

**The Minutes of the Meeting of Detling Parish Council  
held on 5<sup>th</sup> November 2019 at 7.00pm in Detling Village Hall.**

**Councillors present:**    *Bowie*  
                                      *Bryant*  
                                      *Clayton*  
                                      *Coles*  
                                      *Evernden*  
                                      *Finn*

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

***The meeting was chaired by Councillor Bowie.***

***Councillor Bowie opened the meeting and read out a statement regarding the recording and filming during the meeting.***

**1. 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 KCC Councillor Shellina Prendergast and MBC Councillor Nick de Wiggondene-Shepperd.

**2. 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 Coles declared an interest in the grant application from Making Miracles due to be considered at the meeting.

There were no Dispensations were considered.

**3. Public Comments and Observations.**

*The meeting is adjourned to enable members of the public to raise issues with the Parish Council. Public Comments and Observations will last a total of 15 minutes with each speaker being given a maximum of 3 minutes to speak.*

***The meeting was adjourned at 7.05pm.***

A resident asked about the proposed speed cameras for the parish.  
Cllr Clayton stated that he would report on this under Highways Matters.

Cllr Finn stated that a member of the public had raised concerns about dog fouling in the parish and the item that was placed in the Detling News, as this appeared to be directed at residents when the issue was due to visitors using Horish Wood.

He stated that the amount of dog mess in Horish Wood was an issue and suggested that the PC may wish to consider supplying dog bags.

This was discussed by members and it was agreed that the article regarding dog mess should be removed from the Detling News.

**Action: Clerk to action.**

***The meeting was reconvened at 7.10pm.***

**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 from the previous meeting was circulated to all members for consideration and approval.

It was proposed by Cllr Bowie to accept the minutes as a true record, these were seconded by Cllr Finn and agreed by all Councillors.

***The minutes were then signed and dated by the Chairman.***

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

Parish Council Risk Assessment – it was agreed that a meeting would be arranged to review the Risk Assessment.

**Action: Review Meeting to be arranged.**

Bus Service in Detling – The Clerk confirmed that she had written to Arriva as agreed at the previous meeting.

Cllr Bowie spoke regarding the bus service to the Show Ground and stated that Arriva were no longer stopping there, they had said that they consulted with the PC, but clearly this was not the case.

It was agreed that the Clerk should contact Arriva regarding this and invite them to attend a future meeting of the PC.

**Action: Clerk to action.**

**6. Review of PC Policies.**

**a. Co-option Policy.**

The draft Co-option Policy was circulated for members consideration.

Cllr Evernden asked about the point referring the the confidentiality of any applicants and stated that he did not think it was necessary to ask members of the public to leave the meeting whilst the applications were being considered.

This was discussed by members and it was proposed by Cllr Evernden that the policy be amended to state that applications would be considered at the end of the meeting to exclude the press and public. This was seconded by Cllr Bryant and agreed by all present.

Subject to the agreed amendment it was proposed by Cllr Bowie that the Policy was adopted, this was seconded by Cllr Bryant and agreed by all present.

b. Volunteer Policy.

The draft Volunteer Policy was circulated to all present.

This Chairman and the Clerk explained the reasons for the policy.

The implications of the policy on the current volunteers working in the parish was discussed.

It was proposed by Cllr Bowie to adopt the policy without amendment and to review when and if necessary, this was seconded by Cllr Clayton and agreed by all present.

Cllr Finn spoke regarding the need to speak with the Parish Volunteers regarding their work in the parish and to ensure that the relevant paperwork was completed in order to adhere to the policy.

c. Health and Safety Policy.

The draft Health and Safety Policy was circulated and discussed by members.

It was proposed by Cllr Coles to adopt this with an amendment to add the Parish Clerks contact details. This was seconded by Cllr Finn and agreed by all present.

Members spoke regarding Health and Safety issues regarding the parish and the need for routine visual inspections of the play equipment to be undertaken.

