

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 9TH JANUARY**  
**2017**

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

**In attendance:** Lucy Noakes (Clerk)  
No 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 declared an interest in items TW/16/07567/FULL and TW/16/07568/LBC as she is a neighbour and had commented on these two applications. Cllr March also had an interest in item TW/16/07719/FULL as a neighbour. Under the circumstances Cllr March took no part in the discussion or decision making and left the table whilst these matters were discussed.

**1. APOLOGIES FOR ABSENCE**

Cllr Isaacs and Cllr McDermott.

**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 Watson had asked the Clerk to make an enquiry on his behalf as he was unable to attend the meeting. He wondered if it were possible to enquire whether one of the red telephone kiosks being offered for £1 under the BT Adopt a Kiosk scheme could be located in the village centre in place of the modern telephone kiosk which Horsmonden already had.

The clerk had explained to Mr Watson that the Council had previously tried to adopt A kiosk when the one near Churn Lane came up for adoption , and had asked at that time if it could be relocated in the village centre. The response from BT had not been favourable as the council would have needed to pay to have the kiosk relocated and repaired and it was in very poor state. The idea of the Adopt a Kiosk Scheme is that you adopt a red kiosk already located where you want it. The Council briefly discussed the matter and said that as this was not an item mentioned for consideration in Village Vision they did not feel that the council had the time to pursue the matter at present. However if Mr Watson wished to pursue on the council's behalf they would reconsider the matter. There were however problems associated with costs as well as where to locate the kiosk if it did not replace the working kiosk in the centre, and what it would be used for, as well as keeping it vandal proof. Clerk to let Mr Watson know.

**3. MINUTES OF PREVIOUS MEETING**

**Agree the minutes of the Parish Council Meeting 5<sup>th</sup> December 2016 and Finance Meeting 12<sup>th</sup> December 2016**

Cllr Stevens proposed acceptance of the minutes of 5th December meeting, seconded Cllr Jenkinson. Unanimous.

Cllr Russell proposed acceptance of the minutes of the Finance meeting of 12<sup>th</sup> December 2016, seconded Cllr Richards. Carried.

**4. MATTERS ARISING (no decisions)**  
**Public Rights of Way**

Clerk still chasing.

### **Parish Toilets**

The soap dispenser in the disabled toilet had now been replaced. Cllr Russell had looked at the most recent water bills which still seemed v expensive. Cllrs Russell and Davis to monitor the water usage over several days/nights to see if there is a pattern. It was suggested that the clerk should arrange for a counter device to monitor the number of people visiting the toilets each day.

It had been noticed that the window to the disabled toilet was open on several occasions. Clerk to let cleaners know that windows must now be kept locked shut as it is cold at nights and tube heaters are on to stop freezing pipe work. Also this was a security issue after the toilets were locked.

The clerk had managed to get two years supply of urinal mats and these were now being used. She had asked the cleaner to replace them each month.

### **Tree work on Green**

Clerk obtaining three quotes for pollarding and to look at monitoring the horse chestnut on the corner, internally.

### **Rubbish bins and cigarette tray at shelter**

Cllr Isaacs will install the new bins as soon as he has time

### **Pension Admin and Payroll**

Clerk to purchase Sage one payroll in March.

### **Community Gardening/Bulb Planting**

800 crocus and daffodil bulbs had now been planted by volunteers at teh village entry points. The clerk had thanked the volunteers on the website and would mention in parish news next time.

## **5. PARISH COUNCIL FINANCE**

### **5.1 Agree Parish Council accounts to 8<sup>th</sup> January 2017 and settlement of invoices for this period (see appendix 1)**

The following list of payments was considered by the council:

#### **Horsmonden Parish Council Accounts as at 8th January 2017**

	<b>Balances</b>
Current account with Co-operative Bank PLC b/fwd 05.12.2016 ( assuming all debits and credits have cleared the account)	£ 85,886.79
Deposit account with HSBC b/fwd 05.12.2016 (assuming all credits and debits have cleared the account)	£ 60,561.30
Interest received (Deposit Account)	£ 699.27
interest on HSBC account	£ 2.08

