

LYMINGE PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday 27th July 2009 at Lyminge Village Hall.

Present: Cllr R. Chubb (Chair), Cllr C. Manvell, Cllr M. Chubb, Cllr N. Hunnisett, Cllr D. Smith, Cllr T. Collins, Cllr R. Bergin, Cllr P. Hawken, Pam Wooding (Clerk)

1. **Apologies for Absence:** Cllr D. Monk, Cllr S. Carey, Gary Harrison (CW)
2. **Declarations of Interest:** There are no declarations of changes to the register of interests other than that Cllr Bergin is no longer directly associated with Lyminge Primary School Board of Governors.
3. **Minutes of the Meeting held on 29th June 2009 at Etchinghill Village Hall:** Approved, but some text missing was from bottom of printed copy. Copy to be reprinted and signed by R. Chubb at next meeting.
4. **Matters arising from previous minutes for report:** Report on item 11h from Cllr Smith on behalf of PCC that a good level of attendance was received during the recent Open Gardens event and the 'Big Lunch' picnic on Jubilee Field. Report from Cllr Manvell that the Etchinghill 'Big Lunch' event was well attended, including coverage by local press.
5. **To receive Annual Report from Ward representative:** No report.
6. **To receive the Report of the Town Planning Committee:**

Planning Applications Received 27.07.09

1. Y09/0561/SH Welwyn North Lyminge Lane Lyminge. Erection of a rear extension. 26th July 2009
2. Y09/0584/SH Field View Woodland Road Lyminge. Variation of condition 3 of planning permission Y08/1101/SH to allow the installation of one rooflight in each roof slope of the rear extension. 26th July 2009
3. Y09/0618/SH 6 St Marys Close Etchinghill. Felling of one Lawson Cypress tree, subject of Tree Preservation Order No.15 of 1995. 30th July 2009

Decisions by SDC planning control Committee None received via email pertaining to Lyminge Parish Applications

