



Rolvenden Parish Council

Minutes of a meeting of Rolvenden Parish Council held on Tuesday 17th July 2018 at 7.30pm in The Gallery, Rolvenden Village Hall, Maytham Road, Rolvenden, Cranbrook, Kent TN17 4ND.

Present: Cllr Mrs D Curtain (Deputy Chairman), Cllr M Hook, Cllr Mrs I Newman, Cllr Mrs J Stace, Cllr G Tiltman, Cllr R Wilcox and Cllr J Wilkins.

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

109. APOLOGIES FOR ABSENCE:

Cllr D Murray and Cllr B Hindley.

110. DECLARATIONS OF INTEREST:

a. Declarations of Members' Disclosable Pecuniary Interests:

Cllr Mrs D Curtain, Trustee of the War Memorial Trust

Cllr Mrs I Newman, Trustee of the War Memorial Trust

b. Declarations of Members' Other Significant Interests:

None.

c. Declarations of Members' Other Interests:

Cllr J Wilkins, Church Fabric Committee, Cllr M Hook membership of the Weald of Kent Preservation Society and Rolvenden History Group

111. Community Transport Initiative

This item was brought forward on the agenda by the Vice-Chairman as the Officer from Ashford Borough Council was present to answer any questions prior to the signing of the agreement.

RESOLVED: to authorise councillors G Tiltman and J Wilkins to sign the agreement with Ashford Borough Council regarding the lease of the minibus.

112. MINUTES:

The minutes of the Parish Council held on 12th June 2018 were submitted, agreed as a true record and signed by the Deputy Chairman.

113. Public participation:

Residents from Gatefield wished to bring the following matters to the attention of the Parish council:

The Taylor Wimpey site was recently closed for a corporate day, however, delivery companies were not advised and there was no one on site. One large articulated lorry struggled to turn in

Gatefield resulting in damage to the road surface which was reported to Highways and an interim repair carried out. The path outside number 14 was recently repaired which has since been damaged again by lorries using the path. The road is not being swept resulting in large volumes of dust each time a lorry leaves the site.

114. Gatefield:

The Borough Council Enforcement Officer has spoken to Taylor Wimpey about the parking of vehicles on the highway. With regard to the parking of vehicles on the path in Gatefield this is a KCC matter. The flytipping into the pond will be reported to the Borough Council to arrange clearance.

The resident at 3 Gatefield has been issued with a notice giving 14 days to tidy up the garden.

115. School bus service to Rolvenden Layne:

The issue appears to have been resolved as Kent Highways have requested Stagecoach to issue notice of a change of route which will result in no buses going down to Rolvenden Layne.

116. Planning:

Cllr J Stace left the room

18/00906/AS – Osborne Cottage, Rolvenden Hill, Rolvenden – Proposed loft conversion with alteration to roof form and addition of roof lights.

RESOLVED: The Parish Council objects to the proposals on the grounds that the window on the north elevation at first floor is dominant which will result in the loss of privacy and impact upon the neighbouring property.

18/00934/AS – Pixie Barn, Mounts Lane, Rolvenden – Proposed demolition of existing unstable garage/workshop and erection of larger replacement garage/workshop.

RESOLVED: The Parish Council supports the application subject to a condition that the garage/workshop is not used as residential accommodation at any time.

Cllr J Stace returned to the meeting.

18/00791/AS and 18/00385/AS – Frogs Hole Farm, Frogs Lane, Rolvenden – Erection of two storey rear extensions, single storey orangery, new infill extension to the front elevation with new dormer windows and entrance porch. Listed building application 18/00385/AS to also include Removal of internal partition walls and plasterboard at ground and first floor; removal of staircase; remove door on south elevation and replace with window; new door and window on north elevation.

RESOLVED: The Parish Council were unable to determine its decision on this application as no statement has been provided regarding the proposals in addition there appears to be several anomalies within the application form namely; 5 pre-application advice has been marked as ‘yes’ but no detail provided. 9 demolition ‘yes’ marked but a b and c all marked ‘no’; 10 listed building alteration structure/object fixed to the property marked ‘no’.

