

# MINUTES OF HORSMONDEN PARISH COUNCIL MEETING

**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 2 MARCH 2020**

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

**In attendance:** Lucy Noakes (Clerk and RFO)  
No members of the public.

**Declarations of Interest:**

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. None were declared.

## **1.APOLOGIES FOR ABSENCE**

Cllr Larkin. Reason proposed for acceptance by Cllr Richards, seconded Cllr Hunn, 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 MEETING: Agree the Minutes of the Parish Council Meeting 3 February 2020 and Planning Committee Meeting of 17 February 2020.**

The Minutes of the Parish Council Meeting 3 February 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 Planning Committee meeting 17 February 2020 were presented and checked for accuracy. It was noted that Cllr Russell had been missed from the attendance listing. This was added by the Chair and initialled. The minutes, as corrected, were accepted by Cllr Richards, seconded Cllr Russell and voted for unanimously.

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

Data Protection and GDPR –The Clerk and Asst Clerk have two dates scheduled to sort files in Parish cupboard.

Risk Assessment of Parish owned buildings –The Clerk and Asst Clerk continue to put in place the requirements for the village hall, Institute and toilets. They will also draft a RA for the village green, play area and any other land owned or leased by the Council. Training still needs to be arranged for volunteers and employees of all Parish owned buildings on how to use fire extinguishers etc.

Emergency Planning –Asst Clerk has now heard from approximately 8 volunteers. The group would like to have about 30 volunteers on board. Asst. Clerk chasing responses.

Play area –Caple Ground care are chasing the spare parts form Play dale, so that all the minor repairs can be carried out. Clerk chasing TWBC for s106 monies which the Council are hoping to claim for the new piece of equipment.

Noticeboards – both noticeboards have now been delivered and installed.

Hope Pickers Line Board – the group are awaiting confirmation in writing from the Conservation officer, that planning permission will not be required. The Clerk has notified them that the materials the display board is made from, needs to be long-lasting.

## 5. PARISH COUNCIL FINANCE/QUOTATIONS

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

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

### APPENDIX 1

Date: 02/03/2020		Horsmonden Parish Council		Page 1	
Time: 15:21		Current Bank A/c			
List of Payments made between 04/02/2020 and 02/03/2020					
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/02/2020	Business Stream	DD	200.12		Waste water toilets May-Nov 19
10/02/2020	UK Power Networks	DD	146.00		electricity toilets
17/02/2020	Castle Water	DD	14.83		Feb water toilets
17/02/2020	B&CE Holdings	DD	55.54		Employee pension
25/02/2020	Ms J Stanton	BACS	683.67		February Salary
25/02/2020	Mrs L Noakes	BACS	1,150.71		February salary
27/02/2020	EDF Energy	DD	87.02		Electricity VG Nov-Feb
01/03/2020	Capel Groundcare	BACS	54.00		Quarterly Play area inspection
01/03/2020	Capel Groundcare	BACS	240.50		February SIDs
02/03/2020	Society Of Local Council Clerk	BACS	140.00		Annual Membership JS
02/03/2020	Society Of Local Council Clerk	BACS	216.00		Annual Membership LN
02/03/2020	Ms J Stanton	BACS	6.03		reimbursement for refreshments
02/03/2020	Mrs L Noakes	BACS	10.14		reimbursement for magnets
02/03/2020	Society Of Local Council Clerk	BACS	42.00		webinar for training
02/03/2020	Actions With Communities in Rur	BACS	80.00		Annual Membership renewal
02/03/2020	EJP Fire Protection Ltd	BACS	168.00		Fire alarm and light Institute
02/03/2020	Kent Association of Local Coun	BACS	72.00		Planning conference
02/03/2020	Specialist Hygiene Services Lt	BACS	281.47		February cleaning toilets
02/03/2020	Mr J Boot	BACS	695.10		NH Planning invoice Ho009
02/03/2020	Fitzpatrick Woolmer Design and	BACS	72.00		Remove old noticeboard o/s VH
02/03/2020	HMRC	BACS	203.89		Tax & NI staff salaries Feb
02/03/2020	Mr J Couchman	300024	83.08		Feb Clock and play area
02/03/2020	Viking	BACS	120.61		Stationery
Total Payments			4,822.71		

### b) Bank Statement

Cllrs Russell and Davis offered to release the BACs payments and sign the cheques for this period as well as the salaries for 25th March. Cllr March was able to check and sign off the reconciliation and bank statements for 31 January and 28 February.

