

Little Chart Parish Council (LCPC)*Minutes of Ordinary Parish Council Meeting held remotely on Zoom on Tuesday 12th January 2020, beginning at 7.35pm*

| Unique Minute No 81/ | Business | Record | Action (by whom, & within what timescale) |
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| 1 | Note of Persons Present | Cllrs Brasier (Chairman) Ladds, Diebel, Beck, Rivolta, Mr Clive Stanley (Webmaster), one member of the public, KCC Councillor Charlie Simkins, Mr Sharpe (Clerk & Responsible Financial Officer/ RFO). The meeting was quorate, with 9 attendees. | |
| 2 | Apologies | Ashford Borough Councillor Clair Bell. | |
| 3 | Declarations of Interest | The Chair asked Parish Councillors to declare any interests in the business on the agenda. No declarations were made. | |
| 4 | Minutes of last meeting | The draft minutes of the Parish Council Meeting (no 80) on 10 th November 2020 and the Highways Information Plan Committee (numbered HIPC1) on 24 th November were read & agreed as true records; proposed J Ladds, seconded A Diebel. | Clerk to arrange paper signatures and return, and place them in the Minutes Book after signature, & ensure website is updated by 22 nd January. |
| 5 | Parish Council website – choice of new hosting package | With the agreement of the meeting the Chairman brought this item forward in the agenda so that Clive Stanley (LCPC Webmaster) could address the Council. Mr Stanley offered to facilitate the changeover to a new Accessibility-compliant website with a new hosting provider, then step down. The Council considered the legal requirement to run a website under the Transparency Code, the funding for these changes already provided by KCC Cllr Simkins, and the nomination of a preferred provider by Kent Association of Local Councils (KALC). Mr Stanley's recommendation of choosing a cost-effective .org.uk domain name was adopted, and the Council RESOLVED to pursue the upgrading and migration of content to the new provider on commercial terms for 3 years, then review. Proposed R Brasier, seconded J Ladds. At the conclusion of this item Mr Stanley left the meeting. | Clerk to inform KALC of participation in their negotiated terms with Web design/host provider A, by 25 th January 2021. Clerk to enter into contractual relations with provider A and report back to LCPC March meeting. |
| 6 | Public Interval | A local resident addressed the Council about single-vehicle road traffic incidents crashing on to his property, where he lives. This is in Little Chart Road, on the bend in the road by the road bridge over the Great Stour, some way South of the built-up area. The most recent RTI was early in the morning of 23 rd December, and was the second serious damage incident in three and a half years. In this case the driver admitted to the resident that he was driving at 40 to 50 mph, which was too fast for the road conditions, was incorrectly positioned in the middle of the carriageway, and left the road at speed. His car destroyed 20 metres of mature hedge, a fence and bollards, travelling into the resident's garden and hitting a large oak tree head-on. The resident had captured the incident on his domestic CCTV, which had been shared with Councillors by email. The resident was aware of further road traffic incidents on Swan Lane in the same week, and recounted two near misses when emerging from his own driveway, caused by other drivers' excessive speed and poor driving behaviour. The Council noted the concerns expressed, discussed similar incidents and the problems occurring in The Street, and thanked the resident for presenting the material online. Councillors referred to the Highways Improvement Plan (HIP) in negotiation with KCC Highways, and noted that it does not presently contain any elements which might mitigate RTIs of the type described at that location. | |
| Due to connection problems and disturbing cross-talk, KCC Cllr Simkins found himself temporarily absent from the meeting, in that he could not be heard. After a short while he rejoined the meeting. At 8.02pm Cllr Rivolta also rejoined the meeting on audio and video. | | | |
| 7 | County Councillor's Report | Charlie Simkins asked the permission of the Chairman to respond to the above resident's concerns during his oral report, and to incorporate the discussion of agenda item 11 (on the HIP). The Chairman agreed to | |

