

# **MINUTES OF THE PARISH COUNCIL MEETING**

## **HELD AT HORSMONDEN VILLAGE HALL**

### **ON MONDAY, 7 JUNE 2021 AT 7:30PM**

#### **Present:**

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

#### **In attendance:**

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

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

None.

#### **2. Public Session (no decisions)**

None

#### **3. Minutes of Parish Council Meetings**

The Minutes of the Parish Council Meeting held on 26 April 2021 had been circulated beforehand by the Clerk. (Clerk had previously stated 12 April on the agenda which was corrected). They were agreed for accuracy and proposed for acceptance by Cllr Davis; seconded Cllr Richards and voted for unanimously by those present at that meeting and signed by the Chair.

The Minutes of the Annual Parish Council Meeting held on 17 May had been circulated beforehand. They were agreed for accuracy and proposed for acceptance by Cllr Stevens; seconded Cllr Russell and voted for unanimously by those present at that meeting and signed by the Chair.

The Minutes of the Planning Committee Meeting held on 20 April had been circulated beforehand. They were agreed for accuracy and proposed for acceptance by Cllr Davis; seconded Cllr Richards and voted for unanimously by those present at that meeting and signed by Chair.

The Minutes of the Planning Committee Meeting held on 18 May 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 and signed by Chair.

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

- a. **Agree payments listing up to and including 6 June as attached (Appendix 1).** The Clerk showed a copy of the payment listing for payment up to and including at 6 June 2021; Cllr

Stevens proposed approval of the schedule of payments; seconded Cllr Russell.  
Unanimous.

(Councillors to sign invoices and authorise payments are Cllrs Richards and Sheppard).

## APPENDIX 1

Date: 07/06/2021

Horsmonden Parish Council Current Year

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Time: 10:30

Current Bank A/c

List of Payments made between 17/05/2021 and 06/06/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
19/05/2021	B&CE Holdings	DD	60.16		Staff pension May
25/05/2021	Mrs L Noakes	BACS	1,208.92		May Salary
25/05/2021	Ms J Stanton	BACS	716.51		May Salary
28/05/2021	GDPR-INFO LTD	BACS	420.00		DPO Annual Sevices
28/05/2021	Barrett Corp Harrington Ltd	BACS	150.00		Valuation of War Memorial
28/05/2021	Viking	BACS	21.54		Stationery
28/05/2021	Mr J Couchman	BACS	83.09		May clock and play area
28/05/2021	Rialtas Business Solutions Ltd	BACS	148.80		Annual contract for RBS softwa
01/06/2021	Unity Trust Bank	DD	76.99		Payment of Lloyds Bank card
02/06/2021	Capel Groundcare	BACS	671.72		ground care,SIDS, play area
02/06/2021	Invicta Weed LTD	BACS	276.00		Herbicide application
06/06/2021	Paddock Wood Community Advice	BACS	250.00		Donation
06/06/2021	Specialist Hygiene Services Lt	BACS	328.87		May cleaning
06/06/2021	PSR Lighting & Signs Ltd	BACS	89.00		May street lighting
06/06/2021	PSR Lighting & Signs Ltd	BACS	234.00		Call out - street light
Total Payments			4,735.60		

- b. **Confirm bank balances and bank reconciliation as at 31 May 2021** – the bank balance at 31 May 2021 was displayed with a total at £99,835.25 and was checked against the bank statement as correct with the same total. The Chair signed these as correct.
- c. **Parish Office store room – quotations for shelving and removal of current shelving plus disposal** – Following a visit from Rackline, their quote had been received but at £885.00 and £390 for installation, it was considered too high. The Clerk will research other cheaper options. In addition, Simon Jackson had quoted £40 to remove shelving and make good the store room, including disposal of the old shelving. Cllr Jenkinson proposed acceptance; Cllr Larkin seconded. Unanimous.
- d. **Quotation for repairs to Village Hall steps** – Simon Jackson had quoted £180 for materials and labour to repair the village hall front steps and also to hang the defibrillator. He will be asked to repaint the yellow line on the edge of each step. Cllr Stevens has some yellow spray paint which can be used if thought to be suitable. Cllr Jenkinson proposed acceptance of the quote; seconded Cllr Larkin. Unanimous.
- e. **Quotation for replacement street light head and adjustments** - A street light had been damaged leaving it dangerous. The light had been made safe and removed. A quotation was received from PSR Lighting & Signs Ltd at £396.49 for its replacement. Cllr Richards proposed acceptance of the quote; seconded Cllr Stevens. Unanimous. In addition, the Clerk will make an insurance claim.
- f. **Consider/agree maintenance contract for Parish toilets** – due to the late supply of the information to the Clerk, this will be carried forward to the next meeting.
- g. **Consider request for grant to West Kent Neighbourhood Watch scheme** – the contribution request is towards overall costs. The village does not have a neighbourhood watch scheme due to a lack of response in the past. After discussion, Cllr Davis proposed a polite decline to the request. Seconded Cllr Larkin. Carried.

- h. **Quotation for top soil and seed at Fromandez Drive** – Capel Groundcare had quoted £385.00 plus VAT to repair and refill dip; residents had raised concerns about it. Cllr Stevens proposed acceptance of the quote but the work should wait until the autumn when the conditions are right. Seconded Cllr Larkin. Unanimous.

