

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 6th JANUARY 2020

Present: Cllr March (Chair)
Councillors, Russell, Sheppard, Jenkinson, Stevens, Larkin, and Hunn.

In attendance: Lucy Noakes (Clerk and RFO) & Jackie Stanton (Assistant Clerk)
KCC Councillor Hamilton for part of the meeting
No members of the public.

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr Sheppard declared an interest in item TW/19/02315/OUT as the applicant are friends of his. He left the room and took no part in the discussion or decision making on this matter.

1. APOLOGIES FOR ABSENCE

Cllr Richards and Cllr Davis. The reasons for absence were both proposed as acceptable by Cllr Jenkinson and seconded by Cllr Larkin. 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.

Mr and Mrs Fleury had requested the Clerk read out a short statement regarding their planning application TW/19/02315/OUT as they were unable to be present at the meeting. The statement asked the PC to take into account the fact that the Fleury's had now moved the pedestrian entrance to their site so that it was within the Limits of Built Development (LBD) and so that it was nearer to the existing pavement into the village centre. The Fleury's also mentioned that although most of the site was outside the LBD; there were other examples in the Borough when this had been the case with developments which had been allowed to go ahead.

3. MINUTES OF PREVIOUS MEETING

Agree the minutes of the Parish Council Meeting 2nd December 2019, and Personnel Committee & Finance Committee Meetings of 9th December 2019.

The minutes of the Parish Council meeting 2nd December 2019 were presented and checked for accuracy. Cllr Stevens proposed acceptance of the minutes, seconded Cllr Larkin, unanimous. The minutes of the Finance committee meeting 9th December 2019 were presented and checked for accuracy. Unfortunately, the Parish Council could not agree these minutes as there were not enough members present who had attended the meeting.

The Minutes of the Personnel Committee meeting 9th December 2019 were presented and checked for accuracy. Cllr Russell proposed acceptance, seconded Cllr Jenkinson. Unanimous of those present at the meeting.

4. MATTERS ARISING (the Council looks at matters ongoing from the last meeting - no decisions)

Data Protection and GDPR – More files to sort in Parish cupboard.

Risk Assessment of Parish owned buildings – on going.

Emergency Planning –on going.

Dog Poo Bags –The stickers were now on the bins and this matter was therefore closed.

Play area –The Council asked the Clerk to get a quote to remedy the outstanding problems.

Noticeboards – both noticeboards could now be ordered.

New Projector Village Hall – this had now been installed and was operating. Matter closed.

5. PLANNING – APPENDIX 1.

Planning Application Number:	19/02315/OUT
Proposal:	<u>Outline (Access Not Reserved) - Demolition of existing gargages and outbuildings and erection of replacement garages to The Cottage and The Lodge; proposed erection of 6 detached custom build dwellings and 1 annexe building, garages and associated works within garden area of existing properties The Cottage and The Lodge (to be retained); alteration to existing vehicular access.</u>
Location:	The Cottage, Brenchley Road, Horsmonden, Tonbridge, Kent TN12 8DN
Recommendation:	Refusal
Proposal:	Cllr. Stevens, seconded Cllr. Jenkinson. Carried
Comments:	<p>Recommend refusal due to concerns that the only safe way to leave the site would be by motor vehicle. The proposed footpath would be straight onto the road which has regular heavy goods vehicle traffic with no footpath until Forge Cottage which is the first available area where pedestrians can take refuge off the road.</p> <p>If the planning authority is minded to approve the application then the following s106 requirements from Horsmonden Parish Council are:</p> <p>Outdoor gym area and equipment; Street lighting; Highway drainage.</p>

Planning Application Number:	19/03358/FULL
Proposal:	<u>Erection of first floor extension to existing outbuilding with decking bridge and landscaping</u>
Location:	Birch Cottage, Green Road, Horsmonden, Tonbridge, Kent, TN12 8JS
Recommendation:	Acceptance
Proposal:	Cllr. Russell, seconded Cllr. Jenkinson. Carried
Comments:	Recommend acceptance of the amendments to the existing approved application but should be in line with the Horsmonden Paris Council Sustainability Policy.

