

MINUTES OF THE
ANNUAL MEETING OF HORSMONDEN PARISH COUNCIL
HELD IN HORSMONDEN VILLAGE HALL at 7.30 P.M. ON MONDAY 14th MAY 2012

Present: Cllr March (Chair)
 Councillors Clemson (outgoing), Cheesman, Parker, Stevens, Davis, Jones,
 Kerrigan, and Russell

In attendance: Lucy Noakes (Clerk)
 No public
 Cllr McDermott (TWBC)

Declarations of Interest: Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr Kerrigan declared an interest in item 12.5 Paddockwood community advice centre, as she had applied to be accepted as a volunteer for this, although she had not yet started to give advice out.

1. APOLOGIES FOR ABSENCE

Cllr A King (KCC)
 Mike McKenzie (Brenchley Parish Council)

2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

It was proposed by Cllr Stevens seconded by Cllr Parker and unanimously agreed that Cllr March be elected as Chair for the forthcoming year. Cllr March accepted this post for another year.

It was proposed by Cllr Parker and seconded by Cllr Stevens that Cllr Davis be elected to vice – Chairman, and this was voted for unanimously.

3. DECLARATION OF ACCEPTANCE OF OFFICE

All Councillors present signed the Acceptance of Office including the Written Declaration to Observe the Code of Conduct for a further year. The signature s were witnessed and countersigned by the Clerk.

Cllr Fletcher was not present at the meeting. The clerk tried to make contact with Cllr Fletcher, but was not able to.

4. ELECTION OF OFFICERS & COMMITTEES

It was proposed, by the Chair and unanimously agreed that the Committee structure, should be as detailed below for the next year:

Committee	Officer Membership
Business/Retail Liaison	Cllr Cheesman, Cllr Kerrigan
Project Management/Finance Committee*	Cllrs Davis, Fletcher, March and Russell. Chair – to be elected next committee meeting
Footpaths	Cllrs Davis and Kerrigan
Horsefair & Police Liaison	Cllrs March, Kerrigan and Stevens
KALC Representatives	Cllr Cheesman
Planning*	Cllrs Stevens, Fletcher, March, Parker, Davis, Kerrigan, Jones and Russell. Chair – to be elected next committee meeting.
Play Area	Cllrs Fletcher, Stevens, and Cllr Parker
School Governor	Cllr Jones

Highways& Lighting	Cllrs Stevens and Jones
Village Green Custodians	Cllrs Cheesman, March, Stevens and Parker
Village Hall	Cllrs Russell and Stevens
Sports Ground	Cllrs Davis, Kerrigan , Jones, March and Parker
Institute Building	Cllrs Davis, March, Fletcher, Parker
Public conveniences	Cllrs March, Russell, Stevens, Parker

* Chair to be nominated at next meeting

5. PUBLIC SESSION

Cllr McDermott congratulated Cllr March upon her re-election as Borough Councillor for TWBC and went on to explain that a new leader for TWBC was to be elected by a full vote of the Borough Council shortly.

6. MINUTES OF PARISH COUNCIL MEETINGS

Minutes of the parish Council meeting 2nd April 2012 & planning meetings 16th April 2012 and 9th May 2012

Minutes of the Parish Council Meeting held on 2nd April 2012 were taken as read and proposed for approval by Cllr Stevens, seconded by Cllr Parker, carried and signed by the Chairman.

Minutes of the Planning Committee Meetings held on 16th April 2012 and 9th May 2012 could not be voted upon as there were not enough members present to who were also at these meetings.

