

## HUNTON PARISH COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON MONDAY 18<sup>TH</sup> JULY 2022 AT 7:30PM AT HUNTON VILLAGE HALL

**PRESENT:** Cllr D Heaton in the Chair, Cllrs T Stanbridge, J Fuller and Mike Summersgill (arrived part way through the meeting), and Mrs S Goodwin, Clerk

**IN ATTENDANCE:** No one.

#### 1. APOLOGIES

Apologies for absence were received and accepted from Cllr J Goddard and Cllr Trought.

#### 2. FILMING AND RECORDING

There was no one in attendance to film, record or photograph the meeting.

#### 3. COUNCILLOR DECLARATIONS

##### 3.1 Declaration of Interests

There were no declarations of interests.

##### 3.2 Dispensations

There were no requests for dispensations.

#### 4. MINUTES OF THE FULL COUNCIL MEETING HELD ON 9<sup>TH</sup> MAY 2022

The minutes of the meeting held on 9<sup>th</sup> May 2022 had been previously distributed. The Chairman signed the official copy of the minutes.

#### 5. MATTERS ARISING FROM PREVIOUS MINUTES NOT INCLUDED IN THE AGENDA

Item 2 – Cllr Trought agreed to remain as Vice Chair for the forthcoming year and completed the Declaration of Acceptance of Office.

Item 8.2 – The Clerk contacted Martyn Jeynes at MBC Community Protection regarding antisocial behaviour on Redwall Lane. He has asked his officers to investigate. A follow up email has been sent.

Item 15.5 – The Annual Governance & Accountability Return was submitted to PKF Littlejohn LLP.

Item 16.1.4 – The case officer's emails were forwarded to Borough Cllrs Webb and Parfitt-Reid.

#### 6. POLICE

##### 6.1 Police

One crime has been logged on the e-watch website since the last Parish Council meeting:

19/05/22 – East Street – Two men broke into a courtyard and stole antique bandstand parts. They were in a grey Nissan Navara. The police have the registration and are continuing their enquiries.

##### 6.2 Huntonwatch

Nothing to report other than a regular series of scams are still being reported to Huntonwatch.

#### 7. LOCAL COMMUNITY

##### 7.1 King George V Playing Field Committee

The newly elected Chairman of the Committee, Simon Taylor, was unable to attend the meeting, but provided the following report:

The Committee held its annual general meeting on 13<sup>th</sup> July 2022, after a walk round of the field boundaries. All the current trustees agreed to remain on the Committee for the coming year and Sharon Goodwin agreed to continue in the role of secretary. The chairman offered his heartfelt thanks for Sharon's continuing efforts. The current chairman, Steve Jones, advised the Committee that it was his intention to step down from the role and Simon Taylor was elected as incoming chairman to take over.

The Committee then held its first management meeting of the new year which mainly revolved around matters relating to the boundary walk. In particular, the following actions were agreed:

- Minor repair work to the play equipment will take place during the autumn. This will include painting the multiplay unit and the replacement of the slide platform timbers. Date to be set at the next meeting.
- The recently installed platform at the other end of the multiplay unit is lifting in a couple of places where it is not secured. This will be resolved promptly.
- The Jubilee hedge is suffering from the dry weather and some plants have gone missing from the North-West corner of the field. Gaps will be infilled in the Spring subject to the majority of the hedge surviving.
- The area where the old cricket pavilion was located needs attention. It was originally proposed to concrete this over but the costs are likely to be prohibitive. Similarly, the cost of backfilling with hardcore and topsoil is likely to be very high. As an alternative, the suggestion was made to fence off this area with a post and rail fence and allow it to revert to nature (the main issue being keeping people off the very uneven, soft ground caused by the presence of a rabbit warren).
- Ongoing significant damage to the cricket outfield is being caused by rabbit scrapes, which are being re-dug almost immediately after filling. This is the worst it has been for many years and the Committee had previously decided to employ a pest control contractor, who visits for the first time this week, after having success with removing moles from the Bowls Club, where they have been causing mayhem.
- A replacement gate post will be sourced for the Orchard – the existing one has rotted.
- The Committee has explored the possibility of installing a tractor on springs as an additional item of play equipment, within the current yellow fenced area. It has now been confirmed that due to its low fall height, this can be installed without a safety surface and accordingly we are going ahead with the supply of this unit, at a likely cost of around £800.

