

Detling Parish Council
The Minutes of the Meeting of Detling Parish Council
held on 7th July 2020 at 7.00pm by Zoom.

Councillors present: *Baker-Anderson*
Bowie
Bryant
Clayton
Finn

Also, present: *Parish Clerk, Mrs Sherrie Babington, and Members of the Public.*

The meeting was chaired by Councillor Bowie.

Public Comments and Observations.

Prior to the start of the meeting the Parish Council will allow Members of the public to speak, subject to submitting a request to the Clerk, prior to the Virtual Meeting. Each speaker will be given a maximum of three minutes each to raise issues with the Parish Council. Public Comment will be for a maximum of 15 minutes. The minute book will be closed during this item.

No public matters were raised.

1. Adoption of an amendment to Standing Orders regarding Virtual Meetings.

Members considered the adoption of the amendment to Standing Orders. It was proposed by Cllr Bryant to adopt the circulated amendment, this was seconded by Cllr Finn and agreed by all present.

2. Apologies.

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

Apologies were received from Parish Councillor Coles, for personal reasons, her apologies were accepted by members. Apologies were also received from KCC Councillor Shellina Prendergast and MBC Councillor Nick de Wiggondene-Shepperd.

3. Declaration of Interest.

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.

To consider any Dispensation requests received by the Parish Clerk and not previously considered.

Cllr Baker-Anderson – Community Shop Grant Application.

Cllr Finn – Community Shop Grant Application.

Cllr Bryant – Planning application for Webb Cottage.

There were no Dispensations to be considered.

4. **Approval of the minutes of the previous meeting.**

To consider the minutes of the previous meeting and if in order sign as a true record.

The Minutes for the following meetings were circulated to all members for consideration and approval.

Minutes of the 3rd March 2020 – It was proposed by Cllr Clayton to accept the minutes from the 3rd March 2020 as a true record. This was seconded by Cllr Finn and agreed by all present.

Minutes of the 20th March 2020 – It was proposed by Cllr Clayton to accept the minutes from the 20th March 2020 as a true record. This was seconded by Cllr Finn and agreed by all present.

The approved minutes were signed and dated by the chairman of the meeting.

5. **Matters arising from the previous minutes (not reported elsewhere).**

1. **Parish Communication with residents.**

a. **Website.**

The Clerk reported that the new website was up and running.

This included a contact us page that enables residents to have a direct contact from the website.

It was agreed that the Clerk should place an item in the Detling News about the new website and inviting Village Organisations to request a link to their websites.

Action: Clerk to action.

b. **Detling News.**

The Clerk reported that the PC pages in the Detling News was a post meeting report and the page would resume from July.

It was agreed that Cllr Baker-Anderson would assist the Clerk with articles for the Publication.

Action: Cllr Baker-Anderson and Clerk to action.

2. **Resilience Plan.**

The Clerk reported that this project was being progressed by Cllrs Finn and Coles and was now being based on Long and Short Term Plans.

Cllr Finn reported that the Long Term and Short Term Plans had now been forwarded to the Clerk and therefore the document was ready to be collated and submitted to the PC for formal approval.

Action: Clerk to action.

3. **Arriva Buses.**

It was reported that the PC had written to Arriva Head office regarding this matter, but to date no response has been received.

This was discussed and it was agreed that the letter should now be forwarded to Helen Whateley MP.

Action: Clerk to action.

4. Tree Surgery Work – The Old School Playing Field.

It was reported that there were a number of trees in the Old School Playing Field that were in need of maintenance work. The Clerk stated that she was in the process of seeking quotations for this work and therefore this matter will be reported back to a future meeting.

Cllr Finn reported that there were three trees outside of the Old School Playing Field that also needed attention. This was discussed, and the Clerk stated that the trees outside of the Playing Field were not the responsibility of the Parish Council, these fell within the remit of KCC. It was agreed that the Clerk would report these to KCC.

Action: Clerk to report to KCC.

5. Policy Review.

It was agreed that this item should be placed on a future agenda. In the meantime, The Clerk stated that she would forward the policies that need to be reviewed to all members for information.

