

HIGH HALDEN PARISH COUNCIL
Minutes of the Virtual Annual Parish Council Meeting
held on Tuesday 4 May 2021 at 7pm on Zoom Pro

16/21 Present and Apologies

Present: Cllr Robinson (Chairman), Cllr Sargent (Vice-chairman),
Cllrs Ms. Dawes, Mrs Harris, Mrs Pickering and Mrs Wheeler
Mrs L Goldsmith (Clerk) and 4 members of the public participated.
Apologies: Cllr. Pickering (Ward Member)

17/21 Declarations of Interest

Cllr Mrs Pickering: Voluntary Declaration as the spouse of the ward member.

18/21 Election to Parish Council roles

Resolved that the following be elected:

Chairman: Cllr Robinson

Vice-chairman: Cllr Sargent

Personnel and Training Committee: Vacant

Finance Committee: Cllr Mrs Harris

Planning Portfolio holder: Cllr Pickering

Village Events Committee (HHVEC): Cllrs Robinson and Sargent

KALC representative: Cllr Robinson

COVID-19 Group: Cllr Robinson

Hall Management Committee: Cllr Sargent

19/21 Declaration of Acceptance of Office

The Declaration of Acceptance of Office and Undertaking to observe the Code of Conduct to be signed by the Chairman and returned to the Proper Officer of the Council.

20/21 Appointment and scope of Internal Auditor

The Chairman advised that Mr David Buckett is willing to act as the Internal Auditor for the Parish Council. The scope of the internal audit is for the Auditor to report to the Parish Council on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Resolved: That Mr David Buckett be appointed as Internal Auditor for 2021/2022.

21/21 Minutes of the meeting of 12 April 2021

Resolved: That the Minutes of the meeting held on the 12 April 2021 be approved and confirmed as a true record.

22/21 Matters Arising

22/21-1 – Update on Twinning Opportunity with Gruson, France: After much debate Members were in agreement that the village is not in position to move forward with this at the moment. Members were in agreement that any twinning should not be run solely by the Parish Council and that there has not been enough time to canvass residents and local organisations for their support. It was **resolved** that the Clerk advises Bethersden Parish Council of this decision and that the Clerk should research the village's views on twinning through both the facebook page and website.

22/21-2 – Update on the replacement of a noticeboard: Cllr. Harris advised that a local person has agreed to make a replacement noticeboard for The Chennells charging just £600.00 for his labour and that he has kindly offered to donate the oak timber free of charge. Members were delighted to hear this and asked Cllr. Harris to pass on their thanks along with a request for the inside board to be magnetic.

23/21 Open session

A member of the public thanked Members for continuing to support the village through the pandemic. Members of the public expressed their disappointment that Planning Inspectorate has cancelled the appeal hearing for Herwish, Martens Lane which was due to be held on the 26 May 2021 and now not expected to take place until November 2021. Concern was expressed about the ongoing activities on the site and the length of time enforcement is taking.

In response to a query about the number of business adverts on the village facebook page Cllr. Robinson explained that it has been decided to stop businesses advertising on the village page, with the exception of those that operate and reside in the village.

A member of the public advised that the dog waste bin by the footbridge to the back of the Chennells has been removed.

A member of the public expressed concern over planning protocols that allows for the footprint of approved development to be increased as a non-material amendment. A non-material application, 19/01769/AMND/AS has been submitted to ABC for the Land east of Hope House where the footprint of some of the proposed 28 dwellings has been increased. Cllr. Mrs Pickering offered to look at this application. The member of public is also concerned about the possibility of further development and infilling on the land between Monarch House and Bourne Farm.

24/21/1 PCSO's report – There was no report.

24/21/2 Community Warden report – Kathy Carter hopes to attend the next meeting to give a report.

25/21 To discuss how to provide allotments in the village

Members are keen to progress a suggestion to provide allotments in the village. Section 106 monies due from all the new development in the village have been allocated to this project. The Clerk will post a request for land, whether it be to lease or buy, on the facebook page and website to raise awareness that the Parish Council is looking for suitable land.

26/21 To discuss starting a Speedwatch Scheme

With an ease in restrictions speedwatch schemes have been allowed to resume. The Clerk will post a request for more volunteers on the facebook page and the website and will make contact with the person who has already volunteered to help. Online training will need to be completed by any volunteers. Cllr. Dawes kindly offered to help and Cllr. Robinson asked to complete the online training. Once a scheme is established Kent Police can provide signs warning motorists that the village operates speedwatch which may also help with a reduction of the speed of traffic.

27/21 Planning

Cllr Mrs Pickering assumed the Chair as Planning Portfolio holder.

Planning applications

To discuss any planning applications received:

21/00682/AS - Land to the South of Sicklefield House, Ashford Road, St Michaels

Reserved matters application to consider appearance, landscaping, layout, scale and associated works pursuant to outline planning permission 18/00759/AS.

Resolved: No comment

21/00723/AS – Boniface Farm, Shawlands Lane, High Halden

Variation of condition 1 on planning permission 21/00217/AS (access, appearance, landscaping).