Planning Application Number	19/03019/FULL
Proposal:	<u>Variation of Condition 2 (Approved Plans) and Condition 3 (External Materials) of 15/508795/FULL - Increase in width of double doors to the eastern elevation; removal of ground floor</u>

	<u>bathroom window; reduction in width of front ground floor bathroom window; new flue to front; retention of existing rooflight over first floor living room; additional weatherboarding to rear elevation and change of fenestration from wood to aluminium</u>
Location:	Ash Barn, School House Lane, Horsmonden, Tonbridge, Kent, TN12 8BJ
Recommendation:	Acceptance
Proposal:	Cllr. Larkin, seconded Cllr. Hunn. Unanimous
Comments:	Recommend acceptance as appropriate alterations to existing approved plans but should be in line with the Horsmonden Parish Council Sustainability Policy.

Planning Application Number:	19/03315/LBC
Proposal:	<u>Listed Building Consent - Replacement of an existing modern staircase between the first floor and second floor and internal alterations</u>
Location:	Ash Farm, School House Lane, Horsmonden, Tonbridge, Kent, TN12 8BJ
Recommendation:	Acceptance
Proposal:	Cllr. Russell, seconded Cllr. Larkin. Unanimous
Comments:	Recommend acceptance as reasonable alterations to this listed building subject to the view of the Conservation Officer and in line with the Horsmonden Parish Council Sustainability Policy.

Planning Application Number:	19/03219/FULL
Proposal:	<u>Erection of extension to provide Controlled Atmosphere Storage for apples and pears</u>
Location:	Apple Growers Association, Lamberhurst Road, Horsmonden, Tonbridge, Kent, TN12 8DP
Recommendation:	Acceptance
Proposal:	Cllr. Jenkinson, seconded Cllr. Stevens. Unanimous
Comments:	Recommend acceptance as a suitable extension to the storage area subject to the Horsmonden Parish Council Sustainability Policy.

6. PARISH COUNCIL FINANCE/QUOTATIONS

6.1 Agree Parish Council accounts and invoices for December- See Appendix 2

It was proposed by Cllr Russell that the list of invoices to be paid for December by the Council (Appendix 1) was acceptable. This was seconded by Cllr Sheppard, unanimous. Cllr Jenkinson offered to release the BACs payments and sign the cheques for this period and in his absence, it was suggested that Cllr Davis could assist with this as the second signatory.

