

**MINUTES OF RYARSH PARISH COUNCIL MEETING
MONDAY 9th SEPTEMBER 2019 AT 8.00PM
RYARSH VILLAGE HALL**

Present: Cllrs McKinlay (Chairman), Butler, Martin, Storey and Sutton, Borough Councillor Kemp (8-8.10), 1 member of public, Clerk

ITEM	MINUTES	ACTION
1.	<p><u>APOLOGIES RECORDED, DECLARATIONS OF INTEREST MADE AND REGISTER OF INTERESTS:</u> Apologies were received from Cllr Barton (holiday) and Emson (illness), County Councillor Hohler and Brough Councillor Montague. There were no declarations of interest.</p>	
2.	<p><u>APPROVAL & SIGNING OF MINUTES OF PARISH MEETING 8th JULY 2019:</u> The Minutes arising from the Parish Council Meeting on 8th July were agreed by all Councillors and signed by Cllr Butler, as Cllr Emson who chaired the meeting was not in attendance.</p>	TB
3.	<p><u>REPORTS:</u></p> <p>Police – A monthly police report has been circulated. Cllr McKinlay attended police headquarters for a meeting with the Superintendent and Police Commissioner. Following complaints about the 101 service there is a new scheme. You can go onto the police website to the area covering local activities where you can report issues. They are still keeping 101 and hope it will become free of charge. The Police continue to be concerned about recruiting. Training new recruits is progressing so hopefully the situation will improve.</p> <p>County Councillor – There was no report.</p> <p>Borough Councillor – Cllr Kemp reported that the new waste collection regime will start soon and brown bins are being delivered. There is a slight change in arrangements. KCC have appointed a new disposal contractor who will not take the tetra pak cartons in the green bin, so these will have to be disposed of in the black bins. The Local Plan is progressing slowly and the Inspector wants it to go out to consultation again with the updates they have asked for. On the Climate Change Agenda, TMBC have appointed an Officer to look carefully at every aspect of what the council does to see if there is anything they can do to help the situation, or anything they can encourage residents to do. Cllr Kemp left the meeting.</p>	
4.	<p><u>PLANNING:</u></p> <p>(a) Plans Received for Comment:</p> <p>i. TM/19/01987/FL - The Hollies, London Road - Demolition of existing single storey rear and side extensions and double garage. Erection of single storey rear and side extensions and first floor rear extension and double garage resited There were NO OBJECTIONS.</p> <p>(b) Decision Notices:</p> <p>i. TM/19/01556/FL - Brenden Cottage, London Road - first floor extension above existing single storey area. APPROVED</p> <p>ii. TM/19/01571/FL - Haere Mai, London Road - Proposed roof conversion and single storey extensions to the side and the rear of the existing house. APPROVED</p> <p>(c) Any other planning matters:</p> <p>i. TM/19/01571/FL - Haere Mai - reported above as approved</p>	Clerk

