

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 2nd JUNE 2014

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

In attendance: Lucy Noakes (Clerk)
2 members of the public (these people left after the public session.)

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 McDermott (TWBC) - (attending another meeting)

2. PUBLIC SESSION:*(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. Kelly and Mrs. Verrell had come along to explain that they had been suffering disturbances at night outside their homes, which boarder the village green and the cut through to Back Lane. They have had instances with someone knocking on doors and windows late at night. The ladies had initially been reporting these incidents to the police, but had given up with this approach as they felt they were being a nuisance.

Cllr March said that the Council had been told by the police that it was most important that all crimes, however small, were reported to the police using the appropriate numbers, as unless crimes were reported the police would be unaware of the extent of crimes taking place and would not be able to position resources appropriately to take any action. Cllr March also said that as most of the disturbance seemed to be happening at the same sort of time on a Friday night; the Council would ask the PCSO if patrols could be concentrated in this area then.

Mrs. Verrell also said that sometimes people did not disperse from the social club straight after it closes. Instead they stay and chat outside the club and this can also be noisy

Cllr March suggested that the Clerk could write to the Social club to ask if club members could be reminded to be courteous to neighbours when leaving the premises, especially late at night, and to disperse as soon as possible. They could also be reminded to give thought when parking, as there had been a number of occasions when the road around the green had become blocked with parked cars. Mrs. Verrell and Mrs. Kelly will continue to contact the police when there is a problem and will report back to the Council if there is not any improvement in the situation in a couple of months time.

Mrs. Verrell also asked if the refuse lorry could be added to the next agenda for discussion, as she would like the council to reconsider the siting of the truck.

3. MINUTES OF PREVIOUS MEETING

Minutes of the Annual Parish Council Meeting Monday 12th May 2014 and Minutes of the Extraordinary Meeting Tuesday 27th May 2014.

The Minutes for the annual meeting on 12th May, together with the Risk Assessment (Appendix 1) were proposed for acceptance as they stood by Cllr March from the Chair and carried.

The minutes of the Extraordinary meeting dated 27th May were proposed for acceptance from the Chair and vote was carried.

4. Matters Arising

Institute Repairs

Quotes not yet received.

Stickers on Wheelie Bins

Still to be circulated for Brown bins

Conversion of old toilet in the Village Hall

Works have commenced and hope to be completed this month.

Location of William Lambert Plaque

The Clerk is awaiting a response from Planning (TWBC)

Dog Fouling

Some stickers have been received. The Clerk will distribute these.

Conservation area map

Stuart Davis is awaiting further information about the plinth from TWBC

Emergency Planning

Dealt with elsewhere.

Bank Account Changes.

The clerk will arrange appointments with three banks to speak about possible accounts.

5. PLANNING

5.1 Applications:

Planning Application No:	TW/14/01576/HOUSE
Proposal:	Single storey rear extension
Location:	Kramdan, Furnace Lane, Horsmonden
Recommendation:	Approval
Proposed:	Cllr Stevens, seconded Cllr Hughes. Unanimous
Comments:	Suitable extension

Planning Application No:	TW/14/01575/HOUSE
Proposal:	Rear infill extension. Replacement first floor defective structure and flat roof with rendered cavity walled structure and new pitched roof. Internal alterations, new windows and doors including Juliet balcony to first floor east elevation
Location:	Station House, Goudhurst Road, Horsmonden
Recommendation:	Approval
Proposed:	Cllr Hughes, seconded Cllr Davis, unanimous.
Comments:	Suitable enhancement to the property.

5.2. Report of Permissions Granted and Refused/Appeals lodged

Applications Granted.

TW/14/01018 – School House Farm, School House Lane, Horsmonden.

TW/14/00977/HOUSE- South View, Green Road, Horsmonden.

