

Minutes of the Ordinary Meeting of Kennington Community Council
Held at St Mary's Community Centre on 10th July 2019 starting at 7pm

031/19 To note those present and list apologies for absence

Councillors: C Morley - Chairman, B Varney – Vice-Chairman, J Armitage, P Bartlett, A Cooper, A Dean, C Ellis, P Goodwin, (I Hewitt) N Iliffe, D Jones, J Martin, M Silvester. *Amend spelling to I Hewitt*

Also present: three members of the public, the Locum Clerk – Mrs L Hedley and the newly appointed Clerk – Mrs A Rudd.

Apologies: Mr C Mendes and Ms B Naiken-Payne - CC councillors
Ms K Ovenden and Mr D Spain – Ward Councillors

032/19 To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.

None were declared

At this point - the minutes, having previously be circulated, were **agreed** and signed as a true record, after the following adjustments and corrections: 021/19 '?? would' replaced with 'it would be' and 021/19 a) 'Cllr Varney' corrected to 'Cllr Goodwin'.

033/19 Open Session for members of the Public to raise questions on items on the agenda

At this point the councillors each introduced themselves. There were no questions from the public.

During a brief open debate, it was noted that improvements were needed to the Kennington Community Council website. In response a councillor's comment regarding the logo etc the, Chairman advised that a Communications sub Committee should be set up and the logo will be reviewed along with other matters including Social networking policy.

034/19 To consider and agree adoption of

- a) Terms of Reference – Finance and General Purposes Committee – these were **agreed and adopted** with amendments.
- b) Terms of Reference – Personnel and Development Committee – these were **agreed and adopted**.
- c) Terms of Reference – Planning Committee – these need to be considered further before adoption – various amendments are required, and these will be passed to the Clerk for distribution and placed on the agenda for the next full council meeting.

035/19 To arrange Members for the following Committees

- a) Personnel & Development – members **agreed**: C Morley, P Goodwin, C Ellis, I Hewitt.
- b) Finance & General Purposes – members **agreed**: C Morley, A Cooper, B Varney, J Armitage, N Iliffe.
- c) Planning - members **agreed**: C Morley, J Martin, D Jones, C Ellis, There is still a vacancy; the Locum Clerk advised that on a planning committee non councillors can be co-opted if it is considered that they have the expertise and experience that would be useful.

It was noted that councillors, not on the committee, could attend any of the Committee meetings as observers with no voting rights in the same way that a member of the public could. If the agenda had an item for public participation, then councillors could join in discussions for this part of the meeting.

All Committee Minutes will be circulated to all members of the Council.

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036/19 Planning Applications

a) To note any Applications received and agree comments

- 1) Stopping Up Order - Letter from KCC ref NVA/PH/KEN002:000333 was noted.
The letter referred to Kent Highways considering the stopping up of a small parcel of land on the junction with Glebe Way and Walnut Close. A stopping up order is where Highways department no longer wish to maintain it or have decided it is no longer useful for any highway use in the future.

A debate took place where it was noted:

- A brief discussion was held between the applicant and two Councillors prior to the meeting at which the owner stated their intentions to incorporate the land in question into their existing garden
- The land, title number TT86098, has been purchased from the freeholder by the owner of the adjacent property at 8 Glebe Way, who intends to extend their garden into the area which is the subject of this application.
- There is some concern that other areas of land, originally left as open space could be purchased without the Kennington CC being aware.
- The Borough Council (BC) and the Kent County Council (KCC) should be contacted to request that if any land is to be disposed of in the future the Kennington CC should be informed prior to private purchase.

It was finally **agreed that no objections** would be raised, but the above concerns would be sent to the BC and KCC stating that any informal green space should not be disposed of unnecessarily.

- 2) 19/00834 – Land at Orchard Farm. Outline application for 25 dwellings and associated access – A detailed and lengthy discussion took place.

