

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 4<sup>TH</sup> FEBRUARY 2019**

**Present:** Cllr Davis (Vice Chair – acting as Chair)  
Councillors Russell, Stevens, Jenkinson, Larkin, Sheppard and Richards.

**In attendance:** Lucy Noakes (Clerk and RFO)  
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 Richards declared a non-pecuniary interest in item 7.5 Request from Sports Club to hold a Boot Fair at the grounds, as he is a member of the Sports Club Committee

**1. APOLOGIES FOR ABSENCE**

Cllr White & Cllr March. It was proposed by Cllr Stevens that the Cllrs' reasons for absence be accepted by the Council, seconded Cllr Larkin. Unanimous.

**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 Streeten-Smith and Mrs Hoffman approached the Council to explain the Sports Club's request to hold Boot Fairs as fundraising events at the Sports Ground, requesting the Council's permission as part landowners of the Sports Ground.

*It was proposed from the Chair and seconded by Cllr Russell that item 7.5 be brought forward to discuss the matter. Unanimous.*

**7.5 Request from Sports Club to hold a Boot Fair at the grounds.**

The suggestion was to hold Boot Fairs in May and September/October to raise funds for the Sports Club. These would be held on a Sunday and probably start around 8am with between 50 and 100 cars. If it was too wet, the events would be cancelled.

The Council made the following comments:

- Check to see if there are any other Boot Fair events locally on these days
- Limit the number of stalls the first time, to see how it goes.
- Contact TWBC to make sure all the necessary formalities were covered (i.e. risk assessment, insurances, first aid, licences, etc). The Sports Club had already made preliminary enquiries with TWBC about this.
- Contact HoVEC for advice, as they were used to holding large events in the village.

It was proposed by Cllr Larkin that this would be a suitable fund-raising event for the Sports Club, providing all the formalities were put in place beforehand and the Council kept informed of the situation. Seconded Cllr Jenkinson. Unanimous for those eligible to vote.

**3. MINUTES OF PREVIOUS MEETINGS**

**Agree the minutes of the Parish Council Meeting 7<sup>th</sup> January 2019 & Planning Committee Meetings of 22<sup>nd</sup> January 2019.**

The Clerk suggested additional comments should be added to item 5.4 of the 7<sup>th</sup> January 2019 Minutes, in order to clarify the Council's agreement on this point. The Council agreed with this suggestion. Clerk to add the comments and recirculate the Minutes of 7<sup>th</sup> January, for agreement at the next full Council meeting, in March.

The Minutes of the Planning Committee meeting, held on 22<sup>nd</sup> January, were circulated prior to the meeting. It was proposed by Cllr Stevens that the Minutes be accepted, seconded Cllr Richards. Unanimous.

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

**Public Rights of Way**

Clerk waiting to hear from KCC when all is complete.

**Parking area outside VH**

The Clerk was awaiting notification from Dukes as to when the work could be carried out.

**Fromandez Drive Posts**

The Clerk was awaiting notification from Dukes as to when the work could be carried out.

**Risk assessment of parish-owned buildings**

Clerk awaiting a date from WW&B to carry out assessments.

**Installation of Rialtas Accountancy system**

The Clerk had been advised that the best time for implementation was June/July when the new tax year had just commenced so that there was some live data to be input into the system for training purposes.

**Data Protection and GDPR**

The Clerk and Assistant Clerk had now received their new laptops and were using them successfully. The Clerk had obtained individual email addresses for all Councillors and Arron Services were now setting up the Councillors' laptops. The Clerk would arrange a date for Arron Services to deliver the laptops and carry out basic training as soon as everything was ready. There was more work to be carried out with sorting through paper files and digital files.

**Reorganisation of office and new furniture**

The additional desk, pedestal and new shelving were now installed. The Clerk was still awaiting a date from the electrician to come and install the new sockets in the office. It was suggested that she contact him once more, but if he was unable to come soon, then the Clerk should contact the electrician who had provided the next cheapest quotation and ask him to carry out this work instead.

