

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 3RD JUNE 2019

Present: Cllr March (Chair)

Councillors Davis, Russell, Larkin, Sheppard, Jenkinson, Stevens and Richards.

In attendance: Lucy Noakes (Clerk and RFO)

KCC Councillor Hamilton for part of the meeting

0 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 noted.

1. APOLOGIES FOR ABSENCE

Cllrs White: It was proposed by Cllr Richards and seconded by Cllr Sheppard that Cllr White's reason for absence be accepted by the Council. 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 MEETINGS

Agree the minutes of the Annual Parish Council Meeting 7th May 2019, Planning Committee Meeting of 21st May 2019.

Minutes of the Annual Parish Council meeting 7th May 2019 were proposed for acceptance by Cllr Stevens, seconded by Cllr Jenkinson, unanimous.

The Minutes of the Planning Committee meeting 21st May 2019 were proposed for acceptance by Cllr Russell seconded by Cllr Davis and voted for unanimously.

4. MATTERS ARISING (no decisions)

Installation of Rialtas Accountancy system

Rialtas have prepared the system for the PC beforehand and will install it on clerks' laptop on 10th June. Clerk and Cllr Russell to meet with RBS on 12th June for training.

Data Protection and GDPR

Ongoing.

New Bank Accounts

Unity Trust account now open and running. Coop account closed and HSBC account closed. All fund held with Unity Trust. Clerk about to send off application for Hampshire Trust Savings account and will transfer £70,000 to this account once it is set up.

Tree works on Village Green and Fromandez drive.

Bridglands had now completed all the tree works which they had quoted for. They had also removed three bushes on Fromandez Drive as agreed by the Chair and Clerk in liaison as these were full of brambles and could not be salvaged. Bridglands still needed to grind down the stumps from these and would send an invoice for the additional works.

Christmas lighting

The Clerk and Assistant Clerk were working on a tender agreement to be sent to all contractors. The Clerk asked for clarification on what was required as it was important of the council to be specific on

the tender agreement or not all quotes would be on the same basis. It was suggested that the Clerk circulate the tender agreement so that the Councillors could say if they agreed with the specification.

Emergency Planning

It was suggested that the Clerk/Assistant Clerk write to all the old volunteers forwarding the new forms and asking them to sign up again if they were still interested. It was also suggested that the forms go on to the Council's website in a news item and in Parish News again.

Shelter

The Clerk was awaiting a risk assessment and insurance documentation from Clearview Windows, and looking into anti slip a paint.

5. PARISH COUNCIL FINANCES

5.1 Agree Parish Council accounts to 2nd June (see appendix 1 below) and settlement of invoices for this period (see appendix 1)

Cllr Richards proposed acceptance of the invoices and accounts for the period up to and including 2nd June 2019 as set out below and circulated by the Clerk at the meeting. This was seconded by Cllr Russell, unanimous.

Horsmonden Parish Council Accounts as at 2nd June 2019

Balances

Current accounts b/fwd. 07.05.19

£ 179,767.94

(assuming all debits and credits have cleared the account)

Item	Ref	Receipts	Payments
Mr C Couchman - April clock and play area	300004		£ 83.08
Castle Water - supply public toilets May	D/D		£ 19.99
B&CE Holdings _ May pension Mrs L Noakes	D/D		£ 55.54
Staff salaries May	S/O flexi		£ 1,834.38
Mr C Couchman - May clock and play area	300005		£ 103.85
EJP Fire Protection Ltd - Emergency lights Institute	BACS		£ 234.00
Specialist Hygiene Services Ltd -May cleaning	BACS		£ 281.47
Kent County Council - SID bracket	BACS		£ 143.86
Hummel Electrical Ltd _ VG box installation	BACS		£ 3,711.84
James Boot- NH plan consultancy	BACS		£ 629.30
Mrs B White - reimbursement for refreshments	300006		£ 37.19
Heath Stores - May invoice (APM refreshments)	300007		£ 91.41
HM Revenue and Customs Tax and NI May 2019	300008		£ 203.89
Hummel Electrical Ltd _ VG box certification	BACS		£ 120.00
Capel Ground care - SID maintenance May	BACS		£ 149.50
Kent Association of Local Councils- training	BACS		£ 72.00
Clearview Windows - cleaning play area	BACS		£ 120.00
BT overpayment		£ 142.90	

Current Accounts at 02.06.2019

£ 172,019.54

(assuming all credits and debits have cleared the account)

TOTAL

BANK: £ 172,019.54

5.2 Chair to reconcile accounts with bank statement for period up to and including 6th May 2019

The Chair could not yet reconcile these, as a full statement not yet available.

