

Minutes of the Annual Statutory Meeting held at The Rackliff Centre

on Monday 10th May 2021 at 7.00pm

Members Present:

Cllr B Edwards (Chairman), Cllr A Britcher-Allan, Cllr E Ellicott, Cllr C Ducklin, Cllr M O'Callaghan and Cllr D Smith

Officers Present:

Mrs S Denne and Mr K Watson

In Attendance:

Tunbridge Wells Borough Cllr Britcher-Allan

Members of the Public:

Five

Election of Chairman and Vice-Chairman

Resolved to elect Cllr Ellicott as Chairman and resolved to elect Cllr Edwards as Vice-Chairman.

Declaration of Acceptance of Office

Declarations of Acceptance were signed.

1. Enquire whether anyone present intends to film, photograph and/or record the meeting
No-one present intended to film, photograph and/or record the meeting.

2. To receive and approve apologies for absence
Cllr D Funnell

3. Declarations of Personal and Prejudicial Interests

Cllr Ellicott and Cllr Smith declared their Personal and Prejudicial Interests due to being allotment plot holders and Item 15 on the Agenda.

4. Declarations of Lobbying

None

5. Minutes of the meeting held on 12th April 2021

These were agreed, and it was **RESOLVED** that the Chairman signed them as a true record

5.1 Matters outstanding from these minutes (not listed as separate agenda items):

Due to Cllr Funnell absence, Cllr Britcher-Allan is taking forward the complaints regarding Town & Country Housing residents being charged fees residents for the upkeep of land between Grange Gardens and Grange Road.

5.2 Matters outstanding from previous minutes:

Cllr Ellicott requested clarity on Item 12. Officer Watson explained the "one response" related to one solicitor responding to Cllr Edwards request to support valuation of the land at the rear of the Rackliff Centre at the time of the April Full Council Meeting. Cllr Ellicott requested an update on the unkempt land at Valley Road. Officer Watson advised

Parish Council Office Rackliff Centre 26 Lower Green Road Rusthall TN4 8TE

the land is unregistered and neither KCC or TWBC will therefore take responsibility for upkeep unless it becomes a danger to the public (e.g. dangerous tree). In view of local resident complaints, Officer Watson is meeting with our maintenance contractors, Capel Groundcare, with a view to seeking costs for a monthly mow of the grass between March and October.

6. Open session for questions from the public:

Ms T Conlon read out a prepared statement regarding the increase in the number of “playground” type apparatus sited at Wickham Gardens allotments and the corresponding noise increase. Ms Conlon went onto mention the additional noise caused by petrol driven lawn mowers, rotavators and hedge trimmers. She requested the Full Council Committee sanction removal of all playground equipment and remind plot holders that the summer is for everyone to enjoy and we should work together to enjoy it. Mr D Basons acknowledged the noise caused by petrol driven equipment and noted local arrangements at Wickham Gardens allotments limits the time these can be used.

7. Session for County and Borough Councillors on matters concerning the Parish

Cllr Britcher-Allan was elected as our new Borough Councillor on Thursday 6th May 2021 and is attending her Borough Councillor Induction Training on Thursday 13th May 2021. There was nothing else to report.

8. Appointment of Committee Members

The following appointments were approved.

8.1 Finance Committee: Cllr O’Callaghan, Cllr Edwards, Cllr Britcher-Allan, Cllr Ellicott and Cllr Funnell.

8.2 Highways & Transport Committee: Cllr Ducklin, Cllr Edwards, Cllr Britcher-Allan, Cllr Smith, Cllr Funnell and Cllr O’Callaghan.

8.3 Planning Committee: Cllr Edwards, Cllr Britcher-Allan, Cllr Ellicott, Cllr Ducklin and Cllr Smith.

8.4 Allotments Committee: Cllr Smith, Cllr Edwards, Cllr Ellicott and non-voting members Miss S French and Mr L Banks.

8.5 The High Weald Councils Aviation Acton Group (HWCAAG): Cllr Ducklin will represent Rusthall Parish Council.

8.6 Common Conservators: Cllr Ellicott will represent Rusthall Parish Council.

8.7 Pond Warden: Ms J Blackburn was appointed.

9. Kent Association of Local Councils (KALC)

Cllr Ellicott, Chairman approved as KALC representative and Cllr Edwards, Vice-Chairman approved as deputy.

10. To review the effectiveness of the system of Internal Control

The Statement of Internal Control in support of the Annual Governance Statement was approved and signed by Cllr Ellicott, Chairman and Officer Denne.

11. To approve the Annual Governance Statement for 2020 - 2021

Section 1 of the Annual Return for the year-ending 31st March 2020 was approved and signed by Cllr Ellicott, Chairman and Officer Denne.

12. To approve the Accounting Statements for 2020 - 2021

Section 2 of the Annual Return for the year-ending 31st March 2021 and the supporting Bank Reconciliation as at 31st March 2021 was approved and signed by Cllr Ellicott, Chairman and Officer Denne.

13. To agree dates of inspection period for Accounts – 14th June 2021 to 23rd July 2021
Approved.

14. Tunbridge Wells Local Plan – Southwood Road Rec

14.1 Officer Watson confirmed our “Dear Greg” (Greg Clark, MP) letter had been sent, signed by Rusthall and Speldhurst Parish Council Chairmen. An initial response was received today and would be shared with Cllr Ellicott.

