

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 4TH JULY 2016**

**Present:** Cllr March (Chair)  
Councillors Stevens, Russell, Isaacs, Holloway, Richards, Davis and 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.  
Cllr Isaacs declared an interest in planning item TW/16/504763/FULL 1 The Manwarings Horsmonden Tonbridge Kent TN12 8NQ, as the applicant had sought his advice as a builder, and he did not therefore take part in the discussions or voting on this matter.

**1. APOLOGIES FOR ABSENCE**

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 Parish Council Meeting 13<sup>th</sup> June 2016.**

The minutes for the meeting of 13<sup>th</sup> June had been circulated by the clerk beforehand. They were taken as read and proposed for acceptance by Cllr Holloway, seconded by Cllr Jenkinson, carried.

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

**Public Rights of Way**

Clerk still waiting to hear

**Street Cruiser Bus**

Youth workers have confirmed attendance. Clerk is putting up laminated signs around the village.

**Stay and play shed at Village hall**

KCC contractors had been and installed the concrete pathway. Mr Couchman had kindly agreed to paint the cupboard for them.

**Conservation Area map**

Cllr Isaacs had now installed this on the Green and Cllr March gave thanks from the council for the time and effort put into this by Cllr Isaacs. The Council would like Mrs Naylor to open the plaque officially sometime over the summer in memory for her late husband John Naylor who designed the plaque. Clerk to contact Mr Kellas and see if the council could arrange a coffee morning at the club perhaps on a Saturday to which the historical society and ramblers could be invited with Mrs Naylor as guest of Honour and anyone else interested.

**Parish Toilets**

The clerk had arranged for the tap to be tightened and urinal flush replaced. Cllr Russell to continue to monitor the water usage to see if this now improves. The clerk had noticed that the small tube heaters were still on and were quite hot. She had switched them off manually in the central area, but they must be switched back on in October before frost arrives. The clerk had been negotiating with SHS about the cleaning as it had not been satisfactory recently. She had met with the supervisor at

the toilets and he will arrange to point out the problems to the cleaner and devise a different way of cleaning the floors in the men's and disabled toilet areas. This is ongoing.

### **Village Hall Boiler pipe work**

The Clerk had contacted D&A oil tanks and they were coming at 9.30am on Monday 11<sup>th</sup> July to re route the pipe work and secure it to the external wall. Mr Couchman had been asked to open up the boiler room and switch the boiler off that morning.

### **UMS Certificate for festival lighting**

Cllr March asked if the clerk could arrange for the charge for the string of lights to be removed from the UMS certificate as this had not been used after all at the festival weekend.

## **5. PARISH COUNCIL FINANCE**

### **5.1 Agree Parish Council accounts to 3rd July and settlement of invoices for this period (see appendix 1)**

The schedule of payments for the month, as below, was circulated to the council members. Cllr Stevens proposed acceptance, seconded Cllr Russell, unanimous. It was considered that the cheque for churchyard maintenance should be held by the clerk until she has received details of the works planned for maintenance by the Church, as there had been some reports that the church yard was not being up kept at present.

## **APPENDIX 1**

### **Horsmonden Parish Council Accounts as at 3rd July 2016**

	<b>Balances</b>
Current account b/fwd 13.06.2016	£ 68,795.60
Deposit account b/fwd 13.06.2016	£ 60,561.30
Interest received (Deposit Account)	

