

CROCKENHILL PARISH COUNCIL

The Chairman reminded everyone attending and who will be participating that subject to our Standing Orders they may be filmed, recorded, photographed or otherwise reported about. If anyone objects could they please sit at the back of the room and anybody filming, recording, photographing or otherwise reporting on the proceedings should avoid those who are sitting at the back, except if they take part in a public participation session.

Minutes of the meeting held on **Thursday 11th October 2018** at 7.30pm in Crockenhill Village Hall

MINUTE NO.	MEMBERS PRESENT Cllrs R Kite (Chair), S Jenkins (Vice Chair), P Riches, R Waterton & T White. KCC Cllr Roger Gough, four members of the public.	
18//557	APOLOGIES FOR ABSENCE _were received from Cllr Lindsay (SDC)	
18/558	MINUTES OF LAST MEETING dated 13 th September 2018 agreed unanimously, as proposed by Cllr Waterton, seconded by Cllr White and signed by the Chair.	
18/559	DECLARATIONS OF INTEREST Cllr White expressed an interest in the allotments as his wife rents one of the allotments. Cllr Kite and Cllr Waterton expressed an interest in the planning application to be discussed (Sounds Lodge) as they both know the applicant. Both abstained from the discussion on the application.	
18/560	RESOLUTIONS It was unanimously agreed that the Parish Council's ratified minutes are to be published on the Parish Council website from now onwards. Proposed by Cllr Riches and seconded by Cllr White.	Clerk
18/561	It was unanimously agreed that the Parish Council's updated Equal Opportunities policy be approved and adopted. Proposed by Cllr Waterton and seconded by Cllr Riches.	
18/562	It was unanimously agreed that the Parish Council's updated Complaints Procedure Policy be approved and adopted. Proposed by Cllr White and seconded by Cllr Waterton.	
18/563	It was unanimously agreed that the Parish Council's updated Health and safety Policy be approved and adopted. Proposed by Cllr Riches and seconded by Cllr Waterton.	
18/564	It was unanimously agreed that the letter to Nat West asking for the Clerk to be added to the account as a 'Special instruction' in order to deal with queries, to be agreed and signed. Proposed by Cllr White and seconded by Cllr Waterton.	Clerk to send

	MATTERS ARISING FROM LAST MEETING	
18/565	<p style="text-align: center;">a. Lorry Watch</p> <p>Following the last meeting, Richard Myers was contacted and has agreed to help set-up a Lorry Watch group. The Clerk has included an article in the Autumn Newsletter asking for volunteers.</p>	
18/566	<p style="text-align: center;">b. 'No fouling' spray signs for pavements</p> <p>Cllr Waterton and the Clerk sprayed signs on the pavements in problem areas a few weeks ago. The Clerk said that they avoided doing this immediately outside anyone's house, and asked that if anyone had any other problem areas that they were aware of, to let the Clerk know.</p>	
18/567	<p style="text-align: center;">c. Double yellow lines on Harvest Way</p> <p>Following the last meeting, Cllr Wateron sent photos to Cllr Gough who said that he had raised the issue with KCC Highways.</p>	RG
18/568	<p style="text-align: center;">d. 4 year plan</p> <p>Following a discussion at the last meeting, the Clerk has started a 4 year plan document and circulated to Councillors for them to comment on/add to and prioritise. This will allow the Parish Council to plan, budget and apply for grants at the right time. Once all comments have been collated, the Clerk will circulate a final version. It will remain a 'working document' but it will guide us over the next few years.</p>	ALL
18/569	<p style="text-align: center;">e. Letter to SDC re Enforcement</p> <p>The Clerk reported that a letter has been sent to SDC regarding their slowness to act on enforcement issues. Our letter has been acknowledged but we have yet to receive an official response. To be circulated as soon as received.</p>	Clerk
	CORRESPONDENCE/QUERIES	
18/570	<p style="text-align: center;">a. Footpaths – Harvest Way, Woodmount, Newports</p> <p>The Clerk reported that the last footpath to be cleared has now been done, after asking Cllr Lindsay to speak to SDC officers.</p>	
18/571	<p style="text-align: center;">b. Fencing</p> <p>The Parish Council was informed of plans for a 6ft boundary fence to be put up around land at the back of Church Road, by the owner of the land. Cllr Waterton has looked into this but it was agreed by all that there is nothing for the Parish Council to do except to keep an eye on the situation.</p>	
18/572	<p style="text-align: center;">c. Parking outside the shops</p> <p>It has come to our attention that one or two cars are parking in the disabled bay outside the shop. We have asked the Swanley Community warden to pop along to speak to shop keepers. Clerk to follow-up and check whether he has been yet,</p>	Clerk

