

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING

HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 3 FEBRUARY 2020

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

In attendance: Lucy Noakes (Clerk and RFO)
KCC Councillor Hamilton for part of the meeting
Two 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

None.

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 MEETING: Agree the Minutes of the Parish Council Meeting 6 January 2020, Finance Committee Meeting of 9 December 2019 and Planning Committee Meeting of 21 January 2020.

The Minutes of the Parish Council Meeting 6 January 2020 were presented, checked for accuracy and proposed for acceptance by Cllr Stevens, seconded Cllr Jenkinson and voted for unanimously by those present at that meeting.

The minutes of the Finance committee meeting 9 December 2019 were presented and checked for accuracy. They were proposed for acceptance by Cllr Richards, seconded by Cllr Russell and voted for unanimously by those present at that meeting.

The Minutes of the Planning Committee meeting 21 January 2020 were presented and checked for accuracy. Cllr Sheppard proposed acceptance, seconded Cllr Stevens. Unanimous of those present at that 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 –The Clerk and Asst Clerk had met with Lindsey Chave the Chairperson of the Social Club to discuss the RA for the Institute Building and outline further requirements to be put in place. Training would need to be arranged for volunteers and employees of all Parish owned buildings on how to use fire extinguishers etc.

Emergency Planning –Asst Clerk awaiting email confirmation before sending out emails to volunteers.

Play area –Dealt with elsewhere.

Noticeboards – both noticeboards could now be ordered.

Village Hall Loft area – this work had now been completed. Matter closed.

5. PARISH COUNCIL FINANCE/QUOTATIONS

a) Agree Parish Council accounts and invoices for January 2020- See Appendix 1

It was proposed by Cllr Russell that the list of invoices to be paid for January by the Council (Appendix 1) was acceptable. This was seconded by Cllr Davis, unanimous.

APPENDIX 1

Date: 10/02/2020	Horsmonden Parish Council			Page 1	
Time: 10:43	Current Bank A/c				
List of Payments made between 06/01/2020 and 03/02/2020					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/01/2020	Old Barn Audio Ltd	BACS	1,755.24		Supply and install projector
09/01/2020	The Parish Noticeboard Company	BACS	735.00		VH noticeboard deposit
09/01/2020	Simon Jackson	BACS	331.88		VH guttering
09/01/2020	Simon Jackson	BACS	195.00		VH roof repair
10/01/2020	EDF Energy	DD	146.00		Electricity Public toilets
16/01/2020	Castle Water	DD	14.83		Water supply toilets
20/01/2020	Simon Jackson	BACS	538.63		VH Loft flooring
20/01/2020	Simon Jackson	BACS	246.00		VH loft rail
20/01/2020	Simon Jackson	BACS	270.00		VH loft light
20/01/2020	B&CE Holdings	DD	96.90		Staff Pension January
22/01/2020	Simon Jackson	BACS	180.00		VH kitchen door seal
22/01/2020	Simon Jackson	BACS	478.00		VH hand rails (internal)
22/01/2020	Mrs A Larkin	300021	16.92		Refund for moisture absorbers
22/01/2020	The Royal British Legion	300023	60.00		Large poppies
24/01/2020	Ms J Stanton	BACS	1,114.15		January Salary plus overtime
24/01/2020	Mrs L Noakes	BACS	1,528.77		January Salary plus overtime
27/01/2020	Mrs L Noakes	BACS	11.88		travel expenses for training
27/01/2020	Heath Stores	BACS	20.00		Goods taken on account for PC
02/02/2020	Mr C J Couchman	300022	103.85		Clock and Play area inspec Jan
02/02/2020	D J Buckett	BACS	156.00		Clear drain at VH
02/02/2020	Southwood windows Ltd	BACS	2,040.00		Replace side door at VH
02/02/2020	Clearview Windows	BACS	90.00		Clean and sweep shleter VG
02/02/2020	Lindsay Frost	BACS	1,213.80		NH planning consultancy
02/02/2020	ChoiceleaderLtd (TMS)	BACS	30.00		OS map for HIPS
02/02/2020	ChoiceleaderLtd (TMS)	BACS	65.76		Banner and posters HNS
02/02/2020	HMRC	BACS	590.36		Tax and NI Staff salaries Jan
02/02/2020	Specialist Hygiene Services Lt	BACS	281.47		January toilet cleaning
02/02/2020	Paddock Wood Town Council	BACS	54.00		H&S Training
02/02/2020	Kent Association of Local Coun	BACS	60.00		Dynamic councillor course
02/02/2020	Capel Groundcare	BACS	240.50		January SIDS
02/02/2020	PSR Lighting & Signs Ltd	BACS	89.00		January Lighting maintenance
02/02/2020	Ms J Stanton	BACS	45.15		Refund for items purchased
02/02/2020	Clearview Windows	BACS	125.00		Gutters social club
02/02/2020	Clearview Windows	BACS	150.00		Gutters VH
02/02/2020	D J Buckett	BACS	-156.00		Clear drain at VH
02/02/2020	Messenger mobile services	BACS	156.00		Clear Drain at VH
Total Payments			13,074.09		

