

# BAPCHILD PARISH COUNCIL

## Minutes of the Annual Meeting held Wednesday 5<sup>th</sup> May 2021

The Annual Meeting of the Bapchild Parish Council was held via Zoom on Wednesday 5th May 2021 at 7.30 p.m.

**1.0 Present:** Cllr Liz Trott (Chairman) Cllr Richard Bush (Vice Chairman), Cllr Carol Culver, Cllr Matthew Juliens, Cllr Mary Pape, Cllr Michael Palmer Cllr Mik Larking  
Mrs Liz Cruise (Clerk)

**Also Present :** Ward Cllr Monique Bonney  
There were no residents present.

**2.0 Apologies:** KCllr Andrew Bowles, Resident from Canterbury Road.

**3.0 Election of Chairman:** It was proposed by Cllr Bush and seconded by Cllr Juliens that Cllr Trott be re-elected Chairman for the ensuing year. Cllr Trott accepted. Agreed unanimously.

**4.0 Election of Vice-Chairman:** It was proposed by Cllr Juliens and seconded by Cllr Palmer that Cllr Bush be re-elected Vice-Chairman for the ensuing year. Cllr Bush accepted. Agreed unanimously.

**5.0 Minutes of last meeting** – It was agreed unanimously to accept the minutes of the last meeting held virtually on 24<sup>th</sup> March 2021 as a true record of our last meeting. Cllr Trott will sign the minutes when physical Council meetings are permitted. Following the uploading of the draft Minutes on the village website, the Clerk received a notification from a Director of Fernfield Homes stating one sentence of our uploaded Minutes contained incorrect information. This was under **Point 6.4** and related to the landscape buffer being used as gardens. Therefore, we will put an addendum to approve a correction of that statement at this meeting. Please refer to the Planning Section **Point 8.3** for the correct information.

**\*As Cllr Bonney will be attending a further meeting this evening, Members brought forward point 8.5 under Planning Matters.**

### Declarations of Interest

Prior to discussion reference Point 8.5 commencing, Cllr Trott declared an interest as an owner of an adjacent property, together with Cllr Bush and Cllr Palmer.

### 8.5 21/501334/OUT Provectus 95 Houses Fox Hill/School Lane Planning Application

It was confirmed to Cllr Bonney we are preparing our response to this application and have been granted an extension to respond until 1<sup>st</sup> June 2021 by Paul Gregory, Planning Officer. A discussion was held around the SBC 5 year housing supply figures. SBC Officers will be recalculating the 5 year housing supply figures now the Borden development for 675 houses has been given approval by the Housing Secretary Robert Jenrick. Cllr Bonney explained to members about Grampian Conditions put in place by Highways England which restricts the ability for SBC to get to the housing figures set. Grampian Conditions are put forward by HE on any new application which comes in and is approved, and if it is impacting on Junction 5 it then restricts when the first occupation of those properties can be. There is also Regulation 19 Local Plan, which has to go through an inspection process before it is adopted which is unlikely to be before March/April next year. We await Highways England view on this application on the Planning Portal and Kent Highways response.

In relation to this application a number of residents have pointed out how there would be 3 junctions within approximately 100 metres. We have also highlighted the traffic issues within Fox Hill, The Street. We have prepared a letter to go out to our newly elected County Councillor to request a site

meeting at the Fruit Stall. Kent Highways have also confirmed the traffic lights at Stones Farm will not be co-ordinated with Swanstree Avenue lights.

A discussion was held around the slowness of the build on Stones Farm (approx. 143 homes to be built over two years) and the traffic problems have partly been exacerbated by other developments which have actually been built out in Faversham and Sittingbourne.

Before Cllr Bonney left the meeting a question was raised referring to the latest Chartway Homes letter to residents whereupon it was understood previously the water from the highway was riparian water going through a ditch but is now going through the SUDs system (which will eventually be the responsibility of SBC).

Cllr Culver mentioned a large pile of topsoil deposited by the site entrance has recently been moved over the bottom of the basin. It has been levelled but has brought the bottom of the basin up several feet making it shallower.

Cllr Bonney left the meeting at this point and we resumed the meeting in accordance with the Agenda.

