

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 1ST APRIL 2019

Present: Cllr March (Chair)

Councillors Davis, Russell, Larkin, Sheppard, Jenkinson and Richards.

In attendance: Lucy Noakes (Clerk and RFO)

KCC Councillor Hamilton for part of the meeting

0 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 noted.

1. APOLOGIES FOR ABSENCE

Cllrs White: It was proposed by Cllr Larkin and seconded by Cllr Davis that Cllr White's reason for absence be accepted by the Council. Unanimous.

Cllr Stevens: It was proposed by Cllr Russell and seconded by Cllr Sheppard that Cllr Stevens' reason for absence be accepted by the Council. 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.

None.

3. MINUTES OF PREVIOUS MEETINGS

Agree the minutes of the Parish Council Meeting 4th March 2019, Planning Committee Meeting of 19th March 2019

Minutes of the Parish Council meeting 4th March 2019 were proposed for acceptance by Cllr Davis, seconded by Cllr Richards, unanimous.

The Minutes of the Planning Committee meeting 19th March 2019 were proposed for acceptance by Cllr Jenkinson, seconded by Cllr Davis and voted for unanimously.

4. MATTERS ARISING (no decisions)

Public Rights of Way

Clerk waiting to hear from KCC when all is complete.

Parking area outside VH

Dukes Contractors had now completed these works.

Fromandez Drive Posts

Dukes Contractors had now completed these works.

Risk assessment of parish-owned buildings

WW&B were hoping to carry out assessments on 3rd April.

Installation of Rialtas Accountancy system

The Clerk and Cllr Russell planned to meet and go through the chartered accounts as soon as possible.

Data Protection and GDPR

Work was still to be carried out sorting through paper and digital files, but all data was held securely at present.

Purchasing new Speedwatch equipment.

The Clerk had now received the new Speedwatch equipment and passed it to the group. The old equipment had been delivered to Brenchley and Matfield Parish Council.

Emergency Planning.

The group were working towards the final launch at the APM. There was some discussion about where the emergency grab bag should be kept. The Clerk showed the Council details of a filing cabinet which could be dedicated for this use. It was suggested that instead the bag should be kept in the PC filing cupboard and that extra keys should be issued for this cupboard, only to councillors who were on the group.

5. PARISH COUNCIL FINANCES

5.1 Agree Parish Council accounts to 31st March 2019 and settlement of invoices for this period (see appendix 1)

Cllr Russell proposed acceptance of the invoices and accounts for the period up to and including 31st March 2019 as set out below and circulated by the Clerk at the meeting. This was seconded by Cllr Davis, unanimous.

Horsmonden Parish Council Accounts as at 31st March 2019

| | Balances |
|--|-----------------|
| Current account with Co-operative Bank PLC b/fwd. 04.03.2019 (assuming all debits and credits have cleared the account) | £ 89,946.99 |
| Interest on HSBC Money manager Account | £ 291.40 |
| Interest on HSBC Money Market Maturity | £ 287.00 |

| Item | Ref | Receipts | Payments |
|--|------------|-----------------|-----------------|
| Castle Water - supply of water to parish toilets | D/D | | £ 19.99 |
| EDF energy - supply public toilets | D/D | | £ 241.00 |
| B&CE Holdings Pension L Noakes - Feb 2019 | D/D | | £ 54.74 |
| B&CE Holdings Pension L Noakes - March 2019 | D/D | | £ 39.41 |
| BT Business - phone and broadband charges 28.02.2019 | D/D | | £ 468.11 |
| March staff salaries | S/O Flexi | | £ 1,689.91 |
| DAR Electrical Services replacement outside lighting at Hall | 402198 | | £ 312.00 |
| DAR Electrical Services provision of two new sockets in office | 402199 | | £ 178.00 |
| Choiceleader Ltd (The Marketing Solution & Checkmate gifts) NH Plan | 402200 | | £ 145.00 |
| Choiceleader Ltd (The Marketing Solution & Checkmate gifts) NH Plan | 402201 | | £ 132.00 |
| HM Revenue and Taxes - Employee Tax and NI March | 402202 | | £ 320.94 |
| Annual Membership of ACRK 2019-20 | 402203 | | £ 75.00 |
| Unipar Services - payment for new speedwatch equipment | 402204 | | £ 858.00 |
| James Boot - NH planning consultancy | 402205 | | £ 609.00 |
| E.on - christmas lighting 2018 | 402206 | | £ 17.86 |
| Horsmonden Village Hall - Parish Office Rent | 402207 | | £ 900.00 |
| Horsmonden Village Hall - Hire of hall 2018-19 | 402208 | | £ 648.00 |
| Viking - stationary | 402209 | | £ 131.17 |
| Mr C J Couchman - Clock and Play area - March | 402210 | | £ 103.85 |
| Ms J Stanton - reimbursement of padlock keys cost | 402211 | | £ 18.00 |
| Specialist Hygiene services - March Cleaning | 402212 | | £ 281.47 |
| Ms J Stanton - reimbursement of travel costs | 402213 | | £ 18.90 |
| PSR Lighting - March street lighting maintenance | 402214 | | £ 89.00 |
| cheque void | 402215 | | |

