

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 2ND NOVEMBER 2009**

**Present:** Cllr Robins (Chair)  
Councillors Cheesman, Fletcher, Stevens, Parker, Hughes, and Clemson.

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

**Declarations of Interest:**

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr Hughes declared anon-pecuniary interest in planning application TW/09/03215/HOUSE/CLC and did not take part in the discussions or decision making process regarding this application. Cllr Parker declared a pecuniary interest in planning reference TW/09/03169/FUL/SEP and did not take part in the discussion or decision making process for this application.

**1. APOLOGIES FOR ABSENCE**

KCC Cllr Alex King, TWBC Cllr Callow, Cllr March.

**2. PUBLIC SESSION**

None.

**3. MINUTES OF PREVIOUS MEETING**

The Minutes of the Parish Council Meeting held on 5th October 2009 were taken as read and proposed for approval by Cllr Stevens, seconded Cllr Clemson. Unanimous.

The Minutes of the Special Parish Council meeting held on 19<sup>th</sup> October 2009 were proposed for approval by Cllr Hughes, seconded by Cllr Fletcher and carried.

**4. MATTERS ARISING**

The matter of security at the Institute was again discussed and it was noted that the wall to the right-hand side of the entrance had now been lowered to prevent it being used as a method of climbing over the gate. Cllr Robins said that there had been a problem detected with the locks on the gates as it had been found that these could be forced open if pressure was applied. He is investigating new locks for the gates.

It was considered that the Clerk should now write to the Insurers to inform them of the steps which have been taken to prevent further vandalism to the roof and to add to the security of the building.

**5. PLANNING**

**5.1 Planning Applications**

Planning Application No:	TW/03019/FUL/CLC
Proposal:	Demolition of existing kitchen wing and erection of single storey barn style extension
Location:	The Old Forge, Hayle Farm, Marle Place Road, Horsmonden.
Recommendation:	Approval
Proposed:	Cllr Clemson, seconded Cllr Stevens. Unanimous.

Planning Application No:	TW/02945/FUL/SEP
Proposal:	Demolition of existing single storey rear extension and construction of new single storey pitched roof extension.
Location:	Heath Forge House, Maidstone Road, Horsmonden, Tonbridge
Recommendation:	Approval.
Proposed:	Cllr Hughes, seconded Cllr Parker. Unanimous.

Planning Application No:	TW/09/03024/FUL/SJM
Proposal:	Two-bedroom guest pavilion as an annexe to the existing two bedroom house
Location:	Capel Manor House, Grovehurst Lane, Horsmonden
Recommendation:	Refusal.
Proposed:	Chair. Carried.

Planning Application No:	TW/09/03076/FUL/CW1
Proposal:	Retrospective- Amendment to approved plans (TW/07/02997 refers)- Single storey rear extension.
Location:	3 Elphicks Farm Cottages, Spelmonden Road, Horsmonden
Recommendation:	Approval
Proposed:	Cllr Stevens, seconded Cllr Hughes. Unanimous.

Planning Application No:	TW/09/03215/HOUSE/CLC
Proposal:	Proposed two storey side extension and part demolition of garage
Location:	2 Grovehurst Cottages, Grovehurst Lane, Horsmonden
Recommendation:	Approval
Proposed:	Cllr Fletcher, seconded Cllr Clemson. Carried.

Planning Application No:	TW/09/03280/HOUSE/GM2
Proposal:	Driveway (retrospective) and part single part double-storey end extension.
Location:	2 Heathfield Cottages, Furnace Lane, Horsmonden
Recommendation:	Approval
Proposed:	Cllr Clemson, seconded Cllr Stevens. Unanimous.

Planning Application No:	TW/09/03169/FUL/SEP
Proposal:	Amendments to TW/09/01369 (erection of dwelling house) to incorporate a basement.
Location:	Hill Top , Lewes Heath, Horsmonden
Recommendation:	Approval
Proposed:	Cllr Stevens, seconded Cllr Clemson, unanimous.

