

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 2nd DECEMBER 2013**

**Present:** Cllr Davis (Chair)  
Councillors Russell, Cheesman, Parker, Stevens, Lawrence, March and Hughes

**In attendance:** Lucy Noakes (Clerk)  
No public present

**Declarations of Interest:**

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr Davis declared that as the Vice president of the Sports Club, he had an interest in item 9.7 regarding the sport's clubs purchase of the gang mowers.

**1. APOLOGIES FOR ABSENCE**

Cllr McDermott (TWBC) - (unable to attend)  
Cllr King (KCC) - (Unable to attend)  
Cllr March - arrived at 8.40pm following another meeting at TWBC  
Cllr Hughes – had to leave early – domestic issue.

**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).*  
None.

**3. COUNCILLOR VACANCY - CO-OPTION OF NEW COUNCILLOR OR PROCEDURE FOR INTERVIEWING CANDIDATES**

The Council had received one application for the Councillor vacancy. It was proposed by Cllr Stevens that Stuart Hughes be co-opted on to the Council to fill the vacancy, seconded Cllr Parker, unanimous. Cllr Hughes completed the Acceptance of Office, and this was witnessed by the Clerk.

The Clerk reminded all members that it was their responsibility to complete a Register of Interest form and ensure the details were kept up to date. All forms were sent to TWBC and publicised on the TWBC website. She agreed to send Cllr Lawrence a digital copy of his form so that he could check the details, sign it and send it back to TWBC for processing. Cllr Parker took a new Register of Interest form for completion as some of her details needed updating. Cllr Stevens asked the Clerk to check if his tender work for KCC had been mentioned on the form which he had completed and let him know.

**4. MINUTES OF PREVIOUS MEETING**

**Minutes of Parish Council meeting 4<sup>th</sup> November 2013 and Planning meeting 19<sup>th</sup> November 2013**  
**Minutes of the Finance meetings 18<sup>th</sup> June 2013 and 15<sup>th</sup> October 2013.**

The minutes of the Parish Council meeting held on 4<sup>th</sup> November 2013 were proposed for acceptance by Cllr Stevens, seconded by Cllr Russell and carried.

The minutes of the Planning meeting held on 19<sup>th</sup> November 2013 were proposed for acceptance by Cllr Parker, seconded by Cllr Stevens and carried.

It was proposed from the Chair that the minutes of the Finance meeting of 18<sup>th</sup> June 2013 be accepted as they stood, carried.

It was proposed from the Chair that the minutes of the Finance meeting of 15<sup>th</sup> October 2013 be accepted, carried.

**5. MATTERS ARISING**

**Additional bench on the village green**

Cllr Stevens dealing with this

**Village Sign**

Clerk to contact Mr and Mrs Mills at Heath Stores again.

### Institute Repairs

The roofing works and electrical testing had now been carried out at the Institute. It was proposed from the Chair that the Clerk should ask the plumber to come back and clarify the problem to be sure that he can solve the problem. Carried. Cllr Stevens suggested that the Clerk should ask if the pipe work supplying the Institute was polythene or steel, as steel can become very corroded.

### Stickers on Wheelie Bins

Cllr Parker produced some samples of the stickers. It was proposed from the Chair that the Council should purchase 1000 stickers at £430 of landscape design in yellow and black saying 'slow down in our village' from Screen studio. Unanimous.

### Conservation Area Map.

Cllr Davis raised the issue of the map, and said that he had been in contact with the officer at TWBC about this and was still awaiting a response.

## 6. PLANNING

### 6.1 Applications/submissions:

Planning Application No:	13/03286/HOUSE13/03286/HOUSE   <a href="#">Two-storey rear extension   Shirrenden Lodge Brenchley Road Horsmonden Tonbridge Kent TN12 8DN</a>
Proposal:	Two-storey rear extension
Location:	Shirrenden Lodge Brenchley Road Horsmonden Tonbridge Kent
Recommendation:	Approval
Proposed:	Cllr Parker, seconded Cllr Russell, unanimous.
Comments:	Suitable scale and design to the original building

Planning Application No:	13/03325/FULL13/03325/FULL   <a href="#">Demolition of garage and erection of new detached dwelling, access and parking   Boundary Cottage Maidstone Road Horsmonden Tonbridge Kent TN12 8NE</a>
Proposal:	Demolition of garage and erection of new detached dwelling, access and parking
Location:	Boundary Cottage Maidstone Road Horsmonden Tonbridge Kent
Recommendation:	Approval
Proposed:	Cllr Hughes, seconded Cllr Parker, carried.
Comments:	Acceptance as being a suitable, small infill, subject to TWBC officers being satisfied as to the management of the risk of the infilling of the old railway tunnel.

