

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 6TH FEBRUARY
2017

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

In attendance: Lucy Noakes (Clerk)
No members of the public.

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr Stevens declared an interest in item 5.4 – Quotation for washing down the brickwork at The Institute and left the room whilst this matter was discussed/decided upon. Cllr Holloway declared an interest in item 5.7 – Quotations for pollarding the limes/other works to trees on the Village Green and left the room whilst this matter was discussed/decided upon. Cllr Isaacs declared a non prejudicial interest in item TW/17/00193/FULL - Stiles Farmhouse, as the applicant used to be his neighbour and did not take part in the vote or discussion on this matter.

1. APOLOGIES FOR ABSENCE

Cllr Larkin.

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 requested to speak .

3. MINUTES OF PREVIOUS MEETING

Agree the minutes of the Parish Council Meeting 9th January 2017 and Planning Meeting 24th January 2017

Cllr Jenkinson proposed acceptance of the minutes of 9th January 2017 meeting, seconded Cllr Holloway. Unanimous.

Cllr Stevens proposed acceptance of the minutes of the Planning meeting of 24th January 2017, seconded Cllr Davis. Unanimous

4. MATTERS ARISING (no decisions)

Public Rights of Way

Clerk had now heard that KCC are 2.5-3 years behind with these applications and the council may therefore expect to receive a response around the end of 2017.

Parish Toilets

Cllrs Davis and Russell had read the water meter day and night for one week and then weekly. The consumption seemed to now be approximately 0.5 m3 per week, instead of approximately 0.5m3 per day, which is was reading in the summer time. It was not evident why there was such a difference, although it was suggested that it could be partially attributed to a much greater use of the toilets during the summer months with events taking place and people passing through the village, or alternatively the tap in the disabled toilet may have been left running for a while, as this had been pointed out as a potential problem by the plumber who last visited.

Cllrs will continue to monitor the usage fortnightly during February and report back.

The Clerk is still monitoring the cleaning of the toilets.

Rubbish bins and cigarette tray at shelter

Cllr Isaacs will install the new bins as soon as he has time

Pension Admin and Payroll

Clerk to purchase Sage one payroll in March with a view to commencing pension contributions in April.

5. PARISH COUNCIL FINANCE

5.1 Agree Parish Council accounts to 5th February 2017 and settlement of invoices for this period (see appendix 1 below)

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

APPENDIX 1

Horsmonden Parish Council Accounts as at 5th February 2017

	Balances
Current account with Co-operative Bank PLC b/fwd 09.01.2017 (assuming all debits and credits have cleared the account)	£ 76,813.38
Deposit account with HSBC b/fwd 09.01.2017 (assuming all credits and debits have cleared the account)	£ 61,262.65
Interest received (Deposit Account)	
interest on HSBC account	

Item	Ref	Receipts	Payments
Kent County council - legal fees Nov 2016	401826		£ 21.60
Specialist Hygiene services - cleaning Dec 2016	401827		£ 187.20
Gillet & Johnston - clock servicing/repairs	401828		£ 358.86
Kent County Council -legal fees Dec2016	401829		£ 313.20
Mrs L D Noakes - travel expenses	401830		£ 37.35
Mr S Davis - travel expenses	401831		£ 23.10
The Heath Stores - settlement of December account	401832		£ 12.74
Mrs L D Noakes - January salary	S/O flexi		£ 1,018.84
Kent Associations of local councils - Rural Affairs conference	401833		£ 72.00
John Sheppard - photos for website	401834		£ 30.00
HM Revenue and Customs- Tax & NI L Noakes	401835		£ 151.05
W Filtress - cleaning benches, noticeboards and shelter on VG	401836		£ 50.00
Mr C J Couchman - clock and play area - Jan	401837		£ 83.08
SSE Contracting Ltd - January street lighting	401838		£ 71.26
Viking Payments - stationery	401839		£ 118.07
TWBC - Public toilet scheme - 14 -15,15-16,16-17		£ 1,800.00	
Refund for Fromandez Drive from KCC, 15-16, 16-17		£ 358.46	

Current Account with Co-operative Bank PLC as at 05.02.17 (assuming all credits and debits have cleared the account)	£ 76,423.49
Deposit Account with HSBC as at 05.02.17 (assuming all credits and debits have cleared the account)	£ 61,262.65

TOTAL BANK: £ 137,686.14

5.2 Chair to reconcile accounts with bank statement for period up to and including 8th January 2017

The Chair checked the previous months accounts against the bank statement provided by Cooperative Bank and agreed the figures, signing the relevant papers on behalf of the council.

