

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 3RD SEPTEMBER**  
**2018**

**Present:** Cllr March (Chair)

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

**In attendance:** Lucy Noakes (Clerk and RFO)

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**

Cllr McDermott (TWBC)

**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 MEETING**

**Agree the minutes of the Parish Council Meeting 2<sup>nd</sup> July 2018 & Planning Committee Meetings 17<sup>th</sup> July 2018 and 14<sup>th</sup> August 2018.**

Cllr Stevens proposed acceptance of the minutes of the Parish Council Meeting on 2<sup>nd</sup> July 2018, seconded Cllr Sheppard. Unanimous.

Cllr Russell proposed acceptance of the minutes of the Planning Meeting on 17<sup>th</sup> July 2018, seconded Cllr Sheppard. Carried.

Cllr Stevens proposed acceptance of the minutes of the Planning Meeting on 14<sup>th</sup> August 2018, seconded Cllr Davis. Carried.

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

**Public Rights of Way**

The Clerk had been contacted by Mrs Wilkins from KCC Rights of Way to provide more evidence. This required further research in the records.

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

Cllr Richards had managed to find out some information on this and would forward to the clerk to find out the next steps.

**Parish Toilets**

JS hoping to meet again with Simon Edwards the supervisor from SHS, to discuss the cleaning needs as it was still not much improved.

**5. PARISH COUNCIL FINANCE**

**5.1 Agree Parish Council accounts to 3<sup>rd</sup> September 2018 and settlement of invoices for this period (see appendix 1)**

It was proposed by Cllr Richards, seconded by Cllr Jenkinson and voted for unanimously that the council finances up to and including 2<sup>nd</sup> September 2018 be accepted as follows:

**Horsmonden Parish Council Accounts as at 2nd September 2018**

**Balances**

Current account with Co-operative Bank PLC b/fwd. 02.07.2018 (assuming all debits and credits have cleared the account)	£ 90,538.80
Deposit account with HSBC b/fwd. 02.07.2018 (assuming all credits and debits have cleared the account)	£ 291.01
interest on HSBC account	£

Item	Ref	Receipts	Payments
Mark Sheppard - reimbursement for laptop for SID	402079		£ 299.99
PSR lighting & Signs Ltd - Maintenance June 2018	402080		£ 89.00
Business Stream 05/12/17-14/06/18 waste water toilets	D/D		£ 112.83
B&CE Holdings - The peoples Pension June & July	D/D		£ 62.04
Mrs L D Noakes- July Salary	S/O Flexi		£ 1,086.36
PSR Lighting & Signs Ltd - Maintenance July 2018	402081		£ 89.00
E. On - street lighting supply 01.04.18-30.06.2018	402083		£ 554.11
Play safety Ltd - RoSPA report for play area	402084		£ 79.80
MLM Consulting Engineers Ltd - traffic calming	402085		£ 2,070.00
Hurstway Construction co. Ltd - Institute Building	402086		£ 3,617.94
EJP Fire Protection - emergency lighting and fire protection checks	402087		£ 226.92
Viking Payments - stationery and cleaning equipment	402088		£ 136.90
HM Revenue and customs - July tax and NI	402089		£ 174.55
Specialist Hygiene Services Ltd July	402090		£ 204.61
Mr C Couchman - July invoice for clock and play area	402091		£ 103.85
B&CE Holdings -The Peoples Pension. August	D/D		£ 41.03
Mrs L Noakes - August salary plus overtime	S/O Flexi		£ 1,235.60
Ms J Stanton - August salary plus July hours	S/O Flexi		£ 731.83
HM Revenue and Customs - Tax and NI LDN &JS	402092		£ 287.36
Mr CJ Couchman - August clock and play area invoice	402093		£ 83.08
PSR Lighting and Signs LTD - August street lighting	402094		£89.00
Horsmonden Parish News - annual printing contribution	402095		£ 250.00
Ready Call Horsmonden - annual welcome pack contribution	402096		£ 50.00
British Legion Poppy Appeal - large poppies for lamp posts	402097		£ 36.00
Kent Association of Local Councils - Clerks conference	402098		£ 72.00
Kent Association of Local Councils - Clerks conference JS	402099		£ 72.00
Messenger mobile services - dyno rod for toilets	402100		£ 216.00
Gillet and Johnston (Croydon) Ltd	402101		£ 230.40
PKF Littlejohn LLP - external audit	402102		£ 480.00
Invicta Law -legal fees 18.06 - 13.08.18 - Institute lease	402103		£ 280.00
Interdirect - Annual fee for domain name hosting 27.09.2018- 26.09.2019	402104		£ 180.00
Mr T J Simms - odd jobs and Institute gate	402105		£ 61.48
Kent Association of Local Councils - finance conference LDN	402106		£ 72.00
Kent Association of Local Councils - finance conference CR	402107		£ 72.00
Play dale refund of over payment		£ 331.32	
VAT refund Oct2017-31st March 2018		£ 6,277.76	

