

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 4TH SEPTEMBER
2017

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

In attendance: Lucy Noakes (Clerk)
21 members of the public.

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr March noted an interest in item TW/17/01487/FULL as the applicants were her neighbours and she left the room whilst the discussion took place taking no part in the proceedings. Cllr Davis noted an interest in item TW/17/01487/FULL as the applicants were friends of his and he left the room whilst the discussion took place taking no part in the proceedings. Cllr's Russell and Davis noted an interest in item 8.2 – about the cooption procedure for a new parish councillor, as they both had a connection with one of the candidates. As this was the case they took no part in the discussion of proceedings for this matter.

1. APOLOGIES FOR ABSENCE

None.

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 Warson wished to speak on behalf of the Village Society regarding Neighbourhood planning. He thanked the PC for diverting back to the original timetable and agreeing to make a decision about NH planning at their meeting on 4th September.

The Village Society had tried to make sure that adequate volunteers supported the idea of a NH plan and they hoped that the PC would take note of the number of volunteers who had stepped forward and would see fit to take the first steps in the process.

Mr Warson also said that the Village Society believed that the Parish boundary should become the NH plan designated area.

Mrs Catchpole also wished to speak. She said that she felt Village Vision had been a good thing for the village and that a NH plan was now a natural progression from this to help provide a say in what happens in the way of development in the Village. She said that she felt this could be achieved with the PC's support.

3. MINUTES OF PREVIOUS MEETING

Agree the minutes of the Annual Parish Council Meeting 3rd July 2017 and Planning Meetings 18th July and 15th August 2017.

Cllr Richards proposed acceptance of the minutes of 3rd July 2017 meeting, seconded Cllr Jenkinson Unanimous.

Cllr Larkin proposed acceptance of the minutes of the Planning meeting of 18th July 2017, seconded Cllr Holloway. Unanimous

Cllr Jenkinson proposed acceptance of the minutes of the planning meeting of 15th August, seconded Cllr Stevens, Unanimous.

4. MATTERS ARISING (no decisions)

Public Rights of Way

Clerk was still waiting to hear.

Structural survey of Institute Roof

The Clerk had now received Bracketts report and there were numerous repairs and jobs which required attention listed in the report. Clerk to meet with Hurstway construction on Friday to provide a quotation for project managing the works.

Institute Building Works

These would now be included in the project management job outlined above.

BT Box

The Clerk had heard that TWBC planning did not object to the kiosk not being replaced. She had not yet heard from BT about the kiosk.

Love Where we Live Awards.

The Clerk had nominated all candidates on behalf of the Council and awaited information from TWBC

Street Cruiser Bus

An amended risk assessment had not yet been received despite the Clerk chasing several times. The amendments were to ask for a maximum number of children to be included plus an amendment to the clause saying that the children are supervised at all times. It was also noted that some of the children on the bus were below the age which the bus was meant for. Clerk to ask about this too as Cllrs did not feel this was suitable for those less than 11 years old.

Trees

The Pollarding is to be done in autumn. The Council is to decide under item 5.7 if the Red Oak should be pruned and then pollarded alongside the limes each time.

5. PARISH COUNCIL FINANCE

5.1 Agree Parish Council accounts to 3rd September 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 Russell, seconded by Cllr Richards and voted for unanimously:

APPENDIX 1

Horsmonden Parish Council Accounts as at 3rd September 2017

	Balances
Current account with Co-operative Bank PLC b/fwd 03.07.2017 (assuming all debits and credits have cleared the account)	£ 89,791.57
Deposit account with HSBC b/fwd 03.07.2017 (assuming all credits and debits have cleared the account)	£ 2.43
Long term Bond with HSBC	£70,000.00
interest on HSBC account	

Item	Ref	Receipts	Payments
SSE Contracting Ltd - June Street Lighting	401916		£ 71.26
B&CE Holdings - the Peoples pension - July contrib.	D/D		£ 17.78
Mrs L D Noakes - July Salary plus overtime	S/O Flexi		£ 1,270.18
Mrs A Larkin - refund for clipboards	401917		£ 15.01
The Heath Stores - supplies for public meeting	401918		£ 8.45
Mr T J Simms - repairs to village shelter	401919		£ 58.80
W Filtress - cleaning benches, bins, shelter, boards	401920		£ 90.00

