

MINUTES OF THE
ANNUAL MEETING OF HORSMONDEN PARISH COUNCIL
HELD IN HORSMONDEN VILLAGE HALL at 7.30 P.M. ON MONDAY 13th MAY 2013

Present: Cllr March (Chair)
 Councillors Cheesman, Parker, Stevens, Davis, Kerrigan, Reed, Lawrence and Russell
 (Cllrs Kerrigan and Lawrence arrived after point 2. Election of Chairman and Vice-Chairman, at approximately 7.33pm)

In attendance: Lucy Noakes (Clerk)
 1 member 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

Cllr A King (KCC)
 Cllr A McDermott (TWBC)

2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

It was proposed by Cllr Davis and seconded by Cllr Russell that Cllr March be elected as Chair for the forthcoming year. Those Councillors present at the time voted unanimously in favour of this. 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, Those councillors present at the time voted unanimously in favour of this and this.

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 signatures were witnessed and countersigned by the Clerk.

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, March, Reed and Russell. Chair – to be elected next committee meeting |
| Footpaths | Cllrs Davis and Kerrigan |
| Horsefair & Police Liaison | Cllrs March, Kerrigan, Lawrence and Stevens |
| KALC Representatives | Cllr Cheesman |
| Planning* | Cllrs Stevens, Lawrence, March, Parker, Davis, Kerrigan, Reed and Russell. Chair – to be elected next committee meeting. |
| Play Area | Cllrs Reed, Stevens, and Cllr Parker |
| School Liaison | Cllr Reed |
| Highways& Lighting | Cllrs Stevens and Lawrence |
| Village Green Custodians | Cllrs Cheesman, March, Stevens, Lawrence and Parker |
| Village Hall | Cllrs March, Russell and Stevens |
| Sports Ground | Cllrs Davis, Kerrigan, Lawrence, March and Parker |
| Institute Building | Cllrs Davis, March, Kerrigan, and Reed |
| Public conveniences | Cllrs March, Russell, Stevens, Parker |

* Chair to be nominated at next meeting

5. PUBLIC SESSION

Mr Colley had asked to speak about this planning application TW/13/00832 for Pitlands Bungalow. He said that he and his family had recently moved into Pitlands and wanted to convert the redundant farm units in to holiday lets as a business.

It was then proposed by the Chair that the planning application TW/13/00832 be brought forward in the meeting for discussion, so that Mr Colley could listen to the discussion before leaving. Unanimous. The results of this discussion were as follows:

| | |
|--------------------------|--|
| Planning Application No: | TW/13/00832/FUL/NR2000WOYBWBU000 Pitlands Bungalow Churn Lane Horsmonden Tonbridge Kent TN12 8HL |
| Proposal: | Changed of use of redundant building to 5 units of holiday accommodation |
| Location: | Pitlands Bungalow, Churn lane, Horsmonden, Tonbridge |
| Recommendation: | Approval. |
| Proposed: | Cllr Davis, seconded Cllr Parker. Carried |
| Comments: | Approval subject to assurances and conditions regarding restrictions on the length of occupation and the lets remaining connected to Pitlands Bungalow. A traffic survey should also be carried out. |

6. MINUTES OF PARISH COUNCIL MEETINGS

Minutes of the parish Council meeting 8th April 2013 & planning meeting 16th April 2013

Minutes of the Parish Council Meeting held on 8th April 2013 were taken as read and proposed for approval by Cllr Stevens, seconded by Cllr Parker, carried and signed by the Chairperson.

Minutes of the Planning Committee Meetings held on 16th April 2013 were taken as read and proposed for approval by Cllr Reed, seconded by Cllr Stevens and carried. They were signed by Cllr Parker as Chair to the Planning Committee.

