

WEST KINGSDOWN PARISH COUNCIL

The Pavilion
London Road
West Kingsdown
TN15 6BZ
15th May 2024

I hereby summon you to attend the Annual Parish Council Meeting of West Kingsdown Parish Council to be held in the Old School Hall School Lane, West Kingsdown commencing at 7.30pm on **Wednesday 22nd May 2024** to transact the following business.

Clerk to the Council.

2. Election of Chairman for 2024/25 and Signing of Declaration of Acceptance of Office
3. Election of Vice Chairman for 2024/25 and Signing of Declaration of Acceptance of Office

Planning Agenda

Members of the Parish Council: Cllr J Watchorn (Chairman), Cllr I Bosley (Vice-chairman), Cllr Mrs P Bosley, Cllr Gray, Cllr Roy Seal. Cllr Rudi McCarthy, Cllr Vicoria Bennett, Cllr G Christie, Cllr King , Cllr Mrs M Richards.

Presentation to member by David Beddingford and Malcolm Palmer

Members of the Public and Councillors who wish to raise matters.

1. Apologies for absence: Cllr Gray Cllr Bennett

2. Plans

SE/24/01037/HOUSE Rushetts Mead, Rushetts Road

Proposal Proposed single-storey rear and side extension with rooflights and erection of new porch.

SE/24/01211/HOUSE: 3 Astor Road

Development: Rear extension. Garage conversion with link to main house. Alterations to fenestration. Removal of Chimneys and Rooflights.

Annual Parish Council Agenda

Members of the Parish Council: Cllr P Bosley (Chairman), Cllr Christie (Vice-chairman), Cllr Mrs J Watchorn, Cllr Gray, Cllr I Bosley, Cllr Roy Seal, Cllr Rudi McCarthy, Cllr Victoria Bennett , Cllr King , Cllr Mrs M Richards.

1. Apologies for absence: Cllr Gray, Cllr Bennett
2. Declaration of Interests relating to items on the Agenda

3. Members' Register of Interests

To confirm receipt from all Members of completed Members' Register of Interests as required to be declared under the Local Government Act 2000. Members are asked to complete a new register of interest form - the Clerk will bring blank copies to the meeting for completion or if no changes to initial and date the existing form circuted in members papers and return at the Parish Council meeting

4. Co option update

Adverts have been published and will also appear in Sekam June Edition the closing date for co option applications is 28th June

5. Members update and extensions to absence

Cllr Gray is still receiving chemotherapy, he has asked if the 6 months leave period which runs from 18th June 2024 could be extended by 3 months. Members have to consider approval of this request. This would run till 18th September 2024

6. Standing Orders :

To re-affirm the Standing Orders adopted at the Annual Parish Council Meeting amended May 2024 a revised copy of which Members to table received a copy at General purpose Committee

7. Financial Orders :

To re-affirm the financial Orders adopted at the Annual Parish Council Meeting in May 2023 a copy of which Members received a copy at General Purpose Committee.

8. Risk Assessment:

Annual review of risk Assessment is required by Audit Commission, To Be tabled.

9. Council Procedures:

To confirm the Council operate with a Committee system with the following Committees for the ensuing year: a) Finance b) Planning c) General Purpose

10. Membership of Committees for the Year

- (i) Finance - All Members
- (ii) Planning - Number of Members to consider application as detailed on Appendix (I), as attached.
- (iii) General Purpose - All Members.

