



# Cowden Parish Council

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## MINUTES OF THE COWDEN PARISH COUNCIL MEETING HELD ON MONDAY 10 JULY 2017 AT COWDEN MEMORIAL HALL

**PRESENT:** Councillors: Valerie Bishop, Glyn Henley, Lorraine Millgate, Andrew Saunders and Stephen Boakes. Also present: Caroline Bizios (Parish Clerk), Councillor Matthew Dickins (Sevenoaks District Councillor) and Councillor Peter Lake (Kent County Councillor).

### **Public Question Time:**

Councillor Peter Lake reported on the following matters:

A meeting of GATCOM was taking place on Thursday 13 July. Michael Payne, Kent County Council's representative is hoping to attend. Councillor Lake also hoped to attend to follow the proceedings of the meeting.

Road signs within the Parish were to be inspected to identify those in need of cleaning and/or repair. The Clerk advised that the Parish Council had undertaken an inspection. The Clerk agreed to provide Councillor Lake with a copy of the Clerk's inspection notes.

The cut to grant funding received by Edenbridge Voluntary Transport Service was being looked into within Kent County Council.

Members were advised that there is up to £3,000 available to Parish Councils from Councillor's Members Fund for parish projects.

A thousand buildings within the County were being inspected following the Grenfell Tower fire. To date, the inspections had not identified any buildings of concern.

Councillor Saunders raised the issue of the increase in aircraft noise over Cowden and reported that an increased number of complaints were being received. Councillor Dickins advised that there had been a noticeable change in the level of noise over the Parish in the last few months. Councillor Lake agreed to report this to GATCOM.

Councillor Dickins provided advise in respect of the process for contacting the District Council's Environmental Health team in the event that residents have concerns in respect of noise nuisance.

Councillor Dickins and Councillor Saunders had arranged a meeting for Saturday 15 July to discuss broadband within the Parish.

Councillor Dickins reported that the Kent Resource Partnership had approved the appointment of a countrywide fly-tipping intelligence officer. This appointment will provide opportunities for cross-country and cross-District co-operation in respect of fly-tipping issues.

Councillor Saunders reported that he had been contacted by BT Openreach regarding community funded broadband schemes. BT agreed to provide Councillor Saunders with an update in respect of ongoing broadband speed issues along Spode Lane and to provide a ball park figure in respect of community funded schemes.

Councillor Boakes advised the meeting that there is a London Plane tree in Church Street that is in need to attention. Councillor Boakes agreed to log this onto the Kent Highways fault reporting system.

**Note:** The above notes do not form part of the Minutes.

## MINUTES:

### 1. Apologies for Absence

There were no apologies for absence.

### 2. Declarations of Interest

There were no declarations of interest.

### 3. Minutes of Previous Meeting

**Resolved:** The Minutes of the Parish Council Meeting held on 12 June 2017 were approved as an accurate record of the meeting.

### 4. Clerk's Report

Clerk's Report circulated and noted.

### 5. Highways

#### (a) Highways Report:

Highways Report circulated and noted.

The Clerk to log road signs along the B2026 in need of attention onto the Kent Highways fault reporting system.

The Clerk to review logged highways fault to check the status of the request for white lining on the bend at Gilridge

### 6. Aircraft Noise

The Clerk to confirm content of response to Gatwick Airport Limited in respect of noise meter data with Councillor Saunders.

### 7. Financial Matters

#### (a) Accounts for Payment:

**Resolved:** Payments approved as set out below:

<b>Payee</b>	<b>Description</b>	<b>Amount (£)</b>
Mrs C Bizios	Reconciliation Payment & Expenses	397.41
HMRC	Tax & NI	257.22
Sevenoaks District Council	Emptying Dog Bins	141.96
Playsafety Limited	Safety Inspection – Play Area	88.20
Cowden Memorial Hall	Hall Hire	48.00
<b>TOTAL</b>		<b>932.79</b>

Invoice received from Richard Carr in respect of hedge cutting works which was not approved for payment. Scope of work undertaken to be confirmed by the Clerk.