### c) Legacy – walkers map board quotes and instructions.

The working party had met and agreed the contents for the Walkers map. Cllr Sheppard had put together a draft of the map and its contents for the Council to discuss. It was proposed by Cllr Davis that the digital art work for the map now be professionally produced by Explore Kent (KCC),

seconded Cllr Richards, carried. The Clerk will present the art work to the Council for agreement once it is prepared.

**d) Quotation for Risk assessment of street lights.**

The Clerk had obtained a quotation from the street lighting engineers to carry out a Risk Assessment of the Street lights. The costs would be approximately £1150 plus VAT, assuming it took two days to carry out the checks. However, the maintenance engineers had advised that this was something which could possibly be carried out by the Council themselves especially bearing in mind electrical testing, corrosion testing and repainting of the lights had all recently been carried out, hence the lights were considered to be in very good condition.

It was proposed by Cllr Davis that the Clerk draft a short Risk Assessment covering the points made by the engineers and stating when each check was carried out, as it was felt this would mitigate any risks associated with the lights for the current year. Seconded Cllr Stevens, unanimous.

**e) Quote for alternative websites which comply with Website Accessibility Regulations. Forward planning for compliance.**

The Clerk explained the reasoning behind obtaining quotations for an alternative website for the Council: The Council must comply with new legislation and regulations by September, and despite asking the current suppliers when the existing site would be upgraded to make it fully compliant, there was no commitment to a date as yet. Bearing this in mind she presented quotations from four different companies who could offer to build a compliant website. Some were able to offer a more flexible approach than others and could put all existing content over to the new site for the Council, others provided checks to ensure the site was compliant once up and running. The Council liked the designs offered by Vision ICT and noted that this company was being used by KALC, amongst others, for their own website.

It was proposed by Cllr Richards that the Clerk pursue the building of a new website with Vision ICT at the cost of £1370 plus VAT to build and operate a fully compliant site for the coming year.

Seconded Cllr Sheppard, unanimous.

Cllrs Richards and Sheppard to assist the Clerk and Asst. Clerk with any design decisions for the site.

**f) Public conveniences – quotes for new finger guards and taps**

The Clerk was currently obtaining some quotes for new taps for the toilets as the current ones kept sticking when on. She will come back to the Council with this next month.

The Asst Clerk had obtained quotation for replacement finger guards for the toilet doors. The cost of the guards was £498 plus VAT. Cornford's had offered to fit these for £200 plus VAT. It was proposed by Cllr Jenkinson to purchase the new guards and allow Cornford's to fit them, and to fit the previous guards on the Village Hall doors if practicable. Seconded Cllr Russell. Unanimous.

**g) Grant Application from Horsmonden Youth Action.**

The Youth Action group had requested a grant of £960 to cover the costs of a youth worker to assist with the existing term time weekly drop-in sessions based at St Margaret's Church Hall. After much debate amongst the councillors it was proposed by Cllr Richards that the PC should not provide the grant requested. The PC had already granted towards the Community Garden Scheme and were happy to see some youth involvement in this. The PC has plans to spend its youth provision on three events throughout the year on the Village Green. Seconded Cllr Jenkinson, carried.

**h) Discuss/agree membership renewal for Actions with Communities in Rural Kent ( 1 April 2020)**

Annual Membership of the ACRK at £80.00 was considered very good value for money as they were currently carrying out the Housing Needs survey on behalf of the Parish Council. It was proposed by

Cllr Russell that the Council meet the costs for membership for the forthcoming year for both at a cost of £80.00. Seconded Cllr Davis. Unanimous.

**i) Retrospective agreement of removal fees for two parish council noticeboards.**

The two new noticeboards had now been delivered and fitted. However, an extra cost for removal and appropriate recycling/ disposal of the old boards had been incurred. It was proposed by Cllr Stevens that the cost of £100 (for the VG board) and £60 (for the VH board) be paid by the PC accordingly. Seconded Cllr Jenkinson, unanimous.

## **6. HIGHWAYS AND GROUNDS MAINTENANCE**

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

The following areas had flooding problems which had been reported to KHS:

- Lamberhurst Road – on going ditch maintenance causing gully overflow
- Goudhurst Road- near to Old Station Cottages, involving clearing of gullies to prevent potential flooding of cottages.
- Brenchley Road- lack of drainage causing driveways to flood and threaten entrance to houses.
- Bramble Place- Maidstone Road, near to The Old Chapel. Water logged land allows water to back up and flood the road. Some properties here required sandbags to prevent the water entering homes.

