

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 5TH DECEMBER
2016

Present: Cllr March (Chair)
Councillors Davis, Russell, Richards, Isaacs, 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.
None were recorded.

1. APOLOGIES FOR ABSENCE

None.

2. CO-OPTION

Formal co-option of new parish Council member, Mrs Alison Larkin

Members of the council had agreed under item 8.4 of their meeting on 7th November to co-opt Mrs Alison Larkin as the new member of the parish council. The Clerk now presented Mrs Larkin with the formal confirmation of office and this was signed by Mrs Larkin and witnessed by the clerk. Councillor March welcomed Mrs Larkin on to the council and each member introduced themselves briefly.

3. 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.

4. MINUTES OF PREVIOUS MEETING

Agree the minutes of the Parish Council Meeting 7th November and 22nd November 2016

Cllr Stevens proposed acceptance of the minutes of 7th November meeting, seconded Cllr Russell. Carried
Cllr Holloway proposed acceptance of the minutes of the meeting of 22nd November 2016, seconded Cllr Jenkinson. Carried.

5. MATTERS ARISING (no decisions)

Public Rights of Way

Clerk still waiting to hear

Parish Toilets

The clerk is still monitoring the cleaning. The lock on the disabled toilet had been mended by a gentleman from Locks 4 All and was locking correctly after he had been. However the Clerk still had her reservations about the locking mechanism on the door and would continue to check. The soap dispenser in the disabled toilet was broken and the clerk was trying to source another metal one, however most seemed to be plastic. Cllr March suggested contacting Denise Haylett at TWBC for sources of suppliers.

Tree work on Green

Cllr Stevens and Cllr Russell had looked at the lime trees on the green when putting up the lights. It was noticed that the lime just prior to the new street light (coming for Heath Stores direction) had some fungal lumps on the trunk. Cllr Stevens was also concerned by the angle of the trunk of the red oak near to Redman's as he felt that the angle required monitoring to make sure the roots were not lifting.

Clerk to contact Mr Tweddle to see if he can now carry out works with insurance and look at these trees for the council.

PC website changeover

The New website was now live and had been publicised. The clerk was felt that the changeover had gone quite smoothly. It was noticed that some images did not display properly on mobile devices and the clerk had already asked Hugo Fox to look into this. The clerk was asked to arrange for John Sheppard to photograph Mrs. Larkin for the website and parish news.

Rubbish bins and cigarette tray at shelter

The cigarette bin had now been successfully installed near to the shelter and first of the bins was ready for installation near to the shelter. Cllr Isaacs offered to lay an 18inch concrete base in order to secure the bin. The second of the large litter bins obtained from TWBC was in the process of being painted however there had been some problems with the paint adhering to the surface. Once this was painted it would be ready for installation just outside the pedestrian gateway into the sports ground. The clerk had ordered a 25 ltr post mounted bin from Glasdon and this was to be mounted on the post near to the entrance of the Lewes Heath footpath. The clerk had received confirmation from Steve Smith at TWBC client services that these new bins could now be emptied on the TWBC collection rounds.

Cllr March suggested that the clerk obtain some 'any bin will do' signs from TWBC to go near to the new bins and anywhere else where dog fouling was a problem.

6. PARISH COUNCIL FINANCE

6.1 Agree Parish Council accounts to 4th December 2016 and settlement of invoices for this period (appendix 1)

Cllr Russell proposed acceptance of the accounts presented to the council for the period up to and including 4th December as below (Appendix 1). This was seconded by Cllr Richards and the vote was carried.

It was noted by Cllr March that the full amount had been charged for the Civic amenities Vehicle and she asked if the clerk could approach TWBC for a refund for the amount applicable to the week when the dust cart could not attend because of the fire at the Long field Road site.

