

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING HELD REMOTELY AT 7:30PM ON MONDAY, 8 JUNE 2020

Present:

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

By telephone:

Cllr Stevens; Jenkinson

In attendance:

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

1. Apologies for Absence

Cllr Stevens proposed acceptance of the apologies from Cllr Hunn; seconded Cllr Richards. Unanimous.

A declaration of Interest was raised by Cllr March in relation to Item 6. Planning for application number 20/01070/FULL when Cllr March will leave the meeting and Cllr Davis (as vice-chair) will take over for that item.

2. Public Session (no decisions)

Members of the public have the right to speak for up to three minutes at the Chair's discretion on issues concerning the Parish providing the Clerk has prior notification.

None.

Two members of the public were present to hear the meeting.

3. Minutes of Previous Meetings

Noted that none of the Minutes could be initialled or signed.

The Minutes of the Parish Council Meeting held on 4 May 2020 were presented, checked for accuracy and proposed for acceptance by Cllr Larkin, seconded Cllr Jenkinson and voted for unanimously by those present at that meeting.

The Minutes of the Planning Committee Meeting held on 29 April 2020 were presented, checked for accuracy and proposed for acceptance by Cllr Stevens, seconded Cllr Richards and voted for unanimously by those present at that meeting.

4. Agree Continuation of Parish Council Positions in Absence of APCM (Annual Parish Council Meeting)

Due to the current situation, the Annual Parish Council Meeting had not been able to take place. Councillors were asked if they were happy to continue in their current positions

within the Council. None declined. Cllr Davis proposed this action; Cllr Larkin seconded. Unanimous.

5. Parish Council Finance

- a) Agree Parish Council payments to 31 March 2020 – see Appendix 1.

These were reviewed and agreed. Proposed: Cllr Stevens; seconded: Cllr Richards. Unanimous.

- b) Annual Governance and Accountability Return 2019/20

- i) Review and approve the Annual Governance Statement 2018/19 (section 1 page 4 of the Annual Return 31 March 2020).

The Council reviewed the questions in the Annual Governance statement one at a time. A resolution was made by Cllr Davis to accept the answers as provided by the Council on the Annual Governance Statement. This was seconded by Cllr Russell and voted for unanimously. The Clerk and the Chair to sign the form in person at some time after the meeting.

- ii) Consideration, approval and signing of the Annual Accounting Statements 2019/20 (Section 2 page 5 of the Annual Return 31 March 2020)

The Clerk presented the Annual Accounting Statement for 2019-20 having circulated the end of year accounts package to the Council members prior to the meeting. Any questioned were addressed by the Clerk. Cllr Jenkinson; proposed acceptance of the Annual Accounting Statements 2019/20 as presented, seconded Cllr Russell. Unanimous. The Clerk had already signed this statement as required; the Chair was to sign in person sometime after the meeting.

The Annual Governance and Accountability Return to be finalised by the Clerk before being published on noticeboards and website as set out by the Auditor and sent to the External Auditor for examination.

- c) Parish Council finances to date.

- i) Agree payments listing for May/June 2020, as attached (**Appendix 2 - see below**)

The Clerk shared her screen to show some additional payments to add to the May/June meeting list (see Appendix 2). The information was approved. Proposed Cllr Richards; seconded Cllr Stevens. Unanimous.

- ii) Confirm bank balances and bank reconciliation as at 31 May 2020.

The reconciliation details were shared (see Appendix 3). Approval proposed Cllr Jenkinson; seconded Cllr Stevens. Unanimous.

- d) Public conveniences – quotation for door locks/doors.

The Clerk/assistant clerk had researched companies to look at locks/doors. They are awaiting quotes from one new company and another from a company involved in the original refurbishment. They will report to the Council at the next meeting.

6. Planning

Cllr March left the meeting; Cllr Davis took over this item.

Planning Application:	20/01070/FULL
Proposal:	<u>Change of use and conversion of the barn to a dwellinghouse (amendments to 3 windows of Class Q scheme 19/01617/PNQCLA which has commenced work)</u>
Location:	The Green Barn Swigs Hole Farm Yew Tree Green Road Horsmonden Tonbridge Kent TN12 8HR
Proposal:	Cllr Richards; seconded Cllr Sheppard. Carried
Comments:	Propose acceptance as a reasonable conversion of an agricultural building but should be in line with the Horsmonden Parish Council Sustainability Policy.