Additional matters to report

- a. The SDC planning meeting to discuss the Lydd Airport Expansion application has been postponed till the 24th September at 7pm. Admission is by ticket only, but the meeting can be observed online. Lyminge PC opinion and comments remain that as aircraft will be routed directly overhead, the Parish will suffer the subsequent noise and pollution, but none of the local commerce based benefits.
- b. Application 0038 for Ethelburga, High Street has been refused by SDC, but the applicants are appealing against the decision. The previous LPC comments have been forwarded to the planning inspectorate.
- c. The application for Greatworth, Etchinghill is for lawful development, not for new planning.
7. **To receive the Report of the General Purposes Committee Meeting:** held 06.07.09 Minutes available. Next meeting Monday 07.09.09 at 7.30pm Lyminge Methodist Parlour. Updates as follows: Convex mirror has been received and due to be installed on 28.07.09. Item 10: Grant application form has been delivered to Lyminge Football team secretary. Item 17: Verge has been cut back. Item 19: Cllr R. Chubb has visited nearby residents and has confirmed that they are in full support of the project. Item 8: Kent Highways have researched ownership of the site and report that the ground is the responsibility of each adjacent owner. Item 11: ERA requested it be noted that at present there is no directional signage for Etchinghill at Newbarn corner and suggested that this be included with the replacement finger post scheme. Cllr Hunnisett proposed to order hedging whips for Jubilee Field boundary as per the quotes received from two local contractors. Also to apply for 25 free mixed hedge specimens. Motion seconded by Cllr Bergin, all in favour. The returned Lyminge Football Club agreement was approved and signed. Copy to be sent to Club Secretary.
8. **To receive the report of the Finance Committee**
 - a. To approve monthly statement of accounts. Motion proposed by Cllr Smith, Seconded by Cllr Bergin, all in favour.
 - b. To approve Grant Application - ERA. Recommendation by Finance Committee to approve application, all in favour.
 - c. To sign notification letter of cancellation of two cheques from 2008/09 accounts. Approved and signed.
 - d. Next Finance meeting at 3pm on **Wednesday 9th September** at Lyminge Library.
9. **To agree hand-over arrangements for present and newly appointed Clerk**
 - a. To agree arrangements for redirection of postal address and associated payments: The new Clerk Crispin Davies was appointed on 20th July and the employment contract and job descriptions were signed. It was proposed that postal divers be paid for a three month period for all post to 'The Parish Clerk' and 'Lyminge Parish Council'. All in favour.
 - b. To agree expenditure arising from installation of new Clerk's Phone line and Broadband connection. All in favour.
 - c. To consider shared proportional payments for new Clerk's training and support (Newington PC & Lyminge PC). All in favour in principle.
 - d. To report agreed hand-over dates: Official hand-over of all documentation, materials and equipment will take place 28.08.09.
 - e. To sign notification letter to Bank, confirming change of address for Bank statements: approved and signed
 - f. To agree raising a postdated cheque for August payment for present Clerk: Approved
10. **To discuss 'Power of Well-being Training':** It was reported that the training was useful and understanding has been gained regarding necessary actions for Quality Council status to be gained. Cllr Manvell proposed that the matter be deferred till 2011 when the next elections are due to take place. All agreed.
11. **To discuss the Play Area Inspection and Action to be taken:** Cllr Manvell proposed that action be taken on the high risk specified items. The 'Jolly Gerald See Saw' requires urgent attention and it was proposed that Cllr Manvell should gain a quote for full replacement of the item, as well as a quote for remedial repair works. The prices would be emailed to all members for an electronic vote on which order to place. All in favour. There will be a separate meeting after the next GP meeting to discuss the other maintenance issues raised in the report.
12. **To receive the report of the Community Warden:** No Report
13. **To receive the Reports of the Representatives on Outside Bodies**
 - a) Age Concern: Age Concern Elham Rural was officially dissolved at the AGM on 22nd July with transfer of all remaining funds being forwarded to Age Concern Lyminge. Next trustees meeting will take place 21st September. The fundraising committee will meet on the 25th July. Collections are to be made at the Eurotunnel terminal. There have been two attempted break-ins at the premise, but no property was stolen. Remedial work has now been carried out on the fire doors and a recommendation was made by Kent Police to install CCTV cameras.

- b) Footpaths: Walk took place on 19th July from Lyminge PO car park. 9 walkers took part for the 4.5 mile route via Shuttlesfield and Ottinge. Next walks 18th August leaving Lyminge PO car park at 10am and 20th September leaving Rhodes Minnis Village Hall car park at 10am. It was proposed that walks might be alternated between morning and afternoon start times, as others wished to attend but that the walks currently clashed with Church services.
- c) LVHMC: A meeting will be held 13.08.09. A 'Last Night of the Proms' event is to be held 12th September and prizes will be given for the best costumes and table dressings. No updates were available to report regarding the recent water leakage. A working party is organised for 15th August, all welcome to attend. Ongoing work is being carried out for the fire audit.
- d) EVHMC: A meeting was held 23.07.09 at which it was announced that the highest 'Hallmark' (level three) had been awarded. No news has been received as yet regarding the vandalism damage repairs. ERA: A meeting was held on 13th July at which Cllr Manvell reported on the recent Parish Plan meeting. Gratitude was expressed to Cllr Collins. Points raised included a request to pursue the installation of an off-road footpath/bridle way between the entrance to Meriden Park and the car repair garage. Cllr Smith offered to pursue the matter with SDC on ERA's behalf. Also LPC were asked to pursue the installation of dropped kerbs at some locations. Cllr Manvell to follow up enquiries with Kent Highways. It was suggested that copies of the parish maps be posted in the notice boards. It was reported that weeds were growing in the gaps near the new bus stop. In anticipation of their grant application being approved they asked Cllr Manvell to express their thanks.
- e) LYA: a ROSPA inspector carried out a full report regarding the quality of the new Junior Play Area and remedial tasks were completed. Plans to undertake the work for the new shelter foundations are going ahead and a local supplier is to deliver and construct the building. Cllr Hunnisett has proposed to the LYA committee that she wished to become a full member rather than ex-officio. All LYA members were in favour of this.
- f) Tree Warden: No issues to report.
- g) Lyminge Primary School: Full Governors Board meeting held on 1st July with the next on the 30th July. An exhibition regarding the 'Walk a Mile in My Shoes' project took place on 03.07.09 and it was reported to be a great success. The children have worked on a poster campaign to encourage adults to drive more slowly. The new PCSO Mandy Kimpton awarded a year 5 student the winner of the competition. The posters will be laminated and exhibited locally.
- h) PCC: Some vandalism damage has been reported in the South Porch. The Harvest Festival celebrations will take place on 27th September at the Methodist Church.

