

**MINUTES OF RYARSH PARISH COUNCIL MEETING
MONDAY 12th MARCH 2018 AT 8.00PM
RYARSH VILLAGE HALL**

Present: Cllrs D Storey(Chair), I Emson (Vice Chair), M Barton, M McKinlay, D Peddie and J Sutton.
17 members of public, Clerk.

ITEM	MINUTES	ACTION
1.	<p><u>APOLOGIES RECORDED, DECLARATIONS OF INTEREST MADE AND REGISTER OF INTERESTS:</u> Apologies were recorded from Cllr R Coleman, County Councillor Hohler, Borough Councillors Balfour and Kemp and PCSO McMillan.</p>	
2.	<p><u>APPROVAL & SIGNING OF MINUTES ARISING FROM 12th FEBRUARY 2018:</u> The minutes arising from 12th February were agreed by all Councillors and signed as approved by Cllr Storey.</p>	DS
3.	<p><u>REPORTS:</u> Police - There was no report. County Councillor – There was no report. Borough Councillor – There was no report.</p>	
4.	<p><u>PLANNING:</u> (a) Plans Received for Comment (b) Decision Notices:</p> <ul style="list-style-type: none"> • TM/18/00011/TNCA – Ryarsh Place, Birling Road – T1 and T2 Norway Maple – to fell Trees are not included within the area TPO as they were not present when the TPO was made. NO OBJECTIONS. • TM/17/02472/FL – Former Ryarsh Brickworks – creation of an additional 19 no. commercial parking spaces at Ryarsh Park. REFUSED <p>(c) Any Other Planning Matters:</p> <ul style="list-style-type: none"> • TM/18/00360/RD – Forstal House, Roughetts Road - Details of conditions 2 (Materials) and 3 (landscaping) submitted pursuant to planning permission TM/17/02530/FL (Demolition of existing two storey house, erection of new two storey house and associated landscaping). There were NO COMMENTS. • NPPF Consultation – Cllrs have received details of this consultation which will be considered as an Agenda item in April 	
	<p><u>MATTERS ARISING</u> (a) Actions from Last Meeting</p> <ul style="list-style-type: none"> • <i>Contact local businesses about the KCC West Malling Sandpit Consultation.</i> Emails have been sent to The Angel at Addington, Humphries & Parks, West Malling Golf Club, Ryarsh Primary School and the KCC Public Rights of Way Officer. • <i>Update and Finalise Consultation Response.</i> This has been passed on for comment. • <i>Report to Highways: Workhouse Road Flooding, pothole near The Old Vicarage on Roughetts Road, blocked drains on Roughetts Road, overgrown verge opposite Brook Farm.</i> These have been reported. • <i>Ask Redrow to install dog waste bin on Ryarsh Park</i> Request has been made. • <i>Ask TMBC to put a dog waste bin on Roughetts Road</i> Request has been made. 	

