

KINGSNORTH PARISH COUNCIL

Minutes of meeting held on Thursday 30 April 2009 at Kingsnorth Sports Pavilion

Present: Mrs A Hicks (Chairman), R Gardner, J Holland (from 9.10pm), T Horsman (left at 9.45pm), N Shorter, J Wedgbury (left at 10pm), L Bourne, M Ciccone, N Shorter, S Bates (from 10.10), Mr N Firman (RFO), Mrs D Alsop (Clerk)

Apologies: P Bartlett (another meeting), P Davison (another meeting), Peter Beasley (family commitment), Julian Sheehan (working), M Angell (unwell)

The Chairman opened the meeting stating that the Council were sorry to hear that John Debonnair had passed away and some members of the Council attended his funeral at Charing. He was a member of this Council for many years and the Clerk had sent a very nice letter to his wife on behalf of the Council. The Chairman also report that Bert Bailey had also passed away at the end of last month and she had sent a card on behalf of the Council.

1. **APOLOGIES FOR ABSENCE:** As recorded above
2. **DECLARATIONS OF INTEREST:** AH 17, 19; MC 9, 15,17; JW 19; AH 19; NS 8.7, 9, 15, 19.4 JH School.
3. **COMMUNITY WARDEN'S REPORT:** Peter Beasley sent his apologies
4. **OPEN FORUM:** There were no members of the public present. There was a query as to how much time would be given to one person. AH said that 15 minutes was allowed for this item.

5. **MINUTES:**

1. Approve minutes of meeting held 26 March 2009: Pages 1651-1658.

The Chair called for agreement and this was unanimous subject to the following amendments:

Page 1651-1. RG and LB asked about traffic calming... should be LB asked about traffic calming...

Page 1651-6 . MC reported....should be JW reported....

Page 1657-17. NS reported that last year he...should be NS reported that last year he and MC....

2. Ratify Staffing minutes 9 March 2009: These were proposed by RG seconded LB

AH reported that two sets of signed minutes could not be found and were not numbered. This was discovered when the Clerk was asked to send them off to the Internal Auditor. Fortunately AH had kept a copy of both these minutes. This matter will be discussed as an agenda item at the next meeting.

6. **MATTERS ARISING FROM PREVIOUS MINUTES**

10:2 Inspection of Play Equipment:

The first inspection by Landscape Services was due to take place yesterday or today and they will send a report to the Clerk. An inspection will now be done by KCC Landscape Services at the end of every month. RG had completed his last inspection on 3 April and the Council expressed their thanks to him for having carried out this important function.

10.4 Quotes for bench outside Village Hall and installation of rubbish bin:

NF looked at alternatives and Streetmaster was the best deal-the same as the one on the green. This is now on order and will be with us in a couple of weeks. Delivered to David Thompson and NS back up if David is not around.

10.8 Street signs (Magpie Hall Rd and Stubbs Cross): Carried forward (RFO)

10.9 Monitoring of electrical inspection:

NS reported that this has been done. NF reported that the invoice has been paid.

10.10.2 VAT: NF reported that VAT registration would be deferred until the submission of the next return which was imminent.

Charlton Athletic presentation: NF reported that training sessions will start on Tuesday 5 May and continue until 15 September. PB and Dan Morrin were going to publicise.

11. ANNUAL PARISH MEETING: The Clerk reported that invitations had been sent out to local groups and final confirmation was awaited from Kent & Medway Safety Camera Partnership. AH asked the Clerk to request confirmation from Paul Ketley (Head teacher at Furley Park School) regarding pupils of the School Council giving a presentation. **Clerk**

12. HIGHWAYS & FOOTPATHS:

1. Street furniture:

a) Notice Board at Brisley Farm (junction of Harrow Way): The Clerk reported that the locks had now been replaced by Kent Locksmiths and she was in possession of the keys. The notice board has now been updated.

b) Bus shelter signs: Carry forward

2. **Safe route to school:** The Clerk had written to Jennie Wickenden and a reply received to say that "this is being assessed again using the Scheme Priority System (SPS) for 2010/11 and Members will have a chance to have an input in the ranking at the JTB meeting later in the year. In the meantime the Council might like to contact ABC regarding the other funding mentioned." The Clerk reported that she had forwarded JW's reply to MA.

