/504300/FULL)

21/504768/TNOT56 - Telecommunications Unit At Lower Road

Telecommunications notification for Proposed 15.0m Phase 8 Monopole C/W wrapround Cabinet at base and associated ancillary works

8.2.2 Applications Approved by MBC

20/504551/FULL - River Barn, Tutsham Farm

Amended proposal seeking part retrospective planning permission for a replacement barn as 4/5 bedroom dwelling involving reduction in fenestration, addition of barn doors, ragstone plinth, removal of garden walls, reduced garden and parking area with new ragstone piers, native hedgerows and structural landscaping

21/502104/FULL – Westchester, Lower Road

Erection of a single storey side extension.

21/501341/FULL - Orchard View Park Shingle Barn Lane (Yalding Parish Council application)

Creation of additional 12(no) caravan pitches and 11(no) tent pitches (retrospective)

8.2.3 Applications Refused by MBC

21/503122/TNOT56 - Telecommunications Unit at Lower Road

Telecommunications notification for Proposed 20.0m Phase 8 Monopole C/W wrapround Cabinet at base and associated ancillary works

9. DATE OF NEXT MEETING – Monday 15th November 2021 (venue to be confirmed)

With no further matters to discuss, the meeting was closed at 2.24pm.