

STANSTED PARISH COUNCIL**MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 13 MAY 2019 AT STANSTED VILLAGE HALL, MALHOUSE ROAD, STANSTED AT 8.00 pm**

PRESENT:	Cllr Harry Bott	Chairman
	Cllr Mrs Polly Falconer	Vice-chairman
	Cllr Thomas Brooker	
	Cllr Jack Saunders	
	Cllr Daren Sefer	
	Cllr Kevin Sparkes	
	Cllr Mrs Yvonne Tisson	
	Mrs Roxana Brammer	Clerk
	Mrs Melita Gandolfo	Assistant Clerk
In attendance	Cllr Harry Rayner	Kent County Council
	Cllr Robin Betts	Tonbridge & Malling Borough Council
	3 members of the public	

Item *Action point*

Minute no 2019/20/

1 ELECTION OF CHAIRMAN

45 It was proposed by Cllr Mrs Falconer, seconded by Cllr Sparkes and agreed Cllr Bott be Chairman for the year.

2 TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

46 Cllr Bott signed his declaration of acceptance of office before the Proper Officer of the Council.

3 ELECTION OF VICE-CHAIRMAN

47 It was proposed by Cllr Bott, seconded by Cllr Mrs Tisson and agreed Cllr Mrs Falconer be Vice-chairman for the year

4 TO RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

48 Cllr Mrs Falconer signed her declaration of acceptance of office before the Proper Officer of the Council.

5 APOLOGIES FOR ABSENCE

49 All parish councillors were present. Apologies for absence were received from Cllr Martin Coffin, Tonbridge & Malling Borough Council and from Tom Sheldon and Alan Bullock, Stansted School Project Steering Group.

6 DECLARATIONS OF INTEREST

50 Cllr Mrs Falconer declared an interest in item 15a(i), planning application for Court

House, Fairseat, as the applicant was a family member.

7 TO APPOINT REPRESENTATIVES

51 a Parish Partnership Panel

Cllrs Sefer and Mrs Tisson

52 b KALC Tonbridge & Malling Area Committee

Cllrs Sefer and Brooker

53 c Police Liaison

Cllr Brooker

8 MINUTES OF THE MEETING HELD ON 1ST APRIL 2019

54 It was proposed by Cllr Bott, seconded by Cllr Mrs Falconer and agreed the minutes of the meeting held on 1 April 2019 be signed as a true record.

9 MATTERS ARISING FROM THE MINUTES NOT OTHERWISE ON THE AGENDA

55 No matters were raised.

10 SOUTHBEATS MUSIC FESTIVAL

56 a Response

Cllr Bott had submitted a detailed response on behalf of the Parish Council, with an emphasis on the problems related to travel, safety, and access, and pointing out that planning permission would be required for the new proposed access point, and that the 28 day rule was already due to be exceeded with other events on the site. It was agreed to ratify Cllr Bott's response.

The hearing at the Licensing Committee was due to be held on 7th June, and Cllr Mrs Falconer and Cllr Sefer would attend on behalf of the Parish Council. Any individuals could also apply to attend.

57 b Contribution to Wrotham Parish Council

It was proposed by Cllr Bott, seconded by Cllr Mrs Falconer and agreed that the £500 contribution to Wrotham Parish Council for a traffic plan be ratified.

The Chairman suspended the meeting to allow Cllr Rayner to speak.

Cllr Rayner confirmed that he had presented the traffic plan to TMBC. He said that the KCC Safety Committee, comprising Police, Ambulance and Highways, is opposed to the Festival. Cllr Rayner had met with the owner of St Clere and informed her of the strong level of opposition.

The Chairman thanked Cllr Rayner and reconvened the meeting.

11 WORLD WARS COMMEMORATIVE BOOKLET AND WEBSITE

58 The Chairman suspended the meeting to allow Mr John Mattick to speak.

Mr Mattick presented draft pages of the booklet, which will be available in November. He said that development of the Stansted and Fairseat Society website, www.stanstedhistory.org, was ongoing and was closely associated with the booklet.

The Chairman thanked Mr Mattick and reconvened the meeting.

Cllr Bott confirmed that he would arrange for the airfield plaque to be put up.

