

<b>WYE with HINXHILL PARISH COUNCIL</b>	<b>Agenda Item 13a</b>
<b>CLERK'S REPORT</b>	<b>Thursday 16 June 2011</b>
<b>Status</b>	<b>Information purposes</b>

**EXTERNAL EMAIL CORRESPONDENCE** dealt with 20 May – 16 June (19 working days)

#### **Allotments**

1. Jane Burnham – regular email correspondence regarding routine management issues.
2. J Weedon – allotment query. *Responded.*
3. Dan Barker – allotment query. *Sought Jane's advice and replied.*
4. Beryl Graham – allotments applicant. *Passed on to Jane Burnham, Allotment Warden*
5. Philip Howard – allotment query – *Passed to Jane.*
6. Local Food grant application. *Obtaining quotes to bring a proposal to the next Parish Council meeting.*

#### **Ashford Borough Council**

7. Revised Declaration of Acceptance of Office forms received – *To be signed by all councillors*
8. Received electronic link to 'Ashford Voice' – *Passed on to Councillors*
9. Query about identity of 'Marriage Lane' – *Have written to residents.*
10. QEII Fields in Trust – ABC is looking into whether or not it wants to participate. (In response to a request to nominate Churchfield Green as a Field in Trust.)
11. Request from Mayor of Ashford to visit parishes in the borough. *June PC meeting*

#### **Bonfire event on Wye Crown**

12. Bonfire Committee has emailed a risk assessment for the Parish Council to consider, along with a request that the event takes place under the umbrella of the PC so that PC insurance covers it. *Will arrange to check the risk assessment and carry out a site survey with members of the Bonfire Committee and the new Clerk. Will bring to the PC at a future meeting.*

#### **Burial Ground**

- 13 Hilary Evers – email correspondence regarding routine admin matters

#### **Communication**

- 14 Wrote Parish Notes for July Parish Magazine.

#### **Environmental Services (ABC)**

- 15 Meeting with Kirsty Hogarth of ABC – work on the mapping of services in the parish  
white-lining of Gregory Court car park  
*On Agenda. Will follow up on 20 June when Kirsty is next in the office.*

#### **Finance/Accounts**

- 16 Received RBS Software Newsletter – *Filed*
- 17 Liaising with Jeremy Chestnutt about PC logo.
- 18 Consultation on local public audit post abolition of the Audit Commission. *Drafted a submission.*

ABC has paid the £7000 community grant for the Adventure Play Trail.

#### **Health**

- 19 KCC Health Overview & Scrutiny Committee Notes – *Passed on to councillors*

#### **Highways**

- 20 Received KHS notices of road closures – *Passed to wyeweb.*
- 21 Winter salting – *Have asked KHS to include Wye in the salt bulkbag scheme and have submitted information on existing salt bin and proposed site for new salt bin (Little Olantigh Road/Coldharbour Lane).*
- 22 Gullies and manhole covers – *Need to know if any need re-levelling or areas immediately around any manholes need repairing.*

#### **Housing**

- 23 Copy of letter to tenants regarding electrical work – *Filed*
- 24 Hedge-cutting on Little Chequers – *Informed ABC of resident's query*
- 25 Local Needs Housing Scheme – update. *To consult Cllr Shoults who has indicated an interest in housing and then circulate to all councillors.*

26 Ashford Housing Strategy consultation. *To consult Cllr Shoults*

### **Insurance**

27 Correspondence with Came & Company about street cleansing cover. *On Agenda. PC needs to write formally to ABC*

### **KALC**

28 Ashford Area Committee: Attended AGM. Received minutes. *Passed to Cllr Bartley*

29 Councillors' Conference – 23 July 2011/ *Circulated.*

### **KCC**

30 Information about a questionnaire sent to all recipients of support. *Will publicise on PC notice boards and in Parish Notes urging those concerned to respond.*