3. **Queens Head Crossroads:** The Clerk reported that she had written to Lois Jarrett but no reply had been received.

4. **Street clamping (RG):** The Clerk reported that she had written to Ray Wilkinson and received a subsequent reply to the effect that the roads were unadopted and were the responsibility of the developer. He had also said that the bus service would be extended to cover this area.

5. Any other Highways matters:

2. **Grass Cutting in Park Farm:** JW reported that he had walked round and saw no problem.

16. PLAYING FIELD:

2. Maintenance of field:

Ashford Dynamo's: NF said that he will report on this under correspondence

7. CORRESPONDENCE RECEIVED:

- ❖ Public Sector Equality Duties Clerk to note and review when Act becomes law, and change Standing Orders if necessary.
- ❖ Freedom of Information Act: Instructions received on a DVD from the ICO.
- ❖ Kent Design Awards Flyer (website link circulated has been). Noted
- ❖ Jennie Wickenden on safe route to school – It is being assessed again using the Scheme Priority System (SPS) for 2010/11. Noted and covered in Matters Arising
- ❖ Jennie Wickenden (end March) – Brisley Farm Phase 1 and Phase 2 will hopefully be adopted within two weeks. Noted
- ❖ Paul Ketley, confirming use of Furley Park School for Annual Parish Meeting 21 May. Noted for APM
- ❖ Kent & Medway Safety Camera Partnership – provisional yes. Noted for APM
- ❖ Debbie Jones, draft lease for new playing field. AH and NF perusing-agenda item 14.5. Circulated and will be discussed under Lease for New Playing Field.
- ❖ Ray Wilkinson reply to Clerk's email regarding street clamping. He wasn't consulted on the Bridgefield Estate dev.- subsequent phone call (see agenda item 11.2). Noted
- ❖ Kent Locksmiths-New keys for notice board Harrow Way. Noted and covered in matters arising.
- ❖ Kent Primary Care Agency, NHS, Rurality of Area. Noted
- ❖ HM Revenue & Customs-Notification of Local Councils & VAT Workshops. Noted
- ❖ Society of Local Council Clerks-Cemetery Management Course Wed. 20 May, Maidstone+Safe & Sound Course Tues 19 May, Haselmere, Surrey. Noted
- ❖ Kent County Playing Fields Association-support for funding. Passed to RFO
- ❖ Countryside Voice magazine-Spring. Noted
- ❖ Oast to Coast magazine-Spring. Noted
- ❖ Parish Report. Noted
- ❖ The Kent Men of the Trees – Trees in the Village Competition 2009. Noted
- ❖ Record RSS letter and flier re play equipment. Noted
- ❖ Final playground inspection on 03/04/09 from RG. Noted
- ❖ KCC notices of elections received from ABC and the Clerk had placed on the notice boards.
- ❖ **Other correspondence circulated by email:** Jennie Wickenden road gritting, Trading Standards, Draft noise action template, Ashford Area Committee Minutes, Latest scare, Parish Forum Agenda, David Hill leaving ABC, Planning Committee Agenda, Legal & Finance Day docs, Kent Bulletin for March issue 10, Change to notification of applications and decisions ABC, Kent Link quarterly event, Jennie Wickenden closures for carriageway resurfacing, Jenny Mills-Kent Awards, Pre-qualification questionnaire, Sustainable Communities

Act, CCTV access control integration, Jenny Wickenden additional money, Forward Planning of Key Decisions, Ashford YAG minutes and agenda, CPD courses, Jenny Wickenden carriageway resurfacing priority system, Borough Council News, Ashford & Shepway Kent Youth Service Newsletter, Rural Champion, Kent Bulletin April issue 11, Parish Forum 15 April Housing Provision, Record RSS, Planning Committee Agenda for 29 April, Jennie Wickenden reducing national speed limits.

