

Minutes of the Council Meeting of EDENBRIDGE TOWN COUNCIL held in Rickards Hall at 7.30pm on Monday 9 January 2017

Present: Cllrs J Barnett, Mrs J Davison, R Davison (Vice Chairman), A Layland, S McGregor (Chairman), M McArthur, B Orridge, J Scholey, B Todd and J Woollorton.

In attendance: C Lane (Town Clerk), no members of the press and one member of the public

Prior to the start of the meeting the extension to the lease with Edenbridge Cricket Club was signed.

1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received, noted and accepted from Cllrs T Bryant (unwell), R Bell (work commitment), V Maynard (unwell), M Robson and C Pearman (prior engagement).

2. DECLARATIONS OF INTERESTS OR PREDETERMINATION

The District Council members stated that although they would be considering planning applications at this meeting they would be reconsidering them at the district level, taking into account all relevant evidence and representations there.

The meeting was adjourned

3. PUBLIC QUESTIONS AND STATEMENTS

One member of the public was keen to establish more about the consultations that had been undertaken last year and the outcomes the Council wanted. The consultations were undertaken by the Neighbourhood Plan Team, which is independent of the Council, and he was advised that the final decision would be made by the community through a referendum.

The meeting was reconvened

4. TO CONFIRM THE MINUTES OF MEETING HELD ON 12 DECEMBER 2016

Resolved: that the minutes of the Council meeting held on Monday 12 December 2016 be duly signed by the Chairman as a true and accurate record of the meeting.

5. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA – none

6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS

Loft conversion with rear dormer, 2 cottage style front dormers and both hip ends being raised to gables, erection of a side ground floor extension to form a new en-suite and study, to replace the existing garage. **2 Grange Close Edenbridge Kent TN8 5LT** Ref. No: 16/03901/HOUSE

Members support this application providing it retains sufficient off road parking

Demolition of existing single story rear extension, erection of new single storey rear extension and raised terrace. Roof enlargement forming first floor side facing dormer. **Briarcroft Homestead Road Edenbridge Kent TN8 6JD** Ref. No: 16/03840/HOUSE

Members support this application

Conversion of a building into a residential dwelling. **Clatfields Shernden Lane Marsh Green Edenbridge Kent TN8 5PS** Ref. No: 16/03607

Members object to this application as they do not believe there is enough of the existing structure remaining for it to be considered a conversion

Conversion of loft into a habitable space. **1 South View Cottage Hilders Lane Edenbridge Kent TN8 6JX** Ref. No: 16/03452/HOUSE | Received: Wed 09 Nov 2016

Members support this application

Considered between meetings

A single storey wrap around extension to the rear of the property. **3 Waterlakes Edenbridge KENT TN8 5BX** Ref. No: 16/03555/HOUSE

Members supported this proposal. Subject to the occupier of the neighbouring property not objecting to loss of amenity, then members support in principle. Local district members will listen to any comments from neighbours.

7. TO ADOPT THE FOLLOWING REPORTS

7.1 Planning and Transportation, 19 December

Resolved: that the minutes presented by Cllr S McGregor be adopted

7.2 Finance Committee, 19 December

Resolved: that the minutes presented by Cllr S McGregor be adopted

7.3 County Councillor's Report - none

7.4 Working Groups / Delegate Reports / Clerk's and Officers' Reports

7.4.1 Kent Association of Local Councils AGM, 19 November, noted

7.4.2 Patient Participation Group, 5 January

Cllr Richard Davison updated members on the meeting, which had proposed the formal consultation for Edenbridge Medical Centre should commence on 8 February. It was suggested that the project Manager should be invited to meet and update Council on the consultation.

Resolved: to invite Mr Wickens the Project Manager, to come and update members on the consultation.

At the same meeting, it was announced that from mid-January electronic prescriptions will be available in Edenbridge

8. OTHER BUSINESS

8.1 Items referred from Committees for decision - none

8.2 Budget and Precept 2017/18

Members noted the Secretary of State for Communities and Local Government, when announcing the provisional Local Government Finance Settlement for 2017/18, had confirmed that the proposed cap to the level of increase in Council Tax for Town and Parish Councils has been deferred. However, he expects Councils to clearly demonstrate restraint when setting increases that are not a direct result of taking on additional responsibilities.

