

SWINGFIELD PARISH COUNCIL

Minutes of a virtual meeting of Swingfield Parish Council held on
Tuesday
27 October 2020

PRESENT: Councillor Vic Harmer, (in the Chair) Councillors Tim Allard, Tony Hutt, Ken Mitchell, David Monk, Steve Notley, Les Palliser and Barbara Shaw.

Apology for absence: Councillor Andy Csiszar

Officer in Attendance: Mrs Tina Wiles

Note: The virtual meeting started at 6.30pm.

6098. **DECLARATIONS OF INTEREST**

Councillor Vic Harmer declared an other significant interest in minute 6105 (where it related to the grounds maintenance tender process) and did not take part in the voting on this item.

6099. **MINUTES**

The minutes of the meeting of the Parish Council held on 29 September 2020 were submitted and subject to the following amendments;

Minute 6088, proper delete Councillor Steve Notley, insert Councillor Vic Harmer. Add note that Councillor Andy Csiszar left the meeting during item 6097 and was not present for the voting on the item.

Proposed by Councillor Les Palliser

Seconded by Councillor Steve Notley and

RESOLVED: To receive the minutes subject to the amendments above.

(8-0-0)

6100. **SCHEDULE OF PAYMENTS**

REPORT: The schedule of payments had been circulated prior to the meeting.

Proposed by Councillor Les Palliser

Seconded by Councillor Steve Notley and

RESOLVED:

1. To receive and note the schedule of payments.

(Voting: For 6; Against 0; Abstentions 2)

6101. **CONCLUSION OF THE ANNUAL AUDIT 2020**

REPORT: PKF Littlejohn, the Council's External Auditor has completed its work on the Council's Annual Audit and has forwarded the Certified Annual

Return. The Notice of Conclusion has been posted on the noticeboards and on the website in accordance with the Local Government Transparency Code. A copy of Section 3 of the Annual Return was circulated with the agenda.

The certificate confirms there were no matters arising.

Proposed by Councillor Steve Notley
Seconded by Councillor Ken Mitchell and

RESOLVED: To receive and note the conclusion of the Annual Audit 2020.

(Voting: For 8; Against 0; Abstentions 0)

6102. ARRANGEMENTS FOR REMEMBRANCE SUNDAY 8 NOVEMBER 2020

REPORT: The normal service at the Memorial in Aerodrome Road, St Luke's Church and St Peter's Lychgate will not go ahead this year in the usual format. By tradition the Chairman of the Parish Council joins the services in Hawkinge.

The Council noted the Mayor of Hawkinge will be laying wreaths at the memorials in Aerodrome Road, War Graves Memorial in Hawkinge Cemetery and St Peter's Lychgate at some point during the day and is in direct contact with Rev Rob Grinsell regarding this. Discussions took place regarding the laying of the Swingfield Wreaths and attendance by local residents.

Proposed by Councillor Ken Mitchell
Seconded by Councillor Steve Notley and

RESOLVED: To lay wreaths as above and local residents could attend in accordance with social distancing.

(Voting: For 8; Against 0; Abstentions 0)

6103. PLANNING MATTERS

The Council endorsed the responses forwarded to the District Council set out on the schedule of planning matters attached to these minutes.

Planning Application Ref 20/1568/FH was considered at the meeting.
(Listed building consent to remove existing cement pointing from all 4 walls of the tower and the staircase and repoint with lime-mortar. Grout voids in wall. Localised small stone repairs to ensure water shedding.)

Proposed by Councillor Vic Harmer
Seconded by Councillor Barbara Shaw and

RESOLVED: To strongly support the application.

(Voting: For 7; Against 0; Abstentions 1)

6104. ROADS AND FOOTPATHS

REPORT: On 29 September minute 6090, the Council noted damage caused by HGV's in Swingfield Street and that Barbara Shaw had requested "No HGV" signs be put up in Swingfield Street. It was reported that this request had been submitted and confirmation was awaited for both ends of Swingfield Street.

The secondary issue at St John's farm was being progressed however it was difficult to manage this as it was a business.

Proposed by Councillor Tony Hutt
Seconded by Councillor Ken Mitchell and

RESOLVED: To receive and note the Report.

(Voting: For 8; Against 0; Abstentions 0)

6105. PARISH MAINTENANCE

It was reported that a street light in Swingfield Street was out. It was number NSP M002.

The Clerk would report this.

The clerk raised the following items;

i) The Grounds maintenance contract would be put out to tender for a start in April 2020 and asked the Council to confirm the term of the contract.

