

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON TUESDAY 12TH JUNE**  
**2017**

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

**In attendance:** Lucy Noakes (Clerk)  
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 recorded.

**1. APOLOGIES FOR ABSENCE**

Cllr Larkin.  
Cllr McDermott

**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 Annual Parish Council Meeting 8<sup>th</sup> May 2017 and Planning Meeting 23<sup>rd</sup> May 2017.**

Cllr Stevens proposed acceptance of the minutes of 8<sup>th</sup> May 2017 meeting, seconded Cllr Jenkinson  
Unanimous.

Cllr Richards proposed acceptance of the minutes of the Planning meeting of 23<sup>rd</sup> May 2017,  
seconded Cllr Davis. Unanimous

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

**Public Rights of Way**

Clerk was still waiting to hear.

**Parish Toilets**

The Clerk had discovered that the door to the disabled loo no longer closed as the closing mechanism had been forced and bent. He asked Trevor Simms a local handyman to put this right and he had managed to bend this back .he will send his invoice to the council. Cllr Russell had been monitoring the water usage and it was 2.58m<sup>3</sup> per day roughly. Clerk to investigate the price of an electronically controlled tap for the disabled toilet, as it could be that the cause of the high usage is the disabled tap being left on sometimes. Cllr Russell to continue to monitor the usage.

**Rubbish bins and cigarette tray at shelter**

Cllr Isaacs to collect from Cllr March on 19<sup>th</sup> April.

**Pension Admin and Payroll**

Clerk has now administrated the first month and the Peoples Pension should take the first payment by direct debit. She did not feel at this stage that the council needed to purchase any more software for this purpose but she would monitor the admin.

**Computer service contract**

The Clerk had now started the contract with Arron services who had visited the office to see how everything was set up. Their only comment at present had been that when the virus software runs out the clerk should preferably renew with Norton Anti-virus

### **Structural survey of Institute Roof**

Councillors Cllr Richards and Holloway had located the service hatch to the roof void however it was not at all easy to get into the roof void from this. A 12 ft long ladder was required (VH has one?) however there was nothing to lean the ladder against so a step ladder was preferable, but it also had to fit through a 2ft square ceiling tile. Clerk to ring the surveyor and chat with him about what is best.

### **VG Trees**

Mr Holloway will carry out another survey of the horse chestnut as the equipment was faulty the first time. The Council had now received Planning permission to pollard the limes on the green however it was now getting a bit late in the season. It was suggested that this be put off until October.

## **5. PARISH COUNCIL FINANCE**

### **5.1 Agree Parish Council accounts to 11<sup>th</sup> June 2017 and settlement of invoices for this period (see appendix 1)**

The following list of payments was considered by the council and were proposed for acceptance by Cllr Richards, seconded by Cllr Russell and voted for unanimously:

#### APPENDIX 1

#### **Horsmonden Parish Council Accounts as at 11th June 2017**

	<b>Balances</b>
Current account with Co-operative Bank PLC b/fwd 08.05.2017 ( assuming all debits and credits have cleared the account)	£ 92,393.02
Deposit account with HSBC b/fwd 08.05.2017 (assuming all credits and debits have cleared the account)	£ 2.43
<b>Long term Bond with HSBC</b>	<b>£70,000.00</b>
interest on HSBC account	

Item	Ref	Receipts	Payments
Refund Mr C J Couchman - lock and hinges VH	401892		£ 31.50
Mr C H Noakes - refund for Norton antivirus	401893		£ 29.99
Mrs L Noakes- refund for printer cartridge	401894		£ 15.99
B&CE Holdings - the Peoples pension	D/D		£ 25.05
Mrs L D Noakes - May salary	S/O Flexi		£ 1,073.14
Mr C J Couchman - clock and play area May	401895		£ 83.08
Root cause Limited - investigations on Horse chestnut tree	401896		£ 420.00
Specialist Hygiene Services Ltd - April cleaning	401897		£ 187.20
Bourne Amenity - weed killing on the green	401898		£ 331.20
HM Revenue and Customs - Tax and NI L Noakes May	401899		£ 175.03
SSE Contracting LTD - May street lighting maintenance	401900		£ 71.26
Kent County Council - April legal fees	401902		£ 21.60
Heath Stores - May/June Invoice - drinks for APM	401903		£ 42.48
EDF energy - public toilets electricity	D/D		£ 241.00
Bourne Amenity - fertilizer on the green	401904		£ 124.80

South East Water - water supply toilets Dec-May 17	401905		£ 103.79
refund of electricity costs for HoVEC		£ 6.04	
VH contents insurance refund		£ 79.15	
VAT return for second half of 2016/17 HMRC credit		£ 2,746.16	

Current Account with Co-operative Bank PLC as at 7.05.17 (assuming all credits and debits have cleared the account)	£ 92,247.26
All Accounts with HSBC as at 7.05.17 (assuming all credits and debits have cleared the account)	£ 70,002.43
<b>TOTAL BANK:</b>	<b>£ 162,249.69</b>

## 5.2 **Chair to reconcile accounts with bank statement for period up to and including 7<sup>th</sup> May 2017**

The Chair reconciled the accounts up to and including 7<sup>th</sup> May with the amounts shown on the bank statement and signed appropriately.

