

**Minutes of The Full Council Meeting held at The Rackliff Centre on
Monday 13th September 2021 at 7.30 pm**

Members Present:

Cllr Liz Ellicott, Chair (LE), Cllr B Edwards, Vice-Chairman (BE), Cllr A Britcher – Allan (ABA), Cllr D Smith (DS), Cllr M O’Callaghan (MO), Mr C Ducklin (CD), Cllr A Taylor (AT), Mr D Funnel (DF) and Cllr P Gripper (PG)

Officers Present:

Mr K Watson (KW)

In Attendance:

None

Members of the Public:

Three

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
Kent County Cllr J McInroy due to a prior engagement for a TWBC Local Board meeting and Officer Ms L Neusten (LN) due to annual leave.

3. Declarations of Personal and Prejudicial Interests
None.

4. Declarations of Lobbying
None.

5. Minutes of the Meeting held on 12th July 2021 and the Extraordinary Meeting on 24th August 2021

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

5.1 Matters outstanding from the 12th July 2021 minutes (not listed as separate agenda items):
Officer Watson advised the load testing of the lamp post on Lower Green Road (junction with Ashley Park) remains outstanding and is being actively monitored with the KCC. Cllr Britcher-Allan confirmed the new bench has been installed on the High Street next to the existing one which borders the United Reform Church. Cllr Edwards confirmed safe receipt of the new Bob Doe Memorial plaque and has received confirmation from the house owners at 5 Robert Doe Place to proceed with installation. The late Mr Doe’s son, Rob Doe, has been invited to the unveiling ceremony on Saturday 18th September 2021 at 2pm. Refreshments are being organised at the A Star Café after the event. Officer Watson requested photos of the before and after installation be taken as evidence of any damage done to the property. The plaque is the property of the Council and we have agreed to remove it should subsequent owners request it. **Action BE: please take photos as indicated and provide to KW in due**

course. Cllr Smith confirmed the new Shirley Gardens road sign has been installed and thanked Officer Watson and KCC for their prompt attention.

5.2 Matters outstanding from previous minutes:

Officer Watson reminded Cllr Ducklin of his outstanding response with regards confirmation of business travel cover with his motor vehicle insurance. **Action: CD please provide update to KW.** Cllr Britcher-Allan apologised as there was no update on Grange Road tenants of Town & Country Housing being charged additional rent for the maintenance of the land which runs down to Grange Road. **Action: ABA to provide an update at the next Full Council Meeting.**

6. Open session for questions from the public:

Ms Blackburn suggested the wife of the late Bob Doe should be invited to the plaque unveiling ceremony. She also requested action be taken regarding the missing white road lines at the junction of Parsonage Road and Erskine Park Road. **Action: KW please raise case with KCC.** Mrs H Foster advised the Rusthall Lunch Club will re-commence on 23rd September 2021. Mr J Barber requested an update on the A264 pedestrian crossing and support for the All Abilities Path in Happy Valley following failure to secure funding through the Call for Capital Projects submission made jointly with the Council.

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

In the absence of Cllr McInroy, Officer Watson summarised his comments from an email received 13th September 2021: “I should like to mention that there are two important consultations that councillors and residents may want to respond to. They are the KCC Budget Consultation, asking for spending priorities, which closes on 19th September. The summary report will be available in October. Also the KCC Household Waste and Recycling Centre Consultation closes on 30th September. I think it’s important to complete the short questionnaire, especially if you want to end the HWRC booking system which so many residents tell me is now an unnecessary inconvenience. I gave my feedback to officers face to face last week at our Group Conference, as I certainly don’t agree in it being continued. Perhaps a vehicle registration tracking system should be used instead, if required? I was also going to mention the footway repairs being planned Harmony Street. The works are programmed to commence on 27th September 2021 for 2 weeks. These works will be carried out under a Road Closure from the junction of Rusthall Park to Upper Street. The One-Way restriction will be temporarily suspended for these works and 2-way lights installed to allow for safe vehicle access. We appreciate the disruption this may cause and will ensure we do all we can to minimise this”. Officer Watson confirmed details were published to social media last week. Cllr Funnell has been dealing with complaints from Town & Country Housing Association residents regarding non-collection of excess bins by TWBC contractors. Cllr Britcher-Allan confirmed continued success of the Community Larder and slightly revised opening times, every Friday, between 1230pm and 2pm. She has been dealing with Town & Country Housing resident complaints regarding noisy neighbours and issues with youths in Parsonage Road which led to temporary suspension of the A281 bus service recently. Confirmation has been received from PCSO Burt that the youths were identified and have been spoken with so it is anticipated the situation will not recur. Cllr Britcher-Allan confirmed the new additional bench has been installed outside the United Reform Church in the High Street.

