

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 2ND NOVEMBER**  
**2015**

**Present:** Cllr March (Chair)  
Councillors Isaacs, Russell, Stanton, Hughes, Holloway, Davis and Jenkinson.

**In attendance:** Lucy Noakes (Clerk)  
2 members of the public.

**Declarations of Interest:**

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

**1. APOLOGIES FOR ABSENCE**

Cllr Stevens.

**2. PUBLIC SESSION:** *(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**

**Minutes of the Parish Council Meeting on 5th October 2015 and 20<sup>th</sup> October 2015.**

The minutes for the meeting of 5<sup>th</sup> October had been circulated by the clerk beforehand. They were taken as read and proposed for acceptance by Cllr Hughes, seconded by Cllr Holloway, carried.

The minutes for the meeting 20<sup>th</sup> October had been circulated by the clerk beforehand and were taken as read. They were proposed for acceptance by Cllr Isaacs, seconded by Cllr Stanton and voted for unanimously.

**4. MATTERS ARISING (No decisions)**

**Conservation area map**

Clerk to contact Peter Every with the size of map. Cllr March to see if the lectern at the North Farm depot was large enough and collect if suitable.

**Buses to Paddockwood**

The Clerk had not yet been able to circulate a copy of the timetable, so that Councillors can decide on a plan of action.

**Public Rights of way**

Clerk still waiting to hear from PROW.

**The Institute.**

The Clerk will bring tenders back to December meeting. Clerk to chase

The Clerk to obtain two more quotes for lighting tower with 4 LED strip lights and faces with two LED spot lights each (4 in total).

**Street Cruiser**

This seemed to have been successful again. Clerk to ask Sophie Dezechache for a report on how many attended.

### **Christmas lighting**

Clerk to liaise with Kell and Heath stores.

### **Dead tree on Village Green**

This was being left for the time. The Clerk had contacted Mrs Vans about the possibility of donating towards a new tree and explained the difficulty in adding a plaque to the tree. It was suggested that as an alternative Mrs Vans may wish to donate towards a bench on the green area at Fromandez drive? Clerk to ask Mrs Vans. Cllr March to suggest this to Mrs Frost who was also interested in donating towards a bench.

### **Play area**

Play dale coming to install new chain connectors for swings week commencing 9<sup>th</sup> November.

## **5. PLANNING**

### **5.1 New Applications.**

Planning Application No:	TW/15/508225/FULL
Proposal:	<b><u>Demolition of conservatory, garage and flat roof link. Erection of single storey rear extension and single storey side extension with a room in the roof.</u></b>
Location:	2 Springfield Place Lamberhurst Road Horsmonden Tonbridge Kent TN12 8LP
Recommendation:	Approval
Proposed:	Cllr Hughes, seconded Cllr Russell. Unanimous.
Comments:	Approval. Suitable enhancement to the property

Planning Application No:	TW/15/508374/FULL
Proposal:	<b><u>Creation of new access</u></b>
Location:	Capel Manor Courtyard Grovehurst Lane Horsmonden Tonbridge TN12 8BG
Recommendation:	Approval
Proposed:	Cllr Hughes, seconded Cllr Isaacs, unanimous.
Comments:	Approval. Suitable change which will increase safety on the Goudhurst Road and the Council will be very grateful to see the closed off gate replaced with a new indigenous mixed hedge.

### **5.2 Report of Permissions Granted and Refused**

#### **Granted**

None.

#### **Refused.**

TW/15/506798/FULL – 5 Heath Court, The Heath, Horsmonden.

#### **Appeals.**

TW/15/506094/FULL – Poplars Lodge, Churn Lane, Horsmonden

**5.3 Other Planning matters can be raised, but no decisions.**

TW/15/503392 – Land at Pullen’s Farm, Lamberhurst Road, Horsmonden

The Clerk had been informed by TWBC planning that the applicant will be resubmitting a revised Environmental Statement.

TW/15/506572 – Spelmonden Farm, Spelmonden Road, Horsmonden

The Clerk had been advised by TWBC that ten applicant is taking advice from TWBC regarding the layout and landscaping and that further information had been submitted to Highways agency.

**6. PARISH COUNCIL FINANCE**

**6.1 Parish Council Accounts to 1<sup>st</sup> November 2015**

Cllr Russell proposed to amend the certification of the bank reconciliation statement, from current month to previous month basis, whilst continuing to consider the latest position in light of transactions since the most recent bank statement. Seconded Cllr Hughes. Unanimous. By making these changes the Council hope to overcome the problem of the bank statement not being completely up to date when the meeting takes place, which means that the necessary verification checks cannot be properly undertaken.

The Clerk presented the accounts below covering the period up to 1st November to the Council. Cllr Hughes proposed acceptance, seconded Cllr Russell. Unanimous.

