

**MINUTES OF HORSMONDEN PARISH COUNCIL**  
**ANNUAL PARISH MEETING**

**HELD IN HORSMONDEN VILLAGE HALL ON MONDAY 14<sup>th</sup> MAY 2018**

**REFRESHMENTS FROM 7.00PM MEETING STARTING AT 7.30P.M.**

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

**In attendance:** Lucy Noakes (Clerk)  
36 members of the public  
Cllr Hamilton (KCC)  
Denise Haylett (TWBC)  
Lisa Guthrie (KCC)

**Declarations of Interest:** Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. None were received.

**1. APOLOGIES FOR ABSENCE**

Cllr Larkin (unwell). Jeremy Waters, Jennifer Naylor

**2. HORSMONDEN EMERGENCY PLAN**

**Presentation by Cllr Russell on the plan and when it would be used**

Cllr Russell explained that the Village Emergency Plan was now finished and had been trialled at several practise scenarios where it had worked well. The plan's aims and objectives were to provide assistance to those in need in an emergency situation until the emergency services were able to get on site and to offer assistance where possible. The plan fitted in with TWBC's borough wide plan and KCC's county wide plan as the bottom tier of assistance available in an emergency situation where the emergency services were, for some reason, unable to reach those who needed assistance.

It is hoped that the Parish Council will shortly be able to get some copies of the plan printed off and available in the village for use.

**Guest speakers Denise Haylett (TWBC Head of Business Support) & Lisa Guthrie (KCC manager of the Kent Resilience Team) on the significance of communities working together on Emergency**

**Planning**

The guest speakers explained how Horsmonden plan fitted into the Borough and County plans and congratulated Horsmonden on being the first local council in TWBC to write and emergency plan. Denise Haylett explained that whilst there is no statutory responsibility for Parish Councils to develop their own plans, in an emergency situation where parishes are cut off the most informed people in the area are often those who live there as they are most likely to be able to identify those in need of help and know how to access resources etc.

Lisa Guthrie explained the purpose of the Kent resilience Team in assisting the emergency services in identifying risk, planning, training and responding. She explained that top risk nationally, was flu pandemic and that the greatest risk to Kent is flooding, although Kent has its own specific risks due to its geography, coast, road network (Stack), and specific sites e.g. Dungeness and Bluewater. There is also the possibility of loss of utilities, cyber-attacks, fuel line problems and, animal & plant health etc. in any local community

### **3. HORSMONDEN TRAFFIC SOLUTIONS**

#### **Presentation by Cllr Davis on the Parish Council's traffic solutions project and how this fits in with measures to be implemented by KHS.**

Cllr Davis explained that the PC's own traffic plans predated the recent spate of accidents at the crossroads. The PC had asked traffic consultants some time ago to come up with ideas to control speed and calm traffic generally, as well as improve safety at the crossroads. These plans had to also be affordable to the parish. The consultants had come up with a set of plans which incorporated the introduction of village gateways, moving the white lines forward at the crossroads, putting in a SID (speed indicator device) in several different locations and moving the 30mph speed limit out slightly on the Brenchley end of the village. These plans were all being implemented independently by Horsmonden Parish Council and whilst the SID was now in operation, the rest of the plans were still underway.

Since the spate of accidents at the crossroads KHS had been under increasing pressure to come up with a suggestion to ensure that drivers approaching from the Lamberhurst side of the crossroads realised they needed to STOP and to make the crossroads safer.

KHS had now agreed to implement the following measures

- **Buff coloured High Friction Surfacing on Maidstone Road and Lamberhurst Road.**
- **Improved signage throughout the junction including Goudhurst Road and Brenchley Road.**
- **Alterations to the lining to improve visibility and awareness.**
- **Additional 'SLOW' markings on the carriageway.**

These works were to undertaken on 29<sup>th</sup> & 30th May with night-time road closures.

Members of the public were still anxious to know why emergency measures had not been put in place whilst these works were planned and although some reasons had been given by KHS, Sarah Hamilton (KCC Cllr) said she was still keen to pursue this for parishioners. MP Greg Clark had sent a personal message, which was read aloud to those present, saying that he too would be pursuing the use of temporary signage as well as taking up the matter with Google to see if they can clarify their maps. The village group HURT were also pursuing this with Greg Clark MP.

Cllr Sheppard had analysed the results from the SID so far and these were shown on the projected screen. The results indicated that the traffic flow was much heavier on the Goudhurst Brenchley Road than it is on the Lamberhurst/Maidstone Road and showed that whilst the majority of drivers controlled their speed within reasonable limits, there were some very unacceptable speeds being achieved by other drivers.

