

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 8TH JANUARY
2018

Present: Cllr March (Chair)

Councillors Davis, Russell, Stevens, Jenkinson, Larkin, Holloway, Richards and White

In attendance: Lucy Noakes (Clerk and RFO)
No members of the public were present

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 Hamilton (KCC)

Cllr McDermott (TWBC)

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 4th December and Finance Committee Meeting 11th December.

The minutes for 4th December meeting were proposed for acceptance by Cllr Stevens, seconded by Cllr Jenkinson and carried.

The minutes for 11th December Finance Committee meeting were proposed for acceptance by Cllr Richards, seconded by Cllr Russell and voted for unanimously by those who took part in that meeting.

4. MATTERS ARISING (no decisions)

Public Rights of Way

The Clerk had met with Laura Wilkins at KCC on 13th December and completed an elongated statement in respect of the application. Mrs Wilkins would now contact those other parishioners who had completed a short statement to see if they were also willing to complete a full statement. Further research and mapping would then be carried out before Mrs Wilkins could place the matter before a committee to decide the outcome.

Emergency Planning

A further table top exercise was planned to take place in the next couple of weeks.

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

The clerk had now passed details of the further information which was required for the application to take place, to Cllr Richards and Davis who would gather this information together.

Parish Toilets

There had been some vandalism in the toilets which the clerk had reported through the police's non-emergency line. It was suggested that the clerk alter the timer to lock the doors at 5pm.

Register beacon for November 2018 Event

The Clerk had registered Horsmonden to have a Beacon as part of the memorial event. She had emailed HoVEC and St Margaret's Church to see if they wished to be involved in an event on the Green and around the memorial, as the church bells could also be rung to take part in the event. There was to be a HoVEC meeting on Thursday 11th January at 8pm and Cllr March would try to raise the point then. It was suggested that the Clerk contact martin Drinkwater who now organises the Poppy appeal to see if he can obtain some large plastic poppies which can be fixed to street lights etc in the village centre. The Knitting group to consider making some knitted poppies which can be used to make hanging displays.

Street lighting electrical and corrosion testing

The electrical and corrosion tests were to take place later that week. The Clerk had written to parishioners to ask them to cut back any vegetation where necessary so that access to the lights could be gained.

Data protection legislation updates

The Clerk had registered the Council with the ICO. Cllr March and the Clerk to attend the KALC training on GDPR on 11th January and report back to next meeting.

Parish Play area

Cllr Jenkinson had received comments from children using the play area that the larger swing seats were uncomfortable as they were so narrow. The cradle seats were now missing some of their rubber protection and cracking slightly. The rope ladder has some of its sheathing missing and the roundabout is squeaking. It was suggested that Play dale be asked to assess and quote.

Buses

Clerk to look out for consultation and put the link up on website and boards once its available.

Institute

The Clerk had confirmed to Hurstway that they wished to go ahead with the quotations. She is now awaiting a date for commencement of the works with them.

5. PARISH COUNCIL FINANCE

5.1 Agree Parish Council accounts to 7th January 2018 and settlement of invoices for this period (see appendix 1)

The following list of payments and receipts issued as 'Appendix 1' were examined by those present and proposed for acceptance by Cllr Holloway, seconded Cllr Jenkinson, unanimous.

Appendix 1

Horsmonden Parish Council Accounts as at 7th January 2018

	Balances
Current account with Co-operative Bank PLC b/fwd. 04.12.2017 (assuming all debits and credits have cleared the account)	£ 106,813.95
Deposit account with HSBC b/fwd. 04.12.2017 (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
St Margaret's PCC - booking the church hall - Finance meeting	401981		£ 25.00
SE Water choice - water supply the Public toilets- 5.12.2017	401982		£ 114.54
Trevor Simms - fixing benches to the green	401983		£ 57.75
Information Commissioners Office - Data Protection registration	401984		£ 35.00
EDF Energy - electricity Public conveniences	D/D		£ 117.49
EDF Energy - electricity supply village green	D/D		£ 65.50
BT - phone and broadband plus mobile	D/D		£ 257.53

Hummel Electrics Ltd - renewal of photocell and o/s office	401985		£ 56.58
Mrs L D Noakes - Dec salary plus overtime, plus bonus and petrol	S/O Flexi		£ 1,413.26
Mr C J Couchman - December clock and play area invoice	401986		103.85
HM Revenue and Taxes - Tax and NI Mrs L Noakes November	401987		175.03
HM Revenue and Customs - Tax and NI L Noakes December	401988		£ 406.86
MLM Consulting Engineers Ltd - civil engineering design	401989		2,415.00
W Filtness - cleaning benches, bins, shelter, boards	401990		£ 90.00
E. On - street lighting 1.10-31.12.17	401991		£ 498.17
Specialist Hygiene services - December cleaning	401992		£ 204.61
The Heath Stores - refreshments and hospitality	401993		£ 18.53
Grant from KCC for traffic solutions project		£ 2,000.00	
Refund for electricity charges for charity cycling event		£ 5.91	

Current Account with Co-operative Bank PLC as at 07.01.18 (assuming all credits and debits have cleared the account)	£ 102,765.16
All Accounts with HSBC as at 07.01.18 (assuming all credits and debits have cleared the account)	£ 70,002.43

TOTAL
BANK: £ 172,767.59

5.2 Chair to reconcile accounts with bank statement for period up to and including 3rd December 2017

The Chair was able to reconcile the accounts up to and including 3rd December 2017 with the bank statement for this period and signed the statement together with the accounts schedule.

