

**Minutes of The Full Council Meeting held at The Rackliff Centre on
Monday 10th July 2023 at 7.30pm**

Members Present:

Cllr Liz Ellicott, Chair; Cllr Mark O’Callaghan, Vice Chair; Cllr A Britcher-Allan, Cllr C Ducklin, B Edwards, A Funnell, D Funnell, P Gripper and Cllr D Smith.

Officers Present:

Alison Stevens, Parish Clerk
Linda Neusten, Deputy Clerk

Others and Members of the Public:

Borough Councillor Jayne Sharratt and one member 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 this meeting.
- 2. To receive and approve apologies for absence**
No apologies for absence were received.
- 3. Declarations of Personal and Prejudicial Interests**
Cllrs Ellicott, Gripper and Smith each declared prejudicial interests in item 9 and did not take part in the vote.
- 4. Declarations of Lobbying**
There were no declarations of lobbying.
- 5. Minutes of the Parish Council Meeting held on the 12th June 2023**
The Minutes of the Parish Council Meeting held on the 12th June 2023 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. Councillor O’Callaghan reported the Boundary Review has concluded. Rusthall and Speldhurst will be in the same ward with three members.
- 6. Open session for questions from the public**
Ms Foster said;
 - her request for the drains to be deep cleaned in Lower Green Road has been accepted.
 - Councillor Gripper observed a Speedwatch Meeting and was suitably impressed.
 - Said a tree has been felled on the new development by the Red Lion which she believes contravenes the planning consent conditions. The TWBC Tree Officer has confirmed he will be carrying out a full investigation.
- 7. Session for County and Borough Councillor on matters concerning the Parish**
There was no report from County Councillor McInroy on this occasion.

Borough Councillor Britcher-Allan reported;

- i. That, along with Councillor Sharratt, she has contacted residents in Common View to see if they support getting the white lines there repainted. The responses they have received so far have been positive.
- ii. Most of those affected by the copper wire theft have now had their internet restored.

Borough Councillor Sharratt reported;

- i. The Borough Council has awarded the NHS the Freedom of the Borough to celebrate its (the NHS') 75th Anniversary.
- ii. The Tunbridge Wells Borough Council Residents' Survey is now live and can be found at [Residents' Survey 2023 | Talking Point Tunbridge Wells \(engagementhq.com\)](https://www.engagementhq.com). 1000 residents have responded so far. A drop in session is being held at St Paul's on the 13th July for those not on line or who prefer paper copies.
- iii. That she is looking into whether the toilets at the Pavilion on the Recreation Ground can be made more available. The main issues seem to be budgetary and safeguarding.
- iv. Reminded those on the housing waiting list they need to re-apply to keep their names on it.
- v. The water leak in Lower Green Road is being repaired on the 11th July.

8. Finance update – Cllr O'Callaghan was happy there was nothing to report on the accounts.

8.1: Accounts for Payment – Councillors RESOLVED to pay the following;

				£	
03/07/2023	EE	DD	59.54	Mobiles	
10/07/2023	SSE	DD	104.22	Rackliff Electricity	
11/07/2023	C May	BACS	209.00	Locum RFO	
11/07/2023	Microshade	BACS	322.44	Computer hosting	
11/07/2023	Capel	BACS	449.12	Allotments	
11/07/2023	Capel	BACS	108.00	Allotments	
11/07/2023	HMRC	BACS	685.73	NI & Tax	
11/07/2023	K Watson	BACS	50.00	4 Lock Lubricants	
11/07/2023	K Watson	BACS	200.00	Allotment vouchers	
11/07/2023	Crossways	BACS	50.00	Allotment clear	
11/07/2023	Cllr Ellicott	BACS	16.00	Reimbursement	
11/07/2023	Viking	BACS	54.98	Stationery	
11/07/2023	Little Loads	BACS	10.00	Rubbish Collection	
11/07/2023	QS Plants	BACS	470.00	Planters	
11/07/2023	Sticky Monkey	BACS	36.00	ID Cards	
11/07/2023	KCS	BACS	6.58	Photocopier	
11/07/2023	NAS	BACS	66.00	Annual membership	
11/07/2023	Little Loads	BACS	20.00	Rubbish Collection	
11/07/2023	Horizon	BACS	1046.88	Laptop	
11/07/2023	Cleaning Lady	BACS	78.00	Rackliff Cleaning	
20/07/2023	Employees	BACS	3020.36	Salaries	
24/07/2023	BT Group Plc	DD	90.31	Monthly Charges	

8.2 The Hire Agreements have been reviewed by the Clerk. The Parish Council RESOLVED to approve the changes and they also agreed the charge to the EMC will be £28 per session from September.

