

**ASH-CUM-RIDLEY PARISH COUNCIL**  
**Minutes of the meeting held on Thursday 19 May 2022 at New Ash Green**  
**Village Association offices, Centre Road, New Ash Green, DA3 8HH**  
**commencing at 7:45pm**

Present: Cllr M Brown  
Cllr Mrs Brammer  
Cllr Mrs Clark  
Cllr Mrs Clucas  
Cllr Mrs Connell  
Cllr F Cottee  
Cllr S Fishenden  
Cllr I MacLeod  
Cllr M Manley  
Cllr V Ngwenya

In attendance: Alison de Jager – Parish Clerk  
Mrs S Brine – Village Association

**8380/22 Election of Chairman**

Cllr Mrs Brammer PROPOSED that Cllr M Brown be elected Chairman of the Parish Council for the 2022/23 municipal year. SECONDED: Cllr Mrs Connell and UNANIMOUSLY AGREED. His Acceptance of Office was duly signed.

**8381/22 Apologies**

Apologies were received from Cllr S Glover (work), Cllr Mrs Hobbs (family commitment), Cllr P Nightingale (work), Cllr Miss Sapiets (Training Course) and Cllr J Scott (holiday).  
Cllr A Pett, Sevenoaks District Council sent his apologies.

**8382/22 Election of Vice-Chairman**

Cllr Mrs Clucas PROPOSED that Cllr Mrs Brammer be elected Vice Chairman of the Parish Council for the 2022/23 municipal year. SECONDED: Cllr M Brown and UNANIMOUSLY AGREED.

**ADJOURNMENT**

The meeting was adjourned at 7.47pm for the presentation of the 2022 Kent Association of Local Council's Community Award to Mrs Patricia Kirtley  
The meeting re-commenced at 7.52

**8383/22 Declarations of Interest**

- a. Declarations of Interest – None
- b. No changes to the Register of Interests. Members were reminded that any alteration or new interests must be registered with the Monitoring Officer within 28 days.

**8384/22 Dispensations**

None received.

## 8385/22 Minutes

It was RESOLVED that the minutes of the meeting held on Thursday 21 April 2022 be approved with the following amendments.

Planning – SE/22/00805 - the addition of 'Council objects to this application as the proposed sprawling development would be harmful to the openness of the Green Belt by nature of its bulk and significantly increased floor area compared with the existing derelict buildings. This property has a long planning history and we would ask that the planning officer looks into the cumulative effect.

Northfield – ' It was NOTED that the next meeting of the Northfield Management Committee meeting will be held on 23 May 2022.' PROPOSED Cllr M Manley  
SECONDED: Cllr Mrs Brammer and AGREED.'

