

ASH-CUM-RIDLEY PARISH COUNCIL

Minutes of the meeting held on Thursday 17 May 2018 at New Ash Green Village Association Meeting Room, Centre Road, DA3 8HH commencing at 7.45pm

Present: Cllr M Brown
Cllr Mrs Brammer
Cllr Mrs Clark
Cllr Mrs Connell
Cllr F Cottee (arrived 7.50pm)
Cllr Mrs Hobbs (arrived 7.50pm)
Cllr J Kelly
Cllr M Manley
Cllr V Ngwenya
Cllr P Nightingale
Cllr J Scott

In attendance: Alison de Jager – Parish Clerk
Cllr D Brazier – Kent County Council
Cllr C Clark – Sevenoaks District Council

- 7379/18 Election of Chairman Cllr Mrs Connell PROPOSED that Cllr M Brown be elected Chairman of the Parish Council for the year 2018/19. SECONDED: Cllr M Manley and UNANIMOUSLY AGREED. His acceptance of office was duly signed. *(Cllrs F Cottee and Mrs Hobbs arrived)*
- 7380/18 Apologies Apologies were received from Cllr Mrs Clucas (ill) and Cllr I Mann (prior engagement) The apologies and reasons for absence were accepted District Councillor A Pett sent his apologies.
- 7381/18 Election of Vice Chairman It was PROPOSED BY Cllr Mrs Connell SECONDED: by Cllr F Cottee and UNANIMOUSLY AGREED that Cllr Mrs Brammer be elected Vice Chairman of the Parish Council for the year 2018/19. Her acceptance of office was duly signed.
- 7382/18 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.
- 7383/18 Dispensations No requests received
- 7384/18 Minutes It was RESOLVED that the minutes of the meeting held on Thursday 19 April 2018 be approved and signed as a true record. PROPOSED: Cllr Mrs Clark SECONDED: Cllr J Kelly and UNANIMOUSLY AGREED.
- 7385/18 Appointment of Committees Working Groups and Representatives a. The Committees for the year 2018/19, their terms of reference and delegated powers were agreed without amendment. PROPOSED: Cllr P Nightingale and SECONDED: Cllr F Cottee
b. The appointment of membership to committees was AGREED as follows:

7385/18
Appointment
of Committees
Working
Groups and
Representatives

Burial Ground Committee: Chairman and Vice Chairman, ex officio, Mrs Clucas, Mrs Connell, Mrs M Howie, M Manley, J Scott, and Mr B Parlett (Ash Church).

Finance Committee: Chairman and Vice Chairman, ex officio, Sports Centre Management Committee Chairman, Cllrs J Kelly, 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, S Glover, M Manley, J Scott, J Kelly, F Cottee, Miss Howie.

Sports Centre Management Committee: Chairman and Vice Chairman, ex officio, Cllrs Mrs Clark, S Glover, J Kelly, M Manley, I Mann, V Ngwenya and the Sports Centre Manager.

Youth Committee: Chairman and Vice Chairman, ex officio, Cllrs M Manley, Mrs Hobbs and J Kelly.

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, J Crane, J Kelly (external members; Mr C Clark, Mr A Pett, SDC Planning Policy Team).

Barnfield Park Liaison Group: Cllrs M Brown, J Crane, J Scott

New Ash Green Focus Group: Cllrs Mrs Brammer, M Brown.

c. The appointment of representatives to outside bodies was AGREED as follows:

Kent Association of Local Councils	Cllrs Mrs Brammer M Manley
New Ash Green Hall Committee	Cllr J Kelly
Health Liaison	Cllrs Mrs Clucas, <u>Vacancy</u>
VA Greenlands Committee	Cllr S Glover
Bulletin and Websites	Cllr I Mann
Thursday Lunch Provision	Cllr Mrs Clucas
Tree Warden	Cllr M Manley
Pond Warden	Cllr F Cottee
Footpaths	Cllrs Mrs Connell, I Mann
Transport	Cllr Mrs Connell, M Manley
Highways	Cllr J Crane, <u>Vacancy</u>
Age Concern	Cllr J Kelly
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

