

# MINUTES OF HORSMONDEN PARISH COUNCIL MEETING

## HELD REMOTELY AT 7:30PM ON

### MONDAY, 26 APRIL 2021

#### **Present:**

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

#### **By telephone:**

Cllr Jenkinson

#### **In attendance:**

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

#### **Non-attendance:**

Cllr Hunn

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

Cllr Stevens; Cllr Russell proposed acceptance of Cllr Stevens' reasons for absence; seconded Cllr Davis. Unanimous.

### **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 March 2021 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Jenkinson; seconded Cllr Sheppard and voted for unanimously by those present at that meeting.

The Minutes of the Planning Committee Meeting held on 16 March 2021 had been circulated beforehand. They were agreed for accuracy and proposed for acceptance by Cllr Larkin; 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 date.

### **4. Parish Council Finance**

- a. Agree payments listing up to and including 31 March 2021, as attached (**Appendix 1A**) as £20,278.19. These had been sent to councillors prior to the meeting. They were proposed for acceptance by Cllr Richards; seconded Cllr Sheppard; unanimous.
- b. Confirm bank balances and Bank Reconciliation as at 31 March 2021 as £60,506.63. These documents had been sent to the councillors by email prior to the meeting. These were proposed

for acceptance by Cllr Russell; seconded Cllr Richards. Unanimous for those able to view the document shown on-screen by the Clerk. **(APPENDIX 1B)**

- c. Agree payment listing up to and including 26 April 2021 at £4,101.83 Proposed as correct for those who could see the details by Cllr Davis; second Cllr Sheppard; unanimous for those who were able to see them on-screen. **(APPENDIX 2)**
- d. Consider immediate investment of £50,000 and reinvestment of £70,000 in June 2021 – Clerk had emailed these to councillors and following consideration Cllr Russell proposed reinvesting £84,000 with Hampshire Trust when the investment of £70,000 matures in June 2021 and £36,000 with Nationwide, with immediate effect; seconded Cllr Sheppard; unanimous.
- e. Agree renewal of PC insurance on 1 June 2021 (3-year LTA) – Clerk had circulated full details of renewal of insurance, currently costing £1,850.95 per annum, including insurance tax. The proposal included various extra optional cover which the Council considered. Additional cover for cyber-crime was considered and it was suggested that the Clerk should consult the internal auditor to see if he had an opinion on this and bring it back to the next meeting if necessary. Following this, Cllr Davis proposed renewal of the insurance as it stands without additional optional extras at £1850.95, seconded Cllr Sheppard. Unanimous.
- f. Consider increase in contract for cleaning parish toilets – annual increase from SHS; the increase amounts to £10.54 increase per month. Cllr Russell proposed acceptance of the increase in the price for the contract cleaning service for the parish toilets; seconded Cllr Sheppard. Unanimous
- g. Consider quotation for desk-based valuation of war memorial – Clerk had spent a considerable amount of time trying to get a quote for a valuation for the war memorial for insurance purposes. She had now received a quotation from Barrett Corp Harrington at £125 plus VAT for a desktop valuation valid for three years. The Council would provide detailed information and photos for a rebuild value (currently at £48,000). Cllr Russell proposed going ahead with the desktop valuation for the standalone war memorial at the quoted price; Cllr Davis seconded. Unanimous
- h. Correction of Ear Marked Reserves to carry forward into 2021-22 – the Finance Committee had previously recommended an additional £10,000 be moved from General Reserves to both 321 Village Hall Improvements and 322 Play Area at the beginning of the current year but this had not actually been voted on. Cllr Jenkinson proposed acceptance; seconded Cllr Davis. Unanimous.
- i. Consider annual subscription renewal for KALC (Kent Association of Local Councils.) – the cost for this membership is £927.82 due on 1 April which the Clerk said gave a lot of support and also discounted training costs with membership. Cllr Richards proposed renewal of the annual subscription with KALC. Seconded Cllr Larkin. Unanimous.
- j. Parish Office store room - agree quotation for a thermostatically-controlled tube heater – the Clerk had received a quotation from Hummel Electrical & Construction Limited at £190 plus VAT – (£80 for parts, hard-wired cabling and £110 labour). This work had been recommended by the damp specialist when they visited. Cllr Larkin proposed acceptance; seconded Cllr Sheppard. Unanimous
- k. Agree cost to purchase new swing seat for play area – this would be agreed retrospectively from Playdate at £183.05 plus VAT due to the seat cracking. Cllr Russell proposed acceptance of the purchase of a swing seat; seconded Cllr Richards. Unanimous.
- l. Consider quotations for specialist tree survey for Horse Chestnut on village green – Clerk had received three quotes for initial inspection and works. Quotes were reviewed (one would not quote) and Cllr Davis proposed accepting The Living Forest Limited quote at £295.00 plus VAT; seconded Cllr Larkin. Unanimous.
- m. Consider quotations for herbicide and fertiliser, scarifying and aeration for village green and Fromandez Drive – the Clerk advised that a number of different companies had quoted, some able to carry out some parts of the works; others different parts. After consideration, Cllr Larkin proposed acceptance of the quote from Simon Catchpole Complete Weed Control for the spraying and fertilizing using environmentally-friendly products at £230.00; seconded Cllr

