

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 4<sup>TH</sup> JUNE**  
**2018**

**Present:** Cllr March (Chair)

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

**In attendance:** Lucy Noakes (Clerk and RFO)  
No 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**

Cllr McDermott (TWBC)

Cllr White sent his apologies and arrived 5 minutes late.

**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.  
No members of the public had asked to speak.

**3. MINUTES OF PREVIOUS MEETING**

**Agree the minutes of the Annual Parish Council Meeting 8<sup>th</sup> May 2018 & Planning Committee Meeting 22<sup>nd</sup> May 2018**

Cllr Richards proposed acceptance of the minutes of the Annual Parish Council Meeting on 8<sup>th</sup> May 2018, seconded Cllr Davis. Unanimous.

Cllr Stevens proposed acceptance of the minutes of the Planning Meeting on 22<sup>nd</sup> May 2018, seconded Cllr Jenkinson. Unanimous

It was confirmed by the Council that they were happy with the contents of the minutes for the Annual Parish Meeting and that these could now be publicised.

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

**Public Rights of Way**

The Clerk was still waiting to hear more about this.

**Emergency Planning**

This was dealt with later on in the meeting.

**Listing an Asset of Community Value– The Gun and Spit Roast Inn**

Cllr Richards still dealing.

**Parish Toilets**

The council were still unsure if the jet washing was cleaning the floors effectively. It was suggested that the clerk ask the manufacturers of the floor tiles, how they should be cleaned.

**Register beacon for November 2018 Event**

It was thought that HoVEC may wish to become involved once the festival has taken place.

**Data protection legislation updates**

The Clerk had dealt with email disclaimers and privacy statements and was now looking at a Data Protection Policy. There was more work to be done on this.

**Institute**

The clerk was still waiting to hear that the club could now sign the lease.

Hurstway were still to come back and deal with the soffit and fascia boards plus drain pipes.

**5. PARISH COUNCIL FINANCE**

**5.1 Agree Parish Council accounts to 3rd June 2018 and settlement of invoices for this period (see appendix 1)**

It was proposed by Cllr White, seconded by Cllr Davis and voted for unanimously that the council finances up to and including 3<sup>rd</sup> June be accepted as follows:

**Horsmonden Parish Council Accounts as at 3rd June 2018**

**Balances**

|  |                      |
|--|----------------------|
| Current account with Co-operative Bank PLC b/fwd. 08.05.2018<br>(assuming all debits and credits have cleared the account) | £ 97,847.62          |
| Deposit account with HSBC b/fwd. 08.05.2018<br>(assuming all credits and debits have cleared the account)                  | £ 291.01             |
| interest on HSBC account   | <input type="text"/> |

| Item  | Ref       | Receipts | Payments    |
|---|-----------|----------|-------------|
| Arron services - Norton security 2 computers              | 402052    |          | £ 84.00     |
| Cancel cheque 402051 to BHIB Ltd                          | 402051    |          | -£ 2,074.89 |
| BHIB Ltd _Annual insurance premium                        | 402053    |          | £ 2,062.93  |
| Hobbs Plumbing - clearing urinal                          | 402054    |          | £ 72.00     |
| B&CE Holdings - the Peoples pension - April               | D/D       |          | £ 30.54     |
| Mrs L D Noakes- Salary plus overtime                      | S/O Flexi |          | £ 1,526.80  |
| HM Revenue and Customs - Tax & NI Mrs L Noakes May 2018   | 402055    |          | £ 481.95    |
| PSR Lighting& Signs Ltd - Maintenance-April               | 402056    |          | £ 89.00     |
| Mark Sheppard - reimbursement for computer mouse          | 402057    |          | £ 3.99      |
| Viking stationery   | 402058    |          | £ 178.02    |
| Mr C J Couchman - May clock and play area                 | 402059    |          | £ 83.08     |
| Denise Cole - reimbursement of NH planning adverts        | 402060    |          | £ 293.00    |
| Choice leader Ltd (T/A TMS & checkmate Gifts) stationery  | 402061    |          | £ 20.98     |
| The Heath Stores - invoice for APM and other refreshments | 402062    |          | £ 60.22     |

Current Account with Co-operative Bank PLC as at 03.06.18  
(assuming all credits and debits have cleared the account) £ 94,936.00

All Accounts with HSBC as at 03.06.18  
(assuming all credits and debits have cleared the account) £ 291.01

**TOTAL BANK: £ 95,227.01**

*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 7<sup>th</sup> May 2018**

Chair was unable to carry out this action as the bank statement had not yet arrived from Co-op.

**5.3 Consider request for grant from Horsmonden Sports Club**

The Sports and Cricket clubs had asked if the PC could offer a grant towards paying for weedkilling and fertiliser on the sports ground as they were struggling to find the funds, and the grounds were available for the public to use. The club had obtained two quotations for this which were £400 and £480 respectively. They also asked if the council could assist with purchasing a new bench as the previous one had been set alight to and burnt.

It was proposed by Cllr White and seconded by Cllr Larkin, unanimous that a grant of £400 be given to the Sports Club to assist with weedkilling and fertilizer. However, it was felt that the damages to the bench should have been reported to the police and claimed for on the club's insurance policy.