Other items discussed were the need to check water consumption during the very dry weather, the rising cost of electricity for the sports clubs, the planned bonfire and fireworks event in November and the replacement of the Little Owl box at the bottom of the field.

A proposed Memorandum of Understanding was presented to the meeting, this being a statement of the basis under which the cricket and football clubs use the Parish Council facilities, and which will outline the responsibilities and obligations of both parties for future use. This was welcomed by the Committee and some minor changes proposed. It is hoped that this will be adopted at the next meeting.

During the walk round of the field boundary, the Committee were invited into the Football Club changing rooms, which had been recently refurbished. The Parish Council had overhauled the electrics and the Football Club had been busy renovating and decorating the interior. It was noted that there had been a huge improvement in the facility and the Committee gave a vote of thanks to the Football Club's representative.

The Clerk advised that the Football Club has supplied receipts for the following work on the changing rooms: replacing the outside door; painting internally and externally; retiling the shower room; and other routine maintenance tasks. The costs total £406.72, which Members **Agreed** should be reimbursed to the Football Club. No labour costs were incurred as the work was carried out by members of the Football Club.

## 7.2 Traffic & Road Safety Working Party/Highways

### 7.2.1 Update

Cllr Goddard was unable to attend the meeting. Cllr Summersgill raised the following points from the last Traffic & Road Safety Working Party meeting, held on 17<sup>th</sup> June 2022:

- The T&RSWP would like to know if the Parish Council asked MBC about planning permission for the field access on Redwall Lane, or just KCC. The Clerk stated that she had contacted Claire Chewter of KCC Highways, who had taken photos and confirmed that it would need planning permission from MBC. She will ask the Enforcement Team if this has happened and will confirm with her engineer whether approval was sought from KCC Highways.
- A Hunton Herald article on hedges over footpaths is with the Editor for the August issue. The article on Speedwatch (and a potential Gmail address for reporting traffic concerns/violations) will be in the September issue.
- A list/plan of drainage gullies and road signs on George Street, Redwall Lane and East Street (south) is being compiled. Nothing has been done for West Street and adjacent roads yet.
- The next T&RSWP meeting will be held in late September, after the next Parish Council meeting.

Cllr Fuller has contacted Cllr Summersgill about signs which are obscured on West Street. The Clerk will log the following on the KCC Highways portal relating to West Street: obscured 30mph/40mph road signs and the 'dangerous curve' road sign which has been knocked down. **ACTION: CLERK**

### 7.2.2 **Kerbing Outside the School**

Cllr Goddard has obtained a quote of £3,712.70 for the installation of 89m of double height 225mm x 112mm half battered kerb line in front of the school. This includes a cost of £503.36 for closure of the road for 5 days.

Members **Agreed** that the quotation should be accepted.

ACTION: CLLR GODDARD

## 7.3 **Tree & Pond Warden**

### 7.3.1 **Update**

Cllr Summersgill had nothing to report.

### 7.3.2 **Tree Remedial Work**

Quotes were requested from four tree surgeons for the remedial work recommended in the recent Visual Tree Assessment. Members reviewed the quotes received from Tregoning's Trees, Day Tree Fellers and Hood's Tree Services. A quote has not been received from Broadleaf Tree Surgery as yet. Members **Agreed** that the quote of £540 from Hood's Tree Services should be accepted on the basis of it being the best value for money and their previous work, unless Broadleaf Tree Surgery provide a more competitive quote by the deadline of the end of July.

ACTION: CLLR SUMMERSGILL

## 8. **COUNTY AND BOROUGH COUNCILLORS**

### 8.1 **County Councillor**

County Cllr Simon Webb was unable to attend the meeting but had provided a written report.

### 8.2 **Borough Councillors**

None of the borough councillors were able to attend the meeting but Cllr Simon Webb had provided a written report.