Darren Terry - Grovehurst Plumbing - replace tap	401921	£	357.00
Young People Bus Services -April- June incl -street cruizer	401922	£	945.00
RoSPA - annual safety check of play area	401923	£	79.80
E.on Street lighting 01.04.17-30.06.17	401924	£	492.75
SSE Contracting Ltd - July street lighting maintenance	401925	£	71.26
Mr C J Couchman - July clock and play area checks	401926	£	83.08
Tax and NI Mrs L D Noakes - July Salary	401927	£	309.58
MLM Consulting Engineers Ltd - 90% of fees	401928	£	4,374.00
Horsmonden Sports Club - grant towards mowing and maintenance	401929	£	250.00
Specialist Hygiene Services Ltd _ June cleaning plus	401930	£	246.61
Specialist Hygiene Services Ltd - July Cleaning	401931	£	204.61
Tax and NI Mrs L D Noakes - August Salary	401932	£	175.03
J Ralph Stevens - cleaning brick work at war memorial and Institute	401933	£	390.00
PKF Littlejohn LLP - external audit fees	401934	£	480.00
EJP Fire protection Ltd - Fire alarm and system at Institute	401935	£	264.00
KALC - Chairman ship Information day	401936		£72.00
KALC - Finance Conference day	401937	£	72.00
B&CE Holdings - The Peoples Pension - August contrib.	D/D	£	12.49
Mrs L D Noakes - Salary for August	S/O Flexi	£	1,072.97
Mr C J Couchman - August Clock and play area checks	401938	£	83.08
KALC - The Dynamic councillor day	401939	£	72.00
MLM Consulting Engineers Ltd - Remaining 10% of fees	401940	£	486.00
Darren Terry - Grovehurst Plumbing - repair mens tap	401941	£	30.00
P J Electrical - Annual Safety check on VG Electricity box	401942	£	144.00
Specialist hygiene Services Ltd - Aug Cleaning	401943	£	204.61
Interdirect - domain name hosting sept16-sept17	401944	£	180.00
Community Toilet scheme TWBC		£	600.00
Refund for electricity for Summer festival - HoVEC		£	15.27
Payment for two bench donations		£	600.00

Current Account with Co-operative Bank PLC as at 03.09.17 £ 78,323.49
(assuming all credits and debits have cleared the account)
All Accounts with HSBC as at 03.09.17 £ 70,002.43
(assuming all credits and debits have cleared the account)

**TOTAL
BANK: £ 148,325.92**

5.2 Chair to reconcile accounts with bank statement for period up to and including 11th June 2017

The Chair checked that the printouts provided by the clerk agreed with those figures on the bank statement and signed the forms appropriately.

5.3. Chair to reconcile accounts with bank statement for period up to and including 2nd July 2017

The Chair checked that the printouts provided by the clerk agreed with those figures on the bank statement and signed the forms appropriately.

5.4 Internal auditors report - comments. Confirm External Auditors examination of the audit 2016/17.

The Clerk had circulated the internal auditor's end of year report. There were no comments which required the council's attention at the present time. The Council preferred not to look at changing their banking arrangements at the current time, but may reconsider this in the future.

5.5 Quotations for managing the Institute repairs following the report from Surveyors, Brackets.

The clerk had not been able to obtain any quotations as yet , but was due to meet with Hurstway construction on Friday morning Having read the report form Brackets, Cllr Davis recommended that the clerk obtain quotations for someone to project manage the whole task, but with the quotation broken down into broad groups of activities. Seconded Cllr Stevens, unanimous.

5.6 Completing direct debit for Smart Water –to manage invoices from Business Stream (who have taken over from Southern Water).

It was proposed by Cllr Russell that the council pay Business Stream by direct debit mandate in the future. Seconded Cllr Larkin, unanimous. Two councillors signed the mandate.

