

**MINUTES OF THE
ANNUAL MEETING OF HORSMONDEN PARISH COUNCIL
HELD IN HORSMONDEN VILLAGE HALL at 7.30 P.M. ON MONDAY 11th MAY 2015**

Present: Cllr March (Chair)
Councillors, Stevens, Davis, Hughes, Stanton, Russell and Isaacs

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 A King (KCC) – another meeting
Cllr A McDermott (TWBC) – another meeting
Cllr Cheesman (announced his retirement for health reasons)
Cllr Lawrence (still at work and offered his retirement as he finds it difficult to attend meetings owing to work commitments.)

2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

It was proposed by Cllr Davis and seconded by Cllr Stevens that Cllr March be elected as Chair for the forthcoming year. The Councillors present voted unanimously in favour of this. Cllr March accepted this post for another year.

It was proposed by Cllr Isaacs and seconded by Cllr Russell that Cllr Davis be elected to vice – Chairman. The Councillors present voted unanimously in favour of this and Cllr Davis accepted the post.

3. DECLARATION OF ACCEPTANCE OF OFFICE

All Councillors present 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

It was proposed by the Chair that the Public conveniences group was no longer required as the refurbishment had taken place and that the following committee/group structure for the forthcoming year should be accepted by the Council. Unanimous.

Committee	Officer Membership
Business/Retail Liaison Member	Cllr Hughes
Project Management/Finance Committee*	Cllrs Davis, March, Hughes and Russell. Chair – to be elected next committee meeting
Footpaths Liaison Group	Cllrs Davis and Hughes
Horsefair & Police Liaison Group	Cllrs March, Hughes and Stevens
KALC Representatives/Liaison Group	Cllr March (reserve) and one new councillor once elected
Planning*	All Cllrs including the two new Cllrs once elected. Chair – to be elected next committee meeting.
Play Area Liaison Group	Cllr Stevens, and Cllr Isaacs
School Liaison	Cllr Isaacs
Highways Village Vision & Lighting Group	Cllrs Davis and Stevens, plus one new Cllr once elected.
Village Green Custodians/Liaison Group	Cllrs March, and Stevens, plus both new Cllrs once elected.
Village Hall Group(members of the	Cllrs Russell and Stevens

VH committee)	
Sports Ground Liaison Group	Cllrs Davis, Hughes and Stanton.
Institute Building Liaison Group	Cllrs Davis, March, Hughes and Isaacs.
Emergency Planning Group	Cllrs Davis, Russell, Stevens and Stanton.

* Chair to be nominated at next meeting

5. PUBLIC SESSION

None.

6. MINUTES OF PARISH COUNCIL MEETINGS

Minutes of the parish Council meeting 13th April 2015 & Planning meeting 29th April 2015

Minutes of the Parish Council Meeting held on 13th April 2015 were taken as read and proposed for approval from the Chair, carried.

Minutes of the Planning Meeting held on 29th April 2015 were taken as read and proposed for approval from the Chair. Carried.

7. MATTERS ARISING

Public conveniences

Cllr Russell continues to read the meter at intervals and report back to the Council. It was suggested that the Clerk should get an independent plumber to look at the urinal flush to make sure it was working properly.

Conservation area Map

Cllr Davis is still chasing this with TWBC.

Buses to Paddockwood

The Clerk to continue chasing Nu Venture.

Public rights of way

The Clerk will continue to chase this every 6 months until the Council hears a result, but this could take 2 years owing to the backlog of work at PROW office.

Two new trees on the Village Green

He clerk was continuing to liaise with Golden Hill Nurseries who have two new lime trees ready to plant on the green. Hopefully planting will take place in the next week.

The Institute Building

Cllr Isaacs would continue to chase the structural engineer's report and hoped to have this by 22nd May.

Chris Reed had contacted the clerk about plans to refurbish the parking area in front of the Institute. Cllr March pointed out that any plans should be considered by a 'disabled access group' to ensure that they were compliant with the needs of the partially sighted and blind as well as the disabled. The Council said that they would like to see the plans of the frontage to show boundaries, levels and colours of the proposed block paving.

Chris Reed had also asked the Council if they could do anything to get road markings put in front of the club to prevent people from parking where the disabled slope and entrance is to be. Cllr March suggested that the Clerk could ask Highways about putting double yellow lines or a dog bone marker in this position.

The Council also asked the Clerk to ask Carry Smyth what plans the club had to replace the low chain fencing around the war memorial gardens, to prevent cars from parking on the grass.

It was suggested that the Clerk add the Institute plans on to the agenda for the planning meeting on 20th May.

Street cruiser bus

The Council were anxious to receive confirmation that the bus could visit at the suggested times and dates, as this would need to be advertised in the next parish news. Clerk to chase this.