Horsmonden Parish Council Accounts as at 4th December 2016

	Balances
Current account with Co-operative Bank PLC b/fwd 07.11.2016 (assuming all debits and credits have cleared the account)	£ 87,881.74
Deposit account with HSBC b/fwd 07.11.2016 (assuming all credits and debits have cleared the account)	£ 60,561.30
Interest received (Deposit Account)	_____

Item	Ref	Receipts	Payments
Chiddingstone Parish Council	401796		£ 305.77
B&CE Holdings - pension set up costs	D/D		£ 600.00
Clearview Windows - cleaning benches etc VG	401797		£ 50.00
Specialist Hygiene Services Ltd- October cleaning	401798		£ 187.20
J Ralph Stevens Ltd - removal of lights from trees	401799		£ 120.00
Kent County Council - legal fees October	401800		£ 486.00

Playsafety Ltd - RoSPA Report for play area	401801		£ 79.80
Tunbridge Wells Borough Council - Amenities vehicle	401802		£ 976.80
Locks4All - mend lock on parish toilet	401803		£ 59.00
Mrs L D Noakes - salary for November 2016	S/O flexi		£ 1,019.04
HMRC - Tax and NI Mrs L D Noakes - November	401804		£ 150.85
Mr C J Couchman - Novembver clock and play area	401805		£ 83.08
SSE contracting ltd November payment	401806		£ 71.26
VAT refund for first half of year		£ 2,189.14	

Current Account with Co-operative Bank PLC as at 04.12.16 £ 85,886.79
(assuming all credits and debits have cleared the account)

Deposit Account with HSBC as at 04.12.16 £ 60,561.30
(assuming all credits and debits have cleared the account)

**TOTAL
BANK: £ 146,448.09**

6.2 Chair to reconcile accounts with bank statement for period up to and including 6th November 2016

The Clerk said that unfortunately the figures for the period up to 6th November had had to be recalculated as the bank had not informed her of several items which had passed through the account at this time (and no bank statement was available at this time.) Since the statement produced ,3 further cheques had been cleared through the account and interest had been added, resulting in a different bank balance. The clerk therefore produced an amended balance for the period up to 6th November as below and this was proposed as acceptable by Cllr Holloway and seconded by Cllr Jenkinson, carried.

Horsmonden Parish Council Accounts as at 6th November 2016 (amended)

	Balances
Current account with Co-operative Bank PLC b/fwd 03.10.2016 (assuming all debits and credits have cleared the account)	£ 91,846.42
Deposit account with HSBC b/fwd 03.10.2016 (assuming all credits and debits have cleared the account)	£ 60,561.30
Interest received (Deposit Account)	

Item	Ref	Receipts	Payments
MLM - traffic solutions consultants	401784		£ 1,050.00
Gillet & Johnston - clock servicing	401785		£ 230.40
E.On - street lighting July to Sept 16	401786		£ 455.47
Mr C Noakes - refund for gift voucher for Mr Speirs	401787		£ 30.00
Mr E Kellas - refund for Remembrance Day wreath	401788		£ 25.00
Kent County Council - legal fees Sept 2016	401789		£ 97.20
Tax and NI Mrs L Noakes Oct 2016	401790		£ 151.05
Mrs L D Noakes - salary for October 2016	S/O flexi		£ 1,018.84
Bourne Amenity - treatments for VG	401791		£ 456.00

Hummel Electricla Ltd - light in clock tower	401792		£ 300.00
SSE Contracting Ltd - October street lighting	401793		£ 71.26
Mr C J Couchman - October clock and play area	401794		£ 83.08
Interest on current account		£ 3.62	
Interest on current account		£ 4.71	
Current Account with Co-operative Bank PLC as at 06.11.16 (assuming all credits and debits have cleared the account)			£ 87,886.45
Deposit Account with HSBC as at 06.11.16 (assuming all credits and debits have cleared the account)			£ 60,561.30
		TOTAL	
		BANK:	£ 148,447.75

6.3 Decide how to reinvest the monies from maturing bond with HSBC

The Clerk had investigated various options for reinvestment of the £60,000 from the maturing bond. HSCB offered a similar bond with an interest rate varying between 0.15% gross for one year invested to 0.75% gross for five years invested. The money could not be extracted during the term of the bond. Halifax offered a similar fixed saver account with a 2 year fixed term and interest at 0.7% gross and Newcastle Building Society offered a 2 year term bond for a fixed rate of 1.05% with the option of taking out up to 25% of the investment during the term if required (with penalty).

It was proposed by Cllr Davis and seconded by Cllr Stevens unanimous that the clerk open an account for the Parish Council with Newcastle Building Society and invest the £60,000 from the maturing bond into this account.