5.3 Quotations/refurbishment costs for parish Office and arrangements

The clerk had tried to obtain further quotations for the electrical works which needed carrying out in the parish office, however she had not as yet received any further quotations.

It was therefore proposed by Cllr Davis and seconded by Cllr Isaacs that the council accept the quotation provided by Mr Hummel at £625 plus VAT, to carry out the works as soon as possible in order to avoid delaying the refurbishment. Unanimous

5.4 Quotation for washing down the brickwork at The Institute.

The Clerk had received one quotation for this work, however in light of the value of the quotation it was suggested that at least one more quotation should be obtained if at all possible.

5.5 Quotation for full structural survey of roof and internal structures of roof Institute Building.

The clerk had been in contact with Bracketts at Tunbridge wells who had sent a surveyor for an initial look at the building. The surveyor had quoted a price of £350 each to complete a full structural survey of the internal and external roof spaces, or £600 if both carried out at once. However it had not been possible to locate a hatch in the ceiling above the main room in the building, as two false ceilings were now in situ, which were covering any potential roof hatch. The clerk had asked members of the club but no one could shed any light on this matter.

It was proposed by Cllr Holloway that the clerk go back to Bracketts and accept their quotation for £600 and ask them to hold this for 90 days whilst the council try to locate the roof hatch. Seconded Cllr Russell, unanimous. Cllrs Isaacs and Stevens to investigate roof hatch location.

5.6 Quotations for computer services

The Clerk had received three quotations for a service contract for the parish office computer equipment, for similar services. Arron Services, at £425 per annum, Circus IT at £600 and Fos.Net at £2400. There were slight variations within these contracts as to the number of checkups provided, price for call out and labour etc on top of the annual fees. However taking all of this into consideration and bearing in mind that Arron services had provided a useful service just prior to Christmas when there were some problems, it was proposed by Cllr Stevens and seconded by Cllr Davis that Arron services be asked to provide a standard service contract for the computers at the cost of £425 per annum. Unanimous.

5.7 Quotations for pollarding the limes/other works to trees on the Village Green

The clerk had obtained three quotations for pollarding the lime trees on the green; Mr Tweddle £1400, Treework £960 plus VAT, Tree cycle Tree care £1120 plus VAT. Each specialist had given different advice on how to deal with the lime which has heavy fungus growth, but generally the advice seemed to be that they would examine the tree up close when pollarding and offer further advice on whether the tree should be reduced to prolong its life. It was proposed by Cllr Richards, seconded by Cllr Stevens that Tree work should be asked to carry out the pollarding asap at the price of £960 plus VAT.

The clerk had also received information and quotations regarding further investigations as to the health of the large Horse Chestnut on the corner of the village green, as the Council had been advised to monitor this tree closely because of its age and large, ancient wound. Harraway Trees had come back with a quotation for a Picus report using sonic tomography and Resi decay detecting drill for £450 plus VAT. Root Cause Ltd had offered to carry out a Picus report for £350 plus VAT. It was proposed by Cllr Russell and seconded by Cllr Isaacs, that the council accept the quotation for a

Picus report for £350 offered by Root cause, as this was the cheaper of the two quotes for an initial non invasive investigation. Unanimous.

5.8 **Quotations for cutting and strimming the village green**

The clerk had been asked to obtain some quotations for mowing and strimming of the green for 2017.

Based on the same number of cuts over the last year (13 cuts, 11 strims) for which Dukes' price had been £1858.00, Landscape Services quoted £1667.94. Country wide grounds had also provided a quote based on cutting the grass and strimming 25 times at £1995.

Dukes had not provided a fresh quotation for 2017, but had stated that their prices would rise a little in line with the rise in fuel costs.