Planning Application No:	13/03429/LBC13/03429/LBC   Listed Building Consent: Addition of two rooflights to attic   Heath Stores Grocers The Heath Stores The Heath Horsmonden Tonbridge Kent TN12 8HT
Proposal:	Listed Building Consent: Addition of two rooflights to attic
Location:	Heath Stores Grocers The Heath Stores The Heath Horsmonden Tonbridge
Recommendation:	Approval
Proposed:	Cllr Stevens, seconded Cllr Lawrence, unanimous.
Comments:	Acceptable roof light subject to the conservations architect's approval.

**6.2 Report of Permissions Granted and Refused/Appeals lodged.**

**Applications Granted.**

TW/13/02909/HOUSE – Heath Stores, Grocers, The Heath Stores, The Heath, Horsmonden

**Applications Refused**

TW/13/02542/OUT – Outline application for demolition of existing office building and erection of 4 no. detached houses – access and layout not reserved.

**6.3 Other planning matters.**

Cllr Parker mentioned that some of the residents in Oliver’s Court were looking into the maintenance of the land behind Oliver’s Court as although it is not owned by them they are asked to pay an annual maintenance fee to the company which own it. However, the maintenance does not always seem to be satisfactory.

**7. PARISH COUNCIL FINANCE**

**7.1 Parish Council Accounts to 1st December 2013**

The Clerk circulated a copy of the finances up to 1<sup>st</sup> December, as below. It was proposed from Cllr Russell , seconded by Cllr Cheesman and voted for unanimously that these were accepted as a true representation of the accounts to this date. Unanimous.

**Horsmonden Parish Council Accounts as at 1st December 2013**

Current account b/fwd 04.11.2013  
 Deposit account b/fwd 04.11.2013  
 Interest received (Deposit Account)

**Balances**

£ 33,007.44  
 £ 81,352.75

Item	Ref	Receipts	Payments
EDF Energy electricity bill for toilets	D/D		£ 172.91
Mrs L D Noakes - salary and overtime	S/O		£ 1,056.82
Tax and NI Mrs L Noakes - November	401319		£ 230.02
Mr C J Couchman - November clock and play area	401320		£ 100.60
Mr S Jones - scavenging November	401321		£ 76.90
Mrs L Noakes - refund for gratuity for Mark Sheppard	401322		£ 5.89
Mr C Noakes - reimbursement of costs of laptop and Ipad	401323		£ 817.99
SSE Contracting Ltd - repair of street lighting	401324		£ 106.42
PV Environmental Surveys asbestos survey	401325		£ 300.00
Kent County council - Internal audit	401326		£ 201.60
Specialist Hygiene services - November cleaning	401327		£ 178.71
Specialist Hygiene Services - Sept 2012	401328		£ 178.71
Arrow Locks and Glass - new lock on toilets	401329		£ 75.00
Jamie Twedde - work to limes on Green	401330		£ 320.00
EDF Energy electricity bill for toilets cheque cancelled	410298	118.00	
Interest current account		£ 4.90	
KCC payment for traffic survey		£ 900.00	
TWBC Christmas lights grant		£ 110.00	
Insurance contribution from VH	14.11.2013	£ 69.76	


Current Account as at 03.11.13	£ 900.03
Deposit Account as at 03.11.13	£ 110,841.25

**TOTAL BANK: £ 111,741.28**

**7.2 Conversion of old toilet to lockable cupboard in VH**

Cllr Stevens proposed that the council accept Mr Isaacs quotation for £490.00( +VAT)to convert the old toilet into a cupboard, removing the plumbing and putting shelving within and a lockable door on the outside, however he suggested that the Clerk ask Mr Isaacs back before hand to see what could be done to solve the damp problems, as there would be little point in going ahead with the conversion until this was solved. Seconded, Cllr Lawrence. Unanimous.

**8. HIGHWAYS AND GROUNDS MAINTENANCE**

**8.1 Highways issues – footpaths, trees, roads, signs, verges, markings, drainage.**

The following items were listed to the clerk to report to Highways:

- One of the fingers on the finger post at the Lamberhurst/Spelmonden junction had fallen off and was on the ground.
- The Lamberhurst sign outside Heath stores was still loose and propped up against the fence.
- A member of the public had complained about the verge outside Thompsett’s Cottage. Lamberhurst Road. This had been cleared by KCC highways last year, even though it was not owned by them and KCC had clarified that they would not maintain this annually. It was suggested by Cllr March that the ditch could be sown with poppy seeds to commemorate WW1 centenary, and this could also be done at Fromandez Drive.Cllr March to find out about seeds . Clerk to investigate weed killing etc.
- Water coming out of drain in the road, near the junction with Yew Tree Green Road, on the Rams Hill Garage side.
- There was often a large puddle near the Doctors surgery on the Lamberhurst Road, which could be caused by a blocked gully.