18/573	<p>d. School readers</p> <p>One of the school governors has been in touch regarding finding volunteers to go in and listen to the children read. An article is going in the Newsletter. The Clerk also suggested speaking to the Monday Club too.</p>	
18/574	<p>e. Trees opposite the Chequers</p> <p>A resident has reported that one of the trees on the Anchor & Hope site overhangs her garden and there are pigeons nesting in the tree which is causing a mess. Clerk to report to SDC.</p>	Clerk
KENT COUNTY COUNCILLOR ROGER GOUGH'S REPORT		
18/575	<p>a. Proposed dropped kerbs update – Green Court Rd</p> <p>Cllr Gough reported that he had recently been out with Geoff Bineham, Schemes Project Manager at KCC. He explained that they stopped at Crockenhill to look at the area where we are proposing to put in dropped kerbs. Cllr Gough explained that he, Geoff and the Clerk met the resident and discussed the best place for dropped kerbs. There is no issue with the proposal in principle, it is now just an issue of where the funding will come from. Cllr Gough is waiting for Geoff Bineham to confirm how much is left in his budget. If there is not enough, Cllr Gough aims to pay from his Members' budget.</p>	RG
18/576	<p>b. 477 service update</p> <p>Cllr Gough said that he had written an article on the 477 for the Newsletter. He said that he had spoken to the head of Arriva for Kent and Surrey, and he has confirmed that there is no immediate threat to the service being withdrawn from Crockenhill. The decision to withdraw the Sunday service was purely a commercial one. Cllr Gough also said that the pattern of usage is not great, and this could be a cause for concern in terms of future viability. He said we need to find ways to promote the service and he will look into ways we might be able to do this.</p> <p>Rachel Kite said that the withdrawal of the Sunday service was an issue for our residents. One resident who attended the meeting also said that the service was not particularly reliable either, and someone recently waited for an hour and a half for a bus.</p>	RG
18/577	<p>c. Complaint re overgrown road signs on Cray Road</p> <p>Cllr Gough reported that Simon Hawkins has looked into this for him. The hedge by the 30mph sign has been cut back. No other major issues have been reported. Clerk to remove from agenda.</p>	Clerk
18/578	<p>d. Speeding through the village</p> <p>Cllr Gough said he did not have an update. Cllr White said that we must keep this on the agenda and continue to look at ways to reduce speeding.</p>	RG
18/579	<p>e. Continued closure of Public Footpath SD341, Crockenhill</p> <p>The Clerk asked Cllr Gough to investigate why this footpath remains closed. Cllr Gough reported that he had written to Officers on 27th September but was yet to receive a reply. Originally it was closed because the bridge was not in good condition so Network Rail closed it off but it seems to be taking</p>	Clerk

