

**Minutes of the Ordinary Meeting of the Parish Council held on
Tuesday 7th November 2017, Pluckley Village Hall, 7:30pm**

Present	Cllrs Newman (Chair), Taylor, Whatman	
In Attendance	Cllr Bell; Caroline Levett – Clerk; 1 member of the public	
Item		Action Responsibility
1. APOLOGIES	Apologies were received from Cllr Breach and Ben Frenshaw.	
2. DECLARATION OF INTERESTS & ALTERATIONS TO REGISTER OF INTERESTS	There were no declarations of interest.	
3. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING	<p>The Parish Council minutes from the meeting held on 3rd October 2017 were unanimously approved as a correct record of the meeting and signed by the Chairman.</p> <p>a. <i>War Memorial</i> Cllr Newman</p> <p>The necessary support from the PCC and the Diocese has been obtained. The paperwork is complete and the necessary Public Notices are on display. The formal petition has been sent to the Diocese at Southwark. At the end of the Public Notice period (20 November) the Diocese can pass to the Commissar General to grant the Faculty. The stonemason can then be instructed and his work will take 12 weeks. The stonemason has confirmed that the family can attend to watch the inscription. The Diocese has offered to meet the cost of granting the Faculty (£291) and Cllr Newman has formally thanked them.</p>	
4. PARISHIONERS' QUESTIONS	Paul Dracott attended the meeting to advise of his wish to stand as a Parish Councillor. The Parish Council was impressed with his experience and enthusiasm.	
5. CHAIRMAN'S REPORT CLLR NEWMAN	Items reported elsewhere.	
6. PLANNING CLLR TAYLOR	<p><i>Applications</i></p> <p>17/01635 Catchpole and Rye, Saracens Dairy, Pluckley Road, TN27 0SA Erection of a new workshop and storage building. Pluckley Parish Council unanimously agreed to support this application.</p> <p>17/01513 The Rose and Crown, TN27 0ST Proposed installation of BI folding doors & new external bar area. Pluckley Parish Council unanimously agreed to support this application.</p> <p><i>Decisions</i></p> <p>17/01069 1 Stone Abbage Cottages, Dowle Street Road, TN27 0RY Formation of first floor bedroom over existing ground floor. Permission granted, with a much more sympathetic palette</p> <p>17/01262 5 Westfields, TN27 0PW Proposed 2 storey side extension and bin store. Permission granted with A cosmetic way of dealing with waste bins included but parking said to be OK.</p> <p>17/01267 1 Thorne Cottage, The Pinnock, TN27 0SP Part two storey/part single storey side extension/single storey rear extension. Permission granted with revised front elevation to include sympathetic "Dering" window design.</p>	
7. ASHFORD BC REPORT CLLR BELL	The Department for Communities and Local Government consultation period for Planning For The Right Homes In The Right Places ends on 9 th November. ABC has produced a robust response to the consultation. Specifically questioning the methodology used to calculate the need for and number of new houses, and ways to encourage developers to start building once permission has been granted.	
8. FINANCE	<p><i>Finance Report</i></p> <p>Up to date details of income and expenditure had been circulated.</p> <p>The finance report for September had been circulated and the Parish Council ratified and</p>	

Chairman..... Date.....

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These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions taken at the meeting.