APPENDIX 2 – PARISH COUNCIL ACCOUNTS

Date: 23/12/2019

Time: 16:41

Horsmonden Parish Council

Current Bank A/c

Page 1

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/12/2019	Horsmonden Village Hall	BACS	52.00		Refund for bin
09/12/2019	Capel Groundcare	BACS	240.50		November SIDS
09/12/2019	Clearview Windows	BACS	60.00		Cleaning play equipment
09/12/2019	Viking	BACS	121.70		Stationery
09/12/2019	Gillet & Johnston	BACS	230.40		Annual Service of Jubilee Cloc
09/12/2019	UK Power Networks	BACS	1,868.40		Reconnect new Lamp post
09/12/2019	Playdale Playgrounds Ltd	BACS	4,033.20		Remainder fo new play equipmen
10/12/2019	EDF Energy	DD	52.00		December energy supply toilet
16/12/2019	Castle Water	DD	14.83		December water public toilets
18/12/2019	B&CE Holdings	DD	55.54		December pension LDN
19/12/2019	British Telecom	BACS	224.74		Telephones and broadband
23/12/2019	Mr J Couchman	300020	83.08		Clock and Play area insp Dec
23/12/2019	Mrs L Noakes	BACS	3.55		Refund for postage
23/12/2019	Specialist Hygiene Services Lt	BACS	281.47		December cleaning
23/12/2019	HMRC	BACS	203.89		Staff Tax and NI Payments
23/12/2019	Phase One Joinery	BACS	105.60		New Poster boards
23/12/2019	All Waste Matters Ltd	BACS	240.00		Waste Disposal items
23/12/2019	Cornford Builders	BACS	708.00		repairs and works
23/12/2019	Tunbridge Wells and District C	BACS	250.00		Donation to CAB
23/12/2019	Paddock Wood Community Advice	BACS	250.00		Donation
23/12/2019	PSR Lighting & Signs Ltd	BACS	89.00		December Maintenance
23/12/2019	St Margarets Church Horsmonden	BACS	250.00		Community Garden scheme rent
23/12/2019	HoVEC	BACS	780.00		Refund for laser tag game
23/12/2019	Arron Services Ltd	BACS	100.20		New Cllr Tablet set up
23/12/2019	Kent Association of Local Coun	BACS	144.00		Web accessibility training
24/12/2019	Ms J Stanton	BACS	683.67		December salary
24/12/2019	Mrs L Noakes	BACS	1,150.71		December staff salary
25/12/2019	Mr J Boot	BACS	-104.00		New window VH deposit
25/12/2019	Mld Kent Windows Ltd	BACS	104.00		New window VH deposit
28/12/2019	RoSPA Play Safety	BACS	474.00		Post installation check
31/12/2019	ICO	DD	35.00		Data Protection fee
Total Payments			12,785.48		

6.2 Chair to reconcile accounts with bank statement for period up to and including 31st December 2019

The Chairman checked the bank statement against the Bank reconciliation and agreed that the amount in the PC's Unity Trust current account on 31st December 2019 was £70, 883.75. She initialled the statement and the bank reconciliation.

6.3 The Council's consideration and agreement to the Precept for 2020-21 as recommended by the Finance Committee.

The Finance Committee had put forward a recommended precept for the period from 1st April 2020 to 31st March 2021. Cllr Russell clarified items as necessary. It was proposed by Cllr Sheppard that the Council accept the recommendation from the Finance Committee to raise the precept for 2020-21 to £93510.00 that representing a 4.5% increase in precept on a band 'D' council Tax property in the village. This proposal was seconded by Cllr Jenkinson and voted for Unanimously. The Clerk will notify TWBC of this decision as requested.

6.4 Agree recommendation from Personnel Committee to changes in staff salary scales.

The personnel committee had made a recommendation that the PC should increase the salaries of both Clerks one point on the NALC Salary Scales for the period from 1st April 2020 to 31st March 2021. This would place the Clerk on point 28 and the Assistant Clerk on point 21 on the new NALC salary scales. This was proposed for acceptance by Cllr Larkin and seconded by Cllr Jenkinson, unanimous. Cllr Russell went on to explain that there would also be a National agreed pay award for these scales in addition to this, which would be announced by NALC once agreed, however an allowance had been built into the precept to take this into account.

6.5 Discuss /agree quotations on boarding down of loft area at Village hall and associated works.

The Clerk had obtained a quotation from a local builder for boarding down the loft area at the Village Hall. As the cost was considered reasonable and this work needed to be completed before the Players next production, it was proposed by Cllr Stevens and seconded by Cllr Larkin that the quote for £1093.47 in total be accepted without any further quotations being obtained by the Clerk. Unanimous. This quotation included boarding down the floor, putting in a light in the storage area and adding a safety rail to assist climbing up and down the ladder to make things safer.

6.6 Cost of ordering more plastic poppies for Remembrance Sunday 2020

Cllr Stevens had asked if some more of the large plastic poppies could be obtained before next year's Remembrance Day celebrations. The Clerk had obtained a guide price for £3 per poppy from the Royal British Legion. It was proposed by Cllr Stevens that the Council obtain 20 more poppies at the cost of £3 each. Seconded Cllr Jenkinson, unanimous.

