

STANSTED PARISH COUNCIL**MINUTES OF THE PARISH COUNCIL MEETING HELD ON MONDAY 8 MAY 2017 AT FAIRSEAT VILLAGE HALL,
VIGO ROAD, FAIRSEAT AT 8.15 pm**

PRESENT: Cllr Harry Bott Chairman Except item 13
 Cllr Mrs Polly Falconer Vice-chairman In the chair item 13
 Cllr Mrs Sheila Goodworth
 Cllr Michael Osborne
 Cllr Daren Sefer
 Cllr Kevin Sparkes

Mrs Roxana Brammer Clerk

In attendance Cllr Harry Rayner Kent County Council
 Cllr Martin Coffin Tonbridge & Malling Borough Council
 Cllr Robin Betts Tonbridge & Malling Borough Council
 Mr Tom Sheldon School Project Steering Group
 4 members of the public

Item*Action point*

Minute no 2017/18/

1 ELECTION OF CHAIRMAN

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

2 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

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

3 ELECTION OF VICE-CHAIRMAN

45 It was proposed by Cllr Bott, seconded by Cllr Osborne and agreed Cllr Mrs Falconer be Vice-chairman for the year.

4 VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

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

5 APOLOGIES

47 All parish councillors present. An apology for absence due to holiday was received from Thomas Brooker, which was accepted. Apologies for late arrival were received from Cllrs Martin Coffin and Robin Betts, Tonbridge and Malling Borough Council.

6 DECLARATIONS OF INTEREST AND ALTERATIONS TO THE REGISTER

48 None.

7 CO-OPTION OF COUNCILLOR

49 A written application had been received from Thomas Brooker. It was proposed by Cllr Bott, seconded by Cllr Mrs Goodworth and agreed unanimously that Mr Brooker be co-opted. The Clerk would arrange for him to sign his declaration of acceptance of office before the next meeting.

8 APPOINTMENT OF REPRESENTTIVES

50 **a Parish Partnership Panel**

Cllrs Sefer and Brooker.

51 **b KALC Tonbridge Area Committee**

Cllrs Sefer and Brooker.

52 **c Police Liaison**

Cllr Mrs Goodworth.

9 MINUTES OF THE MEETING HELD ON 9 APRIL 2018

53 It was proposed by Cllr Osborne, seconded by Cllr Sefer and agreed the minutes of the meeting held on 9th April 2018 be signed as a true record.

10 MATTERS ARISING

54 No matters were raised.

11 STANSTED SCHOOL

55 **a Steering Group Update**

The Chairman suspended the meeting to allow Mr Sheldon to speak.

Mr Sheldon reported that the purchase completed on 24th April. Three schools had expressed interest. Sport England was still objecting to the planning application for change of use on the grounds of any car parking that would intrude into the sports field area would mean a loss of sports provision. The Steering Group was now considering extending the hall car park. There might have to be a fresh planning application and the cost would be £231. The front garden and playground had been mostly tidied up but there was a little left to do. He had been negotiating with KCC on a commuted sum to determine the lease on the playground site and £10,000 had been offered.

The Chairman thanked Mr Sheldon and reconvened the meeting.

Cllr Bott then proposed the commuted sum be accepted. This was seconded by Cllr Mrs Falconer and agreed.

56 **b Keyholders**

It was agreed the keyholders would be the Clerk; Cllr Osborne; Mr Tom Sheldon and Mr Andy Yallop.

12 **PLANNING**

a Applications

- 57 **i TM/18/00640/FL:** Rose Cottage, North Down, Plaxdale Green Road, Stansted: Extension of outbuilding to form residential annexe for North Down.

After discussion, it was agreed to object as follows:

Stansted Parish Council objects to this application. The proposal would create an additional dwelling in the Metropolitan Green Belt, which is contrary to planning policy. In addition, it is considered the raised roof would dominate the street scene. It is noted that permission for a similar dwelling with a lower roof line was granted, it is believed on appeal, in 2007. However this permission has long expired and should not be used as a precedent to grant permission.

Should the Local Planning Authority be minded to grant permission, the Parish Council requests that a condition is imposed that the new dwelling is ancillary to North Down and can only be occupied by the owner of North Down and not let out. Members would also ask that the roof line be lowered to prevent accommodation in the roof space as they consider a bedroom could well be incorporated within the current footprint on the ground floor. There are also concerns that the hedges and trees are preserved and that an additional entrance is not created.

58 **b Decisions**

The decisions as listed on Appendix A were received.

c Enforcement

59 **i Caravan, Plaxdale Green Road**

A caravan had appeared in a field adjacent to Littlefields in Plaxdale Green Road. The field was not owned by Littlefields. It was agreed to contact enforcement and to count 28 days from the day of the meeting.

60 **d Appeals**

None.

61 **e Other Planning Issues**

None

13 FINANCE**62 a Bank Mandate**

When applying for the new community account, it had been necessary to remove a former councillor from the mandate. This had to be done first, then the mandate could be changed to add all councillors and this would apply to all accounts held by the Council. This was agreed and councillors present signed the form.

63 b Bank Balances

The bank balances as listed on Appendix B were noted.

64 c 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.

65 d Subscriptions

It was agreed the subscriptions to Kent Association of Local Councils and Action with Communities in Rural Kent be renewed.

