

Little Chart Parish Council

*Agreed Minutes of Ordinary Parish Council Meeting declared open at 7.32pm at the Village Hall,
The Street, Little Chart, Ashford, Kent TN27 0QB on Tuesday 9th July 2019*

| Unique Minute Number 73/ | Business | Record | Action (by whom, and within what timescale) |
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| 1 | Note of Persons Present | Cllrs Brasier, Ladds, Beck, Rivolta, Kent County Councillor Simkins, 1 member of the public, Mr Stanley (Webmaster), Mr Sharpe (Clerk and Responsible Financial Officer RFO) | |
| 2 | Apologies for Absence | Cllr Diebel | |
| 3 | Declarations of Interest | There were no Declarations of Pecuniary, Significant or Other Interest. | |
| 4 | Minutes of the Annual Parish Council Meeting 14 th May | These were read and agreed as a true record and Cllr Brasier signed them. | Clerk to place paper copy in Minutes Book immediately, and ensure website is updated by 30 th July |
| 5 | Matters Arising | Kent County Council Speed Survey in Little Chart – the Clerk reported that Kent Highways had finally arranged for the equipment to be installed at three locations where the declaratory 30mph signs define the ‘village envelope’, four months after having been paid for the work by the Parish Council (PC). The Chairman noted that he had seen the speed strips across the road on Swan Lane, and the PC look forward to the results with interest. The Chairman also noted the circulation by email of Ashford Borough Council’s Leader Briefing Notes for Parishes, with approval. | Clerk to ensure circulation by email to all Parish Councillors, on an ongoing basis. |
| 6 | County Councillor report Charlie Simkins | Cllr Simkins attended in person by invitation from the Parish Council, and spoke to his previous written report from March 2019. Highways issues were of particular concern to PC Members, and KCC Cllr Simkins stated that he is able to nominate locations for full resurfacing within Ashford Rural West ward, where KCC Highways patching has been ineffective in maintaining an acceptable road surface. As County Councillor he also has a ward budget which PCs may call on, this year £15K divided equally between the 11 Parish Councils in his ward. | |
| 7 | Public Interval | The member of the public present elected not to speak at this juncture. Clive Stanley (Webmaster) reminded Councillors that Little Chart PC website is provided by EiS of Kent County Council. He asked KCC Cllr Simkins if EiS were ready for the public body Website Accessibility Regulations, coming in to force in September 2020, so that he - Clive Stanley - could review content and presentation in a timely manner for the PC. KCC Cllr Simkins agreed to approach EiS and find out the position. | KCC Cllr Simkins to report on the answer to this question to Clive Stanley and the Clerk, by Friday 30 th August, in time for the agenda to be prepared for the next PC meeting. |