- 7386/18 Standing Orders
- a. Cllr Mrs Brammer PROPOSED that the review of the new Model Standing Orders incorporating the relevant legislative changes since the 2013 version as recommended by the Finance Committee are ADOPTED
SECONDED: Cllr M Manley and UNANIMOUSLY AGREED.
- 7387/18 Complaints Procedure
- a. The Complaints Procedure, reviewed in January 2018 was CONFIRMED.
PROPOSED: Cllr J Kelly SECONDED: Cllr F Cottee and AGREED.
- 7388/18 Freedom of Information
- a. The review of the information available under the model publication scheme was carried out without amendment. PROPOSED Cllr Mrs Clark
SECONDED: Cllr Mrs Hobbs and AGREED.
- 7389/18 Calendar of Meetings
- a. The dates and place of Parish Council and Planning Committee meetings for the 2018/19 municipal year were APPROVED.
- 7390/18 Annual Parish Meeting
- a. It was NOTED that the notes of the Annual Parish meeting held on Wednesday 10 May 2018 will be distributed with the June 2018 Agenda.
- 7391/18 Planning
- a. Applications – None at time of Agenda. NOTED
b. Decisions
The decisions, as set out in Appendix A to Agenda A/05/18 were RECEIVED and NOTED.
c. Appeals – None at time of Agenda. NOTED.
d. Enforcements - None at time of Agenda. NOTED.
e. The minutes of the Planning Committee meeting held on 03 May 2018 were NOTED.
- 7392/18 Finance
- a. The current financial position and accompanying reports were NOTED. Cllr V Ngwenya took members through the current income and expenditure.
b. The cheques signed since the last meeting were authorised. PROPOSED: Cllr J Kelly SECONDED: Cllr P Nightingale and AGREED.
c. It was NOTED that the minutes of the meeting of the Finance Committee held on 08 May 2018 will be distributed with the June 2018 Agenda.
d. Cllr M Brown PROPOSED that the Report from the Internal Auditor for the Parish Council and Sports Centre was RECEIVED and NOTED. The Clerk and Assistant Clerk were thanked for their work. SECONDED: Cllr V Ngwenya and AGREED.
e. The Statement on Internal Control for the year ended 31 March 2018 was considered and AGREED. PROPOSED: Cllr Mrs Brammer SECONDED: Cllr M Brown and AGREED.
f. Section 1 - Annual Governance Statement 2017/18 of the Annual Governance and Accountability Return for the Parish Council and Sports Centre was completed. Cllr Mrs Clark PROPOSED that the Chairman and Responsible Finance Officer sign accordingly. SECONDED: Cllr Mrs Brammer and UNANIMOUSLY AGREED.
g. Cllr V Ngwenya PROPOSED that the accounts for the year ended 31 March 2018 for the Parish Council are APPROVED and that Section 2 of the Annual Governance and Accountability Return was signed by the Chairman. SECONDED: Cllr M Brown and UNANIMOUSLY AGREED.