<b>Item</b>	<b>Ref</b>	<b>Receipts</b>	<b>Payments</b>
Mr D Buckett- Interim internal audit	401807		£ 248.40
Mr C Noakes - refund for flower bulbs- community gardening	401808		£ 87.32
Kent Association of Local Councils- Emergency planning course	401809		£ 36.00
Glasdon Uk Ltd- small rubbish bin and liner	401810		£ 74.70
EDF Energy - Electricity supply VG	D/D		£ 37.00
EDF Energy - Electricity supply toilets	D/D		£ 241.00
BT Business - phone and broad band	D/D		£ 294.38
EJP Fire Protection Ltd - Fire extinguishers and alarm/lighting	401811		£ 168.00
Millsales Direct LTD - soap dispenser	401812		£ 41.75
Specialist Hygiene services- November cleaning	401813		£ 187.20

Duke Contractors Ltd- grounds maintenance	401814		£ 4,654.57
Kent Associations Of Local councils - Communications and media conference 2017	401815		£ 72.00
Kent Association of Local Councils -planning conference 2017	401816		£ 72.00
Arron services Ltd - computer services	401817		£ 78.00
G Sands-sanding and repainting bins	401818		250.00
Mrs L Noakes- December salary and overtime	S/O flexi		1,146.43
HMRC Tax and NI Mrs L D Noakes- December	401819		£ 236.82
Mr C J Couchman- Clock and play area December	401820		103.85
SR Services ( SE) LTD - urinal screens	401821		£ 86.40
SSE Contracting Ltd - December street lighting maintenance	401822		£ 71.26
South East Water- water supply public toilets	401823		£ 181.79
E.ON - street lighting electricity to 31.12.2016	401824		£ 455.47
Southern Water - June to Dec waste water	401825		£ 249.07

Current Account with Co-operative Bank PLC as at 08.01.17 (assuming all credits and debits have cleared the account)	£ 76,813.38
Deposit Account with HSBC as at 08.01.17 (assuming all credits and debits have cleared the account)	£ 61,262.65

**TOTAL  
BANK: £ 138,076.03**

The Accounts as presented were recommended for approval by Cllr Holloway and seconded by Cllr Davis, unanimous.

**5.2 Chair to reconcile accounts with bank statement for period up to and including 4<sup>th</sup> December 2016**

The Chair checked the previous months accounts against the bank statement provided by Cooperative Bank and agreed the figures signed the relevant papers on behalf of the council.

**5.3 Consider the precept for 2017/18 as recommended by the Finance Committee**

Cllr Russell explained that the Finance Committee had gone through the budget for 2017/18 line by line making provision where necessary. The recommended a provision of £20,000 for Traffic management which would hopefully enable to the council to proceed with the planned works to try and manage traffic throughout the village. They had also set aside £3500 for allowing the Street Cruiser Bus to continue to visit Horsmonden on a weekly basis for 2017. Other provisions included £5000 each for maintenance of the Institute and Village Hall, £3000 for continuing legal expenses, £3500 for play area reserve.

The Finance Committee overall recommended a precept of £85,395 for 2017/18 which represented an increase of just below 20% for a band D Council tax payer in Horsmonden.

Cllr Russell mentioned that the government had again this year decided not to cap Parish Councils in the amount they can raise as council tax precept; however this was not to say that they would not cap the amount in future years.

Cllr Russell proposed that the Parish Council set a precept of £85,395 for 2017/18, this was seconded by Cllr Richards. Unanimous.

**5.4 Consider an increase in the Clerks hours of employment to 19 per week, as recommended by the Finance Committee**

It had been noted by the Finance Committee that the clerk had been carrying out just under one extra hour on average each week for the council and this had been paid in over time expenses. It was

therefore recommended by the Finance Committee that the clerk's contractual hours should be increased to 19 each week to absorb the overtime and regularise the contract. This would not make a difference in cost to the council as they paid for the overtime anyway. It was proposed by Cllr Stevens that the clerk hours increase to 19 per week with effect from 1<sup>st</sup> April 2017, seconded Cllr Russell, unanimous.

**5.5 Revisit the decision on how to reinvest the monies from maturing bond with HSBC**

The clerk had discovered that the Newcastle Building Society would not allow businesses to apply for their bonds; therefore the monies could not be reinvested as instructed. Several other options were available including another bond with HSBC 0.44% or with Aldermore Building society at 1.10% per annum over 1 year. Santander offered a bond at 0.5% per annum for 1 Year. Bearing in mind the quotes above, and the fact that the council would be receiving a further precept payment in April it was suggested by Cllr Richards that the Council should invest £70,000 to reduce the amount in the current account to that within the limit for protection under the FSCS (Financial services compensation scheme), Cllr Davis therefore proposed that the council reinvest £70,000 with Aldermore's fixed rate bond over 1 year, seconded Cllr Richards, unanimous.