## 5. Parish Council Decisions/Administration

- a. **Update from KCC Councillor Hamilton** – the Clerk had not heard from Cllr Hamilton. The Clerk will chase Cllr Hamilton regarding the HIPs requested. The HIPs requests are now with KCC Highways but there has been no response after the extra HIP was added. (See also 5.e. below)
- b. **Consider and agree job description, person specification, job advert and details for replacement Assistant Clerk role** – the personnel working party had met and had considered all the documents for recommendation to the Council. Cllr Russell had commented that the salary in the advertisement should be shown within a range, rather than “based on experience” which should be removed. The Clerk will refer to the salary (pro rata) and the pay scale under the National Association of Local Councils based on points 19-22 for a 16-hour week. All documents were proposed for acceptance by Cllr Russell; seconded Cllr Jenkinson. Unanimous.
- c. **Parish Highways/footpaths/street lighting/tree issues-**  
The Clerk has a quote from Living Forest about the horse chestnut which showed a variety of weaknesses and works required, including reducing the height on several sections. They will seek planning permission to carry out works. The quote for the works is £650 plus VAT. Cllr Larkin proposed acceptance of the quote; seconded Cllr Stevens. Unanimous. The Clerk will ask about the suitable time of the year to carry out the works.

Cllr Stevens and the Clerk had looked at one of the lime trees on the green (number 279) which had been pollarded in March. The tree appears to have fungus. It was proposed by Cllr Russell and seconded by Cllr Sheppard, unanimous that the Clerk ask Living Forest to carry out a survey of it when they carry out work on the green and recommend any necessary actions. If it had to be removed a report would be required by Tunbridge Wells Borough Council due to it being in a conservation area.

The flower planters around the green needed watering. Cllr Richards will enquire if local property owners would be willing to water them.

- d. **Lost and forgotten footpaths** progress – Cllr Larkin had sent the list of paths to the Ramblers Association who is leading the project. After discussion, the Clerk was asked to register the footpath (with the no cycling sign) between Maidstone Road and Brenchley Road as a public right of way. The Clerk will also seek advice from the footpaths team at KCC about the path between Oast View and Goudhurst Road.
- e. **Traffic solutions and HIPs** – (see also 5. a. above) the Clerk will contact Cllr Hamilton regarding the HIP request on Yew Tree Green Road. A response and advice is needed from Kent Highways. The Clerk will chase to seek a response..
- f. **Neighbourhood Planning, New Village Hall survey** –  
Cllr Russell and the working party had prepared a general survey regarding a new village hall. This had been circulated to councillors. It had been planned to have the survey on the Neighbourhood Plan group website but the group has now declined. The Clerk will speak to Jim Boot group to consider if this is evidence-gathering as part of the neighbourhood plan. If it is not, the Council would have to carry out the survey. A further question to be added would ask if electric chargers were provided, would they be used?

Jim Boot had prepared an estimate of future costs at £8605.00, including an Equalities Impact Survey. If agreed, the Clerk could apply for a grant. Cllr Jenkinson proposed acceptance of the costs; seconded Cllr Larkin. Unanimous. The Clerk will ask for details for the new Planning Consultant.

Cllr Davis proposed agreement of the survey questions with the addition of the question regarding electric charging points. Seconded Cllr Larkin. Unanimous. Cllr Russell will insert the additional question.

- g. **Arrangements for unveiling of Hop Pickers Line map and Conservation area map – 26 June** – This will take place as an informal event at 11:00 by the new maps.
- h. **Emergency Planning** – the food bank has been moved and stock is being controlled by Isobel Kerrigan who is planning to keep it going until next spring due to a continuing need to support some people.  
A meeting is to be organised with two residents to seek their input for the Emergency Plan; Cllrs Russell, Davis, Jenkinson and Larkin will be involved.
- i. **Allotments** – Cllr Larkin has looked at Horsmonden but cannot see anything suitable and owners of land are unlikely to give over land for allotments. The Clerk had contacted the National Trust but nothing is available. The Council will continue to consider any options and will review this at the July meeting and then September to see if anything is happening. After September, this topic will be reviewed only when there is any news.
- j. **Assisting Horsmonden to become carbon neutral/tackle climate change** – A working group had been created for future actions. Clerk had asked if councillors could attend EPV training. Electric charging points were considered further; the sports club may consider one in the future.
- k. **PC litter-pick on 13 June** – Clerk had prepared a risk assessment and list of roads for the litter-pick which will take place from 2-4pm on Sunday. The group will meet at the village hall at 2:00pm; the Clerk has arranged for rubbish to be collected on Monday.
- l. **COVID-19 updates and decisions** – Government guidelines are awaited for after 21 June but meetings will carry on as now although a decision will be made before the July meeting regarding if masks will be worn.

## **6. UPDATES/REMINDERS (No decisions)**

The Clerk asked councillors and staff for ID information under money laundering regulations regarding bank and payroll payments.

Love Where we Live – no nomination will be made this year

Festive lighting – there are no ideas for festive lights so far this year. The Clerk is waiting for companies to respond to her enquiries. A suggestion was made to have the existing lights tested in case they can be used.

**There being no further business the meeting closed at 22:03**