

HARBLEDOWN AND ROUGH COMMON PARISH COUNCIL

Minutes of Annual Parish Council Meeting held

At St Mary's Church Hall, Upper Harbledown.

On Monday 20th May 2019

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, S Docherty, J Edis, E Richardson, David Salvatori, Tania Salvatori, Canterbury City Councillors Barbara Flack, Alex Ricketts, Matthew Jones-Roberts and D Frost Clerk. There were 6 members of the public present.

18/19 Election of Chairman

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

19/19 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

20/19 Confirmation of Summons

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

21/19 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.

22/19 Register of Councillors' Interests and Declaration of Interest on Items on the Agenda

All Councillors have completed a Register of Councillors' Interests (NDPI), which was signed by the Clerk. There were no declarations of interest of items arising at this meeting.

23/19 Apologies for Absence

Kent and Canterbury City Councillor Robert Thomas.

24/19 Election of Vice Chairman

There were not any nominations so the post remains vacant.

25/19 Approval of Minutes

It was proposed by Councillor Docherty and seconded by Councillor Edis that the Minutes of the meeting held on 29th April 2019 be signed as correct.

26/19 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.

Co-option of Councillors. Mr Roger Perham had said that he wished to be co-opted onto the Parish Council. This was discussed and there was no objection.

27/19 Appointment of Committees and acceptance of Terms of

Reference

The following Committees were formed:

Finance: Councillors Roger Perham (Chairman), Cllr Edis and Councillor David Salvatori.

Open Spaces and Allotments: Councillors Docherty (Chairman), and Councillor Richardson. **Allotments:** Councillor Docherty.

The Terms of Reference for the Finance Committee were, proposed by Councillor Beattie and seconded by Councillor Docherty and unanimously adopted.

The Terms of Reference for the Open Spaces and Allotments were proposed by Councillor Edis and seconded by Councillor Docherty, and unanimously adopted.

28/19 Appointment of Councillors with Portfolios

The following Councillors agreed to take portfolios for

Footpaths : Councillor Tania Salvatori and Councillor Richardson.

Tree matters: Councillor Tania Salvatori.

Highways: Councillor Beattie.

Newsletter: To be appointed at a later date.

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

Planning: Councillor Edis and Councillor Perham shall co-ordinate site visits and then submits observations to the full Council for consideration and decision.

29/19 Appointment of representatives to serve on the No Man's Orchard Committee

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

30/19 Appointment of representatives on the area committee of the Kent Association of Parish Councils

Councillor Beattie.

31/19 Appointment of representatives for local associations: Rough Common Village Hall

Councillor David Salvatori to attend meetings and act as observer on behalf of the Parish Council.

32/19 Appointment of Tree Warden for the Parish

The post will be filled at a later date.

33/19 Appointment of Councillor to act as police liaison member

Councillor Edis.

34/19 Committee Reports

Finance

Councillor Perham reported that the Clerk would retire in the council year 2019/2020 and in preparation for the retirement of the Clerk be made by appointing an assistant to the Clerk. It is envisaged that the assistant could take over from the Clerk on his retirement. It was resolved that in the first instance KALC should be contacted to assist finding suitable candidates for the assistant role.

Open Spaces and Allotments

Councillor Docherty reported that:

Both Cheyney Field and Dukes Meadow look like they are overdue a cut, so he will chase up Landscape Services. He also said that he will firm up a site meeting with them to discuss a few issues that he needs prices for.

It also appears that the waste bins need emptying, so he will contact Serco.

There is an on-going complaint about dog nuisance and fouling on Cheyney Field which he has not had time to resolve yet.

At Neal's Place Meadow one of the benches looks to have been covered in red paint or dye of some sort. I shall attempt to remove it. The signs in the meadow from Neal's Place Road are obscured by overgrown weeds, which I shall cut back.

Another resident from Hill View Road has requested access to the meadow via the bottom gate off Meadow Road for a small digger. I see no issues with this having allowed it previously when the ground conditions have been suitable.

I have had a request from a resident regarding the grass on the wide verge at the bottom of Palmars Cross Hill, it is to ask KCC Highways whether they could leave cutting this area in order to let the wild flowers thrive, cutting instead the usual 2m strip alongside the road.