Signed

Date

<p>5. <u>MATTERS ARISING</u></p>	<p>(a) Actions from last meeting: The Clerk reported that the following actions have been taken:</p> <ul style="list-style-type: none"> • Attending a meeting on 15th July with Cllr McKinlay about s106 traffic calming measures • Minutes from the Bus Feeder group have been circulated • Contacting Addington Parish Council about a liaison meeting regarding Wrotham Quarry • Councillors will shortly receive a map of Ryarsh boundaries • She contacted the Environment Agency about the Coastal Risk Management Programme, who explained this was about maintenance on main rivers, of which there are none in Ryarsh, so we will not be included in the plan. • Cllrs have been provided with details of online fault reporting to Kent Highways • Badly cut grass on the verges on Roughetts Road were reported to Kent Highways. Work has been planned as part of their schedule and will be undertaken shortly • Overgrown trees alongside Roughetts Road were reported to Kent Highways who have included this in their works programme. • Pothole enquiry in the hatched area of Roughetts Road by the A20 junction has been marked as resolved. Cllr Butler will check if the pothole has been filled. • A black car that had not been moved was reported to the police. They attended but said it was not an obstruction and they would be taking no further action. Cllrs reported that this car has now been moved. • The stream next to Village hall car park was reported to Kent Highways as being overgrown with vegetation. Highways have said that works are being programmed. • KCC Public Rights of Way Office were notified the footpath behind the Oast House has not been cut back. This has been allocated and is awaiting inspection. Cllrs reported that this short stretch of footpath is now impassable. • Request for double yellow lines on Roughetts Road into Woodgate Road was discussed with Kent Highways. • Concern about traffic from King Hill bypass to Leybourne Grange turning into Bull Road raised at the last meeting was discussed. Kent Highways will be asked to look at this area as drivers do not obey the no right turn signs. • The contractor was appointed to carry out EPC. Cllr Storey met him on site and the survey has been carried out. <p>Cllr McKinlay reported that Cllr Emson has arranged for a contractor to cut back the tree at the corner of the play ground which is covering the light, for Ryarsh Village Hall.</p> <p>(b) Minerals & Waste Sites Plan Examination Hearings - 08.10.19 The date of the hearing has been circulated. The Parish Council has not asked to speak. Members of the RPG are registered to speak but it is understood they are hoping to appoint an expert to speak on their behalf.</p> <p>(c) To consider liaison with Ferns and Addington Parish Council regarding Wrotham Quarry This has already been discussed.</p> <p>(d) To consider progress of Phase 2 of Play Area Improvement Works Following agreement, Redlynch have been appointed to carry out the works. Councillors will agree a date to meet Redlynch to agree the siting of the basket swing. Redlynch have inspected the gap in the play safety surface tiles and assessed it as low-medium risk and commented that it has been there for a long time. They saw no need to carry out the work urgently and will replace the safety surface when they undertake the rest of the play area works. Cllr Storey repeated his concerns about the safety of the surface, but Cllrs agreed to take the advice of Redlynch.</p>	<p>Clerk</p> <p>Clerk</p> <p>TB</p> <p>Clerk</p> <p>Clerk</p> <p>IE</p> <p>All</p>
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Minutes of Ryarsh Parish Council Meeting Contd

	<p>The Clerk has submitted the application form for the £600 grant which Cllr Hohler has agreed. Gallagher has not responded to the request for a donation.</p> <p>(e) To consider NALC Model Financial Regulations and adopt for Ryarsh Parish Council Cllr McKinlay and the Clerk have included the relevant provisions for Ryarsh in the model Financial Regulations which have been circulated to Cllrs. These were considered and APPROVED to be adopted. The Clerk will provide Cllrs with copies of the Regulations.</p> <p>(f) To consider future Parish Council Projects Previous suggestions for consideration include adult gym equipment and benches. Also to be considered: jet washing and cleaning the benches in the play area and signs around the Village. Cllr Storey reported that the Ryarsh Resource Room is well used and he checks it regularly.</p> <p>(g) To receive updates and reports: i. Kent Association of Local Councils (KALC) and T&M KALC Cllr McKinlay discussed her role as Deputy Chairman of Tonbridge & Malling KALC and is considering whether she can be useful in this role. KALC provides enormous support and are helpful to parishes, providing good training. Cllr Martin attended Dynamic Councillor Training which she reported was useful. Cllr McKinlay has also attended planning training which she recommended. Councillors should consider attending one course a year, for the benefits of training and meeting other Councillors. Cllr McKinlay noted that T&M KALC are discussing resilience and how we cope with problems in the village. There was a discussion but Councillors do not believe there are any farms or other sites storing oxygen cylinders or hazardous materials. There may be buildings with asbestos, but there is no action to be taken about these. The Clerk is attending the Clerks Conference next week.</p> <p>ii. TMBC Joint Standards Board and Parish Partnership Panel (05.09.19) Cllr McKinlay attended the Joint Standards Board. There were no matters to report.</p> <p>iii. Joint Parish Councils Traffic Consultative Group (JPCTCG) 23rd September Cllrs noted the date of this meeting.</p> <p>iv. General Data Protection Regulations There were no further updates</p> <p>v. Village Hall Trustees Meeting 22nd August Cllr McKinlay and the Clerk attended the Trustees meeting and found it very useful. As part of our contribution, it was suggested that one or two Cllrs go to each Trustee meeting, and Cllr Storey confirmed the invitation to anyone to attend.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">All</p> <p style="text-align: center;">All</p>
6.	<p><u>OPEN FORUM:</u> Public Participation Session There were no questions.</p>	
7.	<p><u>PARISH NEWS AND CORRESPONDENCE:</u> The Clerk will circulate the correspondence list to Cllrs.</p>	<p style="text-align: center;">Clerk</p>
8.	<p><u>HIGHWAY AND FOOTWAY MATTERS:</u> (a) To report any highways problems – www.kent.gov.uk/roads-and-travel/report-a-problem It was noted that there had been correspondence between a resident and Highways England about Ryarsh Park and Sound Barriers from the M20 smart Motorway.</p> <p>(b) To receive an update on progress of S106 Monies and Traffic Calming (15.07.19) Cllr McKinlay and the Clerk walked through the Village with Kent Highways and Birling Parish</p>	