To Elect a Chairman/Vice Chairman for the Committees

- (i) Finance Committee – previously the Chairman and Vice Chairman of the Council
- (ii) General Purpose
- (iii) Planning Committee

11. Appointment of Representatives to Other Organisations:

- a) West Kingsdown Community Help Scheme (previously Cllr P Bosley)
- b) Kent Association of Parish Councils – as required
- c) Parish Council Footpaths Officer (previously Mr R Barry)
- d) Parish Council Tree Wardens (previously Mrs J Watchorn)
- e) Village Hall Management Committee - 5 members : (previously –Cllr Bennett, Cllr King, Cllr I Bosley, Cllr M Richards)
- f) Old School Management Committee – 5 representatives: (Previously -Cllrs P Bosley, Cllr I Bosley, Cllr McCarthy, Cllr Watchorn, and Cllr Richards)
- g) Church Woods Management Committee - 3 representatives previously – Cllr P Bosley, Cllr Watchorn and Cllr Richards .
- h) Brands Hatch Liaison Group - 1 representative (previously Cllr Gray)

12. Calendar and Publication of Meetings

Members to confirm the date of the monthly Parish Council Meeting to be held on the fourth Wednesday in the month, at St Edmunds centre at 7.30pm with the exception of August and December due to holidays, and to confirm the continuation of the public first half hour. Timetable of dates attached for members.

Members to confirm the General Purpose Committee will be held on the second Monday of each month currently held at 7pm at the Pavilion London Road.

13. Location of Meetings

To consider where the Parish Council and Committee meetings are to be held, i.e. all located at the St Edmunds centre or Old School Hall and Village Hall should the volume of attendees command a larger venue to accommodate.

14. Parish Council Website

Members to note that the names and addresses of Councillors are included on the Parish Council Website, together with copies of Minutes and the Annual Report.

15. Minutes of Previous Meetings

To approve as a correct record the MINUTES of the Planning Committee held on 24th April 2024, as attached.

To approve as a correct record the MINUTES of the Parish Council Meeting held on 24th April 2024, as attached.

To approve as a correct record the MINUTES of the Planning Committee held on 13th May 2024, as attached.

To approve as a correct record the MINUTES of the General Purpose Committee Meeting held on 13th May 2024, as attached.

16. Any Urgent Business

The Chairman to rule that any business received since the despatch of the Agenda, by reason of special circumstances, be considered, in order to avoid any undue delay and have up to date information.

17. Diary Items.

There are no diary items

18. Footpaths

19. Correspondence

Two Generations

Last week, SDC officer Sarah Robson met with a charity called Two Generations, which offers a new and sustainable model for people to live more independently and take control of their lives through supporting one another.

It matches householders with a spare room, who may be struggling to live on their own and would like some company, with people who may need accommodation. It works similar to a lodging arrangement.

Two Generations will match the householder with the homesharer. There is a thorough vetting process in place and the householder will get to interview the homesharer and agree what support (at least 10 hours a week) the homesharer will give. This agreement is flexible and can include a variety of tasks like shopping, gardening, cleaning, cooking or accompanying visits to the doctor. No personal or nursing care is involved,

The householder will have to pay a monthly administration fee to Homeshare to cover the cost of the service – they will support householder throughout the whole process and monitor the match. The average cost is £140 per month.

Two Generations charges the housesharer a monthly fee to cover the cost of their services. This cost varies but is roughly between £150-£250 per month, plus household bills (if applicable).

It was thought Two Generations may be of interest to some of the local residents you work with and support - *could you please circulate to your local networks. If you would like further information, contact details for Justin at Two Generations can be found below.*

Justin Dewhirst
Two Generations CIC
w: www.twogenerations.co.uk
e: justin@twogenerations.co.uk
m: 07554 037263

Residents letter regarding the green on Oaklands Close

Despite your notices sent in the past by the Parish Council about driving onto/over our green, certain houses on the green continue to drive over the grass. one particular person persistently rives over the grass and residents have asked the parish council to consider taking action

b) Correspondence received since the publication of the Agenda.

20. Community Cupboard:

Details to be presented regarding proposal for Members to consider.

21. Church Woods Management Committee :

22. Warden Scheme - Community Wardens: FAQs for Parish and local councils

Kent County Council's Community Wardens operate in communities across

Kent. The aims of their work are to:

- improve community resilience
- support the elderly and vulnerable
- foster community cohesion and wellbeing
- assist with navigating community services.