<b>Item</b>	<b>Ref</b>	<b>Receipts</b>	<b>Payments</b>
BT Business - phone and broad band	D/D		£ 194.62
EDF Energy - electricity VG box March -June 2016	D/D		£ 28.05
EDF Energy - electricity parish toilets March -June 2016	D/D		£ 261.73
Mrs L Noakes salary plus overtime	Flexi S/O		£ 1,212.22
HMRC - Tax and NI Mrs L Noakes June	401728		£ 281.19
Jeremy S Waters - computer training course	401729		£ 150.00
Southern Water - Dec- June waste water public toilets	401730		£ 301.82
SE Water supply to parish toilets Dec-June	401732		£ 217.86
EJP Fire Protection Ltd - Fire extinguishers and alarm/lighting	401733		£ 204.00
SSE Contracting LTD - June street lighting maintenance	401734		£ 71.26
Mr C J Couchman- clock and play area -June	401735		£ 83.08
Mr M S Sexon - computer servicing	401736		£ 130.00
Plumber Quick- tighten tap and new urinal flush	401737		£ 181.20
Kent County Council - PEAT testing	401738		£ 99.83
Readycall Horsmonden - Donation to printing costs	401739		£ 50.00
Horsmonden Parish News - doantion to printing costs	401740		£ 250.00
Horsmonden Village Hall - office rent	401741		£ 900.00
The Heath Stores - groceries for annual parish meeting	401742		£ 62.84
St Margarets Church Horsmonden-yard maintenance	401743		£ 600.00
Specialist hygiene services- June cleaning	401744		£ 187.20
Grant for Queens Birthday - KCC		£ 250.00	
HMRC VAT return for 2015-16		£ 7,126.34	

Money left from Village Vision account		£	277.14
Current Account as at 03.07.16		£	70,982.18
Deposit Account as at 03.07.16		£	60,561.30
		<b>TOTAL BANK:</b>	<b>£ 131,543.48</b>

**5.2 Chair to reconcile accounts with bank statement for period up to and including 12th June 2016**

The Chair reconciled the bank statement for the previous month, with the statements provided by the clerk and signed these off.

**5.3 Clerks pay /bonus/ holiday /pension**

**i)To agree payment of the clerks bonus for completed tasks ( as outlined at the Finance meeting 14.12.15)**

Cllr Russell explained to the council that the Finance committee had agreed bonuses for four different items at the Committee meeting in December 2015. One item was for the handover of the festival to HoVEC and this had now been done successfully. It was therefore proposed by Cllr Russell that the £200 bonus be added to the clerks July salary. Seconded Cllr Davis, unanimous.

**ii)To discuss/agree the granting of compassionate leave for the clerk during w/c 25.04.2016)**

The Clerk had taken a week off in April to be at her son's bedside in Kings College Hospital following an accident. She had currently taken this as 18 hours annual leave; however members of the council had suggested that some of this could be granted back to the clerk as 'compassionate leave' under the circumstances as the clerk had continued to work from hospital whenever possible keeping up to date with emails etc. It was proposed by Cllr Russell and seconded by Cllr Holloway that the Council grant 12 hours compassionate leave to the clerk for this period. Unanimous.

**iii)To notify the council of Revised National Pay Scales for 2016/18**

The Clerk wishes to notify the council of the revised National pay scales introduced by NALC which were back dated to take effect from 1<sup>st</sup> April. The Clerks salary from 1<sup>st</sup> April had previously been calculated as £13,200, however the revised pay scales meant it would now be £13327. It was noted that this increase had not been accounted for in the budget.

**iv)To update the council on the progress towards a pension scheme offer for the clerk.**

The Finance committee had met and had a discussion about pension arrangements for the clerk. Cllr Russell was going to speak to LGPS to get a rough idea on the costs of this scheme. The clerk had investigated Now Pensions and Nest to look at costs and management charges. Nest appeared to have lower management charges; however Cllr Richards said that he believed that the Government were no longer backing this scheme.

Cllr Russell mentioned that a further meeting was needed during the summer at the same time as a Finance committee meeting to look at budget monitoring. Clerk to organise this on same evening as planning meeting scheduled for 16<sup>th</sup> August.