Allotments

Councillor Docherty reported that there is a pipe leaking in water tank at Hillside Allotments and that he would investigate.

35/19 Reports of Councillors with Portfolios

Footpaths and Tree Work

Footpaths:

There was no report.

Tree Matters:

There was no report.

Highways:

Councillor Beattie reported that:

The Speedwatch team have done very few sessions due to weather and unavailability of personnel.

The Speed Indicating Device has been in regular use, and Councillor Beattie gave a schedule of data to the council.

There has been a complaint from a resident of Upper Harbledown about lack of action, which will need to be addressed by the new council.

Councillor Beattie said that speeding is an issue in all three villages and that measures need to be taken to reduce speeding.

Bus Shelter in Rough Common Road.

Councillor Beattie said that despite much correspondence with KCC there has still not been any progress, or replies from KCC to his correspondence. Councillor Beattie said that he would contact KCC again.

Newsletter

It was decided by the council that this heading should be changed to 'Public Communications'.

36/19 Planning Applications

The following planning applications were received.

CA/19/00785/FUL. 5 Glemsford Cottages, Upper Harbledown
Proposed single-storey rear extension.

CA/19/00786/FUL. 6 Glemsford Cottages, Upper Harbledown.
Proposed single-storey rear extension.

CA/19/00833/FUL. 159 Rough Common Road, Rough Common.
Proposed single-storey rear extension and decking area.

Planning application deferred from the 29th April 2019 meeting.
CA/19/00752/FUL. The Green, Plough Lane, Upper Harbledown.

Proposed single-storey side extension.

It was resolved that no objection be made to these applications.

Granted:

CA/18/02545/FUL. Anester Cottage, London Road, Upper Harbledown.

Proposed replacement windows to front elevation from timber flush to timber casement and replacement rear windows from CPVC to UPVC

CA/19/00323/FUL. Mindora Heights, Mill Lane Harbledown.

Proposed use of existing two-storey outbuilding as home office.

CA/19/00566/FUL. The Burrow, Faulkners Lane, Harbledown.

Proposed use of garage as ancillary accommodation.

37/19 Reports of Councillor representatives

No Man's Orchard

There was no report.

Police Liaison

There was no report.

Rough Common Village Hall

Councillor David Salvatori said that there would be a meeting of the Rough Common Village Hall Committee on the 21st May and it is hoped that a Chairman will be appointed.

KALC

There was no report.

Up date Status on Other Items

The Rough Common Village sign will be delivered on the 4th June to the Chairman's house.

The Green Rough Common.

The Gas Company's contractors are still parking vans on the green. The Clerk will try again to contact them.

Bollards have still not been agreed by KCC despite the Parish Council owning 2 bollards, which are located at the KCC storage depot.

Rough Common Playing Fields.

Councillor Perham asked Councillor Docherty to obtain the cost of purchasing and fitting benches at the play area.

Tennis Court at Limes Place Upper Harbledown.

Councillor Perham asked Mr Nick Parker to give an update on the tennis court. Mr Parker said that it was hoped that work will be done on preparation of the tennis court within the next two weeks, and that the Upper Harbledown Association will manage the tennis court.

Play Equipment at Pine Meadow.

Councillor Perham said that a decision must be made either to repair or replace the faulty equipment. Councillor Docherty said that he shall find out the current cost of repair and replacement and report to the council.

38/19 Correspondence

The digest had been circulated.

39/19 Finance and accounts for payment

It was resolved to accept the Accounts for payment. Proposed by Councillor Edis and seconded by Councillor Docherty.

40/19 Future Issues

Bus Shelter Rough Common Road.

Play Equipment at Pine Meadow.

Speedwatch and potential changes of speed limit in Upper Harbledown.

Street lighting Limes Place.

Appointment of Vice Chairman and co-option of new councillors.

Appointment of clerical assistant to assist the Clerk.

Agenda item for City Councillor reports.

Information Technology and use of council emails.

Rural Forum meeting on 17th June at Guildhall Canterbury.

Date of Next Meeting

Monday 24th June 2019 St Michael's Church Hall, at 7.30 p.m. All Planning Applications received will be on display from 7.15 p.m.

The meeting closed at 9.10 p.m.