## 8386/22 Appointment of Committees, Working Groups and Representatives on Outside Bodies.

- a. The Committees for the year 2022/23, their terms of reference and delegated powers were AGREED with the amendment to the Finance Committee, with the deletion of 'Meetings will be held on the third Thursday of the month' from Meetings and the removal of item 8b from the Terms of Reference 'To keep Byelaws under review and to draft amendments as may be appropriate from time to time for consideration by the Parish Council. PROPOSED Cllr M Manley  
SECONDED: Cllr V Ngwenya and AGREED.
- b. The appointment of membership to committees was PROPOSED by Cllr Mrs Clucas SECONDED: Cllr S Fishenden and AGREED as follows:
- Burial Ground Committee: Chairman and Vice Chairman, ex officio, Mrs Clucas, Mrs Connell, Mrs Howie, I MacLeod, M Manley, J Scott, Rev H Reeves and Mr B Parlett (Ash Church).  
Finance Committee: Chairman and Vice Chairman, ex officio, Sports Centre Management Committee Chairman, Cllrs S Fishenden, V Ngwenya, P Nightingale.  
Personnel Committee: Chairman and Vice-Chairman, Chairman of the Finance and Sports Centre Management Committees.  
Planning Committee: Chairman and Vice Chairman, ex officio, Cllrs Mrs Clucas, Mrs Connell, F Cottee, S Glover, Miss Howie, I MacLeod, M Manley, Mrs Sapiets, J Scott.  
Sports Centre Management Committee: Chairman and Vice Chairman, ex officio, Cllrs Mrs Clark, S Glover, S Fishenden, I MacLeod, M Manley, V Ngwenya and the Sports Centre Manager.  
Youth Committee: Chairman and Vice Chairman, ex officio, Cllrs S Fishenden, Mrs Hobbs, M Manley, P Nightingale and Mrs Sapiets.  
Complaints Committee: Chairman, Vice Chairman, Cllrs Mrs Clark, F Cottee, J Scott.  
Northfield Management Committee: Chairman, Cllr Mrs Brammer and Cllr S Glover.  
Neighbourhood Development Plan Working Party: Cllrs M Brown, F Cottee, vacancy x 2 (external members; Mr C Clark, Mr A Pett, SDC Planning Policy Team).  
Barnfield Park Liaison Group: Cllrs M Brown, M Sapiets, J Scott  
New Ash Green Focus Group: Cllrs Mrs Brammer, M Brown.
- c. The appointment of representatives to outside bodies was PROPOSED by Cllr Mrs Connell SECONDED: Cllr Mrs Clark and AGREED as follows:
- |                                    |                               |
|------------------------------------|-------------------------------|
| Kent Association of Local Councils | Cllrs Mrs Brammer<br>M Manley |
| New Ash Green Village Association  | Cllr M Manley                 |

Health Liaison	Cllrs Mrs Clucas, P Nightingale
Bulletin	Cllrs S Fishenden, I MacLeod
Websites - Parish Council	Cllr S Fishenden
Sports Centre	Cllr S Fishenden
Thursday Lunch Provision	Cllr Mrs Clucas
Tree Warden	Cllr M Manley
Pond Warden	Cllr F Cottee
Footpaths	Cllrs Mrs Connell, Mrs Clark
Transport	Cllrs Mrs Connell, M Manley
Highways	Cllr M Manley, V Ngwenya
Brands Hatch	Mr D Brammer
New Ash Green Village Trust	Cllr Mrs Hobbs
Lances Almshouse Charity	Cllrs Mrs Brammer Mrs Connell, P Nightingale
Ash Village Hall Committee	Cllr Mrs Brammer
Hodsoll Street Village Hall Committee	Mrs J Cottee

#### **8387/21      Complaints Procedure**

The Complaints Procedure review was carried out and CONFIRMED without amendment. PROPOSED: Cllr Mrs Clucas SECONDED: Cllr F Cottee and AGREED.

#### **8388/22      Publication Scheme, Freedom of Information and Data Protection**

The Council's Publication Scheme and procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018 was CONFIRMED. PROPOSED: Cllr S Fishenden SECONDED: Cllr Mrs Clark and AGREED.

#### **8389/22      Calendar of Meetings**

The dates and place for Parish Council and Planning Committee meetings for the 2022/23 municipal year were APPROVED, noting that the date of the September 2022 meeting falls outside the usual third Thursday of the month.

#### **8390/22      Annual Parish Meeting**

The notes of the Annual Parish Meeting held on 04 May 2022 were NOTED.

#### **8391/22      Planning**

##### a. Applications

##### **SE/22/01044: Greengates, Rosemary Lane, Hodsoll Street, TN15 7JX –**

Demolition of existing dwelling, garage and outbuildings and the erection of new detached dwelling and garage. Cllr M Manley PROPOSED that the Parish Council objects to this proposal as the increased bulk is harmful to the Green Belt and no Very Special Circumstances have been put forward. The proposal by its design and materials is not in keeping with the street scene. The ridge height is hugely greater than surrounding properties. The balconies do impose on the privacy of Redroofs and Dairy House Farm. Local knowledge suggests

that Greengates has already been extended twice and it at the maximum permitted by the 50% rule. The garden has also been extended twice. We draw your attention to the objections of neighbours. **SECONDED:** Cllr Mrs Clucas and **AGREED**.

