

MINUTES OF HORSMONDEN PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
HELD IN HORSMONDEN VILLAGE HALL at 7.30 P.M. ON MONDAY 17th MAY 2010

Present: Cllr Robins (Outgoing Chair) Cllr March (Incoming Chair)
 Councillors Cheesman (arrival 7.40pm), Clemson, Hughes, Parker, Stevens,
 Fletcher

In attendance: Lucy Noakes (Clerk)
 11 members of the public
 Cllr Callow (TWBC)

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

1. APOLOGIES FOR ABSENCE

Cllr Holloway

2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Cllr Robins declared that he wished to step down from his position as Chairman to the Council. It was proposed by Cllr Stevens seconded by Cllr Clemson and unanimously agreed that Cllr March be elected as Chair for the forthcoming year.

Cllr March gave thanks to Cllr Robins for his service as Chairman for the last twelve years and said that during this time he had been an ongoing mind of information and strength for the Council members.

It was proposed by Councillor Fletcher and seconded by Cllr Parker that Cllr Clemson be elected to vice – Chairman, and this was voted for unanimously.

3. ELECTION OF OFFICERS & COMMITTEES

It was proposed, by the Chair and unanimously agreed that the following Committees continue for the next year unaltered, as discussed during HPC meeting on 7th December 2009 following Cllr Holloways co-option; 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 Robins
Internal Auditor	Cllr Hughes
KAPC Reps	Cllrs Clemson, Cheesman and Robins (if required)
Planning	Cllrs Clemson, Hughes, Robins, Stevens, Fletcher, March and Parker. Chair – to be elected next meeting.
Police Liaison	Cllrs Clemson,
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

4. **DECLARATION OF ACCEPTANCE OF OFFICE**

All Councillors signed the Acceptance of Office including the Written Declaration to Observe the Code of Conduct. (Cllr Holloway had already signed her papers and left them with the Council as she knew she would be absent from the meeting.)

5. **PUBLIC SESSION**

Angie Jenkins had expressed a wish to address the Council about the possibility of sheltered housing for the elderly at Bassett's Farm. Angie had written to the Council to inform them that the Care in the Community steering group had been having negotiations with Court Royal who are a developer specialising for this type of housing. Angie understood that Court Royal may have purchased an option to buy part or all of the land at Bassett's Farm if they receive planning permission to build sheltered housing for the elderly. Angie had said that the steering group were a little concerned as Court Royal did tend to operate in the high value end of the market, which wasn't necessarily what they had in mind, but Court Royal had indicated that they would negotiate with them to try and suit the local need.

Angie asked the Council if they could give their approval to the idea in principal. Cllr March explained how there had been various problems associated with planning applications on the Bassett's Farm site, mostly to do with footpath and access issues. Angie said that she understood from Court Royal that the associated problems had all now been overcome. Cllr March went on to say that whilst the Council would generally support the idea of care in the community, they could not support a plan without seeing the planning application.

Jenny Lethem and George Baker addressed the meeting about the plan for a village fete on 10th July 2010 on the Village Green, with the Youth Club as the organisers. The Clerk had supplied Jenny with the relevant forms for completion and George had contacted various organisations around the village to see if they would be interested in helping organise stalls etc. Cllr March said that once the Council had the completed forms the Chair and Vice Chair could grant their permission, as was allowed following a decision from the Council at a previous meeting.

6. **MINUTES OF PREVIOUS MEETING**

Minutes of the Parish Council Meeting held on 12th April 2010 were taken as read and proposed for approval by Cllr Stevens, seconded by Cllr Clemson, carried and signed by the Chairman.

7. **MATTERS ARISING**

- Fireproof cabinets – Cllr Robins will continue to look at this.
- Millennium Plinth – Cllr Robins to draw up a plan, so that accurate quotations can be obtained for putting it in.
- Posts and benches for Village Green – clerk to obtain three quotations for his if possible. A hundred posts nee puting in and two benches, plus one bench removing.
- 'No Dogs' signs. Cllr March to try and erect these.

