

# Hartest Parish Council

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## Minutes of the Parish Council Meeting held in the Institute on Wednesday 14 October 2015 at 7pm.

Present: Cllrs Chris Browning (Chair), Neil Chappell, and Nick Price

In Attendance: Two members of the public and the Parish Clerk

### ACTION

- 15/069 Apologies for absence: Co Cllr R Kemp and Dist Cllr J Long
- 15/070 Approval of Minutes: The minutes of the meeting held on 2 September were approved and signed.
- 15/071 Matters Arising: None
- 15/072 Declarations of Interest: None
- 15/073 Public Forum:
- 15/074 Police Report: The Police report had been circulated; there were no crimes reported in Hartest.
- 15/075 County Councillor's Report: This report had been circulated.
- 15/076 District Councillor's Report: No report was available in the absence of Dist Cllr Long.
- 15/077 Finance & Administration  
Bank Balances as at 28.8.15: Current: £3,673.22 Savings: £22,608.74
- (a) Receipts:  
3.7.15: Re Neighbourhood Plan: £4,250 from Groundwork UK  
£1k grant from SCC towards cost of Neighbourhood Plan -  
Housing Needs Survey.
- (b) Payments  
The following invoices were approved for payment.  
Business Services at CAS: PC Insurance: 1.10.15-30.9.16: £565.14  
Ms S Smith: 230 Parish Councillor Flyers: £6.90  
Clerk: Office Consumables: 1 x Twinpack printing ink: £29.99 )  
1 x 12 x 2<sup>nd</sup> Class Stamps: £6.48 ) £41.97  
1 x Printing Paper: £5.50 )  
Cllr N Chappell: 4 Drawer Filing Cabinet: PA Storage in Church: £118.80  
BDO LLP: Review of Annual Return - YE 31 March 2015: £168.00  
Boxted & Hartest Institute: Hall hire: 2.9.15 and (£64.00: N Plan): Total:  
£84.00  
Clerk's Salary & Mileage: July-September 2015: £452.68  
Mr O Cornish: Grounds Maintenance: £877.50/qtr + £100 for work to date  
on graveyard extension + £120 for wildflower mix: TOTAL: £1,097.50  
SALC: Cllr Training 14 and 21 September: Cllr Chappell: £60.00
- (c) 2014/15 Accounts: Approval for these had been received from BDO with a report citing minor issues re completion of Audit Return: Inclusion of grant monies in Box 2 (Grants) instead of Box 3 (Other Receipts) and Box 1 (Balances brought forward) does not agree by £1 to figure in Box 7 (Balances carried forward).
- (d) PC Vacancies: No applications had been received from the recent flyer in 'Contact' asking for expressions of interest by 31 October. Cllr Browning offered to contact previous Parish Councillors David Burr and David Loxton to ascertain whether they would be interested in rejoining the PC.

CB

15/078 Planning

- (a) Decisions Received: Permissions granted:  
The Hangar, Brockley Road (Certificate of Lawful Use): Use as a Single Dwelling  
B/15/00854/LBC/AT: Burnt House Farm, Bury Road: Installation of breathable insulation in stud walls and between roof rafters. Rehang existing window to allow for emergency access. Insert a ceiling with insulation. Remove two late C20th collars. Construct a new partition wall in the roof space.  
B15/01002/FHA/NLW: Pippins, 6 Brockley Road, Hartest: Erection of garage/workshop (after removal of existing outbuildings)  
B/15/01007/LBC/NLW: Green Farm House, The Green: Erection of additional soil pipe at rear of property to service new bathroom.
- (b) Withdrawn Applications: None
- (c) New Planning Applications  
B/15/01189: Burnt House Farm, Bury Road: Extension to existing flint wall and insertion of gate. Erection of additional flint walls weaved willow fencing.  
B/15/01030: 14 The Row: Erection of first floor extension over existing extension and erection of two storey and single storey side extension.  
B/15/01374/TPO: The Green: Fell 1 no Horse Chestnut Tree  
B/15/00998 Chapel Cottage, The Green Hartest, Application for Listed Building Consent: Erection of single storey side extension to provide a Garden room. Erection of Studio room outbuilding.)  
Members supported the above.
- (d) Tree Preservation Order/Tree Conservation Area applications: None
- (e) Appeals: None
- Other Planning Matters  
Planning Filing Cabinet: This is currently stored pending alterations in the Church.  
Neighbourhood Plan  
The drop in session on the 24 September attracted 60 residents. The Housing Needs Survey closes on 24 October; 44 responses received to date. A further leaflet drop is to be done. Cllr Price advised that BDC has contributed re this survey. The remaining cost of £1,250 +VAT relates to Dr Thomas' data analysis work. BDC had produced the questionnaire and processed the data. There may be remaining costs re return postage of completed forms. Ian Poole had suggested a meeting with BDC, once the response from Dr Thomas is received w.c. 16 November; possible dates are awaited from BDC. There will then be a range of options to consider.  
Village Shop: Cllr Chappell advised that Ralph Carpenter has produced a conversion plan for the outbuilding, which is out for quotation. This will then be submitted to David Marjoram for his consideration. It is hoped to publish this in April 2016.  
Community Right to Buy: Nothing to be done at this stage.  
Affordable Housing: Cllr Price suggested the Banhams' compensation be used first.  
S106 Money/Land behind the School: Mrs Burr has this in hand.

NP

NC

15/079 Green, Cemetery and Churchyard

- (a) Cemetery  
Headstones: Brief discussion held; nothing to record.  
Extension Layout: Mr Ian Leigh had very kindly offered to provide this together with a plan of the Cemetery  
Mr Cornish has seeded this area.
- (b) The Green  
Ditch near Parsons' Walk: Awaiting Cllr Kemp's advice.

- Diseased Horse Chestnut Tree: This has been felled.
- (c) Firework Display: It was agreed to grant permission to this event and to remind the Pre School to have their own third party insurance for the event. Clerk
- 15/080 Highways and Footpaths  
Pilgrims Lane: As previously reported, Paul Gant of SCC hopes to patch/dress this road next year when funding is available.  
"Jack's Bench", Hartest Hill: Nothing further to report at present.  
Speeding on Hartest Hill: Following last month's meeting, Co Cllr Kemp was asked to support the PC's requested speed limit reduction. The salient information had been provided to him. RK  
Green View Footpath/Steps: A resident had kindly removed the fallen/crushed fruit from this area.  
Post Box – Hartest Hill: The Clerk is to expedite the return of this with Royal Mail. Clerk
- 15/081 Correspondence: None
- 15/082 Matters of Report Only: None
- 15/083 Matters for Consideration at the next meeting: None
- 15/084 Date of next Meeting: Wednesday 4 November 2015

**Approved at the PC Meeting held on 13 January 2016**