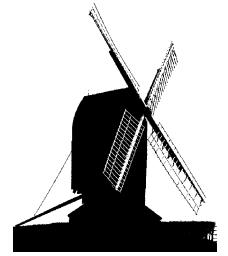


Rolvenden Parish Council



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Minutes of a meeting of Rolvenden Parish Council held in Rolvenden Village Hall on Thursday 19 September 2024 at 7.30pm.

Present: Cllr S Bryant (Chairman for this meeting), Cllr H Toni-Back, Cllr. M. Geerts, Cllr M Gilchrist, Cllr J Green, and Cllr L Walker.

In attendance: Louise Goldsmith, Parish Clerk

16 Members of the public were also in attendance

Administration:

Fire Exits, Fire Meeting Point, Mobile Phones.

1102. Intention to record the meeting

There were no intentions to record the meeting.

1103. Apologies for Absence:

An apology for absence was received from Borough Councillor Kate Walder and Cllrs. Hinge, Balch and Barham and the reasons for absence were accepted

1104. Declarations of interest:

Cllr Bryant noted an interest in the War Memorial Trust.

1105. Minutes of the meeting of the 15 August 2024

Resolved: That the minutes of the Parish Council meeting held on the 15 August 2024 be approved and confirmed as a true record.

1106. Borough Councillor's Report:

Borough Councillor Kate Walder has been liaising with Peter New regarding incidents of anti-social behaviour in the village and would be very grateful if residents also contacted her if they experience any episodes.

1107. Chairman's report:

The Chair thanked a number of parishioners for all their hard work, as volunteers, in both improving the facilities and appearance of the village. The Chair also thanked Tompsetts for their grounds maintenance works.

1108. Clerk's report:

The Clerk reported that ABC has provisionally granted 10 fruit trees to form an orchard at the allotments and that seven residents have expressed a formal interest in adopting one of the trees.

The next meeting of the Trustees of Thoburn Trust is due to take place on the 22 October. Gaining control of the bank accounts is a priority.

1109. Open Session:

Agenda items other than planning applications:

Historic Records: A member of the public reported that the local history group is not interested in compiling historic records for the village.

New Issues:

PA/2024/0587 The Rolvenden Club: A member of the public discussed the proposed landscaping plan for the site which has recently been uploaded on to the planning portal and expressed some concern about the planting of the proposed trees in terms of their proximity to the dwelling. The Clerk advised that the Planning Officer has delegated powers to approve the landscaping plan and suggested that any concerns are directed to ABC.

A member of public discussed the recent increase in flytipping in Frogs Lane and urged residents to keep reporting incidents.

1110. Planning:

a) To consider any planning applications received prior to the meeting.

None to consider.

b) To consider any approvals:

PA/2024/1138: Pookwell, Sandhurst Lane, Rolvenden

Proposed ground floor infill extension and alteration to rear fenestration.

Chairmans signature.....

NOT/2024/1249L The Old Parsonage, 24 Hastings Road, Rolvenden

T2 – Birch - 40% dead Approximate height 14m: Remove deadwood back to live growth – removing approximately 3m to 4m to a height of approximately 10m.

OTH/2024/1240: The Old Parsonage, 24 Hastings Road, Rolvenden

G6 – Boundary fence - Cut and clear a 1 metre strip along back of neighbour’s property, leave screen at Eastern end. Raise crowns on trees behind the 1 metre strip which are overhanging the boundary to approximately 5 metres. Any branches above 5 metres cut back to beyond boundary.

PA/2024/0887: Great Maytham Hall, 2 The Clock House, Maytham Road, Rolvenden

Listed Building Consent for proposed lift and associated structural/building works; removal and insertion of internal walls; raising the kitchen floor and new bespoke secondary glazing.

PA/2024/0685: 25 & 27 High Street, Rolvenden

Installation of electric front gates to front 25-27 High Street.

