

# PARISH COUNCIL OF PLUCKLEY

**Minutes of the Annual Meeting of the Parish held on Tuesday 10<sup>th</sup> May 2016  
Pluckley Village Hall, 9pm**

Present	CLLrs Housman (Chair), Newman (Vice Chair), Beattie, Smith, Washer, Whatman
In Attendance	Caroline Levett – Clerk; 5 parishioners.

Item		Action Responsibility
1. APOLOGIES	Apologies were received and accepted from Cllr O'Connor.	
2. ELECTION OF CHAIRMAN	The Chairman stepped down and Martin Newman, Vice Chairman, took the Chair. Chris Housman was proposed by Paul Smith and seconded by Carol Washer. There were no other candidates and Cllr Housman was therefore unanimously elected Chairman.	
3. ELECTION OF VICE CHAIRMAN	The Chairman proposed Martin Newman as Vice Chairman. This was seconded by Paul Smith. There were no other candidates and Cllr Newman was therefore unanimously elected as Vice Chairman.	
4. DECLARATION OF INTERESTS & ALTERATIONS TO MEMBERS REGISTER OF INTERESTS	No declarations of interests were made.	
5. MINUTES OF PREVIOUS MEETING	The Parish Council minutes from the meeting held on 11 <sup>th</sup> April 2016 were unanimously approved as a correct record of the meeting and signed by the Chairman.	
6. PARISHIONERS' QUESTIONS	A parishioner raised concerns regarding Lawful Development Certificates, specifically 16/00615/AS , asking the Parish Council its view and how such matters can be addressed.  The Parish Council responded as set out under item 8. Planning.	
7. CHAIRMAN'S REPORT  CLLR HOUSMAN	<u>Hills and Other Unknown Donors Charity</u>  Following the previous Parish Council meeting, a letter had been sent to each of the existing Trustees setting out that the Parish Council wishes to rectify the situation regarding the appointment of Trustees and asking each if they wish to remain a Trustee or stand down.  As resolved previously Trustees would comprise two existing, serving a two year term, and two new, one of which would be a Parish Councillor, serving a four year term.  A secret ballot was held and each Parish Councillor was asked to name two Trustees to continue. The result of this was that Janet Gwillim and Ann Murray would continue.  Cllr Housman proposed that Cllr Beattie be appointed as the Parish Council representative. This was seconded by Cllr Whatman and unanimously supported by the whole Parish Council.  It was also resolved that time should be taken to appoint an appropriate village Trustee following proper guidance.	
8. PLANNING	<u>Lawful Development Certificate</u> : 16/00615/AS Caradon, Mill Lane, Pluckley.	

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.*

CLLR SMITH

Proposed - log built mobile home for ancillary use to Caradon, Mill Lane.

It was resolved that the Parish Council would write to ABC Planning, with copy to Cllr Bell, asking how such a proposal is deemed outside of normal planning requirements, and, regardless, the siting is unacceptable and disregards the emerging Neighbourhood Plan.

PS

Decisions

Application	Address	Proposal	Decision
16/00195	Oven Green, Swarden Road, Pluckley	Rear extension to house increasing the size of the kitchen / dining room and adding a new utility/storage room and new garage	Approved.  Pluckley Parish Council had supported this application
16/00284	Surrenden Bungalow, Pluckley	Enlargement of roof space with additional half storey height along with single storey rear extension and first floor extension over existing rear extension	Approved.  Pluckley Parish Council had supported this application

Applications

Application	Address	Proposal	Recommendation
16/00524 Retrospective	Westfields, Pluckley	Proposed garden store and garden room	No comment.
16/00529	Lantarna, The Pinnock, Pluckley	Variation of condition 3 on planning approval 15/01008/AS (Erection of detached two storey dwelling, 1.8m high closeboarded fencing along boundaries and bin/cycle store) to revise the approved plans to reduce the footprint and reorientate the rear wing from that previously approved	The Parish Council has no objections to this variation but would like the conditions reiterated.

Enforcement Matters

**Gooseberry Fields, Thorne House CO/15/00084** – an application has been received however this is currently invalid and not yet in the public domain. The Parish will be consulted on the application when the application is valid. Cllr Newman reported that the applicant had informed him that the fence is to be re-sited behind the hedge.

**Frith Court Farm**

**CO/14/00344** – change of use of land for the keeping of horses, an equine sales livery business and erection of stables and use of part of a barn as an equine exercise area – an application has been invited however not yet received.

**CO/15/00008** – Creation of 3 residential dwellings – a planning contravention notice was served on the owners, which is a requisite for specific information.

