

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 2ND JULY
2018

Present: Cllr March (Chair)
Councillors Davis, Russell, Stevens, Jenkinson, Larkin, Sheppard and White.

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. **None were noted.**

1. APOLOGIES FOR ABSENCE

Cllr McDermott (TWBC)
Cllr Richards sent his apologies.

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.

Mrs Jenkins asked to speak about the Village Footprint initiative.

She outlined a number of ways in which she hoped the Parish Council may be able to become involved or help promote/support the project.

It was proposed by Cllr Larkin, seconded Cllr White and voted for unanimously that item 7.6 be brought forward on the agenda.

7.6 Community Recycling.

The clerk outlined a number of improvements which the council had already made to reduce paper, ink toner usage and time.

A number of suggestions and ideas were raised by councillors including: introduction of glass collection by bottle bank or doorstep collection, collection of surplus fruit and vegetables produced in the village for distribution by foodbanks, community juicing days, making sure that water capture, solar power and insulation are adopted in all new housing in the village via the NH plan, as part of sustainability.

Cllr March reminded everyone that TWBC were going out to tender for the rubbish collection and recycling contract in 2019 and that it was hoped that door step glass collection would be part of the new contract. She also pointed out that although a lot of fruit is allowed to drop off and rot in the fields, this is a vital source of food for local wildlife and birds.

It was proposed by Cllr White and seconded by Cllr Larkin, unanimous that the PC develop a policy which endorses the village footprint, together with its own sustainability policy. Cllr White to look at drafting a suitable policy for the council.

3. MINUTES OF PREVIOUS MEETING

Agree the minutes of the Parish Council Meeting 4th June 2018 & Planning Committee Meeting 19th June 2018

Cllr Stevens proposed acceptance of the minutes of the Parish Council Meeting on 4th June 2018, seconded Cllr Jenkinson. Unanimous.

Cllr Sheppard proposed acceptance of the minutes of the Planning Meeting on 19th June 2018, seconded Cllr Jenkinson. Carried.

4. MATTERS ARISING (no decisions)

Public Rights of Way

The Clerk was still waiting to hear more about this. Carried forward.

Emergency Planning

Discussed later on in the meeting item 8.2

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

Cllr Richards still dealing. Carried forward.

Parish Toilets

Assess the jet washing/floor cleaning in men's loos. Carried Forward.

Register beacon for November 2018 Event

HoVEC were holding a meeting on Thursday 5th July and would discuss further then.

Data protection legislation updates

Item 8.7 on the agenda dealt with this

Institute

Hurstway wish to come whilst clerk is away on a planned holiday. Cover was arranged with Cllrs Sheppard, Larkin and White volunteering to cover the period to prevent rescheduling the work. Clerk to ask if Hurstway can bring their own power supply so that access to the inside of the building would not be required.

Clerk awaiting final lease for completion

5. PARISH COUNCIL FINANCE

5.1 Agree Parish Council accounts to 1st July 2018 and settlement of invoices for this period (see appendix 1)

It was proposed by Cllr Russell, seconded by Cllr Sheppard and voted for unanimously that the council finances up to and including 1st July be accepted as follows:

Horsmonden Parish Council Accounts as at 1st July 2018

	Balances
Current account with Co-operative Bank PLC b/fwd. 03.06.2018 (assuming all debits and credits have cleared the account)	£ 94,936.00
Deposit account with HSBC b/fwd. 03.06.2018 (assuming all credits and debits have cleared the account)	£ 291.01
interest on HSBC account	

Item	Ref	Receipts	Payments
Horsmonden Sports Club- weedkilling and fertilizer grant	402063		£ 400.00
Office Furniture Online - chair for office	402064		£ 163.02
Choice leader Ltd (T/A TMS & checkmate Gifts) stationery	402065		£ 24.00
Arron services - install new router and IT solutions	402066		£ 201.60
B&CE Holdings - the Peoples pension- May pension	D/D		£ 60.56
BT - business quarterly charges	D/D		232.08
EDF energy - VG box electricity charges Dec-June	D/D		£ 48.88
EDF energy - Public Conveniences Dec - June	D/D		£ 189.96
Mrs L D Noakes- Salary for June	S/O Flexi		£ 1,086.36
Mr CJ Couchman - June clock and play area	402067		£ 83.08
Horsmonden Village Events Community - Applause entertainment	402068		£ 175.00
PSR Lighting& Signs Ltd - Maintenance-May	402069		£ 89.00
Specialist Hygiene Services ltd - May cleaning	402070		£ 204.61
Invicta Law - Institute Lease final draft	402071		£ 550.80

