

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 3RD JULY
2017

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

In attendance: Lucy Noakes (Clerk)
2 members of the public.

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr March noted an interest in item TW/17/01991/FULL as the applicants were her neighbours and she left the room whilst the discussion took place taking no part in the proceedings. Cllr Russell noted an interest in item 8.5 – about the cooption procedure for a new parish councillor, as he is related to one of the candidates. He will not take part in any of the interview and cooption proceedings. No other declarations were noted.

1. APOLOGIES FOR ABSENCE

None.

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.

Mr Devenish and Mr Streeter from Horsmonden Sports and Cricket clubs had come to the meeting to speak to the council about an event which the sports club intended to hold at the Sports field on 30th July 2017. As part landlords of the grounds, the Parish Council were keen to learn the details of the intended event to ensure it was within the remit of the current lease arrangement held with the club, as some of the details had yet to be confirmed .

Mr Streeter outlined the event and advised that the monies raised would go towards three different charities, Barnardos, The Aspinall Foundation and Horsmonden sports club. It was hoped that some ex international cricket player's would be at the event which would help to draw in spectators. The event was largely going to be a promotional event for the sports and cricket clubs, but with the addition of a staff event for Jewson's, who were covering the costs of the event such as the large marquee etc. The event was to be run and organised mainly by Lashings.

Various activities were outlined which would hopefully encourage youngsters from the village and surrounding areas to join the cricket club with some master classes and clinics for different age groups arranged for the day. The event would hopefully also include a celebrity football team which may encourage youngsters to form a new village foot ball team.

Parking was to be carried out by stewards who would be asked to send cars to the rear of the sports ground to avoid the entrance from clogging up with traffic. Hopefully this would prevent a back log of cars on the road. It was considered that cars would be adequately far away from cricket activities to prevent balls from causing any damages. The Sports club confirmed that they have checked with their insurers and are adequately covered for such an event.

Mr Devenish had filled in TWBCs Events form and was working on a Risk Assessment with the help of various other people.

8.2 Sports Club application to hold a charity cricket event on 29th July 2017 at the Sports field.

Cllr March proposed from the chair that item 8.2 be brought forward for discussion. This was seconded by Cllr Stevens, unanimous.

It was noted that the date of the event was now Sunday 30th July not 29th July, as previously advised. The PC was largely supportive of the event as it appeared to be a good event for the whole village.

As the lease between the PC and the sports club specifies 'events held for the benefit of the inhabitants of Horsmonden' Cllr Davis proposed that the council vote to the effect that they consider this activity to be within the terms of the lease agreement. Seconded Cllr Stevens, unanimous.

Bearing this in mind the club could continue with the event unhindered and without the necessity to consult the parish council any further. The Clerk would let Dawn Gabriel know that she should liaise with the sports club direct.

The members of the council did offer the following advice regarding the event:

Make sure the risk assessment and evacuation plan are considered and completed appropriately.

Check the insurances of Lashings and Jewson's and any other parties involved in the arrangements to ensure that they are adequate.

3. **MINUTES OF PREVIOUS MEETING**

Agree the minutes of the Annual Parish Council Meeting 12th June 2017 and Planning Meeting 20th June 2017.

Cllr Jenkinson proposed acceptance of the minutes of 12th June 2017 meeting, seconded Cllr Richards, Unanimous.

Cllr Holloway proposed acceptance of the minutes of the Planning meeting of 20th June 2017, seconded Cllr Stevens. Unanimous

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

Public Rights of Way

Clerk was still waiting to hear.

Rubbish bins and cigarette tray at shelter

Mr Isaacs has installed the concrete bases and will fit the bins asap.

Structural survey of Institute Roof

Councillors Cllr Richards and Stevens together with the clerk assisted Mr Walrond from Bracketts when he attended on 21st June. Nothing untoward was immediately visible, although he did comment on the ceiling tiles in the club. The clerk awaits his report.

BT Box

The Clerk had not heard anything further about this.

Institute Building Works

The clerk was trying to contact Cornford's to see when they could come, but as there was no response she may have to go back out to tender.

Annual Electrical testing

This had all been carried out, however the clerk still awaited certification from PJ electrical for the VG box.