7. MATTERS ARISING

- **Computers from the old Library to the Social Club** –Mr Hughes, Mr Kellas, Mr Rigby and Mr Larkin are working on this project to put forward a plan to apply for a grant of £1000 towards this project from Cllr King(KCC)
- **Risk assessment of Institute Building** –The Clerk has arranged for Mr Prentis form KCC to carry out the PEAT testing in the Village Hall and Institute on 13th June.Mrs Botten is arranging for the Fire Alarm and lighting systems to be repaired at the club.
- **Millennium Plaque**– Now fully installed and completed. Dukes have completed the tarmac around the plaque.
- **First Registration of Village Green** –The Clerk was still waiting to hear from the Land Registry on this matter.
- **Conservation Area Map**–Alan Legg from TWBC Heritage had agreed to provide some funding towards the map, which is to be position on the reverse of the footpaths map.Mr Naylor was dealing with this matter.
- **War memorial names** – Cllr Clemson has a list of names of soldiers killed during the 1st and 2nd World Wars, who are not listed on the War memorial. These names are read out each year at the Remembrance service, but the PC has been unable to prove any links with the village, so far. Clerk to speak to martin Powell at Brenchley to see how they traced the history of the names on their memorial.

- **Street lighting replacement** – Cllr March and the Clerk are meeting with representatives from SEC (Southern Electric Company) to negotiate a new maintenance contract shortly.
- **Projector for the Village Hall** – PC awaiting agreement from the VH committee regarding the type of screen and projector system(fixed or portable).

8. PLANNING

8.1 Planning Submissions/Issues

Planning Application No:	TW/12/01239/HOUSE
Proposal:	First floor extension to form en-suite bathroom
Location:	31 Oast View Horsmonden Tonbridge Kent TN12 8LE
Recommendation:	Approval
Proposed:	Cllr Stevens, seconded Cllr Parker. Carried.
Comments:	Suitable modification to enhance the property.

Planning Application No:	TW/12/01270/FUL
Proposal:	Demolition of three detached garages and removal of porch. Two single storey extensions and a first floor extensions and alterations. Provision of replacement garage within residential curtilage and stable building outside residential curtilage
Location:	Gate House Lamberhurst Road Horsmonden Tonbridge Kent
Recommendation:	Refusal
Proposed:	Cllr Davis, seconded Cllr Parker. Carried.
Comments:	Refusal on the basis that the bulk of the garage building is inappropriate for the location.

Planning Application No:	TW/12/01275/LBC
Proposal:	Listed Building Consent: Demolition of three detached garages and removal of porch. Two single storey extensions and a first floor extensions and alterations.
Location:	Gate House Lamberhurst Road Horsmonden Tonbridge Kent
Recommendation:	Approval.
Proposed:	Cllr Stevens, seconded Cllr Jones. Carried.
Comments:	Suitable modification to the existing building, subject to the Conservation architect's approval

9. ACCOUNTS AND FINANCE

9.1 Parish Council Accounts-to-date

Cllr Stevens proposed acceptance of the accounts to 13th May 2012 as shown. This was seconded by Cllr Parker, unanimous.

Horsmonden Parish Council Accounts as at 13th May 2012

Balances

Current account b/fwd 01.04.2012	£ 1,188.26	
Deposit account b/fwd 01.04.2012	£ 44,613.17	
Interest received (Deposit Account)		

Item	Ref	Receipts	Payments
Mrs L Noakes - April Salary	S/O		£ 639.35
Mrs L Noakes - April Salary (correction on above)	S/O		£ 20.04
Bt Payment For internet services	D/D		£ 50.40
HM Revenue and Customs - Tax and NI L Noakes	410045		£ 10.69
Mr S Jones - scavenging - April	410046		£ 61.52
Mr C J Couchman - April Clock and play area	410047		£ 80.48
Mrs L Noakes - stamps and envelopes at PO	410048		£ 55.88
Mrs L Noakes - stationery	410049		£ 26.53
EJP Fire Protection Ltd	410050		£ 144.00
Specialist Hygiene Services	410051		£ 178.71
Actions With Communities in Rural Kent	410052		£ 35.00
Kent Association of Local Councils	410053		£ 732.68
TWBC - Rates for Public conveniences	410054		£ 1,170.00
Cllr March - refund for printing services	410055		£ 32.60
Communicorp - clerk and Council direct mag.	410056		£ 12.00
Ist Half of precept from TWBC		£ 28,656.00	
Grant for Jubilee celebrations from TWBC		£ 1,090.00	
Interest on Current account	04.05.2012	£ 0.94	

