



# EAST FARLEIGH PARISH COUNCIL

Sarah O'Callaghan, Clerk to the Council

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## Minutes of the Parish Council Meeting held on 2<sup>nd</sup> October 2018 at the Old School Hall, Lower Road, East Farleigh

**Present:** Cllrs Glyn Charlton (GC) (Chairman), Peter Beasley (PB), Brian Dorton (BD), David Hussein (DH), Jackie King (JK), Perry O'Callaghan (POC), Lloyd Porter (LP), Alan White (AW) and John Wilson (JW)

**In attendance:** S O'Callaghan (Clerk)  
One member of the public and no members of the press were present.

### 139. APOLOGIES FOR ABSENCE

Apologies had been received from PCSO Jasmine Pay (not on duty), Community Support Warden Adam McKinley (ill) and Borough Councillors Richard Webb (RW) and Lottie Parfitt-Reid (LPR) (prior engagements).

Members AGREED to accept the apologies with reasons given.

### 140. RECORDING OF PROCEEDINGS

Cllr LP was recording the meeting.

The Clerk was recording the meeting for the Parish Council.

### 141. DECLARATIONS OF INTEREST AND LOBBYING

Cllrs GC and PB declared an interest in the JBLC/Allotments and the Recreation Ground Charity.

Cllr LP declared an interest in Tovil Parish Council.

Cllr AW declared an interest in the JBLC/Allotments.

### 142. EXCLUSION OF THE PRESS AND PUBLIC

The Parish Council AGREED that no items required this.

### 143. MINUTES OF THE COUNCIL MEETING HELD ON 4<sup>TH</sup> SEPTEMBER 2018

143.1 The minutes of the meeting held on 4<sup>TH</sup> SEPTEMBER were APPROVED and signed as a correct record.

143.2 Matters arising: none.

### 144. REPORT FROM THE PLANNING COMMITTEE

Hat which had been discussed and agreed at the meeting immediately before was reported.

### 145. PARISH COUNCILLORS

145.1 Events attended: none

145.2 Matters reported by parishioners:

Members discussed a hedge issue in St Helen's Lane and AGREED that the Clerk would write to the landowner for a third time asking for a date by which it would be done.

Action: Clerk to write to landowner and research the legalities of the situation.

145.3 Members' issues:

Action: Cllr GC would talk to Gary Hindley about an end date for the works on the hall, as some residents are concerned about the appearance of the car park at the Old School Hall.

Action: Cllr LP will investigate fires at Lower Fant Farm, which are affecting residents in Lower Road.

Action: The Clerk would highlight actions in the minutes from now on.

### 146. FINANCE

146.1 The Parish Council ratified payments made since the last meeting:

Standing Order Clerk's Salary Sept 2018 £570.00

Standing Order Car Park Attendant Sept 2018 £112.70

Direct Debit People's Pension August 2018 £39.49

- |  |                                         |        |
|--|-----------------------------------------|--------|
|  | Direct Debit People's Pension Sept 2018 | £51.45 |
|--|-----------------------------------------|--------|
- 146.2 The following BACS transfer payments were APPROVED and will be authorised on Unity Trust Internet Banking by two signatories (Cllrs PB and DH) following the meeting:
- |          |                                                                                      |           |
|----------|--------------------------------------------------------------------------------------|-----------|
| 02101801 | Kent County Playing Fields Assoc subs                                                | £20.00    |
| 02101802 | PKF Littlejohn LLP (Audit 2017-18)                                                   | £360.00   |
| 02101803 | Kent County Council (moveable SID and poles)                                         | £9,574.64 |
| 02101804 | Remembered Trading Ltd (5 tommys for Remembrance)                                    | £223.42   |
| 02101805 | Clerk's salary/expenses Sept 2018 (5-week month)                                     | £300.82   |
| 02101806 | Quarterly HMRC/NI                                                                    | £356.10   |
| 02101807 | RIP (dog bins Sept 2018)                                                             | £96.00    |
| 02101808 | PD & JE Associates/Amazon/Cllr GC (equipment and safety wear For Car Park Attendant) | £525.79   |
| 02101809 | Pearson's Landscapes (maintenance Sept 2018)                                         | £874.20   |
- 146.3 The financial statements for the period 30th August – 26<sup>th</sup> Sept 2018 (Week 27) were received.
- 146.4 Other financial matters:
- 146.4.1 Two signatories (Cllrs GC and PB) signed the application forms for a Unity Trust Multipay Card for Parish Council/Clerk use.
- 146.4.2 Members received the concluded audit and noted the except for item: an unpaid Standing Order was on the reconciliation. The Clerk was thanked on behalf of the Parish Council for her work on the Annual Return.  
Action: The Clerk would adjust the carried over figures on the next Annual Return.
147. REMEMBRANCE  
Members were updated on the ongoing discussions.  
The school were keen to do an exhibition in the Church.
148. DEFIBRILLATOR  
The Clerk and Cllr PB would be meeting the following week to bottom out the issues over the second defibrillator for Gallants Lane.  
It was AGREED to schedule defibrillator training for 3rd November.
149. AIR QUALITY MONITORING  
It was AGREED that members did not want to pursue the acquisition of any more diffusion tubes now. Cllr PB highlighted a document from The Medway Air Quality Partnership called "Air Quality Planning Guidance Mitigation", 2015.
150. TRAINING  
No one was available to attend The Dynamic Councillor training day on 22<sup>nd</sup> October at Queenborough, Isle of Sheppey.
151. FLOOD PLAN  
The actions arising from the dry run of the Flood Plan were discussed:  
Action: the Clerk would send all members a copy of the current Flood Plan and it would be issued to all new members.  
Action: the Clerk would chase the Horsewash tenant about re-locating the Flood Pod to a more accessible site. Cllr JW or PB will then go and see the tenant.  
Action: the Clerk would send the Environment Agency (EA) contact details for Cllrs JW and DH (trained flood wardens)  
Action: the Clerk would obtain dates for forthcoming Flood Warden Training with a view to all members eventually attending such training.  
Action: The Clerk would contact the "at risk" homes in the Parish and ask if they are happy to give the Parish Council their phone numbers for use in the event of an emergency/flood.  
Action: it was AGREED that the Clerk will obtain two "Road Closed Flood" signs for use in closing Station Hill if the bridge is flooded.  
Action: Cllr GC will ask if The Bull would be happy to store them once they have been received and perhaps store the flood pod aswell.  
Action: the Clerk would investigate using the electoral register to send new residents a copy of the "What to do in the event of a flood" leaflet from the EA.  
Action: Cllr DH would get further details of the relevant app for the Clerk to pass on to members.