5. **Ratification of decisions made under Delegated Authority.**

The following is a list of items that have been approved by Delegated Authority since that last PC meeting held on 20th March 2020 for ratification at the meeting on 7th July 2020:

1. April 2020 Financial Statement.
2. May 2020 Financial Statement.
3. June 2020 Financial Statement.
4. To hold over the Annual Meeting and Offices until May 2021.
5. Purchase of new strimmer held by John Monk at a cost of £370.00.
6. Redesign of PC Logo.
7. Design of PC Christmas Cards.
8. Parish Website.
9. Response to Planning application 20/501972/FULL - Land At 3 Hockers Lane Detling.

It was proposed by Cllr Clayton to approve and ratify the items agreed under delegated authority, determined under the High Consequences Infectious Disease Policy, this was seconded by Cllr Finn, and agreed by all present.

6. **Financial Matters.**

a. To consider the July 2020 Financial Statement.

The Clerk reported that there were currently no payments to consider.

b. To consider the 2019/2020 Accounts and Annual Return.

The 2019 Accounts and Annual Return was circulated to all members along with the Variances Report prior to the meeting.

The Chairman referred to these and asked members if they had any queries to raise.

No matters were raised and therefore she spoke regarding the Annual Return and asked members to consider the following points:

- i. To approve the Annual Governance Statement for 2019/20, Section 1 of the Annual Return for the year ending 31 March 2020. The Chair of the meeting and the Clerk to sign.

It was proposed by Cllr Bryant to accept and approve the annual Governance Statement for 2019/20, this was seconded by Cllr Clayton and agreed by all present.

- ii. To approve the Statement of Internal Control in support of the Annual Governance Statement and Accounting Statements for 2019/20, Section 2 of the Annual Return for the year ending 31 March 2020 and the supporting Bank Reconciliation as at 31 March 2020 and if necessary the explanation of the significant variations from last year (2018/19) to this year (2019/20) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. The Chair of the meeting to sign.

It was proposed by Cllr Clayton to approve the Statement of Internal Control in support of the Annual Governance Statement and Accounting Statements for 2019/20, Section 2 of the Annual Return for the year ending 31 March 2020 and the supporting Bank Reconciliation as at 31 March 2020 and the explanation of the significant variations from last year (2018/19) to this year (2019/20) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. This was seconded by Cllr Bowie, and agreed by all present.

- c. To consider any grant applications received.

The Clerk circulated a grant application received from the Community Shop seeking a grant of £1029.00 towards the purchase of tables and chairs to use outside of the shop.

This was considered by members, and it was proposed by Cllr Bowie to award a grant of £1029.00, this was seconded by Cllr Bryant and agreed by members.

Cllrs Finn and Baker-Anderson declared an interest in this item and withdrew from discussions whilst the application was being considered.

Action: Grant of £1029.00 awarded to the Community Shop.

Members discussed the seating area outside the Community Shop, and approved the siting of this, outside of the shop area, allowing tables and chairs to be placed in the immediate vicinity of the shop for shop users.

7. Future Parish Council Meetings and Committees (Report by Cllr Bowie)

- a. Parish Council Meetings.

Cllr Bowie circulated the following proposal to all councillors:

Proposal

Detling Parish Council replaces monthly meetings with bi-monthly meetings.

The aim is to enhance and speed up the Council response to local issues, as they arise, and deliver its statutory roles and functions in a more streamlined and effective way throughout the year via meetings and decisions of its committees. The latter will conduct meetings in-between full Council meetings where decisions, if necessary, will be ratified.

The TOR for committees will be amended accordingly. A 6-month trial will precede the changes to highlight emergent issues.

This proposal was seconded by Cllr Bryant and agreed by all Councillors.

The proposal was therefore carried and agreed by the Parish Council.

- b. Parish Council Committees.

Proposal

That Detling Parish Council creates a Finance Committee which will meet quarterly. The TOR and Membership to be agreed.

The Finance Committee in conjunction with the RFO will have overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations, and guidelines. The Finance Committee will make appropriate recommendations to Full Council.

This proposal was seconded by Cllr Bryant and agreed by all Councillors. The proposal was therefore carried, and it was agreed that the Parish Council would set up a Finance Committee, to meet quarterly. The TOR to be agreed.

