

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 6TH MARCH
2017

Present: Cllr March (Chair)
Councillors Davis, Russell, Richards, Stevens, Holloway, Jenkinson.

In attendance: Lucy Noakes (Clerk)
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 declared.

1. APOLOGIES FOR ABSENCE

Cllr Larkin & Cllr Isaacs.

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 Duncan from Lambert and Foster had requested to speak on behalf of Mr Crick, the applicant for TW/17/00408 – Quince Cottage.

Mr Duncan explained that following the withdrawal of the previous application for Quince Cottage, the applicant had had discussions with TWBC and had taken into account the comments made by neighbours and the PC when producing the current application. The current application hopefully improved the site visually and was a reduction in volume and footprint on the previous application.

Cllr March suggested that the application TW/17/00408 – Quince Cottage be brought forward for discussion by the council. This was proposed by Cllr Stevens, seconded by Cllr Jenkinson and voted for unanimously.

6. PLANNING APPLICATIONS

i) Current applications awaiting consideration by the council:

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| Planning Application No: | TW/17/00408/FULL |
| Proposal: | <u>Demolition of part and conversion of workshop buildings, extension and alterations to Quince Cottage; Demolition of The Garage, and erection of 1 No. residential dwelling house and garage with associated access, parking and landscaping; Change of use of B2 yard to residential curtilage.</u> |
| Location: | Quince Cottage School House Lane Horsmonden Tonbridge Kent TN12 8BJ |

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| Recommendation: | Approval |
| Proposal: | Cllr Richards, seconded Cllr Davis. Unanimous. |
| Comments: | Recommended approval. Reasonable development and change of usage to the site. |

It was proposed by Cllr Stevens and seconded by Cllr Holloway that the other planning matters should be dealt with at this point in the meeting.

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| Planning Application No: | TW/17/00618/FULL |
| Proposal: | Construction of two bay timber garage |
| Location: | High Banks Marle Place Road Horsmonden Tonbridge TN12 8DS |
| Recommendation: | Approval |
| Proposal: | Cllr Stevens, seconded Cllr Russell. Unanimous. |
| Comments: | Recommended approval. Suitable building in a rural location. |

3. MINUTES OF PREVIOUS MEETING

Agree the minutes of the Parish Council Meeting 6th February 2017 and Planning Meeting 21st February 2017

Cllr Jenkinson proposed acceptance of the minutes of 6th February 2017 meeting, seconded Cllr Russell. Unanimous.

Cllr Holloway proposed acceptance of the minutes of the Planning meeting of 21st February 2017, seconded Cllr Jenkinson. Unanimous

4. MATTERS ARISING (no decisions)

Public Rights of Way

Clerk was still waiting to hear.

Parish Toilets

Cllr Russell will continue to monitor the usage weekly during March and report back.

The Clerk is still monitoring the cleaning of the toilets. She would be asking the cleaner to pay special attention to cleaning under the toilet seats.

Rubbish bins and cigarette tray at shelter

Cllr Isaacs will install the new bins as soon as he has time and the weather permits.

Pension Admin and Payroll

Clerk has now been informed by HMRC and Peoples pension that the RTI payroll software by HMRC may be adequate for the pension calculations etc. She will therefore only purchase Sage payroll if deemed necessary.

Computer service contract.

Clerk to implement this with Arron services once everything is back in the office after refurbishment.

Structural survey of Institute Roof

Councillors need to locate service hatch to roof void. Cllr Richards and Holloway agreed to have a look on Tuesday 7th March.

VG Trees

Tree works to undertake the works to pollard the limes on 11th & 12th April all being well, as they are awaiting the go ahead form TWBC tree officer, as required in teh conservation area.

Clerk was waiting to hear back from Peter Holloway about carrying out the specialised survey of the horse chestnut.

Reinvestment of Council savings.

Cllr Russell had attended a meeting with HSBC Tony Wood on Monday 6th March, in order to take out a Money Market account to the sum of £70,000 for two years as agreed by Council members at the previously meeting. This had been successfully carried out and the clerk would receive confirmation by email shortly.

