

**Minutes of The Full Council Meeting held at The Rackliff Centre on
Monday 5th September 2022 at 7.30pm**

Members Present:

Cllr Liz Ellicott, Chair; Cllr Alex Britcher-Allan, Cllr Chris Ducklin, Cllr Paul Gripper, Cllr M O'Callaghan and Cllr Doug Smith.

Officers Present:

Alison Stevens, Locum Clerk

Others and Members of the Public:

Three members of the public were also present.

- 1. Enquire whether anyone present intends to film, photograph and/or record the meeting**
No one present filmed, photographed or recorded the meeting.

- 2. To receive and approve apologies for absence**
Apologies for absence were received from Cllrs Dave Funnell and Barry Edwards. The reasons for their apologies were accepted by the Full Council.

- 3. Declarations of Personal and Prejudicial Interests**
Cllrs Ellicott and Smith declared an interest and did not vote in Minute 9.6. Cllr Britcher-Allan declared an interest and did not vote in Minute 16.

- 4. Declarations of Lobbying**
None.

- 5. Introducing Mr Dan Coleborne – Ranger of the Commons**
Mr Coleborne introduced himself and described some of the work he has already undertaken in his role as Ranger of the Commons. For example, he has;
- i. Created a glade to make a safer environment for the Forest School.
 - ii. Had the trees on the common by the church assessed. Some of the red conker trees are declining but he is hoping to get successors from them which could also be planted throughout the village. A section of the common which was scrub land has been converted into a wild patch.

Future plans include;

- i. Exposing the octagonal shape around the memorial and planting wild flowers within it.
- ii. Removing any ash trees which have die back. Trees will only be removed if it is absolutely necessary. The ash trees which border public roads and paths will be the priority and announcements will be made in The Rusthall Times and via on-site signage to keep residents informed.

He also asked the Parish Council if he can rent a section of the rear of The Rackliff to use as storage.

In answer to Councillor's questions Mr Coleborne confirmed;

- i. The recent heatwaves are a major concern. Work is underway to add signage so that those using the Common feel more empowered to approach others having bonfires and/or report them. Trees will be selectively felled where there is a real possibility homes are at risk.
- ii. Encroachment is also a worry and is not acceptable. He would like to arrange Beating of the Bounds walks to enforce that message.
- iii. It is not possible to remove the 'notch' in the car park at Common View to create more parking. Councillor Smith suggested there could be an easement but it would need to be an official proposal from the Parish Council.
- iv. Shrubs and trees will be kept cut back so they do not obscure outside lighting.

The Chairman thanked Mr Coleborne for attending and he left the meeting.

6. Minutes of the Parish Council Meeting held on the 4th July 2022

The Minutes of the Parish Council Meeting held on the 4th July 2022 were agreed, and it was RESOLVED that the Chair sign them as a true and accurate record of the meeting.

5.1 Matters outstanding from these minutes (not listed as separate items). None.

5.2 Matters outstanding from previous minutes. None.

7. Open session for questions from the public

Ms Foster;

- Said two of the four 20mph speed roundels have now been repainted. She will ask the County Councillor when the other two are going to be.
- Reported debris across the footpath in Lower Green Road caused by badgers. The Clerk will ask District Councillor Funnell if a cage can be fitted.
- Reported fly tipping on Coach Road. The Parish Council understands it is being cleared on the 6th September.

Tunbridge Wells Ramblers asked for information about a path which used to run across the Spa Golf Course. This was covered in the Chair's Report later on in the meeting.

Ms Carney asked if the Parish Council can help with an issue she has. She lives on Rusthall Road, and is one of the three houses and six flats that front onto a small piece of the Common. Because there is no street name stating 'Rusthall Road', and the signage that is there is wrong, mail is often wrongly delivered and she has a lot of lost callers knocking on her door and it is becoming increasingly annoying. The Parish Council will make a formal request to the Borough Council for the situation to be rectified.

8. Session for County and Borough Councillor on matters concerning the Parish

There was no report from County Councillor McInroy or Borough Councillor Funnell on this occasion.

Borough Councillor Britcher-Allan reported the following;

- i. 'Warm Spaces' are currently being considered as a way of helping residents who are struggling with the rapidly increasing energy costs. Community Larder is considering extending into the afternoon and the Community Café is considering extending the coffee morning.
- ii. The second consultation for the Boundary Review is now underway. There is also a consultation taking place for the Parking Charges Review.
- iii. She has asked for the drains to be cleared at Lower Green Road to help alleviate the flooding situation.
- iv. She plans to set up a separate email address for her role as Champion for the Charities and Voluntary Sector. There will also be a one stop advice shop website.
- v. Arriva began a series of strikes from the 5th September.