Jenkinson. Unanimous. Cllr Russell proposed accepting the quote from Capel Groundcare at £150 each for scarifying and aeration of the village heath (with confirmation of clearing away risings); seconded Cllr Sheppard. Unanimous.

## 5. Planning Applications

<b>Planning Application:</b>	21/00723/TPO
<b>Proposal:</b>	<a href="#"><u>Trees; 6x Wild Cherry Trees - Fell. 1x Sycamore Tree - Fell. 1x Wild Sycamore - Fell.</u></a>
<b>Location:</b>	Boundary Cottage, Maidstone Road, Horsmonden, Tonbridge, Kent, TN12 8NE
<b>Recommendation</b>	Acceptance
<b>Proposal</b>	Cllr Richards; seconded Cllr Larkin; unanimous
<b>Comments</b>	Propose acceptance subject to the Tree Officer's opinion

## 6. PARISH COUNCIL DECISIONS/ADMINISTRATION

- a. Update from KCC Councillor Hamilton – Unable to attend.
- b. Covid-19 updates and decisions.
  - i) Consider Social Club request to use Village Green for outdoor seating when open. The Social Club had requested to use part of the village green for outdoor seating during the COVID-19 restrictions period. The Council would allow use from now until the end of July under the following conditions:
    - So long as the green was not booked for another event;
    - Plastic cups/glasses etc must be used;
    - The use must be in the vicinity of the Club;
    - Tables and chairs would be taken in every night;
    - Litter and debris would be cleaned up after every use;
    - The use will be reviewed at the Council's July meeting.
 Proposed Cllr Richards; seconded Cllr Davis. Unanimous.
  - ii) Arrangements and risk assessment for meetings with effect from 7 May – the Clerk had prepared for public meetings from 7 May, but a challenge to the Government is ongoing regarding holding remote meetings. The Council should assume face-to-face meetings after 7 May. The Clerk had shared a general risk assessment although plans for exact layout etc. would be done nearer the start date. The Chair said that if any member was not happy to attend, they should advise the Chair and Clerk. Hybrid meetings would also be considered but these are expensive and difficult to hold successfully. If too many people wanted to attend a meeting, the Chair would have to announce a postponement. The Council made some amendments to the current risk assessment which the Clerk will recirculate. Cllr Davis proposed use of the risk assessment as discussed, subject to points discussed. Seconded Cllr Larkin. Unanimous.
  - iii) Arrangements and risk assessment for recommencing Speedwatch sessions after 26 April - the Speedwatch group wanted to re-start their work. The Clerk had circulated the risk assessment. Cllr Russell proposed acceptance of the risk assessment and to allow them to begin as they requested; seconded Cllr Jenkinson. Unanimous.
  - iv) Arrangements for reopening of Village Hall with risk assessment carried out by Village Hall Committee - the risk assessment, based on the Communities in Rural Kent template, had been shared for information because the Council is landlord. Cllr Richards proposed that the Council noted that the Village Hall Committee had completed its risk assessment; seconded

Cllr Sheppard. Unanimous. The Parish Council had also had sight (as landlord) of the Social Club's Risk assessment for reopening the bar and facilities.