**Listing of Gun & Spitroast as Asset of Community Value**

The Clerk had received some communication from the owner of this building and it was suggested that this matter be discussed again by the Council at their next meeting.

**Listing of Manchester House/ Heath Stores as Asset of Community Value**

Council to discuss at their next meeting.

**5. PARISH COUNCIL FINANCE**

**5.1 Agree Parish Council accounts to 3rd February 2019 and settlement of invoices for this period (see Appendix 1)**

Cllr Richards proposed acceptance of the accounts as presented below (Appendix 1). Seconded Cllr Russell, unanimous.

## Appendix 1

### Horsmonden Parish Council Accounts as at 3rd February 2019

#### Balances

Current account with Co-operative Bank PLC b/fwd. 07.01.2019 (assuming all debits and credits have cleared the account)	£ 107,919.96
Deposit account with HSBC b/fwd. 07.01.2019 (assuming all credits and debits have cleared the account) interest on HSBC account	£ 291.01

Item	Ref	Receipts	Payments
Castle Water - supply of water parish toilets	D/D		£ 17.36
Arron Services - councillors' laptops/tablets	402166		£ 2,832.00
Arron Services – clerks' new laptops a set up	402167		£ 2,001.60
Mr T Simms - assemble desk and put up and supply shelving	402168		£ 133.89
Hummel Electrical Ltd - office light replacement	402169		£ 222.00
Business Stream 14/06/18-29/11/18 waste water - toilets	D/D		£ 160.54
B&CE Holdings Pension L Noakes - Dec 18	D/D		£ 31.02
January salaries	S/O Flexi		£ 1,564.66
HM Revenue and Taxes - Employee Tax and NI Jan	402170		£ 233.75
Mr C J Couchman - January invoice play area and clock	402171		£ 83.08
PSR Lighting - Maintenance contract for December 18	402172		£ 89.00
KALC - Annual Planning Conference	402173		£ 72.00
KALC - Safeguarding Best Practice	402174		£ 72.00
Ms J M Stanton - reimbursement of expenses	402175		£ 34.79
Mrs L Noakes Reimbursement of expenses including travel	402176		£ 39.34
Specialist Hygiene Services Ltd - January cleaning	402177		£ 281.47
Southwood Windows - VH door replacement	402178		£ 4,831.20
Arron Services - two HP Laptop power supplies	402179		£ 60.00
Jeremy Waters - NH Plan survey monkey reimbursement	402180		£ 384.00
Paddock Wood Community Advice Centre	402181		£ 250.00
Lindsay Frost Consulting Ltd - NH Plan	402182		£ 451.05
James Boot - NH planning consultancy	402183		£ 1,002.90
Ms J Stanton reimbursement for monitor stands	402184		£ 35.98
Groundworks - grant for NH planning		£ 2,030.00	
<b>Current Account with Co-operative Bank PLC as at 03.02.19</b>			<b>£ 95,066.33</b>
(assuming all credits and debits have cleared the account)			
All Accounts with HSBC as at 03.02.19			£ 291.01
(assuming all credits and debits have cleared the account)			
		TOTAL BANK:	£ 95,357.34

*Please note that in addition to this the Council holds a long-term investment of £70,000 with HSBC.*

## **5.2 Chair to reconcile accounts with bank statement for period up to and including 6th January 2019**

As the bank statement for this period had not yet been received, the Chair could not sign off these accounts.

### **5.3 Consider change of bank accounts to Unity Trust account instead of Co-operative Bank.**

The Clerk had circulated details about Unity Trust Bank accounts to the Councillors prior to the meeting. It was proposed by Cllr Stevens and seconded by Cllr Sheppard that the Clerk should open a current account with Unity Trust Bank, with a view to transferring all assets from the Co-operative account before closing down the Co-operative account. This would enable the Council to carry out digital banking as well as allowing the Clerk to see online account balances. This was voted for unanimously.

