

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 5TH NOVEMBER 2018**

**Present:** Cllr March (Chair)

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

**In attendance:** Lucy Noakes (Clerk and RFO)

4 members of the public

Cllr Hamilton (KCC) for part of the meeting

**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**

Cllr McDermott (TWBC) - at another PC meeting.

**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.**

Three members of the public presented in turn regarding planning application TW/15/505597/FULL OS Plot 2952, Maidstone Road, Horsmonden, which had been refused permission by TWBC and had then been referred to the Planning Inspectorate. The Planning Inspectorate had upheld the decision of refusal and asked the land owners to make sure the land was returned to its original state; however, it was believed by residents that the land had not been fully returned to its original levels, thereby increasing the potential for nearby homes to flood.

It was explained by the residents that the field had in the past acted as a flood plain, soaking up water as the final defence to nearby homes becoming flooded. It was believed that as the land owner had not returned the soil levels to their former state, the field would not be able to act as a flood defence and homes were more likely to suffer flooding, as a consequence.

The residents had taken this up with TWBC, however they felt that TWBC was reluctant to do any more as they believed the soil levels had been sufficiently reinstated. The residents showed the PC photographic evidence of the soil levels prior to the planning application, and at various stages throughout the works, up to the current period. They were asking for the Parish Council's support in this to ensure the land was returned to its former level.

The Parish Councillors were happy to continue to support local residents on this matter and suggested that the Clerk send the evidence provided by the residents to the Borough Council requesting that they take the appropriate action to ensure that the soil levels were reinstated.

**3. MINUTES OF PREVIOUS MEETING**

**Agree the minutes of the Parish Council Meeting 1<sup>st</sup> October 2018 & Planning Committee Meeting 16th October 2018.**

Cllr Stevens proposed acceptance of the minutes of the Parish Council Meeting on 1<sup>st</sup> October 2018, seconded Cllr Jenkinson, unanimous.

Cllr Davis proposed acceptance of the minutes of the Planning Meeting on 16<sup>th</sup> October 2018, seconded Cllr Russell, unanimous for those present.

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

**Public Rights of Way**

The Clerk was still awaiting a response.

## 5. PARISH COUNCIL FINANCE

### 5.1 Agree Parish Council accounts to 4<sup>th</sup> November 2018 and settlement of invoices for this period (see appendix 1)

CLlr Russell proposed acceptance of the accounts as presented below following the cancellation of cheque number 402134 as this was no longer required. Seconded Cllr Davis, unanimous.

#### Horsmonden Parish Council Accounts as at 4th November 2018

#### Balances

Current account with Co-operative Bank PLC b/fwd. 01.10.2018 (assuming all debits and credits have cleared the account)	£ 123,825.52
Deposit account with HSBC b/fwd. 01.10.2018 (assuming all credits and debits have cleared the account)	£ 291.01
interest on HSBC account	

Item	Ref	Receipts	Payments
G Bridgland Ltd - emergency tree works	402122		£ 480.00
G Bridgland Ltd - removal of tree VG	402123		£ 2,220.00
B&CE Holdings - Pension payments - Sept	D/D		£ 39.82
B&CE Holdings - Pension payments - Oct	D/D		£ 31.02
October Salaries	S/O Flexi		£ 1,564.86
HM Revenue and Taxes - Employee Tax & NI	402124		£ 233.55
Mr C J Couchman - clock and play area	402125		£ 83.08
Feria Urbanism - Fees for NH Planning services	402126		£ 3,658.90
The Marketing Solution - strip for NH plan Banner	402127		£ 36.00
Trevor Simms paintwork and locks public toilets	402128		£ 364.00
Specialist Hygiene services Ltd - Sept cleaning	402129		£ 204.61
E. On - street lighting supply 01.07.18-30.09.2018	402130		£ 566.18
Viking - stationery	402131		£ 52.75
Specialist Hygiene Services Ltd jet wash x 6	402132		£ 535.20
Specialist Hygiene Services Ltd - June 2018	402133		£ 204.61
cheque void	402134		£ -
Specialist Hygiene services Ltd - October 2018	402135		£ 204.61
Messenger Mobile Services Ltd -Dyno Rod	402136		£ 445.20
The Heath Stores - invoice for cling film and firelighters	402137		£ 2.74
Mr M Sheppard - cancelled cheque 402057	402057		-£ 3.99
Mr M Sheppard - reimbursement for computer mouse	402138		£ 3.99
Credit Legacy from a late parishioner's estate		£ 5,000.00	
Public Toilets Scheme from TWBC		£ 600.00	
Aviva - Insurance claim for emergency tree felling -minus excess.		£ 275.00	