**Horsmonden Parish Council Accounts as at 1st November 2015**

	<b>Balances</b>
Current account b/fwd 05.10.2015	£ 85,096.92
Deposit account b/fwd 05.10.2015	£ 60,004.37
Interest received (Deposit Account)	

Item	Ref	Receipts	Payments
E.on UK Plc - supply street lighting @30.09.15	401576		£ 381.86
EDF Energy - electricity for VG Box @21.09.15	D/D		£ 22.22
EDF energy - electricity for Public conveniences@21.09.15	D/D		£ 280.10
Zurich Municipal - PC insurance additional premium	401577		£ 53.00
SSE Contracting Ltd - new street light and installation	401578		£ 1,978.94
SSE Contracting Ltd - trenching for street light	401579		£ 1,462.31
Interdirect - Domain name hosting 1 year	401580		£ 180.00
Kent County Council - legal fees Sept	401581		£ 615.60
Mr E Kellas - repayment for Remembrance wreath	401582		£ 25.00
Mrs L D Noakes - October salary	S/O		£ 880.70
SSE Contracting - Street lighting maintenance	401583		£ 71.26
Hummel Electrical - repair to outside light VH	401584		£ 65.00
Mr C J Couchman - October clock and play area	401585		£ 103.85
HM Revenue and customs - Tax and NI L Noakes October	401586		£ 69.17
Mr JR Sheppard - photos for website	401587		£ 60.00
interest paid on current account		£ 2.42	
Current Account as at 01.11.15			£ 78,850.33
Deposit Account as at 01.11.15			£ 60,004.37
<b>TOTAL BANK:</b>			<b>£ 138,854.70</b>

## **6.2 New Bankers Mandate for authorisation of signatories.**

The Clerk had obtained a new bankers mandate for completion, as the previous one was out of date. It was proposed by Cllr Hughes that the new mandate be completed to remove unnecessary retired signatories and put new councillors on. Seconded, Cllr Russell. Unanimous.

## **7. HIGHWAYS AND GROUNDS MAINTENANCE**

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

The following problems were raised under Highways:

- The hedge at Gibbett lane needs cutting right back –Clerk to contact the housing developer at Willard’s Place and the Fitzgerald’s.
- The field next to Kirkin’s Close has grown out again over the pavement- clerk to inform Highways.
- Pot holes on Churn Lane have still not been filled – clerk to chase.
- The finger post at the Spelmonden triangle junction is rotting through at the base.

The Clerk was requested to keep reminding KHS about the white line markings in the village which need replacing, as although there is not money left to carry out this work in the current financial year, the Council wish to be first on the list next year. In addition to this it was mentioned that there used to be a 30 mph marking outside Wealden Croft , but when the road was resurfaced it did not get painted back on.

The matter of reducing speed was raised, as Cllr March had forwarded a document from the ‘20’s plenty’ campaign about speed reduction through towns and villages. As had already been mentioned at the previous meeting, before any pressure for changes could be requested, the Council and Highways group would need to decide upon an achievable scheme which provides solutions for the village, requesting perhaps one or two changes, which may be affordable. It was generally considered that the best way of achieving this may be to pay a traffic consultant to come up with a suitable scheme.

Cllr Hughes therefore proposed that the Clerk should obtain 3 estimates from independent traffic consultants to provide a report to come up with one proposal which could provide a solution for the centre of the village, looking at all four axes. Seconded, Cllr Holloway. Unanimous.

Cllr Davis asked the clerk to ask for more speed watch volunteers in her next Parish News article.

### **7.2 Trees**

The Clerk had met with Mr Tweddle to speak about the American Oak on the Green outside Poplars as its branches were very close to the new street light. Mr Tweddle would quote for removal of the branches closest to the street light, as well as quoting for removal of all branches at that level (which would allow the tree to remain even). These will be brought to the next meeting .

Mr Tweddle had also mentioned to the clerk that the council must be vigilant with the two limes close to where the new street light had been trenched as he feared that some roots had been disturbed. The Clerk had suggested that a tree survey should be carried out in the spring and Mr Tweddle said this was good idea, but he was not insured to carry out this type of survey. Cllr Holloway will try and find an arboriculturist in the area who may be able to assist with this.

Cllr March proposed at this point in the meeting that item 8.9 be brought forward for discussion as Mrs Foster and Mrs Young were waiting to discuss this matter with the council. Seconded Cllr Stanton. Unanimous.

## **8.9 Village Celebration fund**

Mrs Foster and Mrs Young informed the council that they had spent some time looking at various ways of setting up a separate entity to organise and take responsibility for the Festival. These included several types of charitable trust as well as unrestricted charities, partnerships and unincorporated businesses. The council expressed their concerns about making sure that those setting up the entity were fully covered from a personal liability point of view and that the task would not be too onerous for them

Cllr Hughes said that he felt the Council should take formal legal advice on the way forward.

It was suggested that the clerk might contact ACRK to see if they had any advice to give on this matter. Also KCC Legal may be able to advise where the council stood if the current funds held were transferred over to a separate group.

It was proposed by Cllr Hughes and seconded by Cllr Stanton that the PC should seek legal advice as to the way forward for the Village community festival and as to the legal structure with which the group should move forward. Unanimous.

