

# MINUTES

Tuesday 10<sup>th</sup> January 2017

7.30pm

Top Room, Charing Parish Hall

1.	<b>Apologies:</b> Borough Cllr C Bell Cllrs M Weekes; C Prinn; <b>In attendance:</b> Chair J Leyland; vice chair C Bain-Smith; T Reed; S Crawley; N Blunt; H Billot; A Gudge; S Hawkins & the clerk.
2.	<b>Declaration of Interest.</b> none
3.	<b>Ten minute public discussion and question time.</b> No one present.
4.	<b>Six minute Borough Councillor question time:</b> No one present.
5.	<b>Planning Applications:</b>
5.1	<b>16/01731/AS The Oak, 5 High Street, Charing:</b> Internal alterations on ground and first floor accommodation facilities to include removal and addition of partition walls and change to existing first floor window for Goldex investments(LBC)(recommend support for listed building consent but query whether the alteration would require change of use permission))
5.2	<b>16/01778/AS Little Lodge, Charing Heath Road, Charing:</b> Erection of two storey side extension and part single storey and part two storey rear extension; pitched roof to front, erection of detached double garage and modifications to access for Mr C Breavington(recommend support)
6.	<b>Planning Decisions:</b>
6.1	<b>16/00934/AS 1 Newlands Farm Cottages , Faversham Rd:</b> Change of use from agricultural land to allow the stationing of a caravan for use ancillary to residential dwelling(permit- temporary)*
6.2	<b>16/01695/AS West Leacon Farm. Leacon Lane Charing:</b> resubmission of permission granted under 16/00923/AS (first floor extension with canopy. Extension to ground floor) to enlarge roof space for Mr R Parsons(granted)*
6.3	<b>16/01563/AS 20 Hither Field Charing:</b> Demolition of existing garage erection of two storey side and rear extension incorporating garage for Mr W Sutton (granted)*
6.4	<b>16/01590/AS Swan Street Barn, Charing Heath Road Charing:</b> Proposed retrospective application for the conversion of part of outbuilding into annexe unit at Swan Street Barn for Mrs J Stokes (granted)*
6.5	<b>16/01725/AS Moat Cottage, The Moat Charing:</b> Erection of conservatory to rear for Anglian home improvements(granted)
7.	<b>Minutes of Previous Meetings:</b> These were agreed and signed.
8.	<b>Matters Arising:</b>
8.1	Parsons Mead: a meeting was held in December with the owners and agent; they were interested in the site for development. The owners had been looking into self-build and had been looking at Potton's. The owners gave permission for the parish council to liaise with the agent.
8.2	Neighbourhood Plan update: The engagement strategy was ahead of schedule. The questionnaire was slightly behind schedule. Two patch workers from Wye will come out to train our patch workers when the questionnaire is ready for distribution. The Charing Heath group are working well and an updated flyer will be going out to all households.
8.3	Organisation for the next few months: Cllr Blunt has agreed to take on communications and Cllr Crawley agreed to take over as Chair of finance and also to help on communications. Cllr Gudge has offered to progress playground

	development and the Coppins memorial stone commemoration. The clerk will contact Jennifer Shaw at ABC ref her attending our meeting on the 7 <sup>th</sup> February re the new orbit.
8.4	Gladman update: A meeting took place on Friday and the various people will be looking at various things. The next meeting will be held in February.
9.	<b>Finance</b>
9.1	Approval of accounts: These were approved and signed.
9.2	Online Banking: The council were unanimous in agreeing to set up online banking.

<b>Expenses: last Chq NOV 5931</b>			
	<b>Payee:</b>	<b>Details:</b>	<b>£</b>
5932	Janet Locker	Neighbourhood watch	50.00
SSS	H Evers	Burial Clerk	1414.50
5934	Staples	Office Supplies	89.02
DD	ABC	Rates Toilets	58.00
DD	ABC	Rates Cemetery	52.00
DD	Sage	Wage software	4.80
DD	SLCC Dawne	Clerk Membership	157.00
5935	PRS	Music Licence Hall	114.00
5936	N Austen	Misc. Jobs	230.00
5937	WGJ Plumbing	Unblock Gents	40.00
5938	Fitzpatrick Woolmer	Notice Board Cemetery	1328.40
5939	J Boot cancelled 22/12	NP workshops and Advice	0
5940	5941/5942	Salary/Expenses	0
5943	Post Office Ltd	Period 9 Tax/NI	403.83
5944	J Boot	NP workshops and Advice	890.25
5945	MC Testing Services	New Heater Ladies Toilets	115.00
DD	Staples	NP Supplies	20.01
DD	Hippo	4 Megs/4Skip Bags	1184.91
5946	CJA Consulting	Computer support (sept/oct/Nov)	87.50
DD	Sage	Wages	4.80
5947	Kier	Oct/Dec Ground Maint	2730.00
5948	NOT used	VOID	0
5949	Staples	Office supplies	16.47
5950	J Leyland	My Printing Pal (OAK)	86.75
DD	BT	Dawne Telephone Sept/oct/Nov	166.14
5951	KAIC	Course (Dawne)	72.00

<b>Wages &amp; Salaries:</b>			
	<b>Employee:</b>	<b>Details:</b>	<b>£</b>
	Staff December	Dec Salary/Expenses	3287.17
5943	The Post Office	PAYE & NI period 9	403.83
DD	Pension	Pension NEST period 9	66.25

<b>Income:</b>			
	<b>From:</b>	<b>Details:</b>	<b>£</b>
	HM Revenue/Customs	VAT Refund Aug/Nov 2016	1703.60
	Groundwork UK Y/E 31/03/2017	NP Grant ( Hugh)	4235.00
	Cemetery	Cemetery fees	2405.00
	SWALEC	Elect Hall refund	189.34
	Bank Interest	Account No 74482610	.33
	Bank Interest	Account No 47798777	.19
	Hall income	Nov/Dec	481.80

<b>10.</b>	<b>Correspondence:</b>
<b>10.1</b>	1 <sup>st</sup> Charing Scout Group donation request (decision required): it was agreed to give a donation of £1500. This was from two councillor's donations and some from the general donation allowance under section 137 towards the new scout hut.
<b>10.2</b>	Lord-Lieutenant of Kent: Cllr Bain-Smith will be attending.
<b>10.3</b>	Volunteer Support Warden Scheme: it was decided not to join the scheme.
<b>10.4</b>	KALC Community Awards Scheme: It was decided not to join the scheme as we run our own community awards.
<b>11.</b>	<b>Information:</b>
<b>11.1</b>	The clerk has received maps to where all dog/ litterbins are in the parish. These have to be checked and sent back to ABC who will decide if they have to be replaced or if they are still in good order. All bins will be referenced so when logging issues they will know exactly which bin has the issue. All bins that are replaced will be of dual nature litter/ dog bin combined.
<b>11.2</b>	The Moat management committee are holding a quiz and cream tea at the barn.
<b>11.3</b>	Wealden Wheels now have four vehicles.
<b>There being no further business the meeting closed at 9.50pm</b>	
<b>Signed..... Parish Clerk</b>	