6.4 Internal auditors interim report

The auditor had mentioned several factors which the council needed to look at and discuss/act upon:
Risk assessment: he felt the council should look more closely at the health and safety issues of winding the clock in the social club tower, as a harness or special ladder might be required for this- Clerk to arrange for an independent assessment to take place. He also felt that the council as an employer should risk assess the parish office and arrange refurbishment as a self contained project which a councillor could be asked to take charge of to support the clerk. The Clerk was already obtaining some quotations in this respect.

Payroll: the internal auditor suggested an external payroll provider or that teh council use a software package to manage the new pension calculations and send these to HMRC, as HMRC RTI which the clerk was currently using for payroll would not interface with the Peoples Pension. This is dealt with under item 6.6 below.

Staff Appraisal: The auditor mentioned that an annual staff appraisal should be carried out lasting at least one hour. An appraisal was already scheduled with Cllrs March and Davis at 12.30pm on 12th December.

6.5 Refurbishment costs for parish Office (estimated costs)

The clerk had been trying to obtain some estimates for the works required to refurbish the office. She had received quotations on electrics, carpeting, blinds, and office furniture and it was felt that some additional estimates were needed for electrics and also painting and decorating the office and lobby area. It was also felt that the Village hall committee should agree to any works before hand and that the cost of redecorating the lobby area should rest with the Village Hall.

6.6 Administration of pension calculations and payment after 1st April 2017 (sage one payroll?)

As mentioned above in the internal auditors report, HMRC RTI which the clerk uses for payroll does not interface with the Peoples Pension and other auto enrolment schemes. This results in the pension

administration having to be calculated manually which can be time consuming. It was therefore suggested that the council purchase a soft ware package for this, or use an external payroll provider. The clerk and Cllr Russell had received a demonstration from the Clerk at Capel on Sage One Payroll which Capel Parish Council were using for this purpose. It seemed to be reasonably straightforward once set up and the cost was £5 per month, after an initial reduction of £2.50 for the first three months. It was proposed by Cllr Richard and seconded by Cllr Davis that the Council purchase Sage one payroll for this purpose. Unanimous.

7. PLANNING APPLICATIONS

i) Current applications awaiting consideration by the council:

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Planning Application No:	TW/16/06933/FULL
Proposal:	<u>Conversion of B1 Office to C3 Dwellinghouse; Alterations to internal layout and fenestration</u>
Location:	Unit 2 Orchard Business Park Furnace Lane Horsmonden Tonbridge Kent TN12 8LX
Recommendation:	Approval
Proposal:	Cllr Stevens, seconded Cllr Holloway, unanimous.
Comments:	Suitable alteration to the site in keeping with the rest of the development.

Planning Application No:	TW/16/07243/LBC
Proposal:	<u>Listed Building Consent - Removal of existing range and Aga and reinstate original inglenook</u>
Location:	Broadford Goudhurst Road Horsmonden Tonbridge Kent
Recommendation:	Approval
Proposal:	Cllr Richards, seconded Cllr Russell, Unanimous.
Comments:	Recommended approval subject to the conservation architect's opinion with the suggestion that the architect's suggestion is up taken to monitor and record the work during its implementation

Planning Application No:	TW/16/07233/FULL
Proposal:	<u>Dropped kerb outside front of property</u>
Location:	Wayside, Maidstone Road, Horsmonden
Recommendation:	No comment
Proposal:	Cllr Davis, seconded Cllr Richards, unanimous.
Comments:	No comments.

ii) Applications granted and Refused.

Applications granted

TW/16/06790/FULL – Broadford Oast, Goudhurst Road, Horsmonden.

Applications Refused.

None

iii) Other Planning matters

The Clerk had received notification that the applicant of planning application TW/16/06001/FUL at Pond OS Plot 3666, Grovehurst Lane had decided to go to appeal following TWBC's refusal of the planning application. It was requested that the clerk contact Mrs Hughes and let her know about this as she had requested to be kept informed of the situation.

It was reported that the Planting in front of the fence line at Broadford had now been carried out as specified, and also the planting next to Wealden Croft.

8. HIGHWAYS AND GROUNDS MAINTENANCE

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

Cllr Stevens asked how the clerk had got on with his map to report the hedgerow problems. The Clerk had been asked to put each one in separately by the Highways Steward as they have to have a complete audit of each problem dealt with. The Clerk had done this with the worst cases, but the Highways steward had come back to say there was no problem in some instances. Cllr Stevens said he would be happy to meet with the highways Steward to point out problems if the clerk could arrange a meeting.