7. Parish Council Decisions/Administration

- a) Release and distribution of Parish Emergency Funds

The Clerk advised the internal audit had taken place but the auditor questioned the Council's power of expenditure to use the Parish Emergency Funds on donations for the village foodbank and PPE for volunteers.

The Clerk raised the point that the Council may consider not spending any more of the funds until guidance had been received, particularly because after reading s137 of the Local Government Act 1972, the village foodbank could not be classed as a legal entity.

The Council looked closely at the legal wording of s137 of the Local Government Act 1972 and they considered that their expenditure so far on these items had fallen within that outlined as allowable within the legislation. It was proposed by Cllr Davis and seconded by Cllr Larkin that the Council would continue as it is whilst monitoring the needs within the Horsmonden population until it feels there is no further need. Unanimous.

- b) Updates/decisions on Council business during COVID-19 and recovery plans.

Public toilets: have been kept open and cleaned. Some signs are going to be available to display. Proposal to keep them open Cllr Stevens; seconded Cllr Russell. Unanimous

Play area: This area will be kept closed until some detailed guidance is supplied by the Government.

Clock: The Clerk advised winding had to be restarted to avoid damage. Appropriate PPE has been supplied and the Clerk will maintain the supply. Proposed to continue winding Cllr Russell; seconded Cllr Stevens. Unanimous.

Landscaping and maintenance: This have continued except for weed-killing and fertilising. The Clerk to contact contractor to ask if they will consider this prior to the autumn. It was commented that the two new trees on the village green appear to be dead. Clerk has already contacted the contractor for advice but has not had a response.

A tree survey is due. Proposed to ask Bridglands if it is a suitable time of year to carry out a full survey of village green trees and Fromandez Drive. Proposed Cllr Larkin; seconded Cllr Sheppard. Unanimous.

Speed Indicator Devices (SIDs) are currently not being moved between the various locations. Proposed Cllr Davis; seconded Cllr Russell to revert to the normal procedures.

Parish Office use: The Clerk has asked the Village Hall Committee if the Council could begin to use its office. As long as all appropriate COVID-19 safety procedures were put in place it could be used. Additions to the risk assessment should be to keep the office door locked and ensure COVID-19 secure. Proposed Cllr Larkin; seconded Cllr Jenkinson. Unanimous.

Cllr Stevens left the meeting at 21:20.

Christmas lights: The lights could not be taken down. It was too wet initially and then the company did not work owing to COVID-19. They have not yet recommended work. They have said they will give an extra thorough check before lights go on at Christmas. The amounts paid already for take-down will need to be taken into account with any future works. No action is required.

Horse Fair and village green bookings: All bookings have been cancelled. TWBC have contacted the organisers and are waiting to hear clarification about their plans.

Shops: The Council will supply some guidance signage for them to display if they wish.

c) Renewal of office lease for 1 June 2020 to 1 June 2021

The lease was discussed and proposed there would be no increase of costs. Proposed Cllr Richards; seconded Cllr Larkin. Unanimous.

d) Neighbourhood Planning.

Updates on progress/situation: The Chair was pleased with all the work done. The Clerk raised some concern about how the Steering Group chose who would attend external meetings since not all members of the group had been invited. If the Group

choose to send only certain people to meetings, they must record how this was decided. Cllr Jenkinson will raise this at the next Steering Group meeting on 10 June.

Cllr Richards advised that a quote for a graphic designer to be used for the plan will be brought to the next Parish Council meeting. Three quotes and design examples will be required.

- e) Agreement of the contents of the new Walkers Map (legacy expenditure)
Changes to the map were discussed including routes colour/symbols to be changed and text to be included about the village. Cllr Davis proposed adding the local text; seconded Cllr Larkin. Cllr Larkin proposed to go forward once the adaptations to the routes were made; seconded Cllr Sheppard. Unanimous.

- f) Hop Pickers Line Heritage Map and Conservation Area Map
The format and materials for the Hop Pickers Line map was discussed and the replacement of the Conservation map. Materials and type of construction and costs were considered, including the importance of longevity of the maps. Cllr Richards proposed the Hop Pickers Line map should be the same as the noticeboard and the new walkers map and should be produced as requested originally by the Parish Council for longevity, using the N-Viro product. Seconded Cllr Jenkinson. Carried.