8.3 The Internal Auditor has recommended the Rackliff Centre is revalued for insurance reasons. Councillors RESOLVED to accept the quote of £140 plus VAT which compared favourably to another quote of £600 plus VAT.

9. Allotments Committee – It was RESOLVED to adopt the draft minutes of, and the recommendations made at, the Allotment Committee Meeting held on the 26th June 2023.

The bid to the UKSPF Community Grants Programme has now been submitted.
Councillors thanked the Chair for all her hard work in completing the application.

10. **Staffing Committee** – The Staffing Committee was introduced to cover the period the Council was without a Clerk, as a form of line management.

Councillors agreed it was no longer necessary and that going forward appraisals of the Clerk will be carried out by the Chair or Vice Chair. The appraisals of the Allotment Manager and Deputy Clerk will be carried out by the Clerk.

11. **Committees' Terms of Reference** – The Terms of Reference for the Allotments' Committee, the Environment Committee and the Planning Committee were reviewed and approved by all. Line 5 for each Committee will now read 'The Chair will make a report to the Full Council at the next Parish Council Meeting succeeding an Committee Meeting if the minutes are not available'.

The Planning Committee Terms of Reference will also include 'Non contentious planning applications where permission has not been given to extend the consultation deadline will be commented on by email and ratified at the next meeting.'

12. **Defibrillator Update** – The defibrillators at the URC and Toad Rock have been risk assessed and were found to be in good working order. The Parish Council understands the one at Sunnyside has been temporarily removed but there is another at the Library. All are understood to have been registered on The Circuit.

13. **Rusthall History Group Archive Records** – The archives are to be stored at least temporarily in a cupboard at the Rackliff Centre. Councillor Edwards is arranging delivery and Councillor Ellicott offered to help. The records include a manuscript for a book Mr Penfold was going to write.

Councillors agreed that some of the photographs and pictures can be displayed on the walls of the Rackliff.

14. **Highways** – It was RESOLVED to add 'Extending the yellow lines at the junction of the High Street and Common View' to the top of the Highways Improvement Plan so the matter can be progressed to the next stage.

Councillor Britcher-Allan is also asking for double yellow lines on Meadow Road and Erskine Park Road.

It was also suggested the bus stop markings could be moved to allow the bus more room to manoeuvre.

Councillor Gripper reported the sign on the corner of Rusthall Road and Lower Green Road has been knocked down. The Clerk will ask Highways to reposition/replace it.

15. **Fremlin Pond** – Following a request from a resident the Parish Council enquired to adopt a path by the pond but found it would need to submit a business case. Councillors agreed it could potentially be a lot of trouble for little reward and RESOLVED not to take the matter further.

16. **Rusthall Village Fete** – This year's village fete went well and the Chair thanked all those who helped. The folder of photographs which showed the Parish Council's achievements was well received and is now on display in the library.

- 17. **Rusthall Volunteers** – Councillor O’Callaghan attended the latest Parish Chair’s Briefing where his idea was well received. Speldhurst Parish Council was particularly interested and TWBC offered to help with the on-line hub.

- 18. **Chair’s Report** – Councillor Ellicott said she helped Councillor Smith with the latest allotment inspections and barbeque. There were prizes for the best allotment, best runner up, best scarecrow and best newcomer.

- 19. **Officers’ Report** – Officer Stevens said that she has now started working on updating the various policies and procedures and the Deputy Clerk is drafting an Emergency/Resilience Plan.

- 20. **Diary Dates**

11 th Sept 2023	7.30pm	Full Council Meeting
24 th July 2023	7.30pm	Environment Committee Meeting
25 th Sept 2023	7.30pm	Allotments Committee Meeting

- 21. **Items for Information** – The next meeting of the Family History Group is on 20th July at 10.30am at the library.

- 22. **Next meeting of Full Council -**

11 th Sept 2023	7.30pm	The Rackliff Centre
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DUE TO THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEM IT WAS RESOLVED TO EXCLUDE THE PRESS AND PUBLIC UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960.

- 23. **To consider confidential staffing matters and agree any further action** – Having agreed to commission the Actuary Report it was RESOLVED to join the Kent Pension Fund, and admit Alison Stevens as a member.

There was no further business, and the meeting closed at 8.50pm.

..... Chairman

Dated