5.3 Verify increased costs for tree work carried out by Bridglands (additional clearing on Fromandez Drive)

The Clerk had not yet received the revised costs form Bridglands.

6 HIGHWAYS AND GROUNDS MAINTENANCE

6.1 Highways issues – footpaths, trees, roads, signs, verges, and markings

The following items were raised to be reported to KHS:

- Potholes at edge of Churn Lane on left hand side form entrance to first bend.
- Marker posts require replacement on the sharp bend just after Furnace lane entrance, coming into the village.
- The marker post outside Hoppers on the Brenchley Road is currently in the ditch.
- Verge cutting – can KHS confirm that a full meter width will be cut and posts strimmed around by contractors when they do our area?
- White lining at the junctions of Churn Lane and Yew Tree Green, needs repainting

The Clerk had received further communications from a parishioner on the Lamberhurst Road regarding the speed limit. It was suggested that the Clerk pass these requests on to the Neighbourhood Planning Transportation Group so that they can consider any suitable speed restrictions in the plan. The PC did not intend to carry out a separate traffic action plan at present, as it was considered that this would be best addressed within the NH Plan. Clerk to inform the resident of this.

6.2 Street lighting

The Clerk had been in contact with PSR Lighting about replacing the lamp heads and they were now in the process of ordering these.

It was suggested that the Clerk write to those residents who have vegetation growing around lamp posts on 1st August asking them to trim back all vegetation before 1st September so that the painters can access the whole post. It should also be explained that if this is not carried out then the maintenance engineers will have to cut the vegetation back and the result might not be to their liking.

7. ADMINISTRATION

7.1 Traffic Solutions Consider the Traffic Regulation Order for double yellow lines at the Crossroads.

There was some confusion about the line shown on the Lamberhurst Road next to Heath stores and coming up to the bus stop. It was not clear where the measurements were taken from.

Councillors would look at this on their way home and seek clarification from the clerk if necessary. Other than this, there were no specific comments to be made by the Council.

7.2 Neighbourhood Planning.

Cllr Jenkinson gave a further update to the Council:

The Steering Group Meeting on 9th May 2019 discussed the walk around the village by Jim Boot and the Master Planning group as well as Jim's recommendations from his report as listed below:

- To engage with parents of the School and Kindergarten as it is a low response rate from this age group.
- Improving Community, Health and Medical facilities which could be considered as part of Master planning of a specific site.
- Looking at Design Codes which hopefully will dovetail with Master planning and to work in conjunction with the Design and Style group. Jim to confirm if this is part of the Master planning package.
- For the KCC Highways to be at the next Steering Group Meeting with TWBC as well as the Master planning Team to raise issues about road and pedestrian safety.
- For Lyndsey Frost to look at Heritage Assets in Horsmonden.

The Steering Group agreed that this report could be made available on the website.

The group looked at the progress of the Working Groups:

- Access and Movement. The group had been conducting Traffic Surveys. They are also looking at roads, pavements, community transport and parking. They were also looking at 20mph limit in the Village.
- Business and Employment. A Questionnaire, specifically for local businesses will soon be ready to put on Survey Monkey as the Survey Monkey was paid for 1 year. The survey will be sent to a data base of local businesses and home workers.
- Housing and Development. They hope to have their report ready by the end of the month. They can also modify the report when site allocations are known from TWBC.
- Design and Style. The Character Assessment is drafted and they are now working on Design Codes.
- Landscape and Environment and Community, Leisure and Recreation not discussed as Steering Group Members were unable to attend.

Master planning Public Workshops are to be held in the School Hall on the following dates, and Jim will brief each Working Group on what they are expected to deliver beforehand:

Saturday 15th June 10.00am-12pm: Landscape and Environment/ Design and Style.

Saturday 6th July 10.0am-12pm: Access and Movement/Business and Employment.

Saturday 13th July 10.00am-12pm: Housing and Development/Community, Leisure and Recreation

The Poster Boards and posters were available for the Annual Parish Meeting and Jim Boot made a report to the public at this event.

The group would have a stall at the Summer Fete on 8th June. Literature and various materials to be provided for the Stall. Hopefully also a banner.