b) Bank Statement

Cllrs Richards and Sheppard offered to release the BACs payments and sign the cheques for this period. Unfortunately, Cllr March was unable to signoff the reconciliation and bank statement, as the statement for 31st January had not yet been made available by the Unity Trust Bank.

c) Legacy – walkers map board quotes and instructions.

The Clerk circulated a sample of a printed N-Viro panel which could be made up by Fitzpatrick Woolmer. The cost for printing the map out on to this type of material would depend on the type of cabinet decided upon and it was noted that the cabinets in their price guide were landscape not portrait, as would be required. This type of material was an alternative to the heavy-duty laminate which would need to sit behind glass, as quoted by Explore Kent.

Cllr Larkin proposed that the N-Viro material should be pursued for the map production, as this was heavy duty and hardwearing and did not need to sit behind glass, thereby preventing damp build-up. This was seconded by Cllr Sheppard, unanimous.

It was suggested that a working party consisting of Cllr Larkin, Davis, Sheppard and Stevens get together to recommend what the map itself should show and the type of cabinet it to be used. It was hoped they could get together on 20th February prior to/ or after the drop-in session being held by the Council.

d) Quotations for commemorative tree for Mr Kellas.

A suitable position for the tree at Fromandez Drive had now been found and Mrs Kellas had agreed a price up to £300. Several tree types had been recommended to the Council and these were discussed. Cllr Davis proposed acceptance of the Hornbeam at £280 for tree, planting, stake, watering pipe and guard, as quoted by Golden Hill Nurseries. It was considered that a Hornbeam would provide the best screening from the road for residents, and was a good habitat for birds. Golden Hill Nurseries had provided trees for the Parish Council in the past and had a good reputation. This proposal was seconded by Cllr Larkin.

Cllr Russell to check with Mrs Kellas that she was agreeable to a Hornbeam. Clerk to write to residents nearby in Fromandez Drive to let them know the decision and do a line search check for cables and water pipes before planting takes place.

Clerk to check with auditor about VAT reclaim if Mrs Kellas pays direct.

e) Grant Application from Horsmonden Youth Action.

Mrs Marshall had requested that this Grant application be suspended until next month as more information needed to be gathered.

f) Quotations for additional outside lights Horsmonden Village Hall

Two quotations had been obtained to install a new light outside the fire door on the left-hand side of the Hall. It was proposed by Cllr Russell and seconded by Cllr Jenkinson that the Council ask Hummel Electrical to install the new light at a price of £218.77 plus VAT. Mr Hummel would also alter the existing light as requested within this price. Unanimous.

g) Quotation for Play area repairs

Capel Groundcare had quoted a price of £618.00 plus VAT to carry out all the necessary repairs and weeding at the Play area. It was proposed by Cllr Richards and seconded by Cllr Stevens that Capel Groundcare go ahead with this work, as Capel Ground care would also be carrying out the quarterly checks on the play area as from February 2020 and were familiar with the play equipment. Unanimous.

h) Agree Clerk and Assistant Clerk membership for SLCC for forthcoming year 2020/21

Membership of the SLCC for both the Clerk and Asst Clerk was considered essential in order for them to keep up to date with their Continuous Professional Development and enable them to keep up to date. It was proposed by Cllr Russell that the Council meet the costs for membership for the forthcoming year for both at £209 net for the Clerk and £140 net for Asst. Clerk. Seconded Cllr Jenkinson. Unanimous.

i) Retrospective agreement to the quotes for emergency clearing of the gutters at the Institute Building and Village Hall

Essential maintenance to clear the gutter of debris had been carried out by Clearview Windows at the Village Hall and Institute Building over the past month costing £150 and £125 respectively. These amounts were agreed retrospectively by the Council as reasonable and necessary, proposed by Cllr Stevens, seconded Cllr Davis and voted for unanimously.

j) Quote for cleaning the Village Green shelter on a weekly basis

Clearview windows had quoted £20 a visit to clean out the shelter on a weekly basis. The Parish Council currently had the shelter cleaned every quarter when the other items on the green were cleaned.