Love Where we Live Awards.

Clerk had contacted the nominees and awaited information to input to TWBC. Deadline was 28th July. Cllr Holloway will ask the Knitting group for information asap. Clerk to chase Sara Foster and the Chemist.

Street Cruiser Bus

Cllr Jenkinson and Holloway had visited the bus and asked for a sign for parents and an amendment to the risk assessment. The sign had been put on the bus, but an amended risk assessment was not yet received. Clerk to chase this and ask for a maximum number of children to be included plus an amendment to the clause saying that the children are supervised at all times.

Public conveniences.

Clerk still liaising with SHS about the price increase, however the toilets are still being cleaned.

Trees

The Clerk had met with Tree works and was awaiting a quote for reduction of the American Oak. Tree works would carry out the pollarding of the limes in October once the leaves were off the trees.

5. PARISH COUNCIL FINANCE

5.1 Agree Parish Council accounts to 2nd July 2017 and settlement of invoices for this period (see appendix 1)

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

APPENDIX 1

Horsmonden Parish Council Accounts as at 2nd July 2017

	Balances
Current account with Co-operative Bank PLC b/fwd 12.06.2017 (assuming all debits and credits have cleared the account)	£ 92,247.26
Deposit account with HSBC b/fwd 12.06.2017 (assuming all credits and debits have cleared the account)	£ 2.43
Long term Bond with HSBC	£70,000.00
interest on HSBC account	

Item	Ref	Receipts	Payments
Mr T J Simms -mending door lock on disabled toilet	401906		£ 40.00
Specialist Hygiene Services Ltd - May cleaning	401908		£ 187.20
EDF Energy - electricity charges for VG box	D/D		£ 37.00
BT Telephone and broadband charges Feb-May 2017	D/D		£ 188.10
B&CE Holdings - the Peoples pension - June contrib	D/D		£ 12.49
Mrs L D Noakes - June salary	S/O Flexi		£ 1,072.97
Mr C J Couchman - June invoice for clock and play area	401909		£ 103.85
HM Revenue and Customs - Tax and NI L Noakes June	401910		£ 175.03
Viking Payments - stationery	401911		£ 109.09
Kent County Council - PEAT Testing	401912		£ 94.08
Choiceleader Ltd (T/A The Marketing Solution and checkmate gifts.)	410913		£ 27.98
David Buckett- Internal audit 2016-17	401914		£ 248.40
Glasdon u.ukLtd - new bin for play area	401915		£ 159.50

Current Account with Co-operative Bank PLC as at 02.07.17 (assuming all credits and debits have cleared the account)	£ 89,791.57
All Accounts with HSBC as at 02.07.17 (assuming all credits and debits have cleared the account)	£ 70,002.43

**TOTAL
BANK: £ 159,794.00**

5.2 Chair to reconcile accounts with bank statement for period up to and including 11th June 2017

The Chair could not carry out this function as the bank statement for this period had not yet been received by the clerk.

5.3. Quotations for replacement of tap in disabled toilet.

The clerk had tried to obtain another quote but had not been successful.

It was proposed by Cllr Stevens and seconded by Cllr Davis that the tap be replaced by a push down tap which was DDA compliant. Unanimous.

The plumber had recommended that a tap offering cold water only would be cheaper. It was proposed by Cllr Davis and seconded by Cllr Russell that the council have a tap which supplied the same mix of water as at present(i.e., if cold only at present, then cold only, but if a mix of hot and cold at present, then a mix should be supplied.) Carried.

Cllr Stevens then proposed that the plumber be asked to use an internet supplier if he can to reduce the price of the tap itself and pass these savings on to the council, seconded Cllr Davis, Unanimous.

5.4 Sports Club application for a grant towards mowing and grounds maintenance.

The Sports club had written to the council to see if they could obtain a grant towards mowing and maintenance costs again this year. They had asked for a contribution of £500 if possible.

After consideration of the matter and bearing in mind the sports ground is used for the benefit of the whole village at times, Cllr Davis proposed that the Parish Council give a grant of £250 to the sports club without prejudice to future years, seconded Cllr Holloway, unanimous.