The Budget proposed by the Finance Committee was considered, it has been prepared under guidance from the Forward Planning Committee and Council and reflects the new policy for short and long term building management. It had been thoroughly examined at the December Finance Committee and met Council expectations for an increase below 2%.

Resolved: to accept the budget, as proposed, resulting in a Precept of £476,826, an increase of £2.57 (1.93%) to £136.07 per Band D Household, on a Tax Base of 3,505.34. A copy of the budget is attached.

8.3 Health & Safety Performance Review 2016

	2016		
Employee Claims	0		
RIDDOR reportable incidents	0		
Other accidents/incidents across the Council	2	1 staff/1 visitor	
Near misses	0		
Enforcement notices issued against the council	0		
Any accident trends identified	0		
Are there any outstanding enforcement issues	0		

2016 RIDDOR Reportable 0 Accidents and Incidents 2

Annual Accident statistics (no of incidents/working days (252)/no of staff 10)) Total 0.00079

Members of Public (no of incidents/days in the year (365)/no of residents (8000)) Total 0.0000

Noted: Two minor incidents

: Muscle pulled moving sign and hand stuck in letterbox

Members noted the Annual Review and had no further comments to make.

8.4 Internal Audit Review,

Members noted that this annual meeting will take place on 10 January and the report is now expected to be presented at February Council.

8.5 Review of Hirers' Agreement and Insurance Check

The Hirers' Agreement has been thoroughly reviewed and a number of changes made. A copy was attached for members' consideration. It has been developed to ensure that the Hirers responsibilities for Health and Safety are more clearly identified. An extract from the relevant part of the Council's Health and Safety Building Policy will be provided to all hirers. As usual, all regular hirers have been asked to provide copies of their insurance on an annual basis.

Resolved: to start using the revised document with immediate effect.

8.6 Councillor Training, 30 January

At September Council members requested the Clerk to arrange training in roles and responsibilities, or in community involvement, for 30 January. KALC was asked if they could provide this but advised that a number of Edenbridge Councillors had covered these topics as part of the Dynamic Councillor and New Councillor Training undertaken since their election. It was suggested that members may prefer to attend the Annual Planning Conference on Thursday 23 March 2017 at West Faversham Community Centre, Bysing Wood Road, Faversham ME13 7RH. It is an all day event 9:30am - 4:30pm, with lunch served midway. Registration with tea or coffee from 9am, at a cost of £72 incl. VAT per member. After a lengthy discussion it was

Resolved: that members should advise the Clerk by 10am on Monday 16 January of topics, or questions, they wish to be included in a training session on 30 January 2017. The information to be included in the Planning and Transportation Agenda, for members' consideration.

8.7 KCC Pension Fund 2016 Valuation

Barnett Waddingham had carried out the triennial actuarial valuation in relation to the Employers Fund. As part of the review the contribution for each employer was recalculated depending on the profile and membership of the fund. The current contribution rate was 22.00% and the figure for 2017/2020 is 21.4%. This results in a small surplus in the fund and is in line with the Council's budget predictions.

Resolved: to accept the report and to pay the proposed 21.4% for the years 2017/2020.

8.8 GreenField and Forge Croft Accesses

Members noted that letters have been sent to seven residents who have created access points onto Council land. They have been requested to remove the gates and block up the accesses within one month. If they fail to do so, the Council reserves the right to block the access without further notice. This course of action was agreed by July Council, no wayleaves have been found, and the letter sent had been drafted by the Council's solicitor.

Resolved: that the Council Chairman and Chairman of Open Spaces should meet with residents on Thursday 12 January to hear any concerns they may have.

8.9 Lease to Nomads Football Club

There has been a delay to the completion of the Lease with Edenbridge Town Council as Nomads Football Club is now considering appointing new Trustees. They have been encouraged to resolve this issue as quickly as possible as the old lease expired on 24 November 2016.

Resolved: to urge them to resolve this issue quickly, otherwise it may be necessary to go to the expense of considering a temporary extension to the old lease.

8.10 Neighbourhood Plan Update

Cllr Stuart McGregor advised the group that the draft policies had been completed and would be considered by the Steering Group on Friday.