- g) Highways/footpath issues
There is a need to look at lost and forgotten footpaths because unrecorded routes will be lost after 1 January 2026. Cllr Sheppard has already recorded paths on a central site run by the Ramblers but continuing work will be needed to record paths.

- h) Parish Council – new website – comments/update
Various amendments have been made to the test site, including the need to ensure it is accessible for people who have special requirements. The auditor raised the need to be able to prove to him the exact date the Council audit is published each year. The current site does not allow this. The new site will make sure proof can be produced to show the date the audit information is published. Photographs of the village had been shared with Councillors. Cllr Larkin proposed that Cllrs Sheppard and Richards should review the photographs and further site improvements and would be able to sign-off the site on behalf of the Council. The Assistant Clerk would assist them. Seconded Cllr Davis. Unanimous.

8. Updates

Going forward the Chair asked that Councillors update meetings (remote or in person) they have attended each month.

The meeting closed at 21:10.

Appendix 1

Date: 01/06/2020		Horsmonden Parish Council		Page 1	
Time: 09:55		Current Bank A/c			
List of Payments made between 03/03/2020 and 31/03/2020					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/03/2020	Signs of Cheshire Limited	BACS	855.00		Second half noticeboard/instal
10/03/2020	EDF Energy	DD	146.00		March electricity toilets
16/03/2020	Castle Water	DD	14.83		March water supply toilets
19/03/2020	British Telecom	DD	224.14		Parish phone and broadband
23/03/2020	B&CE Holdings	DD	91.07		March staff pension payment
25/03/2020	Ms J Stanton	BACS	1,147.90		March salary and overtime
25/03/2020	Mrs L Noakes	BACS	1,485.83		March salary and overtime
26/03/2020	Business Stream	DD	96.30		Toilets waste water
31/03/2020	PSR Lighting & Signs Ltd	BACS	89.00		February street lights mainten
31/03/2020	Viking	BACS	134.72		New files for office
31/03/2020	Viking	BACS	37.87		New files and stamps
31/03/2020	Specialist Hygiene Services Lt	BACS	281.47		March cleaning of toilets
31/03/2020	Mr J Boot	BACS	301.60		NH Planning consultant
31/03/2020	Ms J Stanton	BACS	18.63		reimburse travel costs
31/03/2020	DAR Electrical Services	BACS	350.00		EICR of Institute Building
31/03/2020	Mr J Couchman	BACS	83.08		Clock and Play area March
31/03/2020	HMRC	BACS	551.77		March Tax & NI
31/03/2020	Stormflame Ltd	BACS	597.60		Finger guards Public toilets
31/03/2020	Capel Groundcare	BACS	400.80		Parts for play area
31/03/2020	Kent Association of Local Coun	BACS	929.40		Annual Subscription for KALC
31/03/2020	Arron Services Ltd	BACS	780.00		Renewal of Annual contract
31/03/2020	PSR Lighting & Signs Ltd	BACS	89.00		Street lighting maintenance
31/03/2020	Knock out Print Services Ltd	BACS	48.00		Creation of Parish C Logo
31/03/2020	Vision ICT Ltd	BACS	822.00		Initial web design
31/03/2020	Clearview Windows	BACS	90.00		Clean benches and shelter
31/03/2020	E.On Uk Plc	BACS	24.73		Christmas & Festival lights
31/03/2020	Capel Groundcare	BACS	240.50		March SIDs
31/03/2020	Unity Trust Bank	BACS	18.00		Bank service charge
31/03/2020	Duke Contractors	BACS	4,570.33		Grounds work 2019-20
31/03/2020	Specialist Hygiene Services Lt	BACS	-281.47		March cleaning of toilets
31/03/2020	Specialist Hygiene Services Lt	BACS	46.91		March cleaning of toilets
31/03/2020	Specialist Hygiene Services Lt	BACS	234.56		March cleaning of toilets
Total Payments			14,519.57		