6.7 Internal auditors Report

The Clerk had circulated the Internal Auditors interim report to the members for their information. The report was noted by the Council members and it was proposed by Cllr Russell that the items raised should be discussed between the Clerk and the Finance Committee with a view to providing satisfactory responses. Seconded Cllr Hunn, unanimous.

7. HIGHWAYS AND GROUNDS MAINTENANCE

7.1 Highways issues – footpaths, trees, roads, flooding issues, signs, verges and markings

The Following issues were raised/mentioned:

- Water pooling across the Maidstone Road when coming out of Yew Tree Green Road turning left on to the Maidstone Road. Thought to be caused by a blocked drain.
- Large pothole on Brenchley road caused damage to cars, now thought to be patched up.

- The road closure scheduled for 13th January in School House Lane had now been postponed and was to be rearranged following liaison between Mr Chambers at Northiam Farm and BT, who wanted to close the road for essential works.

Flooding issues - It was mentioned that Collier Street were taking part in a pilot scheme regarding flooding of local roads, regarding diversions and sandbag's etc. It was suggested that the PC wait to see how this went and once more information was available from Collier Street, this might be able to be added into the Emergency Plan.

7.2 Street lighting – updates and reporting of problems

The first Street light in Fromandez Drive was still not working – clerk to investigate.

UK Power Networks now had the work scheduled for 15th January 2020, to divert the power from the old I street light to the new street light for column 21 on the Maidstone Road opposite the Tennis Courts.

8. ADMINISTRATION

8.1 Traffic Solutions and HIPS (updates and feedback)

The Councillor had met with KHS and received feedback on their list of HIPs.

The next steps were:

- Cllr Davis to liaise with the school and Kindergarten about zigzag lines;
- Awaiting HGV signage from KHS for Gun Back Lane after 1st April 2020.
- KHS to put repeater 30 mph markers on the road as discussed, after 1st April 2020.

8.2 Draft Grant application procedure and form for HPC

The Clerk had circulated the documents for the members to look at prior to the meeting.

It was proposed by Cllr Russell and seconded by Cllr Jenkinson that the documents be adopted by the Council for use for all future grant applications. Unanimous.

8.3 Neighbourhood Planning. Updates, feedback, housing needs survey and grants.

Cllr Jenkinson had circulated her update to everyone prior to the meeting.

It was considered that between 220 – 305 houses were now likely to be built in the village in accordance with the Local Plan. If the current sites being considered were not suitable then either more sites would need to be considered or more houses would need to be put on each site.

The Steering Group had attended a Policy writing workshop on 9th January to assist them when they started the policy writing. The Housing Needs survey was due to be sent out in early January and the results would be assessed by ACRK when the completed surveys were all received.

8.4 Discuss parish plans for Operation London Bridge

The Chair proposed that this item should be moved to the end of the meeting and discussed during closed session. Unanimous.

8.5 Post installation report for Play Area.

It was proposed by Cllr Russell that the Clerk ask Capel Groundcare to provide a quote for all the remedial works identified by RoSPA, in the Play area. Seconded Cllr Larkin, unanimous. Cllr March also asked if they could quote to remove the weeds by hand.

The Clerks would investigate some additional signage for the gates as indicated by RoSPA.

9. CONSULTATIONS

9.1. Consultation on the Proposed Modifications to the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30 at <http://consult.kent.gov.uk/portal/> to 14 January 2020

Cllr Russell said that having read the review, there were two sites for mineral extraction in the vicinity and the review was mainly concerned with tightening up conditions should the development of these sites go ahead, hence there did not appear to be anything of concern for Horsmonden.

It was therefore proposed by Cllr Russell that the PC had no comments to make as the proposed modification have no significant impact on the Parish. Seconded Cllr Stevens, Unanimous.

The PC then entered a closed session to further discuss item 8.4 as indicated above.

The meeting closed at 9.35pm