

# PARISH COUNCIL OF BENENDEN

**Minutes of the Annual Meeting of the Parish Council held on  
Monday 21<sup>st</sup> May 2018, Memorial Hall, 7:00pm**

Present	Cllrs Beveridge, Cruse, Kemp, Lewis and Thomas
In Attendance	Cllrs Dawlings and Hall; C Levett, Clerk; 7 parishioners

ITEM		Action Responsibility
1. APOLOGIES	Apologies were received and accepted from Cllrs Henning and Skeet. Cllr Thomas welcomed Cllr Beveridge as a newly elected Parish Councillor.	
2. DECLARATION OF INTERESTS	No declarations of interest.	
3. ELECTION OF CHAIR AND VICE CHAIR	Cllr Beveridge proposed Cllr Thomas as Chair. This was seconded by Cllr Kemp and unanimously agreed by the Parish Council. Cllr Thomas proposed Cllr Lewis as Vice Chair. This was seconded by Cllr Kemp and unanimously agreed by the Parish Council.	
4. MINUTES OF PREVIOUS MEETING	<b>a.</b> The Parish Council minutes from the meeting held on 16 <sup>th</sup> April 2018 were unanimously approved as a correct record of the meeting and signed by the Chairman. <b>b.</b> The Planning and Transportation Committee minutes from the meeting held on 16 <sup>th</sup> April 2018 were unanimously approved as a correct record of the meeting and signed by the Chairman. It was agreed that planning and transportation items will in future be incorporated into the main Parish Council meeting rather than a separate meeting.	
5. PLANNING APPLICATIONS	<b>18 00476 FULL</b> OS Plot 6537 Walkhurst Road Demolition of outbuildings and erection of a new detached dwelling. The Parish Council unanimously agreed to oppose this application on the grounds of scale, bulk and height, and impairment to AONB. <b>18 01219 FULL</b> Springhill Farm Standen Street Proposed new garage and store. The Parish Council unanimously agreed to support this application, noting and agreeing with the Conservation Officer's comments regarding the fully glazed side elevation. <b>18 00919 FULL</b> Unit 14 Apple Pie Farm Change of use of warehouse to provide activity classes with additional gym equipment. The Parish Council unanimously agreed to support this application. <b>18 01457 FULL</b> 1 Hilltop Cottages Dingledden Erection of two storey side extension with room in roof space, associated hip to gabling of main roof, roof lights & changes to fenestration. Removal of existing conservatory and creation of patio and steps to rear. The Parish Council unanimously agreed to support this application.  Cllr Hall advised that she or Cllr Dawlings can request that planning applications be called in if the Parish Council has concerns.	
6. GENERAL DATA PROTECTION REGULATION	The new GDPR takes effect from 25 <sup>th</sup> May. The Clerk had circulated a draft Policy and Privacy Notice. Parish Councils do not have to appoint a Data Protection Officer, but this will be considered good practice. Cllr Thomas is attending a KALC meeting where this will be discussed.  The Parish Council unanimously agreed to adopt the Policy and Privacy Notice. It was also agreed that Parish Councillors should have encrypted Parish Council email addresses. The Clerk to action.	<b>CL</b>
7. NEIGHBOURHOOD	An update and fact sheet from Paul Tolhurst, Steering Group Chair, had been	

Chairman..... Date.....

