

# LITTLE CHART PARISH COUNCIL

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## MINUTES 65

### Minutes of the Ordinary Parish Council Meeting held at The Village Hall, Little Chart on Tuesday 13 March 2018 at 7.30 pm

**PRESENT:** Mr R Brasier (Chair), Miss J Ladds, Mr C Beck and Mr A Diebel  
Mr D Rodrigues and Mr M Collins from Southern Water

**PARISH CLERK:** Mrs J Batt

**BOROUGH COUNCILLOR:**

**MEMBERS OF THE PUBLIC:** There were no Members of the Public present.

**1. APOLOGIES FOR ABSENCE**

An Apology for absence was received from Mr S Rivolta (work commitment) and Borough Councillor, Mrs C Bell.

**2. DECLARATIONS OF INTEREST**

**Declarations of Pecuniary Interest**

There were no Declarations of Pecuniary Interest.

**Declarations of Significant Interest**

There were no Declarations of Significant Interest.

**i) Updating of Declarations of Interest for the Code of Conduct**

The Clerk reminded Councillors that they should update their Declarations of Interest with the Monitoring Officer if necessary.

**3. ACCEPTANCE OF MINUTES**

The minutes of the previous, meeting, held on 16 January 2018 were accepted and it was unanimously agreed that Mr Brasier should sign them as a true record of the meeting.

**Proposed Mr Diebel                      Seconded Miss Ladds**

**4. PRESENTATION BY SOUTHERN WATER**

An interesting presentation was given by the team who visit communities to try and educate residents as to what should and should not be put into the sewers. 70% of blockages are avoidable due to fat, grease and unsuitable items being put into the sewer. Videos are available to be viewed on Southern Water's website entitled Keep It Clear. Questions were taken at the end of the presentation.

**5. VILLAGE RESPONSIBILITIES**

Mr Brasier suggested writing to Mr Simkins for financial assistance with a Speed Indicator Device and 26 posts, or other form of protection to install along the edge of the Plantation.

There was some concern that the posts would not be repaired by KHS if damaged.

Councillors agreed that the letter should be sent.

**Damage/Erosion of the Plantation**

Still under discussion. Mr Simkins will be asked whether he would be prepared to grant us any money from his Members Grant towards the cost of 26 bollards or other form of protection.

**The Forstal**

Aspire has brought the fact that the fence at the Church has been damaged and asked whether we would like a quote to install a new fence and some timber bollards. The clerk will inform them that this is Church property.

**Village Hall and Surrounding Area – Tarmac in front of Hall**

The work has been completed to the satisfaction of the Parish Council and a cheque for £1680.00 + VAT was drawn and sent during February.

The composite signs warning of uneven surface have yet to be installed.

Mr Brasier has asked a Structural Engineer to do a report on the work needed to be done to the village hall.

Councillors do not agree with the recent valuation of the hall for insurance purposes. The Clerk was asked to write to the Village Hall Committee and inform them that in the opinion of the members of the parish council the correct valuation for the hall should be £375,000.

**Bus Shelter/Notice Board**

Nothing to report.

**Footpaths**

Nothing to report.

**Speed Cameras**

Funding for 2017/2018 has now ceased and we will be informed once funding for 2018/2019 has been confirmed.

Mr Simkins will be asked whether he would be prepared to grant us any funding towards the cost of a camera.

**Little Chart Church**

A gentleman in the Terrace has offered to reinstate the chimes on the Church Clock, but a local resident has complained. It was agreed that this is a matter for the PCC.

**Bus Route**

We are still waiting to hear whether the 123 has been axed.

**Draft Residents Questionnaire**

Nothing to report.

**6. PLANNING**

No applications received.

**Any other matters concerning Planning in Little Chart**

No other matter was raised.

**7. LITTLE CHART RECREATION AREAS****MUGA – Management and Maintenance**

Nothing to report.

**8. MATTERS ARISING**

There were no Matters Arising not covered on the agenda.

**9. PUBLIC INTERVAL**

The Members of the Public did not raise any issues.

