

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

Present:

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

By telephone:

Cllr Jenkinson

In attendance:

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

Did not attend: Cllr Hunn (no apologies)

1. Apologies for Absence

Cllr Stevens: Cllr Russell proposed acceptance of the apologies from Cllr Stevens; seconded Cllr Jenkinson. Unanimous.

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.

3. Minutes of Previous Meetings

Noted that none of the Minutes could be initialled or signed, but this would be carried out at a later date.

Minutes of the Parish Council Meeting held on 6 July 2020 were presented, checked for accuracy and proposed for acceptance by Cllr Davis; seconded Cllr Richards and voted for unanimously by those present at that meeting.

Minutes of the Planning Committee Meeting of 21 July 2020 were presented, checked for accuracy and proposed for acceptance by Cllr Richards; seconded Cllr Jenkinson and voted for unanimously by those present at that meeting.

Minutes of the Planning Committee Meeting on 18 August were presented, checked for accuracy and proposed for acceptance by Cllr Larkin; seconded Cllr Richards and voted for unanimously by those present at that meeting.

4. Parish Council Finance

a. Payments for July and August under Appendix 1 were reviewed.

Cllr Russell proposed approval of the payments listing as below up to 6 September; seconded Cllr Davis. Unanimous.

Appendix 1 - List of Payments between 6 July and 6 September 2020

Date: 07/09/2020

Horsmonden Parish Council

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Time: 11:49

Current Bank A/c

List of Payments made between 06/07/2020 and 06/09/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
06/07/2020	Castle Water	DD	37.99		Water supply Toilets
13/07/2020	Viking	BACS	99.53		Stationery
15/07/2020	Capel Groundcare	BACS	144.00		Play Inspection and Covid RA
22/07/2020	Mrs L Noakes	BACS	14.39		Refund of Zoom -July
22/07/2020	Ms J Stanton	BACS	27.58		Refund for wipes
22/07/2020	Mr S Speirs	BACS	29.80		Domain name - NHP
22/07/2020	E.On Uk Plc	BACS	318.11		Street lights energy supply
22/07/2020	Simon Jackson	BACS	35.00		Reinstall waste bin
22/07/2020	Mr J Couchman	BACS	41.56		June clock
23/07/2020	B&CE Holdings	DD	57.57		July Pension
25/07/2020	Mrs L Noakes	BACS	1,183.50		July Salary
25/07/2020	Ms J Stanton	BACS	718.32		July Salary
25/07/2020	HMRC	BACS	189.29		NI & Tax July salaries
27/07/2020	PSR Lighting & Signs Ltd	BACS	178.00		June & July Street lights
31/07/2020	Mr J Couchman	BACS	62.33		July clock and Play area
05/08/2020	Castle Water	DD	37.99		Water supply toilets
17/08/2020	B&CE Holdings	BACS	57.57		Staff pension Aug
21/08/2020	Capel Groundcare	BACS	240.50		July SIDS maintenance
21/08/2020	Horsmonden Village Hall	BACS	672.00		Hire of Hall 2019-20
21/08/2020	Horsmonden Village Hall	BACS	900.00		Rent for Parish Office 20/21
21/08/2020	Mrs L Noakes	BACS	30.80		Refund laminating /printing
21/08/2020	Mr J Couchman	BACS	83.08		Clock & Play area Aug
21/08/2020	RoSPA Play Safety	BACS	82.20		Annual Inspection Aug20
21/08/2020	Grovehurst Plumbing and Heatin	BACS	110.00		Repair leak in toilets
21/08/2020	Ms J Stanton	BACS	9.90		Reimburse for key cutting
21/08/2020	Mrs L Noakes	BACS	14.39		Refund for zoom Aug
21/08/2020	EDF Energy	BACS	146.55		Electricity parish toilets
21/08/2020	Fitzpatrick Woolmer	BACS	2,784.60		Payment for new walkers map
21/08/2020	EDF Energy	BACS	43.68		Electricity VG
21/08/2020	Locum Locks	BACS	1,169.21		Replace electronic door locks
25/08/2020	Mrs L Noakes	BACS	1,183.50		August Salary
25/08/2020	Ms J Stanton	BACS	718.32		August Salary
25/08/2020	HMRC	BACS	189.29		Tax & NI August
31/08/2020	Ms J Stanton	BACS	15.06		Reimburse singage costs
31/08/2020	PKF Littlejohn LLP	BACS	720.00		Pay external auditor
31/08/2020	Society Of Local Council Clerk	BACS	60.00		clerks conference x2
31/08/2020	Mr J Boot	BACS	1,845.30		Draft NH plan work
31/08/2020	PSR Lighting & Signs Ltd	BACS	89.00		August street lighting
06/09/2020	Envirocure Ltd	BACS	600.00		Legionella risk assessments
06/09/2020	Capel Groundcare	BACS	240.50		SIDS August
Total Payments			15,180.41		

