



04/20

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD
ON TUESDAY 21 APRIL REMOTE MEETING VIA ZOOM AT 7.30pm**

Present: Cllr Holden (Vice Chairman), Cllr Cracknell, Cllr Hall, Cllr Hogarth, Cllr Emmett, Cllr Fielder, Cllr Mitchem, County Cllr Rayner, Borough Cllr Betts and the Parish Clerk.

Due to the Corona Virus COVID-19 the Government has advised that Council meetings should be held remotely for the foreseeable future. The approved platform chosen was via Zoom. The Parish Clerk set up the meeting which was advertised in the usual way on Parish noticeboards and the website and Cllr Holden chaired the meeting. No members of the public requested to attend the meeting.

- 1. **APOLOGIES FOR ABSENCE** - Cllr Willingham (Chairman), Cllr Burgham
- 2. **DECLARATION OF INTERESTS** – None
- 3. **MINUTES** - The Minutes of the Meeting held on Tuesday 17th March 2020 were agreed with 3 amendments. They will be sent to Cllr Holden to sign as a correct record as he Chaired the meeting.
- 4. **UPDATE FROM BOROUGH COUNCILLOR AND COUNTY COUNCILLOR**– Cllr Betts reported that the TMBC had set up a Community Hub. This is a back-up for anyone missed by Parishes who have created community projects to help deliver food and medicine to those self -isolating or vulnerable. The Community Hub has a dedicated telephone line and a befriending service. The Clerk reported that the Parish had been proactive and between volunteer groups hoped that everyone was covered. Cllr Holden said that he had received a note through his door with details of the local village co-ordinator for Ightham . Cllr Cracknell and the Church and Community had the whole village covered. Cllr Mitchem had been in contact with the Helen Crook who said that the system was running well, Cllrs Mitchem, Cracknell and Hogarth are zone leaders.

Cllr Betts said that the Waste Services Team were considered Key Workers and had been under pressure from staff shortages. Garden waste collections have been suspended to concentrate on other areas; the team have done a good job so far with residents being appreciative where other local authorities have struggled. Bulky Waste collections have been suspended but may be resumed as fly tipping has increased. There have been some issues with bonfires as people have been clearing gardens and have no collection facility; some are becoming a nuisance. TMBC have put guidelines on the website as the smoke can affect this pandemic. Cllr Holden said that the Parish Council put something on the website that gave a balanced view. Cllr Cracknell said that the notice will also go into the Parish magazine. Cllr Betts said that people should have a sensible approach and minimise disturbance.

Cllr Rayner reported that KCC had completed the works to address flooding on Common Road. He gave thanks to Cllr Emmett for keeping him informed. The rest of Common Road will be resurfaced in due course.

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



Cllr Rayner gave thanks to Cllr Cracknell for getting his article in the Parish magazine. All household Waste and Recycling Centres are now closed as per Government advice, in the days before closing they were overwhelmed with in excess of 15,000 visitors.

Cllr Rayner had been contacted by Cllr Hall about large trucks on Ismays Road; he suggested that the Parish Council contacted the local nursery who could issue a map to delivery drivers so that they would avoid the narrow lanes. Cllr Rayner said that a Traffic Order would be required to prevent large vehicles on these roads but it would have the unfortunate consequence of also preventing removal lorries.

Cllr Holden reported that the hearings for the Local Plan being postponed. Cllr Ryaner said that there had been a new development; KCC had confirmed that they were standing by their protected mineral land until 2031 which will mean that the last mile of the proposed relief road wouldn't be able to be completed. This will mean that there will not be a full bypass which would provide the very special circumstances to justify development in AONB. This will be a problem for the developers of Borough Green Gardens.

Cllr Holden asked Cllr Betts about some information that we had received about Borough Green being removed as an AQMA. Cllr Betts said that this had been debated at the Street Scene meeting at TMBC and he had asked the Officer for clarification; the Officer has confirmed that the areas are just being reclassified and that Borough Green will be continued to be monitored and is also awaiting particulate monitoring.

Cllr Mitchem asked about the progress of the Ightham Traffic Report and whether it was going to the Joint Transportation Board (JTB) . Cllr Rayner said that some aspects were being dealt with by him and some by Cllr Betts, ie the parking aspects. Cllr Rayner said that he was awaiting a report from the Highways Officer but they were going forward with the proposals however the JTB meetings have been suspended during COVID-19. Cllr Mitchem asked whether we would be able to attend the JTB once up and running and Cllr Rayner said that Councillors could attend but not the Clerk and that it should be arranged through KALC.