5.7 Tree works quotation for reduction of Red oak on the Village green

The clerk had obtained a quotation to reduce the crown of the red oak to between 30-50% and remove the arisings. However it was noted that once the red oak was reduced in this way it would need pollarding every time the limes were pollarded , as new growth would be vigorous and would be growing on branches containing old pruning wounds. There was some argument for reduction of the tree as there are several weak forks and the tree will still get bigger yet.

It was suggested that the Clerk ask Dan Dockers' opinion as to whether he sees it as necessary. It was also requested of the clerk to get a quotation for removing some branches of the two trees which block the view of the clock tower as you look north on the green.

5.8 Quotations for laying 2 concrete plinths for benches on Village green

The clerk had received two quotations for lying concrete plinths on the green and to secure the benches to these. One was for a total of £312 and the other was for £600. It was proposed by Cllr Holloway and seconded by Cllr Russell that the council should accept the quote for £312.Unanimous.

Cllr March suggested at this point in the meeting that item 8.1 should be brought forward for discussion. This was proposed by Cllr Stevens, seconded by Cllr Russell, unanimous.

8.1 Neighbourhood planning – discussion to decide whether the PC will support volunteers in developing a neighbourhood plan for Horsmonden.

Cllr Davis said that the meeting on 6th July had been worthwhile and had shown the council that there was significant body of opinion within the village who were in favour of developing a NH plan. However this gave no indication as to how many people were against a NH plan.

The council had wanted to see how many people were willing to step forward to assist with the project and to date there had been about 75 volunteers to date, which was a strong position to be in.

Cllr Davis also said that a NH plan would represent a significant commitment of time for volunteers and would and go well beyond Village vision in complexity and procedures. He hoped that there would be volunteers who were suited to taking on the main roles, as other parishes had indicated that we would need someone with a strong personality and leadership skills to take the project forward. Cllr Davis said that the PC felt that there is so much work involved with the project that one could not take this on and be a parish councillor. It would be the PC's expectation that the work force

behind the project would be structured outside the PC driven by a steering group who would report back to the PC. There would be 2 or 3 councillors on such a steering group.

The first step would be to set up the working group with a chair and a terms of reference so that they can then apply to the BC to define the designated area. Individual groups would then be set up to deal with each area of the project, and they in turn would report back to the steering group. The groups and steering groups would not be able to make any decisions as PC would still be responsible for all decision making.

The money for the project would come from a combination of parish precept and grant funding available.

It was then proposed by Cllr Davis that the PC agree in principal to support the development of a NH plan and that the Council would first seek to appoint a chair to the steering group, inviting applications from the volunteers to apply to the council for the position by the end of September. This would allow the council to make a decision on who should chair the steering group, at their meeting on 2nd October. This was seconded by Cllr Larkin, unanimous.

6. PLANNING APPLICATIONS

i) Current applications awaiting consideration by the council:

Copyright Notice - Plans, drawing and material submitted to the Council are protected by the Copyright Acts (Section 47, 1988 Act). You may only use material that is downloaded or printed for consultation purposes; to compare current applications with previous schemes and to check whether developments have been completed in accordance with approved plans. Further copies must not be made without the prior permission of the copyright owner

As Cllr March was unable to take part in the discussion under item TW/17/01487/FULL Cllr Richards took the Chair for planning.

Planning Application No:	TW/17/02759/FULL
Proposal:	<u>Retrospective - Sub-division of upper floor to create a four-bedroom dwelling</u>
Location:	Park Farm Barn West Smallbridge Road Horsmonden Tonbridge Kent TN12 8EP
Recommendation:	Recommended approval.
Proposal:	Cllr Stevens, seconded Cllr Jenkinson. Unanimous
Comments:	Suitable modification.

Planning Application No:	TW/17/02762/LBC
Proposal:	<u>Listed Building Consent - Subdivision of upper floor to create a four-bedroom dwelling (works commenced)</u>
Location:	Park Farm Barn West Smallbridge Road Horsmonden Tonbridge Kent TN12 8EP
Recommendation:	Approval
Proposal:	Cllr Russell, seconded Cllr March, unanimous
Comments:	Acceptable use of upper floor space, subject to the Conservation architects comments and requirements.

