

# HARBLEDOWN AND ROUGH COMMON PARISH COUNCIL

Minutes of Annual Parish Council Meeting held

At Rough Common Village Hall

On Monday 18th May 2015

All Planning Applications received since the last Parish Council meeting were on display from 7.15 p.m.

Meeting commenced at 7.30 p.m.

## **Present**

Councillors, B Beattie, A Cain, Jacqui Cotterill, John Cotterill, S Docherty, J Edis, J. Larkinson, R Perham, T Richards, B. Shire, M Skeet, Canterbury City Councillors B Fitter and R Thomas and Mrs G Wright standing in for Clerk there were 4 members of the public present.

## **14/15 Election of Chairman**

There being no other nominees, Councillor Cain was elected as Chairman, proposed by Councillor Larkinson and seconded by Councillor Edis.

## **15/15 Declaration of Acceptance of Office**

The Chairman will arrange to sign a Declaration of Acceptance of Office and agreement to abide by the code of conduct which will be countersigned by the Clerk as Proper Officer

## **16/15 Confirmation of Summons**

All Councillors had received their summons to attend this meeting and the public notices had been served correctly.

## **17/15 Declaration of Councillors' acceptance of office and agreement to abide by the code of conduct.**

The Councillors will arrange to sign a Declaration of Acceptance of Office and agreement to abide by the code of conduct, which will be countersigned by the Clerk as Proper Officer or another Parish Councillor.

## **18/15 Register of Councillors' Interests and Declaration of Interest on Items on the Agenda**

All Councillors are completing a Register of Councillors' Interests (NDPI) which will be signed by the Clerk. There was no declarations of interest of items arising at this meeting

## **19/15 Apologies for Absence**

Apologies for absence were received from D Frost Clerk (Illness) and Kent County Councillor John Simmonds

## **20/15 Election of Vice Chairman**

There being no other nominees, Councillor Larkinson was elected as Vice Chairman, proposed by Councillor Edis and seconded by Councillor Shire. Councillor Cain thanked the outgoing Chairman, Councillor Larkinson for her hard work and support in this role.

## **21/15 Approval of Minutes**

It was proposed by Councillor Edis and seconded by Councillor Beattie that the Minutes of the meeting held on 27th April 2015 be signed as correct.

## **22/15 Matters Arising**

There were not any matters arising.

**At this point the Chairman asked whether any resident of the Parish wished to address the Council or ask any question about any agenda item.**

**23/15 Appointment of Committees and acceptance of Terms of Reference**

The following Committees were formed:

**Finance:** Councillors Perham (Chairman), Cllr John Cotterill and Richards

**Open Spaces and Allotments:** Councillors Docherty (Chairman), Edis, Shire Jacqui Cotterill , Richards, and Councillor Perham Allotments.

The Terms of Reference for the Finance Committee were adopted, proposed by Councillor Shire and seconded by Councillor Edis.

The Terms of Reference for the Open Spaces and Allotments Committee .An objection was raised by Cllr Richards so the Terms of reference are to be discussed further and recommendations brought to the next Parish Council meeting.

**24/15 Appointment of Councillors with Portfolios**

The following Councillors agreed to take portfolios for

**Footpaths and Tree Matters:** Councillor Skeet and Councillor Shire

**Highways:** Councillors Richards and Beattie.

**Newsletter:** Councillor Jacqui Cotterill

Working Parties may be formed to deal with specific items as and when required.

**Planning:** Councillor Larkinson will co-ordinate site visits and then submits observations to the full Council for consideration and decision.

**25/15 Appointment of representatives to serve on the No Man's Orchard Committee**

Councillor Larkinson, Docherty, Skeet and John Conway (ex officio).

**26/15 Appointment of representatives on the area committee of the Kent Association of Parish Councils**

Councillor Larkinson

**27/15 Appointment of representatives for local associations:  
Rough Common Village Hall**

Councillor Cain (Trustee of RCVH Management Committee), Councillor Richards.

**28/15 Appointment of Tree Warden for the Parish**

Councillor Shire

**29/15 Appointment of Councillor to act as police liaison member**

Councillor Edis.

**30/15 To receive the list of assets of the Council**

The list was approved.

**31/15 To receive the Financial Statement for the year ended 31 March 2015**

The audited Financial Statement was received and signed by the Chairman. Proposed by Councillor Edis and seconded by Councillor Shire. Items 1 to 8 on the External Auditor's Annual Return were answered "Yes". The Chairman and Responsible Financial Officer signed the Statement on Internal Control for the year ending 31 March 2015.

Councillor Perham explained about the proposed distribution of the 'Park and Ride Fund' in answer to a question raised by Cllr Richards.

**32/15 To review the value of goods and services above which three or more estimates are sought.**

It was agreed that this should remain at £1000. Proposed by Councillor Edis and seconded by Councillor Jacqui Cotterill.

**33/15 To review the list of approved contractors.**

The list was approved, with the proviso that Tree Surgeon Hugh Williams be added to the list of approved contractors. The list will be reviewed and up-dated when necessary.

**34/15 Committee Reports**

**Finance**

There was not any report.

**Open Spaces and Allotments**

There was not any report.

**Allotments**

Councillor Shire queried the poor state of an allotment at Hillside Allotments, close to her holding, due to an absent tenant. Councillor Perham said that he would investigate.

**35/15 Reports of Councillors with Portfolios**

**Footpaths and Tree Work**

**Footpaths:**

There was not any report.