Cllr Rayner reported that most Councils had purchased the expanded package for Zoom.

5. PLANNING

5.1 Planning Applications

TM/20/00619/LDP - 1 Elim Cottages, Busty Lane, Ightham, Sevenoaks, Kent, TN15 9HP. Lawful Development Certificate for a garden room. (Information Only)

5.2 Planning Decisions – Approved

TM/20/00356/FL - Two single storey side extensions - High Clere, Bates Hill.

TM/20/00437/LRD - Details of condition 2 (structural engineers report) pursuant to Listed Building planning permission TM/19/02994/LB (Repairs and alterations to a grade II listed building) - The Old Cottage, Common Road.



TM/20/00549/TNCA - Sycamore - pollard the tree to approx 4-5 above the bifurcation to begin the cyclic pruning process for easy maintenance - Ightham Warren, Tonbridge Road.

TM/20/00076/FL - Change of use of land to the west of the Mansion and to the south of the Mote Cottages car park from paddock land to use by the estate gardeners with the construction of glasshouses, hardstanding area and vehicular access drive on the land to provide replacement facilities following the removal and relocation of the existing Gardeners' Compound. Full planning permission for the use of the existing Gardeners' Compound as a picnic lawn - Ightham Mote. It was noted that this decision seems to have been made in isolation of the decision on the car park.

TM/20/00293/FL - Replace existing boundary fence with 1.83m closeboard fence - Fir Cottage, Ismays Road.

5.3 Planning Decisions – Refused

TM/20/00284/FL - First floor side extension and single storey front and rear extensions – Dimber, Mote Road. The Clerk was asked to circulate the delegated report.

5.4 Local Plan – Borough Green Gardens Update - The Hearing scheduled for 19-21 May 2020 has now been postponed during COVID-19.

5.5 Legal Opinion for Judicial Review – Agreement on fees - We have now received all paperwork and it was proposed by Cllr Holden and seconded by Cllr Hall that we should pay the fee invoice detailed below for legal fees.

6 MATTERS ARISING

Highways & PROW Matters - Various Potholes on Mill Lane and Bates Hill. Cllr Fielder reported a fallen Birch on junction of MR230 and MR406.

Village Traffic Matters - Update. **Leathercote Corner** – The Clerk reported that the bollards would be installed by Tyrells after the lockdown. **Reports of speeding in the village** – we have received reports of speeding but this was thought to be due to the roads being empty during lockdown and it was not worthwhile putting something in the Parish magazine as it was felt that it was largely non residents. Cllr Cracknell also commented that the flashing sign on A25 is largely ignored. Cllr Hall suggested setting up another meeting, remotely, between himself, Cllr Cracknell, Cllr Mitchem and the Parish Clerk.

Flooding Common Road – Cllr Emmett reported that the repairs to the drainage had now been completed, the road resurfaced and a new build-out outside Wellwood which provides useful traffic calming.

Scout Pavilion – Update - We have received a couple of complaints about the external lights on the scout pavilion and the footpath lights in the recreation ground that seem to be on over night. Cllr Willingham reported that he had switched off the path lights and will speak to James Reid about the LED lights on the scout pavilion.

Old Scout Hut – Refurbishment - In a closed session of the Parish Council meeting in March, it was agreed that the Parish Council would lease the old scout hut to Ightham Primary School following a request from them. The school is desperate for extra space and have been in discussions with KCC to check whether it would be possible. The Parish Council would lease the building on a short term lease and agreed to make the building safe and fit for purpose by



carrying out some essential work. Cllr Willingham had surveyed the building the electrics need replacing, damp treatment, work to the windows and general refurbishment. The Clerk will contact Warners about a suitable lease and we can start to agree terms. Works to refurbish the old scout hut are underway and we will contact the school to agree a rent – some figures were suggested to propose to the school. It was agreed that the lease should be similar to the SKIPS lease as they are similar buildings. It was also agreed that the Parish Council would spend up to £20k on making the building fit for purpose and that we would agree further works and finishing once we have agreement on the lease. It was suggested that we approach Ightham PSA about contributing some funding and Cllr Willingham has spoken to the Chair of Governors to make an approach. Cllr Holden agreed to talk with Cllr Willingham and circulate an email with proposals to take this forward.

