

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 7TH JANUARY 2019

Present: Cllr March (Chair)

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

In attendance: Lucy Noakes (Clerk and RFO)

1 member of the public

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr Davis declared a non-pecuniary interest in item TW/18/03279/FULL - Orchard End Spelmonden Road Horsmonden Tonbridge Kent TN12 8EQ, as he knew the applicants.

1. APOLOGIES FOR ABSENCE

Cllr McDermott (TWBC) - at another PC meeting.

Cllr White. It was proposed by Cllr Richards that Cllr White's reason for absence be accepted by the Council, seconded Cllr Larkin. 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.

Cllr Stevens asked to speak about Christmas lighting. He wished to thank all members of the Council who had assisted with putting up and taking down the lights and also those parishioners who had volunteered their help; those being Richard Larkin and Christopher Noakes. The Clerk and Chair were also thanked for providing the refreshments for those putting up and taking down the lights.

Cllr Stevens had also looked at alternative ways to hold up the Christmas lights, as the current method was problematic. He recommended looking at the possibility of inserting tubes underground which were capped off when not in use and which could hold up a length of piping or scaffolding. The Council will look into this further for next year and will investigate to see if there are any professional systems which work on this basis and which could be installed on the Green. It was also mentioned by Cllr Stevens that another electrical point on the west side of the Green would be useful for plugging in lights etc.

3. MINUTES OF PREVIOUS MEETINGS

Agree the Minutes of the Parish Council Meeting 3rd December 2018 & Planning Committee Meetings of 10th December 2018 and 18th December 2018 and the Finance Committee Meeting 10th December 2018

Cllr Stevens proposed acceptance of the minutes of the Parish Council Meeting on 3rd December 2018, seconded Cllr Larkin, unanimous.

Cllr Richards proposed acceptance of the minutes of the Planning Meeting on 10th December 2018, seconded Cllr Sheppard, unanimous.

Cllr Richards proposed acceptance of the minutes of the Planning Meeting on 18th December 2018, seconded Cllr Russell, unanimous.

Cllr Russell proposed acceptance of the minutes of the Finance Committee Meeting on 10th December 2018, seconded Cllr Davis, unanimous for those present.

4. MATTERS ARISING (no decisions)

Public Rights of Way

The Clerk had now heard from KCC that their proposal to make the pathway between Back Lane and the Village Green into a Public Right of Way, had been accepted by them and it would be added to the Definitive Map, once the Public Order had been granted. Cllr March had received a query asking who was responsible for maintenance of the pathway and if anyone owned it. Clerk to query with KCC and ascertain legal position.

Village Hall Front Door

This will be fitted on 18th January. Cllr Russell to let the Clerk know how many sets of keys were required.

Parking area outside VH

The Clerk was awaiting notification from Dukes as to when the work could be carried out. This was dependent upon Dukes obtaining a permit to work on the roadside. It was suggested that the Clerk ask Dukes to ensure that a safe pedestrian entrance could be maintained throughout the works.

Fromandez Drive Posts

The posts were to be delivered on 17th January to Cllr Stevens. Dukes would be asked to schedule in the works as soon as possible after the posts had arrived

Risk assessment of parish-owned buildings

Clerk awaiting a date from WW&B to carry out assessments.

Installation of Rialtas Accountancy system

The Clerk had been advised that the best time for implementation was June/July when the new tax year had just commenced so that there was some live data to be input into the system for training purposes.

BT Broadband and telephone, mobile systems

The new broadband had been installed, router updated and contract had begun with BT. The download speed was much faster than that previously experienced.

Data Protection and GDPR

The Clerk had been liaising with Arron services regarding the upgrade of computers to include Bit Locker encryption; also email addresses and possible laptops for Councillors. The Clerk and Assistant Clerk had been sorting and disposing of old paperwork. There was more work to be done with computer upgrades and Cllr emails and laptops. There are also more files to sort in parish store cupboard.