8. Chair’s Report

Other than matters covered separately on the Agenda, Cllr Ellicott attended a very useful Data Handling course run by the Kent Association of Local Councils (KALC).

9. Southwood Road Rec – Cllr Ellicott

i. Cllr Ellicott attended a meeting with Spelhurst Parish Council, Greg Clark, MP and Steve Baughan, TWBC Head of Planning on 27th August 2021. This was a follow up to a letter, sent [Parish Council Office Rackliff Centre 26 Lower Green Road Rusthall TN4 8TE](#)

to Greg Clark and signed by both Parish Councils, expressing disappointment at his comments regarding TWBC Local Plan which did not represent his comments at the previous Jockey Farm site meeting. Following the meeting Speldhurst Parish Council agreed at their subsequent Full Council Meeting, attended by Cllr Ellicott, not to object to TWBC Local Plan. Cllr O'Callaghan stated he could not understand Greg Clark's comments in the meeting notes made by Speldhurst Parish Council where he expresses his surprise "both SPC and RPC were not welcoming the protection against development that a delegation as recreational space would bring. He suggested that RPC and SPC might consider this something that would benefit the community more on this occasion." He also pointed out there is existing recreational space which could be used at the closed Tunbridge Wells Golf Course. Cllr Funnell stated Jockey Farm is designated agricultural land and within an Area of Outstanding Beauty. Cllr Edwards believed Speldhurst Parish Council should look to identify an alternative 8-acre site to replace the Jockey Farm land which is subject to the outstanding Planning Application, which if progressed, would require a Compulsory Purchase Order (CPO). Cllr Smith found the same comments by Greg Clark, MP, unbelievable as should TWBC proceed with the CPO there would be little to stop them subsequently submitting a Change of Use Planning Application to use the land for building construction. Cllr Taylor, Cllr Gripper and Cllr Ducklin all supported the previous comments made. Cllr Britcher-Allan stated TWBC have no intention at this time to execute the CPO so the Local Plan should remain as it is.

ii. It was agreed Rusthall Parish Council will make no further comments on TWBC Local Plan, either by way of support, or objections. **Action: LE to pursue identification of an alternative site with Speldhurst Parish Council.**

10. Neighbourhood Plan update - Cllr Ellicott and Cllr Britcher-Allan

Cllr Ellicott summarised the research completed, to date, and the comments made regarding the absence of our Neighbourhood Plan at both the Jockey Farm Planning Application and meetings at Jockey Farm with Steve Baughan, TWBC Head of Planning. Cllr Ellicott attended a KALC training course and with Cllr Britcher-Allan has completed a follow up meeting with Steve Baughan. Their summary presentation will be shared with the Council, via the secure VSM portal, shortly, for consideration and a decision with regards creation made at a subsequent Full Council Meeting. **Action: LE and ABA please provide to KW for sharing with all Cllrs.**

11. Salomons Road site update – Cllr Edwards and Officer Watson

i. Cllr Edwards has provided a copy of the land valuation and comments from Caxtons, Chartered Surveyors. Cllr Britcher-Allan suggested installation of motor vehicle electrical charging points on the site could be regarded as "community use" which would negate TWBC clawback if the land was sold for this use.

ii. Officer Watson summarised the verbal proposal received from Living Forest to create a communal area by covering the site with 4" of bark and create access from the rear of The Rackliff Centre. A quotation for cost will be shared at a subsequent Full Council meeting. Cllr Ellicott requested Cllrs provide suggestions for site use to Officer Watson before the next Full Council meeting. **Action: All Cllrs please note.**

