

WEST FARLEIGH PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 16th SEPTEMBER 2019 AT THE GOOD INTENT, WEST FARLEIGH

PRESENT: Cllrs J Morgan, M Moy, H Pritchard, Borough Councillor Richard Webb and Mrs A Broadhurst, Clerk
IN ATTENDANCE: Ten parishioners were present.

1. APOLOGIES

Cllr H Swan, PCSO Chivers, Borough Cllr Parfitt-Reid

2. ELECTION OF A CHAIRMAN FOR THE MEETING

Cllr Moy offered to Chair the meeting and this was agreed by all present.

The meeting was then closed to allow for public discussion.

Public Discussion

The Tree Warden gave an update on the Kent Men of The Trees Competition, as the village had been judged the previous week. There was good feedback and the judge has offered a number of trees for planting, however, there needs to be some thought given to the possible location of these. Councillors thanked the Tree warden for overseeing the judging, which had taken 6 hours.

A representative from West Farleigh in Bloom reported that the village had received 2 silver awards in the recent Village in Bloom competition. One was for the village and the other was for the church. Congratulations were offered to the group for their hard work.

A resident reported that the 20mph signage by the Thatched House is obscured by vegetation.

ACTION: Clerk

At the same location, it was noted that the 'SLOW' white road markings have worn and are not clear – these need to be refreshed.

ACTION: Clerk

There was further discussion about this area of Heath Road and the Clerk offered to add this to the Highways Improvement Plan for further investigation by KHS. Ideas raised by residents included speed bumps and chicanes.

ACTION: Clerk

3. COUNCILLOR DECLARATIONS

There were no Declarations of Interest

4. APPROVAL TO DISCUSS AGENDA ITEM 13 (ADMINISTRATION MATTERS) UNDER A PART II CONFIDENTIAL CLOSED SESSION

It was agreed by all Councillors to discuss this item confidentially.

5. MINUTES of the Meeting held on 15th July 2019

The Minutes of the meeting had been previously distributed and Cllr Morgan proposed that the minutes were a true record. This was seconded by Cllr Pritchard (the only two Councillors present at the meeting). The Chairman signed off the official copy.

6. POLICE MATTERS

The Clerk reported that the Community warden, Adam McKinley, is moving to the Swale team and no replacement has been arranged to date.

The Clerk had circulated a report supplied by the PCSO, which detailed 10 crimes in 12 days in July. The Clerk reported that since the last meeting in July, the e-watch briefing had only detailed 5 crimes in the village:

- A handbag was stolen from a Mercedes saloon parked in the road
- A grey ford focus was seen driving onto farmland. A man from the car attempted to open an outbuilding door. No access has been gained however damage has been caused to the door.
- A flat bed multi-axle trailer was stolen from an industrial site.
- Someone broke into a commercial property. A complete list of stolen property is not yet available
- Number plates were stolen from a vehicle parked on the road

The Clerk added that some of the crimes reported by the PCSO may have been in surrounding villages as she was aware of a further 13 crimes since July in East Farleigh (8), Coxheath (1), Hunton (4).

7. HIGHWAYS AND FOOTPATH MATTERS

7.1 Highways Issues in West Farleigh

The Clerk reported that no update had been received yet regarding the points raised at the Highways meeting in July and on the Highways Improvement Plan, she will be chasing these. **ACTION: Clerk**

Borough Cllr Webb queried when the hatching marks are to be added in the Lower Road lay-by, as Jennie Watson had stated this could be arranged quickly. The Clerk responded that Jennie had acknowledged that these were still outstanding and should be completed in the near future.

7.2 Traffic Survey for Lower Road

The Clerk reported on the various companies that she had contacted to quote for completing the survey. Each had offered different things and this had led to a discussion with Jennie Watson (KHS) to get advice on the exact information we are hoping to obtain. It became apparent that Street Wise Services offer the exact information during their 7-day survey, which is obtaining information at 60-minute intervals throughout. The cost of this survey is £225 (+vat), which is close to the cost the KHS felt we should be paying for a survey. It was also noted that the information that they gather is laid out in a user-friendly way when looking at the data collected. With this in mind it was proposed by Cllr Morgan to proceed with requesting Street Wise Services complete the survey as soon as possible. This was seconded by Cllr Moy, with all in favour.

ACTION: Clerk

It was then noted that PCSO Chivers had stated that the site for Speedwatch for Lower Road had now been approved and that a SID could also be located in this position. The Clerk commented that this was astounding as the area had been refused by the Speedwatch Co-ordinator, as it is a 40mph road and KHS had historically stated that they would not support either a VAS or SID being installed in this area. There was discussion as to how the PCSO felt that this had now been approved, considering he has no authority to arrange either of these. It was also noted that, due to being unable to get a site on Lower Road approved, the Speedwatch group had been disbanded, so an approved site is now pointless.

Borough Cllr Webb added that, if the village did ever wish to start the Speedwatch group again (with the approved Lower Road site) the equipment previously borrowed from Coxheath could be made available again. The Clerk, on behalf of the Councillors, thanked Cllr Webb for his support with this.

