



Rolvenden Parish Council

Minutes of the Annual meeting of Rolvenden Parish Council held in Rolvenden Village Hall on 19th May 2022 at 7.35pm.

Present: Cllr Mrs D Curtain (Chairman), Cllr E Barham, Cllr S Bryant, Cllr A Johnstone, Cllr Mrs I Newman, and Cllr Mrs L Walker

In attendance: Peter Setterfield PSLCC, Parish Clerk and Responsible Officer.

Also present: 4 members of the public

- 728. Appointment of the Chairman of the Parish Council for the municipal year 2022/23:**
Cllr D Curtain Proposed by Cllr I Newman Seconded by Cllr L Walker, there being no further nominations:

Resolved: To appoint Cllr Mrs D Curtain as Chairman for the municipal year 2022/23.

- 729. Appointment of the Vice-Chairman of the Parish Council for the municipal year 2022/23:**
Cllr L Walker Proposed by Cllr D Curtain seconded by Cllr A Johnstone, there being no further nominations:

Resolved: To appoint Cllr Mrs L Walker as Vice-Chairman for the municipal year 2022/23.

- 730. Apologies for absence:**
Cllr Mrs F May and Cllr Mrs T Turner

731. Declarations of Interest:

1. Declarations of Members' Disclosable Pecuniary Interests:

None.

2. Declarations of Members' Other Significant Interests:

Cllr Mrs D Curtain, trustee of War Memorial Trust. Minute 734 (planning application 22/00538/AS)

Cllr Mrs I Newman, trustee of War Memorial Trust, trustee of the Non-Ecclesiastical Charities. Member of the Village Hall Committee

Cllr E Barham trustee of Basil Russel Trust, trustee of the Windmill Trust, Royal British Legion. Minute 734 (planning application 22/00538/AS)

Cllr Mrs L Walker, Chair Village Fete committee

Cllr Mrs F May, Secretary Rolvenden Village Hall

Cllr S Bryant Minute 734 (planning application 22/00583/AS)

3. Declarations of Members' Other Interests:

None

732. Public Participation:

There were no public submissions.

733. Minutes:

The minutes of the Parish Council meeting held on 21st April 2022, were submitted, agreed as a true record and signed by the Chairman.

734. Planning:

Cllr Bryant left the meeting.

22/00583/AS Korkers Sausages Ltd, High Street, Rolvenden – Variation to condition 7 of planning permission 20/00820/AS (Proposed demolition of existing flat roofed side extension on the west elevation together with removal of 3 No. refrigeration units from the yard area and erection of an extension providing storage and freezer facilities.) to amend the design by increasing the dimensions of the Freezer Unit.

Resolved: The Parish Council supports the application.

Cllr Bryant returned to the meeting

Cllrs Curtain and Barham left the meeting

22/00538/AS 48 – 50 Maytham Road, Rolvenden – Remove old roof lights, ground floor and first floor windows and replace like for like. Stairway to front room removed and opening boarded over, replace wood cladding and upgrade thermal insulation. Lead flashing's and guttering to be replaced. Lead roofing over shop to be replaced, gully between garage and utility room felt to be removed and lead to replace then re tile using existing tiles over new lead work. White painted weather board all to be replaced with new white painted weatherboard. Three courses of kent peg tiles to be removed and replaced to the NE elevation.

Resolved: The Parish Council supports the application.

Cllrs Curtain and Barham returned to the meeting

22/00626/AS Little Jobs Cross, Wassall Lane, Rolvenden – Proposed barn conversion, glazed link & associated works.

Resolved: The Parish Council supports the application.

22/00713/AS The Wilderness, Hastings Road, Rolvenden – Temporary Agricultural Worker Dwelling – resubmission of 21/00227/AS.

