

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON TUESDAY 18TH APRIL
2017

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

In attendance: Lucy Noakes (Clerk)
2 members of the public.
Cllr King (KCC)

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr Stevens declared an interest in item 5.3 and left the room whilst this matter was debated, taking no part in the discussion or decision making in this matter

1. APOLOGIES FOR ABSENCE

Cllr Larkin.

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.

Cllr March commenced the public session by thanking Alex King for all of his help over the past years as KCC councillor. The Council presented Cllr King with a small gift of their appreciation.

Cllr King responded with thanks wishing the council well in the future and commenting on how hard Horsmonden parish Councillors had worked over the past years and present.

He said that he would remain active in his retirement and would be willing to help the council if possible in the future.

David Watson had asked to speak about the telephone kiosk in the centre of the village which had been knocked out of the ground during a recent road traffic accident. BT did not intend to replace the kiosk because of its low usage. The PC had been asked to comment on teh planning request to remove the service via TWBC.

Mr Watson reiterated the importance of teh kiosk to those who did not have mobiles, or who had poor mobile service in the village. He wanted to see the kiosk replaced by an old style K6 kiosk like teh ones which BT offered councils to adopt, as he thought this would make a good heritage asset for the village. Mr Watson felt that this could be done at little or no cost to BT as they would be able to claim on insurance for the removal of the current kiosk during the RTA.

Mrs Morton backed up Mr Watson's thoughts, as she also felt it was an opportunity to have the newer style kiosk replaced with a K6 model for the village.

Cllr March asked the clerk to email BT and try to find out more about the 5 calls which had been made from the box over the past 12 months. In light of requiring more information to make a decision Cllr March proposed that the planning comments on this application TW/17/01064/PAYPH should be left until the next planning meeting. This was seconded by Cllr Holloway (see below). Unanimous.

3. **MINUTES OF PREVIOUS MEETING**

Agree the minutes of the Parish Council Meeting 6th March 2017 , Planning Meeting 21st March 2017, and Finance and Risk Assessment Meeting on 3rd March 2017.

Cllr Jenkinson proposed acceptance of the minutes of 6th March 2017 meeting, seconded Cllr Richards. Unanimous.

Cllr Davis proposed acceptance of the minutes of the Planning meeting of 21st March 2017, seconded Cllr Holloway. Unanimous

Cllr Russell proposed acceptance of the minutes of the Finance and Risk Assessment Meeting dated 3rd March 2017, seconded Cllr Richards, carried.

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

Public Rights of Way

Clerk was still waiting to hear.

Parish Toilets

Cllr Russell had been monitoring eh water usage and it was still variable. Clerk to investigate the price of an electronically controlled tap for the disabled toilet, as it could be that the cause of the high usage is the disabled tap being left on sometimes. Cllr Russell to continue to monitor the usage.

Rubbish bins and cigarette tray at shelter

Cllr Isaacs to collect from Cllr March on 19th April.

Pension Admin and Payroll

Clerk has now administrated the first month and the Peoples Pension should take the first payment by direct debit. She did not feel at this stage that the council needed to purchase any more software for this purpose but she would monitor the admin.

Computer service contract

The Clerk had now started the contract with Arron services who had visited the office to see ho everything was set up. Their only comment at present had been that when the virus software runs out the clerk should preferably renew with Norton Anti-virus

Structural survey of Institute Roof

Councillors Cllr Richards and Holloway had located the service hatch to the roof void however it was not at all easy to get into teh roof void form this. A 12 ft long ladder was required (VH has one?) however there was nothing to lean the ladder against so a step ladder was preferable, but it also had to fit through a 2ft square ceiling tile. Clerk to ring eh surveyor and chat with him about what is best.

VG Trees

Mr Holloway will carry out another survey of the horse chestnut as the equipment was faulty the first time. The Council had now received Planning permission to pollard the limes on the green however it was now getting a bit late in the season. It was suggested that this be put off until October.