5.3 Other planning matters

A parishioner had mentioned the Highwayman to Cllr March, commenting that she wished it would become residential as it is now becoming run down and she did not wish to see it as a commercial property because of problems associated with parking there. Other parishioners have mentioned that they would like to see it run as a commercial business, possibly even a community interest company, and will be investigating this as an option.

The Planning matter at the Blue Boys in Matfield was also mentioned as Cllrs felt it inappropriate that the developer had demolished part of the building whilst English Heritage were deciding whether the building should be listed.

Cllr March reported that English Heritage had now decided the building should become listed and that the developer would be made to rebuild the portion which has been demolished, sourcing traditional materials.

6. PARISH COUNCIL FINANCE

6.1 Parish Council Accounts from 1st April to 11th May 2014 and Parish Council accounts from 12th May to 1st June 2014.

The Clerk presented the accounts up to 11th May 2014 to those present. It was proposed from the Chair that these be accepted as a true representation of the Council's finances at that date, as shown below. Unanimous. The Chair checked, agreed and signed the balance presented by the clerk, against the balance shown in the latest Bank statement.

Horsmonden Parish Council Accounts as at 11th May 2014

	Balances
	£
Current account b/fwd 01.04.2014	1,707.18
	£
Deposit account b/fwd 01.04.2014	73,841.25
Interest received (Deposit Account)	

Item	Ref	Receipts	Payments
Kent Association of Local Councils membership fee	401389		£ 749.57
Action with communities in Rural Kent membership	401390		£ 35.00
Tunbridgewells BC rates for Public toilets	401391		£ 1,224.60
Christopher Noakes - refund for payment of laptop etc	401392		£ 483.64
Horsmonden Methodist Church hire of hall	401393		£ 14.00
Viking Direct - stationery	401394		£ 94.94
E-on street lighting supply to 31.03.2014	401395		£ 316.32
JR Stevens - supply of materials for village sign	401396		£ 90.00
LD Noakes April salary	S/O		£ 790.89
Kent Pond wardens -membership	401397		£ 100.00
Kent Tree Wardens - membership	401398		£ 100.00
SSE Contracting - street lighting maintenance Apr	401399		£ 71.26
Communicorp - clerks magazine	401400		£ 12.00
Cornford Builders - Architects certificate 3 payment	401401		£ 16,524.30
Michael Sexon - computer transfer and data handling	401402		£ 85.00
HM Revenue and Taxes - Tax and NI LD Noakes	401403		£ 37.49
Mr S Jones scavenging April	401404		£ 61.52
Mr C J Couchman - clock and play area	401405		£ 83.08
Lucy Noakes - refund for Amazon purchase	401406		£ 52.22
		£	
Interest paid on current account		0.82	
1st half of precept plus 100% Council tax support grant(TWBC)		£	
		34,456.11	

Current Account as at 11.05.14	£ 25,238.28
Deposit Account as at 11.05.14	£ 63,841.25

**TOTAL
BANK: £ 89,079.53**

The Clerk presented the accounts up to 1st June 2014 to those present. It was proposed from the Chair that these be accepted as a true representation of the Council's finances at that date, as shown below. Unanimous. The Chair checked, agreed and signed the balance presented by the clerk, against the balance shown in the latest Bank statement.

Horsmonden Parish Council Accounts as at 1st June 2014

	Balances
Current account b/fwd 12.05.2014	£ 25,238.28
Deposit account b/fwd 12.05.2014	£ 63,841.25
Interest received (Deposit Account)	

