



## Rolvenden Parish Council

Minutes of a meeting of Rolvenden Parish Council held in St Mary the Virgin Church, Rolvenden on 16<sup>th</sup> April 2024 at 7.30pm.

Present: Cllr C Balch, Cllr E Barham, Cllr S Bryant, Cllr M Gilchrist, Cllr J Green. and Cllr A Hinge.

In attendance Peter Setterfield PSLCC, Parish Clerk

**1018. Current status of the Parish Council:**

Following the co-option of four councillors at the March meeting the four Borough Councillors appointed by the Section 91 Order have now stood down.

**1019. Appointment of Chairman:**

Borough Councillor Mrs Bell was appointed as Chairman for the March meeting, councillors are asked to appoint a Chairman for this meeting and the forthcoming Annual Parish Meeting. The annual parish council meeting in May is when the Chairman will be elected for the municipal year 2024/25.

**Resolved: as only one nomination received Cllr Barham was appointed as Chairman unopposed.**

**1020. Apologies for absence:**

There were no apologies for absence.

**1021. Declarations on interest:**

- a. **Disclosable interests:** Under the Localism Act 2011 to be made relating to items on the agenda.
- b. **Other Significant Interests:** Under the Code of Conduct adopted in May 2021 by the Parish Council, to be made relating to items on this agenda.

Cllr E Barham trustee of Basil Russel Trust, trustee of the Windmill Trust, Royal British Legion, Minute 1027, finance invoices for Hole Park.

Cllr S Bryant Rolvenden War Memorial Charity

Cllr A Hinge, Rolvenden War Memorial Charity

- c. **Other interests:** not required to be disclosed under (a) and (b) but voluntary announcements made only for transparency reasons.

**1022. Minutes:**

The minutes of the Parish Council meeting held on 12<sup>th</sup> March 2024 were submitted, approved as a true record and signed by the Chairman.

**1023. Co-option of councillors:**

The Parish Council consists of nine councillor positions, at the present time there remains three vacant positions to be filled.

**1024. Public participation:**

A resident raised the issue of road safety following the recent death from a collision between a cyclist and a car door wishing to raise the awareness of the Dutch Reach which would prevent this type of accident.

A question was asked regarding training of councillors, three of the four co-opted at the March meeting have attended a training course within the last week.

**1025. Ashford Borough Councillor's report:**

Cllr Walder highlighted the forthcoming Police & Crime Commissioner election which is taking place on 2<sup>nd</sup> May.

The new refuse collection contract has caused a few issues where some residents have not received a collection since its inception, this is currently being investigated. Any issues regarding the service please contact Cllr Walder.

**1026. Planning:**

**Planning application PA/2024/0278 – 34 Maytham Road, Rolvenden** – Demolition of bay window and rear extension and erection of replacement single storey side/rear extension.

Amended plan. Additional documentation submitted – Change to red line on site location plan and ownership certificate.

**Resolved: the comments submitted in March remain.**

**Planning application PA/2024/0281 Listed Building Consent – 34 Maytham Road, Rolvenden** – Demolition of bay window and rear extension, removal of existing critical window, erection of replacement single storey side/rear extension, reinstatement of historic framing, new sash windows to front elevation, chimney repointing.

Amended plan. Additional documentation submitted – Change to red line on site location plan and ownership certificate.

**Resolved: the comments submitted in March remain.**

**Planning application PA/2024/0587 – The Rolvenden Club, Maytham Road, Rolvenden** – Change of use and conversion from a clubhouse to a 2-bedroom dwelling, with associated landscaping and driveway.

**Resolved: The Parish Council objects to the application as there appear to be a number of omissions of information and some erroneous. The application site sits within the Great Maytham Park which is registered under the Historic Buildings and Ancient Monuments Act 1953.**

**The application is contrary to the Rolvenden Neighbourhood Plan policies RNP3 and RNP 4 as it fails to demonstrate how it would enhance the distinctive character of the landscape nor does it mention the High Weald AONB Management plan that would be applicable.**

**The application is contrary to Policy RNP13 the retention of community buildings.**

**1027. Finance:**

**Report RPC/23/20** provides detail of the Parish Council's receipts and payments for the financial year ended 31 March 2024.

Schedule of payments:

Rolvenden War Memorial Trust	£30.00
Tompsett landscaping	£1,111.60 (VAT £185.26)
St Mary the Virgin Church	£30.00
KALC	£716.32 (VAT £119.39)
Sharky Sparky	£160.32 (VAT £26.72)
Hole Park	£114.00 (VAT £19.00)
Hole Park	£120.00 (VAT £20.00)
KPC Maintenance	£7,500.00 (VAT £1,250.00)
Zurich Insurance	£973.32
The Star	£227.20
KALC	£180.00
Staff costs	£2,238.63
Litter picking	£150.00

**Resolved:**

1. to authorise the payment of the items in the schedule of payments with the exception of Hole Park £120.00 being withdrawn and The Star £227.20 to be held seeking clarification from the presenter.
2. To request Ashford Borough Council to effect the payments on behalf of the Parish Council as the formalities for the change of signatories are incomplete.
3. To receive and note Report RPC/23/20
4. To receive and acknowledge the financial movements for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.

**1028. Meeting dates:**

The Parish Council is asked to determine the date for the May meeting of the Parish Council.

**Resolved: The May meeting of the Parish Council will be held on Tuesday 23<sup>rd</sup> May and thereafter meetings will be held on the 3<sup>rd</sup> Tuesday of the month with the exception of December which will be held on the 2<sup>nd</sup> Tuesday. Meetings to be held in the Village Hall when bookings permit.**

**The Annual Partish Meeting scheduled for 25<sup>th</sup> April 2024 is to be deferred until 23<sup>rd</sup> May 2024 as insufficient progress has been made with arrangements.**

**1029. Parish Clerk:**

Local Council Consultancy have confirmed that a Locum Clerk is available to cover the interim period until a replacement clerk is in position and completed induction training.

In order to proceed Local Council Consultancy require confirmation of the number of hours to be worked and start date. It is recommended that an initial period of three months cover is requested.

**Resolved: To confirm the appointment of a Locum Clerk through Local Council Consultancy for 15 hours per week for a three month period commencing on 29<sup>th</sup> April to enable a handover to take place.**

**To establish a staffing committee to enable interviews to take place for the appointment of a permanent Clerk.**

**To place an advertisement on the Parish Notice boards of the vacancy with a closing date of 30<sup>th</sup> April.**

**Provisional date for interviews 8<sup>th</sup> May 2024 at 6:00pm,**

**1030. Other items for information:**

There being no further business the meeting closed at 8:45pm

DRAFT