## **6. HIGHWAYS AND GROUNDS MAINTENANCE**

### **6.1 Highways issues – footpaths, trees, roads, signs, verges, and markings (Lorries on Horsmonden Lanes, white lining)**

The clerk had been trying to ensure that Dukes were able to cut the Green on a weekly basis whilst it was growing fast, as requested by the public at the Annual Meeting. However, she had noted that Fromandez Drive had not been cut recently and was v long. It was proposed by Cllr Russell, seconded by Cllr Larkin, unanimous that the clerk ask Dukes to cut Fromandez Drive fortnightly until further notice.

Osmond's had emailed the Council to ask if they wanted to meet at the depot to be reassured about Osmond's drivers. It was suggested that the clerk thank Osmond's for their offer but suggest that they may be better to reassure parishioners via the Horsmonden Facebook page.

The clerk has not yet received a response about the verge cutting.

The clerk had been informed that Brick Kiln Lane would be shut until 19<sup>th</sup> September for reconstruction to take place as the road had collapsed.

### **6.2 Street lighting**

Nothing to report.

## **7. ADMINISTRATION**

### **7.1 Traffic Solutions- update on recent traffic accident at the crossroads. Update on current traffic project: agree the next steps and quotations.**

It was confirmed that the wet weather had delayed the works at the crossroads but this had been rescheduled for 12<sup>th</sup> June. The Gateways and 30mph signage was still progressing with contractors and KHS. HURT had been pressing KCC for emergency signage but had not heard back as yet.

Data from SID had been downloaded on to the spare laptop, however there was not yet sufficient data from all roads to make it worth sharing with other parties. It was hoped that in time the data could be shared with speed watch so that it could help them to decide on the best time and place for sessions etc.

### **7.2 Emergency planning**

It was thought that under the new GDPR rules permission would be required from those persons mentioned in the public document. EP team to work with the clerk to ascertain what it needed to finalise the document.

Once the document was ready for publication, it was suggested that email copies be circulated to organisations in the village and it was thought that very few copies would need to be printed off.

### **7.3 Neighbourhood planning. Meeting structure, finance, etc**

Cllr Jenkinson said that the NHP group would be meeting with FERIA this coming Thursday to decide how best to proceed.

### **7.4 Agree appointment of Assistant Clerk following recommendation from the Interview panel. Allow Personnel committee permission to grant a contract of employment and deal with probationary period and employment matters concerning the appointment of the new member of staff.**

It was proposed by Cllr Larkin and seconded by Cllr White that the council undertake this part of the meeting as a session closed off to the public because of the contents and timing of the meeting. However, it could be included in the minutes once all parties had been notified of the outcome. Unanimous.

#### ***CLOSED SESSION- no public were present at the time:***

Cllr Russell explained that there had been a good response to the job advert with 23 applicants of a v good standard. The personnel committee and clerk had met and short listed this to 5 applicants who were offered an interview. One applicant withdrew at this stage and the 4 remaining were all interviewed on Friday 25<sup>th</sup> May. The candidates were all asked the same questions and assessed for suitability against a grid matrix giving them a score out of 10 for each criteria. It had been a close decision, but one candidate, Mrs Stanton, came out with the best score and it was recommended by the interview panel that she be employed as the Assistant Clerk.

It was proposed by Cllr Larkin and seconded by Cllr Stevens that the Council appoint Mrs Stanton to the position of Assistant Clerk and allow the Personnel Committee to issue the contract of employment, as seen by the Council prior to the meeting, and deal with the period of probation. Unanimous.

***CLOSED SESSION ENDED.***

**7.5 Agree relaxation of the Byelaws and booking of Village Green for HoVEC Summer Festival and school Fete – 8<sup>th</sup> 9<sup>th</sup> & 10<sup>th</sup> June.**

It was proposed by Cllr Richards that the Village Green Byelaws be relaxed to allow the HoVEC Summer Festival and School Fete to go ahead on the Green, with the exception of the donkey rides and inflatables, which were part of the school fete, approval of which would be granted upon receipt of the appropriate PLI documentation being presented to the clerk. This was seconded by Cllr Stevens, unanimous.

It was also proposed by Cllr Richards that the council were happy for HoVEC to erect the proposed security fencing around the perimeter of the Green and the tree, as presented by HoVEC's map. Seconded Cllr Russell, unanimous.

**7.6 GDPR – Adoption of Privacy Notice on website and Email Disclaimer. Consider further actions for adoption next month.**

It was proposed by Cllr White, seconded by Cllr Jenkinson and voted for unanimously that the email disclaimer as provided by the DPO and implemented by the Clerk be accepted, with correction as pointed out.

It was proposed by Cllr White, seconded by Cllr Richards and voted for unanimously that the privacy disclaimer as provided by the DPO and implemented by the Clerk be accepted, with correction as pointed out.

**8. UPDATES (no decisions)**

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

Cllr Jenkinson had attended the KALC meeting and NHP meetings. Cllrs White and Richards had also attended NHP meetings.

Cllr March agreed to meet with Cllr Stevens to put up the lighting string on Friday morning for the HoVEC event. She reminded all Councillors that if carrying out voluntary works up a ladder or next to the road they should wear the appropriate protective hard hats and yellow high viz jackets which would be provided by the clerk upon request. There should always be two councillors working together in these situations with one holding the ladder.

Cllr March advised that on 12<sup>th</sup> June she would be chairing the Parish Chairman's meeting and Cllr Davis will therefore attend to represent Horsmonden in her place.

**The meeting closed at 9.42pm**