Item	Ref	Receipts	Payments
Hire of Horsmonden Methodist hall	401407		£ 14.00
Fourjays - hire of portable toilets	401408		£ 321.60
Mrs L Noakes - May salary	S/O		£ 790.89
HM Revenue and Taxes - Tax and NI LD Noakes	401409		£ 37.49
Kent County Council - Internal audit	401410		£ 201.60
LPM Bohemia The Tent Co - hire of marquee	401411		£ 968.62
Mrs L Noakes - refund for items purchased plus postage	401412		£ 18.47
The Marketing Solution - APM posters	401413		£ 50.40
SSE Contracting - street lighting maintenance May	401414		£ 71.26
Mr C Russell - refund for badges purchase	401415		£ 4.98
Mr S Jones scavenging May	401416		£ 76.90
Mr C J Couchman - clock and play area	401417		£ 103.85
Iden signs - new toilet sign	401418		£ 108.00
PJElectrical Ltd - VG Box testing	401419		£ 136.80
Zurcih Municipal - insurance premium	401420		£ 3,310.82
High heels and hampers cash		£ 1,000.00	
High heels and hampers Cheques		£ 610.00	
Grant for War memorial - TWBC		£ 200.00	
Computing for elderly		£ 30.00	
Computing for elderly		£ 90.00	
Computing for elderly		£ 15.00	
Computing for elderly		£ 15.00	
Computing for elderly		£ 30.00	
Computing for elderly		£ 15.00	
Interest on current account		£ 1.58	

Current Account as at 01.06.14	£ 21,029.18
Deposit Account as at 01.06.14	£ 63,841.25

TOTAL BANK: £ 84,870.43

Cllr March raised the issue of scavenging under the heading of Finances , as each month, approximately £70 is spent on scavenging the village centre. Mr Jones had expressed that he did not wish to carry out the scavenging anymore on a couple of occasions over the past month, and Cllr March wondered how the council wished to deal with this.

After some discussion , it was proposed by Cllr Russell , that the PC ask Mr Jones if he would like to continue on the basis of some revised guidelines, which were that Mr Jones should not litter pick on Locket Green as this is the responsibility of the Kindergarten and that Mr Jones continues to put his invoices and address his queries to the Clerk at the Parish Office. Seconded Cllr Stevens, Unanimous. The Council gave appreciation for everything which Mr Jones has carried out for them

6.2 Parish Council Bank Accounts.

The Clerk is making appointments to speak to other banks to see what they have to offer.

7. HIGHWAYS AND GROUNDS MAINTENANCE

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

The following items were mentioned to be reported to Highways:

Pot hole in the road between Hayman’s Hill and Yew Tree Green Road.

Grovehurst Lane -, but someone has made a large rut in this already – can Highways repair?

Lay by opposite the end of Churn Lane on Maidstone Road is full of holes.

Cllr Stevens asked when the verge cutting would be done. Clerk to try and find out from Highways.

7.2 Street lighting

Nothing to report.

8. ADMINISTRATION

8.1 Public Conveniences

It had been noticed that if someone was inside the disabled loo when the door locks come on, the light also goes off. Although there is a mechanism for opening the door, it is quite difficult to find in the dark, as there is no natural daylight in the disabled toilet. It was proposed that the Clerk ask if we could look into putting a small emergency light in the disabled toilet to solve this problem.

The PC had asked for quotations for a railing to put along the edge of the slope outside the disabled toilet , as it was noted that there was a slight drop off one end , which could mean a potential hazard for those in wheelchairs, if they ran off the edge. The alternative quotations from Cornfords were: Taking up slabs and forming a sloped concrete area against the ramp £850 + VAT, or galvanized steel tubular barrier with two horizontal rails £1,495 + VAT, or stainless steel tubular barrier with two horizontal rails £1,695 + VAT Having considered these options it was proposed by Cllr Davis that the current brick edging on the paving mitigates the risk of accidents occurring in a wheelchair as it is a distinctive edge. This was seconded by Cllr Isaacs, unanimous.

SHS had provided a quotation for continuing the toilet cleaning contract , based on the changes to the roll holders and soap dispensers etc. The quote was for a slight increase to £156 per month, with three cleans a week, taking place on Monday, Wednesday and Fridays. The cleaning company said that they could no longer offer cleaning on a Saturday at the same rates, because they no longer had a cleaner in the area at the weekend. However, if the PC required a special clean at the weekend this could be arranged on a one off basis, and charged for separately. It was proposed by Cllr Stevens that the new cleaning contract be agreeable to ten Council and that the Council ask for a special clean on Sunday 15th June, because of the music festival activities that weekend. Seconded Cllr Russell. Unanimous.