The Parish Council would be happy to consider the application subject to the clarification of these points.

18/00643/AS – Alders Fruit Farm, Alder Lane, Rolvenden – Demolition of existing workshop and outbuildings and erection of replacement workshop.

RESOLVED: The Parish Council have been unable to determine the application as no design and access statement has been submitted to justify the increase in size. Access to the site is from a narrow lane.

18/00651/AS – Alders Fruit Farm, Alder Lane, Rolvenden – Erection of agricultural barn.

RESOLVED: The Parish Council have been unable to determine the application as no design and access statement has been submitted to justify the erection of such a large construction on a small site.

Cllr J Wilkins left the room

18/00854/AS – 2 Thornden Farm Cottages, Thornden Lane, Rolvenden – Change of use of existing garage to holiday let.

RESOLVED: The Parish Council object to the application on the grounds that the drawings lack detail. It is also noted that the garage when granted permission in 2008 had conditions imposed on the grant restricting separate residential use and at no time shall the building be used for commercial purposes of any kind.

Cllr J Wilkins returned to the meeting

18/00908/AS – Lower Winser Cottage, Mounts Lane, Rolvenden – Erection of a 2 bay oak framed open cart lodge.

RESOLVED: The Parish Council supports the application.

117. Halden field:

Nothing significant to report.

118. Barrett field:

Nothing significant to report.

119. Pavilion project:

The Chairman submitted a revised document for councillors to consider for publication together with a one page summary for the noticeboards. It was agreed to publicise.

120. Community Transport Initiative:

The minibus is scheduled for delivery on the 18th July with the press being invited to the official handover on Friday 27th July. It is intended that there will be a stand on St Marys Green on the 29th to promote the facility. It was agreed that an account be established with Cornex for the refuelling of the minibus.

121. Neighbourhood Development Plan:

No further progress at this stage as the outcome of the Ashford Local Plan is needed.

122. Finance:

Payments authorised at the meeting

Cheque number	Payee	Amount
300046	P Setterfield	£40.72
300047	P Setterfield	£31.50
300048	H M Revenue & Customs	£221.92
Direct debit	Clerks pension	£35.28
300049	J P Oakeley	£810.00
300050	S Brooks	£150.00
300051	D Curtain	£60.00

Following discussion about the number of signatories available it was

RESOLVED: To add Cllr D Curtain and Cllr R Wilcox to the list of signatories retaining the requirement of three signatures on all payments.

Additional donation of £6,448.39 from the Hildegard Sykes bequest received.

123. Policies and Procedures:

As indicated in the publication scheme the Parish Council should have various policies and procedures in place which are readily available.

In this context the Parish Council is asked to receive and adopt the following policies and procedures.

- Code of Conduct Complaints procedure
- Complaints procedure
- Health and Safety Policy
- Equality and Diversity Policy
- Equality Statement
- Safeguarding Policy

RESOLVED: To receive and adopt the aforementioned policies and procedures.

124. Standing Orders:

The Parish Council is asked to receive and adopt the Standing Orders attached to the agenda.

RESOLVED: To receive and adopt the Standing Orders.

125. General Data Protection Regulation:

The Parish Council is asked to receive and adopt the following documents circulated prior to the issue of the agenda.

- Information and Data Protection Policy
- Social media and electronic communications policy
- The management of transferable data
- Privacy notice

RESOLVED: To receive and adopt the aforementioned documents.

126. Playground equipment:

Further brochures have been obtained and advice sought from Officers at Ashford Borough Council. In view of the likely cost of the project being in excess of £25,000 for each play area the Council's Financial Regulations require the opportunity to be placed on the Contracts Finder Website.

RESOLVED: To request the Locum Clerk to create an expression of interest on the Contracts Finder Website.

There being no other business the meeting closed at 10.10 pm.