## 5.3. **Price increase for cleaning the toilets.**

The company cleaning the parish toilets had been in contact to ask for a price increase for each visit with effect from 1<sup>st</sup> April (increase from £156 net pre month to £170.51 net per month.) The PC understood the reasoning for an increase in that the minimum wage had increased from 1<sup>st</sup> April, however they did not feel that they could agree to a retrospective increase. It was proposed by Cllr Davis and seconded by Cllr Holloway that the council would agree to the proposed price increase with effect from 1<sup>st</sup> June 2017 which was the date which the council had been notified of the change. Unanimous.

## 5.4 **Street cruiser bus. Agree increase in cost for street cruiser owing to increased insurance cover.**

The Council had requested that the Street Cruiser increase its level of public liability insurance in line with industry standard to £5 million public liability. This was agreed to by those operating the street cruiser and had been carried out, however, because of the increased costs associated with this, it had been requested that the amount paid per visit of the street cruiser should be increased from £70 per visit to £75. This was proposed for acceptance by Cllr Holloway, seconded by Cllr Richards and voted for unanimously.

It was suggested that the clerk ask if a maximum number of children could be reflected in the risk assessment provided by the cruiser, together with a staff/child ratio.

## 6. **PLANNING APPLICATIONS**

### **i) Current applications awaiting consideration by the council:**

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<b>Planning Application No:</b>	TW/17/01504/FULL
<b>Proposal:</b>	<b><u>Erection of a single storey extension to the West elevation, addition of two roof lights to existing kitchen on the West</u></b>

	<u>elevation, addition of two double doors to the existing Kitchen on the East elevation; erection of a first floor extension over the existing Kitchen &amp; internal works</u>
<b>Location:</b>	Shirrenden Brenchley Road Horsmonden Tonbridge TN12 8DN
<b>Recommendation:</b>	Approval
<b>Proposal:</b>	Cllr Davis seconded Cllr Russell, unanimous.
<b>Comments:</b>	Recommended approval. Appropriate development to the property

<b>Planning Application No:</b>	_TW/17/01676/FULL
<b>Proposal:</b>	<u>Extension to provide controlled atmosphere storage for apples and pears</u>
<b>Location:</b>	Apple Growers Association Lamberhurst Road Horsmonden Tonbridge Kent TN12 8DP
<b>Recommendation:</b>	Approval
<b>Proposal:</b>	Cllr Davis, seconded Cllr Richards, unanimous.
<b>Comments:</b>	Recommended Approval. Suitable development for the business

<b>Planning Application No:</b>	TW/ 17/01777/FULL
<b>Proposal:</b>	<u>Revised scheme to Planning Consent 15/501954/FULL and 15/501955/LBC (Conversion of redundant Oast House to single residential dwelling and construction of a detached garage) - Change to garage location/design and parking/turning area</u>
<b>Location:</b>	Yew Tree Farm Oast Yew Tree Green Road Horsmonden Tonbridge Kent TN12 8HR
<b>Recommendation:</b>	Approval.
<b>Proposal:</b>	Cllr Russell, seconded Cllr Stevens, unanimous.
<b>Comments:</b>	Recommended approval. Reasonable relocation of the proposed garage of this property.

<b>Planning Application No:</b>	TW/17/01778/LBC
<b>Proposal:</b>	<u>Listed Building Consent - Revised scheme to Planning Consent 15/501955/LBC &amp; 15/501954/FULL (Conversion of redundant Oast House to single residential dwelling and construction of a detached garage) - Change to garage location/design and parking/turning area</u>
<b>Location:</b>	Yew Tree Farm Oast Yew Tree Green Road Horsmonden Tonbridge Kent TN12 8HR
<b>Recommendation:</b>	Application withdrawn.

<b>Planning Application No:</b>	TW/17/01341/FULL
<b>Proposal:</b>	Construction of new barn ( amended details)
<b>Location:</b>	Highlands Farm Marle Place Road Horsmonden Tonbridge Kent

	TN12 8DS
<b>Recommendation:</b>	Refusal
<b>Proposal:</b>	Cllr Richards, seconded Cllr Davis, unanimous.
<b>Comments:</b>	The siting of the barn and the proposed access, results in an unacceptable access arrangement due to the excessive distance between the two.

## 7. HIGHWAYS AND GROUNDS MAINTENANCE

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

The clerk to report to KHS:

2 fir trees have fallen and are leaning on other trees near to teh roadside- Maidstone Road near to Haymans Hill

Pot hole in road – opposite side of road to Churn School, Maidstone Road.