From this year the service will be delivered by 32 wardens and 6 team leaders (who will also have a front-line aspect to their role). The service previously had 70 wardens and so some communities who had previously benefitted from a warden will no longer do so.

Several parish and local councils have approached the service asking about opportunities to fund, or part fund their warden. This document has been prepared to help support those discussions. In response to the requests from parish and local councils, KCC has identified two models whereby those councils could retain their warden.

Those models are:

- 1) Parish/local council pays KCC to provide the service.
- 2) Parish/local council directly employ their own warden.

The answers to these FAQs have been split into the two models to try to both answer the questions and give the ability to compare and contrast the models.

Q1 – Who manages the warden?

Model 1 – KCC will continue to manage the warden as now.

Model 2 – The parish/local council will need to put line management and supervision in place.

Q2 – Who is responsible for the warden's health and safety, including risk assessments?

Model 1 – KCC, as now

Model 2 – The parish/local council

Q3 – Will the warden have access to all the information they have now to carry out their work?

Model 1 – Yes, as a KCC employee the warden will see no changes to the information they currently receive and have access to.

Model 2 – No, the parish/local council will need to set up data sharing

agreements with the partner agencies they want to work with. They will also need to manage compliance with the various regulations regarding data including data protection, impact assessments and privacy notices.

Q4 – Will the warden stay in our parish/area?

Model 1 – In the main, yes, although in an emergency situation (like flooding, failure of critical service (like water supply) or a natural disaster) the warden may be asked to support another area. Should the emergency be in your area, other wardens would come to support yours.

Model 2 – Yes

Q5 - Could more than one parish/local council join together to pay for a warden?

Model 1 – Yes

Model 2 – Yes. It may be that one parish/local council may have to take a lead role as the formal employer of the warden.

Q6 – What would the costs need to cover?

Model 1 – Warden salary, pension costs, national insurance, travel, uniform, training, equipment (mobile 'phone/IT, for example) and a contribution to line management and supervision.

Model 2 – Likely to need to include all of the above but will be dependant on parish/local council employment arrangements.

Q7 – Can we keep our existing warden?

Model 1 – KCC understands the value of the relationships already built up so, if it is possible to do so and all parties want it, we will aim to make that happen.

Model 2 – Will depend on negotiations between parish/local council and the warden.

Q8 – What happens if the warden leaves?

Model 1 – KCC recruits to the post and provides basic and limited cover specifically aimed at ensuring vulnerable residents are not left at risk whilst this happens.

Model 2 – parish/local council recruits to post

Q9 – What happens when the warden is on leave?

Model 1 – KCC provides basic and limited cover specifically aimed at ensuring vulnerable residents are not left at risk.

Model 2 – Will depend on parish/local council arrangements

Q10 – What happens if the warden is absent through ill health

Model 1 – KCC provides basic and limited cover specifically aimed at ensuring vulnerable residents are not left at risk. KCC HR and Occupational Health systems used to help warden back to work.

Model 2 – Will depend on parish/local council arrangements

Q11 – Will the warden continue to be accredited under the Community Safety Accreditation Scheme?

Model 1 – Yes

Model 2 - The warden will not be covered by KCC's membership of the scheme but the parish/local council could apply for membership.

Q12 – Can the parish/local council task the activity of the warden?

Model 1 - No, KCC must task the wardens to ensure that their health and safety is properly protected and that insurance cover is maintained. As now, parish/local councils can suggest issues that could be addressed or prioritised but the final decision lies with KCC as employer.

Model 2 – Yes, as the employer the parish/local council can (and, in fact, must) task the warden's activity.

Q13 – Will the warden participate in the same training as other wardens?

Model 1 – Yes, as now

Model 2 – Wherever possible KCC will make the same training available to wardens. Parish/local councils will need to pay for their warden to attend. Training needs assessment and decisions about what training a warden should attend are the parish/local council's responsibility.