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*These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions taken at the meeting.*

DEVELOPMENT PLAN	circulated. A fuller report to be given at the Annual Assembly.																																									
8. RESOURCING	<p><b>Monthly Finance</b></p> <p>The Parish Council and Harmsworth Memorial Financial Transaction Reports for April were circulated and agreed and the Parish Council ratified and approved the May 2018 payments list.</p> <p><u>Agreed May payments :</u></p> <p>a. Parish Council</p> <table border="1" data-bbox="375 510 1372 840"> <tr><td>102378</td><td>C Levett - Clerk's Wages</td><td>953.82</td></tr> <tr><td>102379</td><td>J Boot – NDP</td><td>683.60</td></tr> <tr><td>102380</td><td>Tenterden Twilight Commercial Cleaning - Public Toilets</td><td>443.99</td></tr> <tr><td>102381</td><td>C Levett - Postage and Stationery</td><td>11.22</td></tr> <tr><td>102382</td><td>BT</td><td>110.82</td></tr> <tr><td>102383</td><td>KALC - Annual Subscription</td><td>736.68</td></tr> <tr><td>102384</td><td>Benenden's - Spring Clean Refreshments</td><td>126.40</td></tr> <tr><td>102385</td><td>Geerings Ltd - Copying/Printing</td><td>72.00</td></tr> <tr><td colspan="2"><b>TOTAL</b></td><td><b>3138.53</b></td></tr> </table> <p>CLr Thomas asked whether VAT is paid on broadband invoices. The Clerk to investigate.</p> <p>b. Harmsworth Memorial Trust</p> <table border="1" data-bbox="375 1093 1372 1220"> <tr><td>101456</td><td>Brachers LLP</td><td>441.80</td></tr> <tr><td>101457</td><td>Business Stream - St George's</td><td>80.74</td></tr> <tr><td>101458</td><td>South East Water -St George's</td><td>80.00</td></tr> <tr><td colspan="2"><b>TOTAL</b></td><td><b>602.54</b></td></tr> </table> <p>c. Clerk's Salary</p> <p>The Parish Council unanimously agreed to the percentage increase in the Clerk's salary as set out in the National Joint Council for Local Government Services 2018-19 salary award.</p> <p>d. War Memorial</p> <p>A request had been received to assist with cost of cleaning the War Memorial. The work is scheduled to go ahead week commencing 21<sup>st</sup> October. Robin Dalton Holmes advised that the Royal British Legion is seeking to reinstate annual maintenance of the bronze. It is impossible to remove the verdigris although a certain amount of cleaning can be done by steam. The Parish Council unanimously agreed to fully fund the cleaning this year, £790 +VAT, and would allocated a lesser amount for annual cleaning in future budgets.</p> <p>The RBL has arrangements in place for Remembrance Sunday and Peter Ellis has acquired "Oh What A Lovely War" to be shown for free to parishioners. Gordon</p>		102378	C Levett - Clerk's Wages	953.82	102379	J Boot – NDP	683.60	102380	Tenterden Twilight Commercial Cleaning - Public Toilets	443.99	102381	C Levett - Postage and Stationery	11.22	102382	BT	110.82	102383	KALC - Annual Subscription	736.68	102384	Benenden's - Spring Clean Refreshments	126.40	102385	Geerings Ltd - Copying/Printing	72.00	<b>TOTAL</b>		<b>3138.53</b>	101456	Brachers LLP	441.80	101457	Business Stream - St George's	80.74	101458	South East Water -St George's	80.00	<b>TOTAL</b>		<b>602.54</b>	CL
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	Reynolds has agreed to straighten the beacon and fill and light the basket on 11 <sup>th</sup> November. Cllr Thomas to contact the school to discuss access to the beacon.	<b>NT</b>
	Cllr Lewis to continue to try to coordinate a meeting between various parties.	<b>JL</b>
9. PARISHIONERS' QUESTIONS	The Parish Council was asked to give consideration to the following : <ul style="list-style-type: none"> <li>• Details of planning applications to be displayed by projector at meetings.</li> <li>• Noticeboards of meetings to be placed outside on meeting days.</li> <li>• Email circulation list of agendas and other items of interest.</li> </ul>	
	The meeting closed at 7.50pm. Next meeting : Ordinary Meeting of the Parish Council Monday 18 <sup>th</sup> June 2018, Memorial Hall, 7pm	

Clerk to the Parish Council, 22<sup>nd</sup> May 2018