Minutes of Ryarsh Parish Council Meeting Contd

	<p>Council. Highways have sent us a list of possible measures with costs and we need to put these into priority order.</p> <ul style="list-style-type: none"> ○ Tidying up the junction of Woodgate Road, Roughetts Road and Workhouse Lane. This is not a straight junction but offset, and this is part of the problem. Vehicles end up on the wrong side of the road. Those not familiar with the Village do not know it is a junction and it is dangerous. This should be kept on the list and the Parish Council should push for action here so that vehicles stop at the bottom of Woodgate Road, making the route from Roughetts Road to The Street as the main road. Highways will be asked to look at a better and cheaper plan to make this junction safer. ○ The traffic calming islands between Ryarsh and Birling do not have road signs on them and this needs to be sorted out. They merge with the fence posts and are hard to see. ○ The traffic island just past The Vicarage and nearest the school is important to remove as people try to park there as well and block the road. ○ Further along Birling Road, the Traffic island opposite Lilac Cottage should be removed. The islands should each be on the opposite side of the road, and if the first island is removed that will allow this island to also be removed. ○ Painting speed signs on the road will not be pursued as an option. ○ Kent Highways could not suggest a suitable sign at Old School Lane. There is already a sign there but vehicles ignore it. It is difficult to find an alternative location for the sign if the adjoining landowner will not agree to it being fixed to his property. It was agreed to take this signage off the priority list. <p>There was a discussion and Councillors agreed to these measures being put out for consultation among the village. The Clerk will also liaise with the school.</p> <p>(c) To report any street lights or footpath issues The Clerk was asked to report overhanging stinging nettles past the school from Ryarsh Oast House, and the fencing which is in a terrible state and occasionally falls onto the path.</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>
<p>9.</p>	<p><u>VILLAGE HALL</u></p> <p>(a) To Receive update on Ryarsh Village Hall Lease and appoint contractor to provide Energy Performance Certificate</p> <p>Cllr Storey declared an interest as Chairman of Ryarsh Village Hall and left the room while this was discussed, Following a meeting with Cllrs McKinlay and Sutton, and Cllr Storey and the treasurer from the Village Hall, there is basically no real disagreement regarding the terms of the draft lease. The Village Hall have asked for some changes and made some comments and these were discussed. It will cost money for the terms to be changed with the solicitor so if there is no real effect it was agreed to leave them in. It was AGREED to instruct the solicitor to go ahead with the draft lease incorporating some of the amendments requested by Ryarsh Village Hall. Cllr Storey returned to the room</p> <p>(b) To receive updates and information about Ryarsh Village Hall The Parish Council handed a cheque for £1,800 to Cllr Storey as a contribution towards the new boiler which has been installed in the Village Hall. It was noted that a lady had fallen over the speed hump in the road while walking into the car park. Cllr Storey is dealing with this on behalf of the Village Hall.</p>	
<p>9.</p>	<p><u>PARISH MAINTENANCE AND REPORTS:</u> To receive reports on and report any issues about:</p> <p>(a) Parish Property (including Ryarsh Resource Room, Defibrillator etc) Cllr Storey has checked and there are no issues to report. The lock on the notice board on Roughetts Road has been changed but does not appear to lock. Cllr Sutton will check. Cllr Sutton will remind Dave Peddie to submit his invoice for repairing the Village sign.</p>	<p style="text-align: right;">JS JS</p>