- Peoples Millions – the clerk had looked into this and whilst the Council were eligible to apply, the date for application was now past. The Council could look out to see if the same scheme is opened next year, although the amount of work involved in submitting the application must be taken into account as it was very unlikely that the Council's application would be chosen amongst the many entries.

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/10/01410/FUL/CW1
Proposal:	Retrospective – small farm shop with parking
Location:	T Noakes, Goudhurst Road, Horsmonden, Tonbridge
Recommendation:	Approval
Proposed:	Cllr Stevens, seconded, Cllr Cheesman. Recorded vote: also in favour Cllrs Clemson and Hughes. Against: Cllrs Cllr Parker, Fletcher and Robins. Therefore the vote was carried in favour of the application.
Comments:	The proposal is not detrimental to the environment and provides an outlet for the sale of local produce and a service to the community.

Planning Application No:	TW/10/01314/LBC/SEP
Proposal:	Alterations to kitchen doors and windows
Location:	Drum & Monkey cottage, Grovehurst Lane, Horsmonden, Tonbridge
Recommendation:	Approval.
Proposed:	Cllr Parker, seconded Cllr Fletcher. Unanimous
Comments:	Suitable enhancement to the property subject to the conservation architect's approval.

Planning Application No:	TW/10/01262/HOUSE/CLC
Proposal:	Extension of time – Two storey extension (TW/05/00739/FUL refers)
Location:	1 Smallbridge Cottages Smallbridge Road, Horsmonden, Tonbridge
Recommendation:	Approval.
Proposed:	Chair. Unanimous.
Comments:	The Parish Council proposed to accept this for a further 3 years.

Planning Application No:	TW/10/01349/FUL/CT2
Proposal:	Construction of 2 bedroom bungalow with associated parking and improvements to access
Location:	Land Rear of Vine Cottages, Back Lane, Horsmonden
Recommendation:	Refusal
Proposed:	Cllr Robins, seconded Cllr Clemson. Unanimous.
Comments:	<p>The parish Council will not be removing the fence between the two properties and there will be insufficient sight lines.</p> <p>The Parish Council would also like to make the following comments on this application:</p> <p>The Village Hall front extension is not shown on the site section looking north.</p> <p>The Plan does not show the disabled access ramp and subsequent raised levels</p> <p>The visibility splays appear incorrect. The village hall property kerb line is continuous with 1&2 Vine Cottages. Not as shown.</p> <p>There is road congestion either side of the village hall on many days.</p> <p>The Vine Cottage side has a 1.8m solid fence with 2 panels, so visibility is impaired.</p> <p>The applicants wish to remove the chain link fence, which is owned by the Parish Council.</p> <p>The access gate is only 3m wide. Taking an average family car, the Ford Focus which is 2m20cm wide without mirrors, there will be little room for manoeuvre</p> <p>Very often there are cars parked opposite the gate which will make access very difficult and possibly dangerous.</p> <p>Unless access is very much wider, there will be major disruption to surrounding properties during the construction period</p> <p>Access for the emergency services to the proposed new property will not be possible due to the limited width of the road and the proposed access.</p>

Planning Application No:	TW/10/01215/HOUSE/CW1
Proposal:	Demolition of existing conservatory an erection of part single storey(rear) part two-storey(side) extension
Location:	13 Orchard Way, Horsmonden, Tonbridge
Recommendation:	Approval.
Proposed:	Cllr Stevens, seconded Cllr Hughes. Unanimous.
Comments:	Suitable enhancement to the house.

Planning Application No:	TW/10/01528/HOUSE/CC
Proposal:	Single Storey side extension
Location:	Hayle Farm, Marle Place Road, Horsmonden
Recommendation:	Approval.
Proposed:	Cllr Fletcher, seconded Cllr Parker. Unanimous
Comments:	Suitable enhancement of the property which is not detrimental.