### **4. PUBLIC SESSION**

#### **The following questions were raised and answered at the public session:**

- Did anyone know who had purchased 'Crossways' and what was planned for it? No one could answer this.
- Why didn't the village have any recycling facilities? This had been looked at previously but there were no suitable sites. It was hoped that the public may be offered doorstep glass recycling when TWBC next renegotiates the contract renewal for recycling in 2019.
- Does the road sweeper go into Lamberts Place (part of which has now been adopted by KCC)? It was thought that the road sweeper only does the main roads but clerk to investigate this.
- How often does the green get cut? The clerk said this depends on how quickly the grass is growing, but in the height of growth the main grass should be cut each week if that what parishioners wanted. There was some agreement to this.
- Was there any truth in the rumour that the PC had sold the site of the VH? Cllr March explained that the VH had been put into the call for sites to see if a more suitable site could be found for a VH with parking and better facilities. However, nothing suitable had been found at present.

## **5. MINUTES OF THE 2017 ANNUAL PARISH MEETING**

**(available for viewing beforehand on the Parish Council website—[www.horsmonden-pc.gov.uk](http://www.horsmonden-pc.gov.uk))**

It was proposed by Granville Davies and seconded by Robin Morton that the 2017 Annual Parish Minutes be accepted as a transcript of what took place at the meeting. Accepted by the majority vote.

## **6. CHAIRMAN'S REPORT AND OTHER PARISH COUNCIL UPDATES.**

Cllr March explained that this year the Council had been striving to become as paperless as possible and would be cooperating with TWBC plans for paperless planning

Cllr March extended the Council's thanks to the following people:

The Clerk; John Couchman for all of his work throughout the year with the play area and clock; Martin Drinkwater for his work with speed watch; Diana Morton and the NH planning team for their hard work; volunteers who had worked on the emergency plan; KCC Cllr Sarah Hamilton for her support and hard work and Alan McDermott for his work as ward councillor.

The following councillors gave a brief update on their work for the council:

**Cllr Richards:** Chair to the Planning committee which had been asked by TWBC to implement paperless planning this year. Also, a member of the NH planning steering group.

**Cllr Stevens:** Christmas lighting and lighting for the summer festival, together with his work around the village with the snow plough during the past winter.

**Cllr Jenkinson:** Liaison officer for the NH Planning steering group and the Parish Council. She explained about the visioning event which had taken place earlier in the year and the forthcoming Design Forum

**Cllr Larkin:** In her absence it was explained that she was the PC's school liaison officer as well as reporting on footpath issues.

**Cllr White:** organised the Village litter Pick which was successful again this year. He thanked the school for their participation in the event, with special thanks to Mrs Price and Mrs Hart Dyke. He introduced a new group called the Village Footprint group – which would be trying to encourage a reduction in our carbon foot print in the forthcoming year.

**Cllr Sheppard:** Newly appointed member of the parish council, explained that he had already been helping with the SID and analysing data about speeding form this, and would be helping with village footpaths.

Cllr March also thanked Valerie Holloway who had now retired, for her hard work and commitment whilst on the council. She also thanked her team of Councillors for their support and hard work throughout the year. Thanks, were given to everyone for coming to the meeting and for giving valuable feedback to the council.

## **7. ACCOUNTS 2017/2018 (Appendix 1) AND PRECEPT FOR 2018/19 (Appendix 2)**

Appendix 1 being the accounts to the year's end 31<sup>st</sup> March 2018 was displayed by the Clerk on the over head projector and had been provided beforehand with the agenda.

Cllr Russell explained the accounts in Appendix 1 as below and offered explanation on any points raised. It was proposed by Mr Davies that Appendix 1 be accepted, seconded Mrs Kerrigan and voted for by the majority of those present.

Appendix 2 outlined the precept for 2018/19 which included £15000 for the Traffic solutions project, £7000 for Neighbourhood Planning and £6300 for an Assistant Clerk to help manage the increasing work load. The Precept had included some savings over the previous year, but overall represented an increase of 2.7% on a Band D property. It was proposed that Appendix 2 as below be accepted as the precept for 2018/19 by Mr Clemson and seconded by Mr Morton. This was voted for buy the majority of those present.

Thanks, were extended to Jane March for her continuing work as Chair to the council again in 2017/18 and the meeting closed at 9.35pm

### **ACCOUNT SUMMARY - YEAR ENDING 31st MARCH 2018**

The following summarises the accounts for the year ending 31st March 2018.

Full accounts can be viewed by arrangement with the Clerk.

<b>Opening Balance:</b>	<b>£ 126,573.64</b>	(Including Reserves)
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<b>Summary Expenditure:</b>	£ 155,628.31
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<b>Summary Income (including Precept*):</b>	£ 100,952.09
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<b>Closing Balance to c/f:</b>	<b>£</b>	<b>71,897.42</b>
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#### **Expenditure from Reserves**

Expenditure from specific Reserves	£ 1,793.40
General Reserves Expense	£ 73,038.40
	<b>£ 74,831.80</b>

#### **Expenditure from Precept**

Parish Administration	£24,438.09
Grounds Maintenance	£6,956.29
Asset Management	£8,342.69
Street Lighting	£3,055.10
Subscriptions/Donations/Youth Provision	£4,098.10
Miscellaneous incl.Village Vision projects	£19,222.50
	<b>£66,112.77</b>