5.5 Notification of NALC salary scales effective from 1st April 2017

Cllr Russell outlined the two year pay settlement which NALC had announced in 2016 for the years 2016-17 and 2017-18. This meant that the clerk’s salary was raised with effect from 1st April 2017 in line with point 31 on the salary scales set by NALC. The Council noted this increase.

6. PLANNING APPLICATIONS

i) Current applications awaiting consideration by the council:

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Cllr March left the room for item TW/17/01991/FULL taking no part in the discussion or proceedings.

Cllr Davis proposed that Cllr Richards chair the discussion as the Chair of the Planning Committee. This was seconded by Cllr Russell, unanimous.

Planning Application No:	TW/17/01991/FULL
Proposal:	<u>Triple bay garage with storage above</u>
Location:	Swigs Hole Barn Yew Tree Green Road Horsmonden Tonbridge Kent TN12 8HR
Recommendation:	Approval
Proposal:	Cllr Russell, seconded Cllr Davis. Carried
Comments:	Recommended approval as a reasonable garaging facility but subject to first floor use remaining for storage only and only as ancillary to the main dwelling

Cllr March re-entered the room and resumed the chair.

Planning Application No:	TW/17/01451/OUT
Proposal:	<u>Outline (Means of Access and Layout not reserved) - Proposed housing development of 35 dwellings</u>
Location:	Land To The Rear Of Kirkins Close Horsmonden Tonbridge Kent
Recommendation:	Refusal
Proposal:	Cllr Stevens, seconded Cllr Davis, unanimous
Comments:	<p>Recommended refusal on the following grounds:</p> <ol style="list-style-type: none"> 1)It is outside the limits of built development and not an exception site. 2)The feasibility and topography of the site. 3)The potential mass of 35 different styles will not fit with the character of the village. 4)Access – the Parish Council would question the access through Willard's Place as this is a highly pedestrianised area and the Parish Council question if this is an existing right of way? The Kirkins track entrance appears to be based on single way working, with passing bays. This is totally inadequate for the potential traffic movements. 5)There could be a prolonged period of building site disruption for the village. 6)The increased number of houses and people will not benefit the parish as there will be no CIL or S106 money for assistance with new facilities. Existing facilities like the doctor's surgery and local schools will be unable to cope. 7)With the self build concept there is no provision of affordable houses. 8)There are assumptions that the Parish Council will take responsibility for street lighting, but the council will not be willing to do this. 9)The transport statement contained a number of inaccuracies with regards to local facilities and these should be noted: there is only one doctor's surgery, there is only one village shop, there is no separate newsagents, the Post office is an outreach facility run from the village shop and is for only 3 afternoons a week at present, there is one pub/restaurant.

It was proposed by Cllr Jenkinson and seconded by Cllr Larkin that the above application be 'called in' for a decision by the planning committee, if the TWBC officers are minded to approve this application. Unanimous. Clerk to inform the case officer and borough Councillors.

Planning Application No:	TW/17/01926/LBC
Proposal:	<u>Listed Building Consent - Proposed intrusive asbestos survey to establish location and type of asbestos present in building</u>
Location:	Crossways House The Heath Horsmonden Tonbridge Kent TN12 8HU
Recommendation:	Approval
Proposal:	Cllr Richards, seconded Cllr Russell, unanimous.

Comments:	Recommended approval subject to the conservation architects approval.
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The clerk had reported to the enforcement officer that night fishing had been observed in the pond at Grovehurst lane as she had been alerted to this by a parishioner.

7. HIGHWAYS AND GROUNDS MAINTENANCE

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

The clerk to report to /ask KHS:

- Colliers street have had their verges cut already, why are we always so much later?
- Foot path WT279 the sign at the end of the footpath has been painted over. Stile broken further on. Jonathan Bibby to look into this
- Footpath WT334 – the sign at the end of the footpath is missing, Jonathan Bibby to look into this.
- Finger post on corner of green- we asked for a public toilets sign to replace teh church one which was removed, but this has not materialised.
- Finger post at end of Churn Lane – Horsmonden sign still missing.

