

5/18

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD
ON TUESDAY 15th MAY 2018 AT IGHTHAM VILLAGE HALL AT 7.30pm**

Present: Cllr Willingham, Cllr Brierley, Cllr Cracknell, Cllr Edge-McKenna, Cllr Edwards, Cllr Holden, Cllr Mitchem, The Parish Clerk, Cllr Rayner and 2 members of the public.

ANNUAL GENERAL MEETING

Election of Chairman - **Cllr Willingham** – Proposed by Cllr Edwards and seconded by Cllr Brierley
Election of Vice Chairman – **Cllr Holden** – Proposed by Cllr Mitchem and seconded by Cllr Edwards
Election of Working Groups and Representatives:

Playground - Cllr Edge-McKenna and The Parish Clerk
 Footpaths – Cllr Mitchem
 Ightham Tennis Club – Cllr Holden
 Scouts Representative – Cllr Holden
 Village Hall & Archive Representative - Cllr Willingham
 Ightham Primary School - Cllr Edge-McKenna
 Tree Warden – Cllr Brierley
 St Peter’s Church - Cllr Cracknell
 National Trust, Ightham Mote – Cllr Edwards
 KCC Highways – Parish Clerk

Cllr Willingham gave thanks to everyone for their support over the last year.

1. **APOLOGIES FOR ABSENCE** – Cllr Hall and Cllr Betts
2. **DECLARATION OF INTERESTS** - None
3. **MINUTES** - The Minutes of the Meeting held on 17 April 2018 were approved and signed, a couple of typos were amended in manuscript.
4. **UPDATE FROM BOROUGH COUNCILLOR** - Nothing to report
5. **UPDATE FROM COUNTY COUNCILLOR** – Cllr Rayner said that he recently attended the Growth, Economic Development and Communities Cabinet Committee where there was an item on rural broadband. Cllr Rayner took this item up as he had received comments from Ightham residents in Ivy Hatch, Nutfields and Fen Meadow to say that they did not currently have access to superfast broadband. Cllr Rayner had been in contact with the Nutfields Residents Committee and now has information they will have access to superfast broadband in the next few months; a cabinet had been installed a while ago but it wasn’t compatible with the exchange at Borough Green. Cllr Rayner also confirmed with BT that there would be a fibre optic line running from the commercial estate in Kemsing to supply Fen Pond Road and Fen Meadow; there will be a subsidy available from KCC in the form of a voucher scheme. Date to be confirmed. The last area in Ightham to have access to superfast broadband will be Ivy Hatch, there is a discussion about having a feed from the box at the edge of Plaxtol. Cllr Holden asked about the box at the end of Back Lane and Cllr Cracknell asked about the possibility of taking a feed from the Fairlawne Estate as there are plenty of verges along the roadside into Ightham from there. Cllr Rayner suggested that we formally write to him with the suggestions copying in Tom Tugendhat MP, so that these possibilities could be investigated.
6. **UPDATE FROM POLICE** – Cllr Willingham had met PCSO Mark Thomas who had been regularly stationed at Plaxtol School to monitor parking. It was suggested that the Head at Ightham school may want to contact him to do something similar in Oldbury Lane.
7. **PUBLIC** – A member of public reported a deep crack that had appeared in the road between Haul Road and The Ightham Bypass – Parish Clerk to report.
8. **PLANNING**

18/01055/TPOC - Beech Tree - fell in sections to near ground level due to structural damage - The Ightham Club, Sevenoaks Road. “Support”

18/00992/FL - Demolition of existing outbuilding and erection of replacement outbuilding to provide ancillary gymnasium, workshop and garden store – Brackenwood, Pine Tree Lane. “No objection.”

18/00925/LB - Listed Building Application: Replacement of the existing rear extension eaves gutter with a new lead lined valley gutter, cast aluminium hopper head and down pipe on the line of the party

Signed.....Dated.....

wall between Church Cottage and Hillview. Removal of vertical tile hanging to the side elevation of the first floor rear extension to accommodate the abutment of the proposed first floor rear extension to Hillview - Church Cottage, Fen Pond Road. "No objection."

18/00892/LDP - Lawful Development Certificate Proposed: Single storey side extension under overhanging eaves of existing porch area - 14 Fen Pond Road.

18/00894/FL - Single storey side extension - 19 Nutfields. "No objection."

18/00776/FL - Construction of external staircase - 7 Walker Place. "No objection."

18/00880/TPOC - T1 Horse Chestnut - Pollard at 15 feet, G1 Ash, Beech x2, Cherry - Crown reduce whole crowns by approximately 2m - The Barn, Ightham Court, Fen Pond Road. "No objection"

Planning Applications Approved

18/00631/FL - Proposed single storey side extension - Hemmings Bank, Oldbury Lane.