Bearing in mind that Dukes carry out the rest of the grounds maintenance for the parish and that they had provided a reliable and flexible service over the last year it was proposed by Cllr Davis, and seconded by Cllr Isaacs that the council stay with Dukes for the cutting of the green and strimming. Unanimous. Dukes should be informed of the decision and asked to commence cutting the green at the end of March conditions permitting.

Whilst on the subject of the village green maintenance it was suggested that the clerk contact Bourne Amenity to find out if the green requires more weed and feed or over seeding in order to follow the maintenance programme and obtain quotes if necessary.

5.9 **Revisit decision to reinvest council savings.**

The clerk had tried to follow the council's instruction to take out a savings with Aldermore Building Society for £70,000, however she had now been informed that the Council were not eligible for this type of account.

Following this she had done further investigation and several options had come to light: a one year bond with Santander at an interest rate of 0.5% or a further bond with HSBC for 1 year at .0.46% or 2 years at 0.55%.

Cllr Russell proposed that the council invest £70,000 with HSBC for 2 years in their bond, seconded Cllr Davis unanimous.

6. **PLANNING APPLICATIONS**

i) Current applications awaiting consideration by the council:

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Planning Application No:	TW/16/07666/FULL
Proposal:	<u>Demolition of existing attached outside WC and erection of a single storey side extension to form new bathroom.</u>
Location:	Diamond Cottage Spelmonden Road Horsmonden Tonbridge TN12 8EQ
Recommendation:	Approval
Proposal:	Cllr Davis, seconded Cllr Richards, unanimous
Comments:	Recommended approval. Suitable improvement to the property.

Planning Application No:	TW/16/07886/FULL
Proposal:	<u>To replace the existing detached garage and summerhouse with a larger garage and a garden room above</u>
Location:	The Barn Haymans Hill Horsmonden Tonbridge TN12 8BX
Recommendation:	Approval

Proposal:	Cllr Stevens, seconded Cllr Russell, unanimous
Comments:	Recommended approval. Suitable modification.

Planning Application No:	TW/17/00193/FULL
Proposal:	To remodel existing garage to form new annex to be ancillary to main house, raise existing roof and form new windows and door openings
Location:	Stiles Farmhouse Maidstone Road Horsmonden Tonbridge TN12 8DA
Recommendation:	Approval
Proposal:	Cllr Russell , seconded Cllr Richards, carried.
Comments:	Recommended approval as an acceptable modification to the existing building subject to the condition that it is only used as ancillary to the main house.

7. HIGHWAYS AND GROUNDS MAINTENANCE

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

Members of the Council and the clerk had met with Highways stewards and officers to discuss various parish issues, during the previous week. The council had been informed that the Highways steward, Emma Pavitt was to move on to another job and Paul Catt was shortly to replace her for the area.

Most of the highways signs in the village had now been cleaned , although Cllr Stevens reported that the ‘give way’ sign at the end of Churn Lane had been missed.

Cllr March had checked the dog bone markers near to the village shop and these had nearly disappeared already . Clerk to report this, but unlikely that they will be repainted until the weather improves.

The steward had been out to look at the gully in Gibbett Lane as there was continuous pooling there when it rains. This will be followed up by the drainage team and gulley sucking equipment.

Potholes to be reported:

- Back Lane from Goudhurst Road up to Hoath Meadow
- Green Road , near to social club (these were marked out before but never filled)
- Churn lane- opposite the old school house.

The Lamberhurst sign was now missing (this was located opposite Heath stores on the Lamberhurst Road.)

Tabor Court had now had the prickly vegetation removed and the bushes had been replanted.

7.2 Street lighting

The clerk had ascertained that the electrical testing of the street lights must be carried out in January 2018.

8. ADMINISTRATION

8.1 Traffic solutions update

Cllr Davis had contacted Michael Hardy at KHS and arranged a meeting with Mike Seare, Michael Hardy, Cllr Russell and Mr Dicketts on Thursday 16th February.

The meeting would be used to look at MLM’s recommendations give a chance for KHS to review them, think about the next steps towards achieving the traffic solutions agreed.

Mike Seare form MLM had quotes a price of £650 plus VAT to attend the meeting and write up a report based on the discussions. It was proposed by Cllr Davis that this be accepted as the next logical step forward, seconded by Cllr Richards, unanimous.