Reorganisation of office and new furniture

The Clerk and Assistant Clerk had sorted old paperwork and arranged removal of the large storage cupboard. The additional desk and pedestal were now ordered and shelves partly installed.

Listing of Gun and Spit roast as Asset of Community Value

Clerk and Cllr Richards must collate information before sending to TWBC.

Listing of Manchester House/ Heath Stores as Asset of Community Value

Cllr Richards to gather information.

5. PARISH COUNCIL FINANCE

5.1 Agree Parish Council accounts to 6th January and settlement of invoices for this period (see Appendix 1 below)

Cllr Stevens proposed acceptance of the accounts as presented below (Appendix 1). Seconded Cllr Richards, unanimous.

Appendix 1

Horsmonden Parish Council Accounts as at 6th January 2019

Balances

Current account with Co-operative Bank PLC b/fwd. 03.12.2018 (assuming all debits and credits have cleared the account)	£ 116,301.58
Deposit account with HSBC b/fwd. 03.12.2018 (assuming all credits and debits have cleared the account)	£ 291.01
interest on HSBC account	

Item	Ref	Receipts	Payments
David Buckett - internal interim audit	402151		£ 273.40
BPI Recycled Products - recycled posts	402152		£ 2,072.95
Specialist Hygiene Services - November cleaning plus price increase	402153		£ 264.80
Horsmonden Youth Action - Community gardening scheme	402154		£ 1,573.00
Castle water - supply of water to public toilets Jan19	D/D		£ 17.36
EDF Energy - Electricity. The VG Box	D/D		£ 53.00
EDF Energy - Electricity. The Public Conveniences	D/D		£ 241.00
Office Furniture Online - Desk and pedestal for office	402155		£ 256.50
Arron Services - reconfiguration of router and laptops	402156		£ 76.80
W Filtress - cleaning equipment around the green	402157		£ 90.00
B&CE Holdings - employees' pension November	D/D		£ 52.32
BT Business - phone and broadband charges 30.11.2018	D/D		£ 330.46
December staff salaries	S/O		£ 1,564.66
Specialist Hygiene Service's Ltd - Dec cleaning	402158		£ 281.47
Mr C J Couchman - December Clock and play area	402159		£ 103.85
cheque void	402160		
HM Revenue and Taxes - Employee Tax & NI - Dec 2018	402161		£ 233.75
Kent Association of Local Councils - Chairmanship conference	402162		£ 72.00
Viking - stationery, printer and keyboard, mouse	402163		£ 243.69
Ms J Stanton - refund for tape measure and padlock	402164		£ 14.43
E. On quarterly Street lighting supply 01.10.18-31.12.18	402165		£ 566.18

Current Account with Co-operative Bank PLC as at 06.01.19 £ 107,919.96

(assuming all credits and debits have cleared the account)

All Accounts with HSBC as at 06.01.19 £ 291.01

(assuming all credits and debits have cleared the account)

TOTAL BANK: £ 108,210.97

Please note that in addition to this the Council holds a long-term investment of £70,000 with HSBC.

5.2 Chair to reconcile accounts with bank statement for period up to and including 4th November 2018

The Chair and Clerk verified these accounts by checking the bank statements provided by Co-operative Bank.

It was suggested by the Chair that the Clerk's salaries should be discussed prior to the precept being set, and hence Cllr Russell proposed bringing forward item 5.4 under closed session, seconded by Cllr Richards, unanimous.

5.4 Agree recommendation from Finance Committee to changes in staff salary scales and increased working hours for Assistant Clerk.

This item was discussed under closed session of the Council because of the personal nature of its content and was not therefore minuted in detail.

It was agreed by the Council to increase the staff's salaries in line with the NALC scales recommended by the Finance Committee at their meeting in December, and following the successful completion of the Assistant Clerk's probationary period, to continue her contract of employment and increase her hours to 12 per week.

