

MINUTES OF THE
ANNUAL MEETING OF HORSMONDEN PARISH COUNCIL
HELD IN HORSMONDEN VILLAGE HALL at 7.30 P.M. ON MONDAY 12th MAY 2014

Present: Cllr March (Chair)
 Councillors Cheesman, Stevens, Davis, Lawrence, and Isaacs

In attendance: Lucy Noakes (Clerk)
 1 member of the public

Declarations of Interest: Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. None were recorded.

1. APOLOGIES FOR ABSENCE

Cllr A King (KCC) – another meeting
 Cllr A McDermott (TWBC) – another meeting
 Cllr Russell – unwell
 Cllr Hughes (out of the Country)

2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

It was proposed by Cllr Stevens and seconded by Cllr Davis that Cllr March be elected as Chair for the forthcoming year. Those Councillors present at the time voted unanimously in favour of this. Cllr March accepted this post for another year.

It was proposed by Cllr Isaacs and seconded by Cllr Lawrence that Cllr Davis be elected to vice – Chairman. Those councillors present at the time voted unanimously in favour of this and Cllr Davis accepted the post.

3. DECLARATION OF ACCEPTANCE OF OFFICE

All Councillors present signed the Acceptance of Office including the Written Declaration to Observe the Code of Conduct for a further year. The signatures were witnessed and countersigned by the Clerk.

4. ELECTION OF OFFICERS & COMMITTEES

It was proposed, by the Chair that some of the previous committees should be ‘Liaison Groups’ instead, as they did not meet and make decisions throughout the year, they merely gathered information to report back to the full council. This was voted for unanimously. The Chair also proposed the following committee/group structure for the forthcoming year. Unanimous.

Committee	Officer Membership
Business/Retail Liaison Group	Cllr Cheesman, Cllr Hughes
Project Management/Finance Committee*	Cllrs Davis, March, Hughes and Russell. Chair – to be elected next committee meeting
Footpaths Liaison Group	Cllrs Davis and Hughes
Horsefair & Police Liaison Group	Cllrs March, Lawrence and Stevens
KALC Representatives/Liaison Group	Cllr Cheesman , Cllr March (reserve)
Planning*	Cllrs Stevens, Lawrence, March, Davis, Isaacs, Hughes and Russell. Chair – to be elected next committee meeting.
Play Area Liaison Group	Cllr Stevens, and Cllr Isaacs
School Liaison	Cllr Isaacs
Highways& Lighting Group	Cllrs Stevens and Lawrence
Village Green Custodians/Liaison Group	Cllrs Cheesman, March, Stevens, and Lawrence
Village Hall Group(members of the	Cllrs March, Russell and Stevens

VH committee)	
Sports Ground Liaison Group	Cllrs Davis, Hughes and Lawrence,
Institute Building Liaison Group	Cllrs Davis, March, and Hughes
Public conveniences Liaison Group	Cllrs Davis, March, Russell, and Stevens,

* Chair to be nominated at next meeting

5. PUBLIC SESSION

Mrs Stanton asked the Chairperson to explain what the Institute Building was. Cllr March explained that this is a Parish owned building located on the north side of the Village Green and is up kept by the Parish Council and the Social Club, who are the main users of the building.

6. MINUTES OF PARISH COUNCIL MEETINGS

Minutes of the parish Council meeting 7th April 2014 & Extraordinary meeting 22nd April 2014

Minutes of the Parish Council Meeting held on 7th April 2014 were taken as read and proposed for approval from the Chair, carried.

Minutes of the Extraordinary Meeting held on 22nd April 2014 were taken as read and proposed for approval from the Chair. Carried.

7. MATTERS ARISING

Institute plumbing.

This matter is ongoing and the Clerk is to obtain quotations for replacing the internal stop cocks with lever valves.

Wheelie Bin Stickers

Distribution of stickers and letters as follows, to go on brown bins:

Cllr Lawrence - Furnace lane and Benchley Road

Cllr Davis – Maidstone Road

Cllr Isaacs – Goudhurst Road.