Cllr Richards will ask the pub to cut the vegetation at the back of their garden as it overhangs Gun Back Lane.

Under grounds maintenance Cllr March raised the topic of memorial benches as she and the clerk had both been approached by two families wishing to install a memorial bench on the green. Mrs Frost had asked for a bench to commemorate her late husband and John Shekyls and his family wished to put any donations received form Jeans funeral towards a bench in memory of Jean Shekyls who had sadly passed away recently.

It was proposed by Cllr Stevens that two suitable sites be found on the green as there were several gaps, seconded Cllr Russell, unanimous. Clerk to let the families know and give a rough cost of £550 as the benches would need installing on concrete plinths which would require digging and laying concrete first and this would need to be included in the cost. Clerk to then obtain a clear price and let the families know before ordering.

Whilst mentioning benches it was raised by the clerk that the plaque from the bench donated from the proceeds of a Horsmonden Gymkhana 1987 organised by Edna Jones was still in a drawer in the parish office. It was suggested that the clerk contact Mrs. Jones and ask her what she would like to do with the plaque. It could be added to Paul Jones’ memorial bench if she so wished or she could have the plaque to keep.

7.2 Street lighting

Nothing to report.

8. ADMINISTRATION

8.1 Administration of Residents meeting on 6th July.

Cllr Larkin offered to organise the refreshments. She will purchase the necessary provisions on account from Heath Stores and arrive in time to set up tea and coffee facilities on the evening. She also offered to obtain 4 clip boards for councillors to use on the evening to ask for the names and email addresses of those attending and whether they were willing to volunteer if the project should go ahead.

Cllr March said that she thought a microphone of some sort was required. Cllr Richards offered to organise this facility for the hall on that evening.

The Clerk confirmed that Kelvin Hinton would be attending with a power point and the Chairs to Goudhurst and Hawkhurst NH Planning groups.

Cllr March would Chair the meeting and it was suggested that she make it clear that there could be no binding decisions made that evening but that the council would make a decision on the matter at their next meeting on 4th September.

8.2 Sports Club application to hold a charity cricket event on 29th July 2017 at the Sports field.

This had been discussed and decided on at an earlier stage in the meeting.

8.3 Invicta Law take over from KCC Legal – agreement of terms and conditions for acting as legal advisers.

It was proposed by Cllr Richards and seconded by Cllr Russell that the Council continue with the lease preparation which had started through KCC Legal who had now become Invicta law.

Unanimous.

8.4 The Institute repairs and works /lease.

The repairs through Cornford's had been mentioned in matters arising, as had the survey of the roof. The Council were awaiting confirmation from the social club that they had adopted the Trust document and were happy to go ahead with signing the lease as drafted.

8.5 Arrange administration of the cooption procedure for new councillor.

It was noted that Cllr Russell was related to one of the applicants so he could not take part in the process. Cllr Davis also felt that he knew some of the candidates too well to form an unbiased judgement.

Cllrs Jenkinson, Larkin and Richards offered to accompany Cllr March in the interview procedure, which would be to follow a set of questions laid down by the council and judge each candidate on the same criteria. The dates of the interviews would be likely to be in August. Clerk to negotiate with the councillors, candidates and VH booking to find a suitable date for all.

9. CONSULTATIONS.

9.1 Kent County Council - Older Persons and People Living with Dementia Wellbeing Core Offer ends 23rd July 2017

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

Cllr Larkin offered to answer the questionnaire on behalf of the council. It was proposed by the chair and seconded by Cllr Stevens, unanimous.

9.2 Kent County Council - Tunbridge Wells Cultural and Learning Hub - Design Consultation ends 26th July 2017

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

It was suggested that this be left until the councils planning meeting as the council had run out of time to make any more legal decisions at this meeting.

10. UPDATES (no decisions)

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

The clerk asked who would be taking the minutes for the planning meeting on 18th July if it should go ahead as she was not available at this time. Cllr Jenkinson offered to take minutes and report the comments to TWBC.

The village shelter was missing a couple of slats and it was proving difficult to source replacements for these Cllr Stevens suggested trying Rother valley Timber as they will prepare wood to the correct dimensions.

This meeting ended at 10.40pm