



DRAFT Minutes of **Ryarsch Parish Council** Meeting held in Ryarsch Church Hall on **Monday 10th June 2024** at 7.30pm

Councillors Present:

Cllr M McKinlay (Chairman)
Cllr J Sutton (Vice-Chairman)
Cllr A Betts
Cllr E Dennis
Cllr C Martin
Cllr S Payne

Also in attendance:

Borough Councillor Banks (7.30- 7.50pm), 2 members of public, L Mackie (Clerk)

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies were received and accepted from Cllr Bowyer. There were no declarations of interest.

2. MINUTES : To receive and approve:

- (a) The Minutes of the Annual Parish Meeting held on **13th May 2024** for signature.
It was **RESOLVED** that the Minutes of the Meeting held on 13th May 2024 be approved and signed as an accurate record by Cllr McKinlay.
- (b) The Minutes of the Annual Parish Council Meeting held on **13th May 2024** for signature
It was **RESOLVED** that the Minutes of the Meeting held on 13th May 2024 be approved and signed as an accurate record by Cllr McKinlay.
- (c) The Minutes of the monthly Parish Meeting held on **13th May 2024** for signature
It was **RESOLVED** that the Minutes of the Meeting held on 13th May 2024 be approved and signed as an accurate record by Cllr McKinlay.

3. EXTERNAL REPORTS:

- (a) County Councillor Hohler
There was no report.

- (b) Borough Councillor Banks

Cllr Banks reported on the Local surgery meetings where he was able to speak to members of the PPG (Patient Participation Group). There are a number of care homes being planned in our area. The assumption was that Doctors had been consulted, and an assumption that residents of the homes would be from the same area so would have no effect on Doctors. The PPG argued this is not the case. Dealing with a patient in a care home takes a doctor away from a surgery for half a day.

In planning there are assumptions made about peripheral matters, such as there will be doctors cover etc. Doctors are being encouraged to come to TMBC Overview and Scrutiny Committee meetings to make their case.

When talking about planning and housing shortages, you need to consider how those new residents will get an appointment with a Doctor. It needs a better assurance that the ancillary services are there that go with an increased population. Bob MacDonald, Chair of the PPG is a representative on the PCN (Primary Care Network). Some new developments, such as Peters Village and Leybourne Chase, built surgeries but that is pointless unless there are people put in them. Why haven't those surgeries been commissioned?

Cllr Banks has spoken to the Chair of the PPG about the new Anima Appointment System at West Malling Practice. He has been in touch with Ryarsh Parish Council about arranging a training session in the village. Cllr Banks is concerned that some may find the new system difficult and need extra help. The system will reduce the amount of people making phone calls, and stop queues outside the surgery before it opens.

The Regulation 18B Local Plan consultation missed the Spring launch and is likely to go into the public domain in late summer.

Cllr Banks gave a public speech in Tonbridge. They are upset about car parking increases particularly the lack of statutory consultation notice. There were quite a lot of votes from Tonbridge about car parking charges being introduced in Martin Square and West Malling, and figures show that they voted against the charges. Cllr Banks thanked the people of Tonbridge for their support.

Cllrs reported problems with existing parking machines in West Malling being out of order, the phone line provided not helping and difficulties with signal to log onto the App and pay. The problems created by charging for parking were discussed, including a reduction in the Business Rates collected if businesses close.

- (c) Police
The Clerk will liaise with PC McElligott when he returns to work to arrange a Crime Prevention Event in the village.

4. PLANNING

- (a) Plans Received for Comment
There were no plans received.

- (b) Approvals
There were no approvals to report.

- (c) Refusals
There were no refusals to report.

- (d) Any other Planning Matters

- i. **24/00746/PA** - Part 1 Class AA (Prior Approval) - **Tamarinda, London Road** - Prior notification: The enlargement of a dwellinghouse by the construction of additional storeys: Schedule 2, Part 1, Class AA of the Town and Country Planning (General Permitted Development) Order 2015 (as amended). To create an additional storey above the principal part of the existing dwelling house to provide additional bedrooms, En-suite, bathroom and study/play space and construction of a porch at the main entrance
Details were circulated to Cllrs who had no objections.
- ii. **Proposed Quarry at Land West of Roughetts Road**
There are no updates.
- iii. It was reported that a landowner is going to be putting two pieces of land at the top of Chapel Street on the market. Cllr McKinlay suggested the Parish Council could look at purchasing one of the pieces to provide car parking for residents of Chapel Street. This land can get sodden and boggy and would need some sort of surface for parking. The Parish Council would need to look at how to fund a purchase.
The land forms part of AONB and not Green Belt.