18/580	<p>a long time to get it fixed. A resident at the meeting said that it has not been shut off securely as he has seen people still using it. The Clerk to write to KCC and report.</p> <p>Cllr Waterton reported that there still appears to be a lot of groundwork taking place at Marwood House. Cllr White said that we must keep on at SDC regarding Enforcements. There appears to be ever more HGVs going along Green Court Rd to access Marwood. It has been reported that the lorries are going down as early as 5am and as late as 9pm. It was suggested that the road be narrowed to make it more difficult to get down. Cllr Kite said it seemed that activity was escalating so we really need some prompt action. Cllr Gough explained that it was really SDC's area but if for example there was an issue with waste disposal, this would come under KCC so could potentially investigate that angle. Cllr White said that it's been a problem for many years and the Parish Council needs to know exactly what is going on. Clerk to send Cllr Gough the background.</p>	Clerk
18/581	<p>A resident at the meeting requested that parking in Tylers Green Rd be added back on to the agenda as the problem is not resolved as cars and vans are still parking on the bend. Cars travel round that bend fast and it is a potentially dangerous situation. Cllr Gough said he had taken the issue up with Officers previously, but they did not see a case for yellow lines or action. Officers also felt that the main issue would be displacement as these vehicles would just move further along and potentially cause issues elsewhere. The resident said the road is wider and straight further along that road so if cars move along it will be less of a problem. Cllr Gough said he will take the issue up again, and also suggested that residents start a petition which could be taken to the Joint Transportation Board (JTB)</p> <p>DISTRICT COUNCILLOR STEPEN LINDSAY - Unable to attend but sent the following report:</p> <p>Please mention my timetable & summary that I sent you on the Local Plan.</p>	RG
18/582	<p>- The footpath at Woodmounts was cleared.</p> <p>- Can any Councillors let me know if any mobile homes (over & above the one allowed) are still there at Little Wested farm - the Enforcement Officer could not see any. I'll try & go before the next meeting if not.</p> <p>One that is new is:</p>	Clerk
18/583	<p>1 Daltons Road, Chelsfield, Kent, BR6 7QF</p> <p><i>'Demolition of existing chimney, garage, front porch, side and rear extension. Erection of a two storey side extension, single storey rear extension and a new front porch. Alterations to fenestration..</i> Crockenhill Parish Council have supported the application and recommend approval.</p> <p>The owner rang me – he was confused and a bit upset with the pre-planning advice he had been given. After speaking to SDC I told him he can extend the side of the house for the volume he wants - if he makes modifications to the design proposal (making it flush) & still be within the 50% limit. Regarding being able to build where his conservatory is at the back of the house - he'll need a separate application and it will hinge on proving that a structure was there for several decades. He's happy with the advice I gave and will talk to his architect.</p>	ALL CLLRs

18/584	<p>PLANNING</p> <p>a New applications</p> <p>4 Sounds Lodge Demolition of existing garage. Erection of two storey side extension with a new garage and single storey rear extension incorporating skylights. Alterations to fenestration.</p> <p>RESOLVED: Support</p>	Clerk
18/585	<p>b Decisions</p> <p>Site of the Former Crays Nursery, Stones Cross Road Confirmation of use of dog breeding facility - Site Of The Former Crays Nursery Stones Cross Road Crockenhill KENT BR8 8LT Decision - Refused</p> <p>38 Newports Formation of a vehicle access Decision - Granted</p> <p>40 Chalks Cottages, Cray Road Single storey rear extension and new lean-to roof. Decision - Granted</p> <p>1 Daltons Rd Demolition of existing chimney, garage, front porch, side and rear extension. Erection of a two storey side extension, single storey rear extension and a new front porch. Alterations to fenestration. Application - Withdrawn</p>	
18/586	<p>Enforcements (see Cllr Lindsay's section)</p>	
18/587	<p>Appeals</p> <p>None.</p> <p>A resident asked about Wild Wood as the Planning portal says that an appeal has been lodged. The Clerk said that she had not received an alert from SDC, which was the usual practise. Clerk to ask Cllr Lindsay to investigate.</p>	Clerk/SL
18/588	<p>PUBLIC QUESTIONS</p> <p>The issue of parking on Green Court Road was raised. It was suggested that photos of cars parked badly can be taken, if safe to do so, and uploaded to the Country Eye app for investigation. A resident made the point that the road sweepers can't clean the roads properly because of the way the cars are often parked.</p>	ALL
18/589	<p>FINANCE</p> <p>a. Statement of current financial position – provided to members</p>	