## **8.1 Parish Council committee/group membership**

The following changes were made to the existing committee/group liaison membership for the council:

- Cllr Jenkinson agreed to become the KALC representative, with Cllr March remaining as reserve.
- Cllr Holloway agreed to join the Highways, Village Vision and Lighting Group, with the other remaining members.
- Cllrs Holloway and Jenkinson agreed to join the Planning Committee
- Cllrs Holloway and Jenkinson agreed to become Village Green custodians with Cllrs March and Stevens remaining.

Cllr Davis proposed adoption of these changes to the existing committee/group liaison structure, seconded Cllr Russell, unanimous.

The Councillors had a quick look at the photos of themselves produced by John Sheppard to put on the website. The purpose of these was to identify Parish Council and group members, for the public. It was proposed by Cllr Jenkinson that ahead and shoulders version of the PC members and the clerk should be put on the parish Council website, as chosen by the Chair and clerk. Seconded, Cllr Russell. Carried.

## **8.2 Emergency Planning and using the Village Hall as a Welfare Centre**

The Clerk was still awaiting a more specific contract form Denise Haylett at TWBC in order to progress with this matter.

Cllr Holloway said that although the water is temperature tested each week at the hall, the Council may need to get the water professionally tested for any problems with legionella, once a year. Clerk to investigate.

## **8.3 External pathways and outside maintenance of Parish office at Village Hall**

The Clerk had asked the Council's maintenance contractors, Dukes, to quote for adding this maintenance to the contract. She was still awaiting a response at this stage.

## **8.4 New bins**

The Clerk had been in contact with Steven Smith, Client services about putting two new bins in the village: one next to the new shelter on the Green and one on the Goudhurst Road near to the entrance of Lewes Heath footpath. The Council would pay for installation and purchase but wanted to be sure that TWBC would empty the bins regularly with the others in the village. She was still awaiting confirmation of this.

#### **8.5 Clean for the Queen March 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup>**

The Clerk had been notified by Mrs Murdoch that she was organising a country wide litter pick to celebrate the Queens birthday next year and ensure the countryside was clean in time the celebrations. She had asked if the PC would like to organise a litter pick to coincide with this idea. It was proposed by Cllr Holloway and seconded by Cllr Hughes that the Council organise a litter pick on Saturday 5<sup>th</sup> March at 10am to coincide with this. Clerk to contact TWBC to see if the equipment was free and book it.

#### **8.6 Pet show on Village Green 23rd April 2015 (to be run by FoHPS)**

Mrs Catchpole had contacted the Clerk to see if FoHPS could organise a Pet show on the village green on 23<sup>rd</sup> April 2015. She had been in contact with her insurers who had specified instruction for keeping the animals and public safe and risk assessing the event and would follow these instructions. It was proposed by Cllr Russell and seconded by Cllr Jenkinson that the event should be allowed to take place on the Village Green on the date specified, providing all the documentation and insurance details etc were received by the Clerk as appropriate. Unanimous.

#### **8.7 Institute Lease**

Members of the Finance group had met with Mr Reed from the social club to go through the remaining part of the draft lease and amendments had been sent through to KCC Legal.

Mr Reed had indicated that there may still be some problems agreeing the lease, as the club would have to appoint two members to act as trustees in order to sign the lease, and may require trustee's indemnity insurance. He was looking in to these matters, as was the clerk.

It was felt that it would be helpful at this stage, for Mr Reed to approach club members to see if they would be happy to accept the lease, prior to any further expenditure on legal fees; pointing out that the main reasons for wanting the lease were : security for the club and a clarification of responsibilities on both sides.

#### **8.8 Kent Association of Local Council's AGM – 21<sup>st</sup> November 2015 at Ditton.**

Cllr Jenkinson offered to try and attend the KALC AGM , as the newly appointed representative.

#### **8.9 Village Celebration fund**

Dealt with earlier.

#### **8.10 Village Vision**

It was considered by members that a review of Village Vision so far, was now required in order to update the public as to what had been achieved and what was still to be considered. In order to do so the tables at the back of the Village Vision booklet would need updating and circulating in a document

Cllr Holloway, Jenkinson and Davis offered to look at this with Mr Tutt who had been heavily involved in producing the original documents. It was hoped that they may provide an updated report for April 2016.

Clerk to contact Ken Tutt to see if he is willing to assist the council members with this and to arrange a meeting in the next few weeks.

### **9. CONSULTATIONS**

#### **9.1 Kent County Council 2016/2017 Budget Consultation - deadline 24<sup>th</sup> November.**

<http://www.kent.gov.uk/about-the-council/have-your-say/budget-consultation>

Cllrs to fill in on an individual basis.

#### **9.2 Staplehurst Neighbourhood Plan Regulation 16 Consultation – deadline 4<sup>th</sup> December 2015**

[http://www.maidstone.gov.uk/consultations.](http://www.maidstone.gov.uk/consultations)

The Council had no response to this matter.

**10. CORRESPONDENCE/UPDATES**

Mr Stubbings had been in contact again about air traffic noise to say that he has now asked the Civil Aviation Authority for a copy of Gatwick airport's past flight plans and current flight plans so that he can compare the differences. He will let us know the outcome of this.

**The Meeting ended at 10.20pm.**