It was decided that things should remain as they are with a quarterly clean and, a half yearly power wash from Clearview Windows, with Cllr Larkin offering to continue to clear out rubbish from the shelter as often as she could. Proposed Cllr Larkin, seconded Cllr Stevens, unanimous

6.PLANNING.

TW/19/02315/OUT - The Cottage, Brenchley Road, Horsmonden, Tonbridge, Kent, TN12 8DN - Further comments following additional information sent in by the applicant.

The Parish Council discussed the application following an email from the applicant which contained information sent to TWBC Planning Department.

The following comments were recorded and sent to TWBC Planning:

Recommended refusal due to concerns that the only safe way to leave the site would be by motor vehicle. The proposed pedestrian access still leaves areas of road unavoidable for pedestrians journeying into the village.

If the Planning authority is minded to approve the application then the following s106 requirements from Horsmonden Parish Council are:

Outdoor gym

Street lighting

Highways drainage

The following clarification was sent through: to TWBC Planning regarding the S106 monies:

Outdoor gym: The Council does not yet have a position in mind, but bearing in mind possible future large developments within the village, it is quite likely that a green site will be offered to the PC for leisure or recreation within a development site. Such an area could be considered for an outdoor gym and any previous s106 monies set aside for this purpose could be utilised at that point.

Street lighting: The PC would require additional street lighting on the road near to the development if it goes ahead, in order to light this part of the village as there is no lighting there at present. S106 monies towards this cost which is in the region of £1000- £1500, would be required.

Highways Drainage: There is an existing problem of pooling water on the highway opposite the entrance to this proposed development (outside the property Wealden Croft). If the development were to go ahead it is suggested that some s106 monies should be set aside for KCC to utilise in

order to install some road drainage in this area to solve the problem, which could be exacerbated by further hardstanding and development.

7.HIGHWAYS AND GROUNDS MAINTENANCE

a) Highways issues – reports on footpaths, trees, roads, flooding issues, signs, verges and markings

The following items were reported to the clerk for Highways:

- Tree which is overhanging the road outside Hazelden, Goudhurst Road, with some dead branches.
- Churn Lane-verge between Churn Cottages and Churn Sidings is worn away
- Churn Lane – two pot holes just past Poplars Farm entrance on LHS (before August Pitts.)
- Brenchley Road- pothole just past Sprivers appearing again
- Gun Back Lane Pot hole junction of Lamberhurst Road
- Gun Back Lane pot hole in middle of road
- Maidstone Road pot hole on approach to Rams Hill – going out of village.

b) Street lighting – updates and reporting of problems

The Street light which is still not functioning in Fromandez Drive is being scheduled for work by UK Power Networks.

8.ADMINISTRATION

a) GDPR- update, confirm HPC Data Protection Policy and rules for use of devices.

The Clerk had circulated the ICO fact sheet on Use of personal devices and email addresses, for the Councillors to read and ask questions about. The information provided was briefly discussed. All Councillors using a laptop have a council owned laptop which is provided for them to use, with dedicated email address. Councillors do not need to use their own email addresses and only access emails on their provided laptop, never through their own personal devices. Cllr Stevens does not use a computer or his own device, and receives paper copies of the Council agendas and minutes. Emails are read by him with the aid of Cllr March. Cllr Richards proposed that the Council had read the fact sheet and were in agreement with the contents, seconded by Cllr Hunn, unanimous. The Clerk had also provided a copy of the Council's agreed Data Protection Policy so that councillors could review the contents for any changes. The clerk commented that the formatting of this document would most likely need to change in order to comply with the new Website Accessibility Regulations.

It was proposed by Cllr Russell, seconded by Cllr Larkin and voted for unanimously that the Council restate their acceptance of the Data Protection Policy content, as seen. Unanimous.

b) Website Accessibility Regulations- Update and training. Forward planning for compliance.

The Clerk explained the findings of her recent training: documentation provided by the Council on their website after 30th September 2020 needed to be written in a way which could easily be read aloud by a document reader such as Word Narrator, with clear headings and titles and which was in simple language, making it easier for those who were disabled or partially disabled to understand and read things as well as navigate their way around the website. The current website did not fully comply with these regulations and it was not clear when the updates would be released by the provider to enable compliance. It was suggested from the Chair, that the Clerk obtain some quotations for alternative website provision, and bring this to the next meeting if possible.

c) Traffic Solutions and HIPS (updates and feedback)

Cllr Davis had now received a plan from the Asst Clerk and would be liaising with the school and Kindergarten about the yellow zigzags shortly. Cllr Hunn to assist as School Liaison.

d) Neighbourhood Planning. Updates, feedback, housing needs survey and grants. New consultant details and quotation for work.