Planning Application No:	TW/10/01488/HOUSE
Proposal:	Construct a pitched roof over existing single storey flat roofed building
Location:	Remmingtons Farmhouse, Lamberhurst Road, Horsmonden.
Recommendation:	Approval.
Proposed:	Cllr Clemson, seconded Cllr Stevens. Carried
Comments:	This improves the appearance of the building and is a practical alternative to a flat roof.

8.2 Report of Permissions Granted and Refused

Permissions granted.

TW/10/00731/FUL/TA1 – Castlemaine Oast House, Maidstone Road, Horsmonden

TW/10/00045/FUL/TA1 - Castlemaine Oast House, Maidstone Road, Horsmonden

TW/10/00013/LBC/TA1 - Castlemaine Oast House, Maidstone Road, Horsmonden

TW/10/00515/LBC/SP – Drum & Monkey House, Grovehurst Lane, Horsmonden

TW/10/000651/HOUSE/CW – 11 Orchard Way, Horsmonden.

TW/10/00613/HOUSE/SP – 16 Hoath Meadow, Back Lane, Horsmonden.

TW/10/00546/FUL/CC – Spelmonden Farm, Spelmonden Road, Horsmonden

Applications Refused

None.

8.3 Other Planning Matters

8.3.1 i) Land west of Kirkins Close with regards to the Housing Needs Survey and Cascades plans

The Parish Council had received communications from Cascade on their most recent proposal for 15 homes on the land west of Kirkins close.

It was generally considered by the council that the planners had made a reasonable effort to attempt to accommodate the mix of housing put forward by the housing needs survey and the Clerk was asked to report this back to Jennifer Hudson in TWBC Housing.

9. **FINANCE**

9.1 Parish Council accounts to date

The following accounts in respect of the period up to 16th May 2010 were presented to the meeting and it was proposed by Cllr Clemson and seconded by Cllr Hudson to accept the accounts. Unanimous.

Horsmonden Parish Council Accounts as at 16th May 2010

Current account b/fwd 31.03.10
 Deposit account b/fwd 31.03.10
 Interest received (Deposit Account)

Balances
 £ 120.67
 £ 40,033.04

Item	Ref	Receipts	Payments
J.Ralph Stevens LTD - manhole cover V/H	400733		£ 264.38
BT - PC Phone bill 13-01.10 to 31-04-10	400734		£ 137.61
KALC Annual Renewal fee	400735		£ 693.26
TWBC - printing of AGM posters	400736		£ 63.45
Solway recycling Ltd - posts and benches	400737		£ 2,467.50
Mrs L. Noakes April salary plus 2009/10 bonus	S/O		£ 961.20
HM Revenue an Customs - Tax and NI L Noakes	400738		£ 276.28
Mr C J Couchman - April clock and play area	400739		£ 100.55
Mr S Jones - April scavenging	400740		£ 76.90
Southern Electric Company - April 2010	400741		£ 129.93
Specialist Hygiene Services - April 2010	400742		£ 168.02
CommuniCorp - Clerks & Councils direct mag.subs	400743		£ 11.00
St. Margarets Church - graveyard maintenance	400744		£ 1,200.00
Horsmonden Youth Club - insurance premium	400745		£ 62.08
Mr E kellas - refund for anti climb paint	400746		£ 9.98
EDF Energy Customers Plc - VG electricitycharges	400747		£ 26.32
EDF Energy 1 Limited - street lighting 01.01.2010 - 31.03.2010	400748		£ 503.18
Glason UK Ltd - bin for play area	400749		£ 126.98
KCC Grant for VG posts		£ 1,000.00	
Payment form Inland revenue (on line tax return)		£ 74.20	
Interest current account		£ 0.88	
1st half precept received		£23,892.00	

Current Account as at 16.05.10 £ 917.13
 Deposit Account as at 16.05.10 £ 56,925.04

TOTAL
BANK: £ 57,842.17

9.2 Annual Return/End of Year Accounts 2009-2010

The accounts in respect of the period up to 31st March 2009 were presented to the Council and Cllr Hughes reported that these had now been audited by the internal auditor and had been found to be satisfactory. Cllr Hughes proposed that the accounts be accepted by the Council and that the Council authorise Cllr March, as Chairperson and Lucy Noakes as Responsible Financial Officer to sign them on behalf of the Council before returning them to the External Audit Commission. Unanimous.