- c. Parish Highways/footpaths/street lighting/tree issues – the Clerk advised a report about menacing dogs on a local footpath which has been reported to the PCSO to investigate. The new trees on Heath are being watered by a Councillor and tree works are planned for this week.
- d. Lost and forgotten footpaths- progress. There is nothing further to add at moment but the Council will be kept up to date.
- e. Traffic solutions and HIPs (consider Yew tree Green Road and Furnace Lane issues) –Reports had been received about speeding traffic on Furnace Lane and also issues relating to Yew Tree Green Road speeding and HGVs. Unfortunately, this is an age-old problem. The challenge is that since there is no evidence to support any speed reductions it would be difficult to persuade Kent Highways to change speed limits. Data-collection is essential; without it, changes are unlikely. Following discussion, Cllr Larkin proposed that the Yew Tree Green Road speed reduction issue should be added to the HIPs list for consideration by Kent Highways; seconded Cllr Russell. Unanimous.
- f. Neighbourhood Planning. New Village Hall survey – the village hall working group had discussed questions to include in a survey to be sent to current hall users regarding the facilities required in a possible new village hall. The Council went through and looked at the wish-lists of facilities. Councillors Jenkinson and Russell will send out the survey to existing users and report back. The next possibility could be to incorporate a survey via the Neighbourhood Plan Steering Group, which could be circulated more widely.
- g. Arrangements for unveiling of Hop Pickers Line map and Conservation area map – discuss public unveiling for both; publicity - the Council suggested to wait until after the end of lockdown in June with a possible date of Saturday, 26 June which gives time for planning with the Hop Pickers Line group.
- h. Emergency planning – following the Annual Parish Meeting, two residents indicated that they would like to become involved with the group. Cllr Russell will contact them to organise a remote meeting.
- i. Allotments – 11 residents have now recorded their interest in a plot. The Clerk has contacted the General Manager at the National Trust regarding the possibility of the land near Sprivers.
- j. Agree Design and Access Statement for Institute Building Plans – the document was discussed where some minor amendments had been requested; these had been made. Cllr Davis proposed approval; seconded Cllr Jenkinson. Unanimous.
- k. Assisting Horsmonden to become carbon neutral/tackle climate change – this will be brought to the next Council meeting to consider forming a working group; the Council would ask for volunteers from residents to get involved.
- l. Feedback/items raised at Annual Parish Meeting – information about the problem of dog theft will be published; a possible litter-pick may be considered in the Autumn.
- m. Consider response to Ministry of Housing, Communities and Local Government consultation 'Local Authority Remote Meetings- call for evidence' deadline 17 June 2021 – this was considered and it was proposed by Cllr Jenkinson that the Clerk should respond on behalf of the Council and to send evidence of issues; seconded Cllr Sheppard. Unanimous.

## **7. UPDATES/REMINDERS**

Updates on training, Christmas lights update, Parish Elections in May - training is planned; there is no further update regarding Christmas lights yet.

Parish Council elections are not required due to the number of nominations. Co-option of a new councillor will be discussed at the 17 May Council meeting, following which the Clerk will send out a general invitation for residents to come forward for this post.

Councillors who volunteered to authorise BACS payments this month were Cllr Russell and Cllr Jenkinson.