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| 7 (ctd) | | bring Item 11 forward. Cllr Simkins then recapped the work done by KCC Highways and LCPC on the Highways Improvement Plan (HIP), concluding with his recent support through the Member Grant Scheme. Councillors were able to commit to the Village Gateways scheme negotiated with KCC Highways as a step forward in influencing driver behaviour. | | | | | | | | | | | | | | | | | | | | | | | | | |
| At the conclusion of this part of the discussion the member of the public left the meeting. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 (ctd) | | Cllr Simkins noted the County Council's efforts to provide resources in the COVID-19 pandemic. These include the provision of 3 on-demand asymptomatic testing locations at Eurogate in Ashford, Detling Showground, near Maidstone, and Sessions House in Maidstone town centre. People are encouraged to make appointments for such a test every two weeks. Bookings can be made on the KCC website www.kent.gov.uk. Regarding education during the current Government restrictions, Kent's schools are under great pressure to open for vulnerable children and children of key workers. In spreading the message to 'stay at home', Cllr Simkins was able to reassure residents that KCC operates a number of schemes to help Kent residents. These include laptops for school pupils in case of need, and grants for people in distress, so that no-one should go hungry. LCPC has a role in signposting towards the KCC website. Councillors posed questions and shared information on the COVID-19 vaccination programme, as it may be affected by postal problems at Ashford Delivery Office. At the conclusion of this item the Chairman thanked Cllr Simkins for attending and presenting his report, and Cllr Simkins left the meeting. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | PCSO's report | None received. The Clerk had previously circulated by email on 4 th January the Kent Police Rural Task Force quarterly report, which had mentioned a local burglary of cage birds. | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9A | Financial report | <p>The Council firstly RESOLVED to approve the previous payment of the cheques for:</p> <table border="1" data-bbox="395 1070 1209 1361"> <tr> <td data-bbox="395 1070 667 1216">Ken Hopkins trading as AED, St Mary's Bay Kent</td> <td data-bbox="667 1070 938 1216">Defibrillator maintenance repairs September 2020</td> <td data-bbox="938 1070 1209 1216">£256.20 inc VAT</td> </tr> <tr> <td data-bbox="395 1216 667 1294">Cllr Chris Beck LCPC</td> <td data-bbox="667 1216 938 1294">Plantation Christmas Lights</td> <td data-bbox="938 1216 1209 1294">£51.96 no VAT</td> </tr> <tr> <td data-bbox="395 1294 667 1361">Ashford Borough Council t/a Aspire</td> <td data-bbox="667 1294 938 1361">Grounds Maintenance 2020</td> <td data-bbox="938 1294 1209 1361">£2072.93 inc VAT</td> </tr> </table> <p>It then considered the payments and signature of the following cheques:</p> <table border="1" data-bbox="395 1395 1209 1877"> <tr> <td data-bbox="395 1395 667 1496">Clive Stanley, Higham</td> <td data-bbox="667 1395 938 1496">Webmaster Services 3rd Nov 20 to 4th Jan 21</td> <td data-bbox="938 1395 1209 1496">£49.00 no VAT</td> </tr> <tr> <td data-bbox="395 1496 667 1597">H.S.Jackson & Son (Fencing) Ltd, Stowing</td> <td data-bbox="667 1496 938 1597">Supply of bollards for Plantation protection project</td> <td data-bbox="938 1496 1209 1597">£607.86 inc VAT</td> </tr> <tr> <td data-bbox="395 1597 667 1675">Michael Sharpe, Ashford</td> <td data-bbox="667 1597 938 1675">Clerk's wages 4.10.20 to 3.1.21</td> <td data-bbox="938 1597 1209 1675">£500.22 no VAT</td> </tr> <tr> <td data-bbox="395 1675 667 1776">Her Majesty's Revenue & Customs (HMRC)</td> <td data-bbox="667 1675 938 1776">Clerk's Income Tax (same period)</td> <td data-bbox="938 1675 1209 1776">£73.00 no VAT</td> </tr> <tr> <td data-bbox="395 1776 667 1877">T Metcalfe Fencing, Elham</td> <td data-bbox="667 1776 938 1877">Installation of bollards at Plantation</td> <td data-bbox="938 1776 1209 1877">£1913 40 inc VAT.</td> </tr> </table> <p>and RESOLVED to pay these, proposed R Brasier, seconded J Ladds</p> | Ken Hopkins trading as AED, St Mary's Bay Kent | Defibrillator maintenance repairs September 2020 | £256.20 inc VAT | Cllr Chris Beck LCPC | Plantation Christmas Lights | £51.96 no VAT | Ashford Borough Council t/a Aspire | Grounds Maintenance 2020 | £2072.93 inc VAT | Clive Stanley, Higham | Webmaster Services 3 rd Nov 20 to 4 th Jan 21 | £49.00 no VAT | H.S.Jackson & Son (Fencing) Ltd, Stowing | Supply of bollards for Plantation protection project | £607.86 inc VAT | Michael Sharpe, Ashford | Clerk's wages 4.10.20 to 3.1.21 | £500.22 no VAT | Her Majesty's Revenue & Customs (HMRC) | Clerk's Income Tax (same period) | £73.00 no VAT | T Metcalfe Fencing, Elham | Installation of bollards at Plantation | £1913 40 inc VAT. | <p>Clerk to prepare the cheques, stubs and invoice documents for signature and countersignature under LCPC Financial Regulations 5.4, 6.4 and 6.5, and forward them to the Chairman for processing by 14th January 2021.</p> <p>Chairman to arrange signatures and return to Clerk/RFO for recording and posting out by 19th January 2021.</p> |