The following other problems required reporting to KHS:

- Give way sign on Maidstone Road was twisted around the wrong way.
- Pot holes by the Caravan site on Hayman's Hill.
- Water leak adjacent to kerb line on the side entrance of Play area.

**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.

## **7.ADMINISTRATION**

**a) GDPR- update. The six steps for Data sharing information sheet.**

<https://ico.org.uk/media/2615581/parish-councils-six-steps-to-take-a3.pdf>

The Clerk informed the Council that unfortunately she had been unable to make contact with the Council's DPO, and other councils were experiencing the same problem. It was assumed that the Council's current DPO no longer had a business in operation. This left the Council without a DPO. The Clerk provided details of an alternative service offered by GDPR -info, who other local councils had used successfully. It was proposed by Cllr Russell that the quotation of £559.40 plus VAT be accepted by GDPR -info to provide the DPO service for the coming year and carry out a Data Audit of the Council's business. Seconded Cllr Hunn, unanimous.

The Clerk had circulated the ICO fact sheet on Data Sharing, for the Councillors to read and ask questions about. The information provided was briefly discussed. Cllr Richards proposed that the Council had read the fact sheet and were in agreement with the contents, seconded by Cllr Russell, unanimous.

**b) Traffic Solutions and HIPS (updates and feedback)**

Nothing to report at this meeting.

**c) 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:

- The Steering Group held a Meeting on 6<sup>th</sup> February 2020.
- There was an update from Steering Group members of the working groups, however some members had been unable to attend.
- The photographs in the Masterplan (design guidance) report were discussed and it was the view of the Steering Group that the photographs should be replaced with examples from Horsmonden. Cllr Richards hoped to bring some photos to the next Steering Group Meeting. If they are not of suitable quality for inclusion in the report then Jeremy Waters has offered to take better quality ones of particular buildings which are of interest to the Group.
- The Community, Leisure and Recreation Group has not identified many issues as there are a variety of groups and clubs within the Village. There have been issues raised about St. Margaret's Church Hall, which is not fit for purpose, and the GP Surgery. The Church would welcome a new Community Hall Development as a combined resource for the Church and Village. The GP Practice is of the opinion that the surgery would be unable to cope with the expansion of Horsmonden.
- The Movement and Access Group had sent a report to the Clerk on the state of the Public Footpaths. They have identified issues with pavements, noting pinch points and areas of no pavement.
- The Business and Employment Group are focusing on a serviced office for 'hot desking'
- The Steering Group agreed that draft policies of the Working Groups should be sent to Jim by the end of February.
- Jim to arrange another Meeting with TWBC Planning, Persimmon, Lambert and Foster and KCC Highways. There had been a suggestion by Persimmon that Brenchley Road could be narrowed to provide pavement for the proposed new development.
- Jim is still waiting for details of the Site Assessment Technical Support.
- The Steering Group are waiting for the report on the Housing Needs Survey.
- The CV of a potential candidate for the Consultancy had been circulated to Members of the Steering Group.
- Jim and members of the Steering Group were invited to attend a meeting with the Council on 2 March with Jim providing a presentation.
- Roger Marsh has stepped down from the Steering Group and Diana will approach a member of the working groups, to join the Steering Group.
- The next Steering Group meeting will be held on 12<sup>th</sup> March.

**d) Members Great British Spring Clean in Horsmonden 28<sup>th</sup> March**

Cllr Hunn had set the date for 28<sup>th</sup> March however he had as yet been unable to contact George Lloyd at TWBC about borrowing the equipment etc. Cllr March to chase. Cllr Russell would check to see if the VH was free for meeting and refreshments, however if not Cllr Hunn would need to approach the Social Club to see if the Institute was available. Cllr Hunn and Cllr Stevens to put up the signage. Clerk has boards by no posts yet.

**e) Village Green booking for Crosses on the Green-10,11,12 April 2020**

The necessary booking forms, risk assessments, deposit and insurance documents had been received by the Asst Clerk. It was proposed by Cllr Stevens to allow the event to go ahead assuming it was not too wet or windy and all necessary precautions were taken to avoid damages to the Green or the Crosses from falling over. Seconded Cllr Richards, unanimous

**f) Borough Councillor update.**

Cllr March reported that the Parish Chairman's meeting would be held on 17 March and she invited Cllr Richards, Davis and Jenkinson along as the meeting would discuss the Sevenoaks and Weald Local Plan.

**UPDATES**

**Update on protocol – (discussion under closed session).**

Cllr Russell proposed that the Council now go into closed session, seconded Cllr Davis, unanimous. This matter was discussed under closed session.

The meeting closed at 9.45pm