18/590	<p>b. Payments received and Accounts to be paid – list provided to members</p> <p>The following payments were unanimously agreed, as proposed by Cllr Waterton, seconded by Cllr Riches.</p> <p><u>Payments received</u></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: right;">£</th> </tr> </thead> <tbody> <tr> <td>Village Hall Committee grass cutting</td> <td style="text-align: right;">64.21</td> </tr> <tr> <td>Susan Pittman (Heritage Room)</td> <td style="text-align: right;">8,000.00</td> </tr> <tr> <td>Dibsdall Meadow Rent</td> <td style="text-align: right;">1750.00</td> </tr> </tbody> </table> <p><u>Accounts to be paid</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%;"></th> <th style="width: 20%;"></th> <th style="width: 15%; text-align: right;">£</th> <th style="width: 35%; text-align: right;">VAT£</th> </tr> </thead> <tbody> <tr> <td>771</td> <td>D Dyer</td> <td>Heritage Room</td> <td style="text-align: right;">2000</td> <td></td> </tr> <tr> <td>772</td> <td>Came & Company</td> <td>Insurance</td> <td style="text-align: right;">1751.07</td> <td></td> </tr> <tr> <td>855</td> <td>R Waterton</td> <td>Conference Expenses</td> <td style="text-align: right;">24.50</td> <td></td> </tr> <tr> <td>848 Co-op</td> <td>K Lane</td> <td>Clerk's salary (Sep)</td> <td style="text-align: right;">1337.94</td> <td></td> </tr> <tr> <td>849</td> <td>K Lane</td> <td>Clerk's expenses (Sep) see separate breakdown</td> <td style="text-align: right;">182.95</td> <td></td> </tr> <tr> <td>850</td> <td>HMRC</td> <td>Mth 7 NI/PAYE</td> <td style="text-align: right;">220.11</td> <td></td> </tr> <tr> <td>851</td> <td>Richard Abel Landscapes</td> <td>Grass cutting</td> <td style="text-align: right;">1203.50</td> <td style="text-align: right;">200.58</td> </tr> <tr> <td>852</td> <td>Neil Baxter</td> <td>Repairs – fencing etc</td> <td style="text-align: right;">128.60</td> <td></td> </tr> <tr> <td>853</td> <td>Emma Davies</td> <td>Wages</td> <td style="text-align: right;">113.05</td> <td></td> </tr> <tr> <td>854</td> <td>Julie Bradley</td> <td>Wages</td> <td style="text-align: right;">90.38</td> <td></td> </tr> <tr> <td>781</td> <td>All Souls PCC</td> <td>Grass cutting at Church</td> <td style="text-align: right;">600.00</td> <td></td> </tr> <tr> <td>782</td> <td>Crockenhill Village Hall</td> <td>Hall hire, foot clinic hire, electricity</td> <td style="text-align: right;">142.44</td> <td></td> </tr> <tr> <td>783</td> <td>Mrs Murrin</td> <td>Foot clinic</td> <td style="text-align: right;">126.00</td> <td></td> </tr> </tbody> </table> <p>c. Internal auditor role</p> <p>The Clerk reported that an internal auditor still has not been found. Cllr Kite said that she would be asking someone that week.</p> <p>d. Decision to be made regarding end of month salary payments</p> <p>The Clerk explained that she is currently working six weeks in arrears, sometimes longer as salary payments are only made following the meetings and that all depends when meetings take place, plus then it takes time for</p>		£	Village Hall Committee grass cutting	64.21	Susan Pittman (Heritage Room)	8,000.00	Dibsdall Meadow Rent	1750.00				£	VAT£	771	D Dyer	Heritage Room	2000		772	Came & Company	Insurance	1751.07		855	R Waterton	Conference Expenses	24.50		848 Co-op	K Lane	Clerk's salary (Sep)	1337.94		849	K Lane	Clerk's expenses (Sep) see separate breakdown	182.95		850	HMRC	Mth 7 NI/PAYE	220.11		851	Richard Abel Landscapes	Grass cutting	1203.50	200.58	852	Neil Baxter	Repairs – fencing etc	128.60		853	Emma Davies	Wages	113.05		854	Julie Bradley	Wages	90.38		781	All Souls PCC	Grass cutting at Church	600.00		782	Crockenhill Village Hall	Hall hire, foot clinic hire, electricity	142.44		783	Mrs Murrin	Foot clinic	126.00		<p>RK</p>
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18/591	<p>cheques to clear. The Clerk asked that salary payments be made at the end of each month and ratified at the following meeting. All Cllrs agreed.</p> <p>e. Decision to be made regarding Centenary event expenditure</p> <p>Cllr Waterton updated the Council on plans for the Centenary events. Unfortunately, we did not secure the Heritage Lottery Fund grant as they received a lot of applications and ours was not scheduled to be looked at until the end of November, which was obviously too late for us so we have had to withdraw our application. Cllr Waterton explained that we are now planning a slightly scaled-down version, without the fireworks. Lots of local groups and organisations are working together on this. A poster will go up in the village shortly, with timings advertised on Facebook too. Cllr Waterton is organising for the buntin templates to be printed and given to local school and children's groups. An updated version of the plan to be circulated to all Councillors after the next meeting of the working party, once it has been updated.</p>	RW
18/592	<p>Cllr White said he would speak to Angel Bakes about the possibility of donating a cake.</p>	TW
18/593	<p>It was agreed that a Punch and Judy show be booked to entertain the children. Proposed by Cllr Riches and seconded by Cllr White.</p>	RW
18/594	<p>It was also agreed that Cllr White purchases the ceramic poppies. Proposed by Cllr Waterton, seconded by Cllr Riches.</p>	TW
RECREATION & AMENITIES		
18/595	<p>a. Update on Cricket Meadow</p> <ul style="list-style-type: none"> • Appeal for reduction in rates <p>The Clerk reported that she now has a contact in the relevant department and has explained the history to them. They have requested evidence including any reports, photos etc to prove that the pavilion was not in use for a long time before it was demolished. Clerk to send as soon as much as she can find in the files.</p>	Clerk
18/596	<ul style="list-style-type: none"> • Plans for site <p>It was agreed that we would wait until Spring to arrange the top soil for the area where the pavilion stood.</p>	
18/597	<ul style="list-style-type: none"> • Meter cupboard <p>The Clerk is still to arrange quotes to have the meter cupboard repaired.</p>	Clerk
18/598	<ul style="list-style-type: none"> • Football <p>The Clerk has emailed the football team a few times but not received a response. Councillors said they did not think the football team were training on the Cricket Meadow any more. To remove from agenda.</p>	
18/599	<p>b. Harvestfield</p> <ul style="list-style-type: none"> • Maintenance <p>Most other maintenance work has now been carried out but the remaining Harvestfield work is still to be booked in.</p>	Clerk