Current Account with Co-operative Bank PLC as at 02.09.18 (assuming all credits and debits have cleared the account)	£ 83,700.20
All Accounts with HSBC as at 02.09.18 (assuming all credits and debits have cleared the account)	£ 291.01
	<b>TOTAL BANK: £ 83,991.21</b>

*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 3<sup>rd</sup> June 2018**

The Chair was able to conclude that the statement and bank reconciliation agreed with each other and signed both documents.

**5.3 Chair to reconcile accounts with bank statement for period up to and including 1st July 2018**

The Chair was able to conclude that the statement and bank reconciliation agreed with each other and signed both documents.

**5.4 Quotations to repair parking area kerb stones outside the Village hall**

The Clerk had asked several companies for quotes but had not been successful in receiving any quotations as yet for this work. Bring forward to October agenda.

**5.5 Quotations for replacing the front door to Village Hall**

The Clerk and Assistant clerk had been in contact with several companies but had only received one quotation as yet. The clerk was also investigating another company who may be able to mend the door. Bring forward to October agenda.

**5.6 Dyno Rod quote for sealing drainage pipe work from Public toilet.**

When visiting to sort out a blockage at the toilets, Dyno Rod they had discovered a misaligned joint which required further sealing in order to prevent paper build up, in the future. They had quoted a figure of £371 plus VAT to seal the pipework, however the PC wondered if this work was guaranteed and how long for etc. Clerk to investigate further. It was proposed by Cllr White that if Dyno Rod can give a 3 year or more warranty for the works then the council should go ahead with this work. Seconded Cllr Larkin. Unanimous.

**5.7 Quote for repainting the doors in the public loos with anti-graffiti paint.**

The Clerks had asked Mr Simms to provide a quote for painting the wooden internal door in the loos and coating with anti-graffiti paint and they needed a refreshment. It was suggested that Johnston's on the Industrial estate were a good source for paint in the TW area. Clerk will bring quote to next meeting.

**5.8 Quote for over seeding and fertilizer to Village Green**

Bourne's had quoted for over seeding and fertilizer on the green. The Councillors decide to wait until the spring and reassess if reseeded was necessary, however they wanted to go ahead with the fertilizer at the price of £240 plus VAT as soon as possible after the Horsefair.

**5.9 Grant application from Horsmonden Sports Club for grant towards mowing the sports ground.**

The Sports club had asked the council to consider a grant toward their mowing costs at the sports grounds. The council discussed this matter and it was proposed by Cllr Stevens that a donation of £250 be granted. Seconded Cllr Jenkinson, carried.

**5.10 Renewal of KALC membership for 2018/19**

The KALC membership had come up for renewal earlier in the year, but had not been able to receive the council's attention until September agenda. The renewal of £808.37 for the period 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2019 based on the number of band 'D' properties in the parish and a standing charge. The council receives training courses through KALC as well as access to legal and procedural information and advice throughout the year. It was proposed by Cllr Russell and seconded by Cllr Richards that the PC renewal this annual membership. Unanimous.

**6. HIGHWAYS AND GROUNDS MAINTENANCE**

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

The following issues were raised:

- Clerk to write to the owners of the Old Bakery, Gun Back Lane as the bushes were restricting sight lines when pulling out of Gun Back Lane.