**5.4 To agree a new mandate for signatories for banking with the Co-operative Bank.**

A new bankers mandate was required in order to remove Stuart Hughes as a signatory and enable new councillors to become signatories if they wished to do so. The mandate was passed around for councillors to sign. The clerk will ask Mr Hughes to sign the mandate when he is back from holiday. It was proposed by Cllr Stevens and seconded by councillor Jenkinson that the new mandate be used by the council for banking. Unanimous

**5.5 Quotations for Village Green treatments**

The Clerk had obtained two quotations following the soil sample of the green. Both companies had advised that the green should be scarified and aerated at the same time as treatments applied, however one of the companies, Complete Weed Control, were unable to carry out these jobs as they

did not have the equipment. Bourne Amenity had quoted for all works at a total cost of £1470 net. The obtaining of a third quotation was considered, however the council believed that the work needed to be done urgently in order to maintain the green. It was therefore proposed by Cllr Stevens and seconded by Cllr Isaacs that Bourne Amenity be asked to go ahead with these works as soon as possible. Unanimous.

## 5.6 **Quotations for works to Parish owned trees.**

The Clerk had obtained two quotations for the works outlined to be done by Quaife Woodlands in their tree inspection report. A third contractor had been approached but did not respond with a quotation. The quotations were: Down to Earth Trees £2220 net and Tree work £1340 net. These quotations assumed the removal of all arisings and the felling of the Ash Tree on Fromandez Drive as although Quaife woodlands had recommended reduction in height, the tree had some major fissures in the trunk and it was considered that it would not be a very attractive specimen after these works were carried out. By removing the tree instead, the Council would allow the sycamore tree located nearby more room to grow properly and save future costs of maintaining the Ash, as it would require more work in the future. It was proposed by Cllr Davis and seconded by Cllr Stevens that the Council ask Tree Work to carry out the works on the trees, as they were the cheaper option.

## 6. **PLANNING APPLICATIONS**

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

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Planning Application No:	TW/16/504763/FULL
Proposal:	<b>Erection of single storey rear extension.</b>
Location:	1 The Manwarings Horsmonden Tonbridge Kent TN12 8NQ
Recommendation:	Approval
Proposed:	Cllr Stevens, seconded Cllr Richards, carried.
Comments:	Recommended approval. Suitable extension.

Planning Application No:	TW/16/504933/FULL
Proposal:	Retrospective - Replacement of a timber platform, stairs and site gates
Location:	Broadford Oast Goudhurst Road Horsmonden Tonbridge Kent TN12 8ET
Recommendation:	Approval
Proposed:	Cllr Isaacs, seconded Cllr Russell. Unanimous
Comments:	Improvement and the timber structure is in keeping with the structure of the building.

Cllr March reported for information only that the outline permission for Bassett's Farm had been approved by TWBC and the case officers were currently discussing s106 agreements with the developer. She had requested that the clerk email TWBC officers to ask if traffic management could be included in the s106 agreement as the council had not been alerted to the possibility in negotiating to make s106 monies available for these requirements previously.

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

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

The following highways problems were listed:

- Parking on the dropped kerb by village shops. The clerk had asked for a yellow line on the kerbstone there, but KHS cannot do this. Clerk to ask if 'Keep Clear' can be written on the road on top of the line of the dog bone marker.
- Pink flowers were overhanging the footway on the Goudhurst Road just down from Aisha cottage, making it v difficult to use the pavement.
- The verge cutting was almost complete but still needs doing up the Maidstone Road, from Yew Tree Green Road towards the village.
- Drains are blocked on Maidstone Road either side of Corner Cottage gates and the other side of Hayman's Hill junction.
- Drain blocked on North side of Yew Tree Green Road.
- It is believed that there is a SE water main leak – as water runs out of the manhole cover outside Brooklands on Maidstone Road.
- The hedge outside Mr Kellas' house requires trimming back in order to access the drain and the marker post- clerk to write.
- Pot hole developing on the 'Give Way' sign at exit of Orchard Way.
- The chevron sign near to Tongs Lane is loose from the ground and propped up by the hedge.
- The 30mph sign on Brenchley road is now obscured by vegetation as is the village name plate.
- A pot hole had developed outside the village shop on the corner by the cross roads.

### **7.2 Street lighting**

The clerk had emailed SSE asking for a quotation on a new street light head, but had not received a response as yet.

