

**Clerk's Draft Unconfirmed Minutes of a Meeting of Lyminge Parish Council (General Purposes) held on Monday 29 January 2018 at 7.30pm in the Rigden Room, Tayne Centre**

**Present:** Cllrs Mrs Christine Barnett; Mrs Rowena Bergin; Mrs Marian Chubb; Richard Chubb (Chairman); Mrs Gillian Heywood; Mrs Karen Hickman; Mrs Niki Hunnisett ; Colin Manvell; Nicholas Reed; Derek Smith (Vice Chairman) and Paul Trayner.

**In attendance:** The Clerk.

- 1 **Apologies for Absence** – Cllrs Mrs Ann Baker; Ms Emma Hanson; Miss Susan Carey; Mrs Jenny Hollingsbee and KCC Community Warden Gary Harrison.
- 2 **Declaration of Interests by Councillors** – Cllr Richard Chubb declared an interest in agenda item 7.5 – Funding application for Age UK - he is a trustee and Cllr Mrs Marian Chubb declared an interest as a volunteer for Age UK for the same item. Cllr Mrs Niki Hunnisett declared an interest in item 7.5 – Funding application for Lyminge Handbells as her husband sometimes rings with Lyminge Handbells.
- 3 **Public Adjournment** – None
- 4 **Minutes of the Council meeting on 11 |December 2017.** The unconfirmed minutes had been circulated with the agenda. The minutes were **agreed** and signed by the Chairman.
- 5 **Accounts for payment** – The list (Appendix 1) had been circulated with the agenda for the meeting and payments shown in Appendix 1 were **approved**.
- 6 **Matters arising from the previous meeting** - not elsewhere on the agenda.
  - 6.1 **EI Group** (formerly Enterprise Inns) – (minute 10) – the Clerk informed the Council a letter drawn up with some input from Cllr Miss Susan Carey had been sent to EI Group. An acknowledgement had been received stating it had been forwarded to the relevant department for reply. The Council **agreed** to wait for the response before considering further options.
  - 6.2 **Litter Pick** – (minute 13) it was **noted** Giles Barnard from SDC had confirmed his attendance and that he will be providing equipment and arranging for the waste to be collected.
- 7 **Finance and Administration Committee:**
  - 7.1 To receive and note the Management Accounts for 31 December 2017 and for the Chairman to sign (attached) - **approved** and signed by the Chairman.
  - 7.2 To receive the unconfirmed minutes of the meeting of 8 January 2018 (attached) – **approved**.
  - 7.3 Felling of a Sycamore Tree in Ethelburga Grove – 3 quotations were discussed by the Finance & Administration Committee at their meeting on 11 January 2018 and quotation no. 1 was recommended for approval by Full Council. (attached). Quotation No 1 was **approved**.
  - 7.4 Ground Work Maintenance contracts – the 2 year contracts were reviewed by the Finance & Administration Committee at their meeting on 11 January 2018 and are recommended for approval by Full Council (attached) – **approved**.
  - 7.5 Funding Applications – applications from Age UK and Lyminge Handbells were reviewed by the Finance & Administration Committee at their meeting on 11 January 2018 and are recommended for approval by Full Council (attached). **Both funding applications approved**. Cllr Richard Chubb did not vote on the Age UK application.
- 8 **Future use of the BT Kiosk, Rhodes Minnis** – Rhodes Minnis' residents were asked for their opinion in the November newsletter and 3 responses were received by the Clerk: 1) Defibrillator 2) Lending Library (cost of refurbishment attached) and 3) Property Map – showing all properties within Rhodes Minnis as most have names rather than numbers. The Clerk contacted SDC and they produced such a map (attached). The Council were asked to consider these suggestions and decide on a future use for the kiosk. It was **agreed** to convert the BT kiosk into a lending library with quote 1 being **approved**. It was also **agreed** the Property Map was very useful and should be placed in the bus shelter – minimum A3 size, once repairs to the bus shelter had been carried out.