### **5.4 Quotes for street lighting repaint**

The Clerk had circulated three quotations for repainting the street lighting columns owned by the Council. These had been obtained from the Council's current street lighting engineers. The Clerk suggested that she could obtain quotes from another company for this work as a comparison. However, it was felt that the work should be carried out by the maintenance engineers currently contracted by the Council in order to avoid complications.

The three quotes allowed for treatments ranging from a complete sanding down, undercoat and top coat to a quick rub down, spot treat and top coat.

It was proposed by Cllr Jenkinson that the Council should contract the current maintenance engineers to carry out a basic repaint in line with their cheapest quotation at a price of £42 per column.

Seconded Cllr Stevens, unanimous.

The maintenance engineers had commented that some columns could not be repainted until the vegetation was cleared back from around them. It was suggested that the Councillors check which columns required clearing and that the Clerk should then contact parishioners to ask them to cut vegetation back from their gardens as necessary. Cllrs Davis, Russell, Larkin and Stevens to check columns and report back to the Clerk.

The lights should be repainted in the same colour as they were at present.

### **5.5 Quotes for street lighting replacement of 17 heads**

The Clerk had been asked to obtain a quote for replacing the heads of 17 columns which had not yet been converted to LED lights.

PSR had suggested several different types of lantern as suitable replacements and had given prices for these. It was suggested that the Clerk ask if the CU Phosco lights come in metallic or any other colour, as the Councillors were not keen on white. It was also requested that the Clerk obtain at least one other quote for replacement with the CU Phosco lights and the ASD Highway Diamond lights so that the Council could be sure they obtained a competitive price for this work.

### **5.6 Quotes for sound system and conference system for Village Hall**

The Assistant Clerk had obtained some quotes for wired systems consisting of a delegates system, a sound system and induction loop for the hard of hearing. Some of the companies had commented that the Council would need to input all three items at once in order for the system to operate effectively. The Assistant Clerk had also arranged for another company to come and view the hall in the next week or so. It was suggested that the Clerk and Assistant Clerk try 'Hi Kent' for the hearing loop, as this company had specialist knowledge in systems for the hard of hearing.

The Councillors were still keen to see if a wireless system could be installed at a competitive price as they preferred this idea. Clerks to bring back to next meeting.

### **5.7 Electrical Certification and Lighting in Village Hall, Certification for Institute Building.**

The Clerk presented two quotations for replacement lights in the Village Hall. The Councillors asked if the Clerk could obtain a picture of the strip lights in the second quote, and details of the lumens

capacity for both lights, for the next meeting. It was also suggested that these details be passed on to the Village Hall Committee so that they could give a preference.

The Clerk had obtained two quotes for certification of the Village Hall. It was proposed by Cllr Richards and seconded by Cllr Sheppard that the Clerk ask DAR Lighting to carry out the certification, as their quote was the most competitive. Unanimous.

### **5.8 Confirmation of Assistant Clerk's terms and conditions.**

Cllr Russell proposed continuation of the Assistant Clerk's appointment, following a successful appraisal and also confirmed a revised salary point of 27 on the NALC Scale and an increase in hours to 12 per week, with effect from 1<sup>st</sup> April 2019. Seconded Cllr Jenkinson. Unanimous.

## **6. HIGHWAYS AND GROUNDS MAINTENANCE**

### **6.1 Highways issues – footpaths, trees, roads, signs, verges and markings**

The following items were mentioned by Cllrs for reporting on the KHS system:

- Hedge needs cutting back near Rams Hill on left hand side coming out of village, as there are trees hanging over the road.
- Trees on corner of Maidstone Road and Yew Tree Green Road need maintenance.
- Hedge at Freestones is overhanging road.
- BT pole which had been replaced near to the Old Chapel on the Maidstone Road has been placed too close to the road.
- Pot holes opposite Kindergarten, need urgent repair.

### **6.2 Grounds Maintenance**

The Clerk had now received the Tree report from Bridglands, following their survey at the Green and Fromandez Drive. It was proposed by Cllr Larkin, seconded by Cllr Sheppard that the Clerk ask Bridglands to quote for all remedial works which they had suggested in the report, as well as quoting for providing and planting the two new limes on the Green. Unanimous.