Signed

Date

	<ul style="list-style-type: none"> • Ask Sovereign if outstanding works can be divided into two phases Quote has been received and circulated. • Ask contractors to inspect streetlights and see if any others need modernising Request has been made. • Ask why there are no sound barriers for Ryarsh by the Smart motorway Highways England have responded and this has been circulated to Cllrs. Highways England have been asked if they conducted a desk top survey of the noise or if they have visited site. • Village Hall Lease Draft Document has been received. • Occupational Licence – Recreation Ground Response received from Insurance Company. I. <p>(b) To consider the Parish Council's response to the KCC Minerals & Waste Local Plan Consultation, West Malling Sandpit, Roughetts Road www.consult.kent.gov.uk/portal/ The Parish Council plan to submit their response on Thursday. This will be available on the website and circulated via email. Cllr Storey encouraged respondents to submit individual personalised responses rather than from a template. It was reported that Tom Tugendhat MP said that KCC will have to listen to responses even if written on a template. The Ryarsh Protection Group said that they are encouraging respondents to write their own letters but have provided a template for those who need some support to reply. The Parish Council was asked whether there was going to be a collective response from local parishes. It was confirmed that Parish Council's would be submitting individual responses. It was noted that the Ryarsh Protection Group are trying to promote respondents to write a letter per respondent, and not just one letter per household. The Parish Council will circulate their consultation response and remind residents that they should send one letter per individual. Respondents are also entitled to submit more than one response if they have additional points to make. There was a discussion about the number of letters which would make a difference for KCC. It was suggested that 500 letters would make KCC take notice, but 1,000 would effectively end the proposal. The Parish Council was asked to request an extension on the deadline, as KCC sent the consultation a few days before Christmas and the village effectively lost 2 weeks of time. The Parish Council will make that request. There was a discussion about the involvement of the school, and whether parents and more children could be encouraged to respond. It is understood that the school may be doing some project work on the flora and fauna of the site after the consultation.</p> <p>(c) Road safety Ryarsh Primary School http://www.kent.gov.uk/roads-and-travel/what-we-look-after/roads/changing-roads-in-your-area The Parish Council has received crash data from the school who are requesting better signage and a zebra crossing. They have approached Tom Tugendhat MP who is contacting Cllr Mike Whiting at KCC. The Parish Council have been asked to formally request KCC Highways to take action and the Clerk was asked to make this request. There was a discussion about hall hire coinciding with school collection times, although this only happens once a month. Ryarsh Village Hall have approached the hall hirer and asked if they can change their finish time but this has not been possible. It was noted that the Village Hall allow the school to use the car park free of charge to assist with parking problems, although technically the school have no parking rights there. The Village Hall rely on the money from regular hirers to keep running.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>(d) To consider quote for Play Area improvements There was a discussion about whether the swings and existing equipment could be cleaned up rather than replaced, but it was noted that the ground work needed replacing. Once the equipment has been removed to complete the groundwork there would be no warranty on it being put back again. Councillors have seen the quotes from Sovereign to divide the remaining work up into two phases. There is a duplication of some costs from carrying out the work in two phases, and the prices have increased. It was agreed that alternative quotes should be sought and Cllr Peddie will look for alternative providers.</p> <p>(e) Ryarsh Park – Salt Bins It was noted that residents at Ryarsh Park had purchased a salt bin and there was a discussion about whether the Parish Council should contribute to the cost. It was decided that Redrow, TMBC or KCC Highways would be responsible and should be asked to provide a salt bin. A request has been made to Redrow to install a dog waste bin.</p> <p>(f) General Data Protection Regulations – update and action plan The Clerk is keeping up to date with the GDPR and has sent Councillors information. A Data Protection Officer must be appointed and the Parish Council must consider safe ways to store data. The Clerk has booked to attend a data and laptop encryption course with KALC.</p> <p>(g) Tonbridge & Malling KALC meeting – 4th October 2018 Cllr McKinlay will be attending on behalf of the Parish Council and Tom Tugendhat MP will be speaking.</p> <p>(h) Statutory Guidance on Local Government Investments Cllrs have received details of this guidance. The Clerk is waiting for clarification from KALC about whether the Parish Council money held in the bank accounts are classed as an investment.</p>	<p>DP</p> <p>Clerk</p> <p>MM</p> <p>Clerk</p>
	<p><u>PUBLIC QUESTION TIME:</u></p> <ul style="list-style-type: none"> - The Parish Council were thanked for agreeing to ask for an extension of time based on the exceptional circumstances - It is also open to individuals to request an extension of time - It was noted that Cllr Ann Kemp is involved on behalf of the Borough Council, and that TMBC are consultees 	
	<p><u>PARISH NEWS, UPDATES AND CORRESPONDENCE:</u> There were no updates.</p>	
	<p><u>HIGHWAY AND FOOTWAY MATTERS:</u></p> <p>(a) Highways – www.kent.gov.uk/roads-and-travel/report-a-problem</p> <ul style="list-style-type: none"> o The Clerk was asked to write again to Godfreys about the vegetation growing around the streetlight. o The road floods outside the Paddocks at Addington, there are large potholes and the road is becoming dangerous where the tarmac has come apart. It needs urgent attention. The Clerk will report this to KCC Highways. <p>(b) Highways England – Sound Barriers Cllrs have seen the response from Highways England. A resident reported that 5 representatives from HE visited him at his property to re-take the noise readings since the vegetation was cut back. However, it will be down to cost as to whether something was done or not. Their readings showed there was a difference in noise since the vegetation was cut. Even the lowest noise reading of 76 decibels was above the highest recommended EU reading of 55 decibels.</p>	<p>Clerk</p> <p>Clerk</p>

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	<p>(c) S106 Monies and Traffic Calming The engineer from KCC Highways who met with Cllrs has been moved to another department. The person taking over has visited Ryarsh and we are waiting to hear her proposals for the s106 monies.</p> <p>(d) Street lights There was nothing to report.</p> <p>(e) Footpaths There was nothing to report.</p>													
	<p><u>PARISH MAINTENANCE AND REPORTS:</u></p> <p>(a) Parish Property, Play Area & Recreation Ground, Trees, Ryarsh Resource Room The Resource Room is being well used by lots of children. Cllrs are monitoring it, taking out and adding items as needed.</p> <p>(b) Ryarsh Village Hall: Occupational Licence and Village Hall Lease Updates The Insurance company has confirmed that insurance cover should be arranged in line with agreed terms – either in a simple letter or more formal agreement. In line with that advice, the Parish Council confirmed it accepted responsibility for insuring the play equipment and accepted responsibility for maintaining and repairing the play area. Cllr Storey, on behalf of Ryarsh Village Hall, confirmed that they possessed insurance for their roles and responsibilities. The Clerk will take steps to end the formal occupational licence and the terms will be as per the agreed letter.</p> <p>(c) Any other matters Cllr McKinlay attended the recent meeting of the TMBC Joint Standards Committee which looks at ethics and the way Councillors operate. As part of the meeting they were given an update on training. Ryarsh Parish Council has adopted the TMBC Code of Conduct.</p>	<p>All</p> <p>DS</p> <p>Clerk</p>												
	<p><u>FINANCIAL MATTERS</u></p> <p>(a) Financial Statement and Cheques for Signature The following invoices were APPROVED for payment and the cheques signed by Cllrs McKinlay and Barton:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Clerk</td> <td style="width: 40%;">Salary & Expenses March 2018</td> <td style="width: 30%; text-align: right;">£690.36</td> </tr> <tr> <td>HMRC</td> <td>PAYE & NI March 2018</td> <td style="text-align: right;">£84.49</td> </tr> <tr> <td>PSR Lighting</td> <td>Streetlight Maintenance February</td> <td style="text-align: right; border-top: 1px solid black;">£116.40</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">£891.25</td> </tr> </table> <p>Payment to Eon for electricity for February of £102.33 was approved. The Financial Statement for February was signed by Cllrs Storey and Emson.</p> <p>(b) Appointment of Internal Auditor 2017/18 Cllrs agreed to appoint the Internal Auditor used for 2016/17.</p>	Clerk	Salary & Expenses March 2018	£690.36	HMRC	PAYE & NI March 2018	£84.49	PSR Lighting	Streetlight Maintenance February	£116.40			£891.25	
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The Meeting concluded at 8.35pm
Date of the next Parish meeting is **Monday 9th April 2018** at 8.00pm