The Chair proposed that the Council support the suggested 40mph speed limit extension on the Brenchley Road and Coppers Lane. Unanimous.

**8.2 Street lighting**

The Clerk had received a letter from KCC informing the Council about the conversion of their lights to part night only, so that they switch off at midnight and switch on again at 5am. KCC had asked if the Parish Council would like to consider converting their own lights at the same time, as KCC might be able to provide the conversion at a lower cost if it was done at the same time as their own. It was proposed by Cllr Hughes that the Parish Council leave their lights as they currently were as they all work on photosensitive cells which switch off when it is light and come on when it is dark. Seconded Cllr Russell. Unanimous. It was noted that the Parish Council’s lights are all low energy bulbs. Cllr Hughes had to leave the meeting at this point.

**9. ADMINISTRATION**

**9.1 Computer tuition for the elderly in the Village Hall**

The Clerk had received a contract from Mike Sexon regarding the computer tuition. This was proposed for acceptance by the Chair. Unanimous.

It was suggested that the Council operate a course for up to 8 students and ask each person to pay £15 up front to show their commitment to the 6 weeks course. Students should be aged 55 year or over and a resident of Horsmonden. Non parishioners could go on to a waiting list and the course could be opened up to them a

week before its commencement, if the course was not full up. The Clerk will advertise in Parish News and on the notice boards and via Jean Shekyls.

**9.2 Christmas lights**

Cllr Davis and Stevens had erected the new strings of lights around the Green. Most of the lights were plugged into the electricity box, however those which were not, amounted to 100 bulbs at 1.2watts each (i.e. 120 watts total.) These would be on 24 hours a day and would be switched on Friday 6<sup>th</sup> December and off again on Sunday 5<sup>th</sup> January 2014.

**9.3 Land adjacent to VH**

The parish Council agreed to continue to monitor the situation.

**9.4 Public conveniences, contract for refurbishment**

Mr Bell had notified the clerk that he would be bringing the contract in for the Council to sign on Friday 6<sup>th</sup> at 1pm. Cllrs March and Russell agreed to attend and sign on behalf of the council. It was proposed from the Chair that Cllrs March and Russell be given authority to sign on the Council's behalf. Cllr March raised the locks as an issue, as she felt that with the increased amount of vandalism being suffered in the toilets, timer locks should be considered instead, so that the toilets were locked after dark. It was proposed from the Chair that timer locks be put on all three doors to the toilets. Unanimous.

**9.5 William Lambert plaque, location at the Institute**

Mr Kellas had written to the Council to ask if they would consider installing the William Lambert plaque which was currently in storage, into the front of the Institute Building. He was suggesting that the plaque could be fitted in the area at the base of the clock tower, where there was a disused green door at present. Cllr Davis said he would look into the logistics of this and report back to the Council at the next meeting.

**9.6 Summer Festival 2014 on Village Green**

The Clerk had received an email from Sarah Foster regarding the arrangements for the Summer Celebrations. It was proposed from the Chair that the Clerk book the Marquee with LPM Bohemia the Tent Co to arrive Thursday 19<sup>th</sup> June and be removed Monday 23<sup>rd</sup> June 2014 and find out the price and availability of the portable toilets and security for the marquee. Unanimous

**9.7 Sports club, mower purchase.**

Mr Devenish had indicated that the Sports Club would like to purchase the gang mowers for £500. It was suggested by Cllr Cheesman that the Council might make a donation of £150 to the Sports Club to assist with upgrading the mowers as the Council had been fortunate in not having to spend any money on the mowers during the last few years, as Les Bateup had looked after the mowers for free. This was seconded by Cllr March . Carried.

**10. CORRESPONDENCE/UPDATES**

**10.1 Chairman's update**

No update from the Chair at this meeting.

**10.2 London Airspace consultation – comments by 21<sup>st</sup> January 2014**

Cllrs did not believe that Horsmonden was affected by these plans for change, therefore did not have any comments to add to this consultation.

**10.3 Kent and Medway Fire and Rescue Authority's Safety Plan 2014 – comments by 13th January 2014**

Cllr Russell to check whether fire hydrants were mentioned in the safety plan and report back to the Council at the January meeting.

**10.4 Police and Crime Plan April 2013 to March 2017 – comments by 20<sup>th</sup> December 2013.**

The Council did not have any comments to make on this Plan.

The meeting ended at 10.34pm