It was requested that the clerk change the timer so that the toilets remain open until 1am at night and open again at 7am the next morning, during the weekend of the music festival.

8.2 Village Vision

Cllr March said that Marden PC were holding a meeting about their Neighbourhood plan and had invited HPC if someone could attend. Cllr Russell hoped to attend this.

Cllr March to email list of Cllrs on each Village Vision committee to everyone.

Cllr Isaacs reported on Youth Provision. A meeting had taken place and it had been suggested that a youth shelter could be positioned in the Sports Field, if the sports club were agreeable. Cllr King (KCC) had said that he could provide some funding towards this.

8.3 Emergency Planning

The emergency planning group had met and looked at various templates for a plan, in particular the KCC template. The group would be looking at the risks, assets, resources available and would put together a template which was compatible with the TWBC and KCC emergency plans.

8.4 Village Green Benches

HPC had been approached by Heath Stores about the possibility of putting a couple of picnic benches on the green. It had also been suggested that these could possibly be financed by some of the profits from the Village Celebration funding, however this was not thought to be a viable option by the PC as the profits made from the celebration each year must be ploughed back in to reserves in order to fund the following year's event.

The matter was discussed in some detail and the PC was agreeable in principal to Heath stores providing two of picnic benches on the South side of the green for use by everyone, as it was not felt that use could be restricted to those who were customers of Heath Stores. These would need to be located in a position where they were not in the way of the mowing which Dukes carry out and the PC did not like the idea of putting further concrete plinth in on the green, which would make the benches a permanent feature. Instead they would prefer the benches to be freestanding and present in the summer only. It was also specified that the benches must be removed from the green at dusk each day to prevent vandalism and misuse of the benches. This was subject to the PC insurers begin agreeable that there would be no liability against the PC should any damages occur involving the benches. All this was proposed from the Chair. Unanimous

8.5 Conservation area map

No further progress made at present.

8.6 Summer festival -13TH to 15TH June 2014

Clerk to alter timer locks on the toilets for the weekend. Clerk to provide 'no smoking', 'exit' and 'Beware traffic' laminated signs. Clerk to ask Denise Bignell if the marquee could be erected as early as possible on the Thursday as there is a lot to do inside the marquee once up.

Cllr Stevens requested help with putting the light string up on Sunday 8th in the morning as well as laying carpets etc on Thursday 12th in the afternoon/evening.

Clerk to draft a agreement for Sara Foster and Anthony Hacker to sing regarding the takings from the Hog Roast and chilli stall.

8.7 Councillor vacancy

Cllr Russell has a drat list of questions for the candidates. He will redraft these and circulate to the interview panel. The panel will consist of Cllrs March, Davis and Russell. Interviews to take place on either Wednesday 18th June or Thursday 19th June from 7pm until 9pm at half hourly intervals, in the Village Hall.

Clerk to circulate the candidate's CV to the panel and invite the candidates along from 7pm for interviews.

9. CORRESPONDENCE/UPDATES

9.1 Chairman's update (no decisions)

Cllr March said that TWBC had organised a bike ride on Friday 6th to publicise cycling.

It was suggested that the Clerk should write to all those involved in the organisation of the What's Going on Here? event, on behalf of the PC to thank them. The organisers were Ewen Kellas, Ken Mills, Carolina Davis, Anthony Hacker, Lindsay Chave, and Stuart Hughes.

9.2 Meetings attended (updates and feedback from meetings attended and held by council members –no decisions)

Cllr Russell had already fed back on the Emergency planning meeting and Cllr Isaacs on the Youth Provision. Cllr Cheesman offered to attend the next police event.

The meeting ended at 9.50pm