8. ACCOUNTS AND FINANCE

8.1 Parish Council Accounts-to-date

The Clerk presented the accounts up to and including 10th May to the Council, as follows:

Horsmonden Parish Council Accounts as at 11th May 2015

	Balances
Current account b/fwd 31.03.2015	£ 26,390.09
Deposit account b/fwd 31.03.2015	£ 60,022.59
Interest received (Deposit Account)	£ 0.01

Item	Ref	Receipts	Payments
Kent Association of Local Councils annual membership	401601		£ 773.23
Action With Communities in Rural kent	401602		£ 35.00
E-on- street lighting electricy bill	401603		£ 316.32
Applause Rural Touring Ltd - entertainment for festival	401605		£ 60.00
Mrs L Noakes April salary	S/O		£ 890.42
Four Jays group - toilet hire for festival	401606		£ 321.60
Mrs L Noakes - reimbursement of anti virus costs	401607		£ 19.99
HM Revenue and Customs - Tax and NI L Noakes	401608		£ 75.38
Mr C J Couchman - clock and play area	401609		£ 83.08
Heath Stores - payment for goods for litter picking event	401610		£ 11.46
SSE Contracting Ltd - April street lighting maintenance	401611		£ 71.26
Specialist Hygiene seervices Ltd- toilet cleaning April	401612		£ 187.20
interest paid on current account		£ 3.82	
Payments for ipad course from parishioners		£ 45.00	
Ist half of precept		£ 33,957.50	
interest paid on current account		£ 4.66	
Cheque payments for casino night - music festival		£ 3,400.00	
			£ 60,974.36
Current Account as at 10.05.15			£ 60,004.37
Deposit Account as at 10.05.15			
		TOTAL BANK:	£ 120,978.73

It was proposed from the Chair that these accounts represented a true and accurate statement of the current financial situation. This was voted for unanimously by the rest of the Council.

8.2 Annual Return/End of Year Accounts 2014-2015 including any amended minute balance to 31st March 2015.

The Clerk then presented the end of year accounts up to and including 31st March 2015, as amended. An item of interest had been added since the accounts were presented at the last meeting:

Horsmonden Parish Council Accounts as at 31st March 2015 (Amended)

	Balances
Current account b/fwd 02.03.2015	£ 33,071.28
Deposit account b/fwd 02.03.2015	£ 60,000.47
Interest received (Deposit Account)	£ 3.90

Item	Ref	Receipts	Payments
EDF Energy electricity Public conveniences	D/D		£ 152.00
EDF energy electricity box VG	D/D		£ 36.00
BT office telephone & broadband to 31.5.15	D/D		£ 150.48
Mrs L Noakes salary and overtime March 2015	S/O		£ 891.38
Mrs C Davis - refund for refreshments litter pick	401542		£ 7.50
specialist Hygiene services - March cleaning	401543		£ 187.20
SSE contracting services - March street lighting	401544		£ 71.26
Horsmonden Village Hall - hire forPC meetings	401545		£ 480.00
Cornfords Builders -final payment for toilets project	401546		£ 487.18
Horsmonden Village Hall - hire for iPad course	401547		£ 46.50
E.on -electricity festive lights	401548		£ 9.52
HM Revenue and Customs - Tax and NI L Noakes	401549		£ 96.70
Duke Contractors Ltd - grounds maintenance	401550		£ 4,076.48
Mr C J Couchman -March clock and play area	401604		£ 83.08
repayment from Ralph Stevens(cancelled cheque cashed in error)		£ 90.00	
Interest on current account		£ 4.09	
Interest on closed account with co-op		£ 18.22	

Current Account as at 31.03.15	£ 26,390.09
Deposit Account as at 31.03.15	£ 60,022.59

TOTAL BANK: £ 86,412.68

These accounts were proposed for acceptance by the Chair and voted for unanimously by the rest of the Council.

The Clerk presented the end of year accounts Balance sheet, (attached) as prepared and it was proposed by Cllr March that this be accepted as a true record of the end of year. This was voted for unanimously.

The Council looked in detail at the Asset Register (attached) as prepared by the Clerk and made a few amendments to the information presented. The asset register was then proposed for

acceptance by Cllr March and voted for acceptance unanimously. Both documents were signed and witnessed by the Chair person and Clerk.

The Chair read out the figures on the Annual Return for the External Auditor and the Annual Governance statement, and proposed acceptance by the Council. Unanimous. These documents were then signed by the Chair and the Clerk.

Cllr Hughes proposed thanks to the Clerk and Cllr Russell for their work on the accounts.

The Clerk read aloud a letter received from the Internal Auditor, Kent Audit, who had now carried out all of their checks to the Council's accounting for 2014/15 and were satisfied that everything was in order. The only comment was that the Council should implement a more frequent budget monitoring system, whereby budget monitoring was carried out quarterly. The Council noted these comments.

8.3 Annual Risk Assessment

The Annual Risk Assessment had already been signed off by the Council in January; therefore no further action was required on this.