7. MATTERS ARISING

- **Computers at the Social Club** –The Clerk had now signed and returned the forms to enable Call Flow to implement the Broadband; however, she had been informed that there was an estimated delay of 5 weeks before the broadband would be available as something had gone wrong with the installation of the mast at Goudhurst. It was suggested that Cllr Kerrigan contact Mr Larkin to explain the delay to him and clarify when he hoped to commence his classes for the elderly etc. If Mr Larkin wanted to commence the classes before the broadband was available it was suggested that he could possibly start this in the Village Hall if it were free at the right times.
Cllrs Reed and Kerrigan to explain to Mr Kellas that there would not be any costs involved for the Social Club, and to find out availability of the Institute so that a suitable day could be worked out for the classes once the broadband was installed. Once this is all up and running the Council will look further at the possibility of purchasing any other equipment which is felt necessary for the project using the remaining grant funding.
- **First Registration of Village Green** –KCC Legal have now passed this matter to their litigation department. The clerk has emphasised that the Council now have very limited funds available to pursue this matter. The litigation Team at KCC awaits a response from the Land Registry.
- **Community Gardening Scheme** –The Clerk had spoken to Julie Jones about organising a crocus bulb planting day on the Village Green to commemorate Paul Jones and the date organised for this was Sunday 29th September. Mrs Jones will let members of the family and friends know about this and the Pc can publicise nearer to the date. It was suggested that Cllr Reed liaise with the school about this, as Paul Jones had spent a lot of his spare time carrying out activities for the school. The Clerk will confirm to Cllr Reed once she has spoken to Mrs Jones again.
- **Conservation Area Map** –Cllr Davis had met with Mr. Stevenson at TWBC who was now looking at the possibility of producing a graphic design for the Council. Cllr Davis to continue with this project and report back.

- **Christmas lights** -Cllrs Davis, Stevens and March to meet with Ed bates form Goudhurst to see if he could offer any advice on this subject.
- **Institute Building** –It was suggested that the Council revisit the subject of providing a lease or Trust for the building , once they had managed to get the broadband installed .

8. PLANNING

8.1 Planning Submissions/Issues

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| Planning Application No: | TW/13/00460/FUL/RH1 MH4Z5IBW0JD00 Middle Barn Pullens Farm Lamberhurst Road Horsmonden Tonbridge Kent TN12 8ED |
| Proposal: | Retrospective- Change of use of building from B1 to B2 Business unit |
| Location: | Middle Barn, Pullens Farm, Lamberhurst Road, Horsmonden |
| Recommendation: | Refusal |
| Proposed: | Cllr Davis, seconded Cllr Lawrence, carried. |
| Comments: | Refusal on the grounds that B2 is inappropriate for the location |

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| Planning Application No: | TW/13/00733/HOUSE/GM2000VLJBWBU000 Hayle Oast Marle Place Road Horsmonden Tonbridge Kent TN12 8DZ |
| Proposal: | Demolition of oak framed single garage/shed and wood storage area; construction of oak famed single garage with wood storage area. |
| Location: | Hayle Oast, Marle Place Road, Horsmonden, Tonbridge |
| Recommendation: | Approval |
| Proposed: | Cllr Stevens, seconded Cllr Kerrigan. Unanimous. |
| Comments: | Suitable replacement building. |

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| Planning Application No: | TW/13/00887/FUL/CP3000W9EBWBU000 Spelmonden Farm Spelmonden Road Goudhurst Cranbrook Kent TN17 1HE |
| Proposal: | Extension of time: Change of use of redundant barn to residential use including retention and conversion of storage building(TW/10/00546 refers) |
| Location: | Spelmonden Farm, Spelmonden Road, Goudhurst , Cranbrook. |
| Recommendation: | Approval |
| Proposed: | Chair. Unanimous |
| Comments: | Suitable extension of time |

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| Planning Application No: | TW/13/00838/FUL/RH10015H0BWBU000 Part OS Plots 7900 & 7741 Upper Hayman's Farm Hayman's Hill Horsmonden Tonbridge Kent |
| Proposal: | Retrospective – pent roof pole barn for horticultural /agricultural use. |
| Location: | Part O/S Plots 7900 &7741 Upper Hayman's Farm, Hayman's Hill, Horsmonden |
| Recommendation: | Approval |
| Proposed: | Cllr Stevens, seconded Cllr Davis, unanimous. |
| Comments: | Suitable building enabling the owner to manage their land. |

Applications granted and refused

Applications granted

TW/13/00734/HOUSE – Briar Cottage, Churn Lane, Horsmonden

TW/13/00402/FUL – Remingtons Farm Land and Buildings, Lamberhurst Road, Horsmonden.