152. COMMUNICATION WORKING PARTY  
The Working Party had not met since the last meeting but would meet before the November one and report back.
153. VILLAGE CAR PARK  
The September Inspection Sheet was received: wooden barrier is broken again.  
Action: it was AGREED that Cllr GC and Clerk would liaise on buying steel bollards.  
Equipment and protective gear had been purchased for the Car Park Attendant and he would be trained and certificated in the use of it on the following Saturday morning and would sign for the equipment.  
Action: As part of the training, a tick list risk assessment was to be drawn up.  
Action: Cllrs GC/PB will then tell Pearsons to stop maintaining the car park.  
Action: the Clerk would add the equipment to the asset register.
154. HIGHWAYS  
The October report was received.  
Cllrs GC and PB had met with Paul Leary from KCC Highways that afternoon.  
The final plan for the Lower Road traffic calming will be with the Parish Council for the November meeting for approval. A letter will go out to residents by 10<sup>th</sup> November, giving them three weeks to respond. Responses will be considered at the December meeting and, subject to the replies received, approval given. Funds would be drawn down in February before the end date of the loan and work would begin in Feb/March 2019.  
The bridge signage is imminent.  
Highways had agreed to put a single line in the middle of the road where vehicles turn to go onto the bridge at the foot of Station Hill.  
NetworkRail informative meeting on 21<sup>st</sup> September: the issue of traffic lights on the Bridge had been raised again. Members AGREED that they had no desire to resurrect the idea of traffic lights, as it had been thoroughly explored and dismissed as being unsafe in the current conditions at East Farleigh.
155. MAINTENANCE  
The October report was received.  
Action: Clerk to remove item re St Helen's Lane name sign from list as it has now been done.  
Action: Clerk to chase the Kilnbridge Close road name sign  
Action: Clerk to put the idea of getting bollards for the corner of Kilnbridge Close on the agenda for November - cars are parking on the pavement.  
Some members had met with Pearsons and discussed the new format tick list for quoting for maintenance and litter picking.  
Action: Clerk to alter Item 22 "and report back to Clerk" and Item 28 add hourly rate.  
Action: Clerk to send it out to all those contractors on the list supplied by Cllr LP.
156. FOOTPATHS  
The October report was received.  
The Clerk had requested that KM335, 336 and 337 (Forge Lane footpath) be added to PROW cutting schedule.
157. RECREATION AND PLAY AREAS  
The September Inspection Sheet was received: there were no major issues.  
When Landscape Services quote comes in, members would look at altering the contract to include more frequent strimming of the edges.  
Members AGREED to go ahead with the Annual Inspection of the Play Area.  
Action: Clerk to tell The Play Inspection Company.
158. SPEEDWATCH  
A report on the patrol on 26<sup>th</sup> September was received.  
17 cars were reported to the police travelling at 36-55mph. An Age Concern vehicle was travelling at 37mph. A local company van entered the radar at 42mph.  
Action: Clerk to write to them, as they are a local business.  
The rota is fixed for next two months.  
The moveable SID is now on Station Hill – feedback suggested that the SID is influencing speeds.  
A member reported that a resident in Dean St had offered to have a SID pole on the verge outside his house.

Action: Clerk to ask Highways to quote to order and install a new pole and to check out the proposed site.

Action: Clerk to try to get a police incident number for the theft of the previous one, so that a claim could be made on the insurance.

159. FETE

The Fete Working Party wished to put a bench on the Horsewash, but the tenant is unhappy, so it was AGREED that the matter should go no further.

Action: Clerk to let the Fete Committee know.

160. CORRESPONDENCE

Cllrs LP and JW would attend the Parish Highways Seminar on 2<sup>nd</sup> November.

Cllr LP raised the current consultation on waste recycling.

Action: Clerk to put it on the agenda for November.

161. FORTHCOMING ABSENCES

These were noted.

162. DATE OF NEXT MEETING

Tuesday 6<sup>th</sup> November 2018, at 7.15pm in the Old School Hall, Lower Road.

The meeting was closed at 9.25pm.