

MINUTES OF HORSMONDEN PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
HELD IN HORSMONDEN VILLAGE HALL at 9.40 P.M. ON MONDAY 11th MAY 2009

Present: Cllr Robins (Chair)
 Councillors Cheesman, Clemson, Hughes, Kerrigan, March, Parker, Stevens,
 Fletcher

In attendance: Lucy Noakes (Clerk)
 2 members of the public

Declarations of Interest: Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited.

1. APOLOGIES FOR ABSENCE

None

2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

It was proposed by Cllr Clemson, seconded by Cllr Fletcher and unanimously agreed that Cllr Robins be elected as Chair for the forthcoming year.

It was proposed by Cllr Clemson, seconded by Cllr Stevens and unanimously agreed that Cllr March be elected as Vice-Chair for the forthcoming year.

3. ELECTION OF OFFICERS & COMMITTEES

It was proposed, by Cllr Stevens, seconded by Cllr Parker and unanimously agreed that the following Committees continue for the next year, with membership as detailed below :

Committee	Officer Membership
Business/Retail Liaison	Cllr Cheesman
Project Management/Finance	Cllrs Clemson, Hughes, Fletcher, March and Robins
Footpaths	Cllrs Hughes and Robins
Frances Austen Mem. Trust	Cllr Hughes
Hop Picking	Cllrs Cheesman, March and Kerrigan
Internal Auditor	Cllr Hughes
KAPC Reps	Cllrs Clemson, Cheesman and Robins (if required)
Planning	Cllrs Clemson, Hughes, Kerrigan, Robins, Stevens, Fletcher, March and Parker. Chair – to be elected next meeting.
Police Liaison	Cllrs Clemson, Kerrigan
Play Area	Cllrs March, Parker and Stevens
Transportation and Lighting	Cllr Stevens
Village Green Custodians	Cllrs Cheesman, March, Stevens and Parker
Village Hall	Cllrs March and Stevens
Institute Building	Cllrs Fletcher, March and Robins

4. **DECLARATION OF ACCEPTANCE OF OFFICE**

All Councillors signed the Acceptance of Office including the Written Declaration to Observe the Code of Conduct.

5. **PUBLIC SESSION**

No one expressed a wish to speak in the public session.

6. **MINUTES OF PREVIOUS MEETING**

Minutes of the Parish Council Meeting held on 6th April 2009 were taken as read and proposed for approval by Cllr Stevens, seconded by Cllr Hughes, voted for unanimously and signed by the Chairman.

7. **MATTERS ARISING**

There were no matters arising from the last meeting.

8. **PLANNING**

(Agenda Note: All applications received on or before the date of meeting will be discussed. Any listings shown may be subject to additions if applications are received after publication date of agenda.)

8.1 Planning Submissions/Issues

Planning Application No:	TW/09/00924/FUL/CLC
Proposal:	Detached garage
Location:	Pippins,Lamberhurst Road,Horsmonden, Tonbridge
Recommendation:	Approval
Proposed:	Cllr Kerrigan, seconded Cllr Clemson. Unanimous.
Comments:	Satisfactory garage, subject to suitable sight lines.

Planning Application No:	TW/09/01279/FUL/SEP
Proposal:	Detached garage/storage building and new gates to existing entrance
Location:	Corner Cottage ,Hayman's Hill, Horsmonden, Tonbridge
Recommendation:	Approval.
Proposed:	Chair
Comments:	Approval subject to satisfactory sight lines being agreed by Kent Highways department.

8.2 Report of Permissions Granted and Refused

Permissions granted.

TW/09/00199/FUL/SM – Middle barn, Pullens Farm, Lamberhurst Road, Horsmonden,

Applications Refused

TW/09/00471/LBC/TA1 – Castlemaine Oast, Maidstone Road, Horsmonden, Tonbridge

Appeals Lodged

TW/09/00282/FUL/LD – Ash Oast, School House Lane, Horsmonden

TW/08/02230/FUL/KB – Spelmonden Farm, Spelmonden Road, Horsmonden

8.3 Other Planning Matters

- 8.3.1 i) Communications form Hill Reed associates regarding Bassett's Farm, Goudhurst Road.
The Clerk asked the Councillors whether or not they wished to meet with Hill Reed Associates at this point to view their plans. It was decided that the Council would be willing to meet with Hill Reed although it should be made clear that they would not be able to comment or discuss the plans with Hill Reed Associates. Clerk to organise Tuesday /Wednesday night meeting.

9. **FINANCE**

9.1 Parish Council accounts to date

The following accounts in respect of the period up to 10th May 2009 were presented to the meeting and it was proposed by Cllr Hughes and seconded by Cllr Clemson to accept the accounts. Unanimous.