- ❖ RG had received a letter from Barratt Homes received after Agenda was set regarding Community Hall, Brisley Farm, Coulter Road, Kingsnorth. Clerk to write letter of agreement in principle. **Clerk**
- ❖ A letter had been received from Ashford Dynamo's asking for extra sessions to complete their fixture. The reason was due to drainage and they couldn't use the field because it was flooded. MC reported that there had been a collapsed manhole cover and some work had been done on the drains in Sept/Oct 2008 and NF was asked to check, but that it would be best to wait and see before taking any further action. **RFO**. AH said that this causes delays to work being carried out on the field and suggested that this be put on the agenda for the meeting with users of the Pavilion in July and asked the Clerk to put this in the forward diary. **RFO/Clerk**
- ❖ **Kingsnorth PFA** The Clerk reported that a request had been received from Kingsnorth PFA to use the field for firework training on 16/17 May and the Pavilion would not be available. NF reported that he believed that Park Farm Rangers were still going to use the field for their First Aid training, even though the Pavilion would not be available. The Council agreed that Kingsnorth PFA could liaise with other users of the field and, providing adequate precautions were in place, the firework training should go ahead. NS felt that as the Pavilion is a public facility, alternative arrangements should be made to cover the caretaker's holidays and this will be put on the **Agenda for the next meeting**.

8. FINANCE:

1. Approve payments past and future and bank reconciliation.

NF reported that there was an extra payment to Kent Locksmiths £60 for new lock to Harrow Way notice board.

Bank Reconciliation as at 31 March 2009

£

Balance at bank 01.04.08	107,548.22
Total income per cash book	68,862.94
Total expenditure per cash book	(87,836.75)
	<u>88,574.41</u>

Cash & Bank balances @ 31.3.09

£

Lloyds TSB - 30-day account	36,760.63
Lloyds TSB - One Month Fixed deposit	50,000.00
Lloyds TSB - Treasurer's account	5,260.04
Bank of Ireland	321.00
Petty Cash	100.00

Less total of unrepresented cheques:

Cheq.No.

Aline Hicks (Meeting Expenses with Clerk, Fin Off & CJA)	1677	48.19	
KALC (local council admin book)	1701	51.95	
G Blackmer (march gross salary)	1706	327.82	
P Cleave (march gross salary)	1707	370.13	
D Alsop (march net salary)	1708	634.38	
British Gas (Nov - Feb)	1710	365.63	
A Hicks (chairman's allowance- flowers Val Horsman)	1711	16.98	
Pararail (boiler service)	1712	111.55	
Siemens (copier rental)	1713	202.06	
D Alsop (Petty Cash)	1714	34.33	
HMRC (Tax and NI liability for Clerk & RFO - Dec-Mar)	1716	1,283.59	
D Alsop (expenses)	1717	28.34	
A Hicks (Basic Allowance)	1718	100.00	
P Cleave (back dated travel allowance incr.)	1719	5.98	
Kingsnorth Electrical (Pat elec. testing)	1721	177.11	
Kingsnorth Electrical (Pat elec. remedial)	1722	109.22	(3,867.26)
			<u>88,574.41</u>

Payments and Receipts - April 2009

Cheques issued:	Cheque	Amount	Includes reclaim'ble VAT
Payments approved 18th April:	No.	£	£
KALC (Annual subs incl. Parish News)	1723	1193.00	153.00
CJA Consulting (website maintenance)	1724	345.00	45.00
Swift Security (Mar inv)	1725	304.81	
South East Water (22 Sept - 20 Mar)	1726	26.64	
Gibbs (playing field grass cut in March x 2)	1727	23.00	3.00
Geerings (printer support & copies used for 1 year)	1728	138.00	18.00
Payments for approval 30th Apr:			
P Cleave (April gross salary)	1731	413.46	
D Alsop (April net salary)	1732	560.07	
N Firman (April net salary)	1733	535.42	
Southern Water (23 Sept - 20 Mar)	1734	44.42	
Chubb (alarm service charges (1/5/09 to 30/4/10)	1735	322.21	
D Alsop (expenses)	1736	43.86	
N Firman (expenses)	1737	66.31	
A Hicks (Stubbs X P.O. annual return notice)	1738	12.00	
G Blackmer (April gross salary)	1740	337.65	
		4,365.85	219.00

Receipts:

Bank Interest received in March	£
Lloyds 30 day	6.61
Bank of Ireland	0.12
	6.73

These were all agreed.