12. Environment Committee update – Cllr Britcher-Allan and Cllr Taylor

i. Officer Watson confirmed 3 members of the public have expressed interest in joining the new Committee. Cllrs Britcher-Allan, Taylor, Gripper and Ellicott will be Committee members for the Council. **Action: ABA and AT to agree date and time of inaugural meeting. KW to formally invite the 3 members of the public to join the Committee.**

ii. Cllr Taylor will organise the "Ridding Rusthall of Rubbish" litter picking through the new Committee.

iii. Cllr Britcher-Allan will provide details of the web site in order that Officer Watson can submit our formal application to KCC for installation of electrical charging points on the land opposite Southwood Road allotments. **Action: ABA and KW please note.**

13. The Rackliff Centre – Officer Watson

- i. It was approved for the hire rates to remain the same for 2022.
- ii. Officer Neusten is shortly to attend a KCC presentation on potential restrictions which could be implemented. **Action: LN to provide a summary of recommendations at the next Full Council meeting.**

14. Queen’s Platinum Jubilee 2nd June 2022 - Cllr Edwards

Following disbandment of the Operation London Bridge Working Group it was agreed Cllrs Ellicott, Taylor, Smith and Britcher-Allan will create a new Working Group. Cllr Edwards will be Fire Warden. **Action: LE to agree date and time of inaugural Working Group meeting.**

15. Gatwick Airport news – Cllr Ducklin

Cllr Ducklin advised the Northern Runway Expansion Consultation is due to close on 1st December 2021 and it was agreed he will complete the questionnaire on behalf of the Council by this time. **Action: All Cllrs to provide their thoughts to CD during the next few weeks.**

16. MUGA Edward Street – Cllr Britcher-Allan

Cllr Britcher-Allan advised Steve Sanderson, KCC Head of Property Operations is currently investigating the S106 background and what is required to re-open the site. It is currently not fit for purpose and has failed the latest risk assessment. The surface requires replacing and initial indicative costs to replace the tarmac is £20,000.00. **Action: ABA to provide a further update at the next Full Council meeting.**

17. Staffing Committee – Cllr Ellicott

- i. It was agreed Cllrs Ellicott, O’Callaghan and Gripper will form the Committee and line manage Officer Watson. Officer Watson will line manage Officer Neusten.
- ii. It was agreed review meetings will be Thirdly (i.e. every 4 months). Officer Watson will provide a review of Officer Watson before completion of her probation, which is due 6th December 2021, at November’s Full Council Meeting. **Action: KW schedule review meetings for Staffing Committee and Officer Neusten.**

18. Parish Council Resilience Community Emergency Plan – Officer Watson

Following a questionnaire received from KALC Officer Watson spoke with Sian Deller from the Kent Resilience Forum (KRF). KRF co-ordinate emergency responses for major incidents for KCC and the emergency services. Whilst our Parish is not in a high risk flood area, many local parishes created an Emergency Plan following the “Beast from the East” adverse winter weather. It was agreed Cllr Britcher-Allan will complete our Emergency Plan in conjunction with the Environment Committee. **Action: ABA please note.**

19. Safe Christmas Events and Welcome Back Fund grants – Cllr Britcher-Allan

Cllr Britcher-Allan confirmed there was nothing to report.

20. Finance – Officer Watson

- i. Appointment of David Buckett as our Internal Auditor for 2021/2022 and 2022/2023 for £500 per audit was approved.
- ii. £480 costs for External Auditors PKF Littlejohn of 2020/2021 AGAR was approved.
- iii. The Clerk salary rise to National Joint Council for local government Pay Scale L20 was approved. **Action: KW advise our outsourced payroll providers.**
- iv. The Deputy Clerk Pay Scale L19 was approved.