The Clerk confirmed that she had arranged for the annual inspection to be undertaken to comply with the legal requirements.

7. Parish Councillor Vacancy.

The Clerk stated that to date no applications for the vacancy had been received.

8. Presentations from Outside Bodies.

There were no presentations from outside bodies.

9. Financial Matters.

a. To approve the payment of accounts (list to be supplied at the meeting)

The cheques for payment were authorised and approved by members. (Bryant/Finn)

The cheques and invoices were then signed by two authorised signatories.

b. To note the bank account balances as circulated in report supplied at the meeting.

The balances of the Parish Councils bank accounts were noted by members.

Bank Balances

<b>Co-operative Current Account</b>	<b>£64747.38</b>
Less/Add Account transfers/deposits	£0.00
Less Account for payment	£1732.20
<b>Closing Balance</b>	<b>£63015.18</b>
<b>Co-operative Deposit Account</b>	<b>£1505.87</b>
Less/Add Account transfers/deposits	£0.00
<b>Closing Balance</b>	<b>£1,505.87</b>
<b>Total Balance of all Parish Council Accounts</b>	<b>£64521.05</b>

Parish Councils Accounts.

c. To consider any Grant Applications.

The Clerk circulated grant applications from two Village Organisations to members for consideration as follows:

Making Miracles seeking a grant of £156 towards their hall hire costs.

This was considered and it was proposed by Cllr Finn to award the grant of £156 to Making Miracles.

This was seconded by Cllr Bowie and agreed by all present.

**Action: Grant of £156 approved.**

Detling PCC Fundraising Group seeking a grant of £250 towards the planning Village Fare.

This application was considered, and it was proposed that a grant of £250 was awarded to the Fundraising Group, this was seconded by Cllr Finn and agreed by all present.

Cllr Finn suggested that it may be helpful if a member of the Parish Council was able to join the Fundraising Group. This was agreed.

**Action: Grant of £250 approved.**

d. 2020/2021 Budget.

The draft 2020/2021 Budget was circulated to all members. It was agreed that any suggestions should be emailed to the Clerk and a final draft budget would be circulated for discussion at the December Parish Council meeting.

e. Parish Council Publicity.

Cllr Finn reported that the Parish Council had an option to have details inserted in the Downs Mail for an agreed cost of £165 per edition.

He suggested that the PC should be clear on the circulation of the publication in the parish before it agreed to having an article on a regular basis.

This was discussed and it was agreed that details regarding the circulation of the publication and length of contract should be established.

It was agreed that subject to further details, that this should be discussed at a future meeting.

Cllr Clayton suggested that if the Parish Council had inserts in the Downs Mail and KM, then the expense of an insert in the Downs Mail may not be necessary.

**10. Planning Matters.**

a. To consider all Planning Applications received.

No applications were received.

b. To note MBC Decisions.

19/503774/FULL

Romantica Pilgrims Way Detling Maidstone Kent ME14 3JY

Erection of single storey rear extension.

Application Permitted

19/504732/NMAMD

20 Queensway Detling ME14 3LA

Non-material amendment: Add a side window and a side door (original application ref: 19/502023/FULL).

Application Refused

c. To consider any Appeals and Enforcement Matters.

No matters were reported.

Cllr Evernden spoke regarding the PC Planning Committee, he stated that this was incorrect on the website.

Cllr Bowie confirmed that Cllr Bryant, Coles and Bowie were on the Planning Committee.

She stated that the website was in need of review as it now needed to comply with the new assessability requirements.

**11. Highway Matters.**

Cllr Coles reported that she had been in discussions with Kent Highways regarding Detling matters. She stated that the HGV signage was now in place, however she felt that these were in the wrong position as they were not visible to traffic.

She said that she would send an email to KCC Officer Jennie Watson regarding this.

She spoke regarding her concerns for Operation Brock and the implications that this would have on the A249.

