



5/23

## **Minutes of the Annual General Meeting of the Parish Council held on Tuesday 16 May 2023 at 7.30pm at Ightham Village Hall**

**Present:** Cllr Willingham (Chair), Cllr Holden (Vice Chair), Cllr Burgham, Cllr Clark, Cllr Emmett, Cllr Fielder, Cllr Hogarth, Cllr Mitchem, The Parish Clerk & County Cllr Rayner

Cllr Willingham welcomed all Councillors who were returned following an uncontested election on 4<sup>th</sup> May 2023.

**1. APOLOGIES FOR ABSENCE** - Cllr Hall, Cllr Betts

**2. DECLARATION OF INTERESTS** - None

**3. REPORTS FROM COUNTY COUNCILLOR AND BOROUGH COUNCILLOR** – Cllr Rayner reported closure and reduction of hours in some Household Waste and Recycling Centres (HWRC) in Kent but did not anticipate that this would apply to HWRC's in West Kent. Cllr Rayner reported that in the recent Borough Election, there was no overall majority, with Conservatives holding 20 out of 44 seats. Cllr Rayner left the meeting at 7.45pm

### **4. APPOINTMENTS AND ACCEPTANCE OF OFFICE**

**Election of Chairman:** Cllr Willingham was proposed by Cllr Emmett and seconded by Cllr Holden – Agreed.

**Election of Vice Chairman:** Cllr Holden was proposed by Cllr Emmett and seconded by Cllr Fielder - Agreed

**Election of Working Groups and Representatives:**

**Playground & Recreation Ground** – Cllrs Hogarth and Clark

**Highways & Footpaths** – Cllr Fielder

**Traffic Group** – Cllrs Hall, Emmett, Mitchem, Willingham

**Ightham Tennis Club** – Cllr Mitchem

**Ightham Football Club** – Cllr Holden

**Ightham Cricket Club** – Cllr Mitchem

**Scouts Representative** – Cllr Burgham

**Village Hall Representative** - Cllr Holden

**Ightham Primary School Representative** – Cllr Hogarth

**St Peter's Church** - Cllr Mitchem

**Tree Warden** - Cllr Clark

**National Trust, Ightham Mote** – Cllr Emmett & Cllr Burgham

**Flood Action Group Representative** – Cllr Holden

**Finance** – Cllr Holden

**PPP/KALC** – Cllrs to attend on a Rota/availability basis

**Councillors duly completed Acceptance of Office forms and the Clerk will keep on file. Councillors completed expenses forms and the Clerk will scan and return to the Electoral Office at TMBC. Councillors confirmed that there were no additions to Declaration of Pecuniary Interest forms.**

**5. PUBLIC** - No members of the public were present.

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



**6. MINUTES** - The Minutes of the Meeting held on Tuesday 18 April 2023 were approved with a couple of small amendments. The Clerk will amend the minutes and pass to Cllr Willingham to sign.

**7. MATTERS ARISING**

**Highways & PROW Matters** - HIP update- Gateways – The Clerk reported that the gateways have been ordered and will be installed within 90 days. Following an inspection by Highways Engineers, the Gateway on Ismays Road will be placed on the verge on A227 rather than on the triangle. It was agreed that we should still pursue 20mph on Oldbury Lane and Spring Lane, despite average speed data being compliant, due to it being a popular pedestrian access route to the nursery and school and lack of pavement. Temporary Road Closure - Rectory Lane, Ightham - 6th June 2023. Temporary Road Closure - A25 Ightham Bypass, Borough Green Road and Sevenoaks Road, Borough Green - 5th June 2023 for 9 nights between 9pm and 5am (access available for residents). Ismays Road closure, Ightham - 15th May 2023. Potholes to report: Redwell Lane, Mill Lane, Sevenoaks Road. Salt bin on Back Lane is empty. Ongoing sewerage smell outside Collingwood – this has been reported to Environment Services. Dirty Signs - Common Road. Poor sight lines A25 entrance to and from the recreation ground. Blocked drains outside Wellwood on Common Road, junction of Coach Road with Sandy Lane and Oldbury Lane /A25. Footpath sign MR418 still missing.

**Allotments** –Update. The Clerk reported that there had been an enquiry about purchasing allotment land but had informed the applicant that it was not available for sale and had not been put forward in the call for sites in the recent Local Plan.