TW/13/00560/HOUSE – Ash Oast, School House lane, Horsmonden.

Applications Refused.

None.

9. ACCOUNTS AND FINANCE

9.1 Parish Council Accounts-to-date

Cllr Russell explained how unfortunately an error had occurred with the payment of the Clerks tax owing to the Inland Revenue during the year 2012/13. This had resulted in the taxation being deducted

from the clerk's salary as it should have been, however the monies had not then been added to the National Insurance amount payable and this had resulted in a shortfall payment of £348.20 to the Inland Revenue. A payment was now included as cheque number 410216 in respect of this underpayment to rectify matters.

Cllr March proposed acceptance of the accounts up to and including 12th May 2013 as below and this was voted for unanimously by members of the Council:

Horsmonden Parish Council Accounts as at 1st April 2013

| | Balances |
|-------------------------------------|-----------------|
| Current account b/fwd 1.04.2013 | £ 7,403.46 |
| Deposit account b/fwd 1.04.2013 | £ 66,292.83 |
| Interest received (Deposit Account) | |

| Item | Ref | Receipts | Payments |
|---|--------|-------------|------------|
| EON Electricity supply street lights | 401209 | | £ 316.32 |
| TWBC- rates for Public conveniences | 401210 | | £ 1,201.20 |
| EON Christmas lights Spply 2012 | 401211 | | £ 13.63 |
| BT PC Telephone to April | D/D | | £ 123.64 |
| April 2013 Salary Mrs L Noakes | S/O | | £ 688.38 |
| BT Internet services for office | D/D | | £ 50.40 |
| H.M Revenue and Customs Tax and NI | 401212 | | £ 13.12 |
| Mr S Jones- scavenging April | 401213 | | £ 61.52 |
| Mr C J Couchman - play area and clock Apr | 401214 | | £ 80.48 |
| Mrs L Noakes - correction of Apr and May 2012 | 401215 | | £ 12.72 |
| H. M Revenue and Customs only - correction | 410216 | | £ 348.20 |
| LPM Bohemia- The Tent Co.Ltd - Marquee hire | 410217 | | £ 552.00 |
| Mrs L Noakes - refund for stationery& stamps | 410218 | | £ 34.28 |
| Mr C A Forward- fitting bench on VG | 410219 | | £ 140.40 |
| Communicorp - clerks and Councils direct | 410220 | | £ 12.00 |
| TWBC- building regulations for toilets | 410221 | | £ 196.80 |
| Specialist Hygiene services Ltd - April | 410222 | | £ 178.71 |
| Kent Association of Local Councils - course | 410223 | | £ 72.00 |
| Zurich Municipal - insurance fo marquee | 410224 | | £ 53.00 |
| SSE Contracting LTD - maintenance April | 410225 | | £ 71.26 |
| SSE Contracting LTD - repairs | 410226 | | £ 271.04 |
| Actions With Communities in Rural Kent | 410227 | | £ 35.00 |
| Kent Association of Local Councils - subs | 410228 | | £ 749.57 |
| Interest on Current account | | £ 0.57 | |
| 1st half of precept TWBC plus Council tax benefit | | £ 33,207.35 | |
| Interest on Current account | | £ 1.45 | |
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|--------------------------------|-------------|
| Current Account as at 31.03.13 | £ 35,337.16 |
| Deposit Account as at 31.03.13 | £ 66,292.83 |

TOTAL BANK: £ 101,629.99

9.2 Annual Return/End of Year Accounts 2012-2013 including any amended minute balance to 31st March 2012.

The Clerk handed all members of the Council a copy of the year's Annual Report and Accounts and reported that the Year end accounts had now been audited by the internal auditor and had been found to be satisfactory.