5. PARISH COUNCIL FINANCE

5.1 Agree Parish Council accounts to 5th March 2017 and settlement of invoices for this period (see appendix 1)

The following list of payments was considered by the council and were proposed for acceptance by Cllr Holloway, seconded by Cllr Jenkinson and voted for unanimously:

APPENDIX 1

Horsmonden Parish Council Accounts as at 5th March 2017

| | Balances |
|--|-----------------|
| Current account with Co-operative Bank PLC b/fwd 06.02.2017 (assuming all debits and credits have cleared the account) | £ 76,423.49 |
| Deposit account with HSBC b/fwd 06.02.2017 (assuming all credits and debits have cleared the account) | £ 61,262.65 |
| Interest received (Deposit Account) | |
| interest on HSBC account | |

| Item | Ref | Receipts | Payments |
|--|-----------|----------|------------|
| Office Furniture Online - furniture for parish office | 401840 | | £ 436.80 |
| Young People Bus Services - street cruizer sessions | 401841 | | £ 630.00 |
| Choiceleader LTD (T/Athe Marketing solution) - Posters | 401842 | | £ 20.00 |
| Choiceleader LTD (T/Athe Marketing solution) laminating pouches | 401843 | | £ 24.00 |
| Horsmonden Parish Council - investment in HSBC Bond | 401844 | | £ 8,735.27 |
| HM Revenue and Customs- Tax & NI L Noakes | 401845 | | £ 151.05 |
| Actions with communities in Rural kent membership | 401846 | | £ 50.00 |
| SLCC - Annual Membership 2017-18 | 401847 | | £ 139.00 |
| MLM - traffic solutions consultants | 401848 | | £ 780.00 |
| Kent County Council _ Legal fees Jan 2017 | 401849 | | £ 108.00 |
| Mr C J Couchman - clock and play area February | 401850 | | £ 83.08 |
| Mrs L D Noakes - February salary | S/O flexi | | £ 1,018.84 |
| Hummel Electrical Ltd - electrics in office | 401851 | | £ 730.50 |
| T.A. Barham - painting parish office | 401852 | | £ 570.00 |
| Mr C H Noakes - refund for purchase of carpet | 401853 | | £ 236.07 |
| Mr C H Noakes - refund for ladder for clock tower access | 401854 | | £ 149.00 |
| Mrs L Noakes - refund of travel costs | 401855 | | £ 22.86 |
| Specialist Hygiene services LTD - Feb cleaning | 401856 | | £ 187.20 |
| Specialist Hygiene services LTD - Jan cleaning | 401857 | | £ 187.20 |
| SSE Contracting Ltd - February street light maintenance | 401858 | | £ 71.26 |

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| Current Account with Co-operative Bank PLC as at 05.03.17 (assuming all credits and debits have cleared the account) | £ 62,093.36 |
| Deposit Account with HSBC as at 05.03.17 (assuming all credits and debits have cleared the account) | £ 61,262.65 |

5.2 Chair to reconcile accounts with bank statement for period up to and including 5th February 2017

The Chair checked the previous months accounts against the bank statement provided by Cooperative Bank and agreed the figures, signing the relevant papers on behalf of the council.

5.3 Quotations/refurbishment costs for parish Office and arrangements

The Clerk had ordered a carpet from Carpet Right to be delivered on March 14th, which would enable the office furniture to be removed from the stage area and put back into the office as quickly as possible, as it was causing some annoyance to other VH users. The cost of the carpet was £236.07 gross and the fitting costs would be £33.80. The office furniture had also been ordered amounting to £364.00 net and including a desk, a chair and a low pile carpet mat.

It was proposed by Cllr Davis that these costs be accepted as reasonable and seconded by Cllr Stevens, unanimous.

Clerk will order a roller blind for the window.