#### **Expenditure from Donations**

Donations/refunds	£ 1,051.86
Grants	£ 5,325.00
	<b>£ 6,376.86</b>
VAT Expended to be re-claimed:	<b>£ 8,306.88</b>

#### **Total Expenditure:**

#### **Reserves at Year End:**

Street Lighting improvements /electrical testing	£ 4,069.46
Village Green/Fromandez Drive Maintenance	£ 8,041.51
Village Hall maintenance	£ 18,745.80
Village Hall painting	£ 1,200.00
Play Area reserve	£ 17,009.39

Institute/clock tower maintenance	£	13,070.45
Legal Expenses	£	8,297.00
Village Green Furniture	£	969.45
New Christmas Lights	£	2,643.04
War memorial	£	620.00
Clerks sickness allowance	£	2,500.00
Clerk Bonus Objectives	£	400.00
Village Vision	£	7,520.54
General Reserves incl. accrual from 16/17 Precept:	£	65,117.66
Vat paid in 17/18 to be re-claimed 18/19	-£	8,306.88

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**TOTAL RESERVES TO C/F:**

**£ 141,897.42**

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Long term investment with HSBC

-£ 70,000.00

**APPENDIX 2**

**HORSMONDEN PARISH COUNCIL PRECEPT FOR 2018/2019**

**Expenditure Item**

**Precept 2017/18**

**Proposed Precept 2018/19**

**Parish Administration**

Clerks Remuneration	£	14,100.00	£14,500.00
Clerk's Overtime budget	£	400.00	£ -
Assistant Clerk remuneration	£	-	£ 6,300.00
Employer NI Contributions	£	850.00	£ 1,200.00
Pension contributions	£	150.00	£ 300.00
Parish Office Rent	£	900.00	£ 900.00
Stationery/Postage	£	500.00	£ 900.00
Telephone	£	600.00	£ 700.00
Insurance	£	2,500.00	£ 2,500.00
External Audit	£	300.00	£ 400.00
Internal Audit	£	500.00	£ 500.00
Travel Expenses	£	100.00	£ 150.00
Training for the Clerk/Cllrs	£	500.00	£ 1,200.00
Hire of Halls	£	600.00	£ 700.00
Official Hospitality	£	200.00	£ 120.00
Legal Expenses	£	3,000.00	£ 1,000.00

**Grounds Maintenance**

Landscaping Contract/Maintenance VG	£	5,000.00	£ 4,200.00
	£	2,000.00	£ 1,500.00
Village Green Trees (Pollarding & Inspection)	£	1,100.00	£ 1,000.00
Community gardening scheme	£	100.00	£ 50.00
Cleaning equipment around the green	£	500.00	£ 400.00

**Asset Management**

Village Hall Maintenance	£	5,000.00	£	-
Village Hall painting	£	200.00	£	-
Institute/ clock tower Repairs/maintenance	£	5,000.00	£	5,000.00
Clock Service/ repairs	£	500.00	£	300.00
War Memorial	£	100.00	£	-
Winding Clock & Attending Children's Play Area	£	1,080.00	£	1,080.00
Play Area maintenance	£	800.00	£	500.00
Play Area reserve	£	4,000.00	£	4,000.00
Public conveniences - maintenance	£	400.00	£	800.00
Electricity costs	£	1,000.00	£	1,200.00
Water & Sewerage	£	1,200.00	£	1,000.00
Cleaning Public conveniences	£	2,000.00	£	3,300.00
Rates for Public conveniences	£	1,000.00	£	-

#### **Street Lighting**

Supply	£	1,500.00	£	2,000.00
Maintenance contract	£	1,000.00	£	1,800.00
Repairs	£	200.00	£	-
Improvements/Electrical testing	£	500.00	£	2,000.00

#### **Subscriptions/Donations**

K.A.L.C.	£	650.00	£	680.00
A.C.R.K	£	35.00	£	40.00
Ready call advertising	£	50.00	£	50.00
membership of SLCC	£	120.00	£	120.00
Youth provision	£	3,500.00	£	1,500.00

#### **Miscellaneous**

Office equipment costs	£	200.00	£	800.00
Maintenance Contract for computers	£	-	£	600.00
Website /domain name costs	£	160.00	£	160.00
PC Noticeboard repairs	£	-	£	500.00
Electricity supply village green	£	100.00	£	150.00
Civic Amenities Vehicle	£	800.00	£	800.00
Traveller Incursion fee	£	-	£	700.00
Village vision/village vision initiatives	£	20,000.00	£	-
Traffic Solutions project	£	-	£	15,000.00
Neighbourhood Planning	£	-	£	7,000.00
Publicity/parish news	£	400.00	£	400.00

<b>TOTALS: (All items exclude VAT)</b>	<b>£</b>	<b>85,395.00</b>	<b>£</b>	<b>90,000.00</b>
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