Horsmonden Parish Council Accounts as at 10th May 2009

	Balances
Current account b/fwd 01.04.09	£ 2,365.10
Deposit account b/fwd 01.04.09	£ 38,482.50
Interest received (Deposit Account)	

Item	Ref	Receipts	Payments
Brenchley Drives - car park for Village Hall	400611		£ 5,790.25
Mrs L D Noakes April Salary	S/O		£ 608.61
HM Inspector of Taxes (tax & NI Mrs L Noakes)	400612		£ 52.46
Mrs L Noakes - stamps, cakes, coffee, milk	400613		£ 38.29
Mr. C J Couchman - April clock and play area	400614		£ 78.92
Mr. S Jones - scavenging April 2009	400615		£ 60.36
Allianz Insurance Plc	400616		£ 3,427.11
Viking Direct - stationery	400617		£ 172.98
KALC - annual subscription	400618		£ 676.59
1st half of precept from TWBC		£23,955.00	
Interest Current account		£ 1.28	

Current Account as at 10.05.09	£ 21,415.81
Deposit Account as at 10.05.09	£ 32,482.50

9.2 Annual Return/End of Year Accounts 2008-2009

The following accounts (amended) in respect of the period up to 31st March 2009 were presented to the Council:

Horsmonden Parish Council Accounts as at 31st March 2009 (Amended)

	Balances
Current account b/fwd 31.03.09	£ 4,439.08
Deposit account b/fwd 31.03.09	£ 38,186.86
Interest received (Deposit Account)	£ 295.64

Item	Ref	Receipts	Payments
EDF Energy street lighting supply(01.01.09 - 31.03.09)	400606		£ 285.61
Jamie Tweddle - pollarding 8 limes on VG	400607		£ 1,160.00
EDF Energy - lantern wisteria house	400608		£ 41.40
Village Hall Management committee	400609		£ 456.00
BT PC telephone line (28.01.09-31.03.09)	400610		£ 131.83
Interest Current account		£0.86	

Current Account as at 31.03.09	£ 2,365.10
Deposit Account as at 31.03 .09	£ 38,482.50

Cllr Clemson put forward a proposal to accept these accounts and this was seconded by Cllr March and voted for unanimously by the Council.

The Clerk presented the Annual Return for 2008-2009. It was reported that the accounts had received a satisfactory internal audit by the newly appointed Auditors, Kent Audit. It was proposed by Cllr Hughes, seconded by Cllr Kerrigan and it was unanimously agreed that the Balance Sheet and supplementary accounts for 2008-2009 be approved and signed by the Chairman and Clerk accordingly.

John Naylor requested some further information regarding the sales made by the Council during the last financial year.

9.3 Auditor's Report.

The Clerk read aloud the report received from the newly appointed Internal Auditor's, Kent Audit. The auditor stated that he was satisfied that based on his testing, systems had been properly maintained, were sound and secure and provided accurate financial information for the Councillors to rely on. However, the auditor's only reservations were the need for assurance that the monies advanced to the Village Hall management committee for the construction of the extension had been properly disbursed.

9.4 Parish Council's consideration and agreement of the Financial Standing orders.
Having reviewed the current Financial Standing Orders and corrected a couple of grammatical and spelling errors, it was proposed by Cllr Hughes and seconded by Cllr Clemson that the amended Standing orders be accepted by the Council. Vote carried (not everyone had read the standing orders), the chairman signed the new orders accordingly. Clerk to email fresh Standing orders to Chairman for the website.

9.5 Parish Councillors retrospective agreement to the tender process and quotation for the village hall extension and car park resurfacing.
Cllr March had drafted a document listing and confirming that 5 quotations were originally received in respect of the village hall extension. SAI construction had been chosen because it proved to be the lowest quote and best value for money, as well as the fact that the committee felt more comfortable having a local company carry out the work. This document was signed by both Cllr March and Cllr Stevens, as Chairman of the Village hall committee.

With regards to the Car park resurfacing carried out at the front of the Village Hall , the Clerk had found reference to the quotations for this in the Village Hall management Committee minutes dated 10th February 12009. Brenchley Drives had been chosen to carry out the work by the management committee at the same meeting, as they were a local company, whom it was believed could be relied upon to provide the best value for money using the most appropriate products.

Cllr Fletcher proposed acceptance that the Parish Council were content that the proper procedures were carried out at the time to ensure that the monies were used appropriately by the Village Hall Management Committee. Seconded by Cllr Clemson and voted for unanimously by the Council.

9.6 Council's agreement to updated quotation from Playdale (step and gate solution now added).
The Clerk had discussed with Play dale an appropriate scheme to solve the step and entry problems at the front of the proposed new play area. This had resulted in a new final figure from Playdale amounting to £47523.00 (net). Acceptance of the new quotation was proposed by Cllr Clemson, seconded by Cllr parker and voted for unanimously.

9.7 Parish Council's consideration of an Annual donation to Ready Call
The Clerk had obtained a Welcome Pack form Ready call and the contents of this were considered at by the Councillors. It was felt that there were other bodies in the village which could be included in the pack and it was put forward that the Clerk suggest that the following bodies be contacted by Ready call to see if they wished to be included: Kindergarten, School, Public Houses, Doctors surgery, dentists, vets.

Cllr March proposed that the Council offer an annual donation of £50 to Ready Call in return for us adding a leaflet explaining how the Parish Council operates and what it does etc.Cllr Stevens seconded this proposal, and the Council voted in favour unanimously.

9.8 Quotation to replace street light 10 on the Brenchley Road
The Clerk informed the Council that she had received a n approximate quotation from SEC to replace street light column 10 on the Brenchley Road. The cost for new column and lantern would be approximately £550 and the cost for column only (using existing bracket and lantern) would be approximately £275.00 These costs did not include any EDF connection

works whatsoever. Cllr Stevens pointed out that only the lantern head had been salvaged and not the bracket.

Cllr Kerrigan proposed that the Council replace with a new column and lantern at the approximate costs of £550 plus reconnection charges form EDF. This was seconded by Cllr Parker and voted for unanimously.

10. **HIGHWAYS and GROUNDS MAINTENANCE**

10.1 Highways report/update

Cllr Stevens reported that he, Cllr March and the Clerk had attended a meeting with members of the Highways department and that this had clarified certain issues for the Council.

Cllr Stevens suggested that he and the Clerk may try to drive around the Parish to locate all the jobs which need to be carried out by Highways. It was suggested that these problems be given a rating between 1 and 10 in order to prioritise them.

Cllr Stevens requested a meeting with Jacobs to discuss the verge cutting. Clerk to arrange.

10.2 Street lighting

The Clerk said that she would continue to chase EDF about fulfilling the terms of their contract and carrying out the repainting of the street lights in Horsmonden.

11. **PARISH COUNCIL ADMINISTRATION**

11.1 VG booking 4th July cake stall scouts

It was proposed by Cllr Kerrigan, seconded by Cllr March and voted for unanimously that the Scouts be allowed to run their cake stall from the Village Green on 4th July.

11.2 VG Booking 26th June – Cocktail party held by the Social Club

It was proposed by Cllr Clemson, seconded by Cllr Parker and voted for unanimously that this event be allowed to go ahead.

11.3 VG Booking – Pet Show on 7th June 2009

It was proposed from the Chair and voted for unanimously that the pet Show be allowed to go ahead subject to sight of the necessary insurance details. Clerk to contact Denise Bignell to find out if they need use of the electrical box and entry on to the VG.

Cllr Robins suggested that the agenda next month should include a proposal to give the Chairman and Clerk the authority to allow straight forward bookings for the Village green, as sometimes the timescales did not allow the full council time for discussion for a booking.

11.4 Public conveniences

It was proposed from the Chair that the Parish Council take over the running of the public conveniences in Horsmonden and seek as many funds as possible from TWBC to assist with this. Unanimous.

It was proposed by the Chair that the Council allow Cllr March, Kerrigan and Robins to make a decision with regards to the future cleaning contract for the toilets. Unanimous.

- 11.5 Report back form Housing Needs Meeting
The Public meeting for the Housing Needs had been attended by a reasonable number of parishioners and had helped to clarify the procedures for the public attending. Clerk to ask TWBC if any further progress has been made on sites.
- 11.6 Speedwatch
The Clerk had not received any further communications form Goudhurst about the possibility of joining forces in some way to operate the equipment. Clerk to chase. Clerk still awaiting calibrator etc form PC Ball.
- 11.7 Sustainable Communities Act
The Clerk had not received any further details on this.
12. **CORRESPONDENCE**
- 12.1 Equalities and Human Rights Commission – Public Sector Duties
The Clerk had received a bulletin from the above commission outlining its duties at present. To Cllr Kerrigan to read.
- 12.2 KCC – Electronic Communication on Public Path Orders and Definitive Map Modification Orders
The Clerk had received communications asking if the parish Council were happy to receive updated Orders electronically. The Clerk to inform KCC that this would be more convenient.
- 12.3 KCC – Reply form Mark Dance regarding veracity of information used by KCC.
The Clerk read aloud a letter from Mark Dance regarding the veracity of information used in decision making by KCC. Clerk to contact Thelma Skinner regarding the local history books and where they could be placed.
- 12.4 TWBC - Consultations on Core Strategy & Town Centres Area Allocations Development Plan Documents 29th April -10th June 2009
The Clerk had received this information by email and had passed it on to the Councillors to read as appropriate.
13. **ANY OTHER BUSINESS (DISCUSSION ONLY)**
Cllr Stevens wanted to add it to the record that the hedge/fence at the back of the Village hall is falling over. He requested that the Parish Council look into the ownership of the hedge/fence in order to ascertain what can be done with it. Clerk to look onto Land registry searches to identify ownership.
- It was suggested that the Clerk inform EDF about the children who have been spotted jumping off the railings in the direction of the substation as they may wish to erect wire to the top of the fencing there to stop them getting over.
- It was requested that the Clerk make enquiries as to whether PCSO Newman is to be replaced and the future policing for Horsmonden.
- Cllr March informed the Council that she was going to attend Village Green/Commons Land meeting in the next week.

There being no further business, the meeting closed at 11.35 p.m.

Next Meeting Dates - Parish Council Meetings

Monday June 8th 2009 – Parish Council Meeting

Monday June 22nd 2009 – Planning Committee

Monday July 13th 2009 – Parish Council Meeting