5.3 The Council's consideration and agreement to the Precept for 2019-20 as recommended by the Finance Committee. Appendix 2

Cllr Russell explained that the Finance Committee had spent a lot of time going through each item of the budget and had made some minor adjustments. They had kept in mind the Internal Auditor's advice regarding the level of the Council's Reserves. However, they had recommended a build on reserves for the Village Hall improvements; looking ahead to provide drastic improvements at the rear of the building, moving the boiler location and potentially providing a small meeting room and additional facilities. The first steps in this would be to seek an architect's opinion as to what is achievable in the space.

The Institute reserves had not been added to further as there were sufficient funds already available to meet any unplanned works.

Play Area reserves had also been added to, as new equipment and surfacing would be required in the future. A further £2000 had been added to street lighting improvements as it was planned to replace the remaining lights which were not already LED.

£5500 had been provided for further compliance with legislative requirements under GDPR.

Nothing further was added under Traffic Solutions, as the changes generated at parish level were already catered for in the existing budget and any further changes would need to be implemented by KHS.

A further £11500 had been budgeted under Neighbourhood Planning to cover costs not catered for by grant funding and to allow the contribution of £5000 towards the NE Quadrant consultancy fees, as necessary.

This amounted to a Precept of £89469 for 2019-20 as set out in Appendix 2 attached, which represented an overall decrease of 0.59% for a typical band D property in Horsmonden. This was proposed by Cllr Russell, seconded by Cllr Davis and voted for unanimously.

At this point in the meeting Cllr Hamilton KCC arrived and it was therefore proposed by Cllr Russell that item 8.1 Traffic Solutions, be moved forward so that Cllr Hamilton could hear the discussion and make comment as required. Seconded Cllr Sheppard, unanimous.

8.1 Traffic Solutions.

The point was made that a lot of residents were not accepting of, or may not understand, the legal issues restricting the measures which KHS could put in place. Cllr Hamilton commented that KHS officers were restricted by what could be done within the policy and legal frameworks and the cause of some accidents was driver behaviour, which was difficult to do anything about. Cllr Davis commended on the work which KHS officers had been carrying out and said that it was much appreciated by the PC members that KHS officers were doing all they could and were exploring every option on this.

One potential solution which was raised again was the addition of rumble strips on the approach to the junction on the Lamberhurst Road, as it was believed that temporary strip could be rolled out to try before implementing a permanent solution if thought to work. PC members did not feel this option had been thoroughly explored and the Clerk was asked to raise this again.

Some residents had been pushing for a temporary solution whilst a permanent one was found and it had been suggested by KHS that four-way traffic lights may be implemented as a temporary solution whilst investigations continued towards a permanent solution. The PC members were concerned about the effects on the middle of the village and especially with the village shops and businesses as this could limit trade in the village centre. It could also result in displacement of traffic to smaller roads in the village, as road users try to avoid having to wait at traffic lights.

Illuminated signs were also discussed again and it was explained that the STOP sign could not be illuminated because there was insufficient lighting in this area, even though there was a Parish Council owned light at the crossroads. It had been explained that this was insufficient as it was not owned and controlled by KCC and there was no room for installation of additional lighting. It was requested that the Clerk go back to KHS and

ask if the PC were to remove its street light and allow KHS to put in their own lighting in this position, whether this would be sufficient to allow an illuminated STOP sign.

Cllr Davis said that the new Village Gateways had now been ordered but could take up to three months for installation by the contractors. The Clerk had asked for this to be expedited as the current village signs were non-existent and dilapidated in places. Cllr Hamilton said she would also push for this to be done as soon as possible, as this could play a part in slowing traffic as it enters the village.

The Clerk had researched the prices for an additional, larger style, SID. However, it was felt that the PC should ascertain how this was to be maintained first as it would be heavier than the existing SID. Cllrs Davis and Russell were arranging to meet with various contractors who may be able to maintain the SIDs batteries and change the position of the SIDs for the PC.

5.5 Quotes for street lighting repaint

The Clerk was arranging to meet with PSR lighting, who maintain the lights, to obtain a quotation next month.