5.3 Chair to reconcile accounts with bank statement for period up to and including 5th November 2017

The Chair was able to reconcile the accounts up to and including 5th November 2017 with the bank statement for this period and signed the statement together with the accounts schedule.

5.4 Discuss and agree the Parish Precept for 1st April 2018-31st March 2019

Cllr Russell explained that the Finance Committee had gone through the entire budget of the council line by line looking carefully to see where additional savings could be made. They had added some new items in respect of the employment of an additional member of staff which was required to ensure the smooth running of the council. The amount in respect of Traffic solutions had increased in order to provide for the implementation of the suggested solutions and an amount of £7000 had been precepted in respect of Neighbourhood planning to cover expenses and costs which may not be covered by any grant received. Some provision had been made for children and youth entertainment in the school holidays following the cancellation of the Street Cruiser.

Taking all of this into account the Finance Committee had recommended a Precept of £90,000 for 2018/19. This represented an increase of 5.39% on last year's precept and an actual increase of 2.7% after the adjustments to the tax base which TWBC had to implement and would result in an increase from 23p to 24p per day for a tax payer in a typical band D property.

Cllr Russell proposed that the council set the parish precept at £90,000 for the year 2018/19 and this was seconded by Cllr Davis and voted on unanimously.

The clerk will notify the Finance director at TWBC, Mr Colyer.

6. PLANNING APPLICATIONS

i) Current applications awaiting consideration by the council:

Planning Application No:	TW/17/03870/FULL
Proposal:	<u>Demolition of 2 no. existing outbuildings and erection of a new oak framed garage</u>
Location:	Lambkyns School House Lane Horsmonden Tonbridge Kent TN12 8BJ
Recommendation:	Approval.
Proposal:	Cllr Davis, seconded Cllr Richards, unanimous
Comments:	Recommended approval. An appropriate development.

Planning Application No:	TW/17/03871/LBC
Proposal:	<u>Listed Building Consent: Demolition of 2 no. existing outbuildings and erection of a new oak framed garage</u>
Location:	Lambkyns School House Lane Horsmonden Tonbridge Kent TN12 8BJ
Recommendation:	Approval
Proposal:	Cllr Stevens, seconded Cllr Russell, unanimous.
Comments:	Recommended approval, subject to the conservation architect's approval.

Planning Application No:	TW/ 17/03944/FULL
Proposal:	<u>Erection of a first-floor extension over existing kitchen, new double doors to kitchen and internal works to form a new staircase</u>
Location:	Shirrenden Brenchley Road Horsmonden Tonbridge Kent TN12 8DN
Recommendation:	Approval.
Proposal:	Cllr Richards, seconded Cllr Russell, unanimous.
Comments:	Recommended approval. Reasonable extension to the building.

Planning Application No:	TW/17/04073/FULL
Proposal:	<u>Demolition of existing single storey rear extensions and porch; construction of two-storey side and rear extension with Juliette balcony to rear, to include a relocated front entrance with front porch extension, and single storey rear extension</u>
Location:	10 Church Meadow Maidstone Road Horsmonden Tonbridge Kent TN12 8DQ
Recommendation:	Approval.
Proposal:	Cllr White, seconded Cllr Stevens, unanimous.
Comments:	Recommended approval. Reasonable extension in keeping with neighbouring properties.

Planning Application No:	TW/17/04060/LBC
Proposal:	<u>Listed Building Consent - Conversion of barn to form a new dwelling</u>
Location:	Barn 30M S of Yew Tree Farmhouse Yew Tree Green Road Horsmonden Tonbridge TN12 8HP
Recommendation:	Approval.
Proposal:	Cllr Russell, seconded Cllr Davis, carried.
Comments:	Recommended approval. Acceptance of the reasonable amendments to the original proposal, subject to the views of the conservation Architect.

