

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING

HELD REMOTELY AT 7:30PM ON

MONDAY, 1 MARCH 2021

Present:

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

By telephone:

Cllr Jenkinson

In attendance:

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

1. Apologies for Absence

Cllr Stevens - Cllr Richards proposed acceptance of the reason for Cllr Stevens' absence; seconded Cllr Jenkinson; unanimous.

Cllr Hunn – A proposal from the Chair for non-acceptance because the Council did not consider the reason valid for missing this meeting. 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 1 February 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 held on 16 February 2021 had been circulated beforehand. They were agreed for accuracy and proposed for acceptance by Cllr Sheppard; seconded Cllr Jenkinson and voted for unanimously by those present at that meeting.

The Minutes of the Finance Committee Meeting held on 8 February 2021 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Richards; seconded Cllr Davis 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 by the Chair at a later.

4. Parish Council Finance

- a. **Agree payments listing up to and including 28 February 2021 as attached (Appendix 1)** as £5,822.32. These documents had been sent to the councillors by email prior to the meeting.

This was proposed for acceptance by Cllr Russell; seconded Cllr Richards; unanimous. Cllrs Davis and Russell will authorise BACS payments this month.

APPENDIX 1

Date: 01/03/2021

Horsmonden Parish Council Current Year

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Time: 14:46

Current Bank A/c

List of Payments made between 01/02/2021 and 01/03/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2021	Lloyds Bank PLC	DD	3.00		Monthly credit card charge
05/02/2021	Castle Water	DD	37.99		Public conveniences water
08/02/2021	Arron Services Ltd	SO	94.20		Feb Hosting of emails
10/02/2021	EDF Energy	DD	73.00		Public toilets Feb electrics
10/02/2021	EDF Energy	DD	8.00		VG Box electrics Feb
10/02/2021	Capel Groundcare	BACS	1.00		refund overpayment
17/02/2021	HMRC	BACS	205.03		Tax & NI February
22/02/2021	B&CE Holdings	DD	60.16		Employee pension February
25/02/2021	Mrs L Noakes	BACS	1,212.12		February salary
25/02/2021	Ms J Stanton	BACS	733.71		February Salary
28/02/2021	Hummel Electrical Ltd	BACS	376.17		Replace hand drier in toilet
28/02/2021	Hummel Electrical Ltd	BACS	-376.17		Replace had drier in toilets
28/02/2021	Mr J Couchman	BACS	83.09		Clock and Play area Feb
28/02/2021	Kent Association of Local Coun	BACS	16.80		webinar KALC
28/02/2021	Kent Association of Local Coun	BACS	60.00		Remote training Planning
28/02/2021	Horsmonden Sports Club	BACS	500.00		Grant for sports surface
28/02/2021	Lambert and Foster Ltd (Bloom	BACS	1,020.00		Interim invoice planning
28/02/2021	Horsmonden Parish News	BACS	300.00		Parish news publicity
28/02/2021	Vision ICT Ltd	BACS	126.00		Future Changes to Website
28/02/2021	PSR Lighting & Signs Ltd	BACS	132.00		works to street light
28/02/2021	Specialist Hygiene Services Lt	BACS	316.22		January Cleaning of toilets
28/02/2021	Arron Services Ltd	BACS	840.00		Annual service contract
Total Payments			5,822.32		

- b. **Confirm bank balance Statement and Bank Reconciliation** at 28 February 2021 as £84,478.93 These documents had been sent to the councillors by email prior to the meeting. These were proposed for acceptance by Cllr Davis; seconded Cllr Sheppard. Unanimous.
- c. **Recommendation from Finance Committee to move £50,000 to a further secure investment** - the Finance Committee were recommending that the Council take £50,000 from their Unity Trust account and look for an alternative investment opportunity covered by the FCA with the usual checks and due diligence. Cllr Russell proposed that the Council should look to move £50,000 from Unity Trust Bank current account to a suitable secure alternative investment; seconded Cllr Larkin. Unanimous.
- d. **Recommendation from Finance Committee regarding earmarked reserves for 2021-22** – the Finance Committee had reviewed the level of earmarked reserves. Cllr Russell proposed that the Council agree to the transfer of additional amounts to earmarked reserves of £5,000 to 321 Village Hall Improvements, £6,000 to 322 Play Area and £5,000 to 323 Institute/Clock Tower after 1 April 2021 as recommended by the Finance Committee. Seconded Cllr Sheppard, unanimous.
- e. **Plans for Institute Building** – the Clerk had circulated proposed plans for the various works at the Institute. The Clerk will speak to Bloomfield's regarding details for the fire exit door and the positioning of the plaque and will bring this matter back to the Council next month.
- f. **Consider quotations for landscaping groundwork contract 2021-22** – the Clerk had shared three quotes; the existing contractor had declined to quote. After discussion Cllr Larkin

