

## WEST FARLEIGH PARISH COUNCIL

### MINUTES OF THE OF WEST FARLEIGH PARISH COUNCIL MEETING HELD ON MONDAY 18<sup>th</sup> JULY 2022 IN BRAMLEY BARN, WEST FARLEIGH

**PRESENT:** Cllrs M Moy (Chair), J Morgan, H Swan, B Scott and Mrs A Broadhurst, Clerk  
5 members of public

#### Public Discussion

A resident gave an update on the work completed to date on the new permissive footpath. The volunteers have managed to clear around half, working at weekends. Dandelion Time has supplied tools and corporate volunteers to assist. The group was hoping that only one side of the footpath would need fencing, however it looks as though they will probably need to do both. TreeCycle Ltd has helped with clearing tree stumps and Rookery Estates has donated £1,000. The fence on one side is likely to cost around £900 + labour, with the gates costing similar. There have been some donations from residents as well. The resident asked whether the Parish Council could consider making a donation towards the costs involved. The Clerk informed Councillors, that they may wish to bring forward Item 5.3 on the agenda, which was agreed by all present. The Clerk reported that she had contacted KALC for advice on the Permissive footpath and the possible need for funding. It has been confirmed that this expenditure would come under s137, which is a limited fund, depending on the number of electorates in the Parish. For the current financial year, this amounts to £3,591.07, but includes the donations that are given out in January, Jubilee mugs which have been purchased and the Remembrance Wreath etc. Cllr Moy stated that he would not want to earmark any more than £1,000 towards to project, this early in the year, and the Clerk stated that the money would not be able to be paid to an individual. Cllr Moy added that this donation would go some way to helping with the cost of fencing along the boundary of Dandelion Time, if they wish to submit a request. Cllr Moy's proposal of up to £1,000 be set aside and this was seconded by Cllr Swan, with all in favour.

#### 1. **Apologies**

No apologies were received.

#### 2. **Councillor Declarations**

No interests declared.

#### 3. **Minutes of the Meeting held on 16<sup>th</sup> May 2022**

The Minutes of the meeting had been previously distributed and Cllr Scott proposed that they were a true record. This was seconded by Cllr Morgan, with 3 in favour and 1 abstention. The Chairman signed off the official copy.

#### 4. **FINANCE**

##### 4.1. **To note Budget Monitoring Report to 30<sup>th</sup> June 2022**

The Budget Monitoring Report was **Noted**.

##### 4.2 **To Note the Income received**

KCC – Grant towards Play Area Flooring	£ 1,000.00
MBC – PSS Funding (1 <sup>st</sup> Half)	£ 383.50
HMRC – VAT Refund	£ 535.32

##### 4.3 **To Approve the Expenditure since the May Meeting**

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

#### Cheques

101315 – Dandelion Time – Meeting Room Hire	£ 25.00
101316 – Mrs A Broadhurst – Expenses (Mileage, cartridges, Amazon vouchers)	£ 187.38
101317 – cancelled	

#### Internet Banking Payments to be made

David Buckett – Internal Audit	£ 303.60
Harrietsham Parish Council – Share of Clerk's SLCC Membership	£ 94.31
Maria Cook – Project Management Fee for Play Area	£2,800.00

#### Standing Order

Mrs A Broadhurst – June Salary	(£32.68 owed)	£760.00
Mrs A Broadhurst – July Salary	(£54.40 owed)	£760.00

#### Direct Debits:

People’s Pension – Monthly Payment (June)	£55.00
People’s Pension – Monthly Payment (July)	£55.00
Information Commissioners Office Subscription (Annual Payment)	£35.00

#### **4.4 Internal Audit Report**

The Clerk reminded all present that the Internal Audit Report had been circulated to all Councillors. Attention was drawn to the recommendation made and it was agreed by all present that this should be considered when the budget discussions commence in the Autumn for the forthcoming financial year. All Councillors were in agreement with this course of action.

### **5. RESOURCES AND ENVIRONMENTAL MATTERS**

#### **5.1 Upgrading of Play Area**

The Clerk reported that she had visited the play area with Maria Cook and confirmed that the safety inspection has now been completed. The contractor will need to come back in the Autumn to reseed between the grass and the wet pour surface, however the Clerk had met the Parish Council’s grounds maintenance contractor on site to discuss him keeping an eye on the soil that is currently exposed. The Clerk added that, as the Parish Council had not paid for the equipment at the point of order (as had been requested) a payment will need to be made as soon as the invoice is received. The Clerk asked that the invoice be agreed over email so that she can send a cheque out in the post. (It is likely to be in the region of £29,000 (+vat). All Councillors were happy to approve as requested for the payment to be ratified at the next meeting. Maria Cook is currently in discussion with Kompan, as she has requested a number of items to be removed from the final bill, including welfare facility and storage costs as neither were delivered to site. The Clerk added that, on the day that the heras fencing was removed, Maria visited the play area again and two families were already using the equipment and said how good the refurbishment was. One of which also subsequently sent an email. Cllr Scott added that money should definitely be held back for the mess that has been left as the finish to the flooring could have been slightly lower to stop the need for so much soil.