Cllr Russell asked if the clerk could try and apportion the cost for painting the lobby area and let him know so that he could report back to the VH committee.

5.4 Quotation for washing down the brickwork at The Institute.

The Clerk had not received any further quotes for this at present. Cllr Stevens said he would have a closer look before offering a quote if possible.

5.5 Agree retrospectively the cost for health and safety requirements for clock tower access at Institute Building .

Lee Goodman of Checkmate lifting and safety Ltd had been out to inspect the clock tower access and had made some useful suggestions to make the access as safe as possible.

The suggestions included adding a hatch door to the upper floor area, a grab handle to ease access from the ladder and a longer ladder which could be used for easier and safer access.

The clerk had purchased a longer ladder, however it had been decided that this was not suitable and would be returned to the seller.

Lee Goodman and his assistant had installed the grab handle and hatch floor on 3rd March and the costs of this were £575 plus VAT. The clerk has been informed to go ahead with the works prior to agreement at a meeting as they were health and safety related and it was proposed by Cllr Stevens and seconded by Cllr Russell that these costs should be accepted. Unanimous.

7. HIGHWAYS AND GROUNDS MAINTENANCE

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

The clerk to report to KHS:

- Two large pot holes outside the side entrance to the school
- Deep groove at edge of road/footpath outside Forge House
- Dog and bone markers outside Heath Stores and opposite need repainting – chase this

Cllr March said that there had been a spate of fly tipping down near to Rectory Park , but the relevant bodies were aware of this .There had also been some further fly tipping down at Small Bridge on just past the bridge on the Goudhurst side, which needed reporting.

It was noted that a new close boarded fence had been erected on the right hand side of the footpath opposite Castlemaine on the Maidstone Road. This was quite high and made the footpath seem narrow and claustrophobic as well as blocking the view of the countryside. Cllrs to investigate and let the clerk know the height and width so that she can check with the footpaths officer if this is allowable.

It had also been reported that the footpath leading to the first entrance to Sprivers on the Lamberhurst Road had become too narrow for push chairs and disabled vehicles as the vegetation had been allowed to grow out at teh bottom of the hedge. Clerk to ask National Trust if they can remove this, if it belongs to them.

7.2 Street lighting

Nothing to report.

8. ADMINISTRATION

8.1 Traffic solutions update

Cllr Davis reported that the meeting with KHS officer Mike Hardy had gone well and it had been useful to have the traffic consultant present to answer and ask questions. KHS had been positive about most of the requests, however Mr Hardy had mentioned that there may be a more up to date and useful interactive sign which could be used to flash up the speed of the oncoming vehicle and which could be removed and repositioned in three different locations around the village. It was also solar powered therefore did not cost so much to install as it didn't require electrical connections. Cllr Davis mentioned the idea put forward by Richard Barker about parking cars on the area which was currently pavement on the Maidstone Road and relocating the pavement to the inside of the green. Mr Hardy felt that this was a less agreeable suggestion.

Cllr Davis felt it was now necessary to provide an outline summary of what we required and get more detailed information on each idea. He would need to agree with the traffic consultant on his expected input and the costs of this and would come back to the next meeting with this information.

8.2 The Institute – moving forward with the lease arrangements.

The Social Club had agreed to their new Constitution at their AGM in February. They were now trying to move forward with their Trust document and would be in a position to sign the lease once the trust was in place.

8.3 Emergency planning – update and next steps.

The group had met and the plan was now more or less complete. It was thought that the nest steps would be to discuss the plan with Denise Haylett at TWNC and Louise Guthrie (KCC) to see if they wished to carry out a table top test of teh plan or suggest any alterations.

The Kindergarten had provided a copy of their Emergency Procedures which codul be taken into account, however the clerk was still waiting to hear from the school on their emergency plan/procedures.

8.4 Another new litter bin going up to Lewes Heath

The Clerk had mentioned this to Steve Smith at TWBC last week as it had been requested by some of the residents. It appeared that TWBC had been out and installed a bin at this location already, so no further discussion was required. Clerk to thank Steve Smith at TWBC for his actions on this.