Cllr Russell explained the Council's Fixed Asset Register to the Council and it was proposed by Cllr March from the Chair that the Council authorise herself and the Clerk, as Responsible Financial Officer to sign this document on behalf of the Council. Unanimous.

The Council then looked in detail at the Balance Sheet and notes. After an explanation from Cllr Russell it was proposed by the Chair that she sign this document, together with the Clerk, on behalf of the Council. Unanimous.

The Chair then read through the statements on the External Audit Annual Return and proposed that the Council authorise herself and the Clerk, as Responsible Financial Officer, sign these statements on behalf of the Council before returning them to the External Audit Commission. Unanimous.

9.3 Auditor's Report.

The Clerk had not yet received the internal auditors report, although she could confirm that the Internal auditor had signed off the Year's Annual Report and Accounts for 2012/13.

9.4 Annual renewal premium for Parish Council's Insurance with Zurich.

The Clerk had received the renewal quotation for the Parish Councils' insurance renewal from Zurich Insurance. The Council had negotiated a 3 year contract with Zurich last May and was therefore obliged to continue this insurance policy. The renewal premium was £2922.58 and now included insurance cover for the new benches on the Green, which had not been included previously as some of them were too old to be worth insuring. It was proposed by the Chair that this be accepted. Unanimous.

It was explained by the Clerk that the posts around the Village Green were not currently insured and that she had discussed this with the insurance company as it was unlikely that all the posts would be damaged/stolen at once. It was proposed by the Chair that the Council continue to self insure the posts around the village Green. Unanimous.

10. HIGHWAYS AND GROUNDS MAINTENANCE

10.1 Highways report/update

The following items were reported for KHS' attention:

Road at Hayman's Hill needs repairs and attention. Surface in v. poor condition from dip by pond up to the caravan site.

Rams Hill, centre of the road, has holes developing due to water damage

Pothole on Brenchley Road as you approach the bend, near 30mph sign in road.

Several potholes in road outside number 7 Gibbett Lane and thereabouts.

Cllr Kerrigan raised the subject of parking on pavements, as she had noticed a lot of this during the Cycle event on the Green. This was despite Marshalls being present, who were there to park contestants. It was requested that the Clerk email Georgina Stewart and ask if they can make sure that the car parking signs are larger and more visible next year.

10.2 Street lighting

The Clerk had received a report that the first light coming into the village on the Brenchley Road was not working properly.

10.3 Grounds Maintenance

The Clerk had received confirmation by telephone that Dukes would try to keep their prices similar to last year. As the Council had just contracted Dukes to cut the Village Green area, it was proposed by Cllr Reed and seconded by Cllr Stevens that the Councils general land maintenance contract remain with Dukes for 2013/14. Unanimous.

11. PARISH COUNCIL ADMINISTRATION

11.1 Horsefair 8th September 2013

Cllr March reported that she was waiting to hear from the Security Advisory Group, consisting of officials from Kent Police, Borough Councillors, County Councillors and the Parish Council, as to the best way forward. The group are likely to meet again towards the end of May.

11.2 Music Festival weekend 14th, 15th & 16th June 2013

Most of the organisation is now underway and advertising in hand. The Clerk has organised insurance cover for the marquee at £53.

It had been suggested that because some of the events are free and open air there could be as many as 600 public attending, all needing adequate toilet arrangements. The social club will be open, and if it is raining, people may be tempted to use this instead of the public toilets which are further away. This would have a damaging effect on the carpeting of the Club. It was therefore suggested that there be two portable toilets for the duration of the events situated on the concrete outside the club entrance, with clear signage.

Cllr Russell had received quotes from two companies for toilets. FourJays at £50 each plus delivery £26 each way plus a service at £80- £100. Castle Marquee at £60 each, no transport costs, no quotation provided for servicing. A third company did not respond to the quotation request.

It was proposed by the Chair that the Council hire two toilets from FourJays at the cost quoted above, together with a service to be carried out half way through the events. Carried.