2. Report on meeting with NatWest held on 3 April 2009

At the meeting originally planned to consider risk assessments, with TH, RG, NS, AH, NF in attendance, Pat Harvey from NatWest/RBS presented the bank accounts available for KPC. It was agreed by all in attendance at that meeting, it would be more beneficial to switch banking arrangements to Nat West/RBS. The Current account would contain a nominal £100, with a linked Instant Access Account from which transfers to and from would occur automatically. This Instant access account is currently paying the same rate of interest as Lloyds are for a fixed deposit. Interest will therefore be paid on all deposits (except £100) as oppose to just the fixed deposit with Lloyds. NF estimated that based on projected cash flows the Nat West account would result in a increase in interest received of £400 in the financial year at current interest rates. Other benefits include, a personal representative will attend meetings to deal with such items as setting up new signatures and there will also be a dedicated support team in Maidstone. There is a small fixed quarterly charge of £10 for the Nat West account. RG raised the question to NF whether there were sufficient resources and framework to make this happen, as it was of vital importance that it works like clockwork. NF stated that once it was set up it will work more efficiently than Lloyds and the transfer can be done in a gradual process. The next step is to open the account and then a representative will come along and take all the details for setting up signatures. TH proposed, JW seconded.

3. Precept implications for 2011/12

NF explained that after last month's meeting which approved in principle the support of Brisley Hall that the impact of doing so at an estimated cost initially of £5000 per annum net would need to be considered with the bigger picture – £4-5,000 adds on £1-£1.25 to the precept. Other areas of future expenditure to be considered include; the Rec Centre- if ABC withdrew, it could cost KPC an extra £16000 (£4 on precept). The current agreement for the Rec Centre was for three years and there is another year to go after this one. A Parish office would cost £10,000 rent (£2.50 on precept). Using £20,000 of reserves in the current year adds £5 to the precept in future years. There is also the Churchyard proposals which could add another 50p on the precept. All this means that the current Band D precept could rise to £25 from the £12 at present. RG this is valuable when we are considering new activities (ie, what it will

cost per household). NF to look at a three year plan to take this forward. NS raised the question, is it a priority to provide facilities for community or keep precept low? and continued that we need to debate it again as a topic before we get to the precept. It is a Crucial decision to decide on a frugal spend or providing facilities. Other comments included what is KPC here for and should we ask the public. Also it was acknowledged in the current climate it was difficulty finding money – and how do we best serve the community. Separate agenda item next month or month after.

4. Internal Audit update

A letter from Mike Cuerden was circulated. This identified a small number of minor actions that would be required, which would be carried out.

5. Annual Return

Kingsnorth Parish Council

Income and Expenditure Account for the year ended 31 March:

	Annual Return Row	2009		2008	
		£	£	£	£
Balance Brought Forward	1		107,548		106,938
<u>Income:</u>					
Precept	2		43,819		46,118
Other Income:					
Concurrent grant		10,628		10,895	
VAT Recoveries		6,225		5,593	
Street Cleaning Grant		1,748		1,696	
Interest Received		2,863		5,125	
Pavilion Income		905		1,009	
General Income	3	2,675	25,044	8,460	32,778
<u>Expenditure:</u>					
Staff Costs	4		26,689		14,823
Other Expenditure:					
Premis, Subs & Donations		18,685		35,144	
Repairs & Maintenance		11,684		4,843	
Pavilion		8,577		6,018	
VAT Reclaimed		6,640		5,365	
General Admin		6,489		2,843	
Other	6	9,073	61,148	9,250	63,463
Balance Carried Forward (1+2+3-4-6)	7		88,574		107,548

There is a small adjustment of £30 from staff costs to general admin in the numbers included above. NF explained that apart from this adjustment of the accounts set out in item 5 above, the numbers included on the right hand side of the columns against references 1,2,3,4,6,7 will go on the Annual Return. We have to minute the acceptance of these and also minute the completion of the second section of the Annual Return. JW Questioned the lower precept received in 2008 compared to 2007. NF could not explain this other than if the precept was consistent between years, then the number of band D properties houses identified by ABC must have reduced. Councillors saw no reason for it to be lower, JW/MC stated that there were more houses than last year and apart from Bridgefield they have all been large houses. **NF to question this with ABC.**