Appendix 2

Date: 08/06/2020

Horsmonden Parish Council

Page 1

Time: 10:50

Current Bank A/c

List of Payments made between 01/04/2020 and 07/06/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/04/2020	Castle Water	DD	37.99		Toilets water supply
14/04/2020	EDF Energy	DD	146.00		Electricity -Toilets
21/04/2020	B&CE Holdings	DD	58.13		employee pension scheme
23/04/2020	Groundwork Uk	BACS	3,300.00		Repay NH Plan grant
23/04/2020	Heath Stores	BACS	39.48		Goods taken on account
23/04/2020	Company Data Storage	BACS	60.00		Collection and shred of data
23/04/2020	E.On Uk Plc	BACS	318.11		Street lighting energy to 31.3
23/04/2020	Clearview Windows	BACS	80.00		Jet wash shelter
23/04/2020	Arron Services Ltd	BACS	84.00		Norton security renew
23/04/2020	Grovehurst Plumbing and Heatin	BACS	360.00		Replace mixer taps in toilets
23/04/2020	Mrs L Noakes	BACS	14.39		Refund Zoom April
23/04/2020	HMRC	BACS	210.29		Tax & NI April
24/04/2020	Ms J Stanton	BACS	697.32		April Salary
24/04/2020	Mrs L Noakes	BACS	1,183.18		April Salary
27/04/2020	Simon Jackson	BACS	120.00		Fitting finger guards
05/05/2020	Castle Water	DD	37.99		water supply toilets
11/05/2020	EDF Energy	DD	146.00		Energy supply toilets
18/05/2020	B&CE Holdings	DD	87.08		Staff pension May
18/05/2020	PSR Lighting & Signs Ltd	BACS	89.00		Street Lights April
18/05/2020	Capel Groundcare	BACS	240.50		SIDS April
18/05/2020	BHIB Ltd	BACS	1,830.81		Renew council insurance policy
18/05/2020	Simon Jackson	BACS	22.50		Readjust toilet door closer
18/05/2020	Ms J Stanton	BACS	62.82		Refund magnets for boards
18/05/2020	Tunbridge Wells Borough Council	BACS	230.99		Provisions for Parish EF
18/05/2020	P & P Signs	BACS	180.00		Signs for play area
18/05/2020	Society Of Local Council Clerk	BACS	36.00		Web accessibility training
18/05/2020	Society Of Local Council Clerk	BACS	36.00		web accessibility training
18/05/2020	Tunbridge Wells Borough Council	BACS	-230.99		Provisions for Parish EF
18/05/2020	Tunbridge Wells Borough Council	BACS	230.99		Provisions for Parish EF
20/05/2020	Peniel International Ltd	BACS	50.00		Emergency funds at chemist
20/05/2020	Capel Groundcare	BACS	340.80		Repairs to parish play area
20/05/2020	Mrs L Noakes	BACS	14.39		Refund Zoom May
20/05/2020	Peniel International Ltd	BACS	-50.00		Emergency Funds at Chemist
20/05/2020	Peniel International Ltd	BACS	50.00		Emergency fund for Chemist
22/05/2020	Ms J Stanton	BACS	776.22		May Salary
22/05/2020	Mrs L Noakes	BACS	1,453.45		May Salary
26/05/2020	HMRC	BACS	409.37		Tax & NI May
27/05/2020	Tunbridge Wells Borough Council	BACS	35.00		PPE for parish volunteers
27/05/2020	Viking	BACS	64.93		Stationery
27/05/2020	Mr J Boot	BACS	822.50		NH Plan HO011
27/05/2020	Rialtas Business Solutions Ltd	BACS	432.00		Year end close down & train
27/05/2020	GDPR- Info Ltd	BACS	600.00		Audit and service
27/05/2020	Mr S Speirs	BACS	50.11		Refund of webhost/domain NHP
27/05/2020	Tunbridge Wells Borough Council	BACS	-35.00		PPE for parish volunteers
27/05/2020	Tunbridge Wells Borough Council	BACS	35.00		PPE for parish volunteers
05/06/2020	Mrs L Noakes	BACS	11.98		Reimburse for sterile wipes

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/06/2020	Capel Groundcare	BACS	240.50		May SIDS
05/06/2020	Mr A Larkin	BACS	18.68		Reimburse for stationary
05/06/2020	D J Buckett	BACS	275.00		Internal auditing
05/06/2020	PSR Lighting & Signs Ltd	BACS	89.00		May street lighting Maintenanc
Total Payments			<u>15,434.59</u>		

Appendix 3

Date: 01/06/2020

Horsmonden Parish Council

Page 1

Time: 15:04

**Bank Reconciliation Statement as at 31/05/2020
for Cashbook 1 - Current Bank A/c**

User: LUCY

<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
Unity Trust	31/05/2020		83,007.89
			<u>83,007.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			83,007.89
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			83,007.89
		Balance per Cash Book is :-	83,007.89
		Difference is :-	0.00