#### (b) Budget Report:

Budget Report circulated and noted.

#### (c) Review of Financial Regulations:

The Parish Council's Financial Regulations were reviewed and the following amendments were approved:

“Section 7 – Contracts:

- (a) Where it is intended to enter into a contract exceeding **£5,000** (changed from £1,000) in value for the supply of goods or material or the execution of works the expenditure must be tabled under “Financial Matters” at the preceding Parish Council meeting.
- (b) Where the contract exceeds **£5,000** (changed from £1,000) then three proposals should be sought. **In exceptional circumstances, one quotation can be accepted in instances where the scope of works is of a specialist nature.**
- (c) Where contracts are over **£1,000** (changed from £200) but less than **£5,000** (changed from £1,000) two proposals are to be sought except where such a contract is being renewed. If only one proposal is submitted then all Members at the Parish Council meeting must unanimously agree it.”

**Resolved:** Amended Financial Regulations adopted. Proposed by Councillor Boakes and seconded by Councillor Saunders.

(d) **Asset Register:**

Work to review the value of assets included on the Asset Register is ongoing.

(e) **Provision of Bulk Waste Lorry:**

Chiddingstone and Hever Parish Councils have advised that, in principle, they would be content to agree a route-sharing arrangement with Cowden Parish Council, should Members decide to provide the bulk refuse freighter service. This would be, however, subject to discussions with Sevenoaks District Council in terms of the feasibility and costs of such an arrangement. The Clerk to discuss this with John Cox at Sevenoaks District Council.

## 8. **Recreation Ground**

(a) **Trees:**

The Clerk to contact EDF regarding management of the trees that have grown close to power cables on the boundary of the Recreation Ground.

(b) **Fees for Use of the Recreation Ground:**

The Clerk reported that reminder letters in respect of the payment of fees for use of the Recreation Ground had been sent to Cowden Lawn Tennis Club and Cowden Cricket Club as fee payments had not yet been received.

(c) **Footpath Repairs:**

A quotation was awaited from Smithers & Sons in respect of repairs to the footpath on the Recreation Ground. Councillor Henley agreed to contact Sturgeons to request a second quotation.

(d) **Children’s Play Area Fencing:**

Councillor Henley advised that the new play area fencing had been ordered by Hever Countryside Services and was currently in production.

(e) **RoSPA Safety Inspection of Children’s Play Area:**

The annual RoSPA safety report in respect of the Children’s Play Area on the Recreation Ground had been received.

The report raised splintering of the fencing surrounding the play area. However, these points would be addressed with the installation of the new fencing.

The Parish Council would also arrange to cut overhanging vegetation and trees as raised in the report.

The report also noted decay to a timber component on the slide equipment.

**9. Allotments**

A quotation awaited from Kevin Agate in respect of provision of kissing-gate for entrance to the allotments from Church Street.

The Clerk advised that there were currently allotment plots available to rent.

**10. Burial Ground Matters**

The Clerk had provided a response to Mr Laine in respect of his request to access the Parish Council's burial records.

**11. Asset Repair and Maintenance**

The Clerk to research costs associated with the provision of a new notice board for the Parish Council.

**12. Correspondence Received**

Correspondence had been received from a resident raising concerns in respect of noise disturbance from a neighbouring land. The resident had been advised to contact the Environmental Health team at Sevenoaks District Council.

**13. Reports from Councillors on Outside Bodies**

Councillor Boakes advised that a Barn Dance had been arranged to celebrate the harvest in the Memorial Hall on Saturday 30 September.

**14. Matters for Reporting or Inclusion on Future Agenda**

Grant Requirements – suggested requirements identified to date are:

Notice board for Chantler's Mead

Map Cupboard for bus shelter

Parish Council notice board

Kissing-Gate

Repairs to Recreation Ground footpath

Playground equipment repairs

**15. Dates of Future Parish Council Meetings**

Monday 11 September

Monday 13 November

Meeting closed at 9.10pm.

Chairman: .....

Date: .....