5. **PARISH COUNCIL FINANCE**

5.1 **Agree Parish Council accounts to 31st March 2017 and settlement of invoices for this period (see appendix 1 below)**

The following list of payments was considered by the council and were proposed for acceptance by Cllr Russell, seconded by Cllr Stevens and voted for unanimously:

APPENDIX 1

Horsmonden Parish Council Accounts as at 31st March 2017

Balances

Current account with Co-operative Bank PLC b/fwd 06.03.2017 (assuming all debits and credits have cleared the account)	£ 62,093.36
Deposit account with HSBC b/fwd 06.03.2017 (assuming all credits and debits have cleared the account)	£ 61,262.65
Additional deposit with HSBC from Co-op	£ 8,735.27
Interest on HSBC account	£ 4.51

Item	Ref	Receipts	Payments
Terry Mole- payment for carpet fitter - office	401859		£ 33.60
E.on -festive lighting 2016-17	401860		£ 14.81
EDF Energy - VG electricity box	D/D		£ 37.00
EDF Energy - Public toilets electricity	D/D		£ 241.00
Southern water - public toilets waste water	401861		£ 171.52
Mrs C Davis - refund for refrehsments for litter picking	401862		£ 13.80
Kent County Council - legal fees Feb 2017	401863		£ 32.40
Checkmate lifting and safety Ltd - clock tower safety	401864		£ 690.00
Mrs L Noakes - refund for roller blind parish office	401865		£ 48.18
Mr C J Couchman - clock and play area March	401866		£ 103.85
HM Revenue and Customs- Tax & NI L Noakes	401867		£ 333.01
Horsmonden Village Hall - hire 2016-17	401868		£ 630.00
BT Business - phone and broad band	D/D		£ 201.51
Mrs L Noakes - March salary plus overtime	S/O flexi		£ 1,289.27
Specialist hygiene servcies LTD - march cleaning	401869		£ 187.20
SSE Contracting Ltd March street lighting	401870		£ 71.26
Bourne Amenity - treatments for VG	401871		£ 912.00
Mr J R Stevens - refund for ladder for clock tower access	401872		£ 85.70
Mrs L Noakes travel costs for planning conference	401873		£29.16
The Heath Stores - litter pick refrehsments	401874		£ 12.94
Arron services Ltd - computer services - annual service contract	401875		£ 510.00
Long term investment with HSBC			£ 70,000.00
Refund from C Noakes for ladder returned		£ 126.06	

Current Account with Co-operative Bank PLC as at 31.03.17 (assuming all credits and debits have cleared the account)	£ 56,571.21
Deposit Account with HSBC as at 31.03.17 (assuming all credits and debits have cleared the account)	£ 2.43

**TOTAL
BANK: £ 56,573.64**

5.2 Chair to reconcile accounts with bank statement for period up to and including 5th March 2017

The Chair checked the amounts on the bank statement and signed both the statement and the previous month's accounts statement.

5.3 Quotation for washing down the brickwork at The Institute.

The Clerk had received two quotations for washing down the brickwork of the Institute Building. Cornfords had quoted £2000; J R Stevens had quoted £325. It was therefore proposed by Cllr Davis, seconded by Cllr Isaacs and carried that JR Stevens be asked to carry out the works subject to a risk assessment and insurance certification being provided.

5.4 Clarification and agreement of insurance cover for Councillors.

The insurers had clarified that those councillors over 75 were not insured under the council's policy for personal accident cover when working for the council. As several members were now over 75 and were still actively carrying out voluntary works on behalf of the council, the clerk should ask the insurers to provide forms to fill in so that a quotation can be provided by the underwriters to extend the insurance to age 85. Those members over 75 are covered under all other parts of the Council's insurance in the same manner as those under 75.

5.5 Agree annual PEAT testing for VH and Institute Building appliances

KCC Inspection services had provided a quotation to undertake PEAT testing again this year, on an annual basis at £1.77 per item or on a three year contract, which made it slightly cheaper at £1.60 per year annum. It was proposed by Cllr Richards and seconded by Cllr Stevens that the council renew on a three year contract to save unnecessary administration. Unanimous.

6. PLANNING APPLICATIONS

i) Current applications awaiting consideration by the council:

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Planning Application No:	TW/17/00962/FULL
Proposal:	<u>Minor Material Amendment to 16/06933/FULL (Conversion of B1 Office to C3 Dwellinghouse; Alterations to internal layout and fenestration) - Changes to approved plans to include dormer window</u>
Location:	Unit 2 Orchard Business Park Furnace Lane Horsmonden Tonbridge TN12 8LX
Recommendation:	Approval
Proposal:	Cllr Davis, seconded Cllr Stevens. Unanimous
Comments:	Recommended approval. An appropriate modification to the building.