## 5.2 Report of Permissions Granted and Refused

### **Permissions Granted.**

TW/09/02384/FUL – Sunbrae, School House Lane, Horsmonden

### **Permissions Refused.**

TW/09/02496/FUL – Highlands Oast, Marle Place Road, Horsmonden

Cllr Stevens asked if there had been any progress on the enforcement issue at Bassett's Farm on the Maidstone Road. The Clerk said there was nothing to report, but she would continue to chase this up.

## 6. FINANCE

### 6.1 Parish Council Accounts to 1<sup>st</sup> November 2009

The following accounts in respect of the period up to 1<sup>st</sup> November 2009 were presented to the meeting. It was proposed by Cllr Clemson and seconded by Cllr Hughes to accept the accounts as shown. Unanimous.

#### Horsmonden Parish Council Accounts as at 1st November 2009

	Balances
Current account b/fwd 05.10.09	£ 4,738.24
Deposit account b/fwd 05.10.09	£ 52,006.58
Interest received (Deposit Account)	£ 10.08

Item	Ref	Receipts	Payments
Mrs L D Noakes - October salary	S/O		£ 608.61
HM Inspector of Taxes (tax & NI Mrs L Noakes)	400667		£ 52.46
CJ Couchman - October clock and play area	400668		£ 98.65
Mr S Jones - October scavenging	400669		£ 75.45
Livingstone Art Founders Ltd	400670		£ 2,875.00
Horsmonden Village Hall - replacement windows	400671		£ 1,215.37
Horsmonden Methodist Church - hire -19.10.09	400672		£ 10.00
BT Payment services PC telephone to 7.10.09	400673		£ 135.77
Viking Direct - stationery	400674		£ 69.14
Southern Electric contracting - October maintenance of lights	400675		£ 127.17
Specialist Hygiene Services Ltd - Oct cleaning of PC's	400677		£ 164.45
The Royal British Legion Poppy Appeal	400678		£ 25.00
Mr G Sands - lowering of wall o/s Institute	400679		£ 220.00
Cheque reversal- land registry Cheque void	400666		-£ 50.00
Interest Current account	05.10.09	£ 0.94	
VH contents insurance	09.10.09	£ 103.31	

Current Account as at 01.11.09	£ 4,215.42
Deposit Account as at 01.11.09	£ 47,016.66

**TOTAL**  
**BANK: £ 51,232.08**

## **6.2 Precept & Risk Assessment 2010/11**

Cllr Hughes reminded the Council that the Finance meeting was coming up in December and that the Council should consider whether there were any other new topics to be considered for the budget besides those mentioned at the last meeting, which were aid for the Clerk, the public conveniences and rebuilding of the reserves fund.

The Clerk mentioned that she now had a better idea of costs of the Institute and she had received a notification of the rateable value of the Institute. Cllr Stevens said that the Clerk should contact him for details of someone who may be able to help reduce the rates payable on the Institute and public conveniences.

It was suggested that there should be a meeting of the Finance Committee prior to the Public Finance Committee meeting on 14th December, as there may be topics which need thought or quotations to be sought. This preliminary meeting was set for Monday 16<sup>th</sup> November at the Clerk's house at a time to be arranged.

## **7. HIGHWAYS AND GROUNDS MAINTENANCE**

### **7.1 Highways**

Cllr Stevens reported the following problems to be passed to Kent Highways Services:

- Drainage problem at Hayman's Hill on the Corner was still not solved
- Pot holes on the Maidstone Road near to Rams Hill and at Smallbridge Road all the way up
- The directional post at Pearson's Green Road was broken

The Clerk had received a phone call from Mrs Lott of Orchard Way again regarding the footpath going down the hill at Oast View. Mrs Lott had previously been in contact with the Clerk and KHS regarding lichen on the pathway making it slippery to walk on and KHS Richard Kaupert had been out to chemically treat the path to remove the lichen. Mrs Lott had also complained about the size of Mr Robin's hedge as she claimed it blocked out the light and made the path way more slippery. Mrs Lott was now saying that the chemical treatment had not worked and that a number of pine needles and leaves from the hedge had fallen and were making the path worse. The clerk had arranged for TWBC client Services to come out and clean the pathway and had asked Richard Kaupert to have another look at it to see if it could be treated again or have a layer of salt applied.