9.3 Auditor's Report.

The Clerk read aloud the report received from the internal Auditor's, Kent Audit. The auditor's only reservations were the need for the Clerk to have a properly completed contract of employment. The Clerk reported that she now had a draft contract and would make it a priority to get this completed and signed as soon as possible.

9.4 Painting of the VH and Institute/clock tower – quotations

The Clerk had obtained three quotations for the painting of the Village hall, Institute and clock tower. Although Barham's was not the cheapest quotation provided, it was proposed by the Chair and voted for unanimously that Braham's quotation for £3010 in total be accepted as this would include the provision of scaffolding to paint the Clock tower, which the Council considered to be a necessity for safety reasons. Unanimous.

9.5 Review of Parish Council Insurance

Cllr Parker and the Clerk had been trying to obtain alternative insurance quotations for the Council's insurance needs, but it had proved difficult to find an insurer who could compete with Allianz and provide the cover required. The Clerk had just obtained a quotation from Suffolk Acre insurers, which looked to be cheaper, but needed time to be sure that the cover would be adequate and comparable with that already received. As the renewal needed to be dealt with by 1st June 2010, it was proposed from the Chair that the Council continue to insure with Allianz for the forthcoming year (2010 – 31st May 2011) but that before the next renewal Cllr Parker and the Clerk try to have a closer look at the cover provided by alternatives which may be cheaper.

It was also proposed that the Clerk go back to Allianz and let them know that the Council had been offered a cheaper quote, to see if a discount could be obtained for this year. Unanimous.

9.6 New banking Mandate

The Clerk had requested that all present members of the Council complete the new banking mandate to allow them to sign cheques on behalf of the Council. This was carried out during the meeting. It was proposed by Cllr Robins and seconded by Cllr Clemson that any two signatories be allowed to sign cheques on behalf of the Council, under the new mandate. This was voted for unanimously.

10. **HIGHWAYS and GROUNDS MAINTENANCE**

10.1 Highways report/update

The Clerk reported that she had recently sent emails to Charles Mackonochie and Cllr Chard regarding the council's dissatisfaction with the operation of Highways.

Cllr Stevens requested the following:

- The Clerk chase up on the drainage issue o/s Freestons following Cllr Stevens meeting with Mrs Fletcher regarding this matter
- Clerk write to Highways and ask them to forward a letter of congratulations to the verge cutter who had recently done a very good job locally.

- The Clerk chase up the pot holes in Spelmonden Road. , as there were still many there.

10.2 Street lighting

The Clerk said that she had been asked to pay for the same repair on two separate bills and that she was querying this with SEC. She also said she had asked SEC to provide a monthly report on their scouting, as most problems seem to be picked up by parishioners and very few seemed to be picked up by this method.

10.3 Festive lights

Cllr March had been making some preliminary investigations with regards to getting quotations for some different festive lights. She would ask a couple of companies to come out and make a suggestion/quotation for the festive lights around the Green. She will try and report back to the next meeting.

10.4 Village green – lime has been spread what is next?

It was proposed from the Chair and voted for unanimously that the Clerk go to Bournes and ask them to implement the next steps for the programme of nutrients for the Village Green.

11. **PARISH COUNCIL ADMINISTRATION**

11.1 Parish Plan

Cllr March reported that Nick May and Ken Tutt had worked to prepare a letter which could be sent out on behalf of the Parish Council. This initial letter would introduce the idea of a Parish Plan and invite a representative from each of the various clubs and associations in the village to a meeting in the village hall on 24th June 2010. It was hoped that the follow up letter will be able to announce the Chair of the Parish Planning group.

Cllr March proposed to sign the letter on behalf of the Parish Council and the council voted unanimously in favour of this.

11.2 AGM posters and future advertising

Although the signs at the APM were thought to be much more successful than before, the laminate had been too thin and consequently the posters had blown down in the wind. Clerk to investigate a thicker material (correx?) and obtain a quotation for four posters for next year's meeting.

It was felt that members of the public did not understand the differences between the two annual meetings, therefore it was suggested that the Clerk try to explain this before next years meeting, perhaps in the Parish News article.

It was also suggested that an email could be sent to one member from each of the village's organisations next year, reminding them of the APM and asking them to come along and represent their organisation.

11.3 Public conveniences

Cllr Robins reported that the Yale lock was missing on both doors. Cllr March said that she would communicate with William Benson about this matter as the Clerk had not been able to get a response from anyone about the negotiations for the lease, or how the maintenance of the building should currently be dealt with.

11.4 Surveillance of Kindergarten and play area

Cllrs March and Robins to try and meet with Kindergarten Chair person to discuss possibilities of a surveillance camera to keep a check on the play area/kindergarten area.

Mrs Fitzgerald had contacted the Clerk to say that she still held some funds in respect of Neighbourhood watch which she believed to be the Council's money, originally. Cllr Robins said that he understood this to be Neighbourhood watch money, but that it could be held by the PC if Neighbourhood watch would prefer this to be the case.

Cllr Hughes to ask Ian Comely if he needs help with Neighbourhood Watch.

11.5 Village Green booking for fete and sponsored fun run to be organised by youth club.

This was dealt with in the Public Session. The Clerk will await the completed forms from the organisers.

11.6 Village Hall Lease

The Clerk had forwarded an amended version of the lease to the VH committee, who had now agreed this. The Lease was now ready to be issued and signed by both parties.

12. **CORRESPONDENCE**

12.1 KCC Changes to procedures for consultations on planning applications from the County Council

The Clerk informed the council of these changes which would only affect large applications for Minerals, schools etc., which were dealt with at KCC level.

12.2 KCC – Community climate change Conference 2010 - 5th June 2010 at Singleton Environmental centre, Ashford.

Cllr March will ask Ken Tutt and Nick May if they would like to attend, as it may be useful for the Parish Plan. Clerk to send details to John Naylor who may also be interested.

12.3 ACRK – Kent Village of the Year 2010 competition.

No interest this year.

12.4 Protect Kent – meeting of Protect Kent (CPRE) Tunbridge wells District – Friday 18th June at 8pm Matfield V/H

No interest for the Council members at present.

12.5 Kent County Agricultural Society – charitable donation request.

Clerk to send the usual communications as the Council not give to charitable organisations. Cllr Stevens to speak to the Headmaster in case the school would like to attend.

13. **ANY OTHER BUSINESS (DISCUSSION ONLY)**

Cllr Robins said that a resident of Orchard Way had asked him to report that he had smelt sewage at times in the vicinity of Lamberts place and on occasions in Orchard Way. Clerk to contact Ken Tutt and ask if there has been any smell of sewage in Oliver's Court.

Cllr Cheesman said that he would like to see more support for Heath Stores.

Cllr Parker mentioned that the Kindergarten had recently received an outstanding Ofsted report, and thought it would be appropriate for the clerk to send a letter of congratulations to the Chairperson.

The Clerk was asked to add the Horsefair to next month's agenda as Cllr March and Hughes could then report back on the meeting they were to have with the Police.

The meeting ended at 10.55pm

Next Meeting Dates - Parish Council Meetings

Monday June 14th 2010 – Parish Council Meeting

Monday June 28th 2010 – Planning Committee

Monday July 12th 2010– Parish Council Meeting

Monday August 16th 2010 Planning Committee

Monday September 6th 2010 – Parish Council Meeting

Monday October 4th 2010 – Parish Council Meeting

Monday November 1st 2010– Parish Council Meeting

Monday December 6th 2010 – Parish Council Meeting

Monday December 13th 2010 Finance Committee and Risk Assessment