The group had been informed by email that TWBC have announced that they plan to build a Garden Town at Tudeley/Capel, comprising some 2,600 homes, and that 4000 new homes will orbit Paddock Wood. They have made this announcement ahead of the other, smaller numbers, of housing in the villages, which is now delayed until July 2019

This will have a knock-on effect on the timetable,

The next Steering Group Meeting will be on Thursday 6th June 2019 7.30pm at The Gun.

7.3 Community Gardening Scheme. See proposal for the scheme to become a charity under the auspices of St Margaret's Church. Discuss the impact on future potential funding by HPC.

The Vicar had written to the Council to let them know that there had been some changes to way they hoped to run the Community Gardening Scheme and that this project would now come under the auspices of St Margaret's Church for insurance and other purposes, although all funds would be kept separate and it would be run by the youth worker, Hilary Marshall.

The Council discussed the project and the fact that the moneys gifted by the Council during the last financial year had not yet been fully spent owing to some delays.

It was proposed by Cllr Richards that the Parish Council could continue to support the project with the condition that the project is run for 'all religions and none' and that there is no religious element to the scheme, and that a notice to this effect can be put up at the entrance to the garden. It was also proposed that the moneys already gifted should be spent by the end of July, otherwise they would need to be returned to the Council. This was seconded by Cllr Davis, unanimous. An urgent progress report would be welcomed by the Parish Council.

7.4 Horsmonden Village Hall – request by Horsmonden Players to board down the loft area adjacent to existing lighting box.

There were safety concerns about the lighting box as there was not sufficient space for those operating the lighting to be seated whilst working, which presented a potential fall hazard with the access hatch. It was suggested that everything apart from the lighting equipment should be removed and relocated ASAP (Players to find out who owns the clavino and relocate this). A structural engineer should then be asked to examine the area to see if the room adjacent was suitable for boarding over including the area around the water tank. It was also requested that when tenders are provided for the building work's, these should include a safety rail for the hatch area and any other safety suggestions. This was proposed by Cllr Larkin, seconded Cllr Jenkinson, unanimous.

7.5 Parish Council owned Play area. Consider further actions, agree to bring forward RoSPA inspection 2019

The Clerk had met with the Playdale engineer and RoSPA safety inspectors on site. The Playdale engineer had remarked how well kept he thought the play area was and said that he felt there was very little which could be done to make the gates safer, as they were specially designed for play areas and did not have any finger traps or any of the usual problems associated with gates. He suggested that perhaps the gate on the road side could be chained shut permanently, reducing the risk of injury by effectively removing one gate, however he said both gates were operating as they should, with a closing time of 7 seconds each.

The RoSPA engineer made similar comments and said he would provide a written report in the next week. His only suggestion for making the anti-climb fencing safer was to add signage asking people to keep off.

Council to look at this again once written report available, however in the meantime it was proposed by Cllr Russell and seconded by Cllr Larkin that the Clerk arrange for signage on the high fence to say 'Keep off- anti climb fence.' Unanimous.

7.6 Discuss potential removal and destruction of data from old laptop hard drives and possible donation to charity for old laptops.

The Clerk had been liaising with Arron services who could safely remove all data from the old laptops for a sum of £35 each. It was proposed by Cllr Richards that Arron services be asked to remove and destroy the data and the laptops then be donated to charity. Seconded Cllr Larkin, unanimous.

7.7 Consider developing a standardised planning statement to be sent with comments to TWBC on all larger applications forcing developers to keep the site safe whilst its awaiting development. Consider writing to owners of Bassets Farm site on Goudhurst Road regarding safety of site.

It was pointed out that this was already part of the PC's sustainability Policy, so no further policies to be drafted at present. The Clerk was asked to write direct to Persimmon who it was thought owned the site, asking them to secure the site. Proposed Cllr Stevens, seconded Cllr Jenkinson, unanimous.

7.8 Considerations for VE Day May 2020

It was suggested that the Council should ask HoVEC /Social Club in July, if they wished to do anything to celebrate this.

8. CONSULTATIONS

8.1 Environment Agency Consultation - Draft National Flood and Coastal Erosion Risk Management Strategy for England - deadline 4 July

The Council had no comments to make on this matter.

8.2 Tunbridge Wells Taxis - Survey

The following comments were made which the Clerk should include:

There is a surcharge for rural villages and because bus services are infrequent, people often have to rely on taxis in rural communities, which provided inequality.

The Council questioned the sustainability of vehicles used.

The Council requested assurances that vulnerable people and lone passengers are not discriminated against on grounds of gender, sexuality, ability, race, religion, age or anything else.

The Council commented that they would expect all drivers to be DB checked

The Meeting ended at 10.00pm