## **8. ADMINISTRATION**

### **8.1 Emergency planning**

Cllr Stanton had sent out the latest draft to the group. Cllr Isaacs had established that the school have their own plan and is awaiting a copy of this.

### **8.2 The Institute - lease agreement and future planning regarding potential to position the William Lambert plaque.**

At the last group meeting to consider the lease, there had been discussions about trying to make the terms of the lease as similar as possible to those of the Village hall lease. It had been established that the Village Hall committee paid for the up keep of the emergency lighting and alarm system as well as electrical testing, however the Parish council currently paid to have these items maintained at the Institute Building. Some discussions took place between members about whether the two leases should be on the same terms in order to provide equity. Cllr Stevens then proposed that the parish council be responsible for payment of the electrical testing and fire alarm system at both halls. This was seconded by Cllr Holloway, Unanimous.

The Clerk would let Chris Reed know the outcome of this and query the liability clause with the solicitor at KCC. A plan was needed to complete the lease and the Clerk would see what was already available for this use.

It had now been established that in the opinion of TWBC officers, planning permission was not required for a new front door provided it was like for like. As permission was not needed for this, it was felt unlikely that the Council would opt to seek planning for the installation of the William Lambert Plaque alone, as this would be costly and time consuming. Instead the council would look for alternative places to locate the plaque. Clerk to ask Mr Kellas if the club has any plans to replace the front door with like for like.

Chris Reed had mentioned that some of the barge boards were rotten again. Clerk to ask Chris for location of these and let Cllr Isaacs know so that he can have a look.

### **8.3 Horsefair**

The Horsefair will take place on Sunday 11<sup>th</sup> September this year. There is now a new organiser, Mr Gumble. He has filled in the booking form and sent it to the clerk with the deposit cheque. The insurance certificate has not yet been received.

There will not be a car park provided in Crouches field this year as in previous years hardly anyone has used it. The organisers have indicated that they would like the gate open to the green from 6.30am as well as the water pipe at the club. The organiser will arrange litter picking afterwards and is expecting fewer visitors than in previous years. There will not be much 'flashing' of horses, and therefore there will not be a permitted road closure this year. The food stalls will be located at the back of the green near Green Lane. The police will not have a presence this year and there will not be any traffic management. The organisers will carry out their own stewarding.

Cllr Stevens proposed that the Horsefair be allowed to go ahead as planned providing the clerk receives the appropriate insurance certification, seconded Cllr Holloway. Unanimous.

### **8.4 Notification from the Sports club of new trustee.**

The sports club had written to the Council to inform them of Martin Dace's appointment as Trustee of the club, to take the place of Ken Mills who is retiring. The appointment was noted and the clerk will thank the sports club and ask them to ensure they notify the land registry appropriately.

### **8.5 Planning meeting scheduled for 19<sup>th</sup> July and Clerks absence**

The Clerk announced that she wished to take annual leave at this time and would therefore be unable to take the minutes of the meeting although she could prepare the agenda and papers for the meeting. It was decided that the meeting should go ahead as some planning applications will be unable to wait for comments until the August planning meetings. Cllr Holloway kindly offered to take the minutes for the meeting and Cllr March will notify TWBC of any urgent comments for the planning applications.

## **9. CORRESPONDENCE /CONSULTATIONS**

### **9.1 Consultation on Sustainability Appraisal Scoping Report: Tunbridge Wells Borough Local Plan - ending at 5pm on Monday 1 August 2016**

The clerk was asked to respond under further comments area of the consultation 'The PC look forward to seeing the next stage of the plan.'

## **10. UPDATES (no decisions)**

### **10.1 Chairman's update & Meetings attended (updates and feedback from meetings attended and held by council members)**

**Feedback from the Kalc meeting 25.05.2016**

**Feedback from the Parish Chair's meeting 14.06.2016**

The clerk had scanned in Cllr March's notes from these meetings and emailed them to each member.

This meeting ended at 10.05pm