

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 1ST OCTOBER**  
**2018**

**Present:** Cllr March (Chair)

Councillors Russell, Stevens, Jenkinson, Larkin, Sheppard and Richards.

**In attendance:** Lucy Noakes (Clerk and RFO)

0 members of the public

**Declarations of Interest:**

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

**1. APOLOGIES FOR ABSENCE**

Cllr Davis had given his apologies for the meeting. It was proposed by Cllr Richards and seconded by Cllr Larkin that the reason given was acceptable to the Council. Unanimous.

Cllr White had given his apologies for the meeting. It was proposed by Cllr Stevens and seconded by Cllr Jenkinson that the reason given was acceptable to the Council. Unanimous.

Cllr McDermott (TWBC) - at another PC meeting.

The Clerk had explained that at the recent Clerks Conference it had been clarified that when Councillors are absent from a meeting, they must provide a reason and that although this need not be added to the minutes, it did have to be provided verbally at the meeting and voted as being acceptable or unacceptable by the rest of the Council members.

Cllrs felt this was an unacceptable situation, as they believed it raised an issue for data protection and privacy reasons and put their personal property at risk, when they were away from home. It was suggested that the Clerk contact KALC and see if the rules would allow a reason to be circulated to all Councillors by email prior to the meeting and then voted upon at the meeting without the reason having to be mentioned in the public forum.

**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.**

None

**3. MINUTES OF PREVIOUS MEETING**

**Agree the minutes of the Parish Council Meeting 3<sup>rd</sup> September 2018, Finance Meeting of 14<sup>th</sup> September & Planning Committee Meeting 18th September 2018.**

Cllr Stevens proposed acceptance of the minutes of the Parish Council Meeting on 3<sup>rd</sup> September 2018, after correction of the listed Councillors present, seconded Cllr Jenkinson, unanimous.

Cllr Richards proposed acceptance of the minutes of the Finance Committee Meeting on 14<sup>th</sup> September 2018, seconded Cllr Russel, unanimous for those present.

Cllr Larkin proposed acceptance of the minutes of the Planning Meeting on 18th September 2018, seconded Cllr Jenkinson, unanimous for those present.

**4. MATTERS ARISING (no decisions)**

**Public Rights of Way**

The Clerk had now provided the information requested by Mrs Wilkins from KCC Rights of Way and awaited a further response.

**Listing an Asset of Community Value– The Gun and Spit Roast Inn**

It was requested that the Clerk add this to the agenda for next month, to finalise.

### Parish Toilets

JS had organised to meet with Simon Edwards the supervisor from SHS, on 8<sup>th</sup> October to discuss the cleaning needs. Dyno Rod had started the works to seal the pipe work, however this was taking longer than anticipated. The Clerk had asked Roger Hummel to come and look at the lighting in the loos to see if more environmentally and sustainable lighting could be provided.

## 5. PARISH COUNCIL FINANCE

### 5.1 Agree Parish Council accounts to 30<sup>th</sup> September and settlement of invoices for this period (see appendix 1)

It was proposed by Cllr Russell seconded by Cllr Jenkinson and voted for unanimously that the Council finances up to and including 30th September 2018 be accepted as follows:

#### Horsmonden Parish Council Accounts as at 30th September 2018

	<b>Balances</b>
Current account with Co-operative Bank PLC b/fwd. 03.09.2018 (assuming all debits and credits have cleared the account)	£ 83,700.20
Deposit account with HSBC b/fwd. 03.09.2018 (assuming all credits and debits have cleared the account)	£ 291.01
interest on HSBC account	<input type="text"/>

Item	Ref	Receipts	Payments
Kent Association of Local Councils Annual Subscription	402108		£ 808.37
EDF Energy - The electricity box VG	D/D		£ 53.00
EDF Energy - Electricity the Public conveniences	D/D		£ 241.00
BT Business - phone and broadband charges 31.08.2018	D/D		£ 240.68
Mrs L Noakes - salary and bonus payment	S/O Flexi		£ 1,217.56
Ms J Stanton - September salary	S/O Flexi		£ 478.30
EVAQ8 LTD - emergency bag and safety equipment	402109		£ 212.81
HM Revenue and customs - Tax and NI Sept	402110		£ 325.35
Specialist Hygiene Services Ltd - August cleaning	402111		£ 204.61
Mr C J Couchman - sept clock and play area	402112		£ 103.85
Ms J Stanton - refund for sticky labels	402113		£ 8.99
Lucy Noakes - refund for travel costs for clerk's conference	402114		£ 12.33
Mr W Filtness - cleaning equipment around the green	402115		£ 90.00
Horsmonden Sports Club - donation towards mowing costs	402116		£ 250.00
Castle water - supply of water to public toilets	402117		£ 141.96
The marketing solution - posters and flyers for NH plan	402118		£ 237.60
correction for cheque 402103	402103		£ 0.80
Mr E G Kellas - repayment for British Legion Poppy wreath	402119		£ 25.00
Mr J R Sheppard - Photos for website etc	402120		£ 30.00
Bourne Sport Ltd - fertilizer on Green	402121		£ 288.00
KCC - payment for grass cutting at Fromandez Drive 18-19		£ 95.53	
TWBC 2nd half of precept		£ 45,000.00	