	<p>approved the November 2017 payments list :</p> <table border="1" data-bbox="359 161 1369 616"> <tr><td>301322</td><td>C Hoad – Bus Shelter Sweeping</td><td>31.00</td></tr> <tr><td>301323</td><td>J Johns – Recreation Ground Tidying</td><td>45.00</td></tr> <tr><td>301324</td><td>D Heasman – Street Sweeping</td><td>90.00</td></tr> <tr><td>301325</td><td>C Levett – Clerk’s Wages</td><td>382.65</td></tr> <tr><td>301326</td><td>KCC - Speed Limit Reduction - Gateway, Signing and Lining</td><td>22071.87</td></tr> <tr><td>301327</td><td>Royal British Legion - Wreath</td><td>18.50</td></tr> <tr><td>301328</td><td>Stones Ashford Ltd - Communicate Printing</td><td>116.51</td></tr> <tr><td>301329</td><td>Pluckley PCC - Heritage Centre Donation</td><td>600.00</td></tr> <tr><td>301330</td><td>Information Commissioner - Data Protection Registration</td><td>35.00</td></tr> <tr><td>301331</td><td>Simcott Projects - Village Hall Extension</td><td>16200.00</td></tr> <tr><td>301332</td><td>Kent County Playing Fields Association - Annual Subscription</td><td>10.00</td></tr> <tr><td colspan="2">TOTAL</td><td>39600.53</td></tr> </table> <p><i>Internal Audit Report</i></p> <p>Cllrs Newman, Whatman and the Clerk had met to discuss items raised by the internal auditor. The following items were agreed by the Parish Council :</p> <ul style="list-style-type: none"> • Website – updates are already in hand, and budgetary information will be published on the website. • Standing Orders/Financial Regulations – Cllr Whatman to circulate the existing version for updating and agreeing. • Risk Management – a suggested schedule had been circulated and its adoption agreed. • Payroll – current arrangements to remain. • Workplace Pension Provision – the Clerk to investigate. • Council Computing Facilities – Cllr Whatman and the Clerk to discuss and bring a proposal to the next Parish Council meeting. 	301322	C Hoad – Bus Shelter Sweeping	31.00	301323	J Johns – Recreation Ground Tidying	45.00	301324	D Heasman – Street Sweeping	90.00	301325	C Levett – Clerk’s Wages	382.65	301326	KCC - Speed Limit Reduction - Gateway, Signing and Lining	22071.87	301327	Royal British Legion - Wreath	18.50	301328	Stones Ashford Ltd - Communicate Printing	116.51	301329	Pluckley PCC - Heritage Centre Donation	600.00	301330	Information Commissioner - Data Protection Registration	35.00	301331	Simcott Projects - Village Hall Extension	16200.00	301332	Kent County Playing Fields Association - Annual Subscription	10.00	TOTAL		39600.53	<p>CL MW/ALL CL MW/CL</p>
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<p>9. NEIGHBOURHOOD PLAN CLLR NEWMAN</p>	<p><i>Lambden Road</i> The Natural England licence has been granted.</p> <p><i>Allotment</i> Cllr Taylor has provided Graham Oxley, the Pinnock Yard site owner with information regarding ownership and management of allotments and has offered to discuss further with him.</p> <p><i>Brickworks</i> The Parish Council’s solicitor, Harriet Thorneloe, has been advised that the boundaries shown on the land diagram are out of date and is in touch with Riverwood's solicitor.</p>																																					
<p>10. TRAFFIC & HIGHWAYS/SPEED LIMIT REVIEW CLLR NEWMAN</p>	<p>The new 30mph limit is installed and the work complete. It seems most drivers have moderated their speed. KCC has approved a grant of £2,000.</p> <p>Parish Councillors discussed monitoring speeds. Cllr Taylor kindly offered to provide a new hand held speed monitor camera.</p>	<p>MT</p>																																				
<p>11. VILLAGE HALL CLLR NEWMAN</p>	<p>The VHMC has confirmed that it does intend to install the defibrillator donated by KALC and it will likely be placed in the new porch once the extension is complete.</p>																																					
<p>12. VILLAGE HALL EXTENSION CLLR WHATMAN</p>	<p>An update provided by Chris Housman had been circulated. Work commenced 23rd October, and the piling has been undertaken. A small issue of a soakaway under the centre of the new extension location will be resolved by moving this to the grassed area behind the extension. Planned completion is for 27th December, although there has already been some minor slippage due to awaiting some materials, and the need to re-route the main drain serving the kitchen and WCs. Work to repair/replace the lintels is expected to be simpler than first anticipated. The overall additional cost for the piled/ring beam element of the foundations has come in at £10,427, an increase of £3,577 over the estimated additional cost of £6,850.</p>																																					

	<p>The VHMC has requested that the Parish Council fund the increase. The Parish Council expressed concerns about how the additional costs have arisen. Cllr Newman to ask Chris Housman to raise this with Simcotts. The Parish Council had not formally agreed to fund the additional £3,577 and unanimously agreed to expenditure of an additional £2,500 on top of what has already been promised, with the VHMC meeting the balance of £1,077.</p> <p>Cllr Whatman advised that the roof and felting should be completed by the end of November.</p>	MN
13. RECREATION GROUND, PAVILION, TENNIS COURTS CLLRS WHATMAN/BREACH	<p>The vacuum cleaner at the pavilion needs to be replaced and storage cupboard issues resolved. A list of works to be carried out, priorities and a schedule has yet to be drawn up.</p> <p>The Clerk had circulated correspondence from Gavin Russell advising on the success of the Tennis Club and payment to the Parish Council of £250. He has requested discussion with the Parish Council regarding court maintenance.</p>	MW
14. COMMUNICATION CLLR NEWMAN	<p>The website has been updated to reflect changes in the PC.</p> <p>It is anticipated that the improved broadband service to New House Lane/Stanford Bridge will be in place before the end of the year.</p>	
15. CLERK'S REPORT CAROLINE LEVETT	<p><i>Parish Councillor Co-option</i></p> <p>The necessary paperwork is in place for Ben Fewsdale and his co-option was proposed by Cllr Whatman and seconded by Cllr Taylor, and unanimously agreed.</p> <p>The closing date for the submission of interest for the current vacancies is 7th November 2017. Parish Councillors unanimously agreed that Paul Dracott be co-opted. The Clerk to provide Paul with the necessary paperwork and his co-option take place at the next meeting.</p> <p>This leaves one current unfilled vacancy.</p> <p>ABC has confirmed that following the resignation of Tim O'Connor the required number of requests for an election has not been received and that the Parish Council can begin the co-option process for this vacancy.</p>	CL CL
16. CORRESPONDENCE	No items of correspondence	
17. DIARY	<ul style="list-style-type: none"> Parish Council meeting : Tuesday 5th December 2017, 7:30pm, Pluckley Village Hall Christmas Tree Carols : Friday 8th December at 5pm. Cllr Whatman advised that George Homewood has offered to donate a tree, and the order placed has been cancelled. Cllr Newman to purchase mulled wine and Cllr Whatman to purchase glow sticks. Cllr Taylor offered to approach Pluckley Women's Collective with a view to asking them to provide mince pies. 	MN/MW MT
18. AOB	<ul style="list-style-type: none"> Resident of the Year Cllr Newman suggested suspending Resident of the Year and reviewing next year. Parish Councillors agreed. KALC Community Awards Scheme To be discussed at next meeting 	
	The meeting closed at 9:10 pm	

Caroline Levett, Clerk to Pluckley Parish Council
8th November 2017