Cllr Finn reported on the Resilience Meeting he had attended at MBC regarding Brexit Planning. He stated that there was a need for an Emergency Plan to be considered and drawn up for the Parish. Following a discussion, it was agreed that Cllrs Coles and Finn would draw up an Emergency Plan for Detling, and an item should be placed on the next agenda to discuss this.

**Action: Cllrs Coles and Finn to action.**

**Action: Clerk to place item on next agenda.**

Cllr Clayton reported on the progress of the speed signs for the Parish. He stated that a Speed Indicator Sign was being considered, the cost was approximately £8000 for two cameras. He stated that the PC was awaiting the outcome of the Safety Audit before making any decisions.

Cllr Coles reported that she and Cllr Bowie had attended the SE Transport Strategy Meeting, and she reported on this.

**12. Reports from External Parties.**

a. KCC Councillor Report.

Apologies were received from KCC Councillor Prendergast.

b. MBC Councillor Report.

MBC Councillor de Wiggondene-Shepperd gave his apologies to the meeting.

c. Maintenance Report.

Tony Taylor gave his report to the meeting on the maintenance that he had undertaken around the parish.

He stated that the bus shelter light was in need of maintenance as the sensor was not working.

Cllr Coles stated that she would arrange for this to be repaired.

The Chairman thanked Tony Taylor for his work for the parish.

**d. Police Report.**

PCSO Matt Adlington gave his apologies to the meeting.

**13. Parish Council Reports.**

**a. Clerk's/Correspondence Report.**

*To consider items of correspondence received relevant to the Parish Council.*

The Clerks report was noted by members.

Remembrance Sunday – It was agreed that Cllr Clayton would lay the wreath on behalf of the Parish Council.

**b. Chairman's/ Councillors Report.**

*Members who have attended any meeting on behalf of the Parish Council are invited to give their report to the meeting.*

Cllr Bowie spoke regarding the Call for Sites released by MBC, she suggested that this was an agenda item for the December meeting, and in the meantime representatives from Detling PC should arrange to meet with MBC Officer Gavin Ball to discuss the sites identified in Detling. This was agreed and the Clerk was asked to arrange a meeting with MBC.

**Action: Clerk to progress.**

**c. Open Spaces Committee Report.**

The notes from the recent Open Spaces Committee were circulated to all present.

Cllr Finn referred to a draft specification circulated to all members for the Horish Wood maintenance contract and proposed that this was approved, and tenders were invited for the work.

This was discussed and agreed by all present.

**Action: Clerk to seek tenders for Horish Wood Contract.**

**Other Committee Reports.**

No matters were raised.

**14. Energy Supplier for Detling.**

Cllr Finn stated that he was progressing the and would report back to the next meeting.

**15. Neighbourhood Plan.**

A discussion took place regarding the Neighbourhood Plan process and the benefits this could bring to Detling. It was agreed that this would be better discussed at a separate meeting.

**16. Villager of the Year Award.**

It was agreed that this would be discussed as a confidential item at the close of the meeting.

**17. Items for the next Agenda.**

1. Call for Sites.
2. CIC Community Shop.

3. PC Website.

**Action: Clerk to place items on next agenda.**

**18. Date of next meeting.**

Tuesday 3<sup>rd</sup> December 2019 in the Meeting Room of Detling Village Hall at 7.00pm.

***There being no further business to discuss the meeting was closed to the press and public at 9.25pm.***

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

**The Minutes of the Meeting of Detling Parish Council  
held on 5<sup>th</sup> November 2019 at 7.00pm in Detling Village Hall.**

**Confidential item**  
**Agenda Item 16**  
**Villager of the Year Award**

The Clerk informed members that the following nominations had been received for the Villager of the Year Award:

Richard Alexander  
Derek Lawrence

Members discussed the nominations for the Villager of the Year Award, and it was agreed by four votes to two that this would be awarded to Richard Alexander for 2019.

***Action: Clerk/Cllr Clayton/Cllr Bowie to arrange for the award to be drawn up and presented.***