| | | | | |
|--|--------|--|--------------------|---------------------|
| James Boot - NH planning consultancy | 402216 | | £ | 610.75 |
| Bourne Sport Ltd - fertilizer on Green | 402217 | | £ | 456.00 |
| Tunbridge Wells Borough Council - CAV | 402218 | | £ | 1,035.12 |
| W. Filtness - cleaning equipment around the Village green | 402219 | | £ | 90.00 |
| Mr T J Simms - repairs at the toilets | 402220 | | £ | 45.00 |
| cheque void | 402221 | | | |
| Dukes contractors Ltd - village hall parking area | 402222 | | £ | 1,436.16 |
| Dukes Contractors Ltd - installation of posts at Fromandez Drive | 402223 | | £ | 1,496.45 |
| Dukes contractors Ltd - annual grounds maintenance | 402224 | | £ | 3,894.84 |
| Maturity of HSBC Money Market Long term Investment | | | -£ | 70,000.00 |
| Current Account with Co-operative Bank PLC as at 31.03.19 | | | £ | 73,531.32 |
| Money Manager account with HSBC as at 31.03.19 | | | £ | 70,578.40 |
| (assuming all credits and debits have cleared the account) | | | | |
| | | | TOTAL BANK: | £ 144,109.72 |

5.2 Chair to reconcile accounts with bank statement for period up to and including 3rd March 2019

The Chair could not yet reconcile these, as bank statement not yet received.

5.3 Chair to reconcile accounts with bank statement for period up to and including 3rd February 2019

The Chair reconciled these accounts against the bank statement from Co-operative Bank.

5.4 Decision regarding long term investment of funds.

The Clerk had circulated information on bank interest rates available on suitable long-term investments which the Parish Council were able to invest in.

The Council looked closely at the interest rates provide by HSBC, Charity Bank and Hampshire Trust Bank (HTB). HTB provided the best rate of interest at 2% and were covered by the FCSC. The Council did consider the Charity Bank as a possibility, because of its ethical investment policy. However, bearing in mind the PC's investment strategy stated that 'The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity' the HTB fitted the strategy more closely, providing better rate of return.

It was therefore proposed by Cllr Richards and seconded by Cllr Davis that the Council invest in HTB on the condition that the bank was not linked or connected with Unity Trust Bank, with whom the Council were soon to hold their current account. Unanimous.

5.5 Quotation for renegotiation of energy suppliers for street lighting.

The Clerk and Assistant Clerk had spent some time trying to find another energy supplier who could provide unmetered supply which was required for the street lighting and had not been successful in doing so, despite asking other local Parish Councils. They had however been able to renegotiate a better deal with E.On, the current supplier. It was proposed by Cllr Davis that the Council accept the 3-year deal with E.On on the understanding that E.On would reflect any future changes to the street lighting hardware, as this was imminent. Seconded Cllr Russell, unanimous.