66 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 871 - 874), with the addition of £588.90, Gavin Jones Ltd (cheque 876); £9.95, Michael Osborne, reimbursement keys (877) and £231, Tonbridge & Malling Borough Council (878).

67 f Internal Audit Report

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

68 g Annual Return Governance Statement 2017/18

The External Audit Annual Return Governance Statement was answered. It was proposed by Cllr Mrs Falconer, seconded by Cllr Osborne and agreed it be signed by the Chairman and Clerk.

69 h Annual Return Statement of Accounts 2017/18

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 2018 be agreed and signed by the Chairman and Responsible Financial Officer.

70 h Chairman's Allowance

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

14 GRANT APPLICATIONS**71 a St Mary's Parochial Church Council**

It was proposed by Cllr Mrs Falconer, seconded by Cllr Mrs Goodworth and agreed a grant of £1,600 be made to St Mary's Parochial Church Council for the maintenance of the churchyard under S 215 of the LGA 1972 (cheque 875)

72 b Kent Air Ambulance

No grant given.

15 GENERAL DATA PROTECTION REGULATIONS

73 The Clerk said that the Council was now registered with the Information Commissioner's Office. She reported that the Government had proposed an amendment to the legislation currently going through Parliament that parish councils would not be subject to the need to appoint a Data Protection Officer. Cllr Bott proposed that he and the Clerk meet to formulate a policy and that the matter be deferred to the next meeting.

COUNTY AND BOROUGH COUNCILLORS' REPORTS

The Chairman suspended the meeting to enable the County and Borough Councillors give their reports.

Cllr Rayner said he had been a member of Kent County Council for a year, which had been interesting. He was a member of several committees. The County Council had moved many of its services to limited companies. He would continue to offer his assistance to the Parish Council.

Cllr Coffin said that the Local Plan would be out for consultation. S 106 money for affordable housing had been used to purchase properties for temporary housing. The recycling contract was out for tender and there had been a huge variation in prices. It was currently under evaluation. Cllr Betts said the M20 would be converted to a smart motorway between junctions 3 to 5.

The Chairman thanked the County and Borough Councillors and reconvened the meeting.

16 MANAGEMENT OF THE COUNCIL'S LAND & PROPERTY**a Recreation Ground**

74 i. General Matters. Nothing to report.

75 ii. Hire of Ground. Cllr Mrs Goodworth said that a lady would be contacting the Clerk about hiring the ground on 16th June. The fete would be held on 1st September.

76 b Playpark

Nothing to report.

77 c War Memorial and Garden

Nothing to report.

78 **d Telephone Kiosk**

Cllr Mrs Goodworth said that the Knitting Group was still waiting for Tom Brooker's assistance in putting up the display.

79 **e Church Bank**

Nothing to report

80 **f Village Green Land, Hatham Green Lane and Parsons Lane**

Nothing to report.

81 **g Brownes Bequest**

A draft agreement for Jack Saunders was still awaited from BTF Partnership.

82 **h Notice Boards**

Nothing further had been heard from Jerry Glidewell, who would be reminded.

83 **i Registration of Land**

In spite of emails asking the latest position, there had been no update from BTF Partnership

17 HIGHWAYS & TRANSPORT

84 **a Public Rights of Way**

The Clerk reported that she and Roy Barry had tried to speak to David Munn about the obstructed footpath at Thriftwood when he had attended a meeting at which he had been present, but had not been able to do so. Mr Barry would be seeing him the following morning. It was also understood from Mr Barry that FP119 had not been reinstated at the top end of Wise's field.

85 **b Encroachment Working Party.**

The report by the Encroachment Working Party had been completed and handed to Cllr Rayner.

86 **c Grass Roots Litter Tackling Group**

Cllr Mrs Falconer would investigate and report back.

87 **d M20 Junctions 3-5 Smart Motorway Project**

Noted.

88 **e Any Other Highways or Transport Issues**

None.

18 VILLAGE HALLS**88 a Stansted Village Hall**

Cllr Mrs Goodworth said that the restriction on sale of alcohol in the Deed of Conveyance of the Recreation Ground of 1939 was causing problems and loss of bookings. It was agreed that an application be made to the Diocesan Surveyor to remove the relevant clause.

89 b Fairseat Village Hall

Nothing to report.

19 POLICE MATTERS**90 a Police Representative's Report**

Nothing to report

91 b Neighbourhood Watch

Nothing to report.

20 WORLD WARS COMMEMORATIVE BOOKLET

92 The launch of the booklet was discussed. It was agreed to hold the launch on Saturday 10th November in the Court Lodge Barn at a cost of £20 per person. An exhibition would be held in the Cloisters on 11th November and the Council's poppy wreath would be laid at the same time as other wreaths.

21 REPORTS ON MEETINGS ATTENDED BY COUNCILLORS AND CLERK

93 None.

22 CONSULTATION

94 No documents received.

24 CORRESPONDENCE

95 None.

25 REPORTS & CIRCULARS

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

26 ANY OTHER BUSINESS

97 No matters were raised.

SUSPENSION OF MEETING FOR PUBLIC SESSION

No matters were raised.

The Chairman thanked councillors and members of the public for attending and closed the meeting at 9.40 pm

SignedChairman

On theday of2018