8.11 Removal of BT Public Payphones

Information requested on usage of the boxes was circulated.

Resolved: that as all the proposed boxes have irregular usage, operate at a loss, and have mobile coverage, this Council has no objection to their removal. However it wishes the request from Marsh Green Residents to retain the box at the Wheatsheaf for Community use should be granted.

9. PRESS RELEASE

Members proposed that Press Releases should be issued on the Lease extension and the Edenbridge portion of the Council Tax.

The meeting closed at 8.30pm.

Proposed Financial Budget 2017/18

	2016/17	Actual Net	Balance	2017/18	
Council Income					
100	C Precept	£78,310.00	£78,310.00	£0.00	£29,575.00
105	C Working Balance	£30,000.00	£0.00	-£30,000.00	£30,000.00
110	C Contingencies	£0.00	£0.00	£0.00	£0.00
115	C Grants	£0.00	£685.84	£685.84	£0.00
120	C Depreciation Fund	£0.00	£0.00	£0.00	£0.00
125	C Capital Fund	£0.00	£0.00	£0.00	£25,000.00
130	C Election Expenses	£0.00	£0.00	£0.00	£0.00
135	C Neighbourhood Planning	£0.00	£0.00	£0.00	£0.00
140	C CIL	£0.00	£41,746.88	£41,746.88	£41,746.88
145	Capital TR inc Precept	£0.00	£0.00	£0.00	£0.00
Total Income		£108,310.00	£120,742.72	£12,432.72	£126,321.88
Expenditure					
1000	C Working Balance	£30,000.00	£0.00	£30,000.00	£30,000.00
1010	C Contingencies	£5,000.00	£0.00	£5,000.00	£7,500.00
1030	C Grants (April 16)	£7,500.00	£0.00	£7,500.00	£7,500.00
1040	C Depreciation Equipment/tools	£35,265.00	£7,907.49	£27,357.51	£13,000.00
1050	C EdenbridgeTwinning Association	£500.00	£500.00	£0.00	£500.00
1060	C Eden Valley Museum Trust	£5,500.00	£5,500.00	£0.00	£6,000.00
1070	C House Project	£7,500.00	£7,500.00	£0.00	£7,500.00
1080	C Earmarked Funds	£1,500.00	£5,191.84	-£3,691.84	£0.00
1100	C Capital Fund	£13,120.00	£1,100.54	£12,019.46	£10,000.00
1120	C Summer Playscheme	£1,525.00	£1,513.00	£12.00	£1,650.00
1130	C Bonfire Clean Up	£900.00	£894.94	£5.06	£925.00
1195	C CIL	£0.00	£0.00	£0.00	£41,746.88
Total Expenditure		£108,310.00	£30,107.81	£78,202.19	£126,321.88