5.6 Quotes for cleaning down play equipment.

The Assistant Clerk had met with several cleaning companies to look at cleaning down the play area equipment, on a regular basis. Only one company had provided a quotation. On this basis, it was proposed by Cllr Richards that the Council ask W. Filtness to carry out an initial clean of the play area, at the quoted price of £120 and to clean the play area on a 12 weekly basis thereafter. at the price quoted of £60. This was seconded by Cllr Russell and voted for Unanimously.

5.7 Quotation for remedial tree works on VG and Fromandez drive

The Clerk had received a quotation of £800 plus VAT for Bridglunds to carry out the remedial works as quoted in their Tree Report. It was proposed by Cllr Russell that the Council accept this quotation for Bridglunds to carry out the remedial works as detailed in their previous report. Seconded Cllr Larkin, unanimous.

5.8 Quote for additional power supply on the village green

The Clerk had ascertained from TWBC that no planning permission was required for a further electrical supply box on the Village Green, however it was suggested that she apply for a Lawful Development Certificate to ensure all legalities were covered. She had met with one company to outline the works required but had not yet received any quotations. It was hoped that these works would be carried out in time for the summer festival, but the Clerk would need to inform HoVEC if this was not possible.

5.9 Christmas Lights. Quotes for support posts for Christmas lights, and alternative ideas

The Clerks had been trying to find suppliers for suitable posts which could be used to hold up the strings of festive lighting, instead of the current scaffold poles which were no longer felt to be a viable option for health and safety reasons. They had found one supplier; however, the posts were not large or sturdy enough. Bearing this in mind, the Clerk had met with Blachere Illuminations, who had suggested dressing several trees in white lights, at an estimated cost of £1000 each, which would last for approximately three years. Alternatively, they could provide a large, dressed Christmas tree each year, but this option was considerably more expensive.

It was suggested that the Clerk pursue the idea of dressing several trees with bright white lights, which could then be used in conjunction with a single string of coloured lights at the front of the green, if desired. Clerk to ask companies to send an illustration of what the trees could look like with blue white/soft white lights, plus costs, so that the Council can decide which trees to dress.

5.10 Quotations for new street lights.

The Clerk had sent a tender document to three different companies for the new street lighting. Only one quotation had been received from PSR Lighting, who provided the current maintenance programme. The options included three different types of lamp head for replacing the 17 lights which were not LED. It was proposed by Cllr Davis and seconded by Cllr Jenkinson that the Parish Council replace the 17 street lights heads with the CU Phosco lanterns in grey, at a cost of £293.75 plus VAT in addition to the cost of removing the old lamps and disposing and electrical testing, as quoted, unanimous.

5.11 KALC's (Kent Association of Local Councils) Annual subscription.

It was proposed by Cllr Russell and seconded by Cllr Jenkinson, unanimous that the Clerk be allowed to renew the membership of KALC and pay the annual subscription of £684.08 plus VAT.

6 HIGHWAYS AND GROUNDS MAINTENANCE

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

There had been a request from Diana Morton for the PC to purchase more flower bulbs for planting in the verges next autumn. It was proposed by Cllr Larkin and seconded by Cllr Richards that the Council allow the volunteers to purchase £100 worth of bulbs for planting on the verges in the autumn, Unanimous.

It was reported that the finger sign opposite the end of Churn Lane was broken: the finger pointing to Paddock Wood was missing and the finger pointing to Collier Street was hanging off. Clerk to report to Highways.

It was suggested that the Council would like to repaint the finger post on the Village Green, if KHS would allow them. Clerk to ask.

6.3 Street lighting

No repairs to be reported.

7. ADMINISTRATION

7.1 Traffic Solutions.

Cllr Davis reported that the latest idea which KHS were looking at was yellow lines across the road on the Lamberhurst approach to the cross roads and possibly on the Maidstone Road side. The installation of the gateways was imminent and the PC was awaiting KHS to install these at the preferred locations, without delay.

7.2 Neighbourhood Planning. Amendments to Terms of Reference.

The Clerk had circulated a draft amended Terms of Reference for NH plan. Comments from both sides had been taken on board and incorporated appropriately. It was proposed by Cllr Russell, seconded by Cllr Jenkinson that the new TOR be adopted by the Council and the Steering group. Unanimous.