Current Account with Co-operative Bank PLC as at 04.11.18  
(assuming all credits and debits have cleared the account)

£ 118,773.39

All Accounts with HSBC as at 04.11.18  
(assuming all credits and debits have cleared the account)

£ 291.01

**TOTAL**  
**BANK: £ 119,064.40**

*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 periods up to and including 2<sup>nd</sup> September 2018 and 30<sup>th</sup> September.**

The Chair and Clerk verified these accounts by checking the bank statements provided by Cooperative Bank.

**5.3 Quotations to repair parking area kerb stones outside the Village hall**

The Clerk had provided the Councillors with a list of 4 different quotations provided by three companies, who she had anonymised, for transparency. It was suggested that the Clerk go back and ask the companies if they would be carrying out the works in line with Highways standards (and British Standards) and bring this information back to the next meeting.

**5.4 Quotations for replacing the front door to Village Hall**

The Clerk had provided details of anonymised quotes from 5 different companies for the Council to look at. After some discussion of the details, it was proposed by Cllr Larkin that that the works should be carried out by Company 3 on the listing, as this quote met the criteria most closely and should be accepted. This was seconded by Cllr White, and the vote was carried on favour of the proposal going ahead.

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**At this point in the meeting Cllr Hamilton (KCC) joined the meeting to update the Council on various matters relating to KCC and their work with the PC.**

The following matters were raised and discussed:

Ringling of the church bells for WW1 Battles Over commemoration event on November 11th- this should be done at 12.30pm if possible. Clerk to check with St Margaret's Bell Ringers.

Large lorries using unsuitable lanes continues - Lorry Watch attempts to deal with this.

Police Houses in Paddock wood have recently been sold off and the money raised would go to the local community.

Cllrs asked Sarah Hamilton if she could suggest to Greg Clark that a greater police presence was required at a local and county level, so that early intervention can take place.

Local bus operators are willing to provide advice to those parishes trying to organise their own services and grants were available.

Cllr Hamilton said that he local CCG (Clinical Commission Group) did not support Diabetes Monitors, which were considered a necessity in some cases for individuals who needed to monitor their sugar levels. Cllr Hamilton had received several letters from parishioners about this and would be following this up.

The BC were looking at Loneliness and Social Isolation – (which was connected to the provision bus services in the area).

Community Wardens were mentioned, as Horsmonden does not appear to have been allocated a Community Warden. Cllr Hamilton would be chasing this up for us.

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**5.5 Cost of purchasing posts for Fromandez Drive and quotation for putting these in place.**

The Clerk had issued a list of 3 companies who could supply recycled plastic posts for the area. She had been asked to obtain quotes for posts with and without a hole in case the Council wanted to keep the chain around Fromandez Drive.

It was proposed by Cllr Stevens that the post be replaced with recycled plastic posts with no predrilled hole, as the Council would prefer not to have a chain around the grassed area at Fromandez Drive. Seconded Cllr Richards, unanimous.

Cllr Richards then went on to propose that the Council purchase posts from company number 2 on the anonymised listing provided by the Clerk, as they were the cheapest, and that she order a sufficient number of posts for them to be positioned at 1.2m apart. This was seconded by Cllr Stevens, unanimous.

**5.6 Quotations for full tree survey (Last full inspection carried out April 2016)**

An anonymised list of 2 companies offering quotations for carrying out a tree survey was presented to the Council. The clerk had requested a quote from a third company but they had not yet supplied the quotation. The Council expressed an interest in having the survey carried out by Bridglands if the price was competitive as they had carried out good work for the Council in the last few months. The Clerk was able to reveal that Bridglands was the cheapest quote. It was proposed by Cllr Richards that the Council go ahead with the quotation provide by Company 1, being Bridglands, seconded by Cllr Sheppard, unanimous.

**5.7 Quotations for full risk assessment of Parish Council owned buildings.**

The Clerk had provided anonymised listing of quotes from three different companies for providing a full risk assessment of Parish Council owned buildings, including the Village Hall, Institute Building and Public Conveniences. It was requested by Cllr White that the Clerk establish the qualifications of those quoting (NEBOSH qualified or similar?)