Action: Clerk to draft TOR for PC Committees, to be circulated to all members for approval.

8. Planning Matters.

a. To consider all Planning Applications received.

Cllr Bryant reported on the planning applications that had been considered by the Parish Councils Planning Committee since the last PC meeting in March 2020.

- 20/502107/FULL Land at Scragged Oak Farm Scragged Oak Road Detling
Demolition of existing buildings within the site and construction of three residential dwellings with associated access, parking, drainage, and landscaping.
- 20/502004/FULL Webbe Cottage the Street Detling Maidstone Kent
Retrospective application for creation of decked area (resubmission of 18/505575/FULL).
- 20/502723/FULL Hall at Former Detling Church of England Primary School
Change of use of former primary school to 1no. dwelling, including erection of a single storey rear extension. Demolition of existing timber building, and erection of 2no. detached dwellings and 3no. associated garages, including creation of new access road.

Cllr Bowie stated that she and Cllr Bryant had visited the site and met with the developer. She stated that they had been impressed with the proposals and their plans to retain the historical features of the existing building. She confirmed that the Planning Committee had raised concerns regarding house number two and the affects that this would have on the neighbouring property.

She stated that she had encouraged the developer to liaise with the neighbour to try to resolve the concerns and he had agreed to this.

Cllr Finn spoke regarding the proposed development and stated that he felt that this was a good proposal, however he did have reservations regarding the access to the site as this was directly onto The Street.

This was discussed, and the PC Planning Committee stated that they would give this further consideration.

- 20/502828/LBC Park Valley House Cox Street Detling Maidstone Kent
Listed Building consent for retrospective alterations to chimney's, roof, and rainwater goods.

- 20/502684/FULL Silver Cedars Harple Lane Detling Maidstone Kent ME14

Alterations to existing driveway, including creation of new soakaways, atco drain, 2no. enlarged planters and laying of resin surface.

- 20/500334/FULL Scragged Oak House Scragged Oak Road Detling
Erection of fence on front boundary wall (retrospective).
- 20/501105/FULL Scragged Oak House Scragged Oak Road Detling
Erection of single storey side extension.
- 20/501247/TPOA Friar's Cottage 25 The Street Detling Maidstone Kent
TPO application 1x Yew tree 15% crown reduction, please see plan received 15.04.20. Reason: last crown reduced in 2016. Cottage is overwhelmed by the tree at the front and its density, which has increased significantly in four years, cuts out much of the natural daylight.
- 20/501927/FULL Newlay Farm Scragged Oak Road Detling Maidstone Kent
Construction of a single storey log cabin for use as occasional holiday let, with associated oil tank and sewage treatment plant (Part Retrospective) (Resubmission of 19/502550/FULL)
- 20/502056/FULL Silver Cedars Harple Lane Detling Maidstone Kent
Erection of a part single storey, part two storey rear extension and a first-floor side and front extension, including conversion of existing garage to habitable space.
- 20/502029/FULL Hillside House Pilgrims Way Detling Maidstone Kent
Demolition of 2no. existing single storey wings to rear, and erection of a single storey rear extension and first floor side extension, including enclosure of existing entrance porch.
- 20/501972/FULL Land At 3 Hockers Lane Detling Kent ME14 3JP
Demolition of existing 1no. garage/canopy and 1no. garage/store. Erection of 1no. four-bedroom chalet bungalow with garage and associated access/parking.

Cllr Bryant spoke regarding the history of the site, and the concerns raised by the Parish Council. The applicant was present at the meeting and spoke regarding the proposals and circulated a block plan of the site for information.

Cllr Bryant confirmed that the PC Planning Committee had made comments regarding the over development of the site.

b. To note MBC Decisions.

20/501247/TPOA

Friar's Cottage 25 The Street Detling Maidstone Kent ME14 3JT

TPO application 1x Yew tree 15% crown reduction, please see plan received 15.04.20. Reason: last crown reduced in 2016. Cottage is overwhelmed by the tree at the front and its density, which has increased significantly in four years, cuts out much of the natural daylight.