Old Toilet works (Village Hall)

These works have now commenced. It had been suggested by the Clerk that Mr Isaacs should also paint the room before erecting the shelves, as there are some damp patches on the walls. Cllr March agreed that this was a good idea so long as the cost remained below £100 for the painting

William Lambert Plaque

Cllr Davis showed a draft of where the plaque should be positioned. Clerk to ask TWBC about planning permission/conservation architects opinion/building regulations. It was noted that if the plaque was positioned above the unused green door at the front of the building it would be out of reach, so would be less likely to be vandalised. It would also be slightly protected from the weather by the over hang of the tiles above. Cllr Isaacs said that it would be necessary to get a structural engineers report carried out before the plaque could be put into place.

Dog Fouling

The clerk had not had any success in managing to get more stickers from TWBC. She will continue to try.

Conservation architects map.

The discussion group had assessed the position and recommended that it be positioned on the south side of the green, near Crowhursts. It was suggested that Cllr Davis go back to Mark Stevenson (TWBC) and ask what sort of size was recommended – perhaps A1 or A2. This can go on to the agenda for the next meeting.

Computer

Mike Sexon had now transferred all of the data on to the new Parish Council owned computer and had set up the new back up device to record data.

Bank Accounts

The Clerk would send around some details before the next meeting and add this to the agenda for 27th May.

8. ACCOUNTS AND FINANCE

8.1 Parish Council Accounts-to-date

Unfortunately the Clerk had mistakenly brought the wrong paperwork for this. These accounts would be presented at the June meeting together with the June accounts.

8.2 Annual Return/End of Year Accounts 2013-2014 including any amended minute balance to 31st March 2014.

The Clerk presented the end of year accounts Balance sheet, (attached) as prepared and it was proposed by Cllr Stevens that this be accepted as a true record of the end of year. This was second by Cllr Lawrence. Unanimous.

The Council looked in detail at the Asset Register (attached) as prepared by the Clerk and made a few amendments to the information presented. The asset register was then proposed for acceptance by Cllr Davis and seconded by Cllr Stevens, unanimous. Both documents were signed and witnessed by the Chair person and Clerk. Cllr Stevens requested that the Clerk check with the insurers to make sure that the buildings insurance includes demolition and clearance costs and confirm this at the next full meeting.

The Chair read out the figures on the Annual Return for the External Auditor. It was proposed by Cllr Stevens and seconded by Cllr Isaacs that these figures be accepted and that the Chair sign the statement of accounts. Unanimous.

The Chair read aloud the Annual Governance statement, and proposed acceptance by the Council. Unanimous.

8.3 Annual Risk Assessment

The Chair presented the Risk Assessment (attached) as had been prepared by Cllr Davis and recommended for agreement by the Finance Committee. It was proposed from the Chair that this be accepted by the Council, unanimous.

8.4 Auditor's Report.

The Clerk represented the internal auditors report. The Council acknowledged the points made by the auditor and will put into practice the recommendations made.

8.5 Annual renewal premium for Parish Council's Insurance with Zurich.

The council acknowledged the renewal premium of £3123.42 for the annual insurance policy with Zurich (this is a long term renewal agreement due to end 31st May 2015).

9. HIGHWAYS AND GROUNDS MAINTENANCE

9.1 Highways report/update

Items mentioned for action by the Clerk/Highways:

Signpost at the top of Ballard's Hill

Find out when the owner of the tree in Brick Kin Lane intends to carry out works.

Large pot hole with cone, on south side of corner by the barn – Yew Tree Green Road.

Other items mentioned were the Experimental Weight restriction order through Yalding. This has now been made permanent and will include other roads to prevent lorries using these instead. The PC acknowledged this.

Mr Newton had asked a while ago, about the possibility of a pedestrian baffle barrier being erected on Gibbett Lane, where the cut through comes out of Willard's Place. Cllr March had investigated this at the time and had asked the developers if they could carry out this work. However, the developers had been unwilling to do so as they had not had any requests from those people living within the development to erect a barrier. The Parish Council still had concerns that children run out in to the road from the cut through, without stopping to look for traffic. Another concern is that children gather behind the vegetation near to the Kirkin's Close end of Gibbett Lane, opposite Heath Terrace, and then suddenly appear in the road. The Clerk was asked to mention this again to Highways to see if anything can be done.