- b. The decision, as set out in Appendix A to Agenda A/05/22 was **RECEIVED** and **NOTED**.
- c. Appeals  
None at time of Agenda.
- d. Enforcements  
None at time of Agenda.
- e. The minutes of the Planning Committee meeting held on 02 May 2022 were **NOTED**.
- f. Sevenoaks District Town Centres Strategy – Comments from members were **NOTED** and this will be discussed at the next Planning Committee meeting.
- g. Assets of Community Value – Cllr Mrs Clucas **PROPOSED** that nominations forms for Assets of Community Value for the following buildings and land be submitted, in agreement with the Trustees or owners of the buildings. The Badger, The Royal Oak, The White Swan, Ash Village Hall, New Ash Green Library, Hodsoll Street & Ridley Village Hall, New Ash Green Village Hall, NAG Youth & Community Centre, The Pavilion, Black Lion Allotment site and Hodsoll Street Play Area. **SECONDED:** Cllr M Manley. **FOR:** 9 **AGAINST:** 0 **ABSTENTIONS:** 1

#### **8392/22 Finance**

- a. The current financial position and accompanying reports were **NOTED**. Cllr V Ngwenya advised that Sevenoaks District Council have paid £60,944.00, 50% of precept. General Reserves healthy at just over 6 times monthly running costs. Telephone, we are still in credit with BT. Utilities, a new accounting code has been created for the agreed third contribution towards utility costs. 50% of the Sports Centre Grant has been paid in the amount of £7,500. Lunch Club income lower due to having to close for 2 weeks in April for staff holiday. Repairs/Maintenance repairs to taps/toilet and radiator. Annual payments for membership/subscription:  
£95.00 - ICCM – Annual membership, £312.00 - Iris Business – Payroll Software  
£1,986.00 - KALC – Annual membership, £214.80 & £222.00 Rialtas – Annual software fee and back up service, 84.00 - KALC - Precept Training webinar x 5  
Sports Centre - 50% of Parish Council Grant has been received and General reserves are just over 2 times monthly running costs. Income has been lower in April due to Easter holidays. Wages – Minimum wage has increased to £9.50 per hour - Employee & Employer NI increased by 1.25% from April. Utilities will be below budget for the year due to Parish Council agreeing to contribute a third of costs. Equipment repairs, payment made and waiting for parts to arrive
- b. The cheques signed since the last meeting were authorised. **PROPOSED:** Cllr V Ngwenya **SECONDED:** Cllr M Manley and **AGREED**.
- c. It was **NOTED** that the minutes of the Finance Committee meeting held on 12 May 2022 will be distributed with the June 2022 Agenda.
- d. Assets of the Parish Council – Cllr S Fishenden **PROPOSED** that the list of assets is **CONFIRMED**. **SECONDED:** Cllr V Ngwenya and **AGREED**.
- e. It was **NOTED** that the Internal Audit for the Parish Council and Sports Centre has been completed and the Annual Internal Audit Report from the Annual Governance Statement signed by the Internal Auditor.

- f. The Statement on Internal Control for the year ended 31 March 2022 was considered and AGREED. PROPOSED: Cllr Mrs Clucas SECONDED: Cllr V Ngwenya and AGREED.
- g. Section 1 – Annual Governance Statement 2021/22 of the Annual Governance and Accountability Return for the Parish Council and Sports Centre was completed, with all yes, being answered for all accounting statements. Cllr Mrs Clark PROPOSED that the Chairman and Responsible Finance Officer sign accordingly. SECONDED: Cllr M Manley and UNANIMOUSLY AGREED.
- h. Cllr Mrs Brammer PROPOSED that the accounts for the year ended 31 March 2022 for the Parish Council (including the Sports Centre) are APPROVED and that Section 2 of the Annual Governance and Accountability Return is signed by the Chairman. SECONDED: Cllr V Ngwenya and UNANIMOUSLY AGREED.
- i. It was CONFIRMED that the dates selected for the period of exercised of public rights are Monday 13 June to Friday 22 July 2022 inclusive.
- j. In accordance with the **Local Government Act 1972 Section 15(5)**, the Chairman's allowance was fixed at £350.00 PROPOSED: Cllr Mrs Brammer SECONDED: Cllr V Ngwenya and UNANIMOUSLY AGREED.
- k. Insurance - It was NOTED that this is the second year of a three-year agreement and the insurance for the Parish Council and Ash Green Sports Centre for 2022/23 has been paid in the amount of £789.91.
- l. Cllr Mrs Connell PROPOSED that the recommendation from the Youth Committee to provide activities at Ash Green Sports Centre for all ages of young people in place of two family fun days as the previous providers no longer have capacity to provide external fun days with a budget of £2,000.00, SECONDED: Cllr Mrs Brammer and UNANIMOUSLY AGREED.
- m. Ash Church – The request for funding was considered and Cllr Mrs Clucas PROPOSED that the Parish Council should be responsible for the installation of a plinth and a bracket or means of securing the water butts in place. Quotations will be sought for the work, SECONDED: Cllr S Fishenden and AGREED.

