

# MINUTES OF HORSMONDEN PARISH COUNCIL MEETING

## HELD REMOTELY AT 7:30PM ON

### MONDAY, 1 FEBRUARY 2021

#### **Present:**

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

#### **By telephone:**

Cllr Jenkinson; Cllr Stevens (after item 5.)

#### **In attendance:**

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

### **1. Apologies for Absence**

Cllr Hunn .

Cllr Stevens wished to join after item 5. Cllr Richards proposed acceptance of Cllr Stevens' reasons for not attending until after item 5; seconded Cllr Russell. 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

None.

### **3. Minutes of Previous Meetings**

The Minutes of the Parish Council Meeting held on 11 January 2021 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Davis; seconded Cllr Jenkinson and voted for unanimously by those present at that meeting.

The Minutes of the Planning Committee Meeting of 19 January 2021 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Jenkinson; seconded Cllr Russell 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 31 January 2021 under Appendix 1** – the payments were reviewed. Cllr Richards proposed approval of the Schedule of Payments (Appendix 1) listed up to and including 31 January 2021; seconded Cllr Sheppard. Unanimous for those present.

#### **APPENDIX 1**

## List of Payments made between 11/01/2021 and 31/01/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
20/01/2021	Specialist Hygiene Services Lt	BACS	316.22		October cleaning
20/01/2021	Specialist Hygiene Services Lt	BACS	316.22		November cleaning
20/01/2021	Specialist Hygiene Services Lt	BACS	316.22		December cleaning
21/01/2021	B&CE Holdings	DD	60.16		Staff pension scheme
25/01/2021	HMRC	BACS	158.23		Tax & NI
25/01/2021	Ms J Stanton	BACS	733.71		Staff Salary
25/01/2021	Mrs L Noakes	BACS	1,258.92		Staff salary
25/01/2021	Viking	BACS	61.16		stationery
25/01/2021	Mr J Couchman	BACS	103.87		Clock and play area Jan
25/01/2021	Hummel Electrical Ltd	BACS	186.00		Emergency light VH
25/01/2021	Mrs L Noakes	BACS	14.39		Refund for Zoom
25/01/2021	Kent Association of Local Coun	BACS	84.00		KALC Training for Facebook use
27/01/2021	Hummel Electrical Ltd	BACS	376.17		Replace hand drier in toilets
30/01/2021	Mr J Boot	BACS	1,143.75		NH plan Ho015
30/01/2021	Capel Groundcare	BACS	240.50		Maintain SIDs Jan
30/01/2021	Capel Groundcare	BACS	216.00		Quarterly Play area inspection
31/01/2021	Unity Trust Bank	BACS	18.00		Bank Charges 3 months
31/01/2021	Unity Trust Bank	BACS	-18.00		3 monthly bank charges
Total Payments			5,585.52		

- b. **Confirm bank balance and bank reconciliation as at 31 January 2021** - the bank balance was £88731.98 and this was checked against the bank statement. These documents had also been sent to the councillors by email prior to the meeting. This was proposed for acceptance by Cllr Davis; seconded Cllr Russell. Unanimous.
- c. **Plans for Institute Building – estimates and quotes from Bloomfield’s** The Clerk advised that Bloomfield’s had visited the site and drawn up some existing location and floor plans which had been sent to the Council. She is waiting for proposed plans. Cllr Davis will run through the drawings to check them and let the Clerk have any comments.
- d. **SLCC membership renewal – clerk and assistant clerk membership** – the Clerk explained the purpose of membership of the Society for Local Council Clerks, including training, professional qualifications and the value to the Council being able to adopt the General Power of Competence due to the CiLCA training and membership of the Clerk. There had been a small increase in the cost for the Assistant Clerk at £144.00 and the Clerk £240.00 which includes her qualification in Certificate in Local Council Administration (CiLCA). Cllr Larkin proposed acceptance of this cost; seconded Cllr Jenkinson. Unanimous for those present.
- e. **Public conveniences – agree costs to fit a new hand drier in disabled toilet** – this has been fitted due to its urgency. The actual cost was £376.17 (including VAT) which was slightly higher than the original estimation. Cllr Russell proposed retrospective agreement to the actual cost; seconded Cllr Davis. Unanimous.
- f. **Consider grant application from Horsmonden Sports Club** – Cllr Richards declared a non-pecuniary interest as a member of the Club committee and would not vote. The Sports Club was seeking a grant of £500 towards an overall project cost for remedial works of £2500, due to more people using the grounds during lockdown and the impact on

the grass surfaces. The application was considered and Cllr Larkin proposed approving the grant; seconded Cllr Davis. Unanimous for those who could vote.