PA/2024/0587: The Rolvenden Club, Maytham Road, Rolvenden

Change of use and conversion from a clubhouse to a 2-bedroom dwelling, with associated landscaping and driveway.

c) **To consider any refusals:**

None to consider.

d) **Neighbourhood Plan:**

The referendum for the current Neighbourhood Plan took place in Autumn 2019. Both the Local Plan and the NPPF are under review and now would seem a good time to reassess Neighbourhood Plan for Rolvenden. The Clerk explained that The Ministry of Housing Communities and Local Government offer support for reviewing Neighbourhood Plan and Locality Grants of up to £18,000.00 can be applied for. The Clerk advised Members that a resident with a background in this area has tentatively offered their services. It was agreed to begin the process of reviewing the Neighbourhood Plan and to form a working group. The Clerk advised that Borough Councillor Kate Walder has expressed an interest in being part of the working group. The Clerk will also make contact the resident who may be able to assist with the plan.

1111. S106 Projects

Members noted that the Clerk had submitted a S106 application form to ABC for reimbursement for the new toilet facilities, waste tank, lighting and security and legal fees for a lease for Rolvenden Football Club. In between meetings ABC has approved the application and issued a funding agreement for £9,416.32. The Clerk advised that these funds have now been received.

1112. Website Domain and Email addresses

Members considered a report from the Clerk on the website domain and email addresses. Recent communication from the external auditor states that to assist with compliance with the General Data Protection Regulations (GDPR), it is advised that Clerks provide official '.gov.uk' email accounts to their councillors, which must only be used for official council business. If the Council has not created a generic email address by 31 March 2025, then this could result in either a qualification or other matter on the 2024/2025 AGAR. It was agreed that the Clerk should investigate the implications of switching to a '.gov.uk' email account with Hugo Fox, the website provider, who are in the final stages of their Nominet application and expecting to receive a .gov.uk certification very soon. In addition to the domain Hugo Fox will be offering .gov.uk email addresses and estimate that they will charge £1.99 (excluding VAT) per inbox.

1113. Parish Matters

a) **Rolvenden landing craft:**

It was noted that a site meeting to discuss a possible listing of the Rolvenden landing is to be arranged.

b) **Rolvenden Working Mens Club Localism Act 2011**

The Clerk reported that the Protected Period ends on 24 September 2024 but the Asset of Community Value listing lasts five years which means that unless the premises are disposed of before the end of the Protected Period then the listing will not expire until 26 July 2027. If the owner wishes to enter into a non-exempt relevant disposal of the premises after the Protection Period ends then they must again provide Notice to ABC. New moratorium periods will then apply and ABC will notify the Parish Council who will then have six weeks in which to make a written request to be treated as a potential bidder. Cllr. Walker reported that the dwelling may now be under offer. The Clerk was asked to find out if this would affect the commencement of a new moratorium period.

c) **Gateways on Tenterden Road**

The Clerk has reported the unsightly gateway and post on Tenterden Road to KCC. KCC has advised the Clerk that the Parish Council is responsible for the maintenance of the gateways in the parish. Members considered two quotes to repair and repaint the gateway and post.

Resolved: To accept a quote of £370.00 (excluding VAT) from Tompssetts

d) **Defibrillators**

It was noted that the Clerk is now registered as a joint co-ordinator on The Circuit to act as a back-up and to check the defibrillators when required.

e) **Playground**

It was noted that the RoSPA inspection will be taking place at the end of the month. Members noted that the quote overleaf includes works to replace the broken timber slats on the bench on the recreation ground in Rolvenden Layne.

f) **Historic Records:**

The Clerk has contacted the Archive Service at the KCC Library and they have advised that they do not hold any historical records for Rolvenden Parish Council. The Clerk advised that some historical records are kept in archives at Hole Park but there is nothing from about 1970. The Clerk only has a copy of signed minutes from 2019. Cllr. Back offered to assist the Clerk in contacting local residents to try and collate copies of the missing minutes.

g) **Neighbourhood Watch/Kent Police**

8.01pm: Standing Orders were lowered to allow Sian Reeves, Rolvenden Neighbourhood Watch, to speak.