Resolved: The Parish Council objects to the application for the following reasons:

- 1. The Wilderness has the highest level of protection under NPPF 172 as part of the AONB.**
- 2. The Grade II listing as a heritage Park and Garden means great weight should be given to ALP policies ENV1, 3a, 4, 5, 13, SP6, and Rolvenden NP Policies RNP1, RNP3, RNP4, RNP12.**
- 3. Recreational fishing is not an agricultural activity but a leisure and recreational activity (as defined by Sect 336 of the Town & Country Planning Act) thereby negating the need for an agricultural workers dwelling, although logging can be considered an agricultural activity if ancillary to other agricultural activities (which this is not) it does not require residency.**

4. The siting of an RV on this site would be contrary to RNP3 clause b – the site is visible from a PROW and forms part of protected view ref V5 of the Neighbourhood Plan.
5. NPPF83 supports sustainable leisure development which respects the character of the countryside – siting of an RV in this location is contra to this policy.
6. The planning statement submitted states that the temporary siting of the RV is supported by policy HOU2 as specialist housing this is incorrect as the policy is for subsidised specialist housing, an RV is not subsidised.
7. The planning statement claims that the proposed RV is in accordance with Neighbourhood Plan policy RNP1 which requires design to a high quality which responds to the heritage and distinctive characteristics and well integrated into the landscape, an RV in this location does not conform with the policy.

735. General Risk Assessment:

Report RPC/22/02 encloses the General Risk Assessment prepared as part of the end of financial year procedures prior to the internal audit being undertaken.

Resolved:

1. To receive and note Report RPC/22/02
2. To receive and note the content of the General Risk Assessment.
3. Cllr Curtain agreed to undertake the weekly inspection of the play areas.

736. Report of the Independent Internal Auditor:

Report RPC/22/01 encloses the report of the Independent Internal Auditor who has been asked to complete the Annual Internal Audit Report section of the Annual Governance and Accountability Return to the Council's External Auditor, PKF Littlejohn LLP.

Resolved:

1. To receive and note Report RPC/22/01
2. To receive and endorse the report of the Independent Internal Auditor.

737. Statement on Internal Control:

Report RPC/22/03 details the Statement on Internal Control to support the Annual Governance and Accountability Return for the year ended 31 March 2022.

Resolved:

1. To receive and note Report RPC/22/03
2. To approve and endorse the Statement of Internal Control for the year ended 31 March 2022
3. To authorise the Chairman of the Parish Council to sign the Statement of Internal Control for the year ended 31 March 2022.
4. To respond "Yes" in boxes 1 to 8 of the Annual Governance Statement at Section 1 of the Annual Return subject to the adoption of Report RPC/22/03 which relates specifically to Box 6.
5. To authorise the Chairman of the Parish Council to sign the Annual Governance Statement.

738. Statement of Accounts:

Report RPC/22/04 attaches the Statement of Accounts for the year ended 31 March 2022.

Resolved:

- 1. To receive and note Report RPC/22/04.**
- 2. To approve and endorse the Annual Governance Statement at Section 2 of the Annual Return for the year ended 31 March 2022.**
- 3. To authorise the Chairman of the Parish Council to sign the Accounts contained within the Annual Return for 2021/22 and the Annual Governance Statement.**

739. Finance:

Schedule of payments:

Staff costs	£1,225.90
Litter Picking	£120.00
Tompsett Landscaping	£1,752.82 (VAT £292.14)
H J Hoad (Audit)	£190.00
Hugo Fox (Website)	£39.99 (VAT £6.66)
Korker Sausages	£16.13
My Village Stores	£49.46

Funds received in April:

Precept	£16,241.00
Sale of laptop	£100.00

Councillors Mrs Curtain and Mrs Newman verified the bank transactions.

Grounds Maintenance Contract: The Village Hall have requested that the grounds maintenance contract is increased to cover the maintenance of the flower beds, the Parish Council already maintains the grass, the cost of this being £100.00 excluding VAT per month.

