

MINUTES OF THE
ANNUAL MEETING OF HORSMONDEN PARISH COUNCIL
HELD IN HORSMONDEN VILLAGE HALL at 7.30 P.M. ON MONDAY 8th MAY 2017

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

In attendance: Lucy Noakes (Clerk)
 No members of the public present.

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 Alan McDermott (TWBC).

2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN
 Cllr Davis proposed that Cllr March remain Chair of the Council. Cllr March accepted the nomination and the proposal was seconded by Cllr Russell. Unanimous.

Cllr Stevens proposed that Cllr Richards stand as vice chair. Cllr Richards accepted the nomination. This was seconded by Cllr Holloway and the vote was three in favour.
 Cllr Russell proposed that Cllr Davis stand as vice chair. Cllr Davis accepted the nomination and the proposal was seconded by Cllr Jenkinson. The vote was three in favour plus the chairman's casting vote, so Cllr Davis was voted in as vice chair.

3. DECLARATION OF ACCEPTANCE OF OFFICE
 All Councillors present agreed to and 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
 There was a discussion about which liaison and committee group the Council would need for the forthcoming year and Councillors decided which of these groups they wished to serve on.
 Cllr Davis proposed that the following committee structure be adopted and staffed as set out below. This was seconded by Cllr Stevens, unanimous.

Committee/Liaison group	Officer Membership
Business/Retail Liaison Member	Cllr Richards
Finance/Personnel /Risk Assessment Committee*	Cllrs Davis, March, Richards, Stanton and Russell. Chair – to be elected next committee meeting
Footpaths Liaison Member	Cllr Larkin
Horsefair & Police Liaison Group	Cllrs Richards ,March and Stevens
KALC Representatives/Liaison Group	Cllr Jenkinson and Cllr March (reserve)
Planning*	All Cllrs. Chair – to be elected next committee meeting.
Horsmonden Village Events committee (HoVEC)	Cllrs Jenkinson, Holloway & March. Cllr Stevens (reserve)
School Liaison	Cllr Larkin
Highways & Lighting Group	Cllrs Davis, Holloway and Stevens,
Village Green Custodians/Liaison Group	Cllrs March, Jenkinson and Stevens.
Village Hall Trustees	Cllrs Russell, Holloway and Stevens.
Sports Ground Liaison Group	Cllrs Davis and Richards.
Institute Building Liaison Group	Cllrs Davis, March, Richards, and Russell
Emergency Planning Group	Cllrs Davis, Russell, Stevens, Larkin and Jenkinson.
HWCAAG	Cllrs March and Russell

* Chair to be nominated at next meeting

The committees as above were proposed for acceptance by Cllr Holloway, seconded by Cllr Davis and voted for unanimously.

5. **PUBLIC SESSION**

There were no members of the public wishing to speak.

6. **MINUTES OF PARISH COUNCIL MEETINGS**

Minutes of the parish Council meeting 18th April 2017 & Planning meeting 25th April 2017

Cllr Stevens propose acceptance of the minutes of the meeting dated 18th April, seconded Cllr Holloway, unanimous.

Cllr Richards proposed acceptance of the minutes of the meeting dated 25th April, seconded Cllr Russell, carried.

7. **MATTERS ARISING**

Public Rights of Way - clerk still chasing this.

Parish Toilets – clerk obtaining a quote for electronic tap for disabled toilet.

Rubbish bins and cigarette tray at shelter – Mr Isaacs has confirmed that he is still willing to install the two bins when he has time.

Structural survey of Institute Roof – Clerk to contact Surveyor and see if he still wishes to come or if we get a new hatch made first

VG Trees – clerk to communicate that the work should now be delayed until September /October when the leaves have fallen

BT Box in village – the council is waiting for a response from Planning at TWBC or BT themselves.

Council’s Insurance – The clerk is chasing the insurers about trying to increase personal accident cover for the older councillors.

Institute Building works – Clerk chasing Cornfords.

Annual electrical testing – the clerk is liaising with PJ electrical about teh annual testing of the box on the Green and with Keith Prentice at Laser about the annual PEAT testing in the Village Hall and Institute Building.

8. **ACCOUNTS AND FINANCE**

8.1 **Parish Council accounts to 7th May 2017** (see Appendix 1)

The clerk presented the accounts to 7th May as set out in Appendix 1 below. These were proposed for acceptance by Cllr Stevens and seconded by Cllr Russell, unanimous.