- 9 **LPC Open Spaces Regulations** – the Clerk presented a report on options and costings for the on-site display of these regulations (report attached). It was **agreed** to install printed signs rather than standalone noticeboards and the quotation from Signmark was **approved**. The quotation from Harmer & Sons for the installation of the posts in Tayne Field and Jubilee Field was **approved**.
- 10 **Fordred Lane** – since the repairs completed in October 2017, the surface of the Lane has broken down and the Council was requested to decide on any future remedial work. It was **agreed** the Clerk would obtain quotations for further more substantial repairs.
- 11 **Resident request for reimbursement of tyre cost** – a complaint had been received from a resident stating that the hedge cutting in Rhodes Minnis resulted in a car tyre being punctured. The resident is seeking reimbursement of the cost of a replacement tyre (photos and document attached). The Council discussed the complaint and it was **agreed** as the Council did not own the hedges specified and therefore were not responsible for their cutting, no reimbursement would be offered.
- 12 **Open Spaces and Play Areas:**
- 12.1 **Court Lodge Green** – deferred to February Council meeting.
- 12.2 **Replacement of seesaw on Well Field** - the Clerk and Chairman informed the Council the meeting with a provider of playground equipment was cancelled and further information was awaited which the Clerk will forward to all councillors.
- 12.3 **Kissing Gates on HE48** – The Chairman had received a request from a resident to replace 2 old stiles along the Public Right of Way HE48 with kissing gates. The Council is asked to consider the funding of these gates which would be installed by volunteers under supervision from KCC (map attached) - The Chairman informed the Council that he may be able to source one gate, the cost for the other gate would be approximately £253. Cllr Mrs Gillian Heywood asked for the replacement of stiles at either end of HE43 with kissing gates be considered. This was **agreed**. The cost of the gates to be confirmed and it was **agreed** that the Clerk would investigate the possibility of grant funding from District and County Councillors.
- 13 **Kent Tree & Pond Warden Partnership** – to consider a subscription donation of £50 (letter attached) – **agreed**.
- 14 **Newsletter Content** - Various headings were **agreed** for the March 2018 issue with more ideas to be sent to the Clerk before 14 February 2018.
- 15 **Correspondence and Documentation received since the last Full Council Meeting** – The list was circulated with the agenda.
- 16 **Other Matters for Information from Councillors** – Cllr Colin Manvell informed the Council the first Speedwatch of 2018 would take place on 26 February and a new volunteer from Etchinghill had been in contact. He reported a meeting with KCC Project Officer, Richard Heaps, to discuss the extension of the 30mph speed limit at either end of Etchinghill and the Ottinge end of Lyminge had taken place on 24 January 2018 but the officer had reiterated the costs of any measures which were possible to introduce, would have to be borne by the Parish Council. The Officer's report to follow. At the meeting Richard Heaps saw and reported the large pothole adjacent to the Cricket Ground just before the 30mph speed limit signs and Cllr Colin Manvell suggested a reminder to residents within the newsletter to report all potholes. Cllr Colin Manvell also suggested the whole of Station Road, Lyminge needs resurfacing rather than patching.  
Cllr Derek Smith informed the Council the vicar had retired at the end of December and the Church Wardens are in conversation with the Bishop about a replacement. It was felt unlikely that there would be a full time replacement. The Church Wardens were maintaining the now empty vicar's house and garden. He informed the Council he would be attending the Little Stour and Nailbourne Management Group meeting on 17 February and reminded the Council of the free music evening at the Church on 16 February 2018.

Cllr Nicholas Reed enquired about whether anything could be done about the state of the forecourt outside a house on the bend of Station Road as it was very muddy and in a state of disrepair. The house is in private ownership and the forecourt belongs to the house, it does not form part of the pavement and so the Council is unable to do anything to improve this area. Cllr Nicholas Reed requested an item to commence discussions regarding the election of a new Chairman be placed on a near future Council agenda (current Chairman, Cllr Richard Chubb, informed the Council in July 2017 he intended to stand down in April/May 2018).

Cllr Mrs Rowena Bergin reported the pavement in Mayfield Road (near to the junction with Canterbury Road) had been cordoned off whilst building work was taking place and a skip was placed on the road within the cordon. She questioned the legality of cordoning off the pavement and Cllr Richard Chubb agreed to raise it at the next Planning User Group meeting at SDC.

