

<b>WYE with HINXHILL PARISH COUNCIL</b>	<b>Agenda Item 13a</b>
<b>CLERK'S REPORT</b>	<b>Thursday 17 February 2011</b>
<b>Status</b>	<b>Information purposes</b>

All action points from the last PC meeting have received attention.

### **Burial Ground Review**

*Fees:*

- As part of a review of the Parish Council's burial and memorial fees I am trying to find out more about the way in which the Diocese sets its fees and what exactly they cover. We follow the diocesan fee structure but it appears that the legal rights to burial space that are conferred by the church in the case of churchyards are fewer than those conferred by local authorities in the case of their burial grounds. This may partly explain why the church charges lower burial fees than local authorities. I need to understand the reasons for these differences to see if the Parish Council is undercharging at the moment. Caroline Spencer is helping me look into this matter, and, if necessary, I will approach the Diocesan Registrar for advice.
- I have learnt that Charing PC charges a fee to take away the spoil from a new grave. This is definitely something we need to consider.

### **Allotments**

The preparation of additional allotment plots for new applicants has been delayed by the exceptionally wet weather this winter. However, clearing must start as soon as possible and various contractors are lined up. (See under Item 12b)

We will organise a meeting of allotment holders in March.

I will be inviting the representative of the South East Region of the National Society of Allotment and Leisure Gardeners (who lives in Herne Bay) to visit Wye to give advice, both on practical, site matters, and on how best to organise an Allotment Society.

### **Policy WYE3**

I attended the meeting of the PC's WYE3 Working Group on 27 January and have liaised with members and with Simon Cole at ABC over related matters. I have put information on the PC website.

I forwarded up-to-date information on Savills' delayed marketing exercise to wyeweb.org to clarify the situation following concerns raised (not on wyeweb) by Delia Copland.

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

Dealt with ABC planning application responses. Circulated incoming applications.

Submitted representations to ABC on the Urban Sites and Infrastructure DPD.

Responded on wyeweb to suggestions that the Hinxhill Road would be permanently closed as a result of the policy to build houses and a second route into the William Harvey Hospital at Willesborough Lees. This misunderstanding had generated a number of phone calls and emails to me.

### **Recreational issues**

*Adventure Play Scheme*

See agenda item. I have been liaising with Playbuilder, Wye Primary School, members of the Parish Council's Steering Group (which met on Tuesday 15 Feb) and with Francis Huntington in Australia.

I have been liaising with the Village Hall's new Chair and Secretary and existing Treasurer about arrangement for supporting the existing play area.

### **Succession planning**

*New Parish Clerk and creation of Village Caretaker post*

See agenda item. I have directed a number of would-be applicants for the post of Parish Clerk to the parish website. I have received four applications for the post of Village Caretaker, two from within the village and two from outside.

### **Village Environment**

I am continuing to chase all the issues on the Community and Environment Working Group's list of priorities.

A further demonstration of street cleaning equipment took place on 26 January. I am trying to arrange a demonstration of the Green Machine.

### **Drainage**

I am still waiting to hear from FDC whether the legal documents relating to the tripartite drainage agreement for Havillands have been issued and signed.

### **Highways**

I have reported Brook Parish Council's request for a barrier to be erected by Heron's Brook where there is a deep ditch alongside the verge. I sent a photograph of the site with the request. I have reported the bad potholes on the Naccolt Road.

### **Finance**

Routine banking and accounting matters dealt with. The PC's precept request was submitted to ABC before the deadline.

### **Communication**

Wrote Parish Notes for the March Parish Magazine.  
Updated minutes and agendas on website

Cllr Morris has introduced me to the Dropbox facility that he and Cllr Bartley have set up for councillors. I am now posting all PC papers on it. I need to tidy up my electronic filing system and intend to do that as I pass over responsibilities to the new Parish Clerk. That will be the ideal time to load the PC archives onto Dropbox, space permitting, although I will start on the task immediately.

### **Administration and Legal**

**Garage on Gregory Court car park.** ABC has sent a licence for the Parish Council to sign relating to the proposed garage on Gregory Court car park. See item 12-Financial matters. There is £200 to pay - £100 for legal fees and £100 annual licence fee.

**Street cleaning** I have been corresponding with ABC about the delegation of street cleaning powers to the Parish Council (which legally has no street cleaning powers of its own). It appears that the present arrangement is informal (whereby ABC allows the PC to street clean on its behalf and pays it a street cleaning grant) and needs to be properly formalised. I am anxious for this to be done as I am concerned about the Parish Council's insurance position, particularly as it wants to invest in mechanised equipment. In case of any accident we want to be sure that the PC is acting legally and is covered by its present insurance.

**Concurrent function grant.** I have been corresponding with Kingsnorth Parish Council over the new allocation system for concurrent grants in the borough.

**Parishioner queries** I have answered various queries (Mary Barratt, James Loudon, Jane Loudon, John Morris, Linda Cobb, Pat Thompson, Mary Hemsley, Mary Braithwaite and Nigel Ings, David Chatfield, Delia Copland).