18/600	<p>c. Village green</p> <ul style="list-style-type: none"> • Damaged fencing and repairs to benches <p>This work has now been finished.</p>	
18/601	<ul style="list-style-type: none"> • Bus stop repairs <p>Neil Baxter has made the bus stop bench good by sanding down the edges but the bench itself could not be easily removed. Clerk to take a look and decide whether the repairs are good enough or whether we need to ask if someone else is able to remove the bench.</p>	Clerk
18/602	<ul style="list-style-type: none"> • Daffodil planting <p>Cllr Waterton and the Clerk planted daffodils around the flagpole with some of the pre-schoolers.</p> <p>Clerk to arrange a condolence card for Keith Jones. A £50 donation to be made to the charity/charities requested by the family. Proposed by Cllr White, seconded by Cllr Kite.</p>	Clerk
18/603	<p>f. Heritage Room update</p> <p>The Clerk reported that the most of the work is finished. The security door is being re-made as it was not made to the correct specifications first time round. Cllr White requested that a meeting be arranged with Dr Susan Pittman to discuss the Heritage Room and how it would be managed going forward.</p>	Clerk
18/604	<p>g. Allotments update</p> <p>The Clerk reported that two allotments had recently been taken, with two more people interested. The Clerk is going to inspect the plots with John Mullen soon. Cllr White said that the vacant plots on the right are very overgrown.</p> <p>ADMINISTRATION</p>	
18/605	<p>a. SDC's Community Plan Consultation Survey</p> <p>The Clerk to re-circulate this. Responses required by 24th October.</p>	Clerk
18/606	<p>b. Passwords for Parish Councillors</p> <p>The Clerk gave envelopes containing key passwords to Cllr Waterton and Cllr Jenkins to store safely off-site.</p>	
18/607	<p>c. NatWest complaint</p> <p>The Clerk explained the issues that we have been having with the Nat West account. An official complaint has now been lodged.</p>	
18/608	<p>d. Next year's Community Lunch</p> <p>A date for next year's community lunch to be agreed. It was suggested that the Clerk contacts Ruth Fluin-Hardy for suggestions for a new entertainer.</p> <p>e. Meeting with West Kent Housing inc posters and <i>Love your dog roadshow</i></p>	Clerk