14.2 Officer Denne provided an update on research into engagement of local Planning Consultants to assist with our objections. Engagement with Alison Eardley was approved with initial costs of £70+VAT. Costs will be shared with Speldhurst Parish Council.

14.3 It was approved this item will be a regular Agenda Item going forward.

15. Allotments Committee

15.1 The Tenancy Agreement revisions were approved.

15.2 Cllr Smith withdrew the Agenda Item as Officer Denne already has a pro-forma for conducting bi-annual inspections of our allotment sites.

15.3 Officer Watson withdrew the Agenda Item as the final revisions were captured under Agenda Item 15.1.

16. Finance

i. £325 cost of replacing the broken fence between the Rackliff Centre and the adjacent Lower Green Road property was approved.

ii. Investigation into an additional bank account to meet FCA Compensation Scheme £85,000 limit rules was approved.

iii. The Council agreed to consider a grant request from Rusthall Cricket Club to repair the outfield damaged by the recent travellers’ occupation. Officer Watson is to request the Cricket Club Chairman attend a future Full Council Meeting, as required.

iv. Investigation into replacing the outside Rackliff Centre noticeboard was approved upto a cost limit of £1,000.

v. The new Community Larder fridge, costing £185.99, was approved. The fridge costs include a 5-year insurance plan.

17. High Street Survey results

Officer Watson provided an overview of the completed Survey and his recommendation for the Transport & Highways Committee to propose next steps was approved.

18. Rackliff Centre re-opening

i. The Risk Assessment was approved.

ii. Re-opening of the Centre with effect from Tuesday 18th May was approved subject to any Covid-19 restrictions being in place and respected by any hirers.

19. Chair’s Report

Nothing to report.

20. Clerk’s Report

Nothing to report.

21. Policy updates and Assets Register

i. It was approved that the Assets Register will contain only items with value >£250 going forward. Any assets <£250 will be included within the Inventory only (e.g. kettle).

ii. Amendments to the Standing Orders were approved.

22. Deputy Clerk's Report

Nothing to report.

23. Environment Committee proposal – Cllr Britcher-Allan

Cllr Britcher-Allan proposed formation of a new Environment Committee to ensure the Parish Council is focusing on a “green agenda” for residents now and in the future e.g. electric car charging points, addressing idling traffic pollution, promoting green verges, etc. The proposal was approved, acknowledging there will be close working with the Common Conservators and existing Committees. An initial article will be published in the Rusthall Life, closing date 1st June 2021, with a view to encouraging residents be part of the Committee.

24. Gatwick Airport Council Briefing

Cllr Ducklin apologised as he was unable to make the meeting 29th April 2021 but will share the outcome with Cllrs upon receipt.

25. Diary Dates

- i. Planning Committee 7.30pm 12th May 2021 at the Rackliff Centre.
- ii. Due to the ongoing Covid-19 restrictions which govern attendance numbers at the Rackliff Centre, cancellation of the Parish Assembly, due 6pm 26th May 2021, was approved.

26. Accounts for Payment

Payment of the invoices listed below were approved.

27. Items for Information

Cllr Britcher-Allan confirmed the Community Larder will continue on Fridays until further notice. Officer Watson advised we await receipt of the Covenant for the land at the rear of the Rackliff Centre from HM Land Registry. Officer Denne advised approval for a new paper shredding contract will be an Agenda item at the next Full Council Meeting.

Date of Next Meeting – Monday 14th June 2021

The meeting closed at 8.18pm

..... *W. Britcher-Allan* Chairman

Dated *14/6/2021*

ACCOUNT PAYMENTS

| Date | Name | Details | Debit | Credit |
|--------------|-----------------------------------|---------------------|----------------|------------------|
| 07-May-21 | Nest | Pension | -107.48 | |
| 05-May-21 | Fencer | FENCE | -325 | |
| 05-May-21 | B/P to: KALC | Training | -42 | |
| 05-May-21 | B/P to: KALC | Subs | -252.45 | |
| 04-May-21 | S/O to: Microshade Bus Con | Computer Hosting | -164.98 | |
| 04-May-21 | Direct Debit (EE LIMITED) | Mobile Phones | -47.64 | |
| 30-Apr-21 | TUNBRIDGE WELLS BC | Precept | | 39,500.00 |
| 28-Apr-21 | HMLR | Documentation | -14 | |
| 28-Apr-21 | S/O to: S J DENNE | SALARY 2020 2021 | - 1,390.16 | |
| 28-Apr-21 | S/O to: Capel Groundcare | Grass Cutting | -399.42 | |
| 26-Apr-21 | S/O to: KJ & CR Watson | SALARY RPC | -571.74 | |
| 23-Apr-21 | B/P to: Collibrook Heating | Boiler Service | -120 | |
| 23-Apr-21 | Direct Debit (BUSINESS STREAM RA) | Water | -21.15 | |
| 22-Apr-21 | Direct Debit (BT GROUP PLC) | Phone/Broadband | -67.78 | |
| 20-Apr-21 | Direct Debit (LLOYDS BANK PLC) | Card fees | -3 | |
| 20-Apr-21 | Direct Debit (ICO) | Data Privacy | -35 | |
| 16-Apr-21 | B/P to: KALC | Subs | 1,262.24 | |
| 16-Apr-21 | B/P to: EJP FIRE PROTECTIO | Servicing | -481.2 | |
| | | | - | |
| TOTAL | | | 5305.24 | 39,500.00 |