- b. **The bank balances and bank reconciliation at 31 August** were reviewed and reconciled (but not signed by the Chair), the balance with Unity Trust Bank at 31 August was £85,907.53. Cllr Russell proposed acceptance of the details; seconded Cllr Richards. Unanimous.
- c. **Confirmation of conclusion of Annual External Audit for 2019-20:** Clerk confirmed that the external auditor had concluded the audit and not found or raised any issues. These had been publicised on noticeboards and website.
- d. **Agree a way forward with the clock, based on quotations received:** Clerk had sought explanations from various clockmakers and obtained details and suggestions for the repair of the Institute clock. The works will be extensive and it should be taken to pieces, cleaned and appropriate parts replaced. A quote of £2,500 had been received but may be more when investigations have taken place. Following discussion, Cllr Larkin proposed acceptance of the quotation from Gillett & Johnston (Croydon) Limited to take the clock and fully review works which may be required and, if more than the quotation, will come back to the Clerk. Seconded Cllr Sheppard. Unanimous.
- e. **Public conveniences** – retrospective agreement to repair water leak in disabled toilet. This urgent work was needed. Cllr Larkin proposed approval; seconded Cllr Jenkinson. Unanimous.
- f. **Retrospective agreement to portable electric appliance testing (“PEAT”) and electrical testing of the village green boxes.** Noted this is not retrospective. The contractor could not come sooner but will be attending on Wednesday; Councillors requested to bring laptops and cables. PJ Electrical were carrying out the work at £88.00 plus VAT. Cllr Russel proposed acceptance; seconded Cllr Richards. Unanimous.

5. Parish Council Decisions/Administration

- a. **Update from KCC Councillor Hamilton** – Cllr Hamilton joined the meeting at 20:26. See input below.
- b. **COVID-19 updates, assisting local businesses and thoughts about future Emergency Planning** – Following a meeting with volunteers who were involved in the COVID-19 activities, Cllr Russell will set up a group meeting to discuss possible changes to the Community Emergency Plan. Cllr Richards is business liaison and is happy to chat to village businesses but they seem well on top of things at the moment. The group will feed back to the Council after its meeting.

- c. **Consider problems with email and domain name management and alternative quotations received** – The Clerk explained a variety of difficulties and problems concerning the Parish Council domain name which had been registered by a previous clerk and will run out next year. It needs to be renewed. Clerk to continue working on this. The Clerk explained difficulties with the hosting of the name and email and blacklisting problems with the current set-up. Clerk recommend to go back to the Government body who offers domain names but to keep it with the current hosting agency. The hosting agency currently supplies email provision but this should be changed to provide a suitable email system to avoid blacklisting and to offer support going forward. Following consideration of suppliers and costs, Cllr Richards proposed taking a contract with Arron Services for initially a one-year period and then review and seek other quotations and to retain the current domain host. Seconded Cllr Davis. Unanimous.
- d. **New Parish Council website and web accessibility legislation – updates on going live; reformatting of documents** -the Clerk had supplied a list of documents which she and the assistant clerk are re-formatting to make them accessible under the required website accessibility law.
- HPC Virtual Meeting Policy Guidelines April 2020.
 - Terms of Reference for Delegation of Powers.
 - Horsmonden Parish Council Privacy Notice March 2020.
 - Horsmonden Data Protection Policy March 2020
 - Social Media Policy October 2019
 - HPC Standing Orders 2018.
 - HPC Code of Conduct July2012
 - Financial regulations 2018
 - Finance Committee Terms of Reference.
 - Planning Committee Terms of Reference.
 - Personnel Committee Terms of Reference.
 - Information available from HPC Model Publication Scheme
 - HPC Investment Strategy 2018-19
 - HPC Reserves Policy 2019
 - Horsmonden Parish Council - Complaints procedure
 - HPC sustainability Policy.
 - HPC Lone worker Policy.
 - Village Vision booklet
 - Byelaws 2005.
 - HPC Internal Financial Controls
 - Risk Assessment file 2020-21.
 - Horsmonden Village Green Hirers Privacy Notice March 2020
 - Village Green Booking Form 2018
 - Village Green Booking Form for electricity supply 2017
 - Grants Policy Jan 2020.
 - Grant Funding Application Form Voluntary Organisations 2020.

There will be no change to wording of the documents. If any changes or additions need to be made, the Clerk will bring these to the October meeting for the Council's consideration. Cllr Larkin proposed agreement; seconded Cllr Sheppard. Unanimous. The assistant clerk advised that the new Parish Council website is nearing completion. The link to the new site will be shared with the Council shortly.

- e. **Highways/footpath issues** – KCC had offered a “no idling” sign for the centre of the village. The Clerk should decline with thanks.

Footpath issues – Cllr Sheppard had written to the Ramblers Association to follow up about lost footpaths but they will be publishing information in October after which the Council can consider this further.

There appear to be two lost footpaths in the village centre and the next step should be for the Clerk to contact Jonathan Bibby at KCC who should know who can assist about recording the footpaths. Cllr Sheppard was asked to take photos which will be sent to Jonathan Bibby. Cllr Hamilton asked to be copied in to allow her to chase too.

Cllr Larkin asked the Clerk to send her some of the yellow footpath signs.