14. Correspondence and Documentation received since the last Full Council Meeting: As per Agenda

15. Other Matters for discussion

- a. Gratitude was expressed to the present Clerk for work undertaken during the past two years, thanking her for providing support, guidance and for her professional attitude towards the position. The Clerk expressed her gratitude to the Council for their support of her in the role.
- b. Cllr Manvell reported that 15 drivers had been recorded travelling at speeds exceeding 35mph during the recent Speed Watch sessions. PCSO Mandy Kimpton has reported that she now has access to a SID Radar.
- c. Concern was raised that there have been increased instances of anti-social behaviour on motorbikes in the parish, including on Tayne Field and Well Field. Reports to be forwarded to PCSO and CW.
- d. Concerns were reported regarding the 'hard sell' of Longage Hill plots of land. Matter to be forwarded to new clerk to confirm LPC position on this matter and advise if any action can be taken.
- e. A notice had been posted in the red telephone kiosk on Woodland Rd, regarding removal/adoption of the kiosk. Cllr Bergin to consult nearby residents regarding local opinion on the matter.
- f. A local resident had reported that the See-Saw in the small Tayne Field Park was squeaking and required attention. Cllr Smith offered to oil the internal mechanism as a remedial task until the full repair was carried out.

16. To consider the following accounts for payment:

- a. Newsletter - £50.00 **Approved**
- b. External Audit 2008/09 accounts - £327.75 **Approved**
- c. Groundwork & Maintenance (June Strim & Mow) - £244.00 **Approved**
- d. Cllrs Petrol Expenses (30.06.09 KALC PoWb training) - £15.03 **Approved**
- e. Cllrs Petrol Expenses (30.06.09 KALC PoWb training) - £16.83 **Approved**
- f. Cllrs Petrol Expenses (14.07.09 KCC Web Training) - £33.39 **Approved**
- g. Clerk's Expenses (redirection of mail effective 24th Aug 09 £78.10 x 2) - £156.20 **Not Approved, defer payment.**
- h. Hall Hire (LVHMC, repeat of uncashed/unfound cancelled cheque no. 1315 Nov) - £13.00 **Approved**
- i. Play Area Maintenance Inspection (£284.00 + 42.60 VAT) - £326.60 **(approved and signed at GP 06.07.09)**
- j. Clerk's Expenses (100 x 2nd class stamps) - £30.90 **Approved**
- k. Clerk's wages (29.06.09-27.07.09 40hrs @ £10/hr) - £400.00 **Approved**
- l. Clerk's wages (27.07.09-28.08.09 40hrs @ £10/hr) - £400.00 **Approved**
- m. Clerk's Phone Line (21.04.09-18.07.09) - £64.36 **Approved**
- n. Sundries (Wreath Standing Order) - £50.00 **Approved**

17. Date and Venue of next full meeting – 7.30pm 28th September 2009 at Etchinghill Village Hall

18. Meeting Closed 9.45pm

Future Meetings:

Mon. 07.09.09 7.30pm Lyminge Methodist Parlour - General Purposes Committee

Wed. 09.09.09 3.00pm Lyminge Library - Finance Committee

Mon. 28.09.09 7.30pm Etchinghill Village Hall - Full Council

Mon. 05.10.09 7.30pm Lyminge Methodist Parlour - General Purposes Committee

Mon. 26.10.09 7.30pm at Lyminge Village Hall - Full Council