Cllr Mrs Karen Hickman reported access problems at the top of Westfield Lane due to poor parking practices and asked if this could be taken up with SDC and KCC.

Cllr Mrs Christine Barnett informed the Council that scoops were necessary in the salt bins to allow the salt to be spread when needed. She had led a walking group up Teddars Lea Road on a very frosty morning and as there was no implement in the salt bins they could not spread the salt on the road and one of the walkers had slipped over.

Cllr Paul Trayner requested a review of the Guidance for Grant Applications be reviewed at the next March Finance & Administration meeting.

Cllr Richard Chubb informed the Council the Lyminge Association’s newsletter included a “Who’s Who” section and suggested the Parish Council submitted an entry. He updated the Council on the progress of the bus shelter at Yew Tree Cross and asked for suggestions for the metal bench which was going to be replaced by the bus shelter. Cllr Richard Chubb informed the councillors that the funeral of Edward Taylor, who was a councillor for more than 30 years, will take place at Newington Parish Church on Tuesday 13 February 2018 at 10:30am. The Council will be represented by himself and Cllr Derek Smith and other councillors were welcome to attend. He will submit an item about Edward Taylor for inclusion in the March newsletter. As an allotment holder, Cllr Richard Chubb approached Pushing Up Daisies and managed to secure funding for 8 new water butts for the allotments at Rhodes Minnis. He also informed the Council that the 2<sup>nd</sup> consultation (of 4) for the proposed 30 houses on the golf course fronting Broad Street will be issued at the end of February. He believed residents should know about this as prior consultation took place in the summer of 2017 and it has been mentioned in the report from Cllr Miss Susan Carey in a previous newsletter.

**17 Date and Venue of next meeting – Monday 26 February 2018 at 7:30 pm at Rhodes Minnis Methodist Chapel.**

The meeting closed at 9:10 p.m.

Chairman:.....

26 February 2018

## Appendix 1

### Item 5 – Accounts for Payment

CHQ/ BACS NO	Gross £	VAT £	Payee	Details
2574	14.00	0.00	Lyminge Methodist Church	Hire of Tayne Centre December 2018
2575	112.00	0.00	AP Wilcox	Dec 2017 & Jan 2018 Newsletter
2576	14.40	0.00	R Chubb	Reimbursement for keys cut for Archive cabinets
E017	665.57	0.00	O Hanson	Funding for materials for Teen Shelter as per quotation
E025	250.00	0.00	SLCC	CILCA registration for the Clerk
E018	25.00	0.00	Kent Men of the Trees	Annual Corporate Membership fee
E019	14.25	0.00	L Martin	Reimburse Clerk's broadband 28/12/17 to 27/01/2018
E020	822.91	0.00	L Martin	Net Pay January 2018
E021	38.80	0.00	HMRC	Tax & NI due Clerk's (£11.84) Employer's NI (£26.96) January 2018
D/D	91.39	0.00	NEST	January employer contribution (£50.77) plus Clerk's contribution deducted from salary £40.62 – paid by D/D
E022	68.88		L Martin	Reimburse Clerk's expenses -December 2017 & January 2018 ( £62.10 travel & £6.78 stationery & sundries)
E023	36.00 (net 30.00)	6.00	KALC	GDPR Workshop – Clerk attendance
E024	90.00	0.00	S Mackie	Cleaning of bus shelters and seats (every 3 months)
E026	94.00 (net 78.33)	15.67	InkXpress	Ink cartridges

## **Appendix 2**

### **Item 15 – Correspondence Received**

1. Arbor Winter 2017 magazine
2. Poster for Valentine's Day event at Lyminge Village Hall (previously circulated)
3. KCC grant funding for Speed Indicator Device (SID) 2018 (previously circulated).
4. Poster from Befriending Kent Consortium event March 1 2018 (previously circulated).
5. Kent Tree & Pond AGM Agenda – Saturday 3 February 2018 (previously circulated).
6. Flog It leaflet and letter – forthcoming visit of TV show (previously circulated).