Current Account as at 13.05.12	£ 2,685.32
Deposit Account as at 13.05.12	£ 69,613.17

TOTAL BANK: £ 72,298.49

9.2 Annual Return/End of Year Accounts 2011-2012 including amended minute balance to 31st March 2012.

Prior to examining the accounts the Chair proposed thanks to Cllr Stevens for his recent work in putting up two signs and adjusting the springs to the gate in the parish play area. The amended accounts in respect of the period up to 31st March 2012 were presented to the Council and it was proposed by Cllr Parker that these be approved by the council. This was seconded by Cllr Russell. Unanimous.

The Clerk reported that the Year end accounts had now been audited by the internal auditor and had been found to be satisfactory. Cllr Parker thanked the Clerk on behalf of the Council for her work in preparing the accounts. It was proposed from the Chair that the accounts be accepted by the Council and that the Council authorise Cllr March, as Chairperson and Lucy Noakes as Responsible Financial Officer to sign them on behalf of the Council before returning them to the External Audit Commission. Unanimous.

9.3 Auditor's Report.

The Clerk read aloud the report from the internal auditor from Kent Audit. The auditor had advised that the Parish Council equipment should be marked to denote ownership and that all property should be more specifically outlined on the Asset register, so that it could be more easily identified if lost or stolen. Clerk to contact the police regarding stickers for equipment. Cllr Davis offered to photograph equipment so that photographs could be kept on record.

9.4 Annual renewal premium for Parish Council's Insurance with Aon, alternative quote from Zurich.

The Clerk had received an alternative quotation for the Parish Councils' insurance renewal from Zurich Insurance. The Chair proposed that the Council uptake the premium of £2852.55 quoted by Zurich for a 3 year term, instead of the quotation of £3417.41. This was voted for unanimously.

10. **HIGHWAYS AND GROUNDS MAINTENANCE**

10.1 Highways report/update

Cllr Stevens reported the following for Highways department's attention:

- Pot hole by 50mph sign on Maidstone Road
- Pot holes by telephone box near Churn lane entrance , Maidstone Road
- Verge breaking up in a number of places on the east side of the entrance to Castlemaine Farm and House.
- Pot hole on east side of junction for Yew Tree Green Lane
- Pot hole opposite entrance to Paygate on Maidstone Road.
- Pot hole just before Gunlands on left hand side of road.
- The road is disintegrating near to Hayman's Hill Farm and Oast at the bottom of the dip (near the pond) on to Hayman's Hill. This is frost and water damage.
- Damage to Smallbridge lane due to water flowing down the side of the road which originates from the Rectory Park area.

10.2 Street lighting

Clerk to inform EDF of new UMSUG codes for the new lights. This will result in a recalculation (and hopefully a reduction) of future electricity bills for the PC.

Clerk and Cllr March to meet with SEC to negotiate a new maintenance contract shortly.

10.3 Renewal of grounds maintenance contract with Dukes – estimate for 2012/13

Dukes had written to the Clerk to say that they estimated an increase of approximately 2% on last year's grounds maintenance bill. It was noted that as Dukes now operated on a 'cut as needed basis' rather than a 'set number of cuts per year', the council's bills over the last few years had reduced to that previously.

It was proposed by Cllr Jones and seconded by Cllr Stevens that the Parish Council continue to employ Dukes for 2012/13 to carry out grounds maintenance works for them.

On the subject of grounds maintenance the Clerk said that she had recently been contacted by Robin Morton about the cutting of the grass area outside the Old Oast Lamberhurst Road again. It was thought that the council had agreed in a previous meeting that they could not extend to cutting this area under their maintenance contract with Dukes, as there did not seem to be any evidence that this was Parish Council land, or that the Council had maintained it previously. It was suggested that the Clerk contact Mr Morton and ask him if he could remember when the PC used to have this area cut, or when they stopped cutting it and why.

