

**MINUTES OF THE FULL COUNCIL MEETING
HELD ON MONDAY 11th NOVEMBER 2013 at 7.30pm
IN THE UNITED REFORMED CHURCH MANOR ROAD**

MEMBERS PRESENT: Councillors: Mrs J. Blackburn (Chair), C.Elwood (Vice Chairman), M.Lawrence, Mrs C Codd, J Clark and R Benoy.

IN ATTENDANCE: County Councillor John Davies, Borough Councillor Piers Wauchope and Public

OFFICERS PRESENT: Mrs S. Denne – Clerk

1. **Apologies for absence** Cllrs Edwards, Mrs Geer and Mrs Simmons.
2. **Declarations of Pecuniary or Significant other Interests:** – None
3. **Declarations of Lobbying** -None
4. Minutes of the meeting held on the 14th October 2013 were agreed.
5. **Session for Borough Councillors** – County Councillor Davies reported that the details of the switching off of street lights are on the KCC website. He then went on to reassure the meeting that there were no plans to move the Rusthall library, at this stage. He informed the parish Council that he would be happy to use his Members Grant to help fund the purchase of traffic road signs etc for the use of Rusthall and Speldhurst Parish Councils. Cllr Davies also informed the Parish Council that a decision with regards the Children’s Centre should be reached on the 5th December 2013. He also mentioned that the JTB had discussed the possible painting of double yellow lines at the top end of Harmony Street. He finally reported that MUGA discussions were on hold until the new head teacher arrived at St Paul’s in January 2014.

Borough Councillor Wauchope gave Borough Councillor Webb’s apologies. He informed the Parish Council that he had nothing to report with regards Rusthall. He did however mention the new traffic scheme proposed for the North Farm area.

6. **Planning Committee** – The report from the Vice Chairman of the Planning Committee (Councillor Clark) set out the Parish Council’s statutory responses to five applications which had been received since the last meeting. Cllr Edwards declared a personal interest in the application for 4 Sunnyside Road, as he knew the applicant.

The Planning Committee then recommended **approval** by Officer delegated powers for

- 1) **13/02754/HOUSE/CO1** Single storey front extension at 2 Spring Gardens
- 2) **13/02963/HOUSE/CO1** Two storey side extension at 40 Bowen Road
- 3) **13/02802/TPO/DMD** Fell one Ash tree in rear garden at 30 Colbran Way
- 4) **13/03148/TPO/DMD** Pruning of various trees in rear garden of 4 Sunnyside Road

The Planning Committee then recommended **refusal** by Officer delegated powers for

- 5) **13/03028/HOUSE/SH6** Loft conversion with fixed access stairs and convert garage into new kitchen.

We recommended refusal as the external front elevation was to replace concrete hanging tiles with cedar weatherboard and replace door, windows and Juliet balcony and we did not consider that the proposed alterations fitted in with the street scene as the property was within a set of four terraced, identical houses. We did, however, agree with the two conversions."

7. **Finance Committee** – Cllr Elwood reported that the Finance Committee had met on the 4th November and that the precept had been discussed.

- 8 Proposed Adoption by Full Parish Council** - The members looked at the following:
- i. **Parish Council Standing Orders** – These accepted for adoption with some amendments.
 - ii. **Standing Orders– Finance Regulations** – Accepted for adoption with some amendments.
 - iii. **Budget Virement Policy** – Accepted for adoption.
 - iv. **Internal Financial Control System** – Accepted for adoption
 - v. **Terms of Reference** – Accepted for adoption
- 9 Precept** – The Clerk reported that the budget will be ready to present to Full Council in December.
- 10 Insurance** – Renewal of Insurance with Came and Company agreed
- 11 SE Water** – The Clerk’s request to set up a direct debit for the allotments water supply was agreed.
- 12 Clerk’s Salary** – The Clerk’s request to have her salary paid by standing order was agreed.
- 13 Credit Card** – The Finance Committee and the Clerk requested that the Clerk have a pre- paid credit card, of £200, to enable her to purchase small items on behalf of the Parish Council.
- 14 Good Councillors Guide** – The Members agreed to this purchase.
- 15 Badges** – Cllr Elwood proposed that the Parish Council purchase name badges for the Councillors and the Clerk. *Clerk to compare costing and get back to members.*
- 16 Winter Plan** – Cllr Blackburn produced a draft plan for managing the village in the event of snow. It was agreed to put it on the website, once completed. She also requested that the Parish Council shared locations of the village salt bins with other organisations, this was agreed.
- 17 Open session for questions from the public:** A member of the public requested an update on her request for street calming measures along the bottom of Lower Green Road. Cllr Blackburn informed her that KCC had been informed. The resident of Lower Green Road also said that she had not seen a copy of last month’s minutes and that the minutes were not up to date on the website. She was informed that last month’s minutes would be available once they had been agreed at the current Parish Meeting. She was also informed that the website was up to date.
- 18 Clerk’s Report** – The Clerk read out a letter from Mr Clive Roberts, who had requested that the name of John Barnett be added to the War Memorial. His name had inadvertently been missed off in 1922. He was the first soldier in Rusthall to die in the First World War. If anyone objects to the proposal, they should contact the Clerk. The Clerk informed the members that she and Cllr Codd had been to the Finance Seminar. They heard speakers on Finance, Insurance, Licensing and Employment Law.

19 Cheques/Payments

	ACCOUNTS FOR PAYMENT	NOVEMBER 2013	
<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
Grass Cutting	300020	115.20	Grass Cut
KALC	300021	72.00	Chair Conf
S. Denne	300022	820.91	October Salary
HMRC	300023	71.11	Tax &NI
Premier Alarms	300024	85.44	Padlock
Web host	300025	60.00	Web host
Came & Company	300026	380.23	Insurance
URC	300027	30.00	Hire of Hall
Donaldson West	300028	1295.00	Transfer of Allotments
S. Denne	300029	12.50	Stamps
Orange	DD	21.92	Mobile
Total Payments		2964.31	

20. Consideration of any urgent business

- a) It was agreed to consider buying the U14 football team kit for £540 – *December Agenda*
- b) To consider buying Road closure signs, jointly with Speldhurst PC and Cllr Davis. *December Agenda*.
- c) Rusthall Parish Council are negotiating with Speldhurst Parish Council and KCC with regards to the problem of speeding at the bottom of Lower Green Road.
- d) Cllr Blackburn, Cllr Wauchope and Clerk to have a meeting with Rosemarie Bennett, Traffic Enforcement Officer. To discuss traffic problems in Rusthall.
- e) Bonfire and Fete Committee will be putting in a grant request for between £60 and £100, for LED Christmas tree lights. On the 14th December there will be the switching on of the lights, carol singing and refreshments.
- f) Cllr Clark reminded everyone that the very bottom of Lower Green road was closed.
- g) Cllr Benoy complained about the fallen leaves on the pavements being a hazard. Cllr Blackburn informed him that they are swept up once all the leaves have fallen.
- h) Cllr Benoy went on to report that the Bonfire event had made a loss, probably due to the bad weather. However, Royal Tunbridge Wells Round Table had made a profit of £24,000. He would be looking into obtaining a grant from the Round Table for an outside table tennis table for the village.
- i) Cllr Benoy also has 200m of lights that can be available for anyone in the village, holding an event.

The meeting ended at 2045