	<p>Cllr Newman requested that further information is sought.</p> <p>It was reported that a stable block had been erected at Alex's Autos (Abbot's Court, Dowle Street). ABC had responded that Planning Permission will be required for this and that investigations would be made.</p>	<b>PS</b>
9. ASHFORD BC REPORT	Cllr Bell had reported to the earlier Annual Assembly.	
10. NEIGHBOURHOOD PLAN  CLLR NEWMAN	<p>Cllr Newman advised that the consultant is comfortable with the proposed text changes following comments from ABC. The consultant will meet with ABC to create the most robust planning document.</p> <p>The consultation period with statutory consultees is part way through and it is hoped that formal submission will take place in July.</p> <p>Cllr Whatman applauded the team working on the Neighbourhood Plan for their hard work and progress.</p>	
11. TRAFFIC & HIGHWAYS  CLLR BEATTIE	<p>Cllr Beattie reported the following :</p> <p><u>Forge Hill</u> KCC Drainage team has reported that the work done in February 2016 was not completed as planned. A further visit revealed a possible utility surrounded by concrete. This is not shown on existing plans and has required contact with multiple agencies to try to determine what this is and if it is still utilised. Cllr Beattie will chase the Drainage team leader.</p> <p><u>Bus Shelters</u> The new grant application form has not yet been released by KCC.</p> <p><u>Speed Review</u> Cllr O'Connor had reported prior to the meeting the background to the current position. Two quotations had been received from approved consultants. The first quote is for £19,850, which would start the process from scratch. The second, for £3,450 would use the evidence contained in the Speed Review carried out in 2011, which KCC Highways have accepted as valid and so would move straight to an implementation stage.</p> <p>Cllr O'Connor therefore recommended the Waterman Group proposal of £3,450 plus VAT. This was unanimously agreed by the Parish Council.</p> <p>Cllr O'Connor also requested approval of a further £2,000 to meet costs incurred by KCC Highways in respect of Traffic Orders, Mapping Information and other incidental costs which may arise. This was unanimously agreed by the Parish Council.</p>	<b>SB</b>  <b>TO'C</b>
12. VILLAGE HALL  CLLR HOUSMAN	<p><u>Parish Office</u> Cllr Housman advised that he had discussed the proposal of using the small committee room as a Parish Office with the Village Hall Committee and advised that the room is used more often than thought and that the room is included in the charge of any hall hire. The Parish Council felt that this would not provide an adequately identifiable and secure enough parish office, although some Parish Council documentation could still be stored in suitable cabinets therein.</p> <p>It was agreed that as a first step the Clerk would work with Cllrs Newman and Whatman to produce a Retention of Documents Policy to ascertain the quantity of paper documentation that the Parish Council needs to store.</p> <p><u>Hall Extension</u> Cllr Housman advised that he now has a log-in for the Government</p>	<b>CL/MN/MW</b>

	<p>'Contracts Finder' Website. The Parish Council must advertise the opportunity on this site when ready to go to tender, but this does not mean that all potential bidders must apply through the site.</p> <p>Cllr Newman advised that tenders should be sought first and project costs established so that any shortfall could be applied for through grants.</p> <p>Cllr Whatman commented on the 'elaborate' roofline of the current plan and suggested it could be simpler, and therefore perhaps cheaper. A potential bidder was investigating this. If any significant saving seems possible the architect would be asked to redraw the plans.</p> <p>It was also advised that there is evidence of subsidence in one corner of the hall and this should be borne in mind when work is carried out.</p> <p>The Parish Council resolved that a working group should be formed to take the project forward. This group would consist of Cllrs Whatman, Housman and Washer.</p>	<b>MW/CH/CW</b>
<p>13. RECREATION GROUND, SPORTS PAVILION, TENNIS COURTS</p> <p>CLLR WHATMAN</p>	<p>Cllr Whatman advised that there had been an attempted break-in at the Pavilion. He also advised that the guttering needs replacing as it is damaged and breaks easily.</p> <p>Cllr Newman proposed that a set of goals is purchased. This was seconded by Cllr Smith and unanimously supported by the Parish Council. Cllr Whatman would ascertain costs and It was suggested that Cllr Bell may be able to help fund.</p>	<b>MW</b>
<p>14. SAFETY &amp; SECURITY</p>	<p>Cllr Newman asked when the defibrillator would be in use.</p> <p>Cllr Housman suggested that rather than use key or code to access the box, as previously discussed, it should be trialled with no lock at all. This was unanimously supported by the Parish Council. Cllr Housman reported that the equipment should be installed within a week.</p>	<b>CH</b>
<p>15. ENVIRONMENT</p> <p>CLLR WASHER</p>	Nothing to report.	
<p>16. WEBSITE &amp; COMMUNICATION</p> <p>CLLR WASHER</p>	<p>Cllr Washer reported that the new website is complete but the hosting switch over has not yet taken place.</p> <p>Cllr Housman advised that a piece regarding the new Clerk had been written for The Pluckley Chronicle.</p> <p>Cllr Housman advised that he had responded to a parishioner's letter regarding concerns about broadband and explained that a few houses in Pluckley connect to the Bethersden exchange.</p>	<b>CW</b>
<p>17. CLERK'S REPORT</p>	<p><u>Training</u> The Clerk advised that Cllr Beattie had attended a Dynamic Councillor Training Course and Cllr Housman a Chairman's Conference. The Clerk requested agreement to attend a Clerk's Conference costing £60 + VAT, which could be shared with Benenden Parish Council. The Parish Council agreed to this.</p> <p><u>Payroll Provider</u> The Clerk advised that an alternative payroll provider has been found at a rate of £58 per year, rather than £192. It was agreed to go ahead.</p>	<b>CL</b> <b>CL</b>
<p>18. FINANCE</p>	<p>The Clerk had circulated a finance report prior to the meeting and the cheque list for May 2016 was approved.</p> <p>Cllr Housman that the 2016-7 Budget is not yet complete due to delays in producing the 2015-6 accounts. These accounts are now with the internal auditor and it is hoped these will be complete in the coming week. It was agreed that a</p>	<b>CH/ALL</b>

	<p>special meeting would be held if necessary once this has been done in order to meet the requirements for submitting the Annual Audit.</p> <p>Cllr Housman advised that the Village Hall will shortly have its own separate bank account and the balance of the current account would then be transferred over.</p>	
19. CORRESPONDENCE	<p><u>Gardening Group at Charing Surgery</u> Following previous correspondence, the Clerk advised on donations made by other parishes. After some discussion regarding the purpose and benefits of this group it was unanimously agreed to make a donation of £50.</p>	
20. DATE OF NEXT MEETING	Tuesday 14 <sup>th</sup> June at Pluckley Village Hall.	
	The meeting closed at 10:30pm	

Caroline Levett, Clerk to Pluckley Parish Council  
11<sup>th</sup> May 2016