

**Minutes of The Full Council Meeting held at The Rackliff Centre on
Monday 12th June 2023 at 7.30pm**

Members Present:

Cllr Liz Ellicott, Chair; Cllr Mark O’Callaghan, Vice Chair; Cllr C Ducklin, Cllr B Edwards, Cllr P Gripper and Cllr D Smith.

Officers Present:

Alison Stevens, Parish Clerk
Chris May, Locum RFO

Others and Members of the Public:

Borough Councillor Jayne Sharratt and two members of the public were also present.

- 1. Enquire whether anyone present intends to film, photograph and/or record the meeting**
No one present filmed, photographed or recorded this meeting.
- 2. To receive and approve apologies for absence**
Apologies for absence were received from Cllrs A Britcher-Allan, A Funnell and D Funnell. The reasons for their apologies were accepted by the Full Council.
- 3. Declarations of Personal and Prejudicial Interests**
Cllrs Ellicott, Gripper and Smith each declared prejudicial interests in item 9 and did not take part in the vote.
- 4. Declarations of Lobbying**
There were no declarations of lobbying.
- 5. Minutes of the Annual Statutory Meeting held on the 15th May 2023**
The Minutes of the Parish Council Meeting held on the 15th May 2023 were agreed, and it was RESOLVED that the Chair sign them as a true and accurate record of the meeting.
5.1 Matters outstanding from these minutes (not listed as separate items). None.
5.2 Matters outstanding from previous minutes. None.
- 6. Open session for questions from the public**
Ms Foster;
 - i. Reported seeing a policeman on patrol in the village and said she hoped it would become a regular occurrence.
 - ii. Asked when the trees are being replaced in the Mary Caley playground. The Parish Council understands they are going to be planted later on this year.
 - iii. Spoke to those repairing the water pipes in Lower Green Road who confirmed the work opposite the Red Lion will be finished by Wednesday. The rest will be completed within six weeks.
 - iv. Said she asked the street cleaners to clean the rest of Lower Green Road and they did.
 - v. Reported the walls of her property have been scratched by passing traffic again.
 - vi. Invited councillors to come and observe a future Speedwatch session.

Ms Blackburn asked the Parish Council to ask the Borough Council to refresh the wooden surround on the plaque in the Mary Caley playground.

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

There were no reports from County Councillor McInroy on this occasion.

Borough Councillor Sharratt reported;

- i. That, along with Councillor Britcher-Allan, she contacted residents in Common View to see if they would like the white lines there repainted. Councillor Britcher-Allan is also asking for double yellow lines on Meadow Road and Erskine Park Road.
- ii. Bin collection days are changing from the 3rd July. Residents can find out their new waste and recycling collection days at twbc.online/newcollectionday.
- iii. The Tunbridge Wells Borough Council Residents' Survey is now live and can be found at [Residents' Survey 2023 | Talking Point Tunbridge Wells \(engagementhq.com\)](http://Residents'Survey2023|TalkingPointTunbridgeWells(engagementhq.com))
- iv. That she met the Police Community Safety Officer and he confirmed;
 - the police are investigating the recent bouts of anti-social behaviour in the village.
 - that Kent Police has plans to replace PCSOs with the more traditional 'bobbies on the beat'.

8. Finance update – Cllr O'Callaghan is to be the lead councillor for Finance and Cllr Gripper will lead on Highways issues.

8.1: Accounts for Payment – Councillors RESOLVED to pay the following;

			£	
01/06/2023	EE	DD	59.54	Mobile
05/06/2023	Viking	BACS	62.20	Stationery
05/06/2023	Castle Water	BACS	507.54	Allotments water
12/06/2023	PWLB	DD	3388.65	Repayment
13/06/2023	Mrs K Elwood	BACS	10.00	Allotment key deposit
13/06/2023	G&E Dobson	BACS	10.00	Allotments key deposit
13/06/2023	J Mathews	BACS	10.00	Allotment key deposit
13/06/2023	KCC	BACS	476.50	Lamp Testing
13/06/2023	VIKING	BACS	67.36	Stationery
13/06/2023	VIKING	BACS	22.13	Stationery
13/06/2023	Kevin Watson	BACS	65.00	Reimbursement keys
13/06/2023	The Cleaning Lady	BACS	78.00	Rackliff cleaning
13/06/2023	Microshade	BACS	322.44	Hosting
13/06/2023	Simon Large	BACS	360.00	Allotments - gates
13/06/2023	HMRC	BACS	685.53	Tax and NI
13/06/2023	EJP Fire Protection	BACS	177.60	Rackliff - fire alarms
13/06/2023	EJP Fire Protection	BACS	84.00	Rackliff - emergency lighting
13/06/2023	The Sticky Monkey Group Ltd	BACS	436.80	Feather flags
13/06/2023	C May	BACS	165.00	Locum RFO
13/06/2023	Capel Groundcare	BACS	449.12	Allotment Maintenance
13/06/2023	Little Loads	BACS	10.00	Rubbish bag collection
13/06/2023	Langton Life Ltd	BACS	750.00	Magazine
13/06/2023	GDPR-info Ltd	BACS	350.00	GDPR DPO support
16/06/2023	Mastercard	BACS	6.00	Reduce balance to zero
20/06/2023	Employees	BACS	3020.16	Salaries
22/06/2023	BT Group Plc	DD	93.42	Broadband/Telephone

It was also resolved to pay a late invoice of £160 from LJR Services for repairs to the alarm system.

8.2 Quarterly review of Expenditure v Budget – There were no significant items of expenditure or variances, all expenditure was as budgeted for. The Locum RFO suggested the Parish Council might like to look into moving the money in the Cambridge Building Society and the Hampshire Trust to somewhere that pays more interest and agreed to explore the options and report back. He also offered to answer any questions about the finances between meetings by email.

8.3 Quarterly Review of Receipts and Payments - This was covered as part of 8.2.

8.4 Budget 2023/2024 updates - This was also covered as part of 8.2.

8.5 Councillors RESOLVED to award a grant of £2000 to the Friends of Rusthall School to help replenish the school library.

- 9. Allotments Committee** – It was RESOLVED to adopt the draft minutes of, and the recommendations made at, the Allotment Committee Meeting held on the 1st June 2023.

The Committee would like to make an area on Southwood Road allotments more accessible for disabled residents. The Full Council supported the proposals and RESOLVED to use £5000 from the Highways reserves to fund two dropped kerbs, one at Southwood Road and one at Wickham Gardens. The Committee will apply to the UKSPF Community Grants Programme to help fund the rest of the project and any balance will be taken from the Allotments Budget. The new arrangements will not affect security because access will be strictly controlled. The dropped kerbs are needed anyway.

- 10. Defibrillator Update** – There was nothing new to report on this occasion.

- 11. Rusthall History Group Archive Records** – The archives are to be stored at least temporarily in a cupboard at the Rackliff Centre. Councillor Edwards will arrange collection and delivery.

It was RESOLVED to accept a cheque for £508.33 from the Local History Group. The money was the balance left in its account when the group closed. The funds are to be used ‘to preserve, protect and display appropriately in the future all documents, photographs and written accounts of the late Chairman’s researches that were recovered from his house’. There will be a separate budget line in the accounts to earmark the funds. It was also agreed that the cost of the storage boxes will be taken from the £508.33.

- 12. Highways** –

12.1 Councillors considered a suggestion to put ‘no parking on pavement’ leaflets on vehicle windscreens but felt they would not be appropriate here because the parking helps to ease the traffic flow.

12.2 They also discussed whether or not to support a residents request to have a ‘Denny Bottom’ sign near Toad Rock Retreat but understand the sign would be on Commons land which would need permission from the Conservators and not the Parish Council.

Councillor Gripper said he met Nigel Rowe, the Community Engagement Officer at Kent County Council, recently. He was very supportive about the crossing on the A264 and will be putting pressure on his superiors to make it a priority. In the meantime Councillor Gripper is making sure Mr Rowe has all the information he needs to help him and the Parish Council will also do all it can to make sure the crossing stays in the public domain. Mr Rowe also agreed to take up the problems with the 20mph zone.

Councillor Gripper also met the road drain cleaners and asked why some of the drains haven’t been cleared for years. He was told it is because they are always blocked by

parked cars. The Clerk will contact the appropriate council to see if a solution can be found.

13. **Rusthall Village Fete** – This year’s village fete is being held on Saturday 24th June from 12pm to 4:30pm. The Parish Council will have a stand to help raise its profile and achievements. The Environment Committee will be on hand to provide updates on the Thermal Imaging Survey and there will be a collection of photographs to show the Parish Council’s achievements. Two new feather style signs and the banner used last year will help make the stall stand out. Councillors Ellicott, Gripper, Smith and Edwards will arrive from 11am to help put up the gazebos up. Councillor O’Callaghan will also attend.
14. **Rusthall Volunteers** – Councillor O’Callaghan circulated a briefing note ahead of the meeting which described the background, the initial idea, the mandate for and the actions proposed by the Working Party. Councillors resolved to support the proposals for the Working Party which will now;
 - i. Create an identity.
 - ii. Engage with the Community.
 - iii. Develop a dedicated website.
 - iv. Develop a communication and engagement plan.
15. **Chair’s Report** – Councillor Ellicott met the new Borough Councillor, Jayne Sharratt, to discuss common concerns. She also;
 - i. signed the NALC Civility and Respect Pledge which is now on display at the Council’s Offices.
 - ii. Contacted the police about recent bouts of anti-social behaviour. The Parish Council understands some of the offenders have now been identified and the police will be visiting their homes.
16. **Officers’ Report** – Officer Stevens said she has been asked to meet with KALC to discuss the shortage of clerks in the county and consider ways to help improve the situation.
17. **Diary Dates**

10 th July 2023	7.30pm	Annual General Meeting
26 th June 2023	7.30pm	Allotments Committee Meeting
24 th July 2023	7.30pm	Environment Committee Meeting
25 th Sept 2023	7.30pm	Allotments Committee Meeting
18. **Items for Information** – The next meeting of the Family History Group is on 15th June at 10.30am at the library.
19. **Next meeting of Full Council -**

10 th July 2023	7.30pm	The Rackliff Centre
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There was no further business, and the meeting closed at 8.59pm.

..... Chairman

Dated