- v. Clerk training costs for ILCA to CILCA of £120 was approved. **Action: KW register for course.**
- vi. Deputy Clerk training costs for ILCA of £120 was approved on the proviso Officer Neusten passes her probation. **Action: KW monitor and register course, when applicable.**
- vii. SSE were approved as our gas supplier for the next 2 years. **Action: KW complete contract.**
- viii. 2021 Tree Inspection Survey cost for Living Forest for £880 was approved. **Action: KW instruct Living Forest to complete survey as soon as possible.**

21. Officer Report

- i. Officer Watson confirmed the 2 Amber findings from the Internal Audit 2021/2022 report have been resolved.
- ii. Officer Watson confirmed 2020/2021 AGAR was approved with no findings.
- iii. Officer Watson confirmed his predecessor, Officer Su Denne retired on 31st July 2021.
- iv. It was agreed the spare defibrillator, currently sitting in The Rackliff Centre, should be installed outside The Toad Rock Retreat with Cllr O’Callaghan and Officer Watson completing the monthly checks. **Action: KW arrange installation.**
- v. To comply with GDPR and protect Cllrs when exchanging emails with the public, all auto-signatures require the disclaimer clauses evidenced on Officer Watson communications. **Action: Cllrs please complete for all devices used for external communications e.g. home PC, Cllr tablets, mobile phones, etc.**
- vi. Officer Watson advised our Standing Orders and all Policies must be reviewed by 14th March 2022. **Action: Officer Neusten please note.**
- vii. It was agreed appointment of an Admin Assistant will be reviewed at year-end. **Action: KW please include for December Full Council.**
- viii. It was agreed Officer Watson can investigate costs for replacing The Rackliff Centre CCTV. **Action: KW please progress.**

22. Accounts for Payment - to authorise the payment of invoices listed below

Receipts and payments from the Unity Trust Bank account 26th July – 10th September 2021 were reviewed and approved. Cllr Funnell queried the £330.00 receipt on 20th August 2021 and Officer Watson confirmed this was from The Claque Theatre Group for their hall hire. Officer Watson drew attention to the £60,000.00 payment on 26th August 2021 which was our initial savings deposit with The Hampshire Trust Bank.

23. Items for Information

Cllr Ellicott advised the death Richard Denne, late husband of retired Clerk, Mrs S Denne on 8th September 2021. The Council expressed its sincere condolences for her loss and Cllr Ellicott will arrange an appropriate sympathy card and flowers. **Action: LE please note.**
 Cllr Funnell confirmed the Rusthall Family History Group re-commences on 16th September 2021 and then will be the 3rd Thursday of every month going forward. Cllr Ellicott advised the Rusthall History Group will cease on 24th September 2021 as all of the committee members no longer wish to stand and suitable replacements have not been found. Site for archive material, currently held by Mr D Penfold, is currently being investigated.

