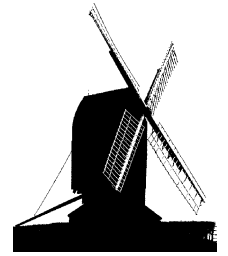


Rolvenden Parish Council



Minutes of a meeting of Rolvenden Parish Council held in Rolvenden Village Hall on Thursday 20 February 2025 at 7.30pm.

Present: Cllr A. Hinge (Chairman), Cllr: H. Toni-Back, Cllr. E. Barham, Cllr. S. Bryant, Cllr M. Gilchrist, Cllr. J. Green,

In attendance: Louise Goldsmith, Parish Clerk

16 members of the public were also in attendance

Louise Goldsmith Parish Clerk
5 Artisan Road
Headcorn
Kent
TN27 9AZ

rolvendenclerk@gmail.com

Administration:

Fire Exits, Fire Meeting Point, Mobile Phones.

1195. Intention to record the meeting

There were no intentions to record the meeting.

1196. Apologies for Absence:

An apology for absence was received from Ward Member Kate Walder and Cllrs. C. Balch, M. Geerts and L. Walker and the reasons for absence were accepted

1197. Declarations of interest:

Cllr Bryant noted an interest in the War Memorial Trust and planning proposal PA/2025/0066.

Cllr Hinge noted an interest in the War Memorial Trust.

Cllr Barham noted an interest in agenda item 10 (g) and planning proposal NOT/2025/0095.

1198. Minutes of the meeting of the 16 January 2025

Resolved: That the minutes of the Parish Council meeting held on the 16 January 2025 be approved and confirmed as a true record.

1199. Borough Councillor's Report:

It was noted that Ward Member Kate Walker is recovering from surgery. Ward Member Kate Walder has received a request from KCC regarding new bus funding from Government with an invitation for District Councils to put forward proposals to rationalise connectivity and improve services. Ward Member Kate Walder will be putting forward a proposal for Rolvenden and Rolvenden Layne and is happy for residents to contact her directly with any suggestions. The Clerk was asked to request a copy of the proposal for Members to comment on.

1200. Chairman's report:

General matters: The Parish Council has continued with its process of updating our records to bring them as much as possible as a full record of events. We have continued to update necessary documents and procedures. Much of what we have been doing will be covered further in items on the agenda.

Thoburn trust: Trustees met this week to evaluate the CLM report. It was considered that whilst the recommendations were likely to give rise to the best income and still encompassing many of the previous indicated aims, it would require considerable capital expenditure on fencing, both internal and perimeter. A recommendation was made to look at the costs and merits of alternative proposals. S106 money has been authorised for release to the Thoburn Trust by ABC, but at this time the money cannot be forwarded to the Trust account as Trustees are not able to manage and administer it. Requests have been made to chase this up with the current administrator. Once the account is under appropriate management it will become possible we believe, for the Trust to be registered with the Charity Commission as it will have met the De Minimus requirements of the CC, and this will allow for the appropriate registration of the title with land registry under the Charity Commission. Administration of the Rural Payments Agency account has been transferred to the Clerk which will enable grants to be accessed in the future. The neighbourhood plan steering committee have met with both ABC and with Alison Eardley and progress is being made on formulating a plan of action.

Village Hall: Quotes have been received for updating the heating system, but this still requires further clarification

and detail. A full assessment report is being written which will be available for scrutiny in due course to allow the village to understand its situation. At the moment it has good financial reserves and is covering its costs.

1201. Clerk's report:

The Clerk reported that Tompsetts have completed all the repairs to the playground equipment. The Clerk has received a request for the Parish Council to arrange for the brambles on the bank by the windmill to be cut back. Cllr. Barham kindly offered to arrange for this area to be tidied up.

1202. Open Session:

A member of the public expressed their disappointment with the lack of interest from Kent Police following a recent incident involving a window being broken, (probably by a catapult), in a residential property.

A member of the public expressed their concerns about the entrance and perceived lack of consultation for the proposed diversion of Public Footpath AT41.

A member of the public enquired and offered to put up posters for the launch of the NDP event.

A member of the public spoke in support of planning proposal PA/2024/2398.

1203. Planning:

a) To consider any planning applications received prior to the meeting

PA/2025/0156: Rolvenden Primary School, Hastings Road, Rolvenden

Proposed single storey rear and side extensions and permission to use part of a field as a temporary car park during the construction works.

Resolved: Support

PA/2025/0066: The Hoads, Frogs Lane, Rolvenden

Part two-storey/part single-storey rear extension to replace existing single-storey extension.

Resolved: Support.

PA/2024/2398: The Rolvenden Club, Maytham Road, Rolvenden

Single-storey side extension and 2no. additional windows to rear elevation of existing dwelling house.

Resolved: Support

NOT/2025/0095: Agricultural Building 100m south southeast of Wassall Farm, Wassall Lane

Prior Notification for a proposed access to back land without causing ruts & erosion for agriculture, forestry, fishing & river access

The Clerk reported that the Planning Officer has advised that comments are not required on this proposal and that it has now been approved.