Application Permitted

20/501164/FULL

3 Hockers Lane Detling Maidstone Kent ME14 3JL

Minor material amendment to planning application 16/503947/FULL (allowed on appeal) for retention of existing dwelling at No.3 Hockers Lane; construction of new single storey dwelling at rear of No.3; demolition of existing dwelling and ancillary buildings including garages at No.1 Hockers Lane, and construction of replacement chalet dwelling and garage - with minor amendments to plans and elevations.

Application Permitted

20/501105/FULL

Scragged Oak House Scragged Oak Road Detling Maidstone Kent ME14 3HJ

Erection of single storey side extension.

Application Permitted

20/501812/AGRIC

Chestnut Wood Farm Scragged Oak Road Detling Maidstone Kent ME14 3HL

Prior Notification for proposed agricultural barn. For its prior approval to: - Siting, design, and external appearance.

Prior Approval Refused

20/501101/TPOA

13 The Street Detling ME14 3JU

Tree Preservation Order application: Lime Tree is approx. 80-foot-high, and the reduction will take it to between 65 and 70 foot. The thin is estimated at 5%. Whitebeam is approx. 50-foot-high, and the reduction will take it to between 40 and 45 foot high, with a 5% thin.

Application Permitted

19/500516/LBC

Park Valley House Cox Street Detling ME14 3HE

Listed Building Consent for the re-tiling of Park Valley House. (Works complete)

Application Refused

c. To consider any Appeals and Enforcement Matters.

No matters were raised.

9. Reports from External Parties:

a. KCC Councillors Report.

Apologies were received from KCC Councillor Prendergast. A written report was circulated to all members.

b. MBC Councillors Report.

Apologies were received from MBC Councillor de Wiggondene-Shepperd.

10. Open Spaces Committee (Report by Cllr Finn)

The notes from the recent Open Spaces Committee Meeting were circulated to all members for information.

Cllr Finn circulated the following report for members consideration:

1. *The Open Spaces Committee wish to encourage wider community use of Horish Wood.*
2. *In doing so we are keen to set up a Forest School. These are focused on giving outdoor education to mainly, Primary aged students. They are very low impact on the environment, providing wooden seats, hides and spaces.*
3. *One of the reasons we chose to contract the management of Horish to Medway Valley Countryside Partnership (MVC) was that they had competence to provide other services including Forest Schools.*
4. *I have met with Kathryn Barton the MVC lead on Forest Schools on a number of occasions since the last meeting of the OS Committee. She has chosen a couple of potential sites in the ancient woodland, on the Eastern end quite close to the tarmac path.*
5. *MVC are going to run an open Summer Forest School in July/August which will be advertised in the next issue of the Detling News, and they intend to run Outdoor Education workshops for teachers starting next year.*
6. *Since OS Committee gave me approval to meet with Headteachers about setting up a Forest School in Horish Wood, I have now met with the Headteachers of Bearsted Primary Academy and Snowfields Academy and the COO of Pennies.*
7. *Bearsted Primary and Snowfields are very keen to use our Forest School, probably from October 2020.*
8. *MVC charge £850 for six half day Forest School sessions.*
9. *I propose that the Parish Council charge MVC £100 for each set of six half day sessions. This revenue should be restricted to funding the continuing management of Horish.*
10. *I seek approval to continue the conversation with the two schools and MVC, following the principles above, and to bring a recommendation to the OS Committee for decision.*

This was discussed and Cllr Finn was given the authority to continue with the discussions with MVC Partnership and the interested parties regarding Forest School.

It was further agreed that the PC charge MVC £100 for each set of six half day Forest School sessions.

Action: Cllr Finn to progress.

Tudor Gate and Flint Wall - Cllr Finn reported that he was due to meet with a surveyor regarding the Tudor Gate and Flint Wall and would report back to a future meeting.

11. Neighbourhood Watch (Report by Cllr Clayton)

Cllr Clayton spoke regarding the Neighbourhood Watch within Detling and suggested that an advert should be placed in the Detling News to seek a volunteer coordinator for this.

This was discussed, and it was agreed that Cllrs Bowie and Finn would contact the current named NHW Coordinators to establish the current situation regarding this.

Action: Cllrs Bowie and Finn to action.

12. Information Reports from Members.

a. KALC Update report from Cllr Clayton.