Resolved: No comment

Planning applications received after distribution of the agenda:

21/00726/AS – Broombourne Farm, High Halden

Insertion of two single casement windows and two rooflights to previously approved rear extension LBC application number 20/01443/AS

Resolved: No comment

Approvals:

19/01525/CONB/AS – Hallmark Farm, Ashford Road, St Michaels

Discharge of conditions 3 and 4 (drainage)

18/00262/COND/AS – Land between Ransley Oast and Greenside, High Halden

Discharge of condition 10 (External Materials)

21/00363/AS – Hales Place, Woodchurch Road, High Halden

Change of use of land to residential and relocation of garage as approved under 20/00342/AS

18/00759/CONA/AS – Land to the South of Sicklefield House, Ashford Road, St Michaels

Discharge of condition 14 (Great Crested Newt and Reptile Strategy)

21/00480/AS – Wrens Nest, Nest Lane, High Halden

Provision of a sand school for domestic use at existing paddock

21/00388/AS & 21/00389/AS – Little Bedgebury Farm, High Halden

New side porch and alteration of external steps. Window & door alterations; new dormer window and revision to door openings; master bedroom hipped roof extension including French doors and Juliet balcony and pitched roof over existing dormer

20/001147/AS – New Barn Farm, Ashford Road, High Halden

Demolition of existing small building and erection of single dwelling with integral garage and significant landscape and biodiversity enhancements

Refusal: None to consider

Prior approval refused: None to consider

Withdrawn:

21/00170/AS – Vicarage, Ashford Road, St Michaels

Outline planning application for erection of 25 dwellings including access

Other Planning Matters: Nothing to consider

CLlr Robinson resumed the Chair

28/21-1 To approve the Annual Governance Statement

Resolved: That the Annual Governance Statement be approved.

28/21-2 To approve the Accounting Statements for the year

Resolved: That the Accounting Statements for the year 2020-2021 be approved.

28/21-3 To agree payments in accordance with the Budget and note receipts

Resolved: That the following payments be made in accordance with the Budget and receipts noted:

Payments

Cheque/Transfer	Details	£
Transfer	L Goldsmith (April Expenses)	132.43
Transfer	L Goldsmith (April Salary)	449.60
Transfer	HMRC (April L Goldsmith)	112.40
Transfer	Barrie Croucher (Caretaking)	52.32
Transfer	Mint Fresh (Bus Stop Cleaning)	60.37

Receipts

Details	£
ABC Precept First Instalment	16,939

Balances as at 4 May 2021

Unity Trust Account: £43,184.03

Nat West Business Reserve Account: £30,127.00

28/21-4 Report of the Internal Auditor

The Clerk reported that the Internal Auditor inspected the accounts and the internal financial controls on the 28 April 2021. The Clerk has not received the full report yet but advised Members that the Internal Auditor was pleased to see that many of the areas of concern from last year have been addressed. He was also pleased to see that the Parish Council has switched to online banking. The Internal Auditor has suggested that the tax implications for the Park Keeper and Caretaker need to be reviewed. Ideally the Parish Council should deduct the tax at source or both roles need to demonstrate that tax is being paid on income received.

28/21-5 VAT Claim

The Clerk advised Members that two claims have been submitted to the HMRC since Christmas but no payment has been received. The Internal Auditor suggested that other parishes are experiencing the same problem. The Clerk will follow up with HMRC.

29/21 Reports

29/21-1 Ward member

Cllr. Robinson read out a report received from Cllr. Pickering. ABC is looking at their waste disposal system which has been running extremely successfully and have decided to stay with the Mid Kent Partnership jointly managing all the facilities. The waste contract with Biffa ends in 2023 and ABC is keen to renew this contract as Biffa have been outstanding during the pandemic with no slip up of services and ABC is one of the few authorities that provide refuse collections on a Bank Holiday. ABC is now starting to discuss going back into the office after the 21 June 2021 and likely to be limiting desk numbers to 150 to keep some social distancing. However, ABC is very conscious that quite a few staff want to return to the office as home working does not appeal. ABC is undertaking a staff survey regarding home working and it will be interesting to see the results. ABC has been particularly successful in setting all the staff up with systems in order to continue to provide a professional service to the Borough. Cllr. Pickering will shortly be chairing the Joint Consultative Committee. At this meeting the final version of the new structure for the Planning Department will be discussed before it goes to Cabinet for sign off.

29/21-2 Highways

The Clerk has circulated a mock-up provided by KCC of the missing village sign. Members approved the design of the sign but questioned the proposed location. The Clerk was asked to advise Highways that the sign needs to be positioned in the same location as the previous sign which was near to High Halden Care Home. The Clerk reported that Aspire attempted to install the new waste/dog waste bin in one corner of the village hall car park but detected power cables underneath the tarmac from either the street lights or telegraph pole. Members **resolved** that the Clerk requests that the bin is installed in the other corner of the car park. The Clerk has received reports that a plank of wood has broken off the side of the bus shelter at The Chequers. David Ball kindly agreed to mend this and will provide an invoice for materials used.

29/21-3 Marketing/projects

Nothing additional to report

29/21-4 Finance Committee

Cllr. Harris reported that the Clerk is in the process of adding Cllr. Dawes as a signatory on the new online account.

29/21-5 KALC – There has been no meeting

30/21 Information item:

30/21 – 1 HHVEC update

A meeting was recently held to discuss which social events to hold once restrictions ease. A Race Night, Picnic on the Green and a Boot Fair where village organisations could also have stands are all being considered. It is hoped that many of the club activities will resume in June as restrictions are eased. The Charman's role has not yet been filled.

30/21-2 COVID-19 Group

Cllr. Robinson report that the High Halden Covid Group will continue to support residents in the community if needed.

31/21 Any other Business

Cllr. Sargent hopes to install the benches on the recreation ground very soon with the help of David Ball. The Clerk will advise the Bourne family.

32/21 Items for the next Parish Council meeting

Nothing additional

33/21 Date of next meeting

The next Parish Council Meeting will be held on Monday 14 June at 7pm in the Memorial Hall

The meeting closed at 8.19pm