Q14 – Will the warden attend warden team and service meetings?

Model 1 – Yes, as now

Model 2 – No. Legal advice is that team and service meetings must be for employees only.

Q15 – Who will deal with any complaints about the warden?

Model 1 – KCC, as now.

Model 2 – The Parish/local council, as the employer.

Q16 – Who will provide employers liability insurance cover for the warden?

Model 1 – KCC, as now.

Model 2 - The Parish/local council, as the employer.

Fawkham have provided a document giving a breakdown of the figures for contribution Our conclusion was that, in principle, we are in agreement to fund the Community Warden under model 1, assuming the total cost is around £45,000, all four Parishes are in agreement and that a fair way to share the cost can be agreed between us.

As a suggested way of fairly agreeing funding proportionate to the size of the Parishes, we have looked at the tax base figure used as the basis for the precept, which is set annually by SDC for each PC. The calculations below show the estimated £45,000 cost apportioned to each Parish using the tax base supplied by SDC for this financial year:

Parish	Tax Base	% of total	share of
		45K cost	

Ash	2481.12	31%	£13,950
-----	---------	-----	---------

Hartley	2560.84	32%	£14,400
---------	---------	-----	---------

West Kingsdown	2408.56	33%	£14,850
----------------	---------	-----	---------

Fawkham	306.55	4%	£1,800
---------	--------	----	--------

Total	7,757.07	100%	£45,000
-------	----------	------	---------

A further meeting of Clerk and Chairs from each Parish is to take place in the next couple of weeks Members are asked to discuss the option to keep our exiting warden Jackie West in the Community.

23. Policies

To accept the revised policies as discussed at the General purpose Meeting held Monday 13th May

Accessibility statement

CCTV

Privacy/ GDPR

Freedom of information

Co Option

Complaints

Vexatious Complaints Policy

Anti bullying and harassment

24. Finance

a) Details of income and expenditure to be tabled. To approve online payments for authorised payment

b) Members are asked to appoint a councillor to carry out an internal finance audit, quarterly in the Parish office

c) To formally adopt the accounts for the end of year 2023/24

25. Hever Road Access road - Line Marking

Previously a quote was received for repainting of the lines. It was agreed to have the paving repaired before agreeing to repaint markings

The quote was as follows .

£695.00 excluding VAT.

This includes the following. Junction Markings Letters Speed hump markings Parking bay markings Disabled bay markings and Hatched markings.

26. Outdoor Gym company Adizone gym equipment Gamecock.

Great Outdoor Gym Company (TGO for short), and our range of quotes from the surfacing company to repair the wetpour.

After consultation with the surfacing company and sharing the photos the best option here is to patch repair the areas within the gym area and then banding the perimeter . This involves cutting out the affected area and replacing with a single color Black Wetpour. It also includes cutting wetpour away from the all the edges of the wetpour and re-filling the gaps to the kerb edging.

From the site inspection this amounts to approx. 30m² for the internal areas and a further 35m linear for the

perimeter. Disposal of Rubber is included. The cost for this element of the job is £7,545 + VAT

8 x Replacement Rubber Handles - £51 + VAT

Clean & Re-Paint Equipment - £2,500 + VAT

Maintenance of Current Equipment - £725 + VAT

The quote above would get the current equipment working and looking as good as possible with out replacing for new.

Any of the above elements can be removed to suit the available Budget.

In the email I will attach a price list offering a 15% discount of RRP for existing Customers looking to replace old kit for new should this be an action that is required.

27. Matters Arising

28. Newsletter Items

29. June Meetings

Planning and General purpose meeting: Monday 10th June 2024 : The Pavilion London Road
7.00pm – TBC as Clerk on Leave

Planning and Parish Council Meeting: Wednesday 26th June 2024 : St Edmunds Centre , School Lane 7.30pm

Members to note the office will be close Friday 31st May, Friday 7th June and Monday 10th June for annual leave