Proposed by Councillor Barbara Shaw
Seconded by Councillor David Monk and

RESOLVED: To request tenders for 1, 2 and 5 year contract.

(Voting: For 6; Against 0; Abstentions 1)

ii) KCC will no longer be hosting the Council's website after January 2021. The facility which is currently free is being withdrawn. The Council was asked to authorise quotes for the provision of its website, including set up and hosting.

It was agreed that the Clerk should contact HugoFox to obtain further information and report this to the Council.

6106. PARISH PROJECTS

REPORT: Councillor Tim Allard presented his report which had been circulated prior to the meeting.

Councillor Allard said that Selsted School were keen to be involved but Covid 19 restrictions were impacting on these plans. Councillor Allard said the planting would be more time consuming than originally anticipated but the whips could be stored over winter and planted in the Spring.

Councillor Harmer thanked Councillor Allard for his endeavours.

Proposed by Councillor Vic Harmer
Seconded by Councillor Tony Hutt and

RESOLVED: To receive and note the Report.

(Voting: For 8; Against 0; Abstentions 0)

6107. CORRESPONDENCE

None reported.

6108. EXCLUSION OF THE PUBLIC

Proposed by Councillor Vic Harmer
Seconded by Councillor David Monk and

RESOLVED: To exclude the public and press from the meeting for the following items of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

(Voting: For 8; Against 0; Abstentions 0)

6109. ST PETER'S CHURCH LYCH GATE

REPORT On 29 September 2020, minute 6094, the Council resolved to ask Councillor Barbara Shaw to continue her research to investigate the ownership of the Lychgate.

Councillor Shaw's report given at the meeting is attached to these minutes at Appendix 1.

Proposed by Councillor Tony Hutt
Seconded by Councillor Ken Mitchell and

RESOLVED:

- 1. To receive and note the Report.**
- 2. To obtain a specialist structural survey to provide a specification for the renovation and then go through the Council's tender process.**
- 3. To work with the Churches Conservation Trust and Swingfield Community Group to explore funding for this project.**

(Voting: For 8; Against 0; Abstentions 0)

Appendix 1

Report of Lychgate

Cllr Shaw has completed the inquiries she was tasked to do under minute 6094 and stated the importance of this information being documented in Council minutes for future reference and clarity.

- Council should note the Church and Churchyard are two separate issues and that ownership and maintenance are also separate issues
- The Church and Churchyard ground is not registered with HM Land Registry, which is apparently not unusual for church property
- Diocese of Canterbury has confirmed that the Incumbent and PCC own the Churchyard which is held in trust by the Diocesan Board of Finance
- St. Peter's Church went into retirement in 2000 and was vested in the Churches Conservation Trust in 2011
- When the church retired, St. Peter's Parochial Church Council (PCC) disbanded and maintenance for the Churchyard passed to St. Martins Acrise PCC
- St. Peter's Churchyard was closed for burials with a closure order issued by the Ministry of Justice on 11.10.2017 From this date maintenance responsibility of the Churchyard was passed to Swingfield Parish Council
- The Diocese of Canterbury advise that the transfer of churchyard maintenance includes its walls, fences, gates, grass, trees, and includes the Lychgate Memorial
- St. Martins Acrise PCC were also informed of this and now understand the ownership and maintenance position, as confirmed in the email they sent to our Clerk on Monday and subsequently circulated to all Councillors
- The Lychgate Memorial is registered with the Imperial War Museum as a 'Memorial' identifying the type of memorial as a 'Gate', *the Lychgate*. It was built with the original WW1 plaques in 1920 and dedicated on 13.11.1920 An additional plaque for WW2 was added in 1946
- Having established the above, there is now no question as to whether the Council wants to maintain the Lychgate Memorial, it is our responsibility

Cllr Shaw suggested next steps would be to obtain a specialist structural survey to provide a specification for the renovation and then go through the Council's tender process.

There are several contacts through the CCT that are specialist Conservation experts who would be ideally placed to help in this.

The Lychgate Memorial is Grade 1 listed as it sits within the curtilage of the listed church. Council will likely need Ecclesiastical Faculty permission for any proposed works and potentially for Listed Building Consent from F&H District Council.

Council should also explore the possibility of external funding sources for the Lychgate Memorial renovation costs.

Appendix 2

Schedule of Planning Applications

27 October 2020

Responses sent to FHDC since the last meeting of the Council

Y20/1253/FH	16 Minter Avenue, Densole	Support
Y19/0095/FH	17 Densole Way - resubmission	No Objection.