5. MATTERS ARISING

- (a) Clerks Actions since the last meeting

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- Internal Audit has taken place
- Reported to TMBC – Workhouse Road layby needs clearing, litter bin in layby needs replacing, debris in gaps between traffic calming islands on Birling Road needs clearing, Roughetts Road needs sweeping (this has been done)
- Kent Highways – contacted them about clearing gulleys in The Street
- Arranging a training session in Ryarsh for West Malling Practice online appointment system. Cllr Betts provided dates he is available to assist.
- Completed and submitted the Parish Infrastructure Statement to TMBC
- Contact Ryarsh Park for approval of location of Tommy and Women in War Silhouette – but there was no response.
- Baptist Chapel – contacted TMBC about the gravestone but was told it is not a planning matter. Also asked TMBC if there is a construction management plan, and they have said there is not one.
- Contacted the Village Hall about grass cutting.
- Birling Road traffic calming – asked Kent Highways to install a priority sign
- Land Registry – change of address for Parish Council – papers have been returned and the Clerk is dealing with this
- Electricity Supply – liaising with Utility Aid over transfer to SSE which has now been completed and supplying documents to see if a refund is due to RPC

There was a discussion about whether appointments could only be booked online for West Malling Practice, or whether patients unable to use the system could book by phone.

(b) To consider and approve new NALC model Financial Regulations

These will be considered at the next meeting

(c) To discuss Village Hall Grass Cutting

Cllr McKinlay reported that following the last meeting, Dave P took his own mower and cut the grass in the play area. Cllrs were extremely grateful and the Clerk was asked to write to Dave thanking him.

The Village Hall have arranged a contractor who has cut the grass in the Recreation Ground and Play Area today. They are using Landscape Services, the same contractor used by the Parish Council, and they are very good. There was a discussion. The Parish Council contributes £1,200 to St Martin's Church towards grass cutting of burial grounds. The Clerk will establish if the grass in the play area will be cut as many times as it was under the previous contract. If so, the Parish Council **AGREED** to donate £1,200 to the Village Hall Committee towards grass cutting, to make sure the play area and Recreation Ground are maintained in a good condition. The cost of the contract with the same number of cuts would be about £2,500 + VAT.

(d) Draft Kent Minerals and Waste Local Plan 2024-39 – submitted to Planning Inspectorate

There were no comments and there are no sites affecting Ryarsh.

(e) To consider Highways Improvement Plan

Highways are prepared to consider carrying out work for one of the items on the HIP but want to know what the priorities are. None of the remaining items on the HIP were seen as massive priorities, but improving safety outside the school would be the main priority.

- Better markings on the Roughetts Road/Woodgate Road/The Street junction were discussed. It used to be a T junction, but signage is needed to show who has priority
- Priority Signing from Roughetts Road as the road rises up to The Street is needed. It looks as if it is 2 lanes but is not. Vehicles travelling up from The Street often go over the kerb at the corner, which is Ryarsh Park land. A road narrowing sign may help.
- Items that residents and Councillors think would benefit the Village have been ruled out by Highways eg removing first traffic calming island. Vehicles travelling up The Street from the village should have priority as they are travelling uphill. It was noted there has not been an accident there but Councillors are aware of issues at this junction.

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- Vegetation from Ryarsh Park on the corner may contribute to visibility issues seeing oncoming vehicles
- Another site meeting to discuss the HIP would be useful.

(f) To receive updates on Parish Council Projects – Picnic Bench (Ryarsh Park), Notice Board (Birling Road)

The bench has been delivered and Trinity hope to install it facing the play area in Ryarsh Park in the next few weeks. The new Notice Board has been ordered.

6. OPEN SESSION – Public Question Time

There were no questions

7. PARISH COUNCILLOR REPORTS – to receive updates and reports

There no updates or reports.

