

Minutes of the Meeting of the Parish Council held on Monday 5 March 2018 at Weaving Street Village Hall, Weaving Street, Grove Green commencing at 7.30pm.

Present: Mr B Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr I Davies, Mr V Davies, Mr P Dengate, Mr G Hayday, Mrs W Hinder, Mrs K Macklin (arrived, with apologies, at item 7) and Mr P Sullivan together with the Clerk Pauline Bowdery and 3 members of the public/press.

1. Apologies and absences

2. Declaration of Interests, Dispensations, Predetermination or Lobbying

None

3 Chairman's Announcements

The Chairman highlighted that the community e-mail alert system had proved its worth during the recent bad weather with a stolen salt bin being quickly located and with updates being given out on road closures in the area.

4. Minutes of the Parish Council Meeting 22 January 2018

The minutes of the meeting were agreed and signed as a correct record.

5. Matters Arising From the Minutes

5.1 Minute 3069/6.1 Honour Boards. The final report on the boards was expected at the next meeting so that they could be ordered. **Action: office.**

5.2 Minute 3069/6.3 Franklin Drive Play Area. Borough Councillor Hinder's report that MBC was working on the lease agreement and would be repairing the fence was **received and noted.** The Environment Committee is to be approached to release up to £1,000 of its Street Maintenance budget to pay for the tree work and other small scale items that would be needed at the site. **Noted.**

5.3 Any other matters arising from the minutes which are not on the agenda.

6. Crime Report and Police Issues

The latest crime reports were **received and noted.** The Chairman notified members that he had been in contact with the Police about the need for PCSOs to attend parish council meetings and it was hoped that the PCSO would attend meetings in the near future. Members had received notification of the recent changes in the Community Safety Unit.

The meeting was adjourned at 7.35 pm for a member of the public to raise concerns about this week's planned refuse collection, collections were suspended last week due to the snow. The Clerk was asked to seek clarification and put out a community e-mail alert to notify residents. The resident would be personally contacted in the morning. **Action: Clerk.** Another member of the public asked whether the road works planned in Sandling for April were still going ahead. Cllr Wendy Hinder confirmed that the latest information was that they were. Meeting reconvened at 7.40 pm.

7. Draft Minutes of Recent Committee Meetings

7.1 Environment Committee meeting 22 January 2018. **Received and noted.**

7.2 Environment Committee meeting 5 February 2018. **Received and noted.**

7.3 Estates Committee meeting 13 February 2018. **Received and noted.**

8. Finance

8.1 Payments made out of meeting 22.01.18 – 26.02.18. **Received and noted.**

8.2 Receipts for the period 22.01.18 – 26.02.18. **Received and noted.**

8.3 Account balances 26.02.2018. With notification that the Lloyds B account maturity date was 26/04/2018 and not 26/01/2018 as stated in the table. **Received and noted.**

9. Parish Hall Extension: Public Works Loan

The Clerk has received several comments and will make minor adjustments to the

document. The suggested conclusion to the document which would be submitted with the PWL application was **agreed**.

Members asked for a predicted income spreadsheet to be included and this was to be deferred to the F&GPC for approval. **Action: Clerk and F&GPC.**

10 Policies and Procedures

10.1 Equal Opportunities Statement (review). With the minor amendments suggested **approved**.

10.2 Standing Orders members are reminded that the annual review is scheduled for April. **Noted**.

11. Correspondence Deadline

After discussion covering the possible wording and: whether the parish council could enforce the request for a response within 28 days; whether an acknowledgement of receipt of a letter was a response; whether it would go on all letters or whether it would be left to the Clerk/Asst Clerk to decide what letters to include it on, it was **agreed** that the Clerk would e-mail a version of the stock phrase for members to consider. **Action: Clerk.**

12. Committee Membership

The Clerk's briefing note on the powers that existed to allow non-members to serve on committees and working groups was **received and noted**. Cllr Wendy Hinder notified members why she thought it was important to use these powers. The Clerk to produce draft Terms of Reference, policy and procedures for members to consider at the next meeting. **Action: Clerk.**

13. Planting and sponsorship of roundabouts

Item requested by Cllr Constable. Item deferred to next meeting as Cllr Constable was not present.

14. Local Government Ethical Standards Government Review

The Clerk's briefing note was **received and noted**. Members decided **no further action**.

15. Reports from councillors/office

15.1 Maidstone KALC 05.02.18. draft minutes. **Noted**.

15.2 General Data Protection Regulations GDPR. The Clerk's briefing note and notification that the office would shut for two days to do the work needed within the office was **received and noted**.

16. Reports from Borough and County Councillors

Borough Councillor Wendy Hinder notified members that a stronger overhead electricity cable had been installed in Boxley Road, Walderslade.

Cllr Vic Davies notified members that the extra piece of equipment installed at Grovewood Drive North play area looked exactly like the one recently installed. A site visit immediately after the meeting was arranged. **Action: Cllrs Wendy Hinder, Vic Davies and Sullivan.**

17. Matters for Decision

17.1 End of World War 1 commemorative plaque. Item deferred from last meeting. The Clerk was asked to contact Cllr Harwood about his previous suggestion. **Action: Clerk.**

17.2 Annual Meeting of the Parish. Members suggested that this is held before the Annual Meeting of the Parish Council. Councillors Bob and Wendy Hinder notified members that they would not be able to attend the Annual Meeting of the Parish Council scheduled for 14th May. After discussion it was agreed to amend the meeting dates to:

- 14th May Main Environment Committee meeting.

- 21st May Annual Meeting of the Parish Council and Environment Committee (small)

The Annual Meeting of the Parish to be held on 21st May prior to the parish council meeting. **Action: Office.**

- 17.3 MBC Parish Services Scheme Funding. **Ratified** the Chairman and Clerk's actions, after consulting with members, in signing the MBC agreement to receive the grant of £13,876.
- 17.4 OneDrive. After lengthy discussion on whether some councillors would be at a disadvantage because they did not have or were not comfortable using computers it was **agreed** to utilise OneDrive for storing policies and procedures. It was confirmed that less sensitive policies and procedures would still be available on the parish council's website and that access to the OneDrive folder would be password protected and only for councillors. Councillors without computers and councillors who request would still receive paper copies. The Clerk to arrange for members to be briefed on how to access and use the OneDrive. **Action: Clerk.**
- 17.5 Friends of Weaving Heath and Woodlands. The Clerk's report on the progress on setting up the volunteer group was **received and noted**. It was **unanimously agreed** that **subject to the constitution being acceptable to the parish council the Friends of Weaving Heath and Woodlands would be recognised as a parish council supported volunteer group.**

18 Correspondence

- 18.1 Kent Downs Area of Outstanding Natural Beauty Management plan consolation. **Noted.**
- 18.2 Thank you letter from St Benedict's CPS for the regifted ASDA products. **Noted.**

19 Matters for Information

- 19.1 E-newsletter from the Office of the Kent Police and Crime Commissioner, Matthew Scott. **Noted**
- 19.2 Draft Minutes from the Joint Maidstone & District NhW Assoc / Maidstone Parishes Police Liaison Meeting. **Noted**
- 19.3 Maidstone KALC Draft Minutes of meeting 5 February 2018. **Noted**
- 19.4 Helen Whately MP newsletter. **Noted**
- 19.5 KALC Parish News Feb 2018. **Noted**

20 Items for Next Agenda

None submitted.

21 Next Meeting

9th April 2018 at Tyland Barn, Tyland Lane, Sandling ME14 3BD commencing at 7.30pm.

Meeting closed at 8.40 p.m.

Signed as a correct record of the proceedings.

Chairman..... Date.....