11.3 Public conveniences

There was nothing further to discuss at present, although the Clerk informed the Council that Mr Bell was now applying for Building Regulations.

12. CORRESPONDENCE FOR DISCUSSIONS/DECISIONS AS NECESSARY.

12.1 Site Allocations Development Plan Document Consultation - 18/03/13 to 24/05/13 www.tunbridgewells.gov.uk/allocations,

It was proposed from the Chair that the Council should send off the comments agreed by the working party (Cllr Davis, Kerrigan and Parker) as below, unanimous:

Comment 1

The planned housing developments in Paddock Wood will include supporting retail, sports and leisure facilities which have the potential to benefit surrounding villages. In order to maximise the benefit, in particular to the young and elderly sections of the population, consideration should be given to improving the public transport services between Paddock Wood and the surrounding villages.

Comment 2

The following sites have been identified in Horsmonden:

Site 34 – Crouches Farm

Site 35 – Railway Tunnel S

Site 36 – Railway Tunnel N

Site 37 – Brenchley Road

Site 170 – Noakes Depot

Site 172 – Bassetts Farm
Site 228 – Furnace Lane
Site 270 – Kirkins
Site 292 – Weavers

All of these sites have been assessed as “not to warrant further consideration for allocation”. Horsmonden PC supports this assessment, on the basis that they are all outside the LBD of the village and most are Greenfield sites. Two are less than 0.2 Ha. There is no demand for market housing in the village. With the recent completion of Willard Place, demand for affordable homes in the village is insufficient to merit further development at this time.

The Chair also proposed that Cllr Kerrigan’s comments regarding the Transport Strategy below should be added as these were also relevant to this consultation. Unanimous

12.2 Draft Transport Strategy 2012-2026

The Council had not originally submitted any comment for this consultation. However having considered further this consultation in relation to the one mentioned above, it was proposed by the Chair that Cllr Kerrigan’s comments as follows be submitted, unanimous:

It appears that the proposals for Paddock Wood are likely to include an extension of, and improvement to, facilities (shops, schooling, sporting and cultural facilities for example). The objective, as we understand it, being that people residing in surrounding rural areas could also benefit from these improvements. Indeed, it is possible, likely even, that business and facilities would want to encourage those from outlying surrounding areas to frequent their businesses and use their services.

It should be pointed out that there is little or no bus service from Horsmonden to Paddock Wood at present. This is unfortunate given that Paddock Wood already offers a train station, a comprehensive range of shops, a library and sports' centre. The advent of more facilities would make the town even more attractive to those who would like to make use of, and benefit from, any improved facilities and services.

There are number of people in rural areas who do not drive, or cannot drive (particularly amongst the younger and older members of the population). It would be a great shame if a number of people were excluded from making use of, or benefitting from, improved facilities in Paddock Wood for the want of public transport in and out of the town. We would therefore suggest that, in a bid to be inclusive and not further disenfranchise or isolate rural communities, a regular bus service be introduced, providing transport to and from Paddock Wood.

12.3 Housing needs information from TWBC

The Clerk had received a package and DVD about Housing needs. However as Horsmonden has only just built a new development of 15 Affordable homes , it was felt that there was no appetite in the village for more affordable homes, or market housing at present. This view had been reflected by the majority of those completing the Village Vision questionnaire. The next Housing Needs Survey will be due in Horsmonden in 2017.

12.4 TWBC’s draft Cultural Strategy – 01/05/2013-30/06/2013

http://consult.tunbridgewells.gov.uk/portal/leisure_culture/cultural

The Council had not yet had a chance to look at this consultation. Cllr Reed took a paper copy away to read. This matter will be discussed at 3rd June PC meeting.

12.5 The Kent Environment and Community Network – www.kecn.org.uk - would the Council support their bid for a lottery grant to build an environmental resource centre and could this help our Parish with environmental/planning concerns?

The Council had received a letter from The Kent Environment and Community Network asking if it could support them in its application for a Big Lottery Grant. The Council did not wish to comment on this matter, as it had no prior knowledge of the organisation.

The Meeting closed at 10.34pm