The issues raised were:

- Lack of a construction management plan.
- No information about where the construction worker would park.
- No information regarding the removal of existing site contents.
- Unhappy that Highways have stated they are satisfied with the entrance width of 4.4 metres on a 40mph road, as vehicles travelling from Canterbury direction and wishing to turn left into the proposed new road, when another vehicle is exiting could cause a problem for traffic, especially as there is known to be high speed travel on this section of the A28.
- While Highways have agreed that the road is suitable for the proposed 25 properties, Kennington CC considers that the two properties that will be required to access via proposed road should be included in the review, and either the road entrance should be wider – 5.5 metres to accommodate better ingress and access or the number of properties are reduced to 23. While Kent County Council in its position as Local Highway Authority had yet to formally comment on this application, they stated that this application is a duplicate of previous planning application 17/00944/AS which has already been subject to a planning appeal for which KCC Highways and Transportation previously raised no objections on highway grounds. Kennington CC had noted and supported ABC's submission to the Inspectorate under application 17/00944/AS that the proposed access from Canterbury Road would be inadequate to serve the proposed development as well as serving as an emergency access for site S2 due to the width of the proposed access, lack of pedestrian footpaths and inadequate space for two vehicles to pass each other.
- The two existing properties that will be required to access Canterbury Road via the proposed road should be included in the assessment, which would bring the number of properties to 27, not 25.

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Therefore, it was **agreed to object** to the application and further **agreed** that some expert advice could be obtained.

- 3) 19/00757 – Evergreen, Faversham Road. For change of use from retail to residential. **No objection was raised**
- 4) 19/00769 – 43 The Pasture. Two storey side extension. **No objection was raised**
- 5) 19/00775 - 28 The Ridge. Two storey side extension, with part single storey extension to the existing rear elevation. A front porch extension in line with the ground floor side extension. **No objection was raised**
- 6) 19/00811 – 15 Harry Pay. Conversion of garage to dining room. After a short debate it was **agreed to support** the application providing that there will be no additional on-street parking due to the loss of garage.
- 7) 19/00759 – 192 Faversham Rd. New access to front of the house and a garden conversion to for a driveway to make an entrance to the property. After careful consideration it was considered that the entrance would be too close to The Pasture junction and was considered unsafe. Therefore, the application was **objected to**.
- 8) 19/00824 – 21 Canterbury Rd. Erection of a new terrace, demolition of lean to and side porch. Alterations to roof design to rear elevation, erection of side extension. **No objection was raised.**
- 9) 19/00804 – 62 Lower Vicarage Rd. Replacement of existing polycarbonate roof with new flat roof, demolition of existing rear lean to, rebuild with cavity wall, installation of window and glazed door to rear. **No objection was raised.**

c) To note any Decisions made by ABC

None received.

037/19 Financial Arrangements

a) To note invoices and agree payment.

Invoices were **agreed** as listed.

- 1) Currys PC World 16604012 28.06.19 £120.86 + vat. For the purchase of MS Office and Norton Security for Clerk's laptop.
- 2) Currys PC World 16602355 18.06.19 £468.18 + vat. For the purchase of Clerk's laptop.
- 3) SLCC Enterprises 129152 04.07.19 £99.00 + vat. For the Clerk's Introduction to Local Council Administration course (ILCA).
- 4) SLCC 03.07.19 £146. For the Clerk's membership to Society of local council clerks.
- 5) Information Commissioner's Office 09.07.19 £35.00. For Data Protection registration.
- 6) KALC 954117146 20.05.19 £50 +vat. For Dynamic Councillor Course attended on 26.06.19.
- 7) Currys PC World 15.06.19 £4.99. For councillor microphone for computer for Scribe Accounting Demo.

It was also noted at this point that an Expenses Policy needs to be written and Adopted. This will be drafted by the Finance and General Purposes Committee and brought back to the council for approval.

b) To agree the purchase of scribe accounts package.

12 months software at £463 + VAT, license commencing 1st July, Single user license plus 4 x Licence @ £29 + VAT each Total £555.60

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The Chairman advised that the 4 x licence would be for the Chairman, the Vice Chairman, the F&G Committee and the Internal Auditor. This was noted and **agreed**.

c) To consider the production of a Newsletter and agree frequency and distribution method.

To further agree obtaining 3 quotes for the above – if agreed.