18/00460/FL - Erection of timber, tiled and double glazed garden room - 18 Nutfields.

18/00382/FL - Subdivision of plot to separate Old Rectory Cottage from The Old Rectory. Construction of a new single storey orangery, internal modifications to create four bedroom dwelling including removal of one chimney and hipped dormer, the addition of five new dormers, three conservation roof lights and alterations to the fenestration - Old Rectory Cottage, Rectory Lane.

18/00309/FL - Erection of chimney - 18/00310/LB - Listed Building Application: Internal alterations including new door opening at ground floor, provision of opening at first floor to create en-suite, removal of wooden shop floor and replacement of missing rail to staircase balustrade. External alterations and repairs, including erection of chimney and installation of soil vent pipe - Stone Cottage, The Street, Ightham, Sevenoaks, Kent TN15 9HH.

18/00440/FL - Amendment to planning permission TM/17/01191/FL (turn the oak-framed garages and bedsit into 3 bed house) to include new Velux rooflight, infill of existing garage and new windows - Trycewell House.

Planning Applications Refused

18/00496/LDP - Lawful Development Certificate Proposed: The siting of a caravan/mobile home -

18/00445/FL - Erection of timber pre-fabricated accommodation for elderly relative ancillary to residential dwelling - 1 Nutfields.

9. MATTERS ARISING

Kent Highways: Road closures: Exedown Road 25 June. Fen Pond Road from Boundary House 20-23 June. Potholes to be reported: Jubilee Crescent, Ismays Road, Back Lane, opposite Longcroft.

Highways Matters – Update - Radar survey results/ Speed calming measures –The Parish Clerk had received an email from KCC to say that if we have a speed indication device on highways owned land it has to be provided by KCC's supplier at a cost of £6,000 per device. Cllr Rayner said that we should challenge this and asked for a copy of the email. The speed indication device that we had identified is £1,700. It was decided that we should try and identify parish owned land that we could put a device on. It was also agreed that it would be better to have a device that displayed the speed rather than a slow down message. The potential sites are on Fen Pond Road and near to Copt Hall.

Speed Limit on Oldbury Lane/Spring Lane - The Clerk had sent an email to Cllr Rayner with a 20mph request and Cllr Rayner confirmed that it has been received but advised that it would be a long process.

MR418 – Update – We have received no further papers. A member of public said that the small pathway from Old Lane was very overgrown. Parish Clerk to contact PROW.

Proposed new Scout Hut/Pavilion– Lease/Licence - We have received the draft lease from Warners with some comments. These were relating to VAT liabilities, Insurance and breach of terms. It was suggested that we ask Warners to draft some suitable wording. We have also received a draft of the agreement for lease; it was agreed that this should be sent to the Scouts for their comments. The process of the Parish Council payments needs to be discussed and agreed and the general consensus was that the payments should be made in stages rather than in a lump sum.

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We have been asked by the Scouts whether we could pay the building control fees which amount to around £1,500. It was agreed that we could make this payment as the Parish Council had agreed to pay planning fees at the outset of the project. Following a discussion it was also agreed that any other fees, including the invoices to be signed at this meeting for the asbestos survey and the mapping survey, should come out of the £80,000 donation. The Parish Clerk was asked to write to the Scouts informing them of the points discussed. The Parish Clerk will also keep a spreadsheet of expenses going forward.

Ightham Cricket Club – Request for funding / Registration as an asset - The Clerk has been in touch with the Cricket Club about ownership and to let them know that we wanted to register it as a Community Asset. Awaiting a response.

Busty Stream/ Flooding – Update - The Flood Forum have had a multi-agency meeting including with representatives from JBA who have been retained by KCC to investigate flood resistance measures. Some properties may be eligible for a grant and a letter has gone to 90 properties asking those affected by the flood to get in touch to have a survey done. The grant will be available for those properties that were flooded and neighbouring properties.

Cllr Holden said that one of the initiatives that had been suggested by residents, following the recent heavy rainfall, was a trash screen at the culvert north of A25 as this would potentially protect the village. Cllr Cracknell said that this idea had been squashed by KCC as it would be cost prohibitive as the screen would have to be custom made; it would run into hundreds of thousand to make and maintain. Cllr Holden commented that the only positive action that has been taken in the 2 years since the flood happened has been by the residents. Cllr Cracknell asked whether we should write to KCC to say that we are disappointed with the progress. Cllr Cracknell said that KCC are proposing to install a flood flow monitor which would alert residents if the water levels are rising; this will involve an ongoing annual maintenance charge of £500.