Cllr Jenkinson reported the following:

The Steering Group held a Meeting in the Gun on Thursday 14th March 2019 to finalize arrangements for The Progress Event to be held in St. Margaret's Church Hall on Monday 25th March 2019 to which the Public were invited.

Approximately 100 Members of the Community attended the Progress Event. Unfortunately, St. Margaret's Church Hall was too small to cope with the numbers attending, which meant that a small number of people found it difficult to hear the presentation on the results of the Questionnaire, from the consultant Jim Boot, as they could not access the Main Hall and had to stand in the kitchen and entrance hall doorways leading into the Main Hall. Jim replied to questions by Members of the Public regarding the Questionnaire and The Neighbourhood Plan. Due to the lack of space the tables with the information posters had to be taken down, therefore some members of the public were unable to view the posters and there wasn't a further opportunity to put them in place after the presentation.

Some Members of the Steering Group will attend a Meeting with Tunbridge Wells Borough Council on Wednesday 3rd April 2019 in the Town Hall to discuss updates to the Local Development Scheme, Horsmonden Policies and sites, and the Technical support package offered by Locality. The next Steering Group Meeting will be on Thursday 4th April 2019 at 7.30pm in The Gun & Spit Roast.

Cllrs did discuss the fact that in hindsight, St Margaret's Church Hall had been too small a venue for this meeting, however it was made clear that the group had tried to book the Village Hall but it had been unavailable as it was fully booked. Cllr Russell said that if the group were able to give as much notice as possible next time they had a public event planned, he would try to accommodate them in the Village Hall but this may mean asking regular users of the hall to move or change sessions if they were willing.

7.3 Clarification on NE Quadrant decision

The Clerk had asked for clarification on the decision not to pursue the NE Quadrant as further information had come to light advising that although Brenchley and Matfield PC were not contributing to joint finances to provide a consultant, they were still going to take part in meetings of the group.

Bearing this in mind, it was proposed by Cllr Jenkinson that HPC would be happy to continue attending meetings with no financial commitment to the group, seconded Cllr Larkin. Unanimous.

7.4 Additional power point on Village Green

Already dealt with elsewhere.

7.5 Development of Sound system/conference system suggestion for Village Hall -demonstration and quotes.

The PC had received a demonstration and explanation of a delegate's sound system, from a local company, prior to the start of the meeting. Bearing in mind what the Cllrs had seen, they asked the Clerk to pursue three quotations for a delegate's system consisting of one Chair's microphone and four delegates microphones; a sound system with four speakers for the hall and a hearing loop.

7.6 Development of potential plans for drinking fountain suggestion

The Clerks had met with one plumber on site to provide a quotation for a recessed drinking fountain, however he had not yet responded with a quote. Further quotes to be obtained.

7.7 Community Garden project (Horsmonden Youth Action). Clarification on the supporting Charity and decision regarding continued support of the project.

Hilary Marshall had confirmed that she would update the Council in June when she came to discuss stage 2 of the project. The water butts would be installed shortly. There was some confusion as to how the Community Garden would function once set up: who would use it and when?

Cllr Hamilton mentioned a sensory garden she had seen which was used to assist those who suffered mental health issues.

8. UPDATES (no decisions)

Cllr Richards had attended the KALC area meeting. He suggested that the Council should have a note of their Councillors on the Parish Noticeboard. The next KALC area meeting was to be on 12th June at Horsmonden Village Hall and refreshments should be organised for this.

Cllr Sheppard said that he had looked at LED bulbs for replacing the incandescent ones which were still being used by the Players in the Village Hall. The cost of these was higher than expected and it would take a very long time to recoup the cost from any reduction in power. It was suggested that he replace each bulb as it became non-functional, with an LED version.

Cllr Hamilton (KCC) informed the Council that Paddock Wood had a Heritage open day planned in September, which was to be used to promote rural tourism in the area.

Cllr March was planning to attend a meeting at Horsmonden Primary School on 2nd April regarding the possible change in status to an Academy.

It was mentioned that the Players wished to clear out the area next to the Lighting Box in the Village Hall, which was currently used for storage.

The Meeting ended at 10.28pm