18/609	It was agreed that the roadshow was not necessary as it has been done before. Clerk to cancel but to try and arrange a bulk waste collection.	Clerk
18/610	Cllr Jenkins said that he did not agree that the meeting with West Kent should have gone ahead. Cllr Waterton explained that the meeting was just about parking and the possibility of creating some parking spaces in the land by the entrance to Harvestfield, as some residents had raised this with her as an issue. Cllr Jenkins asked that all Councillors ask people to send queries/complaints/comments through the Clerk as a starting point to ensure that everything is official.	
18/611	<p style="text-align: center;">f. Meeting re village 'twinning'</p> <p>Cllr Sutherland explained that he and Cllr White had met with Cllr John Barnes, ex-Mayor of Swanley to discuss how he had gone about arranging twinning projects. Volunteers are needed from the local community to form a Committee. We then need to find a similar village. The whole process takes between 12-18months. Cllr Sutherland to send the Clerk a few lines for the Newsletter.</p>	DS
18/612	<p style="text-align: center;">g. Update on Youth Outreach Project</p> <p>West Kent's Youth Worker, Roxanne Frost, has been running this project. She has updated the Clerk with feedback from the first few sessions. Roxanne and her team have engaged with a small group of local children who have been working on a consultation paper and they have been asking local children to complete the questionnaire with ideas for the kinds of things they would like to see in their local areas, and how they would like to get more involved with projects in the community. A meeting will be arranged once the sessions have finished to determine next steps.</p>	Clerk
18/613	<p style="text-align: center;">h. Community and Voluntary Awards</p> <p>It was agreed that the Parish Council put forward a member of the local community whom they all agreed was deserving of a Community and Voluntary Award for her dedication to the village. Clerk to ask Ruth Fluin-Hardy for background information.</p>	Clerk
18/614	<p style="text-align: center;">i. Key cabinet</p> <p>The Clerk has now had the key cabinet installed and all keys are now ordered and securely stored. All documents locked away as per GDPR requirements.</p>	
18/615	<p style="text-align: center;">j. Documents and policy adherence</p> <p>The Clerk reported that now that policies and procedures are in place and many revised, it was now important to make sure that we are following the procedures in all areas. Clerk to check all documents for policy/process adherence.</p>	Clerk
18/616	<p style="text-align: center;">k. Model publication scheme</p> <p>The Clerk reported that the Model Publication scheme has been updated on the website. It was not clearly laid out before. All Councillors to read through on the website and report back if they have any queries.</p>	ALL CLLRs

18/617	<p>HIGHWAYS & LIGHTING</p> <p>It was reported that two street lights have been repaired/bulbs replaced and some pruning work carried out.</p> <p>SUPPLEMENTARY ITEMS</p> <p>Resilience workshop Cllr Waterton reported on the resilience workshop that she recently attended. She is writing a piece for the Newsletter so that we can request the information needed to update the Emergency Plan for the village. Clerk to promote the Powercut scheme to villagers.</p> <p>Cllr Kite closed the meeting at 10.35pm.</p>	Clerk