

**MINUTES OF A MEETING OF THE PARISH COUNCIL HELD IN
THE COUNCIL CHAMBER, VESTRY HALL, CRANBROOK
ON THURSDAY 9TH MAY 2019**

Councillor Veitch welcomed everyone to the meeting.

PRESENT: Cllrs. Beck, Bunyan, Clifford, Fairweather, Fermor, Fletcher, Gilbert, Hartley, Hatcher, Kings, Veitch & Warne. Borough Cllr. Dawlings.

APOLOGIES: Cllrs. Pethurst and Smith and Dr. Linda Hall

The Chairman read out the following statement.

Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk. She notified those present that the meeting was being recorded as a Clerk's aid.

1/19: Election of Chairman:

Cllr. B. Veitch – Proposed by Cllr. Bunyan, seconded by Cllr. Fermor. There were no further nominations, all councillors voted in favour of the proposal. As the motion was carried, Cllr. Veitch was elected Chairman and signed the Declaration of Acceptance of Office Register.

2/19: Election of Vice Chairman:

Cllr. K. Fletcher – Proposed by Cllr. Veitch, seconded by Cllr. Bunyan and agreed.

3/19: Election of Chairman of Policy & Resources:

Cllr. R. Beck – Proposed by Cllr. Veitch seconded by Cllr. Fletcher and agreed.

The Clerk advised that as Dr. Linda Hall was unable to attend tonight and had not signed her acceptance of office, it would be necessary for a resolution to be passed to accept it at a later date. With this in mind Cllr. Veitch proposed to accept Dr. Linda Hall's Declaration of Acceptance of Office at or before the next Full Council meeting. This was seconded by Cllr. Fairweather. Six voted in favour of the proposal, 4 against and 2 abstentions were recorded, therefore the motion was carried.

4/19: Election of Committees and Delegates:

Although not present at the meeting, Cllrs. Pethurst and Smith had indicated which committees they would like to join. The Clerk advised that in sending her apologies, Dr. Hall had not confirmed if she wished to sit on any committees.

Planning and Preservation Committee:

Committee: Cllrs. Bunyan, Fermor, Gilbert, Hatcher, Smith and Warne.

Chairman: Cllr. Bunyan – Proposed by Cllr. Veitch, seconded by Cllr. Fermor and agreed.

Burials and Properties Committee:

Committee: Cllrs. Bunyan, Clifford, Fairweather, Fermor and Gilbert.

Chairman: Cllr. Clifford – Proposed by Cllr. Fermor, seconded by Cllr. Bunyan and agreed.

Environmental Management Committee:

Committee: Cllrs. Fairweather, Fermor, Fletcher, Kings, Pethurst, Smith, and Veitch.

Chairman: **Cllr. Fairweather** - Proposed by Cllr. Fletcher, seconded by Cllr. Veitch and agreed.

Neighbourhood Development Plan Committee:

Members: Cllrs. Fletcher, Hatcher, Hartley, Kings, Pethurst, Smith, and Warne.

Chairman: Cllr. Warne – Proposed by Cllr. Fletcher seconded by Cllr. Veitch and agreed.

The Chairmen of Policy and Resources, the Chairmen of the above Committees, and the Chairman and Vice Chairman of the Council are authorised to sign cheques. The Chairman and Vice-Chairman are ex-officio members of all committees. The Vice-Chairman of each committee will be elected at the first meeting of the said committee.

Councillors are also expected to volunteer to represent the Parish Council on other committees or agencies.

Delegates to the Kent Association of Local Councils:

Cllr. Veitch – Reserve Cllr. Fletcher

Delegates to the Cranbrook Conservation Area Advisory Committee:

Cllrs. Bunyan and Hatcher.

Delegate to the Cranbrook Tourism Group:

As no councillors volunteered, Graham Holme's offer to continue to report on the activities of the group would be gratefully accepted.

Delegates to Cranbrook Museum:

Cllr. Veitch – Reserve – Cllr. Gilbert. As Dr. Hall had indicated in the past that she may be able to attend meetings, she would be asked if she would consider being the Parish Council representative.

Delegate to the Citizens Advice:

Cllr. Smith would be asked to continue. Cllr. Hatcher indicated he would be prepared to attend if he was available.

Delegate to Age Concern:

Cllr. Warne.

Delegate to the Transport Accessibility Group:

As no councillors volunteered, Graham Holme's offer to continue to report on the activities of the group would be gratefully accepted.

Delegate to The Hop Pickers Line:

Cllr. Hartley

Tree Warden:

Cllr. Fermor.

Councillors were asked to confirm their representation on various charities as follows:
Katherine Elizabeth Wood Charity – Cllr. Veitch. David Cook would also be asked to accept appointment by the Council to continue as a representative.
King George V Playing Field - Cllrs. Beck, Fermor and Smith.
John Spicer’s Apprenticing Trust – Cllr. Fermor.
Thomas Adrian Veitch Memorial Fund – Cllr. Veitch.
St. George’s Institute – Cllr. Smith.