8.5 Problems with noise and disturbances at the shelter on the green

Mr Drinkwater had complained about several incidences when there had been excessive amounts of noise very late at night and into the early hours of the morning at the shelter on the green.

Although he and other residents had called 101 during these incidences the police had not been able to respond as they had other more urgent calls to attend to.

The Council members spent some time discussing the possibilities of putting CCTV at the site. However it was considered that as the problem was noise related, CCTV would not be able to capture this and would perhaps not be of much use in stopping the perpetrators.

It was suggested that if a pattern could be seen to be emerging as to when this occurs, some council members may wish to try and be present to talk to those making the noise, asking them to be quieter. Ask Mr. Drinkwater if he is aware of any pattern as to when this occurs (i.e. times and days of the week.)

9. CONSULTATIONS.

9.1 Kent County Council (KCC) Mental Health Service - Promoting Independence Consultation ends 24th March 2017.

<http://consultations.kent.gov.uk/consult.ti/MentalHealthIndependence/consultationHome?done=GRPJustRegistered>

Members of the council had read the documentation and it was proposed by Cllr Jenkinson that the council should agree with the KCC consultation, adding a comment in question 2 to suggest that they add safeguards to protect the community as well as individuals. This was seconded by Cllr Richards, unanimous.

10. UPDATES (no decisions)

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

Cllr Stevens asked if someone could provide a quick demo of what the defibrillators look like and how they work at the APM to familiarise people with them. Clerk to speak to Chris Reed to see if this is possible. This raised the issue of who owns the defibrillators. Clerk to ascertain.

Cllr Stevens was also concerned about the possible language barriers with people using the defibrillators as we have a lot of eastern European people in the village and surrounding areas. Clerk to ask Chris Reed how this is dealt with elsewhere, if it is.

APM – it was suggested that the council may wish to invite the candidate for KCC councillor – Sarah Hamilton to their APM. Clerk to see if she is free. With regards to refreshments these need discussion in April.

Cllr Jenkinson had attended the Local area KALC meeting. There had been a presentation of the over 50's group, who are grant funded by KCC, and non political, but who stand on various forums to present their age group. They require volunteers.

Christopher Woodley was now heading a board on Devolution.

There was a committee for assisting with the Review of the Refuse Collection service (Civic Amenities vehicle), which requires a new contract in 2019.

This raised the issue that some parishioners had asked if the Amenities Vehicle timetable could be published in Parish News. Clerk to request this.

It was considered that the council may wish to find out more about Neighbourhood Plans to see if the time was now right to pursue this. Clerk to invite Kelvin Hinton from TWBC to a meeting in April, or June.

Cllrs Russell and Holloway had met with Cathy Bugden from ACRK about plans to provide a facility to go around 21 villages and provide information services. This is to be funded by KCC for the next 3 years. Ms Bugden had been surprised how many services and clubs there were in Horsmonden and felt that it might not be necessary to visit us as the service was really for those who have no or very little information or services already in their communities.

It was suggested that the clerk book a stall for the Council to attend the what's on Here Day on May 6th on the Village Green as the council should be represented at this . Cllr Davis offered a gazebo. The clerk to book the space for the council and provide laminated pictures which can be displayed.

Cllr March reported that she had attended the last HoVEC meeting and that unfortunately HoVEC had been refused Charity status by the charities Commission, She was not sure if at this stage they would be appealing against this or applying for a different type of organisational structure. She said that HoVEC were planning to run a 3 day festival again in June and a Christmas event in November/December.

The clerk reported that she had attended the KALC /KFAS morning at Hollingbourne which was about delivering effective partnerships and devolution of powers. It suggested that parish Councils should be getting together and clustering to take on some of the services which KCC could perhaps no longer provide. KCC would offer a budget for this initially, but it was hoped that local parishes would be able to do things more cost effectively at a local level.

This meeting ended at 10.25pm