Proposed Financial Budget 2017/18

		2016/17	Actual Net	Balance	2017/18
Open Spaces Income					
300	OS Allocation from Precept	£198,228.00	£198,228.00	£0.00	£141,436.00
301	OS Precept 10 Yr Maintenanc	£0.00	£0.00	£0.00	£41,000.00
302	OS Precept 30 Yr Maintenance	£0.00	£0.00	£0.00	£58,000.00
305	OS Cemetery Fees	£12,000.00	£7,307.05	£-4,692.95	£12,000.00
310	OS Rents	£11,336.00	£12,457.91	£1,121.91	£15,309.00
315	OS Maintenance Services	£4,840.00	£2,974.40	£-1,865.60	£5,180.00
320	OS Solar Panels	£820.00	£0.00	£-820.00	£850.00
325	OS Sundry Receipts	£9,250.00	£8,926.93	£-323.07	£9,250.00
330	OS Reserves 10 Yr Maintenance Plan TF	£0.00	£0.00	£0.00	£34,930.00
331	OS 30 Yr Maintenance Plan	£0.00	£0.00	£0.00	£0.00
390	OS 10 Yr Maintenance Plan Reserves TR Balancing Fund	£0.00	£0.00	£0.00	£0.00
Total Income		£236,474.00	£229,894.29	£-6,579.71	£317,955.00
Expenditure					
3000	OS Staff Costs	£108,400.00	£66,951.56	£41,448.44	£104,050.00
3010	OS Utilities	£10,930.00	£7,950.89	£2,979.11	£11,440.00
3020	OS Playground Repairs/Painting	£0.00	£0.00	£0.00	£0.00
3030	OS Services	£8,020.00	£4,601.12	£3,418.88	£13,655.00
3040	OS Equipment/Tools	£6,000.00	£3,034.17	£2,965.83	£4,000.00
3050	OS Materials	£15,330.00	£10,086.47	£5,243.53	£17,130.00
3060	OS Buildings	£2,300.00	£1,275.24	£1,024.76	£2,100.00
3070	OS Vehicles	£10,050.00	£5,638.02	£4,411.98	£9,450.00
3080	OS Contingencies	£3,000.00	£530.00	£2,470.00	£3,000.00
3090	OS Others	£1,000.00	£1,377.44	£-377.44	£1,000.00
3100	OS Small Projects	£0.00	£0.00	£0.00	£0.00
3110	OS Vandalism	£3,500.00	£1,899.87	£1,600.13	£3,500.00
3120	OS Footpaths Equipment	£200.00	£12.16	£187.84	£200.00
3130	OS Public Street Lighting	£10,000.00	£4,199.62	£5,800.38	£8,500.00
3135	OS Public Street Light Contract	£0.00	£0.00	£0.00	£6,000.00
3140	OS 10 Yr Maintenance Plan	£57,744.00	£20,799.93	£36,944.07	£75,930.00
3141	OS Reserves TR Balancing 10 Yr Plan	£0.00	£0.00	£0.00	£0.00
3145	OS 30 Yr Maintenance Plan	£0.00	£0.00	£0.00	£28,000.00
3146	OS Reserves TR Balancing 30 Yr Plan	£0.00	£0.00	£0.00	£30,000.00
Total Expenditure		£236,474.00	£128,356.49	£108,117.51	£317,955.00

Proposed Financial Budget 2017/18

		2016/17	Actual Net	Balance	2017/18
Central Services					
Income					
200	CS Allocation from Precept	£179,540.00	£179,540.00	£0.00	£165,365.00
201	CS Precept 10 Yr Building Plan	£0.00	£0.00	£0.00	£12,600.00
202	CS Precept 30 Yr Buildings Plan	£0.00	£0.00	£0.00	£22,575.00
205	CS Interest (Barclays Base Rate Reward)	£200.00	£0.00	-£200.00	£200.00
210	CS Interest Precept	£150.00	£0.00	-£150.00	£150.00
215	CS VAT Reclaimed	£30,000.00	£14,049.34	-£15,950.66	£30,000.00
220	CS Sundry Receipts	£3,115.00	£1,265.77	-£1,849.23	£3,115.00
225	CS Interest (Lloyds Investments)	£2,000.00	£1,295.34	-£704.66	£1,000.00
230	Charity Account Transfers	£12,000.00	£0.00	-£12,000.00	£12,000.00
235	Church House	£6,050.00	£3,090.77	-£2,959.23	£6,190.00
240	Rickards Hall Lettings	£12,000.00	£10,249.65	-£1,750.35	£15,000.00
245	WI Hall Admin	£1,860.00	£0.00	-£1,860.00	£1,900.00
250	CS Reserves 10 year Maintenance Plan (TF)	£0.00	£0.00	£0.00	£0.00
260	CS Reserves 30 year Maintenance Plan	£0.00	£0.00	£0.00	£43,575.00
Total Income		£246,915.00	£209,490.87	-£37,424.13	£313,670.00
Expenditure					
2000	CS Staff Costs	£157,430.00	£94,794.29	£62,635.71	£157,480.00
2010	CS Utilities	£9,345.00	£5,797.51	£3,547.49	£9,445.00
2020	CS Services	£7,975.00	£4,355.40	£3,619.60	£7,155.00
2030	CS Equipment/Tools	£4,300.00	£2,239.96	£2,060.04	£4,300.00
2040	CS Materials	£1,240.00	£610.33	£629.67	£1,200.00
2050	CS Buildings	£8,230.00	£3,876.16	£4,353.84	£7,750.00
2060	CS 10 Year Buildings Maintenance Plan	£12,000.00	£220.00	£11,780.00	£11,500.00
2061	CS Reserves TR 10 year Maintenance Plan	£0.00	£0.00	£0.00	£1,100.00
2062	CS 30 Yr Building Maintenance Plan	£0.00	£0.00	£0.00	£22,575.00
2063	CS Reserves TR 30 Yr Building Maintenance Plan	£0.00	£0.00	£0.00	£43,575.00
2065	CS Buildings Materials	£0.00	£0.00	£0.00	£2,000.00
2070	CS Other	£7,970.00	£3,268.46	£4,701.54	£7,670.00
2100	CS Charity Account Transfer	£12,000.00	£0.00	£12,000.00	£12,000.00
2200	Church House	£4,000.00	£1,205.47	£2,794.53	£3,400.00
2210	Public Toilets	£8,745.00	£3,623.68	£5,121.32	£9,020.00
2220	Rickards Hall	£13,680.00	£8,220.72	£5,459.28	£13,500.00
Total Expenditure		£246,915.00	£128,211.98	£118,703.02	£313,670.00