- f. **HIPs – play area signage to be added – note KCC's delayed response to HIPs until after March 2021** - following an enquiry by the Clerk regarding HIPs, KCC say no further works/actions will be taken until March 2021 due to current pandemic.

During a recent inspection of the play area, the Clerk had been advised that a new sign is needed to show a playground, as well as a school sign. KCC Highways advised any new sign like this should go onto the HIP for the village. Clerk should also email KCC and copy in Cllr Hamilton regarding this matter. The Clerk should also ask the inspections contractor for a photo of a suitable sign since there does not seem to be one in the Highway Code.

Concerns were raised with Cllr Hamilton about the alarming speed and type of vehicles driving through village. Cllr Hamilton said she was aware of the variety of challenges and suggested a number of options to consider to improve the situation, including spot checks, road markings and more signage. Whilst Speedwatch is a helpful option to gather data, the Clerk advised that this has been stopped by the Police due to volunteers being in the at-risk group under COVID-19 legislation and for insurance cover. Cllr Hamilton suggested the Council should continue to update requests under HIPs if it wanted to add these. Evidence to show road markings tend to be more effective than signage. It was suggested that the councillors who are dealing with HIPs should look at this and update them. Cllr Hamilton suggested that by continuing to update HIPs, she will receive copies and could help if requested.

The Clerk asked for guidance on the next steps and it was recommended that the possibility of spending some money on traffic surveys should be discussed at the next meeting and that Councillors should think about which roads, how far out of the village and who might carry out the work.

(Cllr Hamilton left the meeting).

- g. **Institute Building Social Club's request to consider replacement windows, installation of William Lambert plaque; quotes and advice:** Clerk had chased Tunbridge Wells Borough Council regarding a pre-planning application and whether the Council will have to go for full planning permission.
- h. **Legionnaire risk assessments reports:** risk assessments have been received for all three Parish-owned buildings which have raised a number of actions to be carried out. The level of risk various for each building. The Clerk will come back to the Council next month following review and investigation about works.
- i. **Play area RoSPA report and gate issues** – the play area report highlighted a problem with one of the gates. Lengthy communications have taken place with the gate installation company without a proper solution although it will supply some parts which the current inspection company can fit. If the parts do not work, the inspection company can make new parts and fit them. It was proposed from the Chair to get the parts and ask the inspection company to fit them. Seconded by Cllr Russell. Unanimous.
- j. **HoVEC autumn event** – An autumn event is proposed to take place with a competition of scarecrows on the village green on 3 October and a barbeque. Tunbridge Wells Borough Council will also need to give approval and if this is granted, the Parish Council will require the usual booking form, insurance etc. as well as COVID-19 considerations following Government guidelines. Cllr Larkin proposed acceptance subject to the supply of relevant documentation and subject to change or cancellation under COVID-19 guidelines at any time.
- k. **Hop Pickers Line Heritage Map and conservation map** – the Clerk has negotiated a reduction in cost if both maps are installed at the same time but is still waiting to hear from the Hop Pickers Line team. The Clerk will be sent hard copies of the maps prior to installation.
- l. **Parish charging points** – the parish has been asked to register for charging points but since there are currently no suitable locations, no action is required.
- m. **Discussion/support of the Draft Statement of Community Involvement and Tunbridge Wells Agreement:** Discussion took place about the draft and it was felt that there was some improvement on the current position so the Council should support it. Cllr Russell proposed that the Parish Council should support the Draft Statement of Community Involvement and Tunbridge Wells Agreement; seconded Cllr Larkin. Unanimous.
- n. **Neighbourhood Planning - updates:** there have been no recent updates. Any quotes for graphic designers must be sent to the Clerk. Cllr Jenkinson will send any recommendation from the Steering Group to the Council. The next meeting is due on 17 September. An update and presentation are planned to be given just before the next Planning Committee meeting on 22 September. Cllr Jenkinson to check with Jim Boot about when he expects comments from the Parish Council and will confirm details.
- o. **Consider a village litter pick in the autumn** – following discussion it was decided that the Parish Council will not have a litter pick this autumn but will consider this again in the spring depending on the COVID-19 situation.

- p. **Government consultation on planning for the future:** the Clerk advised that Michael Thornton (Jim Boot's consultant) will give an update on the White Paper prior to the 5 October Parish Council meeting.

6. Updates

NALC announce 2020-21 salary review for clerks – NALC has given an updated version of staff salaries. The Council noted this which had been considered and voted on at a past Parish Council meeting. Cllr Russell had agreed and signed-off the calculations back-dated to 1 April. This will be paid at the next month's salary to the Clerk and Assistant Clerk.

Confirmation of completion of Annual Governance and Accountability Return (External audit) 2019- The Clerk had previously confirmed this is complete.

Christmas tree lights: work will be required because the lights were not taken down earlier in the year due to COVID-19. The Clerk would like to arrange a date for the work to avoid damage to the village green and, if it has to be done sooner than the next Council meeting, agree the costs retrospectively next month.

There has been a request by a metal detectorist to use a detector on the village green. This is not allowed under the village green byelaws.

There being no further business the meeting closed at 22:13