Cllrs March and Davis left the room for the discussion under item TW/17/01487/FULL

Planning Application No:	TW/17/01487/FULL
Proposal:	<u>Retrospective - Installation of drainage works diverting water from drive into stream</u>
Location:	Swigs Hall Maidstone Road Horsmonden Tonbridge Kent TN12 8DG
Recommendation:	Approval
Proposal:	Cllr Stevens , seconded Cllr Larkin, carried.
Comments:	Acceptance that putting a pond in would alleviate risk of future flooding

ii) **Any other planning business (no decisions can be made)**

Cllr March outlined the events at the TWBC planning Committee meeting on Wednesday 30th August, when application TW/17/00763/FULL Development of 17 dwellings with associated infrastructure, landscaping and formation of a new highway Land West Of Maidstone Road Horsmonden Tonbridge Kent, had been discussed.

She had attended and spoken at the meeting as had Mr Hart-Dyke and Mrs Kerrigan, who were both local residents.

She said that although the planning committee approved the application they had taken into account what was said and had discussed the issue in some depth. Some of the planning committee members had argued that the affordable homes should be restricted by an agreement so that they were for local residents only. However it had been pointed out that this sort of agreement can only come in to force when the planning application is for an ‘exception site’ only, and not a site which includes market housing as this one does.

The application had agreed with current guidelines on the number of houses per hectare from a density point of view.

Kate Mills had contacted the PC to ask if they may consider applying to list the Gun and Spit Roast Public house as an asset of community value, as the future of the building was uncertain. It was suggested that this be added to the next planning agenda for discussion and that Cllr Richards would try and find out some more about the procedure and what was involved in this.

7. HIGHWAYS AND GROUNDS MAINTENANCE

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

The clerk to ask parishioners / report to KHS:

- What has happened to the verge cutting on the Maidstone road as this has all been missed- clerk to chase
- Footpath on the Lamberhurst Road - the soil has collapsed onto the path and weeds and vegetation has grown on this covering part of the path and making it difficult for pushchairs and disabled persons (clerk has asked NT about this but it is thought to be more of a Highways issue.)
- Hedges from Freestons and Rosebank on Maidstone road are growing out again.
- 50mph sign on Collier street side of Bassett’s Farm has grown into teh hedge – this hedge may belong to Mr Wheeler.

It was reported that the hedge clippings on Gibbett Lane had now been cleared sufficiently, however residents were still concerned that the housing association may reduce the height of the hedge, as they felt that it was important to maintain the height in order to protect the privacy of local residents.

7.2 **Street lighting**

The clerk had received emails from SSE to advise that Scott Thomas who dealt with the local issues and Dave Brown who was the area manager had now moved on and that the local depot at Ashford had now been closed. The engineers would now be working out of a depot at West Sussex instead. It was suggested by the councillors that the service should be monitored to ensure it was as good as previously.

8. ADMINISTRATION

8. ADMINISTRATION

8.1 Neighbourhood planning – discussion to decide whether the PC will support volunteers in developing a neighbourhood plan for Horsmonden.

Already dealt with elsewhere in the meeting.

8.2 Decide and agree co-option of a new parish Councillor to join the council with effect from 2nd October, following recommendation by the council's Interview panel.

The interview panel had consisted of Councillors Richards, Jenkinson and Larkin. Cllr Jenkinson reported that the candidates were all of a very high calibre and it was difficult to choose between them. However they felt that overall the one candidate who stood out was Darren White for the following reasons:

The skills he had to offer would compliment the PC, his breadth of involvement within the village spans across the community, he was able to demonstrate an in-depth understanding of the priorities needed to ensure the sustained growth of the village whilst maintaining the character of the community.

It was therefore recommended that Darren White be co-opted on to the council at the October meeting. This was proposed for acceptance by Cllr Holloway, seconded by Cllr Richards and the vote was carried, with some members of the council not taking part in the discussion or voting as they had declared an interest.

8.3 Booking of the Village Green for the Horsefair – Sunday 10th September 2017.

Mr Gumble had stepped forward as the organiser again this year and it was thought to be a much smaller event than previously. He had provided a VG booking form, insurance and deposit cheque for the green.

The police were not planning to be involved in any way at this year's event.