31 Kent Probation Community Payback Scheme – *Information for discussion with new Community Warden*

32 Trading Standards alerts

33 Explore Kent Walking Festival 2011 – Received poster. *To put on PC notice boards & website and send to Richard Blackford (Footpaths Preservation Society)*

### **Kent Downs AONB Unit**

34 Overhead electricity cables – enquiry about land ownership along Olantigh Road. *Responded.*

35 Kent Downs AONB Unit e-newsletter. *Circulated.*

### **Police**

36 Stakeholder Newsletter – *Circulated.*

### **Policy WYE3**

37 Linda Cobb – public consultation on educational uses. *On Agenda.*

38 Andrew Wickham – KCC view on Free School. *Passed to Cllr Mansfield*

39 Daniel Carter, Simon Cole, Richard Alderton (ABC), Andrew Highwood (Savills) & Steve Howe (ICL) – correspondence about independent consultant to review marketing strategy. *Passed on to community representatives*

### **Planning – Development Control and Policy**

40 Neighbourhood Planning Seminar overheads – *Passed on to Cllr Bartley*

41 ABC Planning Committee information – *Checked for any issues relating to Wye. None found.*

42 ABC Planning Training for councillors – 6 July. *Circulated*

43 Wolfson House demolition application – *Clarification sought from Planning Officer and passed to Cllr Bartley*

44 Daily planning alerts and Weekly planning lists received, checked and noted/passed on.

### **Village Environment**

45 Parish Council has been offered the public bench currently on The Crown (which is being replaced with a memorial bench). *Investigating its condition and transport to the village for placement along the path across Churchfield Green where several elderly residents have requested a bench in the past.*

46 Graffiti Response Kit- received. *Invoice to be paid*

### **Naccolt Site**

47 Lambert & Foster (agents for the Naccolt site) are seeking a meeting to discuss proposed development. *Discussed with agent. On agenda.*

### **General**

48 Query from America regarding access to Boughton Aluph Church – *Referred to Benefice office.*

### **Comment**

In the course of 17 working days, in addition to the above, I have dealt with about 200 'internal' emails from councillors and have sent over 280 emails.

## **ACTION POINTS FROM MINUTES**

49-60 All 12 action points from the last PC meeting have been actioned.

## **PREPARATION FOR MEETINGS**

61 Prepared for Resources Committee Meeting: Annual Return and accompanying reports, Statement of Internal Control, Review of Effectiveness of Internal Audit System, Internal Auditor's Report. Attended Resources Committee meeting on 7 June. Completed month's financial records.

62 Prepared for June Parish Council meeting – Agenda and agenda notes

## **PERSONNEL**

Village Caretaker and Trainee Clerk both progressing satisfactorily.

## **INCOMING CORRESPONDENCE BY POST**

<i>Date Rec'd</i>	<i>Particulars</i>	<i>Action</i>
31 May	KCC consultation re preparation of Minerals & Waste Development Framework	June agenda
31 May	ABC Register of Electors – monthly notice of alterations	Checked and filed
31 May	KCC – Appointment of Wye Community Warden & changes to Community Warden Service	Read and filed. Details of Service circulated.
7 June	Southern Water – South East Water Resources Update	Checked and filed
7 June	KCC Notification of consultation on the impact of proposed changes to KCC's charges for adult social care services (other than residential care)	To put notice on PC notice board encouraging all recipients to respond. Also Parish Notes
8 June	KALC Ashford Area Committee Minutes of AGM	Read and filed.
10 June	ABC Leader's Announcements	Circulated to councillors
11 June	New layout for Gregory Court car park	Circulated to councillors
11 June	Request for a skate park –from Izaak Cobb and friends	June Agenda - AOB
	<i>Reports, Invites, Magazines etc</i>	Available to any councillor on request
	Open Spaces Society Annual Report and Accounts	
	Open Spaces Society Open Day Sept 2011 - Invite	
	Open Space – Summer 2011 Vol 30 No1	
	Countryside Voice – Spring 2011 - CPRE	
	Water Resources Update Spring 2011	
	Kent Downs Orchid issue 19 Summer 2011	