- 7392/18
Finance
- h. Cllr Mrs Brammer PROPOSED that the accounts for Ash Green Sports Centre for the year ended 31 March 2018 are RECEIVED. SECONDED: Cllr P Nightingale and UNANIMOUSLY AGREED.
 - i. Cllr J Kelly PROPOSED that the accounting statement for Ash Green Sports Centre is APPROVED and signed by the Chairman and Responsible Finance Officer. SECONDED: Cllr V Ngwenya and UNANIMOUSLY AGREED.
 - j. In accordance with the **Local Government Act 1972 Section 15(5)**, the Chairman's allowance was fixed at £250.00 PROPOSED: Cllr F Cottee SECONDED: Cllr Mrs Hobbss and UNANIMOUSLY AGREED.
 - k. Cllr J Scott PROPOSED that the review of the Financial Regulations carried out by the Finance Committee on 20 February 2018 be APPROVED without amendment. SECONDED: Cllr J Kelly and UNANIMOUSLY AGREED.
 - l. Cllr M Manley PROPOSED that the assets of the Parish Council and Sports Centre are CONFIRMED. SECONDED: Cllr P Nightingale and AGREED.
 - m. 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 2018/19 has been paid in the amount of £776.00.
 - n. Cllr P Nightingale PROPOSED that payment of PAYE by direct payment is authorised. SECONDED: Cllr P Connell.
 - o. Cllr Mrs Brammer PROPOSED that the annual subscription to the Kent Association of Local Councils in the amount of £1,530.00 is AUTHORISED. SECONDED: Cllr M Brown and UNANIMOUSLY AGREED.
 - p. Cllr Mrs Connell PROPOSED that the annual membership to the Institute of Cemetery and Crematorium Management in the amount of £90.00 is Renewed. SECONDED: Cllr Mrs Clark and UNANIMOUSLY AGREED.
 - q. Cllr J Kelly PROPOSED that a donation under **Section 137 of the LGA 1972** in the amount of £300.00 is awarded to the Kent, Surrey and Sussex Air Ambulance. SECONDED: Cllr Mrs Hobbs and UNANIMOUSLY AGREED.
 - r. Cllr Mrs Brammer PROPOSED that a donation under **Section 137 of the LGA 1972** in the amount of £250.00 is awarded to West Kent Mediation. SECONDED: Cllr V Ngwenya and UNANIMOUSLY AGREED.
 - s. Cllr M Brown PROPOSED that a donation under **Section 137 of the LGA 1972** in the amount of £300.00 is awarded to Citizens Advice in North and West Kent. SECONDED: Cllr J Kelly and UNANIMOUSLY AGREED.
- 7393/18
Sports Centre
- a. The minutes of the meeting of the Sports Centre Management Committee held on 30 April 2018 were NOTED
- 7394/18
Barnfield
Park
- a. It was NOTED that the next meeting of the Liaison Group will be held on 04 June 2018. An unsatisfactory response has been received from the Head of the Gypsy & Traveller Unit with regard to the purchase of Attwood Field.
- 7395/18
Northfield
- a. It was NOTED that the minutes of the meeting of the Northfield Management Committee held on 14 May 2018 will be distributed with the June 2018 Agenda.

- 7396/18
Burial Ground
- a. It was NOTED that the date of the next meeting of the Burial Ground Committee has not been set.
 - b. Members of the Committee visited St Giles Church at Farnborough to look at their garden of remembrance.

- 7397/18
Youth
- a. 8 – 12's –no report.
 - b. Youth – continues to be popular
 - c. It was NOTED that Family Fun Days have been booked for 7 and 21 August on The Minnis.

- 7398/18
Highways
- a. No report.

The meeting was suspended at 8.30pm to receive reports from the District Councillors.

The report from the District Councillors is attached to these minutes.

The meeting reconvened at 8.39pm

- 7399/18
Footpaths
- a. No report.

- 7400/18
Transport
- a. No report.

- 7401/18
Ash, Hodsoll Street, Ash & New Ash Green
- a. Ash – the Village Hall Committee will be hosting Midsummer Madness on 23 June 2018 at the Village Hall.
 - b. Hodsoll Street – Cllr F Cottee informed members that the Big Breakfast is held on the first Saturday of the month. The Coffee Caravan and Pop-up Café visited Hodsoll Street Village Green on 8 May and the organisers were happy with the turn out. The next visits will be at 12.30pm on 5 June, 3 July and 31 July. The Hodsoll Street Fete will be held on Sunday 24 June from 2pm – 4pm.
 - c. Ridley - a fundraising Wind Quintet Concert to raise funds towards the installation of a toilet in the Church will be held on 20 May 2018.
 - d. New Ash Green –

- 7402/18
Bulletin and Website
- a. Bulletin – the Bulletin has been delivered. Members felt that this was another good edition.
 - b. Website – no report
 - c. Outdoor Theatre - It was NOTED that Rude Mechanical Theatre Company's production of 'Oberon's Cure' will be held on Sunday 03 June 2018.

- 7403/18
Focus Group and Police
- a. The minutes of the Focus Group meeting be held on 16 April 2018 were NOTED.

- 7404/18
Lunch Provision
- a. The lunch continues to be popular with between 26 – 30 regular members.

- 7405/18
KALC
- a. The next meeting of the Sevenoaks KALC branch will be held on 29 May 2018.

7406/18
Reports,
Circulars and
Correspond.

The reports, circulars and correspondence as set out in A/05/18 were
NOTED.

The meeting closed at 8.46pm

Signed:
Chairman

Date: