

SALTWOOD PARISH COUNCIL

Minutes of the Meeting of the Parish Council held remotely via Zoom on 12th April 2021 at 6.30 pm

Present : Cllrs Matthews (in the Chair), Boland, Carter, Johnson & Sadler

In attendance : Mr. G Eaton, Clerk to the Council, KCC Cllr Love, and two members of the public

Cllr Matthews opened the Meeting by thanking everyone for attending and welcomed the new Clerk, Geoff Eaton

Action by:

1 Apologies for absence and approval of reason for absence

Apologies were received from Cllr Russill-Roy and her reason for absence approved

Apologies were also received from FHDC Cllr Whybrow

2 Registering declarations of interest in items on the Agenda

There were no declarations of interests in items on the Agenda

3 Minutes of the last Meeting

The Minutes of the Meeting held on 1st March 2021 were approved (to be signed at the next face to face Meeting)

4 Matters arising

Cllr Boland updated the Meeting on the proposed Otterpool development having attended a public consultation and a brief discussion followed

5 Reports

KCC Cllr Love gave a brief report – two pairs of 20mph repeater signs had been installed on School Road and an extension of the 30mph zone was planned. Cllr Love also undertook to explore with Highways a proposed off road cycle route to Brockhill School put forward by a resident of Postling. Cllr Love concluded that his report was restricted as he was in 'purdah' with elections being held on 6th May 2021

6 Finance

a/ To receive Bank balances

The Clerk reported the bank balances as at 31st March 2021 –

	£
Community (current) account	5333
Business Manager (savings) account	12465

The balances were unanimously approved

b/ To approve invoices presented for payment

The following invoices were approved for payment –

		£
C Skinner	Locum Clerk services for March 2021	142.50
KALC	Annual Subs	415.39
DM Payroll Services	Clerk's payroll admin	120.00
Safeplay Services	Playground inspection and repairs	93.00

c/ To consider outsourcing the Clerk's payroll

It was unanimously agreed to outsource the Clerk's payroll to DM Payroll Services for £120 pa

d/ To note the Internal Audit Report for 2019/2020

The Internal Audit Report (previously circulated by email) was noted and approved

e/ To consider the appointment of Internal Auditor for 2021/2022

It was agreed that the Clerk would obtain details/cost from D Buckett, KALC Financial adviser and Internal Auditor and circulate

Clerk

7 Adjournment of Meeting for Public Inclusion

The owner of the Blue House, Blue Lane, spoke about his planning application **21/0466**, providing background detail to the application and outlining proposed plans for developing the property. There followed various questions and answers

The owner of Minstead, Sandling Road, spoke about his planning application **21/0430**, providing background detail to the application and outlining proposed plans for developing the property. There followed various questions and answers

8 Planning & Enforcement

New Planning applications

21/0425 – erection of covered link from the main dwelling to existing garage; conversion and extension of garage to house a utility/boot room, WC, office, golf driving range/cinema and games room

2 The Coppice, New Road, CT21 4QE

The Parish Council unanimously agreed that there were no objections to this application

21/0430 – erection of part single storey, part two storey side extension with pool house and new build four bay garage. The works also include the conversion of the existing garage into a home gym, the removal of the existing access roadway to the rear and formation of a new roadway and parking area to the front

Minstead, Sandling Road, CT21 4HJ

The Parish Council agreed, by a majority vote of three Cllrs to two Cllrs, that there were no objections to this application. This is however subject to the caveat that if the application is granted a condition is imposed to exclude change of use for any business use, to prevent the removal of trees and to retain all within the curtilage of the existing dwelling

21/0466 – single storey extension, two storey extension, link, annexe/garage and associated hard landscaping, soft landscaping, parking and relocated vehicular site access

Blue House, Blue Lane, CT21 4EN

The Parish Council, by a majority of four Cllrs to one Cllr, agreed that there were no objections to this application

21/0574 – single storey rear extension

Restlands, Sandling Road, CT21 4QJ

The Parish Council unanimously agreed that there were no objections to this application

9 Policies for adoption

Cllr Boland referred to the Finance and Administration Working Group Report dated 31st March 2021 which reviewed the draft Standing Orders, Financial Regulations and Complaints Policy (previously circulated by email)

It was unanimously agreed to adopt the revised Standing Orders, Financial Regulations and Complaints Policy. Cllr Boland to finesse the documents which would then be loaded onto the website

Cllr Boland/Clerk

10 Land adjoining 16 Bartholomew Lane

After a brief discussion it was agreed to take time to consider the next steps and, in the meantime, to stand down the solicitors who had acted on the Council's behalf

Clerk

It was also agreed to continue to maintain the area for future use

11 Telephone Box & Defibrillator

Cllr Boland updated the Meeting on progress with utilising the Phone Box to house a defibrillator – a change of use was required and the Box would need to be adopted by the Parish Council. Cllr Boland kindly offered to progress this and to report back to the Council at the next Meeting

Cllr Boland

It was also noted that a grant from FHDC had been received towards this project

12 Playpark

Cllr Johnson summarised the findings of the latest Playpark inspection report and concluded that there were no immediate risks. It was generally agreed that more signage was required and Cllr Johnson kindly offered to circulate details

Cllr Johnson

It was also noted that a new bin should be delivered shortly

13 Website and Parish email facility

There was nil of note to report

14 Correspondence

Email from KALC re benefits of membership and services offered

Email from Postling resident re proposed off-road cycle route between Stanford North and Brockhill School

Email from a Parishioner re Willow Wood expressing concerns at the ongoing tree/coppicing works – it was agreed that the response sent by Cllr Matthews as an individual to residents who had contacted him about this issue be sent as a response on behalf of the Council

Cllr Matthews

15 Any Other Business

There was no other business to discuss

16 Date of next Meetings

It was agreed that the Annual Parish Council Meeting would be held remotely on Wednesday 5th May at 6.30 pm followed by the Annual Parishioners Meeting at 7.45 pm

There being no other business the Meeting closed at 8.40 pm