8. RESOURCES AND ENVIRONMENTAL MATTERS

8.1 Requested Meeting with the Kent Police and Crime Commissioner

The Clerk reported that she had been trying to arrange the coffee morning for the 4th October, however the date had still not been confirmed. After brief discussion it was agreed that Cllr Morgan would discuss this with Cllr Swan and the Good Intent. The Clerk will then be in a position to go back to the PCC's secretary to confirm that this date is still available.

ACTION: Cllr Morgan

8.2 Internet Service in the Village

Cllr Pritchard gave an update, confirming that the village would qualify for both the National and the Kent Top-up broadband schemes. He explained that the obligation is on the village to make contact with the providers and the only caveat appears to be that any property wishing to take part has to have been built for more than 3 years. After brief discussion it was agreed that Cllr Pritchard should make contact with the suppliers to see which of the 10 may be able to assist.

ACTION: Cllr Pritchard

9. MATTERS OF REPORT

9.1 County & Borough Councillor Reports

The Clerk read out a report from Borough Cllr Parfitt-Reid, which spoke about the Local Plan review and the current 'Call for Sites'. The rising levels of crime were also mentioned and Cllr Parfitt-Reid intends to refer this to the Crime and Disorder Committee at MBC.

Borough Cllr Webb raised concerns that Coxheath may be hit again in the Call for Sites, which will increase the traffic further in surrounding villages. He reported on the new development which has just started to be built and asked that, if any residents see construction vehicles coming through the village, to alert him immediately as they have to travel to Coxheath via the Linton crossroads (not through West Farleigh).

Borough Cllr Webb also outlined how the Crime & Disorder Committee operates at MBC.

9.2 Individual Councillor Reports

There was nothing further to report.

9.3 Clerk's Reports

- Internal Audit Report: The Clerk reported that the internal audit report has now been received and circulated to Councillors.

- Conclusion of Audit 2018-2019: The Clerk reported that the external audit has been signed off for the last financial year and the documents have been uploaded to the website. There were no issues found.
- Internal Audit Report: This has been circulated to Councillors.
- Amendment to Financial Regulations: The Clerk reported that NALC has sent out amendments to the Financial Regulations. The required alterations have been made and the draft document circulated to all Councillors. It was agreed by all present to adopt the revised Financial Regulations.

10. FINANCE

10.1 Budget Monitoring

The Budget Monitoring Report to 31st August 2019 was **Noted**.

10.2 Income received since the last meeting

No income has been received since the last meeting.

10.3 Cheques for signature

The Clerk requested, due to there only being one available signatory at the meeting, Councillors approve that the following payments can be made through telephone banking:

PKF Littlejohn LLP – External Audit	£240.00
Surrey Hills Solicitors – Advice regarding Community Centre	£102.00
Mr D Buckett – Internal Audit	£228.60
HMRC – PAYE (to be paid in October)	£678.54

It was proposed by Cllr Morgan and seconded by Cllr Pritchard (with all in favour) that the Clerk make the necessary telephone transfer payments.

Other payments to be made before the next meeting in November:

Standing Order

Mrs A Broadhurst – September Salary	(£732.40 - £12.40 owed)	£720.00
Mrs A Broadhurst – October Salary	(£732.40 - £12.40 owed)	£720.00

(Total outstanding to be paid in November when a cheque can be signed - £24.80)

Direct Debits:

People’s Pension – Monthly Payment (September)	£ 55.00
People’s Pension – Monthly Payment (October)	£ 55.00

11. PLANNING MATTERS

11.1 Any planning applications received before the meeting

No applications had been received for discussion.

11.2 Applications Approved by MBC

19/503030/FULL - Court Lodge Park Lower Road

Provision of ancillary residential accommodation for residents of Court Lodge, to provide a study/reading area, a gym, sauna and shower/changing area, a spa room and a relaxation room within the existing stables building.

19/503031/LBC - Court Lodge Park Lower Road

Listed Building Consent for provision of ancillary residential accommodation for residents of Court Lodge, to provide a study/reading area, a gym, sauna and shower/changing area, a spa room and a relaxation room within the existing stables building.

19/503073/FULL - 5 Charlton Lane

Demolition of existing Conservatory and erection of rear extension

19/503143/LBC - The Old Parsonage Lower Road

Listed building consent for the conversion of existing garage into a habitable space, erection of link extension from garage to house to include insertion of rooflights, alterations to windows and doors and internal alterations

19/503142/FULL - The Old Parsonage Lower Road

Conversion of existing garage into a habitable space, erection of link extension from garage to house to include alterations to windows and doors and internal alterations

19/503354/FULL - Sunny View Charlton Lane

Proposed loft conversion with a rear dormer and erection of a single-story front extension with a driveway, dropped kerb and proposed new fence

19/503574/FULL - 2 Bow Hill Cottages Bow Hill Wateringbury

Erection of a first-floor side extension

12. DATE OF NEXT MEETING

The next full Council meeting will be held on **Monday 18th November 2019** at 7.30pm at The Good Intent.

With no further matters to discuss, the meeting was adjourned at 8.08pm.

Minutes of Confidential Agenda Item 13 – Administration Matters will be filed with a signed copy of these minutes.