Resolved:

- 1. To authorise the payment of the invoices presented at the meeting**
- 2. To receive and note Report RPC/22/05:**
- 3. To receive and acknowledge the financial movements for the period 1st April 2022 to 30th April 2022.**
- 4. To not extend the grounds maintenance contract to cover the maintenance of the flower beds at the Village Hall.**

740. Appointments to Outside Bodies:

Members are asked to nominate two members to attend meetings of the Ashford Area Committee of Kent Association of Local Councils.

Members are asked to nominate one member to attend meetings of Rolvenden Village Hall Committee.

Resolved:

To nominate Cllrs Mrs D Curtain and Mrs L Walker to attend Kent Association of Local Council meetings.

To nominate Cllr Mrs I Newman to attend meetings of Rolvenden Village Hall Committee.

741. Review of Standing Orders and Financial Regulations:

Each year as part of the end of year procedures a review of the Parish Council's Standing Orders and Financial Regulations is undertaken by comparison with the model documents produced by the National Association of Local Councils.

Whilst the Financial Regulations match the current model the Standing Orders need amendment in that Standing Order 18, Financial Controls and Procurement, has been modified to reflect the changes following the departure from the European Union.

742. Pollen Bars:

The Bumble Bee Conservation Trust has been gifted some lavender and some rosemary plants, whilst these were planned for year two they will now be planted this year. A resident has recently dug up daffodil and tulip bulbs and has offered them to the Parish Council, whilst appreciating the gesture the offer is to be declined.

743. Phone Boxes:

The phone box on the Streyte is nearing completion ready for the installation of the artwork. There will be a celebrity present at the opening however the official opening will be carried out by the Mayor of Tenterden in the afternoon of the 3rd June.

744. Highways:

The remedial works on the verges damaged during the recent road works is still to take place. The County Councillor has agreed to fund 50% of the cost of the traffic surveys the Parish Council has requested on the A28. The roundels promised as part of the Highways Improvement Plan have yet to be installed. It has been noted that a number of hedges in the Parish have become overgrown.

745. Stolen Funds:

The anticipated response from Lloyds Bank's solicitor has been delayed as they have asked for a further 28 days to respond.

As the first fraudulent transactions will have been 6 years ago in October any claims in this respect need to be in place before the deadline. A discussion and decision will be made at the next meeting as to a way forward if no satisfactory conclusion is reached on the claim against Lloyds Bank.

746. Land Bequest:

Further information has been received from the Council's Solicitor regarding the proposals put forward by the Executor's Solicitors. The Executor's Solicitor has sought the opinion of Counsel to determine the way forward. The opinion is that the will creates two Charitable Trusts as envisaged by the transfer documentation previously supplied.

It was agreed that the Council's solicitor will be contacted to request that consideration be given to the establishment of one Charity as opposed to the two being proposed. The matter will be considered as to the way forward at the June meeting of the Parish Council.

747. Platinum Jubilee Events:

Arrangements for all the events are at an advanced stage, to date some 750 tickets have been issued for the bonfire at Hole Park.

748. Community Governance Review:

Ashford Borough Council is conducting a borough wide Community Governance Review (CGR) to consider if any changes are needed to current parish, town or community council arrangements.

The primary purpose of the review is to deal with known issues but they would encourage all interested parties to let them know what they think about existing parish, town and community council arrangements and what changes, if any, they would like to see.

The consultation period will run from Monday 25 April to Monday 27 June 2022 and will be undertaken as set out in the Terms of Reference.

The Terms of Reference, Notice of Review and all review documentation can be viewed and downloaded using this link.

www.ashford.gov.uk/community-governance-review-2022

if members of the parish council or any residents of the parish wishes to make any representations these can be emailed to elections@ashford.gov.uk

749. Other Items for Information:

There have been a number of issues with outsiders utilising the goals for prolonged sessions and leaving lots of litter. The War Memorial Trust are dealing with the matter.

The tennis club are well on the way with the building of their new facility currently they use utilities from the football ground, this is not an ideal arrangement and would like to have a direct supply, this potentially could be funded from the s106 contributions.

There being no further business the meeting closed at 9.10pm.