8.4 Annual renewal premium for Parish Council's Insurance with Zurich.

The Clerk had been provided with a quotation for one year's renewal premium from Zurich at £3156.14, or an alternative of a three year contract with Zurich at a cost of £2869.30 per annum. It was proposed by Cllr Davis that the Council should opt for the one year renewal, so that they were not tied into a three year contract. They should then obtain quotations from at least two other insurance companies the following year to ensure good value for money. This was seconded by Cllr Stevens, carried.

8.5 Christmas lighting for 2015- quotations and update

The Clerk had received quotations from three different companies to dress the large Horse chestnut with permanent Christmas lights. It was requested that the clerk email Mr and Mrs Morton with these quotations and ask them to liaise with those families who had requested the dressing of the tree and offered to assist with the financing of this project. As the cost was likely to be between £4500 and £6500 it was not considered that the Council would be able to afford to invest in the lighting of this tree without substantial input from other sources. Cllr Davis confirmed that he would go ahead and purchase another set of coloured lights to go around the Green for Christmas 2015/16.

The Council also viewed a lighting bar which Essex Lighting had suggested could be used to illuminate the clock tower and face. The Clerk was asked to find out the cost of this bar. It was considered that the lighting bar may 'over light' the clock tower and that perhaps the council might prefer spot lights to light the faces and bell tower. Cllr Stevens to liaise with Pam from Essex Lighting to see what she could suggest in the way of spot lighting for this purpose.

9. HIGHWAYS AND GROUNDS MAINTENANCE

9.1 Highways report/update

Items mentioned for action by the Clerk/Highways:

Surface dressing had taken place on Maidstone Road. Cllrs to check if it lasts near to Rams Hill, where water appears, and report back in due course.

New Salt bin in Brick Kiln Lane doesn't appear to have arrived. Clerk to look into this.

Clerk to ascertain when the verge cutting will take place in Horsmonden.

9.2 Street lighting

No problems to report.

Clerk has spoken to Mrs Ridge about the new street light and explained that measures could be taken to reduce the light output in one place if it was to prove a problem after installation. Mrs Ridge was happy with this explanation.

Cllr March proposed from the chair that the clerk go ahead and order the new street light at the cost of £1654.65 which includes the lantern, delivery, and installation plus certification. This does not include UK power networks charge for connection etc. Unanimous.

9.3 Grounds Maintenance

The Clerk asked if the PC were happy to renew their annual maintenance contract with Dukes. There had been a few complaints about the mowing of the Green, the previous week prior to the Farmers market, as the grass did not look as neat as it had done and some of the elderly were finding it difficult to walk over the clumps of grass. The Council were happy to continue with Dukes maintenance of the village and the green, assuming no great increase in charges and providing Dukes were able to cut the green on a weekly basis at present whilst the grass was growing so fast. It should then be cut fortnightly once growth slows down. Cllr March proposed this from the chair. Unanimous.

10. PARISH COUNCIL ADMINISTRATION

10.1 Music Festival weekend 13th, 14th & 15th June 2015

There had been some problems trying to find medical cover for the Saturday events as Medix were busy and Red Cross did not respond to emails.

Sara Foster had negotiated the possibility of a second marquee for the Friday evening as tickets were sold out and more people were requesting tickets for tables. Another small marquee could be rented at a cost of £1000(net). However the cost of this could easily be covered by the amount raised from putting 8 further tables in the tent. Cllr Hughes proposed acceptance of the further tent hire, seconded Cllr Stevens. Unanimous.

10.2 Village Vision

The Village Vision statement had identified the desire for a Youth shelter and bus shelter in the village. Negotiations had come to an end regarding a bus shelter on the old Post office side of the road, as there was not enough space to locate the shelter in an appropriate place.

The Clerk had ascertained from TWBC planning that a shelter on the Green would constitute a permitted development, however the Conservation architect had not liked the look of the Youth shelters put forward by the council, which were mainly constructed of metal frames and materials.

It was suggested that the council look at wooden shelters and these could be used for multiple purposes – bus shelter, covered picnic area, youth shelter and outdoor class room/meeting place.

Clerk to display all shelters at the Annual Parish Meeting next Monday and Council should seek the opinion of the public present at this meeting, to aid a decision.

10.3 Emergency planning

The group had arranged for Denise Haylett from TWBC and Teresa Young from KCC to visit the Annual parish Meeting and let the public know about emergency planning and explain

what it is for. Cllr Russell will then explain how far Horsmonden have got and let parishioners know the next steps.

11. Chairman's update

Cllr March suggested that at the Annual Parish Meeting, each councillor should explain the matters they have been involved in over the past year on behalf of the council, as this would give parishioners insight into the work which each councillor carries out and how much has been achieved.

12. Meetings attended

Nothing further to report.

13. CORRESPONDENCE FOR DISCUSSIONS.

No correspondence for discussion.

The Meeting closed at 10.35pm