The 'Lamberhurst Road' sign which is normally located near to the crossroads had been seen in Orchard Way. The clerk had reported to Highways that this was loose last week. Cllr Isaacs said he will try to retrieve it if he can.

Cllr March reported that the Village Society had offered to plant bulbs at each of the village entry points near to the village signs. Diana Morton had contacted the clerk to say that each group had received the landowners consent to plant in the area. The Clerk had ordered the bulbs through an internet site and will let Mrs Morton know once she has received them. It was commented that Mrs Morton would also need the yellow jackets for the volunteers to wear when out planting as a health and safety precaution.

8.2 Street lighting

Nothing reported.

9. ADMINISTRATION

9.1 Council to agree a Terms of reference for the Planning committee

The Planning Committee Terms of Reference were circulated by the clerk prior to the meeting. Councillor Davis suggested that the wording was amended as follows regarding the frequency of meetings and quorum:

'The committee will generally meet on a Tuesday every month and also during a full council meeting as required to meet the programme for planning submissions.'

Cllr Davis then proposed acceptance of the terms of reference including the amendment above, seconded Cllr Holloway. Unanimous.

9.2 Council to agree a Terms of reference for Finance/personnel/risk assessment committee

It was generally felt that the Personnel management should be outlined in a separate terms of reference to that of Finance and Risk assessment. Cllr Davis, offered to draft a suggested format to the clerk.

9.3 Consider and act upon the RoSPA report following the inspection of the parish play area

The Clerk had circulated the RoSPA report to the council members for reading prior to the meeting. It was generally considered that all points mentioned were low risk or very low risk and therefore no action was required at present. This was proposed by Cllr Richards and seconded by Cllr Davis.

9.4 Traffic solutions update

The District Officer for KHS, Earl Bournier, had read the Traffic consultant report and thought that the intentions of the parish council were not unrealistic.

Cllr Davis now proposed that the council inform the district officer that they are happy to follow the KHS protocol and that the council keep corresponding with Mike Hardy of KHS about this matter. Seconded Cllr Stevens, unanimous.

9.5 The Institute – moving forward with the lease arrangements.

The Clerk had now received draft amendments for the trust and constitution for the club and these had been forwarded to Chris Reed. It was hoped that the Club would be able to agree the amendments with their own solicitor early next year so that the Lease could go ahead.

9.6 Emergency planning – update and next steps.

KALC is running another resilience planning training session which Cllr Davis had offered to attend. It was hoped that this would offer the chance to take the current draft along and share experiences with other councils during a networking session.

Following this, a further group meeting would now take place in the New Year. Cllr Russell had kept other members of the group up to date on what was happening.

9.7 Does the Council wish to participate in the Volunteer Community Warden service?

The documentation for the new Volunteer community warden service had been circulated to members of the council. It was generally considered that most of the tasks outlined for the position were already covered by other services. Cllr Stevens proposed that the council should not participate in this offer. Seconded Cllr Larkin. Carried.

10. CONSULTATIONS.

10.1 Restorative Justice Survey deadline 9th December 2016

The Council went through the questions on the survey one by one and provided suitable answers which the clerk was to send through, on their behalf.

11. UPDATES (no decisions)

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

Cllr Jenkinson had attended the KALC Annual Meeting, where the Kent Crime Commissioner, Matthew Scott, was the speaker and had outlined various issues which the police force was facing.

Cllr Russell had attended the Kent Highways Parish Seminar. The financial situation had been highlighted, with KHS saying that they now only had the money for safety critical issues to be dealt with, however there were some funds for pot hole blitz. The budget for next year meant further savings must be made and the majority view was that money from one department should not be moved to other departments. KCC will be asking parishes if they wish to take on various aspects of parish maintenance such as verge cutting as a devolution of powers, and will negotiate a contract amount with the parish equivalent to their normal expenditure on the task. The parish can then add to this if they want to carry to a better job.

Cllr March had attended the parish chairman's meeting, where rural broadband coverage had again been discussed. The civic amenities vehicle would be reviewed again at the end of the financial year. TWBC would be announcing another call for sites in 2017 in order to try and ascertain where another 13000 hoes could be built by 2033.

The future of Heath Pharmacy had now been confirmed as being safe.

This meeting ended at 10.20pm