Minutes of Ryarsh Parish Council Meeting Contd

	<p>(b) Play Area Cllr Storey has completed his regular checks and there are no new issues to report.</p> <p>(c) Recreation Ground There was nothing to report.</p> <p>(d) Trees Cllr McKinlay noted that Cllr Emson is dealing with a tree branch that has broken in the corner of the Recreation Ground.</p>	DS																											
10.	<p><u>FINANCIAL MATTERS</u></p> <p>(a) To receive bank statements, consider and approve financial statement for July and August 2019 The Financial Statements for July and August were signed by Cllrs McKinlay and Martin.</p> <p>(b) To consider invoices, approve and sign cheques Since the last meeting the following invoices were APPROVED and cheques signed by Cllrs McKinlay and Barton</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Clerk</td> <td style="width: 40%;">August Salary, allowance, expenses</td> <td style="width: 30%; text-align: right;">£812.68</td> </tr> <tr> <td>HMRC</td> <td>PAYE & NI August19</td> <td style="text-align: right; border-top: 1px solid black;">£100.84</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">£913.52</td> </tr> </table> <p>Payment to Eon for electricity for July of £113.31 was approved</p> <p>The following invoices were APPROVED and cheques were signed by Cllrs McKinlay and Sutton.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Viking</td> <td style="width: 40%;">Office Supplies</td> <td style="width: 30%; text-align: right;">£46.51</td> </tr> <tr> <td>Ryarsh Village Hall</td> <td>Donation towards new boiler</td> <td style="text-align: right;">£1,800.00</td> </tr> <tr> <td>PSR Lighting</td> <td>Street light maintenance May-Aug</td> <td style="text-align: right;">£465.60</td> </tr> <tr> <td>Clerk</td> <td>Sept Salary, allowance, expenses</td> <td style="text-align: right;">£784.73</td> </tr> <tr> <td>HMRC</td> <td>PAYE & NI September 19</td> <td style="text-align: right; border-top: 1px solid black;">£124.24</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">£3,221.08</td> </tr> </table> <p>Payment to Eon for electricity for August of £113.31 was approved</p> <p>(c) To consider Parish Banking and approve moving to a new bank The Clerk reported that Nat West had sent a Parish Council banking email to her personal email address, stating that they could only hold one email address per customer. She has raised a Data Protection Complaint about this. The Clerk has been unable to change the signatories with Nat West following a number of problems. There was a discussion and Councillors AGREED to swap the banking to Unity Trust Bank, who have been recommended by other parishes. There is a fee of £6 per month for this account which will allow online banking.</p> <p>(d) receive update regarding Pensions re-enrolment window The Clerk reported that Pensions re-enrolment has been completed, to show there are no members of staff to be enrolled in a pension scheme.</p> <p>(e) To consider any other financial matters There were no other matters.</p>	Clerk	August Salary, allowance, expenses	£812.68	HMRC	PAYE & NI August19	£100.84			£913.52	Viking	Office Supplies	£46.51	Ryarsh Village Hall	Donation towards new boiler	£1,800.00	PSR Lighting	Street light maintenance May-Aug	£465.60	Clerk	Sept Salary, allowance, expenses	£784.73	HMRC	PAYE & NI September 19	£124.24			£3,221.08	Clerk
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11.	<p><u>MATTERS FOR NEXT MEETING</u> There were no matters raised.</p>																												

The Meeting concluded at 9.15pm
Date of the next Parish meeting is **Monday 14th October 2019**

Signed

Date