**5.6 Refurbishment costs for parish Office and arrangements**

The Clerk had received two quotations for the painting of the Parish office and the lobby are just outside the office door. Chris Palmer had quoted £675.60 and Terry Barham had quoted £570.00 It was proposed by Cllr Holloway that the council ask Terry Barham to carry out the works on their behalf. Seconded Cllr Stevens, unanimous.

Clerk to send Cllr Russell a note of Terry Barham's breakdown for Village hall committee meeting as it was hoped that the VH Committee may pay for the lobby area outside the office to be painted.

**5.7 Review and agree Parish Council telephone costs**

The clerk outlined the current cost of BT for providing line rental, caller display, smart divert, calls and business broadband at £62.76 per month. A new contract with them to provide line rental, calls business broadband and a mobile phone would be £41.20 per month. This would enable toe council to give up caller display, and smart divert, as the clerk would have a phone for use wherever she is working from. It was proposed by Cllr Larkin and seconded by Cllr Stevens that the council now enter into the new contract at £41.20 per month with BT. Unanimous.

**5.8 Costs for carrying out external repairs/painting to the Institute**

The Clerk had approached three companies to provide a quotation for carrying out some repair and maintenance works to the Institute building. Cornford's had been the only contractors to respond and had provided a quotation of £1884 net to carry out the jobs listed in the clerks specification. Cllr Davis proposed acceptance of the quotation from Cornford's, seconded Cllr Stevens, Unanimous. It was also raised at this point that the external brickwork of the building could do with a wash down as it was looking green in places. It was suggested that the clerk go back and ask Cornford's if they could carry out a pressure wash of the brickwork prior to March and if so how much they would charge for doing so.

**5.9 Consider computer Service agreement with Arron computers**

The clerk had had considerable problems with emails prior to Christmas and had been forced to take the main laptop to Arron Computing in order to resolve the issue. It was felt by the clerk that the council should put some sort of contract in place to make sure that the computers were checked at least annually by an expert and that any problem could be resolved by an expert at short notice . A service contract would enable to a company to give the Council priority service in a situation where the clerk was prevented from working owing to a computer failure or soft ware problem and potential problems could be prevented by annual or bi-annual checks by an expert.

The clerk had received price details for a service contract from Arron Services, but it was felt that at least two other quotes should be obtained before the council could consider this matter. Clerk to obtain more quotes.

## 6. PLANNING APPLICATIONS

### **i) Current applications awaiting consideration by the council:**

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<b>Planning Application No:</b>	TW/16/07567/FULL
<b>Proposal:</b>	<b><u>New vehicle access from highway (revised re-submission of planning permission 16/505434 - Conversion of building and land surrounding (about 0.09 HA) to a single family dwelling)</u></b>
<b>Location:</b>	All Saint's Church Maidstone Road Horsmonden Tonbridge Kent
<b>Recommendation:</b>	Approval
<b>Proposal:</b>	Cllr Richards, seconded Cllr Russell, Unanimous by those voting.
<b>Comments:</b>	Recommended approval subject to the Highways authority agreement.

<b>Planning Application No:</b>	TW/16/07568/LBC
<b>Proposal:</b>	<b><u>Listed Building Consent - New vehicle access from highway (re-submission of approved consent - Listed Building Consent - Conversion of building and land surrounding (about 0.09 HA) to a single family dwelling)</u></b>
<b>Location:</b>	All Saint's Church Maidstone Road Horsmonden Tonbridge TN12 8DQ
<b>Recommendation:</b>	Approval
<b>Proposal:</b>	Cllr Richards, seconded Cllr Stevens. Unanimous by those voting.
<b>Comments:</b>	Recommended Approval subject to the conservation architects opinion.

<b>Planning Application No:</b>	TW/16/07719/FULL
<b>Proposal:</b>	<b><u>Install 4 No. rooflights (Retrospective)</u></b>
<b>Location:</b>	Swigs Hole Barn Yew Tree Green Road Horsmonden Tonbridge TN12 8HR
<b>Recommendation:</b>	Refusal.
<b>Proposal:</b>	Cllr Stevens, seconded Cllr Holloway. Unanimous by those voting.
<b>Comments:</b>	Recommended refusal on the grounds that the building is within the curtilage of what is understood to be a listed building and the windows are not appropriate for a building of this nature.