- Cross roads- cats' eyes have not yet been replaced on Maidstone Road, approach to crossroads, following works.
- Clerk to find out - What date would KHS reassess the works at the crossroads to see if they had made any improvement to safety? Cllr Larkin has noticed and photographed the crossroads improvements at Benenden as these seem much more noticeable than those at Horsmonden crossroads, clerk to ask KHS about this.
- Virtual pavement Gibbet Lane towards Maidstone Road -the edge of the pavement is breaking up. Clerk to notify Highways
- Cllr Sheppard agreed to photograph the hedge sticking out on Gibbet Lane near to Maidstone Road as this is obscuring the virtual pavement and clerk should then write to the owners, once identified.
- Hedgerow at Freestones has grown out over the marker posts.
- Marker posts- one has been knocked down near to entrance to Oliver's court.

## 6.2 **Grounds Maintenance - around the village**

The clerks would be looking to get some quotes for replacing the posts around Fromandez Drive over the next month. It was suggested that the clerk email Nick at KHWP as they may be able to assist with providing a quote for putting the posts into the ground. The council discussed whether they would prefer wooden or recycled plastic posts like the ones around the green, and the consensus was to order more recycled plastic ones.

## 6.3 **Street lighting – quotation for reducing the light from column 47 on the green.**

A parishioner had asked if anything could be done to reduce the amount of light coming from light 47 on the green, as it was shining into a bedroom window. PSR Lighting had provided two quotes; one to replace the timing mechanism, so that the light went off at midnight and on again at 5.30am, and another to shade out part of the light bulb. The council considered each option; however, it was felt that the reason for putting a light in this position was to light up what was otherwise the only unlit area of the village green. The councillors felt that lighting up the centre of the village around the green at night makes people tend to feel safer and acts as a deterrent to unsociable behaviour. They felt therefore that it was important from a health and safety point of view to leave the light as it was currently, as to blank out part of the light would defeat the object of having it there. Clerk to inform the parishioner of this decision.

## 7. **ADMINISTRATION**

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

Cllr Davis hoped to be able to bring the quotations for the gateways to the October meeting.

### 7.2 **Horse fair on the Green -9<sup>th</sup> September 2018**

The Clerk had received the booking form, deposit cheque and email plan/assessment of the event from the TWBC forum (made up of the Police, Cllr March and Terry Hughes, event's organiser at TWBC). The insurance company now had the insurance application and the underwriter had agreed the event, however the clerk was still awaiting the insurance documentation.

Clerk to ensure that parish loos were open as normal and take delivery of portable loos on Friday (Collect on the Monday), and ask social club to ensure that outside tap was left on and accessible

Cllr March reported that there would be no road closures this year and that the police would not attend (although there may be a presence at the school.)

It was proposed by Cllr Stevens that the event be accepted subject to the clerk receiving the necessary insurance documentation. Seconded Cllr Davis. Unanimous.

### 7.3 **Autumn Festival on the Green - 6<sup>th</sup> /7<sup>th</sup> October 2018**

The clerk had received the booking form, insurances and plan/risk assessment for this event and was still awaiting a deposit cheque. The information had all been passed to the Council prior to the meeting for their consideration. It was proposed by Cllr Richards, seconded by Cllr Russell and voted for unanimously that HoVEC be given permission to go ahead with this event.

### 7.4 **WW1 centenary event**

The Clerk had been in contact with Mr Kellas to try and find out if anything was organised for the event already and the normal church service plus memorial service at the war memorial was already organised as in previous years. The Nostalgia group hoped to provide a display and the WI hoped to provide refreshments

inside the club. The Knitting group were busy knitting poppies to go around the memorial inside the club. Cllr Stevens had spoken to Mr Barr and he still had the Beacon in storage.

It was suggested that the clerk:

- Contact Mr Barr and ask if he would mind supplying the beacon and post to the green
- Ask Mr Kellas if he would be the guest of honour in lighting the beacon for the village at 7pm
- Ask HoVEC if the council could borrow the orange fencing for crowd control
- Contact insurers to make sure they are happy with the event procedures
- Fill in the events form at TWBC and secure any necessary licensing.

There will need to be volunteer stewards for the event and the council will need to borrow a fire extinguisher from the Village Hall to be positioned on the green.

It was proposed by Cllr Larkin that the council go ahead with an event from 5pm to 7pm culminating in lighting the beacon on the green at 7pm and that the PC insurance should cover the event on the green (social club to cover inside the club building.)

#### **7.5 Emergency planning – purchasing grab bags & discussing next stages of the plan.**

Cllr Davis had found on the internet, a grab bag which looked as if it contained all the necessary items and details of this had been circulated to the council members. There were others available. It was proposed by Councillor Russell and seconded by Cllr White that a grab bag with suitable content be purchased for the emergency planning group, at a cost of up to £200 net.

It was discussed that a key safe would be required to gain access to the grab bag, if stored in the VH cupboard. It was proposed by Cllr Russell and seconded by Cllr White, that an appropriate, secure, code operated box to keep the keys safe (for the outside door and cupboard door) be purchased. Unanimous.

#### **7.6 Purchase of new first aid boxes and accident books for the Parish office.**

The Clerk had identified a suitable first aid box for the Parish Office at a cost of £37.63 (including VAT) plus an accident book at £4.19. It was proposed by Cllr Richards and seconded by Cllr White that this be purchased with two accident books, as a new one was required in the VH. The clerk will then send an invoice to the VH committee for their accident book. Unanimous.

#### **7.7 Neighbourhood Planning.**

The group had met with TWBC to discuss sites around the village and in particular the sites which TWBC had identified as suitable from those put forward for their plan.

The group had met following this to discuss the forthcoming poster event and plans around that. This would be held on 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> October in the VH and it was hoped that many parishioners would attend.

After the poster event FERIA will provide their Interim Report and details of the costs involved if the PC wish to contract them for the next part of the NH plan process.

Clerk to investigate grants available for the next part of the procedure and will need a further quote from FERIA to assist with this.

#### **7.8 Christmas lighting 2018**

Cllr Stevens said that he had plenty of spare bulbs for the Christmas lighting. The lights will go up on 1<sup>st</sup> December with the main strings being switched on at the Christmas event on 8<sup>th</sup> December and switched off on 6<sup>th</sup> January 2019. The UMISO certificate which covers power for the string on the Goudhurst Road will need to be applied for from 1<sup>st</sup> December 2018 until 6<sup>th</sup> January 2019.

#### **7.9 Community recycling – village footprint & Parish Council's Sustainability policy**

Cllr White had provided a draft Sustainability Policy for the council to look at prior to the meeting. It was proposed by Cllr White and seconded by Cllr Richards that this be accepted by the Council, and that it be added to every comment sent to TWBC for planning applications from now on, Unanimous. This can be done in the form of a link to the comment on the TWBC website.

Clerk to add this to the website.

#### **7.10 GDPR and Data Protection– adoption of a Data Protection Policy for HPC, Social and Media policy. Awareness checklist for Parish Councillors, Hirers privacy statement for Village Green and new Village Green booking form.**

The Clerk will circulate this documentation prior to the October meeting.

#### **7.11 RoSPA report 2018 for play area- Any actions.**

It was suggested that the Clerk ask Mr Simms if he could take a look at the spring on the gate by the roadside and adjust if necessary and also see if he could rub down the laminate on the roundabout and coat appropriately.

Clerk to alert Kindergarten to the peeling paintwork on their black gate as this could cause a splinter.

**7.12 Signing of Institute Lease and agreement of new signage**

The final draft of the lease had been circulated prior to the meeting. It was proposed by Cllr Jenkinson and seconded by Cllr Stevens that the Chair, Vice Chair and Clerk sign the lease appropriately and send back to Invicta Law for completion with the Social Club. Unanimous.

**8. CONSULTATIONS**

**8.1 Kent County Council Draft Public Rights of Way Improvement Plan - consultation ends 12th September 2018 [www.kent.gov.uk/rightsofwayimprovementplan](http://www.kent.gov.uk/rightsofwayimprovementplan)**

Cllr Larkin agreed to answer this on behalf of the Council.

**9. UPDATES (no decisions)**

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

Cllr Richards had drafted a statement about planning to go in the parish news and on the website. He would circulate this to the other members for comments.

Cllr March would attend the next Parish Chairman's meeting, when the waste contract was due to be discussed. Things would be changing for the collection of household recycling and garden waste. It was likely that glass recycling would become part of the doorstep collection and that there would then be a charge if the household wanted garden recycling also. Cllr March reported that the number of incidents of green waste fly tipping had reduced from 59000 in 2007 to 32000 in 2017 according to Defra England figures, published 2017.

**The meeting ended at 10.25pm**