| Ken Hopkins trading as AED, St Mary's Bay Kent | Defibrillator maintenance repairs September 2020 | £256.20 inc VAT | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 9B | Banking report and budget consideration | The Clerk/RFO then reported on the Parish Council's finances & budget for 2020/21. The bank reconciliation is £30,565.95 as at 16 th December. The out-turn for 20/21 is in line with expectations, but will show some variances which will require explanation to the Internal Auditor. The updated budget for 21/22 was circulated by email on 14 th December to show a balanced budget of income/expenditure around | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | | £10K, contingent on the Member Ward Grant given by KCC Cllr Simkins mentioned above and the VAT reclaim on the Village Gateways project. | |
| 10 | Planning and Tree Work Applications | The Clerk referred to two notifications from Ashford Borough Council (the Planning Authority) and shared the screen showing the online documents from the Planning Portal. After discussion, the Council RESOLVED to make a comment on 20/01736/AS Chart Court Farm, Pluckley Road, Little Chart, TN27 0QH <i>Prior approval for the formation of a new farm road</i> if the opportunity arises under a Full Planning Application, to the effect that Public Footpath AW108 Stour Valley Walk should not be impacted at the junction proposed with the improved trackway. Proposed R Brasier, seconded A Diebel. The Council also RESOLVED to support the Tree Work Application : The Nook, The Street, Little Chart, TN27 0QB <i>T1 Walnut and T2 Oak – both 1m approx reduction</i> . Proposed R Brasier, seconded J Ladds. | Clerk to monitor progress of the ‘prior approval’ application and comment on future Full Planning application as appropriate. |
| 11 | Protection of ‘The Plantation’ | In discussing payment of the two cheques relating to the bollards on the Plantation, Councillors expressed a wish to add a small number of extra bollards to match and complete the line on that side of the grassed area. The heavy through traffic caused by the Pluckley Road diversion from 4 th to 12 th January had caused multiple problems, including potholes,, deep ruts, mud on roads and pavements, damaged verges, damage to residents’ wing mirrors, through to a car crashing into the rockery at the North end of the Plantation and being wrecked. Flooding of the carriageway was noted at the junction of Swan Lane and the Street, possibly due to a blocked gully. The Council also deplored the amount of litter being dropped and thrown all along from Pincushion to The Street. | Clerk to seek further quote for extra bollards and report to Councillors by email, by 25 th January. Cllrs Diebel and Beck to identify number and positions of extra bollards, and attend a site meeting if possible. Clerk to make online reports to KCC Highways and report to Councillors, by 25 th January. |
| 12 | Defibrillator at the Village Hall | Following on from Minute 80/13, the Clerk informed the Council of the contractor’s recommendations that <ul style="list-style-type: none"> i. Regular maintenance on the ZOLL defibrillator on the outside wall of the Village Hall should be performed ii. Connection of the AIVIA Cabinet to a mains electricity supply was desirable to maintain the equipment in optimal condition during changing temperature conditions throughout the year After due consideration the Council RESOLVED to seek a yearly maintenance contract for the equipment | Clerk to bring report to March meeting with project plan and costings |
| 13 | Grounds Maintenance Contract 2021 | The Clerk informed the Council that the 3-year agreement with the Grounds Maintenance contractor had come to an end. He put forward a revised specification prior to tendering, to which Councillors added extra provisions of leaf-tidying and rockery maintenance. The Council RESOLVED to appoint a suitable contractor to perform the contract within the budgeted figure before the start of the 2021 growing season. Proposed R Brasier, seconded J Ladds. | Clerk to prepare contractor list, invite tenders, and prepare for decision at March meeting. |
| 14 | Forum for exchange of information | Cllr Beck proposed that the Council should publicise its activities with a quarterly news-sheet, on A4/A5 paper, for doorstep delivery to parish residents. | Chairman to develop this idea and circulate possible formats to Councillors by email, when convenient. |
| 15 | Date of next meeting | The date of the next Ordinary Council meeting was agreed as Tuesday 9 th March 2021 at 7.30pm on Zoom. | Clerk to arrange by Wednesday 3 rd March 2021. |

The Zoom meeting was closed by the Clerk as host at 9.11 pm.

The Chairman R Brasier duly signed the Minutes as a true record agreed at the March 2021 meeting – note by MVS, Clerk 7.4.21