9. Finance update –

9.1: Accounts for Payment – Councillors RESOLVED to approve the list of payments for 1st August and 1st September 2022 (see below).

			£	
01/08/2022	EE	DD	52.06	Mobile
04/08/2022	Langton Life Ltd	BACS	750.00	Rusthall Magazine
04/08/2022	D Smith	BACS	116.62	Reimbursement
04/08/2022	Microshade	BACS	245.98	Monthly hosting
04/08/2022	C May	BACS	310.00	Locum RFO
04/08/2022	Alison Stevens	BACS	2758.80	Locum Clerk
04/08/2022	Capel Groundcare	BACS	436.03	Monthly Contract July
04/08/2022	Capel Groundcare	BACS	435.01	Allotment Maintenance
08/08/2022	NEST	DD	40.65	Pensions
08/08/2022	HMRC	BACS	20.54	NI and Tax
15/08/2022	Charlie's Angels	BACS	100.00	Buffet Plat Jubilee
16/08/2022	Mastercard	Top up	346.00	To reduce balance
19/08/2022	Linda Neusten	BACS	858.67	Salary
19/08/2022	Kevin Watson	BACS	735.55	Salary
22/08/2022	M Edmonds	BACS	30.00	Allotment Refund
22/08/2022	Elizabeth King	BACS	30.00	Allotment Refund
22/08/2022	T Collins	BACS	30.00	Allotment Refund
22/08/2022	R Hoare	BACS	60.00	Allotment Refund
22/08/2022	T Towers	BACS	30.00	Allotment Refund
22/08/2022	F Howe	BACS	30.00	Allotment Refund
22/08/2022	M Smithers	BACS	60.00	Allotment Refund
22/08/2022	TJ Glynn	BACS	30.00	Allotment Refund
22/08/2022	E Tamkin	BACS	60.00	Allotment Refund
22/08/2022	D Stapley	BACS	39.00	Allotment Refund
22/08/2022	S Knudson	BACS	30.00	Allotment Refund
23/08/2022	BT Group PLC	DD	79.78	BB & Telephone
25/08/2022	D Stapley	BACS	-39.00	Reversal re amount
25/08/2022	D Stapley	BACS	30.00	Allotment Refund
25/08/2022	SSE	DD	238.69	Rackliff Electricity
01/09/2022	EE	DD	52.06	Mobile
06/09/2022	S Wadey	BACS	60.00	Allotment Refund
06/09/2022	C May	BACS	100.00	Locum RFO
06/09/2022	LexisNexis	BACS	131.99	Arnold Baker 13th
06/09/2022	KALC	BACS	51.71	Training
06/09/2022	Alison Stevens	BACS	982.20	Locum Clerk
06/09/2022	Capel Groundcare	BACS	436.03	Groundcare
06/09/2022	The Cleaning Lady	BACS	72.00	Rackliff Cleaning
06/09/2022	L Ellicott	BACS	40.00	Padlocks
06/09/2022	Capel Groundcare	BACS	111.60	Strim, mat & weed
06/09/2022	Capel Groundcare	BACS	334.80	Strim, mat, clear.
06/09/2022	Rialtas	BACS	240.00	Training
06/09/2022	Microshade	BACS	239.98	Monthly Charge
06/09/2022	Viking	BACS	198.28	Stationery
06/09/2022	KCS	BACS	123.12	Photocopier
09/09/2022	NEST	DD	40.65	Pensions
09/09/2022	HMRC	BACS	20.74	Tax & NI
11/09/2022	SSE	DD	171.49	Electricity Rackliff
20/09/2022	Kevin Watson	BACS	735.55	Salary
20/09/2022	Linda Neusten	BACS	858.87	Salary

9.2: RESOLVED to adopt the draft minutes of the Finance Committee Meeting held on the 11th July 2022.

9.3: RESOLVED to accept quote number 069225 from KCS for a replacement photocopier. The copier will be leased for three years.

9.4: RESOLVED to accept quote number 22136 from Festive Decorations for christmas lights in the High Street. The lights will be on nine street lamps unless the tenth has been replaced by the County Council by then. Councillor O'Callaghan is going to identify additional sites for next year.