12 STANSTED SCHOOL PROJECT STEERING GROUP UPDATE

59 Alan Bullock had sent an email update on the project which had been circulated to all councillors. He confirmed that work on the car park was due to start on 21st May, and that sample lighting bollards were to be erected on 17th May for councillors and the public to view.

Cllr Bott confirmed that he would pursue the matter of car park signs and would pass Mr Glidewell's details to the Assistant Clerk *HB*

13 MARGARET MCMILLAN CENTRE

60 No update.

14 DEFIBRILLATORS

61 Cllr Mrs Tisson said that payment was now due for the three defibrillators, £3,475.00 for the machines and £2,004.04 for maintenance and insurance.

SUSPENSION OF MEETING FOR COUNTY AND BOROUGH COUNCILLORS' REPORTS

Cllr Rayner had nothing further to report. Cllr Betts had nothing to report as his term of office as a Borough councillor had only just begun.

15 PLANNING

a Applications

62 **i TM/19/00713/FL:** Honey Cottage Platt House Lane Fairseat: Single storey timber orangery to replace existing conservatory

No objection

63 **ii TM/19/00798/FL:** 7 Oakwood Farm, Fairseat: Erection of single storey front extension to form entrance porch

No objection

64 **iii TM/19/00789/FL:** 7 Oakwood Farm, Fairseat: Erection of detached outbuilding to form gym and games room

After discussion, it was agreed to object as follows:

Stansted Parish Council objects to this application, on the grounds of over-development of the site, protection to green belt area, and adverse impact on neighbouring properties.

- 65 **iv** **TM/19/00901/FL: 1 Central Lodge Gravesend Road, Wrotham**

After discussion, it was agreed to object as follows:

Stansted Parish Council objects to this application, on the grounds that the proposed boundary fence is unsuitable for the rural nature of the surrounding green belt land, and would reduce the openness of the countryside.

- 66 **v** **19/00930/NMA: Woolpack Barn, Fairseat**

Noted.

- 67 **b** **Decisions**

The decisions noted on Appendix A were received.

- c** **Enforcement**

- 68 **i** **Lucy's Barn**

The Clerk had contacted Enforcement again to report further activity on the site. The owners had been informed that they must submit a retrospective planning application.

- 69 **ii** **Littlefields, Plaxdale Green Road**

Tree house – no update

- 70 **d** **Appeals**

None.

- 71 **e** **Other planning issues**

None.

16 **Finance**

- 72 **a** **Bank mandate**

It was agreed to add all Councillors to the bank mandate. Change of mandate forms were circulated to all Councillors for completion.

- 73 **b** **Bank Balances**

The bank balances as listed on Appendix B were noted.

74 **c Cheques signed and payments made since last meeting**

It was proposed by Cllr Mrs Falconer, seconded by Cllr Bott and agreed the payments made since the last meeting as listed on Appendix B be ratified.

d Subscriptions

75 **i KALC**

It was agreed the subscription to Kent Association of Local Councils be renewed.

76 **ii Action with Communities in Rural Kent**

It was agreed the subscription to Action with Communities in Rural Kent be renewed.

77 **e Accounts for payment**

It was proposed by Cllr Mrs Falconer, seconded by Cllr Bott and agreed the accounts for payment as listed on Appendix B be paid (cheques 927-935)

78 **f Accounts 2018/19**

The Accounts for the year to 31st March 2019 had been circulated prior to the meeting. It was proposed by Cllr Mrs Falconer, seconded by Cllr Sefer and agreed the accounts be adopted and signed by the Chairman and Responsible Financial Officer.

79 **g Internal auditor's report**

The Internal Auditor's report was received. It was noted no problems had been identified.

80 **h External Audit Annual Return Governance Statement 2018/19**

The External Audit Annual Return Governance Statement was read out and the items agreed by the Council. It was proposed by Cllr Mrs Falconer, seconded by Cllr Sparkes and agreed it be signed by the Chairman and Clerk.

81 **i External Audit Statement of Accounts 2018/19**

It was proposed by Cllr Mrs Falconer, seconded by Cllr Sefer and agreed the External Audit Annual Return Statement of Accounts for the year to 31st March 2019 be agreed and signed by the Chairman and Responsible Financial Officer.

82 **J Chairman's allowance**

It was proposed by Cllr Falconer, seconded by Cllr Sefer and agreed the Chairman's Allowance for the year be £50.

17 GRANT APPLICATIONS

83 a Stansted Village Hall

It was proposed by Cllr Sparkes, seconded by Cllr Mrs Falconer and agreed a grant of £1,600 be made under S 19 of the Miscellaneous Provisions Act 1976.

84 b Fairseat Village Hall

It was proposed by Cllr Sefer, seconded by Cllr Mrs Tisson and agreed a grant of £1,600 be made under S 19 of the Miscellaneous Provisions Act 1976.

85 c St Mary's Parochial Church Council

It was proposed by Cllr Bott, seconded by Cllr Brooker and agreed a grant of £1,600 be made for the maintenance of the churchyard. The grant made under S 215 of the LGA 1972.

18 REVIEW OF RISK MANAGEMENT 2018/19

86 The Risk Management document was discussed and some amendments agreed, reflecting issues that had arisen during 2018/19.

19 MANAGEMENT OF THE COUNCIL'S LAND & PROPERTY

a Recreation Ground

87 i. General Matters. Nothing to report

88 ii. Hire of Ground. It was noted that a marquee would be erected for a wedding on 18th May, and that somebody would be sleeping overnight in the marquee for security reasons.

89 b Playpark

Nothing to report.

90 c War Memorial and Garden

Nothing to report

91 d Telephone Kiosk

Cllr Brooker said that the telephone kiosk needed refurbishment.

92 e Church Bank

Nothing to report.

93 f Village Green Land, Hatham Green Lane and Parsons Lane

Nothing to report.

94 g **Brownes Bequest**

Nothing to report.

95 h **Notice Boards**

Nothing to report.

96 i **Registration of Land**

The Assistant Clerk had discussed the registration of Church Bank and the War Memorial garden as village greens with the Council's solicitor and would obtain an estimate of costs.

20 HIGHWAYS & TRANSPORT

97 a **Public Rights of Way**

The Chairman suspended the meeting to allow Roy Barry to speak.

Mr Barry commented that there were now bulls with cows in fields crossed by public footpaths, and suggested that warning signs could be erected. Cllr Saunders said that a bull with cows was unlikely to cause problems to walkers, but that cows with calves could be defensive. Cllr Mrs Falconer suggested that Cllr Saunders could mention the behaviour of bulls in his next farming article in the parish magazine.

The Chairman thanked Mr Barry and reconvened the meeting.

Cllr Mrs Falconer confirmed that she was arranging for the repair of a broken stile in Fairseat.

98 b **Encroachment Working Party**

The Chairman suspended the meeting to allow Cllr Rayner to speak.

Cllr Rayner said he had pursued the encroachment issues at Parsonage Farm with Andrew Loosemore but had had no update.

The Chairman thanked Cllr Rayner and reconvened the meeting.

c Any Other Highways or Transport Issues

99 i **Plaxdale Green Road**

Cllr Brooker reported that the pile of earth in Plaxdale Green Road near The Old Rectory which was awaiting removal by KCC was now covered with grass and weeds.

21 VILLAGE HALLS

100 a **Stansted Village Hall**

Nothing to report.

101 b **Fairseat Village Hall**

Nothing to report.

22 POLICE MATTERS

102 Nothing to report.

23 REPORTS ON MEETINGS ATTENDED BY COUNCILLORS AND CLERK

103 Nothing to report.

24 CONSULTATION DOCUMENTS

104 No documents received.

25 CORRESPONDENCE

105 None.

26 REPORTS & CIRCULARS

106 The reports and circulars as listed on the agenda were received.

27 ANY OTHER BUSINESS

107 a **Ash Die-back**

Cllr Brooker reported that many trees in the Parish were affected by Ash die-back disease.

PUBLIC SESSION

Mr Roy Barry reported that the area of village green in Hatham Green Lane was being spoiled by parked vehicles.

The Chairman thanked councillors and the members of the public for attending and closed the meeting at 9.50 pm

SignedChairman

On theday of2019