Planning Application No:	TW/17/04071/FULL
Proposal:	<u>New garage, access, drive and turning area</u>
Location:	Pond Cottage School House Lane Horsmonden Tonbridge Kent TN12 8BJ
Recommendation:	Approval.
Proposal:	Cllr Stevens, seconded Cllr Richards, unanimous.
Comments:	Recommended approval. Suitable addition to the property

Planning Application No:	TW/17/04139/FULL
Proposal:	<u>Two-storey side and rear extension and single storey rear extension</u>
Location:	2 Church Farm Cottages Brick Kiln Lane Horsmonden Tonbridge Kent TN12 8EJ
Recommendation:	Approval.
Proposal:	Cllr Davis, seconded Cllr Holloway, unanimous.
Comments:	Recommended approval. Suitable extension to the property.

Planning Application No:	TW/17/04114/FULL
Proposal:	<u>Erection of an oak framed conservatory garden room to rear elevation</u>
Location:	Woodpeckers Castlemaine Oast Maidstone Road Horsmonden Tonbridge Kent TN12 8HB
Recommendation:	Approval
Proposal:	Cllr Richards, seconded Cllr Davis. Vote recorded as requested as 5 in favour, 4 against- carried
Comments:	Recommended approval. Reasonable extension

Planning Application No:	TW/17/04115/LBC
Proposal:	<u>Listed Building Consent: Erection of an oak framed conservatory garden room to rear elevation</u>
Location:	Woodpeckers Castlemaine Oast Maidstone Road Horsmonden Tonbridge Kent TN12 8HB
Recommendation:	Refusal.
Proposal:	Cllr Richards, seconded Cllr White, unanimous.
Comments:	Recommended refusal. Not in keeping with the character of the building. Subject to the conservation architect's opinion.

ii) **Any other planning business (discussion only - no decisions can be made)**

Applications granted

TW/17/03099/FULL – All Saints Church, Maidstone Road
 TW/17/03100/LBC - All Saints Church, Maidstone Road
 TW/17/03320/FULL – Pond OS Plot 3666, Grovehurst Lane
 TW/17/03419/FULL – 2 Heathfield Cottages, Furnace lane
 TW/17/03469/FULL – 3 Botany Bay, Lamberhurst Road
 TW/17/03556/FULL – The Green Barn, Swigs Hole Farm, Yew Tree Green Road.
 TW/17/03776/FULL – 1 Elphicks Farm Cottages, Spelmonden Road.
 TW/17/03732/FULL - Hill Top, Lewes Heath

Applications Refused.

None

7. HIGHWAYS AND GROUNDS MAINTENANCE

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

Cllr Stevens reported that the white lining needed re-painting at the following places:

Junctions of Churn Lane /Maidstone road

Junction Maidstone Road and Yew Tree Green Road.

There were several reports of large lorries damaging rural verges and making potentially unnecessary trips down rural lanes in the area. It was suggested that parishioners living in these roads could become members of lorry watch.

7.2 Tree work - Discuss/decide any further actions on the Red Oak on the green

It was proposed by Cllr Davis and seconded by Cllr Jenkinson that the PC ask Root cause if they could provide a quotation to come and carry out investigative tests on the Red oak to confirm the state of its root structure and trunk. Unanimous

7.3 Street lighting

The clerk would hopefully be able to report back on the electrical testing and corrosion testing next month as well as provide some quotations for ongoing maintenance of the street lights if the council wished to consider retendering for the maintenance contract.

8. ADMINISTRATION

8.1 Next steps on appointment of additional member of staff

It was suggested that the Clerk convene a meeting of the Personnel Committee for 23rd January after the planning meeting if possible. The job descriptions, person specification and adverts etc could then be discussed and agreed at this meeting together with the next steps advertising the position and interviewing candidates etc.

8.2 Neighbourhood planning. Updates and agree a budget for room hire and other expenditure.

The NH planning group would be holding the initial and inception meeting with Fera on 26th January.

The group hoped to hold a monthly meeting in the church hall which would cost approximately £25 each month. They also required a small budget for refreshments at some of their larger meetings where consultants and members of the public may be present. It was proposed by Cllr Davis and seconded by Cllr White, that a sum of £350 be set aside as a budget for hall hire plus refreshments for the group. Unanimous.

8.3 Traffic Solutions- update and agree the next steps and quotations.

Cllr Davis reported that the posts for the SID's would be put into position later that week and he would hope to hold a meeting with a KHS representative to hand over the equipment soon after that. The details for the white lining and gateways were still being drawn up and the council would hopefully be able to hear more about at the next meeting. Details to be placed on website to update residents.

9. CONSULTATIONS

9.1 The Kent Minerals and Waste Local Plan 2013-30 – ends 28th March 2018

It was proposed by Cllr Richards and seconded by Cllr Davis that the council should state that they were in agreement with the consultation. Unanimous.

10. UPDATES (no decisions)

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

It was reported that the Environment agency were developing a mapping tool for waste and fly tipping

Cllr Jenkinson had attended the Crime Prevention and safety Conference which had been most informative.

Cllr March had recently attended the Parish Chairman's meeting.

Cllr Davis requested that Christmas lighting be added to the agenda in February so that the council could discuss whether it needed to purchase anything for next year.