5.6 Quotes for street lighting replacement of 17 heads

The Clerk had approached PSR lighting, who currently maintain the lights, for a quotation. She said she could try to obtain alternative quotes; however, it should be considered that PSR may not wish to continue to maintain the lights if the works were carried out by someone else. It was suggested that the Clerk approach PSR about this to see how they would feel.

5.7 Quotes for sound system and conference system for Village Hall

The Assistant Clerk had worked on obtaining quotations for this, however there were some companies who she still needed to meet with in order to obtain quotations. Bring forward to next month.

5.8 Further costs/quotes for drinking fountain alternative ideas for use of legacy.

The idea of providing a drinking fountain outside the public toilets had been considered briefly. Another idea was to install the William Lambert plaque on the outside of the Institute Building, positioned in the disused doorway to the left-hand side of the main entrance.

It was suggested that both ideas should be investigated and costed in time for the Annual Parish Meeting so that the public could decide which/how to pursue.

5.9 Quotes for Speedwatch – new equipment

The Clerk had been approached by the Speedwatch coordinator, Mr Drinkwater, to ask if the Council would consider purchasing new equipment which would be much lighter and easier for volunteers to handle and store as well as being more up to date. After full consideration it was proposed by Cllr Jenkinson, seconded by Cllr Richards and voted for unanimously that the new Speedwatch equipment called Sure Sight, should be purchased at a cost of £2200, and that the Clerk should also apply for both the Speedwatch grant via the Police and the KCC grant, which had the potential to cover a third of the cost each if the applications were successful.

5.10 IT requirements & solutions. Quotations for new laptops and Councillors' tablets /laptops.

The Data Protection Officer had made a recommendation in her report that the Clerks' laptops should be encrypted with Bit locker. However, this was not possible with the current laptops which the Clerks were using. It was suggested by the computer maintenance engineers, Arron Service's, that as the laptops were now over four years old and running slowly, they should be replaced with more powerful and up to date models which would allow encryption. The proposal was therefore made by Cllr Richards and seconded by Cllr Stevens that the Clerk be allowed to purchase two new laptops from Arron Services, set up as outlined in their quotation, together with monitors which would allow the Clerks correct seating positions at their desks. Unanimous.

The Data Protection Officer had also outlined concerns that Councillors were still using their own email addresses and their own laptops for PC business. Interdirect, the Council's domain name provider, had confirmed that they could provide new email addresses on the '.gov' domain for each Councillor if required. The Clerk had looked at various solutions for Councillors, including Samsung tablets and basic laptops.

Arron Services had advised that whilst they could set up the Samsung tablets, they could not provide a maintenance programme for these, as they could for basics laptops. As this was the case Cllr Richards proposed that eight councillor laptops be purchased and set up as quoted by Arron Services at the price of £295 net each, which included a basic version of Windows. This was seconded by Cllr Jenkinson and the vote was carried. Only eight laptops would be purchased as Councillor Stevens preferred to remain without one as he was unable to access email or anything via a computer.

5.11 Electrical certification and Lighting in Village Hall

The Clerk was still to obtain quotes for these. Carry forward for next month.

5.12 Additional electrics for the Parish Office.

The Clerk had obtained two quotations for two additional double sockets to be installed in the Parish Office to enable the Assistant Clerk to work safely from her desk. It was proposed by Cllr Davis and seconded by Cllr Richards that the cheaper quotation of £90 net, be accepted by the Council, that being provided by Pembury Electrics. Unanimous.

6 HIGHWAYS AND GROUNDS MAINTENANCE

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

Queries to be reported to KHS:

- Multiple small potholes on the Maidstone Road, opposite Yew Tree Green Lane entrance
- Large branches sticking out in the road at height on Maidstone Road on RHS approaching the Village, from Yew Tree Green Lane.

6.2 Grounds Maintenance

Soil testing and fertilizer to be applied to Village Green this spring.

It was suggested that the Clerk try to obtain quotations for someone to clean off the play area equipment on a one-off basis. The shelter on the green also required a regular jet washing etc to the floor to avoid it becoming slippery and perhaps treating with something to try and make it less slippery.