<b>Planning Application No:</b>	TW/16/07631/FULL
<b>Proposal:</b>	<b><u>Two brick piers within the site (Retrospective)</u></b>
<b>Location:</b>	Orchard Business Park Furnace Lane Horsmonden Tonbridge TN12 8LX
<b>Recommendation:</b>	Approval
<b>Proposal:</b>	Cllr Russell, seconded Cllr Davis, unanimous.
<b>Comments:</b>	Recommended approval. A reasonable feature of the development.

### **ii) Applications granted and Refused (which the parish Council has previously been consulted upon).**

#### **Applications Granted**

TW/15/505340/OUT – Bassett's Farm, Goudhurst Road, Horsmonden

TW/16/07310/FULL – 10 Orchard Way, Horsmonden

TW/16/06933/FULL – Unit 2 Orchard Business Park, Furnace lane, Horsmonden  
TW/16/06927/FULL – Pullens Farm, Lamberhurst Road, Horsmonden  
TW/16/06991/FULL – Mount Easy Farmhouse, School House Lane, Horsmonden

### **Applications Refused.**

None.

### iii) **Other Planning matters**

No other planning matters discussed.

## **7. HIGHWAYS AND GROUNDS MAINTENANCE**

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

The Clerk had received some quotations for cutting the village green and strimming around the edges in 2017. It was suggested that she clarify the amount per cut with Country Wide Grounds, as they had quotes a price for 16 cuts, but it could be more if we undertook less cuts for example. Were they happy to come and do more cuts if requested and be flexible with their cutting if it was a log dry period and grass did not grow as much? Clerk to clarify.

The Clerk passed on information from KCC that they would only pay for 6 cuts to Fromandez Drive each year from April 2017 onwards. Cllr Davis proposed that the Council should target to cut Fromandez Drive only six times during the next season in line with KCC county strategy. This was seconded by Cllr Stevens, unanimous.

Cllr Stevens noted the following:

Some of the road signs require cleaning/clearing around. It was felt that the Council should clarify when or if KCC were going to carry out these works (or whether they would clean only those which are considered safety critical), prior to contracting any services to do this.

Dog bone markers opposite the shop have worn off the road again and require refreshing.

Pot holes marked at the top end of Green Road have never been filled

Behaviour during cycle events was again raised by members of the council, as a concern. It was suggested that the Clerk ask Nick Paul /Martin Devenish if the sports ground is used for parking for cycles events , as this could be a way of contacting those who organise such events to speak to them about road safety and courtesy through the village.

### **7.2 Street lighting**

The clerk was trying to ascertain with SSE when the electrical testing was next required for Horsmonden Street lighting.

## **8. ADMINISTRATION**

### **8.1 Discuss/agree a Terms of reference for Finance/risk assessment committee**

The Clerk had presented draft terms of Reference for the Finance /Risk Assessment Committee. Cllr Russell proposed acceptance of this Terms of Reference, seconded Cllr Davis. Unanimous.

### **8.2 Discuss/agree a Terms of reference for Personnel committee**

The Clerk had presented a draft Terms of Reference for the Personnel Committee. It was proposed by Cllr Davis that this be accepted, seconded Cllr Holloway. Unanimous.

### **8.3 Traffic solutions update**

There was nothing further to report at present as the Clerk and Cllr Davis were waiting for more feedback from Mike Hardy and Earl Bourner. Cllr Davis to chase.

### **8.4 The Institute – moving forward with the lease arrangements.**

The Clerk was waiting for documentation from David Lewis at KCC legal, so that Chris Reed could take the relevant documents to the members of the social club committee.