Current Account with Co-operative Bank PLC as at 30.09.18  
(assuming all credits and debits have cleared the account)

£ 123,825.52

All Accounts with HSBC as at 30.09.18  
(assuming all credits and debits have cleared the account)

£ 291.01

**TOTAL**  
**BANK: £ 124,116.53**

*Please note that in addition to this the Council holds a long-term investment of £70,000 with HSBC.*

**5.2 Chair to reconcile accounts with bank statement for period up to and including 2<sup>nd</sup> September 2018**

The Chair was unable to reconcile this period as the bank statement was not yet available.

**5.3 Quotations to repair parking area kerb stones outside the Village Hall**

The Clerk had asked several companies to come and quote but had not yet managed to receive any quotations for this. The Clerk was currently trying to obtain quotations for a company to come and carry out a full risk assessment of the Village Hall and its exterior areas.

**5.4 Quotations for replacing the front door to Village Hall**

The Clerk had received several quotations for replacing the front door, however she was still awaiting one quotation to arrive. It was suggested that the Clerk approach one of the larger double-glazing companies such as Everest for a quote, as there was some disparity between the quotations about which BS must be complied with. The Clerk was currently trying to obtain quotations for a company to come and carry out a full risk assessment of the Village Hall and its exterior areas.

**5.5 Quote for repainting the interior doors in the public loos with anti-graffiti paint.**

Trevor Simms had quoted £205.98 to repaint the interior doors with white paint followed by anti-graffiti paint. It was proposed by Cllr Russell to accept the quotation from Trevor Simms to apply the paints to the doors. Seconded Cllr Sheppard, unanimous. The Clerk was currently trying to obtain quotations for a company to come and carry out a full risk assessment of the Public Conveniences and its exterior area.

**5.6 Consider grant for St Margaret's Church to assist with mowing costs.**

The Clerk had been approached by St Margaret's Church to request a grant towards mowing costs for the churchyard. It had been suggested by the Council that if the Church had a capital project in mind, the Council would be more likely to consider this rather a grant for maintenance costs. There was a discussion between the members regarding whether such a grant would be beneficial to the majority of parishioners or not. It was proposed by Cllr Jenkinson that £250 be granted towards the mowing, and to further enquire about a capital project which the Council could consider making a more substantial contribution to, after 3 quotations were produced. Seconded Cllr Sheppard. Carried.

**6. HIGHWAYS AND GROUNDS MAINTENANCE**

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

Cllrs Larkin and Russell offered to attend the Kent Highways Seminar.

The following issues were raised:

- Cllr Stevens said he still had some plastic posts which could be used around Fromandez Drive. The Clerk was going to approach Solway Recycling to obtain some more of the same posts and obtain quotes for installation. These would replace the current wooden posts which were rotten in places.
- Cllr Russell said that some of the cracked areas of pavement had been marked up for repair in Orchard Way.
- It was reported that there was a deep hole in the middle of the carriageway near to the Highwayman.
- There was a dangerous pot hole on the A21 just past the turn off to Tonbridge (Schools of Somerhill exit).

## **6.2 Grounds Maintenance - around the village**

It was suggested that the Clerk ask Trevor Simms to put turfs in the 3 or 4 holes which were on the Green where the grass had disappeared.

The Clerk reported that on 18<sup>th</sup> September she had been forced to make an emergency call out to Bridglands to make safe the Red Oak on the Green. This had followed a report from the residents of Poplars that the tree was splitting down the main trunk and threatening to fall, potentially causing damages to their property. Upon investigation a local tree surgeon was called, who assessed the tree and recommended that the Council call the Emergency services to attend immediately. He was unable to deal with the tree himself as he did not have suitable equipment for him in darkness. The Fire brigade were able to prevent the tree from splitting by putting a brace around its trunk and they proceeded to call Kent County Council out of hours emergency services, who they hoped would be able to allocate a suitable tree surgeon to come immediately.