Cllr Richards advised that appropriate signage was being considered and he would go back to the Club with suggestions regarding removal of graffiti. The Council would like to have sight of any proposed signage since it has an interest as owners of the land. It was also suggested that should the Club require further financial support; it could approach the Council again.

- g. **Agree to quotation for Year-end Close-down carried out by Rialtas Solutions (in addition to Clerk's Rialtas training costs)** - the Clerk advised of the need to book a slot with Rialtas Business Solutions for the annual close-down this year at a cost of £360 plus VAT and also training for the Clerk of £95 plus VAT which would hopefully, enable the Clerk to do the close-down herself in future years. Cllr Russell proposed that the Council accept the costs and ask Rialtas to carry out the year-end close-down and at the same time allow the Clerk to have year-end training to facilitate doing the work in-house the following year. Seconded Cllr Sheppard. Unanimous.
- h. **Discuss/agree any updates to Financial Regulations and Internal Financial Controls** – the current Financial Regulations 2018 (For Review 2021) and the Internal Financial Controls, reviewed annually, including rates and limits, were considered.
- Financial Regulations** - Clause 4.8 should include “whichever is the greater” after “For this purpose “material” shall be in excess of £100 or 15% of the budget”. All other matters were to remain the same as previously. Cllr Russell proposed adoption of the updated Financial Regulations with the addition above. Seconded Cllr Davis. Unanimous
- Internal Financial Controls** – these are reviewed regularly and tie in with the Financial Regulations. As the Financial Regulations’ limits had not been altered the Financial Controls did not require alteration. Cllr Richards proposed acceptance; seconded Cllr Jenkinson. Unanimous.
- It was agreed that references to “Chairman” and “Vice Chairman” in all documents should be altered to read “Chair” and “Vice Chair” for consistency, going forward as each document was reviewed.

## 5. Planning Applications

Cllr March advised she had a non-pecuniary interest but since she was related to the applicant, she left the meeting and the Vice Chair took over.

<b>Planning Application:</b>	20/03810/FULL
<b>Proposal:</b>	<a href="#"><u>Seal up front door and erect single storey extension to chalet bungalow.</u></a>
<b>Location:</b>	Le Bergerie, Churn Lane, Horsmonden, Tonbridge, Kent, TN12 8HL
<b>Recommendation</b>	Acceptance
<b>Proposal</b>	Cllr Richards; seconded Cllr Sheppard. Unanimous
<b>Comments</b>	Propose acceptance on the grounds of it being a reasonable enlargement of the property but it should be subject to the Horsmonden Parish Council Sustainability Policy.

Cllr March returned to the meeting.

Cllr Stevens joined the meeting.

## 6. PARISH COUNCIL DECISIONS/ADMINISTRATION

- a. **Update from KCC Councillor Hamilton** – Cllr Hamilton briefly joined the call but sent her apologies
- b. **Covid-19 updates and Emergency Planning, assisting local businesses, further donation required from Parish Emergency Funds?** – the Clerk advised that vaccinations at Headcorn appeared to be going well in Kent; a drop-in test centre at Cranbrook is up and running but tests are only for asymptomatic people.  
A number of business in the parish had been aware of grants and had taken action. The Council was not aware of any other businesses who need grants and there were no further requests for donations from Parish emergency funds.  
The Council was advised that some people in the parish have been nominated and had received community awards from the Mayor.
- c. **Parish highways/footpaths/street lighting/tree issues** – a number of highways problems had occurred over the last month and had been reported to KCC. One street light had been reported as out and would be corrected.
- d. **Lost and forgotten footpaths – progress** – Cllr Sheppard reported that the team is planning to walk the various lost footpaths and will update the Council with progress in due course.
- e. **Results from tree survey. Quotation for remedial work** – the Clerk had received a quote for works at £450 plus VAT. Cllr Russell proposed acceptance of the quote for the remedial works; seconded Cllr Stevens. Unanimous. The Clerk will chase for dates for the works. The cages and stakes which will be removed from the newly-established trees should be checked and discussed with Bridgland's about their disposal or re-use. The Clerk will negotiate with Bridgland's. There will be a need to retain the two from the dead trees so that these can be used for the two new trees which will be planted in their place.
- f. **Traffic solutions and HIPs** – nothing to report from Cllr Hamilton. The Clerk had reminded KCC to repaint the roundels and is waiting for confirmation that they have been done.
- g. **Neighbourhood Planning** – the Steering Group will meet this week and updates will be sent for the next Parish Council meeting. The Clerk asked councillors to send comments on the draft Neighbourhood Plan to Jim Boot since she had not received any individual comments. Cllr March advised that the Borough's draft Local Plan will be voted on at Tunbridge Wells Borough Council's full Council meeting on 3 February.
- h. **Allotments** – a document with information about allotments had been circulated to councillors, including sizes, facilities and guidance. Possible sites were discussed although there was no clear information about where sites might be located. After discussion it was suggested the Clerk prepare notices seeking interest in giving land for allotments which would be advertised as widely as possible and through the Parish website, Parish News, noticeboards etc. The action was proposed by Cllr Stevens; seconded Cllr Richards. Unanimous. The Clerk will prepare these and send details to the Council to review first.
- i. **Consideration of plans for a new Village Hall – ideas and costs as part of our NH Plan** – Cllrs Jenkinson and Richards will discuss this at the Steering Group meeting this week to find out how the group plans to take this forward. The location, size and make-up of a new building should be carefully considered and a survey of parishioners set up. The Steering Group should advise the Council of its next steps and actions.