Water Choice - supply to Public toilets - Dec- June	402072		£ 77.49
Hummel Electrical Ltd - replace tubes in toilets	402073		£ 60.00
David Buckett - internal audit 2017-18-year end	402074		£ 273.40
HM Revenue and Customs - tax and NI June	402075		£ 174.55
Clearview Windows- quarterly clean of VG furniture	402076		£ 90.00
PJ Electrical - testing power supply on VG	402077		£ 144.00
KCC - PEAT testing for Office, VH, Institute	402078		£ 99.84
HoVEC - electricity charges for summer fete		£ 31.03	

Current Account with Co-operative Bank PLC as at 01.07.18
(assuming all credits and debits have cleared the account)

£ 90,538.80

All Accounts with HSBC as at 01.07.18

£ 291.01

(assuming all credits and debits have cleared the account)

TOTAL

BANK:

£ 90,829.81

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 7th May 2018

The Chair checked the amounts against the bank statement and signed off these accounts.

5.3 Chair to reconcile accounts with bank statement for period up to and including 3rd June 2018

The Chair was unable to reconcile this period as the bank statement had not yet arrived from Co-op.

5.4 Internal Auditors report for 2017-18

The Clerk had circulated the Internal Auditors report for year end 2017-18 and this had been read by Cllrs. It was noted that the report again suggested an alternative banking arrangement and alternative accounting packages, but it was felt that until the Assistant clerk is fully trained and operational these suggestions should be deferred owing to lack of time resources.

5.5 Quotations to repair parking area kerb stones outside the Village hall

The Clerk had been trying to get quotes but had been unsuccessful in receiving any so far. It was suggested that the clerk try Dukes contractors.

5.6 PC's agreement to cover the costs of Applause entertainment at the Sumer festival, from their Youth provision resources.

It was proposed by Cllr Stevens that the Council cover the costs of the Applause entertainment which HoVEC provided on the Sunday afternoon of the Summer festival 2018. Seconded Cllr White, unanimous. These funds would be taken from the Councils youth provision budget.

5.7 Air ambulance application for £100 grant

After a discussion it was decided that the Council should stick to its policy of only providing grants and donations for charities located within the village, as they preferred parishioners to have the choice of deciding for themselves which other charities they wished to donate to. This was proposed by Cllr Davis, seconded Cllr Larkin, carried.

6. HIGHWAYS AND GROUNDS MAINTENANCE

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

The following highways and ground maintenance issues were raised and were to be actioned as shown:

- Verge cutting- some places the signs and marker posts have not been strimmed around – does the KCC contract allow the contractor to cut in between posts etc?
- Brick Kiln Lane- fly tipping on RHS of road has been reported to TWBC and KCC (Cllr Larkin) includes a tree root and asbestos cladding.
- Gullies Lamberhurst – still blocked – some now need strimming!
- Manhole covers Lamberhurst Road- one has been reset, when will the other be redone?
- The outer warning sign of the give way at the crossroads is obscured by foliage of the silver birch tree on the green. Maidstone Road.
- The advance warning sign is partly obscured by foliage of the two trees nearest to it on the approach to the crossroads. Lamberhurst Road.
- Contact land owner of Marle Place Farm about hedge on Lamberhurst Road as it stops the flashing speed sign from working effectively.
- Contact owner of house near SID location on Goudhurst Road as hedge has grown out and stops the sign working effectively.
- Contact KCC about cutting their hedge near Lamberts Place as it stops the flashing speed sign from working properly.

6.2 Grounds Maintenance - around the village

Cllr Sheppard had received an email from a parishioner about the possibility of sharing use of a dymo gun Goudhurst PC to remark the foot path markers around the village and organise a footpath group who might cut back and clear vegetation on footpaths. Clerk to Liaise.

It was suggested that the clerk let Dukes contractors know that now the green was not growing so quickly they could cut it when necessary rather than every week and carry out the strimming at the same time.

7. ADMINISTRATION

7.1 Traffic Solutions- Update on current traffic project: agree the next steps and quotations.

The question was raised as to when KCC would decide if the alterations to the crossroads were effective – was there a timescale of say 6months or a year? This information had not been specifically communicated from KHS.

Cllr Davis said that the remaining aspects of the PC's traffic scheme have now had the design approved and are with KHS contractors for quotes. The budget quote was around £10,000 for the new gateways, and it is hoped that a more competitive quote might be received. In view of the fact that there was not another PC meeting planned until September, it was proposed by Cllr Davis, that provided the construction and implementation costs of the scheme were below the estimate of £10,000 in total, the work should be allowed to go ahead as soon as possible. Seconded by Cllr White, Unanimous

SID

Cllr Sheppard had circulated the latest set of data collected from the SID prior to the meeting. A discussion took place regarding how the SID data was to be collected and stored now that the spare lap top was to be used by the assistant clerk. It was proposed by Cllr Larkin, seconded by Cllr White and voted for unanimously that up to £300 could be spent on a new laptop for this purpose.

7.2 Emergency planning

Mrs Stanton had now updated the plan to version 7. She had been in touch with Lisa Guthrie about the contents of the Grab Bags and the advice had been to make up our own. She had contacted KHS and TWBC about footpath maps and was trying to obtain one in the right format.

The clerk had been looking into GDPR for this project and a privacy statement and consent confirmation would need to be sent to those who had volunteered or who appeared in the listing. It

would be a good idea to get volunteers to confirm that the information held was correct at the same time.

7.3 Neighbourhood planning –permission to move forward with development of NH plan website, updates and summary from the Visioning events, moving forward with Design Forum and future plans.

Cllr Jenkinson had circulated an update to council members prior to the meeting. The poster event was now booked for 5th, 6th September 3-8pm and 8th September 10am -2pm. The group were also discussing the use of a questionnaire to households. There was another steering group meeting planned for 12th July.

It was proposed by Cllr White that the group be allowed to set up and run its own website which was separate from the PC website. This could be used to publicise events and collate all the information together for the public to see. The costs were likely to include the price of a domain name. Seconded Cllr Jenkinson, unanimous.

Once the next steps were decided upon, Feria would need to recalculate their costs as the Design Forum did not take place but other events and the questionnaire are planned instead which would require work from Feria.

7.4 HoVEC events.

There was to be a HoVEC meeting on Thursday 5th July to discuss the possible coming events such as a Roving Supper, Autumn Festival, Christmas Festival etc.

Feedback from the Summer Festival was to be given at this event and discussed with HoVEC. It was thought that because of potential child protection issues and the size of this event, a similar event next year may require the presence of Social Services.

7.5 Christmas lighting 2018

Cllr Stevens to check if any spare light bulbs are required before Christmas. Cllr Davis to order if necessary.

7.6 Community recycling.

Dealt with earlier in the meeting.

7.7 GDPR – adoption of a Councillor privacy statement and an Employee privacy statement.

The Councillor Privacy statement had been drafted prior to the meeting and circulated to all members. It was proposed by Cllr White, seconded by Cllr Larkin and voted for unanimously that the privacy statement for Councillors be adopted. Clerk to circulate to all councillors as adopted. The Employee Privacy Statement and Consent had been circulated to members prior to the meeting. It was proposed by Cllr White, seconded by Cllr Larkin and voted for unanimously that the Employee Privacy Statement and Consent Form be used by the Council and issued to all employees for completion.

7.8 Adoption of an emergency contact form for the PC to use.

An emergency contact form had been drafted and circulated to all members prior to the meeting. It was proposed by Cllr Larkin seconded by Cllr White and voted for unanimously that the emergency contact form be adopted by the Council, completed by all who wish to use it and returned to the clerk for safe keeping in a folder.

8. CONSULTATIONS

8.1 Kent County Council's Big Conversation ends on 8th August 2018

www.kent.gov.uk/bigconversation.

It was considered that most of the consultation was relevant to individuals rather than Councils. Cllr Jenkinson to complete on line the sections relevant to the Council and copy to the clerk for info.

Proposed Cllr Russell, seconded Cllr White, unanimous.

Cllr March to circulate to a family in the village whom she knows, with have no car etc.

8.2 Marden NH plan consultation ends 21st July 2018

It was proposed by Cllr Russell, seconded Cllr Larkin, unanimous that the Council provide the following comment: 'Horsmonden Parish Council note Marden's NH Plan with interest.'

8.3 Highways England - Operation Stack Listening Exercise - deadline 22 July

<https://highwaysengland.citizenspace.com/he/solutions-to-operation-stack/>.

The council had no comments on this matter.

8.4 Draft High Weald AONB Management Plan 2019-2024 – ends 25th July

www.highweald.org/public-consultation-2018.

It was proposed by Cllr White, seconded Cllr Jenkinson, that Cllr Russell fill in the questionnaire online and copy the clerk. Unanimous.

8.5 KCC Tunbridge Wells Grammar School for Boys - Education Consultation ends 18th July 2018

It was proposed by Cllr Larkin, seconded Cllr White and voted for unanimously that the clerk make the following comment on behalf of the council: 'HPC support the growth of the school so long as they can receive reassurance that rural areas including Horsmonden will be included in the catchment area.'

9. UPDATES (no decisions)

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

Cllr Davis had attended the Parish Chairman's meeting where there had been an update on the current policing model, attempting to address the policing problems in rural areas. Cllr Harris had made a point about the general deterioration of the Borough at this meeting. Some of this was thought to be down to pot holes in the road etc.

Cllr Jenkinson had attended the NE Quadrant meeting with Stephen Baughen at TWBC. There had been a lot of focus on Capel and Paddock Wood, as Capel was concerned to remain independent of paddock Wood. TWBC were starting to liaise with the Clinical Practitioners Group regarding GP surgeries in the Borough. Green belt and flooding issues were also discussed.

The meeting ended at 10.05pm