



## HERNHILL PARISH COUNCIL

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### Minutes of the Parish Council Meeting held in the Village Hall on Wednesday 26<sup>th</sup> September 2018 from 8:00pm to 9:30pm.

**Present:** Cllr M. Woodcock (As chairman of meeting)  
Cllr P. Couzens            Cllr S. Edgington            Cllr M. Cooper  
Cllr G. Bobbin (Borough Councillor)            Cllr A. Bowles (County Councillor)

**Also Present:** Mrs S. Muteham (Clerk) and 6 members of the public

Prior to the start of the meeting, Cllr M. Woodcock informed those present that Mr A. Chapman had stepped down from the Parish Council and also his role as Chairman and wished to extend thanks on behalf of the Parish Council to Mr Chapman for his 30+ years of service to the community.

#### **402 APOLOGIES**

Cllr J. Geliot, Cllr S. Norman

#### **403 DECLARATION OF INTERESTS**

None

#### **404 MINUTES**

The minutes of the following meeting, having been circulated to all Members, were taken as read, confirmed and signed by the Chairman;

1. Parish Council meeting held on Wednesday 29<sup>th</sup> August 2018 (minutes 387-396)
2. Extraordinary Parish Council meeting held on Monday 17<sup>th</sup> September 2018 (minutes 397-401)

#### **405 MATTERS ARISING**

- A. Local Needs Housing. Cllr M. Woodcock gave an update on the current events with regard to the Local Needs housing on Staplestreet. He reported that the letter from Mr D. Brenchley which was intended to be read aloud at the August meeting had been circulated to all Parish Councillors and also acknowledged the research done into the Local Needs housing by Mr C. Whiting. Cllr M. Woodcock reported that surveys are being organised by English Rural and are currently being undertaken and it is hoped that these will be completed by the end of 2018. After completion of the surveys, there will be a further consultation event and a further Housing Needs survey will be undertaken. Members of the public were given the opportunity to question the Parish Council on the matter of Local Needs housing. Mr and Mrs Tugwell asked when the additional Housing Needs survey will be undertaken, who the survey will be sent to and how the resulting data will be analysed. The Clerk reported that she had been informed that the Housing Needs survey would be sent to every home in the Parish to identify those with a housing need. The survey will be independently undertaken by Action with Communities in Rural Kent. Cllr M. Woodcock suggested to the attending public that a meeting be arranged between the

Chairman, Vice-Chairman and 3 or 4 residents from Staplestreet to discuss concerns over the Local Needs housing project. The fact-finding meeting will not be a formal Parish Council meeting and whilst no decisions will be made at the meeting, comments can be brought to the following Parish Council meeting for consideration. It was also reported that Cllr J. Geliot would be sending a detailed information note relating to the progress of the Local Needs Housing in Staplestreet to the editor of the Hernhill News for inclusion in the October edition.

- B. Double Yellow Lines. The Clerk reported that whilst the consultation on proposed double yellow lines for Staplestreet/Church Hill had closed, the final results of the consultation were yet to be provided by Swale Borough Council. Once the results of the consultation have been provided to the Parish Council, it was agreed that members of the Parish Council would hold a site meeting to review the proposals/comments and would invite members of the public to attend.
- C. First Aid Course. The Clerk reminded those present that a free first aid course will take place in the village hall on Saturday 29th September at 1pm
- D. Allotments. Cllr M. Cooper reported that he had inspected the allotment site and two plots were requiring attention. The Clerk was asked to write to the two plot holders asking their intentions for the plots before further consideration to the use of the plots is made.
- E. Ornate Village Sign. Mr P. Wilson made a suggestion for an ornate village sign to be located in the Parish. The Clerk reported that she had made a request to Cllr A. Bowles for grant funding towards the project. Mr P. Wilson also suggested asking local businesses for donations towards the sign. Attending members of the public were asked for their thoughts on potential locations for a sign and the Clerk agreed to advertise for ideas in the Hernhill News and on the village noticeboard.
- F. Defibrillator. The Clerk reported that she had written to the Three Horseshoes asking if the exterior of the pub could be considered as a possible location for the installation of an additional defibrillator in the Parish. The Clerk was also asked to write to The Dove to ask if that could also be considered as a possible location. Once a location has been identified, the Parish Council will seek grant funding towards the project.