(Cllr Stevens left the meeting)

- j. **Adoption of PC Safeguarding Policy** – the Clerk had been asked to make some alterations due to contractors not able to have their own policy so would add wording saying that a contractor would adhere to Parish Council's policy. The Safeguarding Officer should be the Clerk due to

being a consistent role. The Clerk should take out the point regarding references and interviews because the Council is not qualified to do this and include wording to say the Council will “advise the appropriate body” should issues need to be referred on. The Clerk will make the changes and the policy will be reviewed again next month.

- k. **Adoption of Health and Safety Policy** – a new policy had been prepared for review. After consideration, Cllr Russell proposed adoption of the Health & Safety Policy as previously circulated. Seconded Cllr Davis. Unanimous for those present.
- l. **Adoption of a wording for including sustainability in PC tender agreements/contracts.** – the Clerk had circulated wording which was discussed. The wording was “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 (as attached).” Cllr Richards proposed adding this wording to contracts; seconded Cllr Davis. Unanimous.

## 7. Updates/Reminders

- a. Consideration of Regulation 16 Consultation on the Goudhurst Neighbourhood Plan  
**Monday 11 January 2021 to Monday 22 February 2021**  
<https://www.tunbridgewells.gov.uk/planning/planning-policy/neighbourhood-plans/goudhurst>.  
The Council had previously commented that it supported the Goudhurst Neighbourhood Plan and Cllr Richards proposed the same comment should be recorded now. Seconded Cllr Russell.  
Unanimous for those present.
- b. Department for Transport – Future of Transport - Rural Strategy:  
<https://www.gov.uk/government/consultations/future-of-transport-rural-strategy-call-for-evidence>. The deadline is **16 February 2021**. Cllr Davis will respond on behalf of the Council.
- c. National Transport Survey 2021 Ends **28 February 2021**. See [national transport survey 2021](#) Cllr Sheppard will respond on behalf of the Council.
- d. Government Night Flights Consultation –see [night-flight-restrictions-consultation](#). The consultation deadline is **3 March 2021**. Cllr Larkin will respond on behalf of the Council.
- e. Government consultation on a new ‘Right to Regenerate’ to turn derelict buildings into homes and community assets – see <https://www.gov.uk/government/news/right-to-regenerate-to-turn-derelict-buildings-into-homes-and-community-assets>. The deadline for responses is **13 March 2021**. Cllr Richards will respond on behalf of the Council.
- f. Centre for Sustainable Energy (cse.org.uk) and the Town & Country Planning Association (tcpa.org.uk) Survey. The survey is available [here](#) the survey ends **12 February 2021**. Cllr March will respond on behalf of the Council.
- g. Her Majesty’s Land Registry Survey (<https://wh1.snapsurveys.com/s.asp?k=160406652244> ). The survey closes **on 26 February 2021**. Cllr Jenkinson will respond on behalf of the Council.

## 8. UPDATES/REMINDERS

**The new conservation area map and HPLHG map, training attended, upcoming training.** – the two life sized maps had been circulated for final comment. Some corrections were required on the conservation area map which the Clerk will request to have made. The Hop Pickers Line map was correct.

Training is coming up in February for the Clerk and Assistant Clerk. A training course “Keep Kent Safe” will be attended by Cllr March.

Some “Bite sized training” is available from KALC which the Clerk will circulate to the Council again.

**There being no further business the meeting closed at 22:25.**