#### 6. Matters Arising from previous Minutes:

6.1 Stones Farm 18/5055151 – Future maintenance and wardenship management of Countryside Gap. Further to the meeting with Cllr Bush, Cllr Culver, Cllr Bonney, Martyn Cassell has been asked to look at the attenuation pond, the wardenship and the validation of what Swale is taking on and Swale are now in the process of appointing a consultant to review and advise on this matter.

##### 6.1.2 Attenuation pond issues with Tonge stream/pond area – update.

As discussed with Cllr Bonney above.

##### 6.1.3 Vehicle traffic impact on the A2, Bus service/Detector Loops Swanstree/Traffic lights entrance to Stones Farm.

The fence line and the bus shelter visibility issues previously reported has resulted in the fence being moved back by the developer to improve visibility.

##### 6.1.4 Fox Hill Landscaping cul-de-sac area, parking spaces, bus stop - update.

The new Parking Permit system goes live during June – residents will be contacted at the end of May regarding the application for their permits. No news regarding the request for a meeting to carry out the light barrier test. To be discussed fully when we meet with our newly appointed County Councillor – particularly in respect of the landscaping to the light barrier fence area and the ongoing issue with the siting of the lighting column reported by a Fox Hill resident.

Cllr Culver confirmed the water leak which is at the site entrance to Stones Farm (next to the Fox & Goose) was reported to South East Water end of March. However, there is still evidence of water seeping through. Cllr Culver said SEW had said it was repaired but it is where heavy construction lorries are using it and will be using it for the next 5 years. SEW emailed an update earlier today confirming someone will be out to have another look, will speak to the site and other agencies over what is happening there. Cllr Culver will forward the latest email to the Clerk.

#### 6.2 Amenity areas – update – shrub beds ongoing issues Doubleday Dr/Morris Court.

One shrub bed has been cut back to the ground by Blenwood. Some of the nettles have been cut back but others have been ignored and a tree has been pruned. Some of the ivy has been cut back. The stinging nettles next to the school boundary fence have been left and they are on the public side, not overgrowth from the school.

## **7. Highways Matters**

7.1 It was confirmed the next meeting of KALC SAC is set for 8<sup>th</sup> June 2021 7.30 pm.

7.2 Bapchild HIP – update follow up from Sarah Ellcock, KCC Highways.

The Keep Clear markings at the bottom of School Lane/A2 has been completed. The proposed ‘Staggered junction’ signs and the ‘Unsuitable for Heavy Goods Vehicles’ signs are awaiting installation. It was mentioned how Sarah has been most helpful in getting things done. It was confirmed the 40mph signs have been removed and Cllr Culver queried when the 30mph signs will be installed at top of Fox Hill. Cllr Bush will contact Jamie Hare, KCC Highways. There was also a discussion about pavement parking particularly Canterbury Road area, which has been reported to the PCSO – a couple of the cars are parking in the middle of the pavement and parents with buggies cannot pass the cars. Cllr Culver confirmed if the grass verge areas on the A2 are being parked on this can be reported online to either SBC or KCC Highways. Cllr Culver confirmed SBC will enforce “no parking” on their grass verges.

7.3 Lighting matters update.

The Clerk confirmed a further lighting column is due to be installed in School Lane. Approval was also granted from members to replace the concrete column at the top of Wihtrud Road (this was in the budget). Approved by all members unanimously. The Clerk to email for a quotation from KCC Highways. Also, the Clerk to commence the replacement of further lantern conversions (those approved within the budget) – approved unanimously.

7.4 Flooding reported bottom of Ashtead Drive blocked gullies – update.

Prior to the meeting Cllr Bush emailed an update to all members from Alex Brauning, confirming KCC are completing the drainage design work and will get details to us as soon as possible. There have already been trial holes at the top and bottom of Ashtead Drive. Cllr Bush will follow this up.

## **8.0 Planning Matters**

8.1 Local Plan Review response

It was confirmed the response as approved by all members has been submitted.

8.2 Wyvern Heritage Landscape Character Assessment update

We are waiting for a response to our recent emails to Emma Rouse. We understand she is not working currently.

8.3 Fernfield Homes Ltd 8 Houses School Lane Site – Enforcement issues/21/500863/REM Section 73 – Application for MMA to approved planning condition 3 (to allow landscaping changes).

The developer has made an application to reduce the amount of planting. SBC are investigating the Section 73 application at the moment, and Graham Thomas is leading that from the Planning Department.