**10. CORRESPONDENCE, FINANCE AND OTHER COUNCIL BUSINESS****Correspondence**

Clerk and Councils Direct

Glasdon

ABC Gypsy, Traveller & Travelling Show People Issues and Options &

Search for available land for Gypsy and Traveller Pitches – councillors agreed not to complete the form

HAGS

**Email Correspondence – all forwarded to Councillors**

Mr Rivolta re church chimes

**Bank Reconciliation as at last Bank Statement**

Opening Balance	18651.71	Balance per Bank – No 1 account	£21016.59
Plus Receipts	<u>7015.84</u>	Less uncleared cheques	<u>1148.59</u>
	25667.55		19868.00
		Plus uncleared credit	<u>0.00</u>
Less Payments	<u>5799.54</u>		19868.00
<b>Balance</b>	<b>19868.01</b>	Plus No 2 Account	<u>0.01</u>
			<b>19868.01</b>
<b>Less earmarked funds</b>	<b><u>7106.05</u></b>		<b><u>7106.05</u></b>
<b>AVAILABLE FUNDS</b>	<b>12761.96</b>	<b>AVAILABLE FUNDS</b>	<b>12761.96</b>

**Earmarked Reserves**

	<b>Balance 14.11.17</b>	<b>+/- Dec/ Jan</b>	<b>Balance 16.01.18</b>
<b>Capital Expenditure</b>	<b>5233.00</b>		<b>5233.00</b>
<b>Bus Shelter</b>	<b>2000.00</b>		<b>2000.00</b>
<b>MUGA Cleaning Surface</b>	<b>503.05</b>	<b>- 630.00</b>	<b>-126.95</b>
	<b>7736.05</b>	<b>-630.00</b>	<b>7106.05</b>

**Accounts to be Paid**

<b>PAYEE</b>	<b>CHQ NO</b>	<b>DETAILS</b>	<b>NET £</b>	<b>VAT £</b>	<b>GROSS £</b>
Swift Surfacing	446	Tarmac to Entrance To Village Hall	1680.00	336.00	2016.00
Mrs J Batt	447	Salary General Admin Expenses SLCC	148.60 35.67 5.00 32.50	0.12	221.89
HMRC	448	Income Tax	65.20		65.20
Clive Stanley	449	Webmaster Services	39.00		39.00

**Proposed Mr Brasier****Seconded Miss Ladds****Purchase of Laptop Computer**

As the Clerk did not feel she has the necessary skills required to setup the laptop, following discussion with the chairman it was agreed to invite quotes from 2 IT companies to submit their prices for providing, setting up and maintaining a laptop for the council.

Both companies quoted but it was agreed that Mr Diebel should arrange to purchase a computer and approach a local IT consultant and ask him to prepare it in time for the start of the 2018/2019 financial year.

**Proposed                  Seconded****Appointment of Data Protection Officer**

The council must employ an independent Data Protection Officer.

The Clerk cannot act as DPO on the grounds of conflict of interest, independence, knowledge and time constraints.

Councillors cannot act as DPO on the grounds of conflict of interest, independence and knowledge.

The Kent Association of Local Councils sent out a list of Data Protection Officer service providers and the Clerk has contacted them to ask for a quote. KALC is not recommending the companies. Any contact is a private matter between the council and the organisation.

Company A – No price quoted  
 Company B – £495 for year 1  
 Company C – £600 for year 1  
 Company D – £500  
 Company E – £150

**Resolution: Following discussion, councillors agreed to accept the quote from Company E.**

**Proposed Mr Brasier**

**Seconded Mr Diebel**

**Insurance**

The Council has a Long-Term Agreement with Aviva, through Came & Co until 31 May 2020. Miss Ladds confirmed that all is in order with the policy.

**Website**

Nothing to report.

**Risk Assessment**

Mr Brasier will complete a Risk Assessment.

**Transparency**

Councillors were asked to monitor the website to ensure that we continue to meet the requirements for the Transparency Code.

**Proposed Briefing and Lobbying ‘Open Letter’ to the Minister of State for Housing and Planning**

The minister has declined to meet with local parish councils.

**Social Media Policy**

Following attendance at Standards Committee councillors agreed to produce policy in line with Ashford Borough Councils.

Proposed Mr Brasier

Seconded Miss Ladds

**11. PARISH REPORTS  
Borough Councillor**

Mrs Bell was unable to attend the meeting. The Clerk will ask her whether a decision has been made regarding transferring the property titled Memories from Charing Parish to Little Chart.

**KALC**

Nothing to report.

**12. ITEMS TO BE REPORTED TO KENT HIGHWAY SERVICES/PROW**

Large pothole outside Keepers  
 Two outside of The Terrace

13. **FORUM FOR INFORMATION BETWEEN COUNCILLORS**

The APM and the APCM are both due to be held on 8 May 2017.

There being no other business the meeting closed at 9.20 pm.

Signed..... Dated .....

R Brasier, Chairman

DRAFT

**LITTLE CHART PARISH COUNCIL**  
**PLANNING APPLICATION RECORD**

**2018**

**MARCH 2018**

17/01772/AS Office building at Ford Mill, The Street, Little Chart, Ashford, Kent TN27 0QA  
Prior approval for the change of use from B1 office to 1no C3 residential unit  
**Borough Council: Prior Approval Given**

**DRAFT**