Cllr Jenkinson provided the following update regarding the NH Plan:

- Horsmonden Neighbourhood Planning Steering Group did not meet in January as the 9th January was set aside as a Policy Workshop with some Members of The Working Groups.
- Lindsay Frost, the Consultant, who presented the Policy Training and has been involved with Horsmonden Neighbourhood Plan, has now retired. Jim Boot was hoping that another consultant, Lorraine Hart, was going to be his replacement, unfortunately, due to her work load this is now not possible. Jim will present a CV and information of another possible replacement to the Steering Group at their next Meeting on Thursday 6th February.
- The Clerk applied for and secured a Grant from Groundwork for £3,600. This will have to be spent by 31st March; however, Jim believes that this is achievable as The Housing Needs Survey and Masterplanning are underway and hopefully the grant for Site options and Assessments will also be secured. Any part of the grant not spent by 31st March will have to be returned, however this can be re-applied for in 20/21.
- The Housing Needs Survey was sent out to all household in the Village. The deadline for the survey to be returned is 12th February. The deadline was extended as some surveys, as approximately 14 were returned unopened as 'addressee gone away' or 'no such address' however they were resent by ACKR at the end of January.
- The Clerk has sent out details of the Masterplan for all Parish Councillors to read.
- Information with regard to the Meeting with TWBC and also the Meeting with Persimmon and Lambert and Foster will be circulated after the next Steering Group meeting in February.

e) Members attendance for Borough Councillor and Parish Councillor Surgeries on 20th February 2020 (to tie in with PCSO Jenkins surgery in Village Hall.)

Cllrs Russell, Sheppard, Larkin, Richards, March and Davis to attend. Clerk to provide name badges and advertise the event via posters and website etc.

f) Great British Spring Clean 20 March to 13 April

Cllr Hunn agreed to organise the event. It was suggested that the Asst Clerk assist Cllr Hunn with the risk assessment and obtaining the necessary tools etc from TWBC.

g) Agree additional calendar dates for Finance committee meetings and Personnel Committee meetings.

A meeting of the Finance Committee had been arranged for Friday 7th February at 2pm. It was suggested that a further Finance Committee meeting could take place on Friday 27th March at 2pm, and Cllrs and clerk would liaise regarding any changes to this.

h) Public conveniences – discussion on taps

The Clerk reported that one of the taps in the ladies toilet had been found left running a few times, as well as in the men's. Various options were discussed including new taps of a different type, however push down style of taps were still considered to be the best in order to prevent taps being left on by mistake. It was suggested that the taps should be replaced by new taps which were of the same kind, as it was likely that the taps were worn out. Clerk to obtain quotes.

The Clerk also mentioned that the finger guards in the toilets were sometime preventing the doors from closing fully. It was suggested that the Clerk obtain a quote for the next meeting for some slimmer finger guards which could be installed and that the existing ones could be utilised elsewhere.

i) Borough Councillor and county Councillor Updates.

Cllr March reported that the Borough Council had received over 8000 response to the Draft Local plan and they were now busy working their way through these responses. She also reported that the new bin service was improving, although some residents were still experiencing problems.

9. CONSULTATIONS

a) Kent County Council (KCC) Strategic Statement – 5 Year Plan: comments by 17 February 2020

<https://kccconsultations.inconsult.uk/consult.ti/fiveyearplan/consultationHome>

The Council had no comments to make on this consultation.

b) KCC National Transport and Highways Survey 2019/20 – closes 29 February 2020

https://kccconsultations.inconsult.uk/consult.ti/Nationaltransportsurvey2019_20/consultationHome

Cllr Davis to fill in the section on Highways Maintenance.

c) Kent County Council Select Committee on Affordable Housing: extended for comments to 9 February 2020

select.committee@kent.gov.uk

The Council did not wish to make comment as they were pursuing their own Housing Needs Survey at present.

d) Kent County Council – Adult Social Care – feedback form and Local Account up date for comments <https://www.kent.gov.uk/about-the-council/strategies-and-policies/adult-social-care-policies/local-account-for-adult-social-care>

The Council had previously made comment on this matter, but had no further comments to make at present.

UPDATES

Update on protocol – (discussion under closed session).

This matter was discussed under closed session, as proposed by Cllr Richards, seconded Cllr Davis, unanimous.

The meeting closed at 10.05pm