NF also stated that the annual return should include an analytical analysis of numbers that change by a significant amount between years. This included staff costs which increased due to issues around changing staff etc. A draft of this analysis had given to AH and RG which identified overlaps of employment, training and the numbers of hours worked. NF explained that in 2007 Jenny didn't have enough time available for Council activities and also did things quicker. Janice spent longer performing tasks in 2008 and was also able to devote more time to the job.

NF has also updated the asset register and amended it to include a custodian and whether an item was found to be sound on 31 March. This will also need to be included with the Annual Return. The value of assets included on the annual return was then identified. In previous years the index linked insurance value was included for everything. NF proposed to carry on this basis and identified that £305,882 would be included. This will achieve consistency with previous years, it is also the value to KPC ie, the amount we would need to spend if we wanted to replace that asset and as all assets are actively maintained, they will hold their value. JW asked about depreciation to which NF replied that PC accounts do not have to depreciate assets - the alternative is to include assets at cost (as per NALC guidance notes) and if there is no cost recorded, insurance value can be used as a proxy. NF did state that if Jenny had not put in the insurance value last year, then he would have considered using cost, but decided to use Insurance value for the afore mentioned reasons and also because there was no disagreement from the Internal Auditor. It was also identified by NF that either basis would not have a material effect on a readers understanding of the accounts. NF did ask whether Councillors required an interim meeting to go through anything in more detail. All indicated that they were happy to accept RFO's figures.

The fact that the Councils annual return will be subject to an Intermediate Audit by the Audit Commission was also identified, a 5% sample of PC's are required to give more details. A copy of bank statements, evidence that the clerks salary had been reported to HMRC and details of Insurance are easily provided. However, NF did state that evidence of a review of internal audit has been carried out to ensure its effectiveness did need to be provided and therefore carried out. This could be done via a working party or at a full council meeting. It was initially suggested that the RFO should conduct this review and report at the next council meeting for approval. This was subsequently altered to be carried out via working party when NF identified that NALC guidance notes state that this review should not be delegated to the Clerk, RFO or Internal Auditor. NF to set up a working party meeting to review effectiveness of Internal Audit. **RFO**

The working party review will be formally approved at the next council meeting, when final approval of the annual return will also be minuted.

6. Request from Park Farm Rangers for donation

AH reported that the request withdrawn.

7. Request for £500 received from Kingsnorth Primary School

The letter from the head teacher was circulated requesting support for funding which included details of a Laminated sign for the entrance to the school at a total cost of £709 (delivered 20 April). (AH & NS declared an interest). RG had serious concerns, identifying the clarity of proposal, a £500 donation had been requested but the balance of funding was not fully identified and it was not an appropriate timing for such a request. It was also stated that it was not for PC to fund 2/3rds of a greetings board. LB & JW agreed. TH recollected that if there was something that was not provided for by the Local Authority they can make a request to KPC. MC stated that this was correct, KPC had previously agreed to give the two schools £500 per year to buy whatever equipment they needed that was not provided by the local Authority, and continued that if the school use this on this board they could not come back to us for any other money. It was also identified that a donation is not called upon every year, but when they wanted something. JH stated that there are reciprocal arrangements to help each other. JH also indicated a non-prejudicial declaration of interest (wife works at school). On a vote, MC and TH stated KPC should support the school and were quite happy to grant £500 for educational books etc. or a school trip, but not for a welcome board. The request was not supported by Councillors - RFO to notify the School of the outcome. **RFO**

9. CHURCHYARD WORKING GROUP:

MC reported that a meeting had been set up firstly with members of KPC and secondly with the Church Warden. The most appropriate site was considered to be behind the Rectory. MC expects the Church to come back on this.