The Clerk had also received a letter from Peter Holloway of Rootcause Ltd, as Mr Holloway had very kindly offered to examine the Horse Chestnut tree on the corner of the village Green and give his professional opinion of the tree's health. The letter from Mr Holloway was extremely helpful and informative and it concluded that no action needed to be taken with the tree at present. The PC were extremely grateful to Mr Holloway for his help in this matter and asked the clerk to write and thank Mr Holloway for his time and help.

10. **PARISH COUNCIL ADMINISTRATION**

11.1 Public conveniences –Building Regulations

The Clerk had received a letter from Mr Honeysett offering hi service to carry out the building regulations part of the works required. It was suggested by the Coucil that the clerk ask DC Hudson, Peter Bell and Mr Honeysett to quote for Building regulations, tender process and management of the project so that they could decide how to continue with this project.

11.2 Lease for the sports ground

Mr Fisher from the Sports club is to meet with the Clerk, and Cllr March shortly to discuss this matter further.

Cllr Parker was going to ask her father if he was able to draft the Land registry compliant plan for the sports ground.

The Clerk had received a first draft of the lease. Cllr Kerrigan offered to read through this and comment.

11.3 Remedial works needed at the Institute for Fire alarm system and emergency lighting

The Clerk had received a quotation for £389.50 to put right the emergency lighting and alarm systems at the Institute. It was proposed from the chair that this quotation be accepted and the work carried out as a matter of urgency. Unanimous.

11.4 Village Hall and Institute PEAT testing

The Clerk had received several quotes to carry out the PEAT testing for electrical appliances in the Village Hall and Institute. As the quotations were all under £200 the Chair had decided to opt for the services provided by KCC Commercial services, as these seemed to be the best value for money. Clerk to organise the testing for both buildings shortly.

11.5 Horsefair 9th September 2012

Cllr March had recently spoken to CI John Bumpus and there will be another meeting about this shortly with TWBC. The Police will be present at the event but have made it clear that they will not manage the event, as this must be done by the event organisers.

11.6 Planning meetings in 2012 – preferences from members.

The Clerk explained that although the PC wishes to move back to the Village Hall for planning meetings, it was unlikely that these could be held in the Hall on a Monday evening as the Bowls club already used the hall on every free Monday and could not move to another day of the week.

After a discussion it was thought that the most suitable option would be to try and hold planning meetings on a Tuesday evening after the Brownies finish at 7pm as this seemed convenient for most members. Clerk to reschedule meetings and inform all concerned.

12. **CORRESPONDENCE FOR DISCUSSIONS/DECISIONS AS NECESSARY.**

12.1 Queens Jubilee

The plans for the Jubilee were now almost complete. Flyers were going around the village to inform parishioners about the events and details were in the Parish News.

12.2 Armed forces Day – Saturday 30th June

The Clerk had received a letter from Whitehall asking if the village wished to participate in Armed Forces day by flying a flag from a flag pole in the village. It was suggested that the Clerk ask Mr Kellas if he could do so at the Institute and also ask Heath Stores if they would like to raise their flag on 30th June 2012 to show support for the military community at home and abroad.

12.3 Information on fracking from KCC

The Clerk circulated a letter received via KCC about fracking in Kent, as this is something which we could hear more about in the future.

12.4 Consultation on the commissioning plan for education provision 2012-17

Cllr Davis offered to look at this consultation on behalf of the Council and report back on 11th June. It was proposed by the Chair that Cllr Davis complete the consultation on behalf of the council and report back to them. Unanimous.

12.5 Paddockwood community advice centre

The Council had received a letter asking for donations from the Paddockwood Community Advice centre. After much discussion, it was decided that as this was a charity outside the village the same ruling would apply as for others, in that the Parish Council would only support charities within the village itself. The reasoning for this is that it is felt that there are a number of other charities outside the village who could all claim to help those within Horsmonden, but the Parish Council felt that the decision to donate to these or not, should be left to the individual. The proposal was made by Cllr Davis to stick to this ruling in this instance, and this was seconded by Cllr Stevens. Unanimous.

The Meeting closed at 11.10pm