Sian Reeves reported that there has been an issue with e-scooters along the High Street. PC Laker has been informed and has suggested that residents continue to report to Kent Police any sighting of this illegal activity.

8.06pm: The meeting resumed.

Proposal to request a meeting with the CSU inspector: It was noted that the CSU Inspector Richard Batten hopes to attend the next meeting to discuss the increase in the number of anti-social behaviour incidents in the parish.

1114. HIGHWAYS/PROW

a) **Highways Improvement Plan**

The Community Engagement Officer, Kieran Doble, has requested that some suggested highway improvements are added to the Highways Improvement Plan before a virtual meeting is arranged.

8.12pm. Standing Orders were lowered to allow a member of the public speak about a vehicle activated sign on Hastings Road.

8.14pm: The meeting resumed

It was agreed that the Clerk should add a request for a crossing at the school, traffic calming in Sparkeswood and speed indicator devices in general as new priorities for the Highways Improvement Plan and request a virtual meeting with the Community Engagement Officer.

b) **Reported Faults**

Enquiry 826514: Potholes on Maytham Road: Enquiry to be investigated.

PROW 240833641: The Clerk has reported a damaged gate on footpath to the Maytham tunnel and the fault is awaiting allocation to an Officer.

c) **New Faults**

The Clerk to compile a list of potholes and report.

1115. Policies

a) To approve a revised Risk Register

Resolved: To adopt the revised Risk Register. It was agreed to continually review the document in particular in relation to managing risk within GDPR requirements.

b) To approve a Document Retention and Disposal Policy

Resolved: To the Document Retention and Disposal Policy for the handling of all future paperwork and look to replace the missing copies of minutes.

1116. Finances

a) To receive the accounts

The accounts dated 19 September 2024 were noted.

b) To receive the bank reconciliation as at 19 September 2024

A bank reconciliation as at 19 September 2024 was noted and signed by Cllr. Green.

c) To receive a list of payments for approval

Cllr. Green checked the invoices against the payment schedule, (appended to the minutes), and it was **resolved** for Cllrs. Green and Hinge to authorise the payments online. The authorised schedule was initialled immediately below the last item by the Chair in accordance with the financial regulations.

1117. External Meetings

KALC Area Committee: The next meeting is due to be held on the 25 September 2024.

1118. Correspondence/Consultations

National Planning Policy Framework consultation. Noted.

1119. Any Confidential Items: None

1120. Date of the next meeting: Thursday 17 October 2024 at 7.30pm.

There being no further business the meeting closed at 8.15pm

Signed: Date:

Chairmans signature.....

BACS Payments for Approval September 2024

Reference	Payee	Invoice	Description of Transaction	Gross
31/24	St Mary The Virgin		Ground rent for village hall	85.00
32/24	Caledonia Play	25780	Ropes and chains for swing basket	459.00
33/24	Local Council Consultancy	793	Locum Fees - July 2024	3577.84
34/24	Louise Goldsmith		Salary	1117.08
35/24	HMRC	Direct Debit	Tax and NI	794.80
36/24	Louise Goldsmith		Expenses	85.40
37/24	Rolvenden Football Club		S106 various works	9416.32
38/24	Tompsett Landscaping	3105	Grounds maintenance	2982.02
39/24	Tompsett Landscaping	3106	Bark play areas	948.00
		Total		19380.46

Receipts September 2024

Date	Creditor	Amount
13/09/2024	Ashford Borough Council	9416.32

Rolvenden Parish Council

Bank reconciliation as at 19 September 2024

Opening balance	£	81,535.03
add receipts	£	30,856.27
	£	<u>112,391.30</u>
less payments	£	84,669.96
Balance	£	<u><u>27,721.34</u></u>

Chairmans signature.....