OTH/2025/0173: East Lodge, Maytham Road, Rolvenden

T1 Oak: Reduce back to previous pruning points. T6 Ash: Fell to near ground level - reason: Clay shrinkage subsidence damage at the property.

Resolved: Support.

b) To consider any approvals: None to consider.

c) To consider any refusals:

OTH/2024/2399L 56-58 Waterloo House, High Street, Rolvenden

Non-material amendment to planning permission PA/2023/0095 (Proposed garden room with mezzanine and greenhouse following demolition of outbuildings) To allow changes to approved drawings.

d) Withdrawn: None to consider.

e) Planning Enforcement:

ENF/2025/0004: The Rolvenden Club, Maytham Road – alleged breach of siting of a caravan.

It was noted that Planning Enforcement have now visited the site and a decision on whether planning permission is required is awaited.

f) Neighbourhood Development Plan Steering Group

The Clerk reported that some members of the Steering Group attended a virtual meeting with the Planning Policy Officers at ABC on the 21 January 2025 to discuss the emerging Local Plan and implications for Rolvenden and to understand where ABC are with the redevelopment of Monypenny. ABC had advised that the sites are currently been assessed and that they hope to have a Scoping Document by the summer.

There is no clear direction about whether Rolvenden will be allocated any sites. ABC has also advised that the future of Monypenny is still not yet known. ABC is undertaking a review of their housing assets which will then inform their approach to redeveloping housing sites. ABC has advised that they will engage with the Parish Council when they start to reconsider the future of Monypenny. The Neighbourhood Development Plan Steering Group will be holding a consultation event on Saturday 1 March 2025 from 10am to 2pm in the village hall. There will be presentations on the NDP process along with an opportunity for residents to comment on the current plan and suggest improvements.

1204. Parish Matters

a) **Community Orchard**

The Clerk reported that six out of the ten trees have been planted and that the remaining trees are due to be planted this weekend. Eight trees have been adopted. The Clerk is very grateful to the Allotment Committee for all their help with this project.

b) **Proposed diversion Public Footpath AT41**

Members reconsidered an application to divert part of Public Footpath AT41 which KCC has advised is necessary to enable the approved development, planning reference 21/01826/AS, to take place because the development will result in the current footpath becoming unavailable for public use. The Parish Council had previously requested that the footpath is installed with a hard surface. Members considered the revised proposal to hardcore part of the footpath.

Standing Orders were lowered to allow a member of the public speak and the applicant.

Resolved: To accept the proposed diversion of the footpath but request that a Type 1 aggregate surface is applied to the whole diverted footpath so that users can determine the new route.

c) **Email Addresses**

The Clerk advised that the website is now a [.gov.uk](https://www.gov.uk) domain and that Members have all been issued with .gov.uk email accounts. The Clerk had prepared and circulated a Social, Media and Communication Policy which states that all Members and relevant employees will be issued with a Council email account which must always be used when transacting on behalf of the Parish Council. It was noted that not all Members have logged into the new email accounts.

Resolved: To adopt the Social Media and Electronic Communication Policy and for all Members to use their dedicated Parish Council email address for all Parish Council business from the 1 March 2025

d) **VE Day 80: 8 May 2025**

Cllr. Hinge advised that the War Memorial Trustees are keen to mark the event. Cllr. Bryant offered to take the lead on arranging an event on behalf of the War Memorial Trustees. Various locations were considered to include St Mary's green and the entrance to the Thoburn parkland. Cllr. Bryant will approach the local public houses for support.

e) **Litter Picking**

Members paid tribute to the late Maureen Brooks for everything she did for the parish over a number of years including litter picking. Members discussed a lasting tribute to Maureen Brooks.

Standing Orders were lowered to allow a member of the public to speak

Resolved: At the suggestion of a member of the public to dedicate one of the fruit trees in the community orchard to Maureen Brooks.

Cllr. Barham advised that the Annual Litter Picking event organised by Hole Park will be taking place on Saturday 8 March 2025 commencing at 9am and meeting at The Bull. Posters about the event have been placed on noticeboards and in the shop and on social media.

f) **Neighbourhood Watch/Kent Police Update**

Standing Orders were lowered to allow Sian Reeves, Rolvenden Neighbourhood Watch, to speak.

Commenting on the incident raised by a member of public Sian Reeves advised that it is difficult for Kent Police to investigate any crime with no evidence particularly when it involves catapults. Catapulting is taking place across the County with damage to both property and wildlife. Sian Reeves recently found a knife outside the village hall with a broken bone handle which has subsequently been collected by Kent Police but unfortunately it is not known how it got there. Sian Reeves reported that there has been an increase in scams and urged people to not click on any link in emails or on their mobile phones if they are not sure of the origin. There is a current scam with booking.com where people are being asked to make an extra payments and ongoing issues with Courier Fraud and distraction theft at ATMs. Sian Reeves was keen to remind people that Rolvenden continues to be a safe place with low levels of crime but to remain vigilant. If you think you have been a victim of identity fraud contact your bank immediately by calling 159. Sian Reeves explained the 'ABC' guidance to preventing fraud. Never Assume, never Believe and always Confirm.