**\*Addendum to Minutes (Point 6.4) of last meeting held virtually 24<sup>th</sup> March 2021 reference the three parcels of land to plots 1,3,5.** It has been confirmed by the developer this land has not been sold as extra gardens to plots 1,3, and 5 but as a maintained buffer zone and the owners of the three properties have a responsibility in their Transfer Deeds to maintain that area of the buffer zone.

8.4 42-44 The Street 19/500607/FULL

This application is still awaiting a decision. It was confirmed the Submission of details to discharge Condition 5 - has been approved by Highways. No further updates.

8.5 Provectus – 95 Homes Application - As discussed earlier with Cllr Bonney.

**9.0 – to Consider: Bapchild Parish Council Risk Assessment 2021** – Prior to the meeting the Clerk had emailed to all members the updated risk Assessment document which was approved unanimously by all members.

**10.0 – to Consider: Bapchild Parish Council Statement of Internal Controls 2021** – Prior to the meeting the Clerk had emailed the updated Statement of Internal Controls 2021 which was approved unanimously by all members.

**11.0 Review of Internal Audit 2020 - 2021** - Prior to the meeting the Clerk had emailed to all members the Annual Governance and Accountability Return for 2020/2021 for year ending 31<sup>st</sup> March 2021 for consideration and approval.

**11.1.1 To Consider: The Annual Governance Statement Return 2020/2021 -**

**Certificate of Exemption-** Members considered the criteria for submitting the Exemption Certificate had been met and this therefore was approved by all unanimously. The Exemption Certificate (signed and dated by Cllr Trott and the Clerk) will be emailed to PKF Littlejohn.

**Annual Internal Audit Report:** - The Clerk reported she had met with the Auditor, Mr Lionel Robbins on 27<sup>th</sup> April 2021 and Mr Robbins had reported that no significant internal control issues were identified. The Audit report from Mr Robbins had been circulated to members prior to the meeting by email. Members considered and approved the Annual Audit Report unanimously and conveyed thanks to Mr Robbins and to the Clerk for her work in completing everything. Members approved unanimously to appoint Mr Robbins as Auditor for next year.

**Annual Governance Statement** – was considered by all members and agreed unanimously.

**11.1.2 To Consider: The Annual Accounting Statement for 2020/2021:** - the Clerk had circulated the annual accounting statement prior to the meeting which the councillors agreed unanimously to accept.

**Action: The Clerk to ensure the correct end of year procedure is followed in respect of publishing the Audit requirements on the Bapchild.info Website and displaying the correct information on the Village Noticeboard, plus email proof of publication to Mr Robbins (Auditor).**

**12.0 Bank reconciliation – monthly reports for April, and balance to date May 2021** – the Clerk had previously circulated the monthly bank report for members to consider. The April monthly report was approved by all members unanimously and will be signed by the Chairman. Members approved the balance to date figure unanimously.

**12.1 Cheques/online payments already drawn:**

<u>12.1</u>	<u>Cheques/online payments already made:</u>	<u>Details</u>	<u>Amount</u>
12.1.1	15/04/2021	EDF 1-31 March 2021	111.25
12.1.2	20/04/2021	KALC/NALC Subscription	458.16
12.1.3	26/04/2021	Clerk Salary April	388.53

12.2	<b><u>Cheques/online payments due:</u></b>		
12.2.1	Before end May 2021	Zurich renewal Annual Insurance	371.59
12.2.2	08/05/2021	McCabeFordWms Payroll PAYE	254.40
12.2.3	May 2021	McAfee Subs Laptop reimb. Clerk	69.99
12.2.4	May 2021	Microsoft Subs Laptop reimb. Clerk	59.99
12.2.5	15/05/2021	EDF 1-30 April 2021	Invoice due 5/2021
12.2.6	26/05/2021	Clerk Salary May	388.53
12.2.7	Before end May 2021	Streetlights Maintenance 1 (of 4)	Invoice due early/mid May
12.2.8	Before end May 2021	Lionel Robbins Auditor	90.00 (increase from 75)
12.3	<b><u>Income/Received/Due:-</u></b>		
12.3.1	06/04/2021	Bapchild Church Grass Cutt/Maint	763.28
12.3.2	30/04/2021	Precept/Light Grant 1 (of 2)	7579.50

The cheques/online payments drawn and payments due including reimbursements to the Clerk for the Parish Council owned laptop subscriptions were approved by all members unanimously.