The Clerk had received a complaint from a parishioner who lives near the field adjacent to Kirkin's Close. The parishioner had said that growth was emanating from the field over the footpath and needed cutting back. As it is not known who this field belongs to, the Clerk will need to go through KHS to have the vegetation removed.

The Clerk also reported that Mr Knapp had been in further contact to say that although the Council had written to Mr Drury at Hazeledene about the vegetation which needed removing, this had not been done. Clerk to write to the owner of the property, Mrs Davenport, with copy letter attached.

The Clerk had been informed by Richard Kaupert (KHS) that he had now had a discussion with the owner of Sandhole Cottage who had agreed to have bollards erected instead of the current lumps of wood on the verge. Mr Kaupert now needs to check with KHS that they are prepared to install and pay for these.

### **7.2 Street lighting**

The Clerk confirmed that the new light on the Brenchley Rod was due to be reconnected by EDF in the next week or so.

Cllr Stevens said that he believed the lights around the green may be slightly out of sync. as they appeared to be on at strange times.

### **7.3 Soil sampling on Village Green**

The Clerk had received notification through Dukes that Bournes had recommended that the lime should go on the green first and this needed applying soon. Bournes had suggested that the cheapest way to do this was to buy in loose lime which would need collection from Charing and would cost £8.00 plus VAT per tonne. It is recommended that the green needs 4.5 to 5 tonnes per year for the next three years.

Dukes are unable to collect as their Lorries are used for tarmac. It was also recommended that the lime should be spread by hand as it is thought that a commercial spreader could not be used in a built up area. Dukes are not able to apply the lime in this way and stated that due to the nature of the area a risk assessment should be carried out before spreading took place.

Cllr Stevens offered to investigate options for this.

As the Council are now struggling to find a contractor who can apply the lime in time, Cllr Robins suggested the Council allow Cllr Stevens a budget of £350 for collection and spreading of the lime whilst ensuring that the job was carried out as safely as possible. Unanimous.

The Clerk will also enquire as to whether Richard Greenwood from Hazel Street Farm can recommend anyone.

### **7.4 VG Benches**

Richard Stubbings had written to the Council to say that the Historical Society was prepared to put £50 towards a bench to commemorate Bernard Fowler. Cllr Cheesman also offered to donate £50 towards this as he felt that Bernard had been such a credit to the village during his lifetime.

The Clerk said that Cllr March had asked her to relay that she was still awaiting a reply from the Gardening Society about a possible donation towards this.

### **7.5 Advertising Posters on VG – request from the Club to advertise.**

John Izbicki had asked if the Club could advertise events to be held at the Club on the village green. He wanted to put up temporary signs similar to those used at the roadside by the Farmers market.

The Clerk mentioned that it had been suggested to her that Societies could be charged for advertising on the green. This idea was rejected by the Council.

It was proposed from the chair that the club be allowed to advertise their events using a maximum of 2 signs on the village green provided the signs were put up not more than 1 week in advance to the event taking place and were taken down within 24 hours of the event, with a restriction to a maximum of A2 size posters. This is for a trial period of 3 months, after which the Council would reconsider if necessary. This was voted for unanimously.

Clerk to inform Mr Izbicki of the Council's decision and explain that their reasoning for the restrictions is because they are concerned about the number of signs on the green at any one time and do not wish to see it become cluttered with advertising. It was clarified that the permission given above applied to the club only.

### **7.6 Risk Assessment procedures**

It was felt that this had been discussed already under section 6.2.

## **8. PARISH COUNCIL ADMINISTRATION**

### **8.1 Councillors attendance record**

Some members of the Council had requested that the Council revert to the old method of filling in a book for attendance and registration of interest. The Clerk commented that the idea of changing to a sheet each was because it gave clarification that each member had looked at the agenda and given thought to their interests. Although she agreed that it was time consuming to print a sheet for each member.

It was proposed from the Chair that the Council revert to using a single sheet to record attendance and registration of interest from the agenda, as from next month's meeting. Unanimous.

The Clerk will redesign a single loose sheet which has a section for each member to sign and register their interests.

### **8.2 Advertising on VG**

This was covered under section 7.5.

### **8.3 Advertising of PC meetings – APM and AMPC**

The Clerk had been investigating the printing service offered by TWBC and found that they could offer to produce 10 copies on A3 laminated for about £7.50. Following earlier discussions about advertising on the Village Green it was considered that A3 would be too small and the Clerk was requested to find out if they could provide A2 sized laminated posters and what the cost would be.

### **8.4 Public conveniences**

The Clerk reported that as she had still heard nothing from TWBC about the settlement for the public conveniences, she had rung Julie Mellor again. Julie had said that it was not property services who were dealing with this, but it had been held up as some of the agreements with the parishes were taking longer than others. Julie suggested that the Council email herself and Diana Brady at property services to remind them that the Parish Council are still waiting.

Clerk to send email to TWBC as requested and copy Cllr Robins and Cllr Bullock (TWBC) in on the email. Cllr Robins can then take this up with Cllr Bullock at the next Chairman's meeting.

### **8.5 V/H Lease**

The Clerk had drawn up a new lease based on the new model provided by ACRK. The working party designated to deal with this matter now need to meet and discuss the lease to ensure it meets all requirements. Cllr Stevens requested clarification on the fence ownership at the back of the hall as this fence needs attention. It was suggested that this belongs to the house behind the Village Hall. Clerk to write to the owners of the Old School House requesting them to repair the fence.

### **8.6 Housing Needs project**

The Clerk reminded members that a meeting is organised for Monday 9<sup>th</sup> November at 7.30pm at Swiggs Hall and that members of Cascade Homes will be attending as well as Jennifer Hudson and Debbie Dixon from TWBC Housing and planning teams.

## **9. CORRESPONDENCE**

### **9.1 Invitation to KALC Annual General meeting – 14<sup>th</sup> November 2009**

Cllr Cheesman had offered to attend this meeting on behalf of the Council.

## **10. ANY OTHER BUSINESS (DISCUSSION ONLY)**

Mr, Couchman had reported the instability of the ladder used for climbing into the clock tower at the Institute. Cllr Robins to investigate and purchase a new aluminium ladder as a matter of urgency. This would have to be agreed retrospectively at the next meeting, and could not be left until then as it was a matter of health and safety.

The Clerk had received a letter from KCC to inform everyone that the library van would now be run by one member of staff only, which would save money.

KCC had written to say that they have to re-tender a number of bus services including the service to Bennett Memorial School, and that whilst they hoped to maintain the current level of service, this would depend on the costs associated with doing so.

The Clerk had received an email reminding her about the use of the Kent Carrier service and asking her to publicise locally. Clerk to add in Parish News article.

Kent Highway Services had written to invite members to a Seminar to learn about KHS online, Road Safety and Permitting on 24<sup>th</sup> November at sessions House, Maidstone. No one was able to attend this.

Kent Association of Local Councils had contacted the Clerk to offer members the chance to attend the Power of Wellbeing training session on 28<sup>th</sup> November at 11am. This session will train members to promote or improve the economic, social and environmental well-being of their area (without any financial restrictions). There was no interest in this training session.

The clerk had received notification from SE Water about improvement works in the area. The programme should not affect roads.

BCTV had written to the Council asking for their support in the Kent Heritage Trees Project. Clerk to fill-in no obligation questionnaire on behalf of Council.

Victim Support had written to ask for a donation from the Council. Clerk to write with standard response about the Council not supporting individual charities.

The National Osteoporosis Society had written to publicise an event taking place at Uckfield. Cllr Hughes would ask the Church if they could publicise the poster.

**The meeting closed at 9.52pm**

**Next Meeting Dates**

Monday December 7<sup>th</sup> 2009 – Horsmonden Parish Council Meeting

Monday December 14<sup>th</sup> 2009 – Finance Committee Meeting