**Recreation Ground & Car Park –Wicksteed repairs** - we are awaiting a date for the repairs to be carried out. The Clerk reported that we have just been notified about the Rospa Inspection and should wait until we receive the report before chasing up repairs to the wetpour. **Container repair** – to be done. Installation of memorial bench – Cllr Willingham has asked James Hayward to install the bench. Cllr Fielder asked whether a self-close mechanism could be put on the entrance gate to the recreation ground as it is often left open. The Clerk will ask Wicksteed whether they have any recommendations for safety weights/springs. **Graffiti** - The Clerk reported that there was a lot of graffiti on the pirate ship, some of it offensive. The Clerk will do a site visit with Cllr Mitchem to see what options were for removing or painting over it. The Clerk will also report this to the Head at Ightham Primary School.

**PSA Bonfire November** - Concern was raised about having a bonfire on the recreation ground due to health and safety concerns and proximity to the trees. Cllr Willingham said that he would speak to the Chair of Governors about the possibility of having it on the school grounds as it would be easier to cordon it off.

**Tennis Club** - Vandalised Path Lights – the path lights have now been repaired and replaced. We have received a quote for some 2 extra CCTV cameras on the scout hut for £1,185. The Clerk reported that the existing cameras had a good view of the grounds. As far as we are aware, there has been no police action following passing over of CCTV footage of the damage being caused to the lights.

**Village Hall** - Update - **Solar Panels** – Cllr Willingham reported that we have been accepted on the Solar Together scheme and are waiting for someone to give us a price. **Changing station** – awaiting installation. **New salt bin** - Clerk to order.

**Flooding** – Busty & drainage mapping – Cllr Holden reported that there had been no issues with the Busty during recent heavy rainfall, Cllr Clark reported that she had removed some wood from the bridge. Cllr Holden reported that he had downloaded the QGIS mapping system and was able to print off maps for the various areas in the village. Cllr Holden said that he would print of maps to hand over to Councillors by the end of May for them to mark up with gully’s/watercourses by the end of July.

**Ightham Mote** – Site visit 1<sup>st</sup> June 2023 at 5pm confirmed. Cllr Willingham reported that National Trust has taken over Oldbury Campsite.

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



**A25/Spring Lane – Bench repair /removal** – Cllr Willingham will ask James Hayward to remove the bench. Cllr Willingham reported that he had found a maintenance man who could paint and treat all existing benches.

**Newsletter** – Printing – request for funding. After some discussion, it was agreed that we would donate £1,500 towards the Parish Magazine and ask for some acknowledgement in the magazine.

**Trees** – sites for Queens Green Canopy Trees – suggestion of a screen along the boundary of the Cricket Club with A227 and a Coronation Oak in the recreation ground - to go onto next month's agenda.

**Social Media** – The Clerk reported that she would attend a training KALC seminar on social media and would report back.

## 8. FINANCE & POLICY

**8.1** The following accounts were submitted for payment – proposed by Cllr Fielder and seconded by Cllr Clark. All payments via Unity Bank, we are still awaiting invoices for \*:

Clerks Salary & Expenses (£837.80 salary (Standing Order), £24.30 expenses)	£862.10
HMRC – Clerks Tax (standing Order)	£23.40
Gel Creative - (Standing Order)	£50.00
Zen Internet - Business Full Fibre 2 (Direct Debit) <i>**Note Increase from £49.20</i>	£54.61
Anthony Edwards – Work at Parish and Churchyard	£1,084.12
EDF – Electricity Pavilion (Direct Debit)	£206.00
JH Gardening – Grass cutting	£744.00
Portaloos for Coronation*	£288.00
John Higgins - Repairs to Tennis Club Lights	£610.00
KALC – Annual Subscription	£990.88
BHIB – Insurance renewal	£2,383.86
K Mitchem – reimbursement plants for Coronation	£146.97
TMBC – Litter bins for Coronation*	£93.58

**8.2 Banking** - The Clerk had printed the application form for CAF Bank – it was resolved that we would open an account and signatories would be Cllrs Hogarth, Fielder, Willingham, Emmett and Burgham. The Clerk passed the application form to Cllr Holden to check and will complete it for signature for the next meeting. The Clerk reported that the internal audit was underway and as meeting with the auditor on Thursday. We will need to approve the AGAR at the June meeting.

## 9. PLANNING

### 9.1 Planning Applications

**TM/23/00677/FL** - The Coach House, Stone Street Road, Ivy Hatch, Sevenoaks, Kent, TN15 0PQ. Proposed swimming pool and a changing room. Pool motors will be housed within an existing structure. "No objection"

**TM/23/00814/FL** - The Groom, Chart Farm, Styants Bottom Road, Seal Chart, Sevenoaks, Kent TN15 0ES. Demolition of existing dwelling and erection of replacement dwelling with associated parking. "No objection."