Horsmonden Parish Council Accounts as at 7th May 2017

	Balances
Current account with Co-operative Bank PLC b/fwd 01.04.2017 (assuming all debits and credits have cleared the account)	£ 56,571.21
Deposit account with HSBC b/fwd 01.04.2017 (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
Mrs J March - refund for hard hats	401876		£ 23.94
E.on Street lighting Jan-31.03.2017	401877		£ 445.57
KALC -annual subscription	401878		£ 799.32

HMRC -Tax and NI Mrs L Noakes April salary	401879		£ 174.83
St Margaret's PCC - cost of meeting at church hall. Emergency planning	401880		£ 25.00
(Cheque void) Unipar battery not needed)	401881		£ -
KALC - NH planning workshop -Cllr Russell	401882		£ 72.00
Mrs L D Noakes - April salary	S/O Flexi		£ 1,073.14
EDF Energy - electricity The VG Box - 23.2.2017	D/D		£ 4.19
EDF Energy - electricity The Public conveniences- 23.2.2017	D/D		£ 26.46
Mr C J Couchman - clock and play area April	401883		£ 83.08
Viking Payments - stationery	401884		£ 130.47
SSE Contracting LTD - April street lighting maintenance	401885		£ 71.26
The Heath Stores - hospitality to Alex King	401886		£ 13.00
W Filtress - cleaning benches, bins, shelter, boards	401887		£ 90.00
Young People Bus Services -1st Jan-31st March -street cruizer	401888		£ 840.00
Choiceleader Ltd (T/A The Marketing Solution and checkmate gifts.)	401889		£ 28.00
Aon Uk Limited - annual insurance premium renewal	401890		£ 2,305.43
Horsmonden Village Hall - office rent	410891		£ 900.00
Refund of painting costs for lobby at VH		£ 230.00	
First half of precept		£ 42,697.50	

Current Account with Co-operative Bank PLC as at 7.05.17 £ 92,393.02
(assuming all credits and debits have cleared the account)

All Accounts with HSBC as at 7.05.17 £ 70,002.43
(assuming all credits and debits have cleared the account)

TOTAL BANK: £ 162,395.45

8.2 Annual Return 2016/17 (accounts to 31st March 2017 already approved at the meeting 18th April 2017)

- i) Review and approve the Annual Governance Statement 2016/17 (section 1 of the Annual Return 31st March 2017)
- The council looked at the accounting handout provided by the clerk and agreed the Balance sheet for end of year, as well as the asset register. These were proposed for acceptance by Cllr Holloway, seconded by Cllr Jenkinson, voted for unanimously and signed/dated by the Chair and Clerk.
- The Chair read aloud the Annual Governance Statement 2016/17 and each item was answered appropriately on the Audit form. The answers were proposed for acceptance by Cllr Davis, seconded by Cllr Jenkinson and voted for unanimously. The Chair and the Clerk then signed the bottom of the statement and dated it appropriately.
- ii) Consideration, approval and signing of the Annual Accounting Statement 2016/17 (Section 2 of the Annual Return 31st March 2017.)
- The Council looked carefully at the figures provided by the Clerk for the Annual Accounting Statement 2016/17. The figures were recommended for acceptance by Cllr Stevens, seconded by Cllr Richards and voted for unanimously. The Statement as signed and dated by the Chair and the Clerk.

- 8.3 Annual renewal premium for Parish Council's Insurance with AON (this is a 3 year agreement.)
The Clerk read aloud the statement of fact and long term agreement from the Insurers.
No one had anything to add to the statement. The Statement and insurance agreement was proposed for acceptance by Cllr Davis and seconded by Cllr Holloway, unanimous.

9. PLANNING APPLICATIONS

i) Current applications awaiting consideration by the council:

Planning Application No:	TW/17/01308/FULL
Proposal:	<u>Clearance of existing forestry buildings and erection of 2x four bed detached houses and garages.</u>
Location:	Yard West Of Shirrenden Brenchley Road Horsmonden Tonbridge Kent TN12 8DN
Recommendation:	Recommended Approval
Proposal:	Cllr Davis, seconded Cllr Richards, unanimous.
Comments:	Recommended approval. Reasonable infill development for that location. The Parish Council would recommend that the approach drive is made sufficiently wide to accommodate traffic in both directions.