The Parish Council had also been approached by SKIPS more recently about taking on the old scout hut and the Clerk was asked to respond to say that we would be leasing it to the school.

Ightham Football Club – Update - The Football Club had emailed us to let us know that they would be applying for the next round of FA funding which will be in late 2020.

Tennis Club - Update - Cllr Mitchem reported that there was still an issue with the water pressure.

Ightham Cricket Club – Update from Cllr Burgham – Defer to the next meeting.

Busty Stream/ Flooding – Flood Action Group – The Clerk is finalising the short Emergency Plan and is just waiting for some other contact details. Cllr Cracknell confirmed that James Hayward had done some of the work to clear the Busty and the Clerk will speak to Nick Connell about remaining work once she has his details.

Recreation Ground – Work to repair the wetpour has restarted today as it had been suspended during COVID-19. The play park is now closed due to COVID-19 following Government advice. The new car park signage will be installed after lockdown.

Bus Stop Back Lane – Nothing to report.

Village Hall - Refurbishment - Defer to the next meeting. The village hall is currently closed and all gas, electricity and council tax bills have been suspended for 3 months.

Crime Report/Neighbourhood Watch - The Clerk reported that there were various scams, we will report them in the Parish Magazine.

Climate Change - Farm Waste - Cllr Fielder reported that some of the white plastic had been cleared,

Allotments behind Common Road – The Clerk reported that the agreements are with Warners. Cllr Emmet had received a cheque from one of the tenants and agreed to pass it to the Parish Clerk.

Memorial Stone installation – This has been postponed.

Food Fest - Licensing hearing 6-7 May 2020 – The Clerk thought that the event was likely to be postponed. The Ightham Music Festival has now been cancelled.

7 FINANCE & POLICY

Audit – The paperwork from Auditors PKF Littlejohn has been delayed and deadlines extended – The Clerk will send paperwork to Internal Auditor in the meantime.

Data Protection and Website Accessibility – New email addresses – Some Councillors still need to have their email addresses set up. The Clerk will contact Jane Hasleden to see whether she could do it over the phone.

Risk Assessment & Emergency Report - Clerk to update.



The following accounts were submitted for payment: It was agreed that the Clerk would send the cheques to Cllr Willingham for signature who would then pass them to Cllr Hall. The last 4 invoices will be paid online.

Parish Clerk Salary & Expenses March	£713.01
HMRC – Employer Tax December (<i>nil to pay as credit on account</i>)	£4.60
American Express – Replacement laptop and software (inc VAT)	£689.94
JH Estate & Gardening Services – Grass cutting (from March)	£792.00
Anthony Edwards – Churchyard & Parish Council	£859.53
E-on – Unmetered supply recreation ground	£55.81
Castle Water – Water bill scout pavilion	£27.42
Ightham Village Hall – Hire fees	£240.00
KALC – Annual Subscription	£969.79
BHIB – Insurance renewal	£2,062.66
Charles Russell Speechlys (awaiting invoice)	£5,764.80
Gel Creative - April (OLT)	£150.00
Zen Internet - Business Full Fibre 2 April (OLT)	£46.20
R Lucas Electrician – Electrics at the old Scout Hut (OLT)	£3,000.00
A Willingham – Carpentry and materials old scout hut (OLT)	£8,040.00

Deposit Account: £120,177.53 Current Accounts: Nat West £44,025.85, Unity Trust Bank £43,103.70.

Income

KCC - Precept – half year payment	£62,526.00
EDF - Credit against the demolished pavilion	£862.00

8 CORRESPONDENCE (Please email Clerk if you would like to receive information)

TMBC Draft Climate Change Strategy and Draft Action Plan In July 2019 the Council set out an “aspiration for Tonbridge and Malling to be carbon neutral by 2030”. A draft climate change strategy and year one action plan has now been prepared to support this ambition. These drafts are now available for public consultation: <https://www.tmbc.gov.uk/services/council-and-democracy/consultations/climate-change> . Comments relating to the strategy and action plan to be sent to climate.change@tmbc.gov.uk up until 1 May 2020. The Clerk has received some comments and will circulate them.

NALC - CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS

TMBC - Covid 19 Update on Funding Available to Local Organisations. To access the list of funds available please go to: <https://www.grantsonline.org.uk/coronavirus.html>

NHW – Notification on various scams

Cllr Cracknell reported that the Parish Magazine would be digital and would be published on the Church website. We can also publish it on the Parish website.

Meeting closed at 9.10pm.

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



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