8. MONTHLY CHECK LIST

To receive reports about:

(a) Play Area and Recreation Ground

Quotes to replace the rope bridge have been received from Eibe - £826+VAT and Wicksteed - £1,321+VAT. Cllr Betts can install the new rope bridge if the bolts are provided.

Cllrs approved the Eibe quote. The Clerk will check it is suitable to be installed by a Councillor and that this will not invalidate any warranty.

Cllr Betts had no issues to report regarding the play area.

(b) Highways, Footpaths and Footways, Street lights

Any footpath maintenance issues can be reported online to KCC Public Rights of Way.

Highways have replaced the wooden bollards on the Birling Road Traffic calming island with Reflective plastic bollards which will work well. Cllr Betts spoke to the contractors who were able to carry out the work without closing the road. Cllrs agreed it was a good job. The comment was made that they are bright plastic and not in keeping.

(c) Parish property: Defibrillator, Ryarsh Resource Room

Cllr Payne reported that the Ryarsh Resource Room is looking tidy. She will look at a project with the school to redo the Resource Room at the start of the new term.

9. FINANCIAL MATTERS

(a) To receive bank statements, consider and approve financial statements for signature and to monitor budget

These have been circulated and considered by Councillors. The statement was approved and was signed by Cllr McKinlay. The Clerk has provided a financial report to Cllrs and there are no issues to be raised.

(b) To consider and approve invoice payments

The following accounts for payment were approved. The payments will be authorised by Cllrs Betts and Martin.

| Payee | Description | Total |
|----------------|--|---------|
| | Payments approved at the Meeting | |
| PSR Lighting | Streetlight Maintenance May 2024 | £116.40 |
| Lionel Robbins | Internal Audit 23-24 | £105.00 |
| Andy Betts | Reimbursement Costs – Village Awards | £116.00 |
| Clerk | Salary June 2024 | £957.34 |
| HMRC | June 2024 PAYE and NI | £120.11 |
| Clerk | Travel Expenses/Reimbursements | £9.10 |
| KALC | Balance of Payment for Annual Membership | £68.67 |

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Payment to N Power for Electricity up to 20th May 2024 of £270.73 will be paid by Direct Debit. This is the final invoice. A payment will be due to SSE for the rest of the month

- (c) To note Insurance Renewal 01.06.24
This was noted.
- (d) To consider and approve opening a Savings Account
Opening an Instant Access Savings Account, linked to the current account was approved and Cllrs Martin and Sutton signed the Form on behalf of the Parish Council.
- (e) To receive report from Internal Auditor for year ending 31 March 2024 and to consider if any action is needed
The report was received and considered by Councillors. It was **RESOLVED** that there was no action required.
- (f) To review the effectiveness of the system of Internal Control. Councillors are asked to consider the Statement of Internal Control in support of the Annual Governance statement
Councillors considered and approved the Statement of Internal Control for the year ending 31 March 2024 at the May meeting and this was signed by the Chairman and Clerk on behalf of the Parish Council.
- (g) To approve the Annual Governance Statement for 2023-24, Section 1 of the AGAR for the year ending 31 March 2024.
The Council considered and approved the Annual Governance Statement for 2023-2024 and answered "yes" to all the statements. The Chairman and Clerk signed and dated the Statement on behalf of the Parish Council.
- (h) To approve the Accounting Statements for 2023-24, Section 2 of the AGAR for the year ending 31 March 2024 and the supporting Bank Reconciliation as at 31 March 2024 and the explanation of the significant variations from last year (2022-23) to this year (2023-24)
The Council considered and approved the Accounting Statements and the supporting Bank reconciliation as at 31 March 2024 as provided by the Responsible Financial Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2023-2024. The Chairman signed and dated the Accounting Statement on behalf of the Parish Council.
- (i) To note the dates for the Exercise of Public Rights as selected by the Parish Council's Responsible Financial Officer (12.06.24-23.07.24)
The Council notes the period for the Exercise of Public Rights from Wednesday 12th June to Tuesday 23rd July 2024.

10. MATTERS FOR NEXT MEETING

No matters were raised.

The Meeting concluded at 8.40pm

The date of the next meeting at Ryarsh Church Hall has been changed to: Monday 29th July 2024. There will be no meeting in August.

The date of the September meeting has also been changed to Monday 2nd September 2024.

Signed

Dated