Unfortunately, after waiting some hours, it was reported that for some reason KCC were unable to contact their out of hours tree surgeon and it was suggested by the Fire Brigade that the Council try to engage another tree surgeon to come urgently, as they could not leave the site until the tree was made safe. The residents of Poplars were also asked to evacuate their property because of the potential danger.

The Clerk called Bridglands who came out promptly with equipment enabling them to remove the weight from part of the tree to make it safe. Although the tree had been left safe for that evening, Bridglands could not guarantee how long it would remain safe for and recommended further assessment and action over the next few days.

Upon assessment by Bridglands the next day, the Council were presented with the options of either removing the tree or having it made safe by putting braces around the tree and removing more of the weight. If the latter option were up-taken it was considered that the tree would require constant monitoring and potential further works to retain its safety. As an urgent decision regarding the future of the tree was required, the Clerk emailed all Councillors for an opinion. She was unable to reach two Councillors who were on holiday, however all others were of the opinion that the tree should be completely removed and the stump ground out. The clerk therefore authorised the works to be carried out by Bridglands as soon as possible.

It was therefore proposed retrospectively by Cllr Stevens that the Clerk pay the fee of £2200 to Bridglands in respect of removal of the Red Oak, including the stump grinding and removal of all arisings, as well as £400 for the emergency works carried out on 18<sup>th</sup> September. This was seconded by Cllr Larkin, unanimous.

It was suggested that the Clerk contact Dan Docker the Tree Conservation officer to ask for his advice on what should be replanted and when.

## **2. Public session continued.**

Report from Kent County Councillor.

Cllr Hamilton arrived to give the following information:

- There was currently a blitz on pot holes which would continue until the end of October.
- The 297 Public bus service run previously by Renown was now being operated with immediate effect by Hams Travel following Renown's withdrawal from the contract.

It was requested that Cllr Hamilton find out when the exact date was for review of the crossroads works, as the Parish Council still awaited clarification on this.

## **6.3 Street lighting – quotation for reducing the light from column 47 on the green.**

There had been a couple of outages in the Orchard Way estate, but these were being dealt with by the contractors. The Clerk was in contact with Dave Brown from PSR Lighting to ask how we could upgrade our street lighting to make it more energy efficient and sustainable in line with the PCs Sustainability policy.

## **6.4 Environmental issues and noise amplification around the green.**

It was proposed that the Council go into a closed session for discussion of this matter and that no minutes should be recorded, as the discussion involved potentially commercially sensitive information.

## **7. ADMINISTRATION**

### **7.1 Update of Parish Council Standing Orders**

It was proposed by Cllr Richards and seconded by Cllr Larkin that the updated version of the Standing Orders as circulated by the Clerk be accepted. Unanimous.

### **7.2 Update of Parish Council Financial Regulations**

It was proposed by Cllr Russell that the revised Financial Regulations as recommended by the Finance Committee be accepted. Seconded Cllr Richards, unanimous.

### **7.3 Traffic Solutions. Update on current traffic project: agree the next steps and quotations.**

Cllr Davis had been conversing with KHS about the implementation of the Gateways. The price for construction and implementation was below the estimate of £10,000, as voted for by the Council at the July meeting, however there had been a change in the design as the gateways which were now constructed of plastic materials instead of wood. The result of this was that the tall posts which were to be positioned on the right-hand side at each entry point, could no longer be constructed from these materials. Instead the options were to have a metal post on this side, or a smaller additional Gateway, which would increase the costs by approximately £2000.

Cllr Russell proposed that it was worth pursuing the option of having a narrow gateway on the other side of the road at each entry point if possible, with the extra £2000 being spent on this, if need be. Seconded Cllr Stevens, unanimous.

Cllr Davis had also asked the Council to give an opinion on the type of sign which would appear on each Gateway as there were different styles available. It was proposed by Cllr Larkin that the village entry points should include a simple sign saying 'Horsmonden' and with the Kentish horse above the name. Seconded Cllr Richards, unanimous.

The point had been raised about sharing the data from SID with the public. Cllr Sheppard said that the options for displaying the data were limited with the software they had. It was proposed by Cllr Richards and seconded by Cllr Larkin, unanimous that a histogram of the SID data should be made available to the public monthly.