**5.8 Change lights to LED in public toilets – sustainability policy**

The Clerk and Assistant Clerk had been trying to obtain quotations for replacing the lights in the Parish toilets with more environmentally friendly lighting in accordance with the Council's Sustainability Policy. Several companies had been out to look at the lights and provide quotations however one company ( tender 3) who had carried out work for the Council previously said that he felt the internal lighting was 'A' rating for efficiency and that bearing in mind the costs involved in replacing parts to make them 'A\*' rating (which would only represent a small efficiency saving and would involve wastage of parts which were not worn out) it was possibly not worth doing at present . Bearing this in mind, it was proposed by Cllr Davis and seconded by Cllr Richards that the Council should not take any action at present, based on the advice from tender 3 and in accordance with the Parish Councils Sustainability Policy.

**5.9 Sound/conference system for Parish Council Meetings**

The Clerk and Assistant Clerk had been trying to obtain quotations for a sound/conference system for the Council and had provided two quotes for two quite different systems for the Council to consider. It was suggested that the Council were looking for a wireless system, rather than wired. The Councillors asked if a company could perhaps come and look at the Village Hall to see what they could suggest was best, or provide details of a local hall where they had installed a system which the Council could go and look at. It was also suggested that the Clerk contact Old Barn Audio Ltd at Eridge Green, as it was thought that they might be able to assist.

**5.10 Information regarding a legacy to the Parish council**

The Parish Council had been contacted by Berry & Lamberts Solicitors to inform them that they had been left an amount of £5000 in the will of a late parishioner who had wished to thank the Council for help in the past. There was no specification as to how the money was to be spent and as this was the case, the Council discussed several suggestions including installing a drinking fountain in the centre of the village and the conference system for the Village Hall.

It was proposed by Cllr White and seconded by Cllr Davis that the Clerk explore the idea of positioning a drinking fountain in a suitable location (potentially outside the public toilets). This was carried.

The Clerk was asked to send a letter to Berry & Lamberts asking them to convey condolences and thanks to the family of the deceased.

**6. HIGHWAYS AND GROUNDS MAINTENANCE**

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

The Clerk had received a response from a parishioner who had been asked to cut back their vegetation, complaining about the parking of lorries by Heath Stores. It was suggested that the Clerk write back and say that whilst the Council understands the parishioner's concerns, the issue of parking and Highways safety is dealt with by KHS, and offer to forward the letter to KHS, with the parishioner's permission.

It was reported that some areas of pavement had been improved recently by KHS, in Orchard Way.

**6.2 Public rights or Way – agree a budget for purchasing equipment.**

Cllr Larkin reported that she would like to purchase a labelling machine for work in collaboration with the Country Access Warden. It was suggested that the Clerk apply for a KCC Members Grant to cover this item at a cost of approximately £80. Clerk / Cllr Larkin to liaise with Cllr Hamilton.

**6.3 Grounds Maintenance - around the village. Agree future tree planting on the green (tree conservation officer's advice).**

Various suggestions had been made by the Conservation officer, Bridglands Tree surgeons and Councillors. It was proposed by Cllr White and seconded by Cllr Davis that two young limes should be planted in the springtime (one either side of where the Red Oak was felled) and that these should be regularly pollarded during their lifetime in accordance with the pollarding regime for the limes around the Green. This proposal was carried.

**6.4 Street lighting - conversion to LED estimate and further works.**

The Clerk had been making enquiries about the efficiency of the Council's Street lighting. She had received a cost for converting the Council's 'Cosmo' street lights, of which there were 17. Council members asked if the rest of the Council's lights were LED or if not, what efficiency rating they were. If they all required converting to LED in order to maximise efficiency, then it was suggested that the Clerk should obtain a quote to carry out a conversion of all 47 at once, as this may work out more cost efficient. Clerk to carry out some further investigations and report back.

**7. ADMINISTRATION**

**7.1 Traffic Solutions. Update on current traffic project: agree the next steps and quotations.**

Cllr Davis reported back that unfortunately a gateway could not be fitted on both sides of the road at each access point, as there was not enough space. As this was the case it was proposed by Cllr Davis that the Council have installed a gateway feature, as outlined previously, on the left-hand side with name of village and Invicta sign and a grey post with 30mph warning sign on the right-hand side, in each location. This would reduce the costs slightly to £8764.00 plus VAT. This was seconded by Cllr Richards and carried.

Cllr Davis had been able to clarify with KHS that they will carry out an independent safety audit of the crossroads again shortly and that this will then take place after another 12 months.