**13. Renewal of Zurich Annual Insurance Policy.**

The Clerk emailed out to members in advance of the meeting the renewal documentation for consideration. There was a slight increase of £3.23 since last year. Approved for renewal by all members unanimously.

**14. Electric vehicle charging update.**

Nothing further to report at this meeting, but this item will be kept on the Agenda for our next meeting allowing more time to research fully. Discussion held around provision of charging points on new developments and possible changes in the future concerning an increase in the numbers of charging points being supplied.

**15. Additional tree planting School Lane update.**

When Cllr Trott delivered the village newsletter a letter was enclosed to the residents of School Lane who would be affected by the tree planting asking for their comments. We received two emails from residents. One raised a concern over ongoing maintenance, the watering of the trees after they had been planted. Also mentioned was not blocking out the view across the field opposite, and a preference for shrubs as trees do cause a lot of debris/blossom/leaves. A further discussion was held, and it was decided to leave this item on the Agenda for the next meeting. Ahead of our next meeting the Clerk will write to Blenwood to enquire about the possibility of planting a non-intrusive type of small tree, the cost involved and their ongoing maintenance programme. We could also enquire of our newly appointed County Councillor if there is a KCC tree-planting initiative and whether there is any funding available (it was noted similar planting has been carried out in parts of Faversham). The area in School Lane is mainly Swale responsibility but there are two verge areas which fall under KCC.

**16. Resident query re provision of gigabit capable broadband for existing residents (being provided via a new cable at Stones Farm) update.**

Following up from our previous meeting and from discussion with Cllr Bonney, it was only within the planning for Stones Farm and Cllr Bush will relay this back to the resident who raised this query.

**17. Neighbourhood Watch Scheme**

Prior to our meeting Cllr Larking emailed out a comprehensive pack for consideration and has been in discussion with our PCSO Lorraine Holmes, who has provided information and put us in touch with the

co-ordinator from Bredgar. This new initiative is carried out via email and not by telephone as it used to be. Cllr Larking is happy to act as a co-ordinator to get it started. Cllr Larking will add something to the next edition of the Bapchild Village News (next edition out in July) and added to the village website to see if anyone is interested.

Also raised under this issue was the subject of cars which were parking in the Village Hall during lockdown on Friday and Saturday evenings and antisocial behaviour/nuisance. This has been addressed promptly by PCSO Lorraine Holmes and her colleagues and has stopped but will be monitored.

**18.0 Any Other Business** – This is for information only, no decisions can be made on matters raised.

**18.1 Public Transport issues Swale (Bus Service)**.

Cllr Larking provided an update for members – following previous concerns being raised about the 333 service which has completely disappeared. There are initiatives going forward to push councils into having a public transport policy which has to be fulfilled.

**18.2 Litter Pick**

Cllr Larking confirmed this will be going ahead on 29<sup>th</sup> May 2021 and the specially printed Hi Vis vests have arrived and thanked the Parish Council.

**18.3 Update reference the 24-hour launderette at Bapchild Service Station**.

Cllr Bush confirmed SBC have reported this hasn't got planning permission. We await to hear whether the garage will apply for retrospective planning permission to see if SBC will approve it or whether it will be removed.

18.4 Cllr Pape referred to the dust and dirt issues for residents living in the vicinity of the Stones Farm development now phase 1A construction has commenced. Cllr Bush confirmed residents have been supplied with details where they can report any issues and the Clerk has reported a similar issue recently and included photographs supplied by a resident.

18.5 Cllr Culver mentioned residents have reported a couple of vehicles which constantly speed through the village, School Lane, Ashtead Drive, Doubleday Drive area in particular. Cllr Larking will report this via the PCSO.

18.6 Cllr Culver had emailed members in advance of the meeting an update from a 5Parishes meeting she had recently attended and issues which were raised.

**19. Date of Next Meeting**: - This will be in September and will be face-to-face. Members confirmed they would prefer to meet in the big hall rather than the Antony Room. The Clerk to email Helen to find out which night the main hall is available.

**\*\* Important Update to all members – next meeting booked for Monday 20<sup>th</sup> September 2021 Bapchild Village Hall 7.30 p.m.**

There being no further matters to discuss the meeting was drawn to a close by the Chairman at 21.20 hrs.

Signed: \_\_\_\_\_ Chairman

Date: