

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING

HELD REMOTELY AT 7:30PM ON

MONDAY, 11 JANUARY 2021

Present:

Cllrs March (Chair), Davis, Larkin, Richards, Russell and Sheppard

By telephone:

Cllr Jenkinson; Cllr Stevens (joining after item 6b)

Not present:

None

In attendance:

Lucy Noakes (Clerk), Jackie Stanton (Assistant Clerk)

1. Apologies for Absence

Cllr Hunn; Cllr Richards proposed acceptance of the reason for absence; seconded Cllr Sheppard; carried.

Cllr Stevens for part of the meeting; Cllr Russell proposed acceptance of the reasons for absence; seconded Cllr Jenkinson; carried.

2. Public Session (no decisions):

Members of the public have the right to speak for up to three minutes at the Chairpersons discretion on issues concerning the Parish providing the Clerk has prior notification

The Clerk had received a letter from a parishioner regarding allotments and requests for some to be provided in the parish. There would be sufficient interest should six residents submit a request for them.

3. Minutes of Previous Meetings

The Minutes of the Parish Council Meeting held on 7 December 2020 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Jenkinson; seconded Cllr Richards and voted for unanimously by those present at that meeting.

The Minutes of the Finance Committee Meeting of 14 December 2020 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Russell; seconded Cllr Davis and voted for unanimously by those present at that meeting.

The Minutes of the Planning Committee Meeting of 15 December 2020 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Davis; seconded Cllr Sheppard and voted for unanimously by those present at that meeting.

It was noted that none of the Minutes could be initialled or signed but this would be done at a later date by the Chair.

4. Parish Council Finance

- a. **Agree payments listing up to and including 10 January 2021 under Appendix 1** – the payments were reviewed. Cllr Russell proposed approval of the Schedule of Payments (Appendix 1) listed up to and including 10 January 2021; seconded Cllr Richards. Unanimous for those present.

APPENDIX 1

Date: 15/01/2021

Horsmonden Parish Council Current Year

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Time: 14:16

Current Bank A/c

List of Payments made between 07/12/2020 and 10/01/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
07/12/2020	Arron Services Ltd	BACS	94.20		Monthly email set up
07/12/2020	Castle Water	BACS	37.99		Monthly water supply
10/12/2020	Unity Trust Bank	BACS	50.00		Multipay set up fee
14/12/2020	Envirocure Ltd	BACS	1,696.80		Annual legionella monitoring
21/12/2020	Vision ICT Ltd	BACS	822.00		Final Invoice for new website
21/12/2020	Tunbridge Wells & District CAB	BACS	250.00		Grant payment
21/12/2020	British Telecom	DD	228.79		Telephone and BB office
23/12/2020	Mrs L Noakes	BACS	1,230.75		December salary
23/12/2020	Ms J Stanton	BACS	733.71		December salary
23/12/2020	HMRC	BACS	226.96		Dec NI and Tax employees
23/12/2020	B&CE Holdings	DD	62.74		December pension staff
31/12/2020	Mr J Couchman	BACS	83.09		December play area and clock
31/12/2020	PSR Lighting & Signs Ltd	BACS	89.00		Street lighting November
31/12/2020	Mr J R Sheppard	BACS	45.00		CA map ammends
31/12/2020	Mrs L Noakes	BACS	53.28		Refunds for purchases
31/12/2020	St Margaret's PCC Horsmonden	BACS	250.00		Donation to Community Garden
31/12/2020	Unity Trust Bank	BACS	18.00		3 monthly bank charges
05/01/2021	Castle Water	DD	37.99		Water provision
06/01/2021	Arron Services Ltd	BACS	94.20		Jan emails provision
06/01/2021	Arron Services Ltd	BACS	-94.20		Jan emails provision
06/01/2021	Arron Services Ltd	DD	94.20		Jan emails provision
06/01/2021	Information Commissioners Offi	DD	35.00		Data protection fee ICO
08/01/2021	E.On Uk Plc	BACS	321.60		Street lighting -31/12/2020
08/01/2021	Capel Groundcare	BACS	136.80		Installation bollard playarea
08/01/2021	Envirocure Ltd	BACS	1,077.60		remedial plumbing works VH
08/01/2021	Envirocure Ltd	BACS	700.80		Remedial plumbing works Toilet
08/01/2021	PSR Lighting & Signs Ltd	BACS	89.00		Street light maintenance Dec
08/01/2021	Capel Groundcare	BACS	240.50		SIDs maintenance December
08/01/2021	EDF Energy	DD	8.00		Monthly Electric VG box
08/01/2021	EDF Energy	DD	73.00		Electricity Public toilets
Total Payments			8,786.80		

- b. **Confirm bank balance and bank reconciliation as at 31 December 2020** - the bank balance was £94,706.15. The Clerk advised that an adjustment had been made due to an overpayment of 10p to Envirocure last month. This was now proposed for acceptance by Cllr Davis; seconded Cllr Sheppard. This was checked against the bank statement and carried by those who could see the balance when shown by the Clerk on the Zoom meeting.
- c. **Consider recommendation for Parish Precept 2021-22 (Appendix 2)** Cllr Russell advised that the Finance Committee had reviewed the budget in detail and assessed possible costs for the next

financial year. There were no major changes although some reductions. The proposed precept of £95,830 represented an increase of £2,320 over the current year. This represents a 2.48% increase in cash terms, but will show as 2.6% increase on the council tax bill, due a small reduction in the parish tax base. Cllr Russell proposed recommendation of the precept for the financial year 2021-22 of £95,830; seconded Cllr Sheppard. Unanimous.

- d. **Plans for Institute Building – estimates and quotes from Bloomfield’s** The Clerk advised there had been no further estimates yet but will sign the amended contract discussed last month and will send it back. This will be brought back for next month’s Agenda.

5. Planning Applications

Planning Application:	20/03523/FULL
Proposal:	<u>Proposed works to main house and conversion of the Smoke House to create a new home office (Works Commenced)</u>
Location:	Grovehurst, Grovehurst Lane, Horsmonden, Tonbridge, TN12 8BQ
Recommendation	Acceptance
Proposal	Cllr Russell; seconded Cllr Larkin. Unanimous
Comments	Propose acceptance as reasonable works to the main house and conversion of the smoke house, subject to the Horsmonden Parish Council Sustainability Policy.

Planning Application:	20/03524/LBC
Proposal:	<u>Proposed works to main house and conversion of the Smoke House to create a new home office (Works Commenced)</u>
Location	Grovehurst, Grovehurst Lane, Horsmonden, Tonbridge, TN12 8BQ
Recommendation	Acceptance
Proposal	Cllr Richards; seconded Cllr Larkin. Unanimous
Comments	Recommend acceptance subject to the Conservation Architect’s approval and in line with the Horsmonden Parish Council Sustainability Policy.

6. PARISH COUNCIL DECISIONS/ADMINISTRATION

- a. **Update from KCC Councillor Hamilton** – Cllr Hamilton had hoped to attend but was not sure if her other meeting would finish in time. She sent her apologies.

Cllr Stevens joined meeting

- b. **Covid-19 updates and Emergency Planning, assisting local businesses, and clarifying actions for future Emergency Planning to assist those in need. Any further donation required from Parish Emergency Funds for food bank reserves?** – Contact had been made with the Horsmonden

Responds group who had advised that they are coping with the new lockdown but it had been agreed that if help was required from the Parish Council, they would make further contact. There is still some funding available in the Parish Council reserves if needed.

Some question had been raised regarding free school meal vouchers. The Clerk/Assistant Clerk will put some information/links onto the website and into the Parish News.

Flooding –recent issues about flooding at the north end of the parish were discussed but some of the problems would have to be dealt with by the local landowners. Residents who may experience problems should contact the Clerk but also talk to local landowners to see if ponds/ditches can have work done. If further help is required from the Council, residents have been asked to let the Clerk know if Kent Highways need to be contacted. An advice sheet will be produced to make available to residents who may be at risk of flooding and the Clerk/Assistant Clerk are in contact with the Environment Agency regarding local areas.

c. **Parish highways/footpaths/street lighting/tree issues, lost and forgotten footpaths - progress –**

The Clerk advised that new trees on the green will be put off for works into the spring. Leaves between Back Lane and the village green had been cleared as a one-off. Holes at the entrance to Sprivers on Brenchley Road had been reported to Kent Highways – KCC Highways have been out to look.

