

# Appledore Parish Council

## Minutes of the Meeting on 18<sup>th</sup> January 2016 at 19.30hrs

### Appledore Village Hall

#### Present:

Cllrs: James Perkins (Chairman), Helen Hennig, Lyndsey Jenkins, Jasmin Kellar, Chris Vane, Charles Wilkinson and Derek Winter.

In attendance: County Cllr Mike Hill, Borough Cllr Mick Burgess and Clerk, Mary Philo.

#### 1. Formalities

- I. The Council was quorate.
- II. Apologies: None.
- III. Declarations of Interest and Dispensations: None.

#### 2. Approval of Draft Minutes

It was resolved to agree the minutes of the meeting held on the 14<sup>th</sup> December 2015 as a true record.

#### Meeting Adjourned

#### Public Questions

Several members of the public complained about the necked lights outside Scotland and Bates and near Police House. The clerk advised that A.B.C. who maintain these amenity lights were still in the process of reviewing their maintenance policy regarding these. No works were likely before this. The clerk was requested to advise A.B.C. of the dangers posed by their non-replacement. Mick Burgess was requested to look into when the policy would be finalised.

There was a discussion regarding salt bins in the parish and about by whom and where would road salt/grit would be spread. County Cllr Mike Hill would enquire what the county policy was.

A member of the public suggested that the council should consider public defibrillators.

A question was asked if there would be any celebration in Appledore of the Queen's 90<sup>th</sup> Birthday. It was thought that the vicar might be organising an event. The Car Rally was believed to be too late in the year to be used.

#### Borough Councillor Report

Royal Military Canal Path – A.B.C. and Romney Marsh Partnership were working on extending the Shepway multiuse path (for cyclists, walkers and horse riders) from Hythe to the county border at Rye. The existing path was very successful. The future improvement of the existing train track and its use by the high speed train should bring economic benefits to the area. Appledore would be involved in the project. Villages along the canal may wish to support it.

Parkwood Picnic Site - Kent County Council would be consulting the parish about the county council's proposal to sell Parkwood Picnic site. This would be along with other sites in the area. The county council had reviewed all country parks and were looking

to sell those which had been found to be little used and unable to be further developed for leisure purposes and tourism.

#### County Councillor Report

County Council Budget – The Chancellor’s Autumn Statement, just before the festive season, had advised that the Local Government Settlement (funding from central government) would be further reduced. This translated into another £20 million of savings having to be found by Kent County Council. It was expected that the savings could be made. However, the difficult financial situation faced by the county council would lead to the future reduction in funding of discretionary services such as libraries, sports, art, community wardens, trading standards, etc. As County Council Cabinet Member for Community Services, Mike Hill would be fighting to keep as many of these services going as possible. The county council would be increasing their share of council tax by approx. 4% (which included 2% dedicated to adult social care).

Operation Stack – Highways England were hoping to obtain planning approval quickly for the proposed lorry park at Stanford (Junction 11, M20). The government had made a significant sum available for the lorry park. The public commented that a series of lorry parks across the country would be a better solution and that prepaid tickets for a lorry park should be required for entry into the country. However, any laws brought in to prevent illegal and unwanted HGV parking outside of lorry parks would only work if there was police enforcement.

Local Highways issues – Potholes had not been as bad this season but any snow and heavy rain would increase the number and size of them. The new highway design for Fourwents crossroads (new tarmac with rumble strips) had been successfully completed.

County Council Elections – These would take place in May 2017. Mike Hill had still to decide whether to stand again.

Police Commissioner – A comment was expressed in preference for the previous committee system against its current replacement - Police Commissioners. The latter appeared to be more expensive.

#### **The Meeting was reconvened.**

### **3. Matters Arising from the Previous Ordinary Meeting**

Village hall car park - The clerk had requested a reminder about free car parking at the village hall be included in the Kentish Messenger, especially if a large event was being held in the village. It was suggested that a list of the parish council meeting dates to be passed on to the Kentish Messenger. Any changes to be notified as well.

Parish Magazine - A reminder was made to agenda the parish magazine for an annual donation from the parish council.

Appledore Speed watch – Tenterden Town Council had officially agreed that Appledore could make use of their radar device while Appledore speed watch starts up. An email had just been sent out to trained residents to organise roadside experience.

Council Noticeboards – Cllrs Hennig and Wilkinson agreed to take on ordering the noticeboards and the outstanding required work to the Historic Noticeboard.

#### 4. Vice Chair Person

**It was resolved that there would be no vice chair until Appledore Parish Council Annual General Meeting in April 2016.** Should the chair be absent from any meetings before the AGM, then a councillor as chosen by the councillors present at the meeting shall preside.

#### 5. Appledore Recreation Ground Representative

Further to a correction of the dates and discussion of cllrs workloads, **It was resolved to appoint Cllr Hennig to be the representative member of Appledore Recreation Ground Management Committee for Appledore Parish Council.** The position would run from the committee AGM in 2016 (March) to its AGM in 2017. Proposed by Cllr. Winter and seconded by Cllr. Jenkins.

#### 6. Clerk's Contract

**It was resolved to use the National Association of Local Council Clerk's Model Contract of Employment as the contract for the clerk.** Amended (as suggested) to reflect the clerk work's from home. Proposed by Cllr. Perkins and seconded by Wilkinson.