Cllr Clayton gave the following report regarding the KALC Meeting he attended by. On 29/06/20:

The meeting was addressed by the Leader of Maidstone Borough council presentation on the Social Care and Housing, a recovery group has been set up with cross party representation, the aim is to support local business and get a clear understanding of what parishes need to assist with financial recovery where needed.

Currently there is a £6million hole in the finances.

Many meetings have been cancelled and will be reinstated as required soon.

The Call for sites results have been deferred until October, Interesting point to note is the 1% reduction in the Maidstone population since 2018, also the confused call for sites the best sites will be assessed by the SPY committee, who will give the top proposed sites at the end of October but this is not straight forward, although the top sites are put forward that does not mean that the other runner up sites can not be brought back into consideration after all of this the so called final review is not final !!

The timetable seems to be by 2022, 34 sites will need to have permission to develop on which 64000 homes need to have been built.

If this programme must be market driven then the plan has not taken off, currently new builds in the Maidstone area have not made full occupancy 1223 built only 883 taken up.

b. New Schools Update from Cllr Coles.

The following report was submitted by Cllr Coles in her absence:

I have contacted all three new schools being built in the area, as requested, on behalf of Detling Parish Council.

Two schools, The Bearsted Primary Academy and Snowfields Academy (the special school) have responded and are very pleased to have the line of communication established. They will keep me apprised of developments regularly.

Both have confirmed that the current building work is on hold, owing to the situation with the Coronavirus and that they are therefore re-locating for September to other host school premises until December 2020 (Langley Park Academy and Tree Tops Primary Academy respectively) when it is anticipated that the schools' own premises will be ready to open.

The nursery attached to Bearsted Primary Academy will not now open until January 2021.

Richard, the Bearsted Primary Academy wish to establish a Forest school curriculum and Snowfields Academy wish to establish Horticulture raised beds and poly tunnels as part of their curriculum.

The respective contacts are:

*Ms. Charlotte Barnden Principal Designate
(charlotte.barnden@bearstedprimaryacademy.org.uk) Office Manager Jan
(info@bearstedprimaryacademy.org.uk) and Mrs. Dee Pickerill Principal Designate
(dee.pickerill@snowfieldsacademy.org.uk)*

It was agreed that the report from Cllr Coles should be placed in the Detling News.

Action: Clerk to progress.

13. Update report from the Chairman.

The Chairman submitted the following update for members:

a. Closed alleyway on Princes Way

Landowner was legally entitled to close the part of the footpath that he owned. She stated that the Parish Council had no legal rights in this matter.

There does not seem to be an appetite from the residents adjacent to the 'alleyway' to progress a PROW consultation. It was agreed that the Chairman would contact the landowner to discuss further.

b. Clearance of trees at the bottom of Hockers Lane

This matter was now in the hands of MBC Planning Enforcement.

c. Play area

It was agreed that the play area would remain closed until :

1. A full safety survey of the equipment by MBC
2. A risk assessment has been carried out and approved
3. Adequate signage has been produced to inform and protect the users of the playground .

It was agreed that this would be actioned as quickly as possible to enable the play area to be reopened to the public.

d. Coronavirus

Throughout this pandemic the residents of Detling have been well supported by many local volunteers, who have performed a variety of tasks to maintain contact with vulnerable people and thereby reduce stress and suffering.

Villagers have been looking after each other and have extended helping hands in many considerate ways.

A resident kindly acknowledged this support in the June edition of the Detling with Thurnham news.

One of our greatest assets during these difficult days has been our community shop. Only opened mid -January, just before the onset of the virus, it has afforded villagers a central hub providing essential goods and community services.

It provides a focal point of information and communication, ensuring that local needs are met in a well organised and timely fashion.

As the lockdown progressed the staff have adjusted their services seamlessly to meet ever changing demands.

Many villagers appreciate this and have acknowledged that without the community shop their life through these dark days of this virus would have been far more challenging.

Thank you to all who have contributed to this essential asset in our village.

14. Items for the next Agenda.

- Parish Council Policy Review.
- PC Resilience Plan.

15. Date of next meeting.

To be confirmed.

There being no further business to discuss the meeting was closed to the press and public at 8.47pm.

Signed: _____
Chairman

Dated: _____