**Tree Matters:**

Councillor Shire reported that a tree, which was not subject to a Tree Preservation Order, has been cut down in Rough Common Road. A dead tree was reported in Pine Meadow, this has now been cut down.

### **Highways:**

There was not any report.

Councillor Edis reported that she had received complaints of speeding traffic through Rough Common Road, and suggested seeking a meeting with Kent Police.

Canterbury City Councillor Ben Fitter said that he had introduced ‘Speedwatch’ in Tyler Hill and would be happy to doing the same in Harbledown and Rough Common. He raised the possibility of using volunteers spread across all three villages.

Cllr Larkinson suggested contacting Kent County Council to ask for a representative to come and look at our Highways wish list. The Chairman will ask the Clerk to contact Rebecca Bailey at KCC to arrange a meeting.

### **Newsletter**

There was not any report.

## **36/15 Planning Applications**

**The following planning applications were received.**

**CA/15/00756/FUL. Oakeside Lodge, London Road, Upper Harbledown.**

Extension of existing B&B to a boutique hotel with 14 new bedrooms, bar/restaurant and ancillary accommodation. Councillor Larkinson will visit the proposed development and report to the next meeting. Councillor Larkinson has advised Mr Nick Parker of the Upper Harbledown Association

**CA/15/00979/FUL. 13 Lanfranc Gardens, Harbledown.** Single-storey rear extension. Councillor Larkinson and Councillor John Cotterill to visit site and will report to the next meeting.

**CA/15/00980/FUL. 12 Lanfranc Gardens, Harbledown.** Single-storey rear extension. Councillor Larkinson and Councillor John Cotterill to visit site and will report to the next meeting.

### **Granted:**

**CA/15/00562/LB. Land at Woodside House, London Road, Upper Harbledown**

Removal of condition 06 permission CA/13/01336/FUL for erection of detached dwelling with associated parking and access.

## **37/15 Reports of Councillor representatives**

### **No Man’s Orchard**

Councillor Larkinson, John Conway and Gillian Wright went to the orchard to look at and list replacements that are needed for dead or dying trees.

### **Police Liaison**

Councillor Edis understands from an email received from the PCSO responsible for Harbledown and Upper Harbledown that he is arranging “surgeries” in St Mary’s Hall, Upper Harbledown, the first being scheduled for 29<sup>th</sup> May, between 12.00 and 14.00 hours.

Councillor Larkinson asked Councillor Edis to ask if “surgeries” could also be arranged for St Michael’s Church Hall, Harbledown and Rough Common Village Hall.

### **Speed Watch.**

Councillor Edis reported the usual continued difficulties in contacting the current PCSO.

## **Rough Common Village Hall**

Mary Kerr Chairman of the Rough Common Village Hall Management Committee was present at the meeting and said that she is looking for an administrator for the Rough Common Village Hall website.

## **KALC**

There was no report. The AGM will take place in July

## **Up date Status on Other Items**

Councillor Jacqui Cotterill reported that work has now finished and the War Memorial is to be re-dedicated on Sunday 14<sup>th</sup> June 2015 at 5pm

Councillor Jacqui Cotterill asked if current items of interest could be included on the Parish Council website, and also if it might be an idea to include this in the Parish Magazine.

Councillor John Cotterill suggested including website up-dates in the Newsletter portfolio.

Councillor Richards said that he thought that should be a second Parish Council notice board in Rough Common, outside of the village hall.

Councillor Perham recommended that all new councillors attend the training day at Lenham on 24 July 2015. If a councillor is unable to make that date then to contact the Clerk to see if there are alternative dates available

### **38/15 Correspondence**

The digest had been circulated. There was a letter received from a resident in Ross Gardens, Rough Common complaining about a parking problem in Ross Gardens/Fir Tree Close. Copies of the letter has been passed to Councillors Beattie and Richards to investigate

### **39/15 Finance and accounts for payment**

It was resolved to accept the Accounts for payment. Proposed by Councillor Larkinson and seconded by Councillor Perham.

### **40/15 Future Issues**

- Proposed allocation of 'Park and Ride' Fund
- Local Plan

## **Date of Next Meeting**

**Monday 29th June 2015 St Mary's Hall Upper Harbledown, at 7.30 p.m. All**

**Planning Applications received will be on display from 7.15 p.m.**

The meeting closed at 9.05 p.m.

# HARBLEDOWN AND ROUGH COMMON PARISH COUNCIL

## SCHEDULE OF PAYMENTS AUTHORISED AT PARISH COUNCIL MEETING ON 18TH MAY 2015

	Cheque	
<b>PAYMENTS</b>		
ON. Insurance renewal	379	1402.74
Irs G Jones Postage re Internal Audit	380	6.50
Illr J Larkinson Annual Parish Assembly	381	33.31
outh East Water. Hillside Allotments	382	29.44
aywood Landscapes.	383	3195.60
alance War memorial Project		
		<hr/>
		4667.59
Mr Frost May salary & expenses	BACS	541.87
IMRC PAYE Month 2 May 2015	BACS	164.00
Vicksted Leisure. Play Area		
inspections	BACS	108.00
		<hr/>
Total Payments		5481.46
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Significant Receipts		
anterbury City Council CFF and support 2015-16		8684.74
IMRC VAT Repayment March 2015 Quarter		2616.35
CC Precept and Precept Support 2015-2016		24205.00
ale of Walks Guides		14.50
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		35520.59
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balances as at 18th May 2015		£159,255.94