## 9. **PARISH MATTERS**

### 9.1 **Parish Councillors**

Cllr Summersgill advised that the current editor of the Hunton Herald has been contacted by the husband of Helen Grant MP, asking to place an article in the Hunton Herald to let parishioners know that Mrs Grant would like to hear of any parish issues she can help with. Members **Agreed** that it would be a good idea. The article in the Hunton Herald will include Cllr Heaton's contact details; Cllr Heaton will then contact Mrs Grant with issues raised. One issue worth raising would be in relation to policing as Hunton does not currently have a PCSO.

ACTION: CLLR HEATON

### 9.2 **Flooding**

Cllr Summersgill has made a list of those properties affected by the new Environment Agency (EA) mapping. More houses are affected by the 2019/20 fluvial mapping. Cllr Summersgill has contacted the householders of 35 properties at risk according to the mapping, to ask whether they were contacted by the EA in 2015, whether they have had any flood protection measures installed and are signed up for EA flood warnings. Seven responses have been received so far. Cllr Summersgill will compile a spreadsheet of information before the next Parish Council meeting.

ACTION: CLLR SUMMERSGILL

### 9.3 **Climate Change and Sustainability**

Members **Agreed** that climate change and sustainability should become a standing agenda item.

Cllr Summersgill advised that the Parish Council should think about how to measure carbon usage. Cllr Summersgill and Cllr Fuller **Agreed** to look at this further, in terms of defining baseline numbers to measure against.

ACTION: CLLR SUMMERSGILL/CLLR FULLER

### 9.4 **Neighbourhood Plan**

Cllr Simmons was not at the meeting, so the item was deferred.

### 9.5 **Vote of Thanks**

Roger and Ann Sawtell will be leaving Hunton at the end of the month. All Members gave a vote of thanks to Roger, who had previously been chairman of the Parish Council for 19 years. Ann had also been an

active member of the village. A card will be circulated for the Parish Council to sign and Cllr Heaton will write an article for the Hunton Herald. ACTION: CLERK/CLLR HEATON

## 9.6 Clerk's Report

The Clerk advised that she will be on leave from 3<sup>rd</sup> to 14<sup>th</sup> August.

The Parish Council's bank details have been provided to the Treasurer of the former Fete Committee, so the Fete Committee bank account can be closed and the balance transferred to the Parish Council.

Members **Agreed** that the Clerk could attend the KALC Clerks' Conference on 7<sup>th</sup> September 2022 (cost of £50 plus VAT).

## 10. FINANCE

### 10.1 Budget Monitoring Report

The Budget Monitoring Report to 30<sup>th</sup> June 2022 was **Noted**.

Cllr Heaton noted that the FIT receipts should increase due to the sunny weather.

### 10.2 Income Received

Members **Noted** that the following income has been received since the last meeting:

Maidstone Borough Council – Parish Services Scheme grant (first half)	£838.50
HMRC – VAT recovered for 2021/22	£1,711.75

The bank reconciliation was reviewed and signed by Cllr Stanbridge.

### 10.3 Payments Made

Members **Approved** the following payments made since the last meeting:

SO – Sharon Goodwin – Salary & office allowance – April	£472.10
SO – Sharon Goodwin – Salary & office allowance – May	£472.10
Npower – Street light electricity	£24.63
VCS Websites – Web hosting	£100.00
Hunton Village Club – s145 grant for Queen's Platinum Jubilee event	£129.68
SO – Sharon Goodwin – Salary & office allowance – June	£472.10
Unity Trust Bank – Service charge	£18.00

### 10.4 Electronic Payments

Members **Approved** the following payments. Cllrs Summersgill and Heaton will authorise the payments set up in Unity Trust Bank using online banking:

Silva Arboriculture Ltd – Visual Tree Assessment	£440.00
SLCC – Annual membership subscription	£112.00
Hunton Village Club – Chairman's Allowance - APM drinks	£61.70
Npower – Street light electricity	£19.77
CPRE – Annual membership subscription	£36.00
Hunton Village Club – s145 grant for Queen's Platinum Jubilee event	£112.84
Sharon Goodwin – APM food / Travel expenses / Postage / Stationery	£150.75
Hunton Football Club – Reimbursement for repairs and decoration of the changing rooms	£406.72

### 10.5 Hunton Village Hall

Cllr Heaton informed Members that Hunton Village Hall Committee is planning to replace the current heaters in the Village Hall with infrared heaters. Celotex insulation will subsequently be fitted on the roof. Infrared heaters will reduce the power input by 40% but produce the same or more output. The Committee would like to install the heaters as soon as possible, before winter, to reduce the fuel bills. The heaters will cost approximately £8,000, which would be paid back in three to four years by the reduction in the fuel bills. The Committee did consider air source heating but a lot of insulation is required, not just the roof.

Cllr Heaton confirmed that there would be no ongoing maintenance costs and the heaters would just be in the main hall. A £500 grant will be received from County Cllr Simon Webb. Grant funding will be sought for the next phase of works, which is to replace the windows.

Members **Agreed** to provide a grant of £2,500 towards the new heating system.

## 10.6 Village Hall Insurance

The Village Hall Committee has paid the Village Hall buildings insurance premium, to which the Parish Council has contributed 80% in previous years. The premium this year is £1,017.13 (2021: £920.14), so an 80% contribution calculates as £813.70 (2021: £736.11).

Members **Agreed** to contribute £813.70. The Clerk will set up an online payment for Cllrs Summersgill and Heaton to authorise.

ACTION: CLERK/CLLRS SUMMERSGILL & HEATON

Cllr Stanbridge noted that the insurance premium may reduce once the infrared heaters are installed.

## 10.7 Authorised Signatories

The Clerk has completed the Unity Trust Bank account management form to add Cllr Fuller to the list of authorised signatories for the Council's bank accounts.

Members **Agreed** to the addition of Cllr Fuller as an authorised signatory and the form was signed by Cllr Fuller and authorised.

ACTION: CLERK

## 10.8 Risk Assessment

The Parish Council last reviewed the risk assessment on 19<sup>th</sup> July 2021. The Clerk has re-examined the risk assessment and made minor changes.

Members reviewed the risk assessment and **Agreed** to adopt it. Cllr Heaton signed the document.

## 11. PLANNING

### 11.1 Planning Enforcement

#### 11.1.1 Little Clock House, George Street – 22/500288/BOC

An email has been received from Sue King from MBC Planning Enforcement, closing case 22/500288/BOC, which related to a breach of planning conditions at the site.

However, Cllr Summersgill is aware that two people live on the site, according to the electoral roll, who are not part of the Lee family, which is a breach of planning conditions.

Members **Agreed** that the Clerk should ask Sue King to reopen the case to enforce the 2014 planning conditions, copying in Rob Jarman (Head of Planning) and Borough Cllr Simon Webb.

ACTION: CLERK

#### 11.2 Maidstone Borough Council Planning Processes

Members reviewed the letter prepared by the Clerk to the Head of Planning at MBC, outlining issues with the current planning processes. Subject to several changes, Members **Agreed** that the letter could be sent.

ACTION: CLERK

#### 11.3 Green Issues

Members **Agreed** that the following wording should be used in planning application responses for new build properties and major extensions:

If MBC is minded to approve the application, the Parish Council would ask that conditions are included to cover:

- Provision of renewable energy sources such as air / ground source heat pumps or photo voltaics
- Provision of EV charging points
- Native planting within any landscape plan
- Provision of swift and bee bricks, bat and bird boxes
- Wildlife friendly boundaries
- Encourage higher levels of thermal insulation and airtightness
- Permeable parking and footway surfaces
- Minimal light pollution in external lighting design

#### 11.4 Planning Decisions

Members **Noted** the following planning decision, made by Maidstone Borough Council since the last Planning Committee meeting:

##### 11.4.1 15 Bensted Close - 22/502314/FULL

Erection of a part two storey and part single storey rear extension.

Parish Council recommendation: The Parish Council was unable to provide an informed response to the

planning application, due to the lack of information (Design & Access Statement) on the MBC Planning Portal.

Maidstone Borough Council decision: Permitted.

**12. DATE OF NEXT MEETING**

The next full Parish Council meeting will be held at 7:30pm on Monday 19<sup>th</sup> September 2022 at Hunton Village Hall.

**There being no further matters to discuss the meeting closed at 9:46pm.**