- 8.5 Recommendation from the Finance Committee to carry out a full structural survey on the condition of the Institute Building roof**  
The Finance committee had suggested that a full survey of the roof should be carried out so that the council could be more certain of the financial situation with regards to roof repairs/replacement. It was therefore proposed by Cllr Stevens' that a full structural survey of all roofs/roof space (flat or sloping) be undertaken, seconded Cllr Russell. Unanimous.
- 8.6 Recommendation from the Finance Committee to have the village shelter cleaned once a month**  
The Finance committee recommended that the shelter be properly on a monthly basis, Mr Filtness of Clear view quoted £20 per clean for the shelter, which would include removal of gun, bird faeces and a sweep out. It was proposed by Cllr Davis, seconded by Cllr Jenkinson and voted for unanimously that this be carried out in addition to the quarterly cleaning of the benches and notice boards.
- 8.7 Recommendation from the Finance Committee to continue paying for the Street Cruiser to visit Horsmonden on a weekly basis throughout 2017**  
The Finance Committee had budgeted £3500 for the forth coming year to cover the costs of hiring the street cruiser most weeks of the year, as it had proved to be so popular. It was proposed by Cllr Holloway and seconded by Cllr Larkin that the council go ahead and hire the bus on a weekly basis. Unanimous.
- 8.8 Emergency planning – update and next steps.**  
Cllr Davis had attended teh latest forum on Resilience and this even included a protocol for the Queen passing away called Operation London Bridge. Unfortunately sharing of plans with other parishes did not appear to happen at the forum.  
The Emergency planning group would aim to try and meet this month and would include the two interested parties. They would try to insert names into t he plan and find out how they share this with Denise Haylett.
- 8.9 Confirm how the PC wishes to deal with requests from charities to display links/adverts on website/notice boards?**  
**Agree a wording to be displayed on website for the PCs policy regarding charitable requests.**  
The clerk receives many requests from charities to display information and donate funds and wanted to make sure the council continue to deal with these in a consistent and equitable manner, as there is not always the room to display notices on the village boards.  
It was discussed whether the clerk should put links to charities on the Council website, but the council did not wish to be seen promoting any particular charity as they felt this was for individuals to decide. It was therefore felt that the clerk should continue to put charities in touch with the Parish news and not display notices on the boards or links on website .Proposed Cllr Stevens, seconded Cllr Larkin. Unanimous.
- 8.10 Village Green Trees pollarding, limes and fungus and chestnut internal survey.**  
The clerk was trying to get some quotes for an internal inspection of the Horse Chestnut on the corner of the green, as whilst no particular problem had been picked up at the last survey, the council had a duty to monitor the tree as closely as possible owing to its age. Clerk to obtain quotes also for pollarding the limes and measuring the lean on the American Oak if at all possible.

## 9. CONSULTATIONS.

- 9.1 Kent County Council - Kent Minerals and Waste Sites Plans. Comments on SCI (Statement of Community Involvement - Comments by 30<sup>th</sup> January 2017**  
[http://consult.kent.gov.uk/portal/statement\\_of\\_community\\_involvement\\_2016/statement\\_of\\_community\\_involvement\\_2016](http://consult.kent.gov.uk/portal/statement_of_community_involvement_2016/statement_of_community_involvement_2016)  
SDP (Safeguarding Supplementary Planning Document)  
[http://consult.kent.gov.uk/portal/mwcs/safeguarding\\_supplementary\\_planning\\_document\\_spd](http://consult.kent.gov.uk/portal/mwcs/safeguarding_supplementary_planning_document_spd)

or recommended site submissions - .

[http://consult.kent.gov.uk/portal/second\\_call\\_for\\_sites\\_2016/second\\_call\\_for\\_sites\\_2016](http://consult.kent.gov.uk/portal/second_call_for_sites_2016/second_call_for_sites_2016)

Members of the council did not feel this consultation was relevant to the parish, had no sites to put forward and no comments to be made.

**10. UPDATES (no decisions)**

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

Cllr Davis had attended the latest Resilience and Emergency Planning forum (see 8.8)

The next KALC meeting was to be at Rusthall. Cllr Jenkinson to attend.

There was a Noise Management Board meeting on 31<sup>st</sup> January at Gatwick Airport. Cllrs March, Russell, Jenkinson and Larkin to attend.

HoVEC had now nearly finalised the Charity Commission application. They had a Murder Mystery evening organised for 11<sup>th</sup> February in the Village Hall and tickets were now on sale from Sara Foster or Gloria Young. They wish to hold a spring event with stalls on the green from all organizations etc 'What goes on in our Village?' on 6<sup>th</sup> May 2017. The summer festival was organised for 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> June 2017. The group may look at an autumn festival and Christmas events.

**This meeting ended at 10.35pm**