Lost footpaths – Work is progressing to assess the lost paths in the parish. An assessment will be carried out to see which paths on the Ramblers Association list are viable to conserve which will inform actions going forward. Cllrs Sheppard, Larkin and Davis are carrying out the work. Kent County Council are currently under pressure keeping the existing paths open. The closing date for recording the lost paths is January 2026. The task will be left with the working group who will come back to the Council with suggestions following possible Zoom meetings.

The Assistant Clerk had reported two areas of bad potholes just north of the crossroads on Maidstone Road. Some patching work has taken place on Churn Lane.

d. **Consider new Grounds Maintenance tender document –** the Clerk had shared the grounds maintenance requirements tender document which will be sent to two or three companies. Sustainability and zero carbon plans from contractors were discussed and Cllr Russell proposed wording for this tender document should include “The Parish Council would welcome details of the contractor’s plans to move towards zero carbon operations and working in line with the Parish Council Sustainability Policy”. Seconded Cllr Larkin; unanimous.

The Clerk will bring back this topic to another meeting when wording relating to climate change and sustainability policies in tender documents will be discussed.

e. **Traffic solutions and HIPs –** The Clerk said that Kent Highways had looked at the Sprivers parking on Brenchley Road to consider drainage and will come back to the Council. She had spoken to the National Trust who said it would be happy to support the Council.

There was no further information regarding highways and HIPs which will take some time to finalise.

Cllr Davis will take forward the issue of the yellow zig-zags near the school when it reopens. Any costs for work will go into the next financial year.

- f. **Neighbourhood Planning** – updates about neighbourhood planning were discussed. The first draft of the Plan had been considered at a recent meeting of the Steering Group.

The Steering Group was keen to retain its own, separate, website for neighbourhood planning but the site is required by law to be accessible and needs to be checked. The Council website has been changed to only have a link to the Steering Group site, rather than attempt to run parallel with detailed information.

Allotments had been mentioned in the draft Plan. The Clerk advised that more than six residents had now asked for allotments so the Council is legally obliged to look at this. The Clerk will begin to research allotments and the topic will be included in each Parish Council meeting going forward. She will advise the residents who had enquired.

- g. **Consideration of plans for a new Village Hall – ideas and costs as part of our NH Plan** – the Clerk had circulated information about village and community halls. The topic had been discussed at the Steering Group meeting, particularly regarding parking needs. This will be taken back to the Steering Group, in particular relating to whether it might be a village hall or a community centre and who will carry out a survey which would be required at the outset to gather community views.
- h. **Discuss and consider support for Openreach Community Fibre Partnership** – the Clerk had been approached regarding an Openreach voucher scheme which would pay towards the provision of faster broadband in an area. The Parish Council had been asked to support such a scheme. The topic was considered and it was suggested that the Council would publicise the Openreach scheme which has been successful in some areas of the parish so that any resident/group of residents could look into it and create their own scheme.
- i. **Consider training for First Aid** – the Clerk said her first aid training had run out but suggested re-training should wait until face-to-face sessions would be possible. Councillors would also need to be re-trained, as well as others who may be interested in becoming a First Aider. This will be considered again once it is safe to go on training courses, rather than using remote systems.
- j. **KCC Statement of Community Involvement 2020. Ends 15 January 2021** – Cllr Richards offered to complete this on behalf of the Council. Cllr Russell proposed this action; seconded Cllr Stevens. Unanimous.

Cllr Stevens left the meeting

- k. **Kent County Council Consultations** – Kent's Strategy for Children and Young People with Special Educational Needs and Disabilities 2021-2024, ends 4 February 2021 – Cllr Larkin is working on this and offered to complete it on behalf of the Council as previously agreed. Cllr Jenkinson proposed this action; Cllr Richards seconded. Unanimous for those present.

7. Updates/Reminders

Christmas lights – the Clerk is waiting for confirmation that the lights have been switched off. She will chase the contractor.

Institute clock – the clock has been repaired but the contractor's business is currently shut due to COVID-19 restrictions. Maintenance has been done and the clock is on test. No further action can be taken until the business reopens.

New conservation area map and Hop Pickers Line heritage maps – amendments have been made and are with the manufacturer.

There being no further business the meeting closed 22:14pm.