### **7.4 WW1centenary event**

The public should be at least 30 m away from the beacon according to the guidelines set out in the Celebration Guide. However, it was suggested that the Clerk should ask the insurers opinion on this, as this distance would be quite difficult to achieve on the Green. The crowd would be kept back by safety fencing made from electric fencing posts and hazard tape. Mr Barr has the beacon and will require assistance in getting it to the Green and positioning. Cllr Stevens offered to assist on 10<sup>th</sup> November. It was suggested that Cllrs be available to assist as stewards on the evening, wearing yellow jackets, and that they should stay in position until the beacon had finished burning. The beacon should not be laid out with wood until just before the event, to prevent it being lit earlier. Lighting would take place at 7pm on 11<sup>th</sup> November after the Social club events and it was suggested that a long spill be used for lighting. Mr Kellas had agreed to be the guest of honour and light the beacon. It was suggested that a bugle may be played at the lighting. The Beacon would be taken down on Monday 12<sup>th</sup> November.

The Clerk had yet to carry out the risk assessment required by TWBC.

### **7.5 Emergency planning – next steps Data Protection consent form and privacy statement**

Cllr Jenkinson proposed adoption of the consent and privacy policy for Emergency Planning as prepared by the Clerk. Seconded Cllr Russell, unanimous.

### **7.6 Neighbourhood Planning - next steps and Data Protection consent form and Privacy statement**

Cllr Jenkinson Proposed adoption of the consent and privacy policy for NH Planning on behalf of the PC. Seconded Cllr Richards, unanimous. The Clerk will liaise with the NH planning group to ensure that this is incorporated in the data collection which will take place at the Poster event.

### **7.7 GDPR and Data Protection– adoption of a Data Protection Policy for HPC plus Assessment of Data held by HPC, Awareness checklist for Parish Councillors, Social and Media policy.**

The Council discussed the contents of these documents and it was generally felt that the IT requirements for the Council and Councillors, needed consideration prior to adoption and adherence of these policies. It was considered that the best course of action was to wait until after the DPO had visited in November and then consider any recommendations made by the DPO with Aron Services (the Councils IT contractor.) The Councillors were aware of the recommendations on the Checklist, however, until a suitable IT solution could be recommended and explored they would be unable to adhere fully to the policy. The Clerk will explore further options with the DPO when she visits in November.

**7.8 Hirers privacy statement for Village Green and new Village Green booking form.**

It was proposed by Cllr Larkin, seconded by Cllr Stevens and voted for unanimously that the new Village Green Booking Form and Privacy Statement for Hirers be adopted and used with immediate effect.

**7.9 Council comments on the renaming of the house 'Crossways' to 'Happy Lamberts'.**

After a discussion, Cllr Stevens proposed that the Council had no objections to the renaming of the building as suggested, however they felt that the applicant should contact the deceased's family for permission before going ahead to do so, out of courtesy. Seconded Cllr Richards, unanimous.

**8. CONSULTATIONS**

**8.1 KCC Household Waste Recycling Centre Consultation -ends 1<sup>st</sup> November**

[www.kent.gov.uk/wasteconsultation](http://www.kent.gov.uk/wasteconsultation)

It was suggested that the Council state that they would like to see a waste recycling centre located close to the borough boundary, on the eastern side. It was proposed by Cllr Jenkinson that Cllr Russell fill in the questionnaire on behalf of the Council. Seconded Cllr Larkin, unanimous.

**8.2 TWBC Air Quality Action Plan Consultation ends 28<sup>th</sup> October.**

<http://www.tunbridgewells.gov.uk/council/have-your-say/consultations/air-quality-consultation>

The Council gave no comment.

**8.3 TWBC Draft Statement of Licensing Principles – Gambling Act 2005 2019/2022 Consultation ends 19<sup>th</sup> October .<http://www.tunbridgewells.gov.uk/council/have-your-say/consultations/draft-statement-of-licensing-principles-gambling-act-2005-20192022>**

The Council gave no comment.

**8.4 Ministry of Housing, Communities & Local Government - Permitted development for shale gas exploration consultation ends 25<sup>th</sup> October**

<https://www.gov.uk/government/consultations/permitted-development-for-shale-gas-exploration>

The Council gave no comment.

**9. UPDATES (no decisions)**

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

Finance meeting up date.

The Council ran out of time and did not provide updates.

**The meeting ended at 10.35pm**