**TM/23/00680/FL** - Stone Acre, Copt Hall Road, Ightham, Sevenoaks, Kent, TN15 9DT. Demolition of garage, partial demolition of dwelling and erection of replacement garage. "We leave to TMBC to determine".

**TM/23/00864/RD** - Ightham Mote, Mote Road, Ivy Hatch, Sevenoaks, Kent, TN15 0NT. Details of conditions 7 (archaeological field evaluation works) and 17 (scheme of bio diversity gain) pursuant to planning permission TM/21/01278/FL (Construction of a relocated parking area in the lower section of Mount Field to the east of the Walled Garden and the existing parking area; removal of the temporary

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



visitor reception building and the erection of a replacement visitor reception and shop building, Glasshouse and Bothy within the restored Walled Garden together with associated landscaping and drainage works). “No comment”

**TM/23/00865/TPOC** - 49 Nutfields, Ightham, Sevenoaks, Kent, TN15 9EA. T1 Ash - front of house - crown reduction by up to 1m leaving residual height of 4m and spread of 3m. T2 Cherry adj to Beech hedge - crown reduction by up to 2m leaving residual height and spread of 4m - thin remaining canopy. T4 Goat Willow in neighbouring property 50 Nutfields, remove 2x low branches over hanging drive. T7 Goat Willow in rear right corner of garden - crown lift to provide 3m ground clearance, reduce remaining crown by 3m from height and up to 2m of spread leaving residual height of 7m and spread of 5m. G8 3x Cherry trees in rear garden - crown lift to provide 3m ground clearance on all 3 trees. Reduce all crowns by 3m in height and 2m spread, leaving a residual height of 7m and residual spread of 4m. All maintenance work for trees standing within Area W1 of Tree Preservation Order.

**TM/23/00886/FL** – Netherwood, Coach Road, Ivy Hatch, Sevenoaks, Kent TN15 0PF. Single storey rear extension, addition of dormer to front elevation, internal alterations, changes to fenestration and materiality. Addition of single storey double bay garage. “We leave to TMBC and question whether this may be overdevelopment”.

**TM/23/00928/TNCA** - Ightham Mote, Mote Road, Ivy Hatch, Sevenoaks, Kent, TN15 0NT. G1 (applicants’ reference) Group of large overgrown laurel on east side of gate to south lake, between bridle way and builder’s yard. Low down screening becoming ineffective. - Reduce to approx 1.5-2m to allow easy maintenance and encourage leaf growth low down to improve screening. Sever ivy on large Hollies by Builders yard access gates. T2 (applicants’ reference) - Large, leaning Norway maple, leaning over southwest Garden. - Remove section of chestnut Piling fence to gain access from bridle way. Dismantle tree in sections to near ground level. “No objection.”

## 9.2 Planning Applications APPROVED

**23/00490/FL** - Old Stables, Sandy Lane, Ivy Hatch, Sevenoaks, Kent TN15 0PD. Installation of Velux windows to the rear and pitched dormers to the front of existing second floor to provide additional bedroom space.

## 10. CORRESPONDENCE – (\* circulated in advance)

**TMBC**- Parish Infrastructure Statement for completion 16<sup>th</sup> June 2023

**Community Payback Scheme** - Nominate a project in your area.

**KALC News May 2023**

St Peter's news sheet\*

Kent Plan Tree - Call for Sites

News: EV charging points

Tonbridge and Malling Community Development Grant Scheme – deadline 16 June 2023

KALC workshop Social Media for Councils Tuesday, 23 May 2023 18:00

Oldbury Campsite - Volunteer Coffee Morning Thursday 18<sup>th</sup> May at 10am.

## 11. AOB & Date of next meeting – Tuesday 20th June 2023 - Ightham Village Hall at 7.30pm.

Cllr Holden reported ongoing issues with parking on the junction opposite the Plough. No easy solution was found as the car park is usually full, putting in double yellow lines would push the problem elsewhere and there would also be the problem of enforcement.

Cllr Burgham asked whether we could report highways issues between meetings to shorten the meetings – this was agreed.

The Clerk suggested that we should hold the annual parish meeting in September, this was agreed.

Cllr Willingham agreed to deliver then KALC Award.

The meeting went into Part 2 and closed at 10.05 pm.

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