9.5: The Conclusion of the External Audit 2021-2022 was noted. There were no matters for concern.

9.6: RESOLVED to approve a one-off virement of £10000 from the Contingency Budget to the Amenities Budget. The money is needed so that the Allotments Committee can fit eight additional troughs, a community shed and also carry out some smaller jobs.

Councillor also RESOLVED to;

- i. appoint 'The Cleaning Lady' to take over cleaning the Rackliff Centre.
- ii. sign up to Rialtas for three years so they can take full advantage of the allotment facilities it offers.

10. Planning Committee

10.1 RESOLVED to formally appoint Cllr Funnell to the Planning Committee.

11. Rackliff Centre –

11.1 At the last meeting it was RESOLVED that the Chair and the Locum Clerk will find out how much it will cost to put a larger sign on the outside of The Rackliff Centre so that residents know it is now The Rackliff Centre and Parish Council Office. They then met a contractor but have yet to receive a price. The Chair will chase then up one final time and source a price from a different firm if need be.

11.2 At the last meeting Councillors also agreed they would like to have a flagpole at the Centre and asked Cllr Edwards to look for the most suitable option and report back. This item was deferred until the next meeting so that Cllr Edwards can be present.

12. Defibrillator Update – The Parish Council has received two updates from The Circuit which suggest the defibrillator has been used when it hasn't. The Clerk will ask the installer to check there are no faults.

13. St Paul's School – At the last meeting Councillors agreed to send a representative to a Governor's Meeting and find out their aims. The Clerk will contact the school to find out when the next meeting is and either Cllr Ellicott or Cllr O'Callaghan will attend.

At the same meeting Cllr O'Callaghan agreed to contact other schools who have been in the same situation to find out how they recovered. He has since drafted a list and will be contacting them shortly.

14. Assets of Community Value – This item was deferred until the next meeting to allow Cllr Edwards to be present. It is understood he has carried out this exercise in the past.

15. Boundary Commission Review – The Parish Council's previous comments have been taken on board. Rusthall Parish Council understands work is taking place to see if Rusthall can maintain its current status of being a two councillor ward and so it was agreed to make a response at the next meeting once the results of the work are known.

The Clerk will contact Speldhurst Parish Council and decline its offer of meeting up to form a joint response because Rusthall Parish Council is unable to do so at this time.

16. Co-option of New Parish Councillor – The Parish Council now has permission to co-opt to replace Aimee Taylor and notices have been placed on the noticeboards.

17. Chair’s Report – Cllr Ellicott said;

- She had a meeting with the Commons Ranger and the Clerk of the Conservators where she raised several issues with them.
- The recent allotments barbeque was very successful. Photographs of the event can be viewed in Rusthall Life.
- The Rusthall Medical Centre has closed its list and is not taking any more patients.
- She made some enquiries because she had concerns about the owner fencing off part of the Golf Course. As a result she understands he is within his rights because the land is privately owned. Cllr O’Callaghan agreed to check if that is still the case if the fencing blocks a public rights of way. There are also understood to be issues with some of the ancient trees which the Tree Officer is investigating.
- A planning application has been submitted to the Borough Council for the former Hendy’s site.
- A new site has been identified for cycle stands. It is on the Common at the end of Common View.
- Three padlocks were stolen from the Southwood Road allotment site on the 1st September.
- She has forwarded the latest KALC newsletter to all councillors.

18. Officers’ Report – Officer Stevens had nothing more to report at this stage.

19. Diary Dates

3 rd Oct 2022	7.30pm	Full Council Meeting.
12 th Sep 2022	7.30pm	Environment Committee Meeting
15 th Sep 2022	7.30pm	Highways Committee Meeting
26 th Sep 2022	7.30pm	Allotments Committee Meeting
17 th Oct 2022	7.30pm	Finance Committee Meeting

20. Items for Information – None.

21. Next meeting of Full Council -

3rd October 2022 7.30pm The Rackliff Centre

IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEM ON THIS AGENDA, COUNCILLORS RESOLVED TO EXCLUDE THE PRESS AND PUBLIC UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960.

22. To consider confidential staffing matters and agree any further action.
Councillors RESOLVED to refer the issues raised to the Staffing Committee for further consideration.

There was no further business, and the meeting closed at 9.50pm.

..... Chairman

Dated