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| 8 | Financial report | <p>The RFO reported to the PC that the bank reconciliation at the date of the meeting was correct, with no uncleared cheques or payments in transit. The main account holds £19,615.35 and the No 2 account £0.01 (to keep it open). The RFO presented vouchers for the following payments and the cheques were agreed and signed – proposed R Brasier, seconded J Ladds.</p> <p>Came & Company Insurance top-up £14.86 Lionel Robbins Internal Audit £75.00 HMRC for previous Clerk’s PAYE £68.40 Clive Stanley Webmaster Services £49.00 Satswana Limited for Data Protection£180.00 Michael Sharpe Salary May & June £214.38</p> <p>The RFO also requested 2 signatories to endorse a letter to the Bank to change the correspondence address for statements etc and this was agreed, proposed R Brasier, seconded J Ladds</p> | |
| 9 | <p>Planning Applications: 19/00847/AS Old School House, The Street, Little Chart,</p> <p>19/0113/TC tree work at The Granary, Little Chart Forstal</p> | <p>The Council viewed the paper documents sent by the Planning Authority Ashford Borough Council (ABC) for this planning application. It noted the submitter and landowner for Old School House is a Member of the PC, who was not present at the meeting. It also examined the printed-out papers for the tree work application. After discussion the Council RESOLVED to support both the planning application and the tree work application. Proposed Cllr Brasier, seconded Cllr Ladds</p> | <p>Clerk to communicate ‘support’ to ABC using online Planning Portal, by 19th July 2019</p> |
| 10 | The Plantation fencing project | <p>The Parish Council reviewed a number of options for protecting the greensward from vehicle damage. After discussion it RESOLVED to place local ragstone boulders as boundary markers rather than continuous fencing rails. Proposed R Brasier, seconded J Ladds. More active management of the tree cover and meadow flower growth were also generally approved of.</p> | <p>R Brasier to arrange supply of boulders and transport locally, when convenient. Clerk to contact KCC Highways and check spacings, by 19th July.</p> |
| With the permission of the PC Clive Stanley left the meeting. | | | |
| 11 | The Ruins of St Mary’s Church – concerns about further deterioration | <p>The Clerk reported a telephone contact from a concerned local resident over the deterioration of the Grade II Listed Ruins on Pluckley Road, within the Parish. Historic England List Entry Number 1004208.</p> | <p>Clerk to draft a letter to ABC Head of Estates, as landowner, by 19th July.</p> |
| 12 | Village Hall Management Committee (VHMC) request for funding up to £600 | <p>The Parish Council considered a request for grant-in-aid from the VHMC. The Chairman confirmed that the PC budgeted amount for 2019/20 was £400, which would cover the Buildings Insurance element of the premium to be paid. He proposed that this payment should be made, seconded J Ladds, and the PC RESOLVED accordingly.</p> | <p>Clerk to give the signed cheque to the VHMC Treasurer, with an explanation of the amount, by 13th July.</p> |

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| 13 | General Data Protection Regulation (GDPR) – expenditure on continuing requirements | The Clerk notified the PC of an email Renewal Notice from the Information Commissioner’s Office, requesting £40 by 14 th August, received too late for inclusion in the financial report. The Council RESOLVED to make out a cheque for this amount, Proposed R Brasier, seconded J Ladds. | Clerk to send cheque to ICO and monitor compliance with all GDPR provisions, in conjunction with Satswana Limited, on a continuing basis. |
| 14 | Webmaster report and Website Accessibility Regulations | The PC noted the earlier report and discussions, and placed on record its thanks to Mr Stanley for maintaining a very presentable and informative PC website, and coping with various changes over the past 12 months. | Clerk to place a Website review item on the November agenda. |
| 15 | Request for a legal easement across Parish Council Land/Village Green at The Forstal | The Council considered the matter under Standing Order 1c, relating to the confidentiality of personal details likely to be revealed at public meetings. The Chairman decided to defer the item until after the last listed business on this agenda. | |
| 16 | Correspondence | The Clerk notified the PC of the Community Resilience Questionnaire received from the Kent Association of Local Councils (KALC), already circulated to Councillors for consideration by email. The PC resolved to delegate the completion to the Clerk. Proposed C Beck, seconded S Rivolta. | Clerk to make best efforts to fill in accurately, by due date of 26 th July |
| 17 | Forum for exchange of information between Councillors | A change of the PC ‘user-group’ representative on the VHMC was mooted. The PC noted the attractive visual condition of the lawn to the front of the Multi-Use Games Area. An outbreak of Japanese Knotweed has been spotted on land adjacent to the Community Garden. | Clerk to write to landowner/lease holder/tenant to request appropriate action. |
| 18 | Date, place and time of next meeting | The next meeting will be on Tuesday 10 September 2019, at 7.30pm in the Village Hall unless otherwise notified. | |
| 15 deferred | (see above) | The Council discussed the likelihood that the names, addresses and financial arrangements of several local residents were likely to be disclosed in discussing this item of business. It also considered whether the public interest would be better served by maintaining confidentiality of the requestor and her/his neighbours, or by continuing to discuss the matter in the public domain. It RESOLVED to exclude the public, with regret, to respect the privacy of those individuals. At this stage the member of the public present left the premises. After lengthy discussion of a number of issues dating back many years connected to the request, the PC RESOLVED to instruct experienced solicitors, possibly from outside Ashford, to negotiate further on its behalf and bring the matter to a legally-sound and satisfactory conclusion. | Clerk to engage solicitors to advise and act, as soon as possible. |

The meeting concluded at 9.15 pm.