Date of Next Meeting – Monday 11th October 2021 at 730pm

The meeting closed at 955pm

..... Chairman

Dated

ACCOUNT PAYMENTS

Date	Payee/Payer	Reference	Debit/Credit	Balance
10-Sep-21	Philip John Brooker	SR31A	30	61,491.72
09-Sep-21	Bridger John	SR39A	23	61,461.72
09-Sep-21	Pearson Helen	SR40A	28.75	61,438.72
09-Sep-21	Direct Debit (NEST)	IT000002046864	-64.04	61,409.97
08-Sep-21	BANKS L	WG40	28.75	61,474.01
08-Sep-21	A Kay	KAYWG36A	28.75	61,445.26
08-Sep-21	FERNLEY C	Claire Fernley 39a	28.75	61,416.51
08-Sep-21	B/P to: KALC	1842961653	-42	61,387.76
08-Sep-21	B/P to: KALC	1843045445	-60	61,429.76
07-Sep-21	R Clarke	13B	28.75	61,489.76
07-Sep-21	HOWE F	SR25A F HOWE	28.75	61,461.01
07-Sep-21	GLYNN TJ	GLYNN/22B	11.5	61,432.26
07-Sep-21	MCBRIEN J R	SR Ext plot 8	28.75	61,420.76
06-Sep-21	DAVID CLOVER	Allotment 22 WG	44.38	61,392.01
02-Sep-21	B/P to: GTW Services	GTW-276-RPC	-72	61,347.63
01-Sep-21	S/O to: Microshade Bus Con	RUS01	-212.98	61,419.63
01-Sep-21	Direct Debit (EE LIMITED)	Q17108330251922966	-48.22	61,632.61
31-Aug-21	S/O to: Capel Groundcare	RPC	-411.56	61,680.83
31-Aug-21	Direct Debit (SOUTHERN ELECTRIC)	294242041	-75.06	62,092.39
27-Aug-21	WATSON K&C STAFF T	K WATSON	1,150.02	62,167.45
26-Aug-21	B/P to: LexisNexis	10952931Q	-126.99	61,017.43
26-Aug-21	B/P to: Hampshire Tst Bank	10859447	-60,000.00	61,144.42
26-Aug-21	B/P to: Viking Office Supp	7439482	-92.28	121,144.42
26-Aug-21	S/O to: KJ & CR Watson	SALARY RPC	-1,150.02	121,236.70
25-Aug-21	Adjustment - Cheque		7	122,386.72
25-Aug-21	Cheque		-7	122,379.72
25-Aug-21	B/P to: K. Watson	RPC AUGUST SALARY	-1,150.02	122,386.72
25-Aug-21	B/P to: HMRC CUMBERNAULD	120PL004282882205	-344.42	123,536.74
23-Aug-21	B/P to: Viking 2	5065610 7418629	-38.81	123,881.16
23-Aug-21	B/P to: D Smith	PHOTO FRAMING	-9	123,919.97
23-Aug-21	B/P to: Langton Life Ltd	R00687	-300	123,928.97
23-Aug-21	B/P to: PKF Littlejohn LLP	KE0229 SB20210374	-480	124,228.97
23-Aug-21	B/P to: Mr G Brown	GTW-267-RPC	-85.77	124,708.97
23-Aug-21	B/P to: Langton Life Ltd	R0700	-500	124,794.74
23-Aug-21	Direct Debit (BT GROUP PLC)	GP00108680-000065	-65.94	125,294.74
20-Aug-21	Transaction: Credit		330	125,360.68
18-Aug-21	B/P to: Microshade Busines	14902	-211.78	125,030.68

16-Aug-21	EMC Academy	EMC Inv 002	250.5	125,242.46
16-Aug-21	Service Charge		-14.28	124,991.96
16-Aug-21	Direct Debit (LLOYDS BANK PLC)	5.56314E+15	-35.9	125,006.24
12-Aug-21	SAMWORTH T	THERESA YOGA	75	125,042.14
12-Aug-21	B/P to: D Smith	BARRY E RC PICTURE	-40	124,967.14
09-Aug-21	Direct Debit (NEST)	IT000002046864	-99.66	125,007.14
05-Aug-21	Adjustment - Cheque		60,000.00	125,106.80
05-Aug-21	Cheque		-60,000.00	65,106.80
05-Aug-21	B/P to: Capel Groundcare	SI212290	-72	125,106.80
05-Aug-21	B/P to: The Living Forest	105998	-3,217.20	125,178.80
05-Aug-21	B/P to: S J Denne	RC CLEANING MARIE	-40	128,396.00
05-Aug-21	B/P to: Leander Architect	840 BOB DOE	-582	128,436.00
04-Aug-21	SPELDHURST PARISH	SPC ALISON EARDLEY	158	129,018.00
03-Aug-21	B/P to: David J Buckett	1269	-386	128,860.00
03-Aug-21	B/P to: Signal UK Ltd	10867	-1,526.40	129,246.00
02-Aug-21	S/O to: Microshade Bus Con	RUS01	-212.98	130,772.40
02-Aug-21	Direct Debit (EE LIMITED)	Q17108330243437308	-47.64	130,985.38
30-Jul-21	Direct Debit (CASTLE WATER LTD)	SE0030495836	-22.07	131,033.02
28-Jul-21	B/P to: S J Denne	SALARY JULY 2021	-585.82	131,055.09
28-Jul-21	S/O to: Capel Groundcare	RPC	-407.9	131,640.91
26-Jul-21	S/O to: KJ & CR Watson	SALARY RPC	-1,150.02	132,048.81