The Flood Forum Group have also set a date for the second clean up of the Busty which will be on 23rd June; Cllr Cracknell suggested that we make it a village wide event as we will have equipment, risk assessments and bins from TMBC. Agreed. Notice to go into the parish magazine.

Recreation Ground – Football posts – potholes in car park - Circus – The goal posts have yet to be painted. A reminder needs to go to school children not to swing on the posts. Cllr Edge said that the pop up circus at the recreation Ground had raised over £1000 for the school. The Clerk passed on thanks from the PSA for paying for the portaloos.

Broadband – Update - See above

Local Plan – Update – Cllr Betts had sent a note asking for the PC to have a view on the local plan. We will await the draft plan which is due at the beginning of June. There will be a Parish Partnership Panel meeting on 14th June, and the Parish Clerk will go along and report back at the next meeting.

Litter – Initiatives to tidy the village – See above.

Ightham Open Gardens 2018 – Cllr Mitchem reported that 6 gardens are taking part and the event is on 1st July.

Ightham Music Festival – Cllr Willingham said that the lower hall would not be available this year as we have the parish archive.

9. FINANCE & POLICY

Online banking – Unity Trust Bank. Parish Clerk has details of Barclays Business Bank and will find out what is involved in setting up a new account. Cllr Cracknell also suggested Metro Bank. Clerk to pursue.

Data Protection - New Regulations due May 2018 – The Clerk said that all Councillors must have a separate email account for Parish emails; pending this, no information would be sent that contains personal details. The Clerk had used the NALC Toolkit to draft a privacy policy that can go onto the website and also suggested sharing the cost with Shipbourne Parish Council for a lockable cabinet to store paper documents at home.

Insurance Policy – The Clerk had received the renewal papers and the premium is £200 cheaper than last year. The Clerk will also get a quote from Came and Company who provide Parish insurance.

Standing Orders – Cllr Holden said that we should include details of how we safeguard our finances. It was agreed that we should adopt the new Standing Orders with this included and the same debating rules as in the current standing orders.

Risk Assessment – The revised risk assessment with list of assets was circulated and it was agreed that it should be put onto the website. There maybe some additional information from the Flood Forum Group but this can be added at a later date.

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Accounts – Review – The Parish Clerk has a meeting with the Internal Auditor next week with a view to the accounts being signed off at the June meeting. There is also a meeting with RBS Alpha to set up the new accounts package in June.

The following accounts are submitted for payment: Proposed by Cllr Cracknell and seconded by Cllr Mitchem

Parish Clerk Salary & Expenses	£729.76
HMRC – Employer Tax	£9.40
Gel Creative - Website April	£40.00
40Seven – Underground utility mapping	£2,406.00
Ightham Village Hall – Hire	£270.00
Asbestos Services – Survey of pavilion	£420.00
Robert Lee Amies – Work at rec and war memorial	£359.53
KALC – Balance of Planning Seminar	£18.00
KALC – Cilca Training & Encryption Seminar	£138.00
JH Gardening Services - Recreation Ground	£336.00
Citizens Advice NW Kent – Donation	£100.00
TreeAbility – Larch in recreation ground	£252.00
GA Willingham – Clearing Busty Stream & Noticeboard repairs	£350.40

Income:

Financial position at 30 April 2018: Current account: £1,730.58 (unpresented cheques £3,748.97)
Deposit account: £242,549.58

10. REPORTS FROM MEETINGS: Parish Alliance/ KALC/PPP/JPCTCG – The Clerk reported that the Local Plan had been discussed at the KALC meeting and had circulated the papers.

11. CORRESPONDENCE

- Harpwood Care Home – Plans for demolition and replacement of care home with new 80 room state of the art home. – The Clerk had sent a response to Cllr Taylor giving support for this potential development.
- New NALC Pay scales – Clerk to circulate.

12. AOB

Cllr Edge said that the weeding of the beech hedging needed to be done by hand. Cllr Willingham will talk to James Hayward.

Cllr Holden said that the area between the car park and fence in the recreation ground hadn't been cut. Cllr Willingham will talk to Bob Lee-Amies.

Cllr Mitchem said that she had received several complaints from residents about the multi-skills court being locked at weekends. Cllr Holden explained the reasoning and the importance of keeping the school site closed. Cllr Mitchem asked about an alternative access. It was decided that this should go on the agenda for next month. The Parish Clerk was asked to find out about the historical arrangement.

Cllr Brierley said that dogs were able to get underneath the school gate and it was difficult for owners to get them back; Cllr Willingham suggested that some wire could be put on the bottom of the gate.

Cllr Willingham reported that the edging along the car park at the village hall had eroded.

Cllr Cracknell reported that the recycling area is full again. Clerk to report to TMBC.

The meeting closed at 9.59pm.

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