5/19: Confirmation of next year’s Parish Council Meeting.

Parish Council meetings will continue to be held on the second Thursday of each month at 7.30p.m. This was proposed by Cllr. Veitch, seconded by Cllr. Fermor and agreed. Meeting cards will be handed out to Members following this evenings meeting.

6/19: Minutes of the Previous Meeting:

The Chairman, Cllr. Veitch proposed that the Minutes of the Meeting held on the 11th April be adopted as a true record. This was seconded by Cllr. Fairweather and agreed.

Cllr. Clifford referred to the Chairman’s Report within the minutes and asked for further clarification on the role the Parish Council would play in the Youth Council. Cllr. Veitch advised that she had envisaged that it would provide an opportunity for members of a youth council to become informed on the workings of local government in particular of a parish council. She had intended to invite students to the June Full Council meeting. Draft Terms of Reference had been written but they had not been formally accepted as yet. She agreed to set up a further meeting with the School to see if the position of the Parish Council’s involvement in a Youth Council could be further explored and would invite Cllr. Clifford to attend.

7/19: Review of Standing Orders/Financial Regs/Procedures/Policies/Risk Management Arrangements:

A link to our existing Standing Orders, Financial Regulations and existing policies had been circulated to all Members with the agenda for this meeting. The Clerk explained that we had a duty to review these on an annual basis. Copies of our internal finance controls, risk management arrangements and an amended Data Protection Policy, taking into account changes to legislation had also been circulated. Cllr. Veitch proposed that the Data Protection Policy be accepted and that all the remaining policies, procedures, internal finance controls and risk managements arrangements were still relevant and acceptable, this was seconded by Cllr. Fairweather and agreed.

8/19: Confirmation of Banking Arrangements:

All Parish Council Bank accounts will continue to be held by HSBC and Lloyds. Variable direct debits would continue to be the payment method for items such as the business rates and BACS would be used for the payment of salaries and their associated costs. This was proposed by Cllr. Veitch, seconded by Cllr. Fermor and agreed.

9/19: Approval of the Annual Governance Statement 2018/2019

The document had been circulated to all Members prior to the meeting so they would understand what they are approving, the Clerk reiterated the importance of the document which forms part of our Annual Return and is sent to our external auditors. Cllr. Veitch invited questions, none were raised, and therefore she proposed that the Annual Governance Statement be approved.

This was seconded by Cllr. Fletcher and agreed. Section 1 of the Annual Governance and Accountability Return 2018/19 Part 3 was signed by the Chairman and the Clerk.

10/19: Approval of the Accounting Statements 2018/2019

The Clerk explained this document also formed part of our Annual Return, copies had been circulated to all Members prior to the meeting. No questions were raised. The Chairman proposed that the Accounting Statement for the Annual Return as presented to Members, be approved, this was seconded by Cllr. Fletcher and agreed. Section 2 of the Annual Governance and Accountability Return 2018/19 Part 3 was signed by the Chairman.

11/19: Chairman's Report:

The Chairman welcomed all new Parish Council members and was sure that together we would achieve great things in the next four years. She also congratulated those that had been elected to serve as Borough Councillors.

To follow up on the concerns about levels of crime she had met with Peter Rolington, Chairman of CrimeStoppers in Kent. Crimes can be reported anonymously to them. Tel no. 0800 555111. His recommendations were:

- That we convene a public CrimeStoppers meeting to which he and Inspector Chris Mayers and a Speedwatch police representative would attend and speak. This would enable attendees to be informed as to what is currently going on, and how they can help in reporting and preventing crime. There could be the opportunity to volunteer for Speed Watch.
- That the use of the Country Eye app, and receipt of E-Watch newsletters be publicised. He mentioned that one parish streams the newsletter straight to their local social media.

Members agreed that a public meeting would be a good idea, Cllr Veitch agreed to contact Mr. Rolington to discuss his availability and that of the other prospective speakers so a meeting could be arranged as soon as possible. Cllr. Warne suggested inviting a member of Tunbridge Wells Community Safety Unit.

She had met with Dr. John Weeds at Cranbrook School, and has written to him about parking and speeding in Jockey Lane car park. They also discussed the further participation of the Youth Council in parish council activities.

Reports from Committees:

12/19: Policy & Resources:

Cllr. Beck referred to the Minutes of the meeting held on 1st May and invited questions. Cllr. Clifford asked the Clerk if Graham Holmes was to continue in his role as Business Development Manager, should a contract be considered, as he was no longer a member of the Parish Council. The Clerk confirmed that the advice she had received from KALC did not suggest this was necessary as he would be acting as a volunteer. Cllr. Beck proposed adoption of the Minutes, this was seconded by Cllr. Bunyan and agreed.

13/19: Planning & Preservation Management:

Cllr. Bunyan referred to the Minutes of the meeting held on 16th April and invited questions. None were raised.