Proposed Financial Budget 2017/18

	2016/17	Actual Net	Balance	2017/18	
Emergency Planning Committee					
Income					
500	EP Allocation from Precept	£200.00	£200.00	£0.00	£275.00
505	EP Sundry Receipts	£0.00	£2,199.79	£2,199.79	£0.00
Total Income		£200.00	£2,399.79	£2,199.79	£275.00
Expenditure					
5000	EP Equipment/Tools	£100.00	£2,199.79	-£2,099.79	£100.00
5010	EP Others	£100.00	£0.00	£100.00	£175.00
Total Expenditure		£200.00	£2,199.79	-£1,999.79	£275.00

Proposed Financial Budget 2017/18

	2016/17	Actual Net	Balance	2017/18	
Community Warden					
Income					
400	CW Precept (ETC Cont)	£6,000.00	£6,000.00	£0.00	£6,000.00
405	CW Moat Housing	£0.00	£1,000.00	£1,000.00	£0.00
410	CW West Kent Housing	£0.00	£3,500.00	£3,500.00	£0.00
415	CW Westerham	£0.00	£1,920.00	£1,920.00	£0.00
420	CW John Coldman Trust	£5,000.00	£1,000.00	-£4,000.00	£1,000.00
425	CW Police	£0.00	£0.00	£0.00	£0.00
430	CW Great Stonebridge Trust	£0.00	£2,200.00	£2,200.00	£2,000.00
435	CW KCC	£0.00	£0.00	£0.00	£0.00
440	CW Contribution for Vehicle	£0.00	£0.00	£0.00	£0.00
445	CW Reserve	£9,000.00	£0.00	-£9,000.00	£10,500.00
Total Income		£20,000.00	£15,620.00	-£4,380.00	£19,500.00
Expenditure					
4000	CW Salary	£13,000.00	£8,910.61	£4,089.39	£13,750.00
4010	CW Management Costs	£2,625.00	£0.00	£2,625.00	£2,625.00
4020	CW Phone	£240.00	£116.36	£123.64	£240.00
4030	CW CRB Check	£0.00	£0.00	£0.00	£0.00
4040	CW Sundries	£300.00	£164.16	£135.84	£300.00
4050	CW Clothing & Supplies	£300.00	£118.32	£181.68	£310.00
4060	CW Vehicle Running Costs	£2,000.00	£826.35	£1,173.65	£1,500.00
4070	CW Vehicle Purchase	£0.00	£0.00	£0.00	£0.00
4080	CW Contingency	£1,535.00	£0.00	£1,535.00	£775.00
4090	CW Reserve	£0.00	£0.00	£0.00	£0.00
Total Expenditure		£20,000.00	£10,135.80	£9,864.20	£19,500.00

Proposed Financial Budget 2017/18

	2016/17	Actual Net	Balance	2017/18
Total Income	£611,899.00	£578,147.67		£777,721.88
Total Expenditure	£611,899.00	£299,011.87		£777,721.88
Total Net Balance	£0.00	£279,135.80		£0.00