**There being no further business the meeting closed at 22:32 (the meeting having started at 19:32).**

## APPENDIX 1A)

This is an

Date: 20/04/2021					
Horsmonden Parish Council Current Year					
Page 1					
Time: 13:22					
Current Bank A/c					
List of Payments made between 01/03/2021 and 31/03/2021					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/03/2021	Lloyds Bank PLC	DD	34.19		credit card payment March
05/03/2021	Castle Water	DD	37.99		water supply public toilets
08/03/2021	Arron Services Ltd	DD	94.20		March email hosted exchange
10/03/2021	EDF Energy	DD	8.00		March energy VG boxes
10/03/2021	EDF Energy	DD	73.00		Energy Public toilets - MARCH
18/03/2021	B&CE Holdings	DD	176.24		March pension
19/03/2021	British Telecom	DD	217.62		Telephone and Broadband
24/03/2021	Society Of Local Council Clerk	BACS	144.00		Annual membership ass clerk
24/03/2021	Specialist Hygiene Services Lt	BACS	316.22		Feb toilet cleaning
24/03/2021	PSR Lighting & Signs Ltd	BACS	89.00		Feb street lighting maintenanc
24/03/2021	G Bridgland Ltd	BACS	480.00		Plant two new trees
24/03/2021	Rialtas Business Solutions Ltd	BACS	111.00		Training for accountancy
24/03/2021	Rialtas Business Solutions Ltd	BACS	432.00		Year end close down
24/03/2021	Mr J R Sheppard	BACS	20.00		digital imagery CA map
24/03/2021	Kent Association of Local Coun	BACS	84.00		Training session x 2
24/03/2021	Playdale Playgrounds Ltd	BACS	219.66		new swing seat
24/03/2021	Clearview Windows	BACS	90.00		Cleaning equipment on Green
24/03/2021	Clearview Windows	BACS	60.00		jet wash play area
24/03/2021	Royal Imagery	BACS	187.20		two framed portraits
25/03/2021	HMRC	BACS	1,428.49		Tax & NI March
25/03/2021	Ms J Stanton	BACS	1,448.69		March salary plus overtime
25/03/2021	Mrs L Noakes	BACS	2,273.66		Salary plus over time March
29/03/2021	Merit Thornton Planning & Comm	BACS	825.00		NH plan draft and screening
29/03/2021	PSR Lighting & Signs Ltd	BACS	89.00		March street lighting
29/03/2021	Specialist Hygiene Services Lt	BACS	316.22		March cleaning toilets
29/03/2021	Gillet & Johnston	BACS	3,048.00		Clock repairs
29/03/2021	Gillet & Johnston	BACS	1,716.00		Clock repairs
29/03/2021	Mr J Boot	BACS	768.75		drafting NH plan
31/03/2021	Business Stream	DD	65.41		waste water servcies
31/03/2021	Lloyds Bank PLC	DD	31.37		Credit card invoice 17.03.2021
31/03/2021	Mr J Couchman	BACS	83.09		March Clock and play area
31/03/2021	Heath Stores	BACS	20.00		Payment for gift voucher
31/03/2021	Duke Contractors	BACS	5,272.19		Grounds maintenance
31/03/2021	Unity Trust Bank	BACS	18.00		quarterly bank charges
Total Payments			20,278.19		

## APPENDIX 1B)

Date: 20/04/2021      Horsmonden Parish Council Current Year      Page 1  
Time: 13:21      Bank Reconciliation Statement as at 31/03/2021      User: LUCY  
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-op	31/05/2019		0.00
	31/03/2021		60,506.63
			<u>60,506.63</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			60,506.63
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			60,506.63
		<b>Balance per Cash Book is :-</b>	<b>60,506.73</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>-0.10</b>
<u>Adjustments to Reconciliation</u>			
31/12/2020 Envirocure overpayment 21.12.20		-0.10	
			<u>-0.10</u>
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>

## APPENDIX 2

Date: 26/04/2021      Horsmonden Parish Council Current Year      Page 1  
Time: 13:44      Current Bank A/c

### List of Payments made between 01/04/2021 and 26/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/04/2021	Arron Services Ltd	SO	94.20		Hosted exchange email
12/04/2021	EDF Energy	DD	73.00		EDF Energy
12/04/2021	EDF Energy	DD	8.00		electricity VG Box
13/04/2021	Capel Groundcare	BACS	628.54		Groundcare and SIDs March
13/04/2021	E.On Uk Plc	BACS	314.62		Street light electricity 31/03
13/04/2021	Envirocure Ltd	BACS	592.80		Remedial works at Institute
13/04/2021	Capel Groundcare	BACS	240.50		SIDS February 2021
23/04/2021	Ms J Stanton	BACS	716.51		April salary
23/04/2021	Mrs L Noakes	BACS	1,208.92		April Salary
23/04/2021	HMRC	BACS	224.74		Tax & NI April
	<b>Total Payments</b>		<u>4,101.83</u>		