6.3 Street lighting

The street light outside 2 Orchard Way had still not been fixed. Clerk to chase.

7. PLANNING

Planning Application No:	18/03279/FULL
Proposal:	<u>Erection of pool house/covered pergola for use as changing area/leisure facility</u>
Location:	Orchard End Spelmonden Road Horsmonden Tonbridge Kent TN12 8EQ
Recommendation:	Approval
Proposal:	Cllr Richards, seconded Cllr Russell – unanimous
Comments:	Proposed acceptance as a suitable alteration subject to the Horsmonden Parish Council Sustainability Policy.

Planning Application No:	18/03311/LBC
Proposal:	<u>Single storey extension and glazed link to south elevation, landscaping works to include extension of terrace and driveway</u>
Location:	Rams Hill Maidstone Road Horsmonden Tonbridge Kent, TN12 8DB
Recommendation:	This application had already been dealt with previously so no further proposals were required.
Proposal:	Previously decided by TWBC
Comments:	N/A

8. ADMINISTRATION

8.1 Traffic Solutions. Look at recent problems and potential ways forward as put forward by KCC

Already dealt with elsewhere in the meeting.

8.2 NH Planning. Plans and proposals moving forward.

Cllr Jenkinson updated the Council on the NH planning group's recent meetings. The Steering Group had been discussing site allocations and housing numbers with TWBC but this information was still not in the public domain. The Local Plan was not due to be announced until May 2019. There was now a list of participants for the working groups, with each group consisting of 5-6 people. The questionnaire had closed in December and approximately 518 or 20.4% of residents had completed the questionnaire. The next group meeting would be 10th January with Jim Boot.

8.3 Decision regarding the PC's future involvement in the North East Quadrant Group and future financing for the group

It was decided to leave a decision on this until matters were clearer and the NE Quadrant Group had called another meeting. Carried forward.

8.4 Village footprint ideas for VH entrance hall

Cllr White had put forward a couple of ideas from the Village Footprint:

Book collection/library/swap in entrance hall of Village Hall, the idea was to donate old books and take some to read. Unfortunately, it was felt that there was not enough space to cater for this in the Village Hall as it would impede disabled access and pushchair space. It was also considered that the Village Hall is not open to the public on a regular enough basis for this to take place efficiently. It was mentioned that a number of clubs and societies have their own book swap already (Over 60s and Wesley's Kettle) and so maybe this is something which more village clubs and societies could be encouraged to run amongst their own members. Colgate collection of old toothpaste tubes, boxes and brushes in entrance hall of Village Hall – again it was felt that the lobby space should be kept clear for disabled access, push chairs and emergency exit without impediment of collection boxes etc. It was understood that boxes and toothpaste tubes could be placed in regular household recycling. Toothbrushes cannot be currently recycled in this way, but the sort of scheme suggested required a public place for collection and access for UPS pickup of the collection box on a regular basis. It was suggested that the Village Footprint may approach the Village Pharmacy as this would seem a more logical place for such a recycling facility.

8.5 Public toilets - follow up from visit by CSU

The Clerks and Assistant Clerk had met with the CSU to discuss potential solutions for the Public toilets. It was suggested that this feedback should be forwarded to Parish Councillors again in time for discussion at the next meeting as there was no time to discuss this in detail.

8.6 Request for funding from Paddock Wood Community Advice Centre

The PWCAC had made a request for funding as they provided regular assistance to Horsmonden parishioners. The Council agreed to match the amount which they had donated to the TWCAB, that being £250. This was proposed by Cllr Richards, seconded by Cllr Sheppard and voted for unanimously.

9. CONSULTATIONS.

9.1 Kent Library consultation - www.kent.gov.uk/rastrategy ends 29th January 2019

Cllr Larkin agreed to look at this consultation and answer on behalf of HPC.

10. UPDATES (no decisions)

Cllr March had attended the Parish Chairman's meeting recently where there had been some very positive suggestions.

The meeting ended at 10.30pm