The Clerk asked if she should obtain quotations from Bournes for carrying out a soil sample and applying fertilizer to the Green. It was suggested that the soil sample should be left for another year, but the Clerk should obtain a price for the fertilizer to be applied.

### **6.3 Street lighting**

Two street lights had recently been reported to PSR for repair. These were currently being dealt with.

## **7. ADMINISTRATION**

### **7.1 Traffic Solutions. Look at recent problems and potential ways forward as put forward by KCC**

The KHS Traffic Team had requested a further meeting with Councillors to discuss potential solutions for the crossroads. Cllrs Russell and Davis said they were happy to meet most days expect Wednesdays.

Cllr Davis was still awaiting confirmation of the date for installation of the Gateways by KHS contractors.

Cllr Davis had arranged a meeting with a local company who may be able to take over part of the maintenance for the SID. It was thought that Cllr Shepard should remain in control of downloading the data from SID.

### **7.2 Neighbourhood Planning. Plans and proposals moving forward.**

Cllr Jenkinson reported that Lindsey Frost and the Steering Group members had looked at sites in the village and following this a report had been written to TWBC. Pedestrian and vehicular access was difficult for most to the sites put forward, so there were many issues to be resolved.

It was suggested that the Clerk ask Lindsey Frost when the PC should apply for Technical Support Package as a further grant from Locality.

The working subgroups had now been formed and each working group had been allocated a steering group member as part of the group. Members of the working groups would not be given any sensitive information.

**7.3 Decision regarding the PC's future involvement in the North East Quadrant Group and future financing**

The suggestion was for five parishes (Horsmonden, Brenchley and Matfield, Paddock Wood, Capel and Pembury) to join together and provide a joint response to the TWBC Local Plan in the summer, assuming these parishes may face significant development. This would allow the parishes the opportunity of ensuring that any development in the region was supported by an appropriate and commensurate development of infrastructure.

In order to assist with this, it was suggested that an independent planning consultant should be contracted by the group.

It was proposed by Cllr Richards and seconded by Cllr Jenkinson that HPC were in favour or supporting financially, and becoming part of, the NE Quadrant. Carried.

**7.4 Public toilets - follow up from visit by CSU**

The Clerk and Assistant Clerk had met with the Crime Prevention Officer (CSU) from Tunbridge Wells to discuss the problems experienced at the public toilets and consider potential solutions. The Clerk had circulated the suggestions made by the CSU prior to the meeting.

It was proposed by Cllr Richards, seconded by Cllr Larkin that the Council pursue various solutions including some signage and potential CCTV. Unanimous.

**7.5 Request from Sports Club to hold a Boot Fair at the grounds.**

Dealt with elsewhere.

**7.6 Great British Spring Clean - Litter picking**

Cllr White had volunteered to arrange the litter pick again this time with assistance from the Clerks. Cllr Larkin proposed that the Council take part in the Great British Spring Clean 2019, seconded Cllr Russell, unanimous.

**7.7 Neighbourhood Watch**

The Clerk had received some information from the NH Watch Area Co-ordinator. It was suggested that she advertise on the website, and through Parish News, to see if a volunteer could be found to act as co-ordinator for a NH Watch scheme in the village.

**7.8 Legacy suggestions**

The Clerk was continuing to find out more information about the ideas raised so far: those being a drinking fountain and the positioning of the William Lambert Plaque at the Institute Building. However, a further suggestion had been raised, which was the refurbishment of the footpaths map located on the Village Green. Clerk and Assistant Clerk to find out more about these options.

**8. CONSULTATIONS.**

**8.1 Kent Minerals and Waste Local Plan 2013-30; Mineral Sites Plan and Early Partial Review ends 8<sup>th</sup> March 2019. <http://consult.kent.gov.uk/portal/>**

The Council did not wish to comment on this consultation.

**The meeting ended at 10.25pm**