Cllr Swan informed all present that, in the current heatwave, it had been noted that the larger slide has flexed. The Clerk asked that this be viewed again at the end of the week, when temperatures reduce, as this may need to be discussed with Kompan.

**ACTION: Cllrs/Clerk**

#### **5.2 Queen’s Platinum Jubilee**

Cllr Swan reported that, whilst the weather had been overcast, everyone enjoyed the event. Clock House Farm had supplied trays of strawberries free of charge for the residents, which had been a nice gesture. Cllr Swan added that she has thanked the various people that assisted on the day, on the Parish Council’s behalf.

#### **5.3 Permissive Footpath**

The Clerk stated that, whilst the footpath had been discussed at the beginning of the meeting, the email from Rookery Estates, regarding a new agreement, needed to be discussed by Councillors. The Clerk reminded all present that KALC had advised that *“Some Rights of Way can be used by the public only with the permission of the landowner. A permissive footpath can be created by written agreement between the landowner and a local council, alternatively it can be created simply by the landowner allowing its use”*.

After brief discussion the Clerk was asked to respond to the request asking that, instead of drawing up a new agreement, the money that would have been used for the legal fees be donated towards the cost of the work, as the Parish Council has been advised that there is no real need for an agreement to be in place.

**ACTION: Clerk**

#### **5.4 Works on the Green**

• **Picnic benches:** The Clerk reported that arrangements have been made for the benches to be stored, prior to installation. Details of a composite bench, the same style as is currently in place, had been circulated to all present. The benches cost £647.22 each and can be supplied with wheelchair access if required. There is a 5% discount for 3+ and 10% for an order of 6+, with a £79 delivery charge. The Clerk reminded all present that these would be purchased from CIL money which the Parish Council has already received. The company has confirmed that payment would need to be received before they send out the benches, if we can not pay by card at the point of order. It was proposed by Cllr Swan to purchase 4 of the benches with full seating and 2 wheelchair friendly ones (costing approx. £3,574 + vat with the 10% discount). This was seconded by Cllr Moy, with all in favour. The Clerk reported that she would arrange a cheque to be sent off to Picnic-Benches.uk, once the invoice has been raised.

**ACTION: Clerk**

- **Railing around the play area:** The Clerk reported that the railings around the play area had been mentioned in the annual safety inspection. Whilst it was very minor, now that the new equipment is installed, they look tired and could do with being rubbed down and repainted as rust has appeared in several places. Three quotes had been sought however 1 had not responded. Company A submitted a quote of £2,500 and Company B submitted £1,990 (using green paint again). It was proposed by Cllr Moy that Company B be awarded the work and this was seconded by Cllr Scott, with all in favour. The Clerk confirmed that Company B was Neil Bray, who advertises in Lifeline.
- **Refurbishment of goal post:** The Parish Council contractor has submitted a price of £100 to refurbish the goal post and this was agreed by all present.
- **Strimmer damage to wooden play equipment:** The Clerk reported that there is strimmer damage around the bottom of the equipment, which has not been treated since being installed. All Councillors were in agreement for the Clerk to look into which product can be used (must be safe for children's play equipment) for discussion at the next meeting.  
**ACTION: Clerk**
- **Entrance gate to play area:** The Clerk reported that the safety inspection for the play area had flagged that the entrance gate isn't closing at the correct speed (too fast - currently closes in 4 seconds and it should be 4-8) and the rubber buffer has worn off. Whilst on site with Maria Cook, she had confirmed that the speed was fine, as it was between 5 and 6 seconds and explained how the damaged buffer can be replaced. The Clerk has subsequently purchased new buffers and glue for Mr Underdown to repair.

#### 5.5 Local Boundary Review Consultation

Information had been circulated which details the latest draft changes for Ward boundaries in the Maidstone borough. The Boundary Commission has agreed with the MBC recommendation for Coxheath and Hunton Ward. There will be a new Coxheath & Farleigh ward with 2 Councillors for Coxheath and East & West Farleigh. After brief discussion, it was not felt that any response needed to be submitted to the public consultation.

### 6. PLANNING MATTERS

#### 6.1 Any applications received before the meeting

(No applications received)

#### 6.2 Planning Decisions

##### 6.2.1 Decisions Outstanding with MBC

The outstanding applications were noted.

##### 6.2.2 Applications Approved by MBC

The approved planning applications were noted.

### 7. DATE OF NEXT MEETING – Monday 19<sup>th</sup> September 2022 at 7.30pm

*With no further matters to discuss, the meeting was adjourned at 8.23pm and moved into a Confidential session.*

**Minutes of Confidential Agenda Item 8 – Administration Matters will be filed with a signed copy of these minutes.**