Planning Application No:	TW/17/01341/FULL
Proposal:	<u>Construction of new barn</u>
Location:	Highlands Farm Marle Place Road Horsmonden Tonbridge Kent TN12 8DS
Recommendation:	Recommended refusal
Proposal:	Cllr Richards, seconded Cllr Larkin, unanimous.
Comments:	Recommended refusal on the grounds that there is no reasonable justification given for the construction of , or need for, the barn.

Planning Application No:	TW/17/01346/FULL
Proposal:	<u>Conversion of outbuilding to residential dwelling</u>
Location:	Mount Easy Farmhouse School House Lane Horsmonden Tonbridge Kent TN12 8BT
Recommendation:	Recommended Approval.
Proposal:	Cllr Richards, seconded Cllr Russell, carried.
Comments:	Recommended approval. Reasonable conversion in keeping with the history of the building.

10. HIGHWAYS AND GROUNDS MAINTENANCE

10.1 Highways report/update

The following observations were made:

- No sign of pot holes which are marked up, being filled- clerk to chase
- Gulley cleaning appeared to be taking place on teh Goudhurst Road last week
- Thanks were given to Cllr March and Davis who had repainting the village entry sign on the Lamberhurst Road

10.2 Street lighting

Cllr Holloway to check if the street light in Gibbett Lane is now working on her way home and will let the clerk know the outcome.

11. PARISH COUNCIL ADMINISTRATION

11.1 Traffic solutions

Cllr Davis said that he is waiting for KCC Highways to get back to him about the speed indicator signs and also for the consultant to get back to him with a quotation for costs/next steps .

Cllr Davis proposed that he update parishioners about the traffic solutions plans at the Annual Parish Meeting and ask for comments /objections, and that the council should then write to each affected person if need be (this was to be ascertained from the Consultants and KHS.) These actions were seconded by Cllr Richards, and voted for unanimously.

11.2 The Institute – moving forward with the lease arrangements.

The Clerk had circulated the Clubs latest draft of their trust Deed for approval. It was proposed by Cllr Holloway and seconded by Cllr Stevens, unanimous, that the Council accept the Trust Deed as now drafted and let the Club know so that it can go ahead with this. The Clerk will get back to KCC legal and ask for a clean copy of the lease to be sent through ready for signing once the Trust was in force.

11.3 Emergency planning

Cllr Russell explained that the group had met with Denise Haylet from TWBC and that it was considered that the next step would be to carry out a table top exercise as the procedures are now fully developed by require test runs. It was suggested that the Clerk and Cllr March both contact Denise Haylet to ask if TWBC could assist with a table top exercise, explaining that Horsmonden were happy to be used as the ‘guinea pigs’ as the council was aware that no other parish in the borough had got this far with their emergency planning. The group will in the meantime revise their list of individuals and assets to make sure they are current.

11.4 Agreement to renew lease for parish office with Village Hall committee (1st June 2017).

It was proposed by Cllr Richards, seconded by Cllr Larkin and voted for unanimously that the Council continue to rent the room at the back of the village hall as the parish Office for an annual rent of £900 . Cllr March signed the lease and the clerk witnessed this. Mr Eastwood to sign on behalf of VH committee, assuming they are willing to continue with the arrangement.

12. CONSULTATIONS

12.1 South Eastern Rail Franchise Public consultation ends 23rd May 2017.

<https://www.gov.uk/government/consultations/future-of-south-eastern-rail-services>

It was proposed by Cllr Davis that the clerk return the following wording under question 12 of the consultation: The Parish Council would strongly oppose any reduction in the half hour service on the Tonbridge to Ashford line.

This was seconded by Cllr Larkin. Unanimous.

12.2 Maidstone Borough Council –Local Plan proposed main modifications **by 5pm on Friday 19th May 2017**

<http://www.maidstone.gov.uk/council/have-your-say/current-consultations/march-2017-local-plan-modifications>

The following response was proposed by Cllr Russell and seconded by Cllr Stevens, unanimous: The Parish Council can see nothing which is relevant to our boundary at this present time.

13. UPDATES (no decisions)

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

Some members and the Clerk had attended the Local Plan briefing sessions held by TWBC and had found this very useful.

Cllr March said that she had heard that the first part of the evidence base which the BC would require would be to have a housing needs survey carried out in each parish and they hoped to carry this out later in the year.

It was noted that the new County Councillor Sarah Hamilton hoped to attend the Annual parish Meeting on 15th May and introduce herself. Clerk to send her details to sarah.hamilton@tunbridgewells.go.uk

Meeting closed at 10.30pm