**7.2 Settlement of NH Planning costs for work carried out by Feria. Plans moving forward.**

Clarification was given by Cllr Jenkinson that Feria has now been paid for the work carried out so far and wished to break from the current agreement, as the Steering Group had changed the course of the contract. It was likely that the Steering group would need to either re-engage Feria or an alternative consultant, moving forward. Quotes would need to be obtained and a suitable agreement as to how best to continue the process with the group and consultants. £3750 remained unclaimed and unpaid from the original amount set aside to pay Feria up to the end of the Interim Report.

The group were now collating the information from the Poster Event and Survey and would need to ascertain if any further information was required to put together an Interim Report and if so, how this should be obtained from the community.

**7.3 Agree Revised Financial Regulations (small amendment from last meeting.)**

It was proposed by Cllr Russell that point 8.3 be removed from the Council's Financial Regulations as the Council's banks were unable to provide a second copy of the bank statements. Seconded Cllr Davis, unanimous.

**7.4 Public conveniences increase in price back dated w.e.f.1st April 2018. Quotation for new contract based on increased cleaning hours. Confirmation of opening and closing times.**

It was proposed by Cllr Richards, seconded by Cllr Jenkinson and voted for unanimously that the increased cost of cleaning the loos from £170.51 to £178.87 per calendar month, in line with the living wage, be accepted and back dated from 1<sup>st</sup> June 2018.

It was then proposed by Cllr Davis and seconded by Cllr Stevens that as set out by the contractors SHS, the contract hours should be increased by one hour per week to allow extra cleaning to take place on a three-week rotational basis, with one area being concentrated on, each week. This extra cleaning would include scrubbing floors with wet vacuum, cleaning walls, polishing waste bins, thorough clean of plug holes and taps And would be in addition to the current normal cleaning. The increased cost would be from £178.87 per month to £234.56 per month. This was agreed unanimously.

It was suggested that the opening time for the toilets at present should be 7am and closing time should be 5pm. The Clerks will change the timer accordingly.

**7.5 Social Club request to be allowed to put festive lights in two trees on the VG, at the club's expense.**

It had been requested by the Social Club, that the Council allow the two trees outside the entrance to the Club to be dressed by white Christmas lights, at the expense of the Club. The lights would remain in situ in the trees and could be plugged in when required. The Club assured the Council that they would cover the expense of a cherry picker to put the lights up or take them down if necessary, at any stage.

It was proposed by Cllr Richards that the club be allowed to dress the trees with lights as outlined, on the basis that they provide a safe way to provide the electricity cable to the lights and remain responsible for them at all times. Seconded Cllr Larkin, unanimous.

**7.6 Listing Gun and Spit Roast Inn as asset of community value.**

It was requested that Cllr Richards and the Clerk draft this document and circulate prior to next meeting as there was not time to go through this at the meeting.

**7.7 Citizens Advice Bureau TW & District- request for funding**

There had been a request for funding for the CAB (TW& District). It was proposed by Cllr Richards that the Council donate £250 to this cause as they were now offering some services within the Horsmonden Community, seconded Cllr Sheppard, unanimous.

**7.8 WW1centenary event**

The Clerk agreed to circulate the last-minute notes again so that everyone was aware of their duties and timings. Cllr Stevens and March would meet on the green at 8am on Saturday to erect the Beacon.

**7.9 Request to book the Village Green on 28<sup>th</sup> April 2019 for Walking with the Wounded Bike Ride**

It was proposed by Cllr Russell and seconded by Cllr Davis that this event be allowed to go ahead as it had done previously, subject to all the necessary paperwork being delivered to the Clerk appropriately prior to the event. Unanimous.

**7.10 Gatwick Plans and the PC's future involvement with HWAAGS**

The Council's future involvement in this matter was to be decided at the next meeting.

**7.11 Play area gate.**

The Clerk had received communications from Trevor Simms to say he would be able to adjust the gate spring.

**8. CONSULTATIONS**

**8.1 KCC Budget consultation 2019-2020 [www.kent.gov.uk/budget](http://www.kent.gov.uk/budget). ends 21<sup>st</sup> November 2018**

It was suggested that Councillors answer this independently if they wished to do so.

**9. UPDATES (no decisions)**

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

The Council did not have time for updates however Cllr Russell pointed out that the Finance Meeting had taken place on 14<sup>th</sup> September.

**The meeting ended at 10.35pm**