MC commented that the only way he would consider Council could taking over the churchyard would be to use it as a Memorial Garden for use on Remembrance Sunday. Headstones could be arranged around the outside and a couple of benches added for people to use after church, but the church should take responsibility for any legalities. MC said that Rev. Canon Sheila will submit a letter regarding the churchyard, outlining the implications of the Council taking it over.

10. ANNUAL PARISH MEETING: This was dealt with under matters arising.

11. HIGHWAYS & FOOTPATHS:

1. Areas needing work to be notified to Kent Highways: A letter had been received from Alan Casson asking for Parishes to advise Kent Highways of areas where work needs to be done. NS reported that the stretch of road from Finn farm bridge to Blibey cross roads needs repair. The Clerk will write and notify. **Clerk**

2. Street Clamping: This was covered under matters arising.

12. PLANNING:

AH handed over chairmanship for this part of the meeting and she did not take part in the discussions

RG has details of ABC plans for electronic transfers. The intention is to continue to notify neighbours by letter or email of all types of application and the same with decisions on all applications. They will continue to provide copies of all plans and documents to parish and town councils until March 2010, after which notification will be made by email with a hyperlink. This is subject to the outcome of a review before implementation at the end of March 2010.

NS reported that this had been raised at the Parish Forum some time ago and came to the forefront in the SLA talking about appropriate use of electronic systems. 15 Councillors spoke at the Forum which was nearly half of those present. They commented on the large amount of drawings, can't compare on electronic systems and the inability to have a paper copy to do a site visit, affect on visually impaired etc. and similar practical issues before costs implications were looked into. There were a lot of objections. The response to the objections was not accepted by Paul Clokie and implied that the Executive had not been given a full picture. Paul Clokie requested Martin Vink to take away, reconsider and re-present. Referred back to Executive.

1. New Applications:

1. 09/00436/AS-6 Farrers Walk, Kingsnorth, TN23 3NL, Loft conversion-kitchen extension and internal alterations. **The Council supported this application.**

2. 09/00400/AS – 6 Ruffets Wood, Kingsnorth, Ashford, TN23 3QQ. Proposed side (first floor) extension. **The Council objected to this application** on the grounds that this will cause intrusion to the next door neighbour and block light.

2. New Applications requiring a response before this meeting:

09/00224/AS – Plots 160-162, 19-21 Rutledge Avenue, Kingsnorth, TN25 7AD. Erection of temporary sales portakabin and associated car park. **The Council supported this application.**

09/00363/AS – 43 Tally Ho Toad, Kingsnorth, TN26 1HL. Extension to front elevation including raised roof line with dormer window and insertion of velux roof lights to create first floor living accommodation. Not returned, no comment.

3. Decisions:

09/00034/AS/TP- 2 Shepherd Close, Kingsnorth, TN23 3GT. T1 Oak – reduction. **Granted subject to conditions**

09/00035/AS/TP- 3 Shepherd Close, Kingsnorth, TN23 3GT. T1 Oak crown lift. **Granted subject to conditions**

09/00167/AS – 1 Collingbourne, Kingsnorth, Ashford, TN23 5UE. Child minding for no more than 4 children at any one time 5 days a week between 7am and 6.30pm. **Permit**

09/00190/AS- 86 Washford Farm Road, Kingsnorth, TN23 5YD. Revised scheme to 08/001616/AS to permit use of extension as a separate dwelling with two bedrooms. **Granted subject to conditions**

09/00175/AS -69 Washford Farm Road, Kingsnorth, Ashford, TN23 5YA. Proposed two storey side extension and rear single storey extension. **Granted subject to conditions.**

09/00225/AS – Plots 160-162, 19-21 Rutledge Avenue, Kingsnorth, TN25 7AD. An advertisement application for one non-ill.flag pole sign and one non-ill.free standing sign. **Grant advertisement consent for 12 months.**

05/02149/AS-Land south of Land Parcel 27, Park Farm-amended plans approved.

4. Ashford Town Centre Area Action Plan

RG has looked at this and it is very interesting but there are a lot of files and this CD is available for circulation. LB took it. RG courteous of Paul Bartlett, official avenue for responses he put his personal phone number. LB to pass to MC and then to NS. JH said that he has his own copy.