A discussion took place and the Newsletter was **agreed in principle**. It was **agreed** that the Clerk would research and obtain three quotes each for printing and distribution. The quotes would be reviewed at the next council meeting along with the suggestion of a Newsletter working group. This will be added to the next Agenda.

038/19 Urban Tree Challenge fund

This is a request from ABC: To consider whether to put forward suggestions for inclusion in ABC's block bid and to provide information for areas that would benefit from tree planting and to agree actions.

A discussion took place and the consensus was that this would be great to be part of. The Chairman requested that councillors send ideas to him during the next week.

039/19 To fill the following ward vacancy

It was noted that the Kennington North vacancy should have read Kennington.

John Seaton put his name forward for this vacancy and was voted in. This was **approved**.

It was noted at this point that another resident was also willing to be co-opted but, after having spoken to Mr Seaton privately, the resident withdrew.

The Declaration of Acceptance of Office was duly signed, and Cllr Seaton joined in the discussions from this point. Cllr Seaton at this point offered to take up the vacancy on the Planning Committee and this was **agreed**.

040/19 Meeting Papers

To agree for all documents and papers relating to Meeting of the Kennington CC to be sent via email. This was **agreed**.

041/19 Matters of General Interest

Comments and items raised were as follows:

It was noted that there was no item for Ward Councillors to make a report to the meeting. The Locum Clerk explained that she had left this out in error. It was suggested that all Kennington Ward Councillors put in a report prior to the meeting, which can be circulated, to the Clerk for inclusion in the Agenda each month

- a) Cllr Bartlett updated the Council on new 'table-top traffic calming' installation being funded by ABC in Bybrook Rd.
- b) There was a suggestion for a sub-committee within the FGP Committee to look at how to spend money. This will be placed on a future agenda for the FGP to consider.
- c) Cllr Goodwin updated the meeting about the poor state of repair of the access points to the Recreation ground and that this had been logged with the KCC. The Locum Clerk explained that the area now, as a full Council, will have access to a Highways Steward. The Clerk should contact Highways to find out who this is and can visit areas of the parish to look at repair works etc.
- d) A suggestion was put forward that the Clerk could research quotes for better name cards for the meeting.

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- e) The subject of the logo was discussed and will be looked at in a communications meeting.
- f) A councillor stated that the meeting had not been published on Facebook and it was agreed that this be done in the future.
- g) A councillor mentioned that we had a co-option protocol which had not been adopted and the Chairman advised that it was unnecessary as it was only a protocol.
- h) A councillor suggested that a Social Networking Committee be established but it was considered that this could be dealt with under the Communications Committee.

042/19 Date of next meeting

The date of the next meeting will be 14th August, it will be held in the St Mary's Community Centre starting at 7pm.

043/19 To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972

This was agreed.

044/19 To consider the training requirement of the new Clerk, and agree actions

- a) The Locum Clerk explained that for the new Clerk to be able to carry out the new role effectively and begin the ILCA course - previously agreed by the Council - an additional two hours overtime each week is required. This was **agreed**.
- b) The Contract and terms and conditions relating to the employment of the Clerk was not yet agreed. A detailed discussion took place with regards to the holiday and other employment status of the Clerk; this may increase the hours being worked over and above the two hours previously agreed. It was suggested that a small group be set up to get this in place asap and it was **agreed** that the Chairman and one other councillor would meet with the new Clerk to discuss this.
- c) Payroll services for the new Clerk were discussed and three companies were considered. After a short debate it was **agreed** that the Clerk would obtain further details and sign up with the one that was offering best value for money and was helpful. The Clerk felt that in her opinion Magee Gammon fitted the bill and the cost was around £250 per annum. The action of the Clerk was **agreed**.
- d) Linda Hedley (the Locum Clerk) updated the meeting on the costs relating her temporary role for Kennington Community Council and that an invoice will be raised in the coming week. The costs were **approved**.

Prior to the Chairman closing the meeting, the Vice Chairman offered a vote of Thanks to the Locum Clerk for the work undertaken during the period of the Shadow Council and the setting up of Kennington CC.

045/19 Close of meeting

The meeting closed at 9:35pm

Signed

Alison Rudd

Clerk to Kennington Community Council