‘Horsmonden’ finger still needs replacing on finger post opposite entrance to Churn Lane.

White lines need repainting at Goudhurst Road end of Back Lane.

Clerk to write to all residents of the Kings Court flats to ask if they can cut the hedge blocking the cut through next to the flats.

Clerk to ask Tree works for a quote to reduce the crown of the American Red Oak on the green by one third, as the tree leans and this will reduce the weight.

### 7.2 Street lighting

Nothing to report.

## 8. ADMINISTRATION

### 8.1 Traffic solutions update

The traffic consultants MLM had now sent through a quotation for carrying out the civil engineering design work for the traffic scheme. It was proposed by Councillor Davis and seconded by Cllr Stevens that the council accept the quotation of £4050 net for the outline design and that the parish clerk look for sources of funding from TWBC and KCC and any other appropriate source including s106 funding.

Clerk to ask TWBC Hilary Smith if she is aware of any s106 funding which could be used for this in the borough. Clerk to also approach Sarah Hamilton KCC.

Cllr Davis will continue talks with KCC to find out the best positions for a SID (speed indicator device) as the posts need to be positioned appropriately so that the device can be used in several positions.

### 8.2 Call for sites –Potential for putting forward the Village Hall site

It was reported that the VH committee had been agreeable to putting the site forward in teh call for sites providing a new site could be found which was suitable for the building of an appropriate hall. After some discussion it was proposed by Cllr Holloway and seconded by Cllr Richards that the Village hall site be put forward in the second call for sites to TWBC. Unanimous.

Cllr March had had discussions with Kelvin Hinton at TWBC and in order to try and find a suitable site for a new hall he required a wish list from the council. The councillors discussed and suggested the following on a wish list for anew hall:

Main hall for 120 people

Small meeting room for approximately 15- 20 people  
Medium meeting room for approximately 40 people  
Parish office  
Kitchen  
Toilet facilities  
Storage  
Stage with changing room  
Parking for approximately 50 cars.

It was suggested that the clerk add a news statement to the website and notice boards to notify parishioners about adding the hall to the call for sites.

**8.3 The Institute – moving forward with the lease arrangements.**

The latest draft of the lease was being scrutinised by the clubs solicitors. Cornford's wanted to view the work to be done as a reminder before they could come and carry it out; however the clerk was having some difficulty arranging a suitable date for this.

**8.4 Agree/organise public meeting about Neighbourhood planning (currently pencilled in for 6<sup>th</sup> July)**

It was agreed that Kelvin Hinton would come to explain what a NH plan could now achieve and how the timing fitted in with TWBC's local plan. Hawkhurst and Goudhurst NH planning groups were also being represented and would be able to offer advice and experience. It was felt that an explanation of how the procedure worked was not now required as this had been explained at the APM, therefore Clerk to tell ACRJK that we will not require them to be present for this purpose. It was suggested that the Council serve tea, coffee and biscuits.

**8.5 Arrange administration of the cooption procedure for new councillor.**

The application deadline is set at midnight on 26<sup>th</sup> June, after which all suitable candidates will be interviewed by a panel from the current council members. Clerk to inform the council about the candidates after 27<sup>th</sup> June so that an interview panel and dates can be arranged.

**8.6 Clarification of insurance cover for older Councillors.**

The insurers had now come back to clarify that their underwriters would not agree under any circumstances to increase the personal accident cover provided for older councillors (those between 76 and 85) to the same level as those younger councillors.

All new councillors should be notified of the reduced personal accident cover which would apply once they reach this age group.

**8.7 Nominations for the Love Where We Live Awards 2017**

The following were to be put forward by the Council:

Best Group: Horsmonden Knitting Group

Individual Hero Award: Sara Foster

Ethical Business Award: Horsmonden Pharmacy.

These were proposed by Cllr Holloway, seconded Cllr Stevens, and voted for unanimously.

Clerk to send details of the awards to the sports club.

**8.8 Results of the investigations carried out on the large Horse chestnut located on the green**

The Clerk had now received the detailed analysis which had been carried out on the horse Chestnut tree on the corner of the green. No works were recommended as necessary at present and the tree was deduced to be in reasonable health. It should be monitored every year for changes or fungal growth.

**9. UPDATES (no decisions)**

**9.1 Updates and meetings attended (updates and feedback from meetings attended and held by council members)**

The clerk mentioned that KCC Legal had now been taken over by Invicta law and this was to be brought forward to the July meeting.

Cllr Jenkinson attended the KALC meeting at Capel on 30<sup>th</sup> May and gave a brief update.

Cllr March had attended a HoVEC debriefing following the summer event on the green and it was though that larger numbers of people attended this year's event. HoVEC were now looking at other events which they could carry out.

**This meeting ended at 10.35pm**