13. **POLICIES:**
1. **Supplementary guidance on contracts letting procedure:** This had been circulated for approval and RG proposed and MC seconded that this be adopted.
 2. **Notice Board:** This was circulated for approval. JH proposed, MC seconded that this be adopted.
 3. **Health and Safety Policy:** The Clerk circulated examples for Councillors to look through and discuss at the next meeting.
14. **PAVILION AND PLAYING FIELD:**
1. **ROSPA sign:** AH reported that an example form was being emailed to the Clerk, but it had not yet been received.
 2. **Wicket Gate:** JW had already left the meeting so this was carried forward.
 3. **Possible hazard of metal post in ground to support football goalposts:** AH reported that these are sitting proud of the field surface. NF said that David Thomson is lined up to do the slitting and seeding of the goal mouths and he will carry out this work at the same time. They would have to be dug out or pulled out without damaging the sockets, and e-concreted lower with a bigger hole, probably taking 2/3 barrows of concrete. NF will arrange for the necessary work to be carried out. **RFO**
 4. **Removal of dangerous fencing:** JW told AH and she put tape on it. AH suggested that we have the whole thing taken down when we do the playing field.
 5. **Lease for new playing field area:** Copies were circulated. AH said that the heads terms of the lease had been agreed end of November, but would point out certain things. page 6 paragraph 11 not to charge underlet, cannot take a loan out using the land as security but we are able to let out the goalposts. Page 6 paragraph 15, sections 146/147 of the law of property. This act gives automatic renewal when the lease expires, but we do not have automatic right of renewal when the lease expires. Page 7 paragraph 20, we will pay the expenses incurred in going to a Magistrates Court, but the law has been changed now and it is not necessary to submit such an application to a Court, all they have to do is give us a signed letter.
Members were requested to read through the lease thoroughly, and it will be an agenda item at the next meeting.
 6. **Tender for work for new playing field:** AH said that we need to decide what work needs to be done. Suggest working party: NS, MC, RG, AH (presides), NF & DJA. Clerk to set up meeting after APM. **Clerk**
 7. **Seats outside Pavilion:** Geoff Blackmer had indicated that he was willing to paint the seats but he has not heard of flameproof paint which suppresses the burning process when it gets hot. NS offered to get the details. **NS**
 8. **Electrical Testing of Pavilion:** It was agreed that this will be put out to tender before Christmas. NS said that he had found one alternative and would liaise with NF. **RFO**
15. **VILLAGE BUFFER ZONE/GREEN SPACE** Mike and Neil decided that they weren't able to continue with this due to the fact that the code of conduct was difficult for them. AH asked if anyone else would like to take on this project. This project is failing and would suggest that we ask Clerk to write a letter to Irene Seijo and Anne Davies, to say that KPC is withdrawing from its application to manage the green space. We were very grateful that she extended the consultation date to allow us to put certain procedures in place, however it would be too complicated to operate within the Open Public Committee system recommended by Terry Mortimer. **Clerk**
16. **CODE OF CONDUCT:** AH, RG investigated because they and NS were concerned. AH circulated a copy to everyone. The Clerks should know what it says and advise if Council is slipping up.
17. **RECREATION CENTRE:** MC circulated a statement of accounts for period 12 (01/04/08 to 31/03/09). He reported that a grant was available to build an office for KPC (email from Trevor Skelton). If the room is required solely for Parish use then KPC will not qualify for a grant and a rent will have to be agreed. To qualify for the grant KPC must be willing for the room to be let out to other users, which would mean that KPC would need to book and pay as and when needed. Councillors compared costs of approx. £5,000 pa to rent the room without the grant, or a charge of £10 per hour. Councillors also discussed the fact that KPC equipment would have to be made secure if others were using the room. RG was concerned about the security. A filing cabinet can be locked, but phone connections, broadband etc? JH confirmed that KPC were committed to a Parish Office.
AH suggested that any comments should be made to MC, and this will be put earlier on the agenda at the next meeting.

Due to the lateness of the hour AH announced her intention to Guillotine the meeting. This was agreed by all.

The meeting closed at 11.10 pm

Next main Parish Council Meeting – Thursday 28 May, when Officers will need to be appointed.