### **8393/22 Sports Centre**

- a. It was NOTED that the next meeting of the Sports Centre Management Committee will be held on 07 June 2022.
- b. Cllr M Manley reported that the Centre had been quiet in April due to the Easter holidays, but usage has picked up again with continued demand for Badminton and Squash. We have had 3 new Racket Members and 11 new Gym members since the beginning of the financial year. Following our gym equipment inspection, a number of repairs need to be carried out at a cost of £330, these will be done as soon as the parts arrive. The Classes Trial has been extended with 3 new class members and a number of people taking out block bookings. Fortunately, all staff have returned to work with staffing back at full capacity, Alison and Karen are now only covering the classes in the mornings. The lights at the back of the squash court need replacing and this will be done as part of the LED lighting upgrade to the building.

### **8394/22 Barnfield Park**

- a. It was NOTED that the meeting of the Barnfield Park Liaison Group will be held in June/July.

**8395/22 Northfield**

- a. It was NOTED that the next meeting of the Northfield Management Committee will be held on 01 June 2022.

**8396/22 Burial Ground**

- a. It was NOTED that the next meeting of the Burial Ground Committee will be held on 16 June 2022

**8397/22 Youth**

- a. The minutes of the meeting of the Youth Committee held on 03 May 2022 .

**8398/22 New Ash Green Village Association**

- a. It was NOTED that the meeting scheduled for 11 May 2022 has been rearranged to 17 June 2022.

**8399/22 Highways**

- a. The condition of the surface of Fawkham Green Road will be reported to Kent Highways.

**The meeting was suspended at 9.07pm to receive a report from the Village Association**

**The meeting reconvened at 9.09pm**

**8400/22 Footpaths**

- a. No report.

**8401/22 Transport**

- a. No report.

**8402/22 Ash, Hodsoll Street and Ridley**

- a. Ash – no report
- b. Hodsoll Street – Greenman – the Community Asset status' moratorium period has passed and Stonegate continue to refuse to meet with the Greenman Recovery Group as they are discussing the lease with the landlord. A publicity campaign has been launched to try and get action form Stonegate. Jubilee Celebrations have been arranged with a children's party on 2 June, a street party on 3 June a BBQ on 04 June and the Village Fete on 5 June which will be hosted by Holywell Park from 1 – 4pm.
- c. Ridley – No report

**8403/22 The Bulletin and Parish Website**

- a. The next edition of the Bulletin will be produced at the end of June.
- b. Website – no report.

**8404/22 New Ash Green Focus Group and Police**

- a. It was NOTED that the next meeting of the Focus Group will be held on 04 July 2022 .
- b. CCTV Progress Review – the report from Cllr S Fishenden was RECEIVED and NOTED.

**8405/22 Thursday Lunch Provision**

- a. As the grant from KCC is no longer received and the Parish Council supplements the lunch provision we are only accepting residents of the Parish.

**8406/22 KALC**

- a. No report.

**8407/22 Reports, Circulars and Correspondence**

The reports, circulars and correspondence as set out in A/05/22 were NOTED.

The meeting closed at 9.22pm

Signed: .....  
Chairman

Date: .....