#### 7. Finances

I. Following on from the Chancellor's autumn statement, it was anticipated that any change in the Council Tax Support Grant would have been notified prior to the meeting. It was suggested that all expenditure should be reviewed during the year to verify that it was justified and in the best interest of the community. More detailed quarterly reports would improve the council's financial awareness and control of expenditure. Once all councillors had had the opportunity to comment, **it was resolved to set the precept for 2016 – 2017 to be £26,000.** Proposed by Cllr. Winter and seconded by Cllr. Perkins.

II. A comparative quote had been obtained from Came and Company, which although approx. £30 cheaper had a general excess of £500 as opposed to the current insurer's excess of £250. Zurich Insurance rate was the lowest they offered. **It was resolved to renew the council insurance policy with Zurich Insurance Company.** £328.53 premium including insurance premium tax for 12 months.

III. In order to safe guard council documents in case of a fire at the Clerk's residence, a drop box (online storage with automatic back up) was suggested. **It was resolved to pay for a drop box.** Approx. cost £100 per annum. Proposed by Cllr. Vane and seconded by Cllr Winter.

**IV. It was resolved to pay the clerk's membership of the Society for Local Council Clerks.** A shared cost with other parish councils for whom the clerk works - £84 for 2016 year.

#### V. Cheques

24.12.2016	
£1,060.40	Salaries including PAYE payments
£ 20.00	Hall additional car park area – hedge trim – G. Selmes
£ 250.00	Parish Magazine Donation
18.01.2016	
£100.00	KALC – New councillor training for 5 councillors
£46.18	Office depot – ink cartridges

£118.41	Clerk's Administration costs: room, ink, paper, laminating pouches and book of stamps and refund of £44.99 for 'my Passport' laptop automatic back up.
To be advised	Salaries

Cllr. Vane had been authorised to sign cheques. It was suggested that other cllrs. should be authorised in order to make the payment process quicker.

**VI. Asset Register** - The clerk had reviewed the land registry title for the Public Convenience and it did not include any land much beyond the actual building. The clerk would ask for a copy of the recreation ground title and look into a request from Land Registry to check ownership of the land between the titles.

## 8. Planning

### I. Decisions Received from ABC:

a) 15/01487/AS -The Wish House,Kenardington Road -First Floor extension and dormer, roof extension to existing flat roof and erection of porch – Permitted.

b) 15/01316/AS Land adjacent to Prospect House, School road – Construction of detached chalet style swelling – Withdrawn by applicant.

c) 15/01134/AS – Gusbourne Estate Vineyard – Removal of Condition 19 on permission ref: 15/00605/AS to allow the winery building permitted under 11/00229/AS in addition to the extension permitted under 15/00605/AS – Permitted.

II. New Applications: None

## 9. Highways and Byways

### I. Report from Appledore Footpath Warden (K Gerkin):

Complaints had been received about "Old Way" (AT129) being slippery and dangerous. In the past nettles had been cleared. Public Rights of Way (PROW) had assisted with path maintenance. Cllr Wilkinson and the Mr Gerkin had contacted the PROW and arranged for a meeting. Cllr Hill was requested to help ascertain who could request landowners to keep paths usable.

II. Following discussion and amendment to the proposal, **it was resolved to acquire 1 salt bin** approx. £200 for Heathside. The clerk was requested to request a bag of loose salt/grit for there and see to check on the salt bags on Tenterden/The Street junction.

## 10. Parish Council Website

I. The council to use the template proposed by the information Commissioners Office for parish councils amended to reflect the documentation available. Required documentation to be made available on the website over the next few months.

II. All councillors now had new email addresses with Gmail.

## 11. Public Toilets

Further to an electrician attending the toilets, it was requested that an electrical safety certificate, as required by law, along with the installation of reactor lights and

review of the automatic door locks be organised under emergency spending in light of health and safety requirements. **The Chair and Clerk agreed to the expenditure as an emergency.**

## 12. **Any Other Business/Information for Councillors**

**Council letterhead:** Initial steps had resulted in a draft letterhead. Some font details had yet to be finalised.

**Good Neighbour Scheme:** The groups treasurer been contacted and the scheme would be making a request to the council.

**Parish and Urban Forum** would be meeting on Wednesday 27<sup>th</sup> February in the Civic Centre.

**Tenterden Parish Forum** met quarterly and would be happy to have a representative from Appledore. Meeting dates to be ascertained.

**Meeting with A.B.C. Planning Officers:** The officers dealing with the Local Plan were hoping to meet with council regarding the council owned field. A meeting to be scheduled so as to allow councillors an opportunity to familiarise themselves with local housing issues beforehand.

**Pensions Information Session:** The clerk would attend on Tuesday 27<sup>th</sup> January morning session.

**External Audit:** Advice from Nalc suggested that there may be little change with regard to Appledore PC.

**Councillor's page on website:** Cllrs were reminded to compose a brief biography and advise of any contact details they wish to use.

## 13. **Date of the Next Meeting**

Monday 15<sup>th</sup> February 2016 at 19.30 hrs, Village Hall.

The meeting closed at 21.45hrs.