## **406 COUNCILLORS REPORTS**

- A. Cllr P. Couzens reported that there was a significant amount of water in the highway near Black Oast and asked the Clerk to investigate the matter.
- B. Cllr M. Cooper reported that he had received comments relating to Thirwell Farm. Cllr A. Bowles updated the Parish Council on the situation, stating that the relevant authorities are taking action to resolve the matter.
- C. Cllr S. Edgington asked the Clerk to obtain confirmation on the completion of the BT works to install fibre broadband in the centre of the village. It was also noted that many trees that have been cut down at Crockham Wood and the Clerk was asked to contact the landowner to ask if the trees are to be replaced.

## **407 PLANNING**

Cllr S. Edgington provided Parish Councillors with a checklist to aid Councillor's comments on planning applications.

- A. **18/504548/FULL** - Single storey extension to rear and side with 4 conservation rooflights. *2 Monkshill Cottage, Monkshill Road*.  
The Parish Council supported the application, stating that the revised plans with a pitched roof were an appropriate design.
- B. **18/504730/FULL** - Erection of a detached chalet bungalow. *The Paddock, Highstreet Road*

The Parish Council made no objection to the application subject to the existing temporary dwelling being removed after completion of the new dwelling.

#### **408 FINANCE**

- A. The Clerk showed the bank reconciliation report dated 25<sup>th</sup> September 2018 which was approved and signed.
- B. The following payments were approved by those present:
  - Clerk's Office Allowance (*Standing Order*)
  - Clerk's Salary (*Standing Order*)
  - Chq-1385 Hernhill C of E Primary School (Tree donation) £100.00
  - Chq-1387 S. Muteham (Litter bin & mileage) £316.59
  - Chq-1388 Kent County Council (Copier charges) £81.14
- C. Two authorised signatories approved amendment (removal of Mr A. Chapman) to the authorised signatory list (banking).

#### **409 ADMINISTRATION**

- A. The Clerk reported that the vacancy for a Parish Councillor had been advertised on the village noticeboard, Parish Council website and in the upcoming edition of the Hernhill News. Swale Borough Council have also been informed of the changes on the Parish Council.
- B. The Clerk circulated the following policies for annual review; Standing Orders, Financial Regulations, Risk Assessment and Media Policy. All were approved by the Parish Councillors present and the next review of these policies is scheduled for June 2019.
- C. The Clerk will liaise with the Chairman for an annual appraisal.

#### **410 CORRESPONDENCE**

- A. August newsletter from KCC Councillor Andrew Bowles.
- B. Letter from Village Hall Committee requesting specific cutting schedule for the playing field in 2019. The request was considered by the Parish Council and the Clerk will liaise with the mowing contractor to see if the request can be accommodated.
- C. Letter from KCC detailing consultation on proposal to implement charging policy for disposal of certain waste materials delivered to Housing Waste Recycling Centres. The Parish Council considered the proposal and objected to it. The Clerk will provide a formal response to the consultation. The consultation can be accessed at [www.kent.gov.uk/wasteconsultation](http://www.kent.gov.uk/wasteconsultation) and will also be advertised to the community through the Hernhill News, village noticeboard and Parish Council website.

#### **411 PUBLIC PARTICIPATION**

Members of the public were invited to address the Chairman with their comments on Parish matters.

- A. Mrs A. Butler reported that two drains on Staplestreet remain blocked and the Clerk will investigate the matter. Cllr A. Bowles suggested that the matter be brought to the attention of Mr A. Campbell and Ms K. Morton at KCC.

#### **412 CHAIRMAN & CLERK'S SUNDRY REPORTS**

- A. None

#### **413 ITEMS TO BE PLACED ON OCTOBER AGENDA**

- A. Local Needs Housing on Staplestreet
- B. Double yellow lines

- C. Ornate village sign
- D. Defibrillator
- E. Report on First Aid course

The next scheduled meeting of the Parish Council is to be on Wednesday 31<sup>st</sup> October 2018. There being no further business, the Chairman declared the Meeting closed.

CHAIRMAN