14/19: Burials & Properties:

Cllr. Clifford referred to the Minutes of the meeting held on 16th April and highlighted the expenditure agreed. He also advised that a quote of £280 - £300 had been received today for some urgent work to repair some lead flashing between the Vestry Hall roof and that of a neighbouring property, he proposed the quote be accepted to allow for the work to be completed as soon as possible. This was seconded by Cllr. Bunyan and agreed.

In response to Cllr. Fermor, Cllr. Clifford confirmed that following a report from Parish Warden Ivor Hatcher, he had met with Revd. Ann Pollington to discuss the current rules and regulations of our Cemeteries and the protocols surrounding burials. He would give a full report at the next Burials and Properties committee meeting.

Cllr. Clifford proposed adoption of the Minutes, this was seconded by Cllr. Bunyan and agreed.

15/19: Environmental Management:

Cllr. Fairweather advised there had not been a meeting, however he drew attention to a reporting tool on TWBC website being managed by the new waste contractor Urbaser. He showed an example of how the reporting page looked on his iPad. Reports of fly tipping, litter and dog fouling are sent direct to a large screen in the waste centre. Dangerous litter such as needles and glass is prioritised and will be dealt with the same day, normal litter will be cleared within two days of receipt of a report. They will endeavour to attend reports of fly tipping on the day a report is received.

16/19: Neighbourhood Development Plan:

Cllr. Fletcher gave a report of the meeting held on the 29th April. He applauded the work of June Bell, Annie Hopper, Jeremy Boxall and Garry Pethurst on the work they had undertaken on site assessments. Cllr. Warne advised that the public consultation which was initially scheduled for June would need to be delayed until July/August. Following a conference call with Cheryl Beattie at AECOM there was a better understanding of how long things would take. It had been agreed that our consultant Richard Eastman and Cheryl Beattie would both visit at the end of May to help with the next stage of the process. TWBC had now appointed a consultant to help them deliver their Local Plan which would free up more of Stephen Baughen's time to help parishes with their neighbourhood plans.

Cllr. Fletcher proposed adoption of the Minutes of the meeting held on 29th April, this was seconded by Cllr. Hatcher and agreed.

Reports from Delegates:

17/19: KALC:

Cllr. Veitch advised there had been no recent meeting. She had followed a link in a NALC newsletter to 'What next for Neighbourhood Plans' which made very interesting reading.

18/19: Cranbrook Conservation Area Advisory Committee:

Cllr. Bunyan advised the next meeting was scheduled for Wednesday 22nd May at 5.30pm.

19/19: Age Concern:

Cllr. Warne advised the next meeting was 22nd May at 4pm, when the committee would be meeting officials from the Tenterden Hub.

20/19: Clerk's Report:

There were no issues to report.

21/19: Correspondence:

The Clerk advised that letters had been received from Cranbrook in Bloom and Cranbrook Museum thanking the Parish Council for the recent grant monies they had received.

22/19: Reports from County and Borough Councillors:

Cllr. Dawlings reported that the Tunbridge Wells Local magazine was being utilised to promote activities in Cranbrook. The Tourism Group were working with Cranbrook School and Cllr. Clifford to produce a short promotional film. He thanked the Parish Council for the pledge of financial support to allow three full page adverts in the Wealden Advertiser promoting events and attractions in Cranbrook.

He referred to the Community Centre project in Cranbrook and the previous promise of monies from the now ex leader of the Council. He saw it as his role to see that this pledge was fully endorsed by his successor.

23/19: Items for Information:

Cllr. Veitch advised of a consultation on Cranbrook library's new opening hours. Three options were offered. Completed responses need to be handed into library staff by 27th May.

She expressed sadness at the recent death of Mike McMinnies, President of Cranbrook Rugby Club and an ex Parish Councillor. The funeral is being held on 22nd May at 2.30pm in St. Dunstan's Church.

She also reminded Members that Cranbrook in Bloom was looking for volunteers to help with the 'Cranbrook goes Nuts in May'.

Cllr. Bunyan advised of the Sissinghurst Primary School May Fair being held at the school on Saturday 11th May.

Cllr. Warne advised of a KALC Communication and Social Media Networking event that being held on Saturday 22nd June.

Cllr. Clifford referred to the West Kent Preservation Society's annual magazine which was promoting Cranbrook Museum and included a stunning photograph of the Museum.

Cllr. Beck reminded everyone that the Cranbrook Town Market was on Saturday at 10.00am in the White Horse Car Park.

The meeting was closed.

Questions and comments from Parishioners:

Mr Swann advised of a Cranbrook Town Band Concert in St. Dunstan's on Sunday 19th May, support would be welcomed.

The Clerk was asked if she had received any feedback from Insp Mayers on a parishioners question following the Annual Parish Meeting. She had not forwarded the question on as yet, but would do so, as soon as possible.

DRAFT