- proposed accepting the rates per item by Capel Groundcare under a three-year contract at a cost of £3880.00 plus VAT per annum; seconded Cllr Davis. Unanimous
- g. **ACRK (Actions with Communities in Rural Kent) membership renewal** – membership is £80 per annum renewable from 1 April 2021; Cllr Russell proposed renewing the subscription at £80. Cllr Larkin second. Unanimous.
 - h. **Consider membership for Rural Market Town Group** – after discussion, Cllr Richards proposed that, at this time, the Parish Council chose not to join nor take membership of Rural Market Town Group. Seconded Cllr Davis. Unanimous.
 - i. **Discuss/agree publicity costs for monthly Parish News article** – the Council had previously agreed to pay towards production and publicity costs of the Parish News. This had been £250 and would now be £300. The Clerk recommend paying for a double page in Parish News which is good publicity for the Council. Cllr Jenkinson proposed acceptance of a cost of £300 to the Parish News from 1 January 2021. Seconded Cllr Davis. Unanimous.

5. Planning Applications

Planning Application:	20/03749/FULL
Proposal:	<u>Proposed two storey rear extension; single storey front extension with new porch; loft conversion with new rooflights; internal alterations to incorporate new annex; changes to fenestration</u>
Location:	Comorin, Goudhurst Road, Horsmonden, Tonbridge, Kent TN12 8AE
Recommendation	Acceptance
Proposal:	Cllr Richards; seconded Cllr Davis; unanimous
Comments:	Propose acceptance on the grounds that it is a reasonable extension to the building but which should be in line with the Horsmonden Parish Council Sustainability Policy.

6. PARISH COUNCIL DECISIONS/ADMINISTRATION

- a. **Update from KCC Councillor Hamilton** Cllr Hamilton discussed issues, particularly highways, safety, drainage, potholes and rubbish in local highways. She is in discussion about all these issues and is keen to continue to highlight them. She suggested any evidence of these issues should be recorded to support complaints. The Council asked Cllr Hamilton to pass on their thanks to KCC Highways for their work on the HIPs and requests made to them. Cllr Hamilton advised that members grants may still be available next year and she was keen to use them if she is still in post. Cllr Hamilton considered speeding and rural roads will continue to be important and grants may cover the cost of professional surveys to support issues raised by parishes. She is keen on the green agenda, including open spaces, footpaths and taking the opportunity to benefit people. Should the Council seek assistance in buying land for future allotments, this could be raised with her. (Cllr Hamilton left the meeting).
- b. **COVID-19 updates - road map for recovery** – general information is available and final details are awaited.
- c. **Arrangements for Annual Parish Meeting 2021 and Annual Parish Council Meeting 2021** – the Clerk is still waiting for final information regarding holding these meetings this year. She suggested bringing the Annual Parish Meeting forward to Monday, 19 April and hold it remotely. The Clerk was asked to make sure it is widely publicised, including putting up boards around the village. Cllr Richards will work to put up the board with assistance from the Clerk etc. A topic for

the meeting will be emergency planning and people who have volunteered in the past will be specifically invited.

The Annual Parish Council Meeting will have to take place within 14 days of the elections which means it will be between 6-21 May. It is suggested to move the Annual Parish Council Meeting to be held on Monday, 17 May.