Cllr March kindly offered to unlock and open the gate to the green at 5.30am on Sunday morning as well as unlocking the tap at the social club. The Clerk should request that the club ensure the tap is switched on from the inside. The attendees will bring their own water containers.

Cllr Richards proposed acceptance of the event, seconded by Cllr Holloway, unanimous.

8.4 Booking of the Village Green by HoVEC for an Autumn Festival – 7th & 8th October 2017

The Clerk had received all the documentation and passed this on to members of the council to read in including a full risk assessment.

Cllr March said she was going to attend the HoVEC meeting on Thursday evening and if anyone wanted to pass any comments to her before then she could raise these matters at the meeting.

Cllr Russell proposed acceptance of the booking, seconded by Cllr Stevens, unanimous.

8.5 Traffic Solutions- agree the next steps and quotations.

Cllr Davis had obtained a number of quotations for the council:

SID's (Speed Indicator Devices)

There were four options, mini and advanced SIDs, with and without data collection facility. KCC recommended the mini SIDs as they were easier to relocate each time they were moved and lighter.

It was considered that the data collection facility would also be useful for the village for future traffic monitoring and planning reasons.

These were planned at three different locations:

Brenchley Road - outside the Fleury's house facing one direction initially, but able to be used in both directions once the speed limit was moved out, as planned.

Lamberhurst Road - just past the surgery on RHS for incoming traffic only

Goudhurst Road – opposite Orchard Way, able to be used in both directions.

The cost of this was to be £6864.27 for devices and implementation.

Cllr March raised concerns that there was no SID planned for the Maidstone Road. Cllr Davis explained that this had been investigated but as there was already a speed sign in position there and data suggested that there was less speeding traffic on this access than on the others. The recommendation by KHS at present was not to put anything else there. Cllr March said that the sports ground was the only place in the village where the police were happy to carry out their Restorative Justice, so perhaps this could be focused more frequently in this area?

Cllr Davis proposed that the council accept the quotation for £6864.27 from KHS for implementation of the SID s as outlined above, seconded Cllr Russell. Unanimous. It was hoped that these could potentially be up and running by Christmas.

Cllr Hamilton (KCC) had met with Cllr Davis, Russell and March to look around the village with a view to the Councils plans for traffic solutions.

Clerk to email her to thank her for coming and ask her what she could offer towards the project.

Cllr Davis went on to say that the council had had the outline design and safety audit by MLM and feedback from KCC who were happy to draft for our Traffic Regulation Order. A Notice to Stakeholders had been drafted and would be publicised in Parish News, the Council website and by mail to those living within a 30m area of each site. All responses would go back to KCC.

Cllr Richards proposed acceptance of the Notice to Stakeholders, seconded by Cllr Holloway, unanimous. Clerk and Cllr Davis to liaise regarding publicity of this matter at the appropriate time.

MLM had also provided a quotation for the detailed design and civil engineering at £5750 net and had obtained two quotations for Topographical surveys which would be required as part of the project. It was proposed by Cllr Davis that the quotation for the detailed design and civil engineering at £5750 be accepted as the next step forward with the project and that the cheaper of the two quotations for topographical surveys be accepted at £1050 net from Spatial Dimensions. This was seconded by Cllr Russell, unanimous.

MLM had also provided a quotation of £2250 to act as Principal designer under the CDM (Construction Design and Management) regulations 2015 – however Cllr Davis said that he would be happy to try and obtain some other quotes for this, as he felt it required further investigation before accepting the offer.

8.6 Institute lease - agree final wording.

The Council was not in a position to agree a final wording for the lease until they were sure that the Constitution and Trust deed signed by the council were in order. These documents had been signed by the Club and were with the Council's solicitors for verification at present. Clerk to circulate latest copies of the lease as soon as the other documents have been verified.

8.7 Emergency planning – offer from KCC to try and organise an emergency plan exercise.

Cllr Russell explained that Neil Turner, a volunteer had offered to run the table top exercise later this month. The event will take place in the VH with an emergency situation being simulated and the plan being followed to see if there are any flaws etc. After this any problems will need to be ironed out and then the plan can be issued.