The meeting reconvened.

1205. HIGHWAYS/PROW

a) **Highways Improvement Plan**

Priority 1 Maytham Road, Rolvenden Layne: The Clerk advised that the proposed gateways for both entrances to Rolvenden Layne on Maytham Road should be installed in a few months.

Priority 2 Hastings Road, Rolvenden: KCC has agreed to carry out both pedestrian and traffic surveys in Spring 2025 to ascertain both the need and feasibility of installing a crossing outside the school.

Priority 3: Speeding Traffic, Hastings Road, Tenterden Road: The Parish Council will continue to investigate ways of funding a Speed Indicator Device Scheme on the A28 throughout the village.

b) **Reported Faults**

Enquiry 853305 Pothole at entrance to Monypenny has been repaired.

Enquiry 853299: 30mph roundels on Tenterden Road have been refreshed.

Enquiry 853300: Red speed table on Tenterden Road has been refreshed.

Enquiry 853302: The faded 40mph speed sign on Tenterden Road has been replaced.

PROW: 250189459: Byway AT60 north of Cherrygarden Farm: The Clerk has reported that this footpath is

impassable.

c) **New Faults**

- Drainage issues on Hastings Road near to Merrington Place.
- Potholes in Halden Lane
- Potholes outside Maytham Farm.
- Benenden Road various potholes
- Ditch maintenance required on Rolvenden Road near 30mph signs.
- Trees bordering Thoburn parkland on Maytham Road hanging over the road.

1206. Finances

a) **Asset Register**

Members considered a revised Asset Register prepared and circulated by the Clerk. Members commented and further additions were agreed.

Resolved; To adopt the revised Asset Register.

b) **To receive the accounts**

The accounts dated the 31 January 2025 were received.

c) **To receive the bank reconciliation as at 31 January 2025**

The bank reconciliation as at the 31 January 2025 was noted. The bank reconciliation was checked and signed by Cllr. Green in accordance with the financial regulations.

d) **To receive a list of payments for approval**

Cllr. Hinge checked the invoices against the payment schedule, (appended to the minutes), and it was **resolved** for Cllrs. Hinge and Balch to authorise the payments online. The authorised schedule was initialled immediately below the last item by the Chair in accordance with the financial regulations.

1207. External Meetings

a) **Thoburn Trust Meeting:**

See minute reference 1200. A meeting was held on the 17 February 2025 and since the meeting it has come to light that the Thoburn parkland has not been registered to the Parish Council with the Land Registry. The allotment land has been registered to the Parish Council. The Clerk is in the process of finding out why the parkland has not been registered.

b) **Rolvenden Village Hall:** See minute reference 1200.

c) **KALC Area Committee:** It was noted that that the minutes of the Area Committee Meeting held on the 29 January 2025 have been circulated. The Clerk reminded Members that, at the request of the Area Committee, Simon Cole, Assistant Director Planning and Development at ABC, will be running a training session on planning enforcement on Wednesday 5 March 2025 at 6pm in the Council Chamber. In addition, in response to the increase in complaints KALC will be holding an in-person training session on the Code of Conduct on the 10 June 2025 in Appledore village hall from 6.30pm to 8.30pm.

1208. Items for the next meeting

Nothing additional.

1209. Correspondence/Consultations

Devolution Update

It was noted that Kent and Medway are not part of the accelerated devolution programme. Although Kent was not accepted onto the Devolution Priority Programme, Central Government has now requested that an interim plan for local government reorganisation be submitted by the 21st March 2025, with final proposals expected by the 28th November 2025. It is understood that the KCC County Councillor elections will be going ahead on the 1 May 2025.

1210. Any Confidential Items:

There were none.

1211. Date of the next meeting: Thursday 20 March 2025 at 7.30pm

There being no further business the meeting closed at 9.23pm

Signed: Date:

Chairmans signature.....

BACS Payments for Approval February 2025

Reference	Payee	Invoice	Description of Transaction	Gross
63/24	Louise Goldsmith		Expenses	88.36
64/24	Rolvenden War Memorial Trust	Invoice 13	Rent for Play Areas 2025	30.00
65/24	M I Payroll		Payroll Services	25.00
DD	Unity Trust		Monthly Charge	6.00
DD	Hugo Fox		Website	11.99
DD	HMRC		Clerks Tax and NI	369.36
SO	Louise Goldsmith		Salary	1045.15
		Sub total		1575.86

Receipts February 2025

None

Bank Reconciliation as at 31 January 2025

Opening balance	£81,535.03
add receipts	£66,879.01
	<u>£148,414.04</u>
less payments	£123,900.32
Balance	£24,513.72

Chairmans signature.....