Council members also asked if the Clerk could report back to the organisers of the Charity Cycle event, to ask if they can try and ensure that those taking part, use the parking provided at the Sports Ground in forthcoming years, as there had been quite a lot of parking around the village associated with the event. The Council did, however, appreciate that this was not an easy task.

9.2 Street lighting

Nothing to report.

9.3 Grounds Maintenance

Dukes had reported that their costs would be likely to rise in line with a 2% increase on last years prices, owing to the increasing costs of fuel. However the Council were pleased with the works which Dukes had carried out over the past year. It was proposed by Cllr Stevens that Dukes be contracted to continue to carry out the village grounds maintenance for another year. Seconded Cllr Davis. Unanimous.

10. PARISH COUNCIL ADMINISTRATION

10.1 Music Festival weekend 15th, 16th & 17th June 2014

The Clerk presented the draft risk assessment for the event. Cllr March said that she had three buckets of sand which could act as Fire buckets. The event risk assessment (as attached) was proposed for acceptance by Cllr March and voted for unanimously.

The Clerk was asked to inform our energy supplier that the Council wished to illuminate the string of lights at the front of the green for the 72 hours during the event. The Clerk will try to obtain an UMS certificate.

The order of the events will be:

Friday - High Heels and Hampers event in the Marquee (disco and bar. Food provided by those attending)

Saturday – school fete, followed by Music Festival and Hog roast plus bar (open till 12pm)

Sunday – Church events.

10.2 Public conveniences

The works to the Public toilets were reported by the Clerk to be almost complete, however there had been teething troubles with the door locking mechanism and Cornfords still awaited the shelving, which was on order.

Cllr Russell had ordered the new sign for the toilets and this would be erected by Cornfords before 31st May, when the loos will be officially opened.

It was suggested that there should be a sign on the outside of the toilets explaining when they are open and when they are shut. Clerk to obtain quotes.
The Council await quotations to decide the best possible solution for the amendments to the ramp outside the disabled toilet.

10.3 Village Vision

Cllr Isaacs said that he had a Youth Group meeting arranged for 21st May and that four members of this group would attend the meeting.

Other council members said that they had offered to help certain groups, but had not yet heard if there was a meeting arranged for that specific group. Cllr March to send the Clerk a note of which Councillors offered to be on which group, so that members know who they will be hearing from.

10.4 Pledge for summer play event on green

The organisers had contacted the Clerk to say that they had been unable to secure the large climbing equipment for these events as there was not enough funding pledged by Councils. However, they had been able to arrange for a clown to visit who would demonstrate circus skills and would then run a workshop for children to have a go at the various skills. The costs of this would be £220 in total. It was proposed from the chair that the Council should still pledge their £200 towards this (the extra was to come from a village charity who had offered up to £50 to help the event). Unanimous.

10.5 Emergency planning

The group set up to look into this were due to meet on Friday 16th at 7.30pm and would feed back to the Parish Council.

11. Chairman's update

The Chair reported on a letter which Greg Clark had received, from David Brazier, Cabinet member for Transport and Environment, about drainage.

He letter clarified that drain cleaning is carried out on a cyclic basis, with the frequency determined by the type of road and history of flooding. Main roads are generally cleansed every twelve months, with minor roads being cleansed every two years. On High speed roads or those prone to flooding, drainage cleansing happens every six months. In addition to this a reactive service is also provided when surface water poses immediate risk to highway safety or home adjacent to the road. After leaf fall in autumn, KCC work with District and Borough councils to target areas most prone to flooding and ensure that roads are swept regularly. KCC also encourages the public to keep drain covers clear of leaves and debris, if safe to do so. Drains are cleared using a large vacuum pump which removes silt and stores it in a large holding tank

12. Meetings attended

Nothing to report.

13. CORRESPONDENCE FOR DISCUSSIONS/DECISIONS AS NECESSARY.

Cllr March requested if all members could bring a plate of food along to donate to the Annual Parish Meeting. The Clerk was to obtain tea, coffee; sugar and milk. Cllr Stevens said he would ask Mrs Holloway if she would mind serving teas and coffees.

The Meeting closed at 10.24pm