- d. **Play area – consideration of quarterly inspection and actions to be taken.** Clerk had circulated the report. Cllr Russell proposed that the Councillors had read the report and noted what is in it and are happy for the Parish Council to take up its suggestions. Seconded Cllr Sheppard; unanimous.
- e. **Parish Highways/footpath/streetlighting/tree issues** – the Clerk had raised a question about a need to have another full survey on the horse chestnut on the green which had not been carried out for a few years. Cllr Larkin proposed the Clerk seeks quotes to carry out the survey; seconded Cllr Davis. Unanimous.
- f. **Lost and forgotten footpaths – progress** – the group were considering different ways of recording which paths they had viewed and may use a simple map to show which they have looked at. Work continues. The assistant clerk will share information from the Ramblers which was supplied following a training/information session during the Clerks' conference last week.
- g. **Positioning of two new trees on green for planting on 16 March. Publicity for this event?** - Work on existing trees will take place on 15 March with two new trees being planted on 16 March. The Clerk asked if a councillor would review positions for the new trees and mark these for the contractor. Cllr Russell will be in attendance for the planting.
- h. **Traffic Solutions and HIPs** – covered previously.
- i. **Neighbourhood Planning – new village hall survey?** – a Steering Group meeting will take place this Thursday. Cllrs Jenkinson and Russell will initially seek input from village groups and users of halls asking about existing problems. It was suggested the school should also be approached since their hall has been used for events in the past. Clerk to liaise with Cllrs Jenkinson and Russell to consider the type of questions they have and then share them with the Council.
- j. **Allotments** – there has been no response following the advertisement about land for allotments. Cllr Richards will go back to people who are interested in allotments to seek views.
- k. **Parish Office store room – solutions for damp proofing** – the Clerk had been advised that the store room required nothing too major except tube heaters to keep the space warmer. Racking will also be required in due course. Cllr Russell proposed the Clerk should seek quotes to get small tubular heater(s) installed to alleviate damp. Seconded Cllr Davis. Unanimous.
- l. **Adoption of PC Safeguarding Policy** – this had been reviewed previously and now included alterations requested by the Council. Cllr Jenkinson proposed adopting the Safeguarding Policy with the amendments; seconded Cllr Larkin. Unanimous.
- m. **Consideration of arrangements for clerks to be paid in lieu of/carry over unused holiday for period to 31 March 2021.** Both the Clerk and Assistant Clerk had been unable to take their holiday allowance for the year due to workload throughout the year. Cllr Russell proposed that in view of the increased pressures of work arising from COVID-19 and other issues, the Council agreed to pay the Clerk and Assistant Clerk for 29 and 22 hours respectively for annual leave

which they have been unable to take. In addition, the Council agreed to each carrying over one week's annual leave. Seconded Cllr Jenkinson. Unanimous.

- n. **Village Green booking – Crosses on the Green, 2-4 April 2021 (no congregation or services);** Cllr Davis proposed acceptance; seconded Cllr Sheppard. Unanimous. Risk assessment and insurance documentation are awaited.
- o. **Village Green provisional booking – HoVEC, 2-3 June 2022 – Summer event** – Cllr Richards proposed agreement to the provisional booking for 2-3 June 2022. If HoVEC wished further dates, they should advise the Council. Second Cllr Russell. Unanimous
- p. **Discussion/decision on Protocol (closed session)** - this session was moved to the end.

7. CONSULTATIONS/SURVEYS

- a. 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.
- b. Kent County Council - Post 16 Transport Policy 2021/22- to **5 March 2021** www.kent.gov.uk/post16transport No comment from the Council.
- c. Kent County Council - Vision Zero: The Road Safety Strategy for Kent 2020 – 2026 to **15 March 2021** www.kent.gov.uk/visionzero Cllr Davis will record a supporting response.
- d. Kent County Council - Kent and Medway Suicide and Self-harm Prevention Strategy 2021-2025 to **18 March** www.kent.gov.uk/suicideprevention; Cllr Jenkinson will respond.

8. UPDATES/REMINDERS

Upcoming training, Christmas lights update, Parish Elections in May, Electoral Census

- The Census will take place on 21 March;
- Local elections are taking place on 6 May; Clerk suggested that prospective councillors should sign up for a briefing due to take place on 10 March offered by Tunbridge Wells Borough Council;
- Christmas lights – these will be taken down on 19 March if the ground is firm enough.
- The clerk and assistant clerk had attended a wide range of training sessions during the last week.

The formal open session was closed at 10:22 and went into closed session for item 6 p.

6. p - A purchase was agreed to two photographs and a website change, at a cost of £78 per photo plus VAT and £105 plus VAT for website changes.

There being no further business the meeting closed at 22:30.