Mr Barker had made a parking suggestion in the Parish News in February, suggesting that a new footpath be created on the village green on the inside of the tree line on the western side of the green, and that the exiting footpath on this side of the Maidstone Road be altered so that cars could park up on it. The clerk commented that as the Green is in a conservation area and is a registered village green which is protected by legislation, it is unlikely that planning permission would be granted for a solid footpath on the inside of the tree line. Such a footpath would also cause potential damage to the tree roots during its construction if too close to the trees. It was also noted that the existing pavement was too narrow for cars to park on fully, therefore any cars doing so would overhang the road.

It was suggested that Cllr Davis and Cllr Russell put together a short article in response to Mr Barker's article and ask Mr. Barker if he would publish this in March edition of Parish News.

8.2 The Institute – moving forward with the lease arrangements.

The social club are preparing to hold their AGM on 24th February and Mr Reed will present members with the updated Constitution for their agreement. Once this has been entered into it is hoped that the club can complete the trust Deed and then the lease agreement with the council. Cllr Richards and Davis hope to be present at the club AGM to help answer any queries which may arise.

8.3 Emergency planning – update and next steps.

Cllr Russell reported that a meeting had been arranged for 17th February and that a parishioner who had offered to assist would also attend this meeting. He would feed back from this at the next PC meeting. Clerk to contact the Primary school Head teacher to try and obtain a copy of the school's emergency plan so that the group can be sure this will integrate with the parish emergency plan.

8.4 The Great British Spring Clean 3rd – 5th March 2017

The Clerk confirmed that the parish event was to be on 4th March from 9.30am until 11.30am meeting at the social club. TWBC had been informed and had confirmed that the necessary equipment could be borrowed. The WI had offered to serve hot cross buns and members of the council tea and coffee.

Cllr Stevens will provide 4 cones to hold up the signs which will serve to warn motorists. Clerk to get four A2 sized signs laminated to go on boards which are used for APM. Signs to say 'Litter picking in progress'.

9. CONSULTATIONS.

9.1 Draft Kent Drug and Alcohol Strategy 2017 – 2022. This consultation is open from 9 Jan 2017 to 19 Feb 2017

<http://consultations.kent.gov.uk/consult.ti/KentDrugandAlcoholStrategy/consultationHome?done=GRPJustRegistered>

Members of the council had read the strategy and were supportive of it. Clerk to confirm this response. Proposed Cllr Richards, seconded Cllr Davis, unanimous.

9.2 Freight Action Plan for Kent Public Consultation. This consultation is open from 16 Jan 2017 to 12 March 2017.

<http://consultations.kent.gov.uk/consult.ti/freightactionplan/consultationHome>

The clerk outlined the Plan which some members had read. The council offered answers to the question set provided by the consultation. Clerk to send answers through.

10. UPDATES (no decisions)

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

Cllr Isaacs had been in contact with the school about parking issues which they were experiencing. It was suggested to the school that they should put out their cones to prevent unsociable parking.

Clerk to try and arrange for PCSO to visit between 8.20am -8.30am in the morning or around 3.15pm, to speak to anyone parking in an unsociable manner

Cllr Jenkinson had attended the 4th meeting of the Noise Management Board (NMB) set up by the Gatwick Arrivals Review. This was also attended by Cllr Russell, Cllr March and Cllr Larkin Cllr Russell reported that a fair amount had been achieved by the NMB. Aircraft had been modified to reduce the whining noise made on descent. The parties are looking at 'fair and equitable dispersal'.

Cllr Russell said that it is obvious that some areas are much more affected by these problems than Horsmonden and that in comparison to these areas we are not blighted by the same extent of aircraft noise, at present. It was however important to monitor the changes especially with the dispersal of routes if this takes place.

The clerk had now received the raw data from the aircraft noise monitoring which had taken place in September 2016. It was suggested that the clerk approach Mr. Stubbings to see if he can assist at all with interpretation of this data as it needed someone with some knowledge of the situation.

It was noted that Richard Streatfield would be stepping down from the Chairmanship of HWCAAG.

Cllr Davis had spoken to Mr Musgrave from the National Trust about the possibility of attending our APM again this year, as he had not been able to attend last year. He would like to update the village on Sprivers and the National Trust. Cllr Davis to pursue.

This meeting ended at 10.00pm