The group will need to revise the information in the plan which refers to those offering skills to make sure it is still up to date.

Lisa Guthrie (KCC Emergency Planning) and Denise Haylett (TWBC) will also take part in the trial. Once the plan is complete it will need to be publicised widely so that everyone is aware of it.

8.8 Computer updates following the end of Microsoft Office 2007 support.

The Clerk had received notification that Office 2007 would shortly no longer be supported by Microsoft. This meant that although it could still go on working fine for some time, it may get to a stage where it was not compatible with updates to Windows etc

Arron service suggested an update to Office Home and Business 2016 which they could implement for £285 plus VAT (£199 of which was the cost of the package itself.) This would be the cost of upgrading for each computer. The council discussed the spare laptop which was used for backup in case of a problem. It was suggested that as the council now paid for Arron services to mend any problem ASAP, the backup laptop did not need to be kept up to date.

It was proposed by Cllr Jenkinson, seconded by Cllr Holloway and carried, that the clerk go ahead and ask Arron services to carry out the upgrade to the main office computer at a convenient time.

8.9 Changes to the provision of local councils insurance by AON.

The Clerk had received notification that with effect from the insurance renewal date (June 2018) Aon would no longer be offering parish councils insurance. As the council had a long term agreement with Aon this could be allowed to continue under the same terms and conditions with BHIB Ltd who had taken on the business as brokers, if the Council so wished. BHIB are authorised and regulated by FCA (Financial Conduct Authority) and are well established in the insurance industry.

Bearing this in mind, it was proposed by Cllr Davis, seconded by Cllr Richards and voted for unanimously that the council continue with their long term agreement as already arranged with Aon and allow BHIB to take this on instead.

8.10 RoSPA report on Parish Play area.

The Clerk had received the RoSPA report for the parish play area. There was no urgent action required. However a few smaller items were pointed out as having the potential to be problematic if nothing was done about them at some stage. It was suggested that the Clerk let Mr Couchman know about these items so that he could keep a close eye on them and let the clerk know if they got any worse, although at present no further actions were necessary.

The above action was proposed by Cllr Davis, seconded by Cllr Larkin, and voted for unanimously.

9. CONSULTATIONS.

9.1 Department for Digital, Cultural, Media and Sport - A new broadband Universal Service Obligation: consultation on design – response by 9th October 2017.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/634016/USO_consultation_document.pdf

Cllr Richards offered to answer this consultation on behalf of the Council.

9.2 Lords Select Committee Call for Evidence on Citizenship and Civic Engagement –responses by 8th September 2017 <http://www.parliament.uk/documents/lords-committees/Citizenship-civic-engagement/Citizenship-civic-engagement-call-for-evidence.pdf>

Cllr Richards offered to answer this consultation on behalf of the Council.

9.3 Kent County Council – Rights of Way Improvement Plan. Responses by 17th September 2017. <http://consultations.kent.gov.uk/consult.ti/rightsofwayimprovementplan/consultationHome>

Cllr Larkin offered to answer this consultation on behalf of the Council.

9.4 Kent County Council - Local Flood Risk Management Strategy 2017-2023 Responses by 8th October 2017

<http://consultations.kent.gov.uk/consult.ti/LocalFloodRiskManagementStrategy/consultationHome>

Cllr Russell offered to answer this consultation on behalf of the Council.

10. UPDATES (no decisions)

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

Cllr March reported that she would attend the parish Chair persons meeting on Tuesday 5th September and the HoVEC meeting on Thursday 7th September.

Cllr Larkin had received a complaint about those operating the recycling lorry which collects recycling door to door as a resident in Yew Tree Green Lane had seen them leaving recycling strewn across the road , with no attempt made to pick it up . A formal complaint had been made to TWBC about this but the parishioner wanted the PC to be aware of the situation.

Cllr Stevens offered to repaint the metal seat under the horse chestnut tree on the green and the electricity point box as these both required another coat of green paint.

Cllr Davis requested that the clerk try to get teh conservation area plaque back from Sara Foster so that the council could decide what to do with it as the plinth looked very ugly being left empty.

This meeting ended at 10.05pm