Planning Application No:	TW/17/00989/FULL
Proposal:	<u>Single storey rear extension and single storey side extension</u>
Location:	2 Crackhill Cottages Grovehurst Lane Horsmonden Tonbridge Kent TN12 8BG

Recommendation:	approval
Proposal:	Cllr Stevens, seconded Cllr Russell. Unanimous.
Comments:	Recommended approval. This represents a suitable extension to the property.

Planning Application No:	TW/17/01082/FULL
Proposal:	<u>Refurbishment and extension of existing Oast house</u>
Location:	Ash Oast School House Lane Horsmonden Tonbridge Kent TN12 8BJ
Recommendation:	Refusal.
Proposal:	Cllr Stevens, seconded Cllr Holloway , carried. Recorded vote requested - 1 vote against – Cllr Davis
Comments:	Recommended refusal. The extension is not in keeping with the character of the existing building , or of the farmstead.

Planning Application No:	TW/17/01077/FULL
Proposal:	<u>Demolition of garages and erection of 2 No. dwellings with 4 No. parking spaces</u>
Location:	Garages Orchard Crescent Horsmonden Tonbridge Kent
Recommendation:	Refusal.
Proposal:	Cllr Richards, seconded Cllr Davis. Unanimous.
Comments:	Recommended refusal on two points: 1) Displacement of parking on to an already crowded residential street , adjacent to the primary school. 2)The parish council would prefer to see the land used for development of social housing if permission was granted to build here.

Planning Application No:	TW/17/01064/PAYPH
Proposal:	<u>Permanent removal of payphone</u>
Location:	Crossroads The Heath Horsmonden Tonbridge Kent
Recommendation:	Decision delayed until next planning meeting see discussion in public session.
Proposal:	
Comments:	

Planning Application No:	TW/17/01205/FULL
Proposal:	<u>Variation of Condition 2 (Plans) of Planning Permission 15/507697/FULL - Rear Terrace Design</u>
Location:	Plovers Ruck Lane Horsmonden Tonbridge Kent TN12 8EA
Recommendation:	No Comment
Proposal:	Cllr Davis, seconded Cllr Russell, unanimous
Comments:	No Comments.

7. HIGHWAYS AND GROUNDS MAINTENANCE

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

The clerk to report to KHS:

- Road falling away - Churn Lane, opposite side of road to Churn Sidings.
- Churn Lane – road slopes down dangerously towards the verge going towards Paddockwood in places. Some of the verge has been taken on as road and tarmaced over but there appears to be no foundation which means it slopes away towards the ditch making lorries lean dangerously.
- The stop sign on Cage Lane is leaning.

It was requested that the Clerk send a message of thanks to those who planted the daffodil and crocus bulbs as they have been very colourful and brightened up the village entrance points.

It was requested that the clerk ask the footpaths officer to investigate the public footpath near to Manor farm as it now has high fences on both sides which makes it feel very claustrophobic and blocks the view from the footpath.

Cllr Richards agreed to ask Heath Stores if they could cut the hedge approaching the crossroads next to their triangle.

7.2 Street lighting

The first light on the Left hand side in Gibbet lane is no longer working. Clerk has now reported this.

8. ADMINISTRATION

8.1 Traffic solutions update

Cllr Davis had clarified what the Council needs to submit to KCC and it appears that they must consult those affected by any changes. It was noted that the electronic sign may have to be dealt with separately from the other things as this may have different rules to satisfy.

8.2 The Institute – moving forward with the lease arrangements.

There was no further information at present.

8.3 Agree/authorise VG booking for Cycle Horsmonden event with bouncy castle, 30th April 2017

The councillors were happy with the hiring of the bouncy castle for the event, providing a risk assessment and insurance certificate were forthcoming. Cllr Russell proposed acceptance of the event, seconded Cllr Richards, unanimous.

8.4 Agree/authorise VG booking for May Day Event with Morris Men Dancing, 1st May 2017

It was proposed that the event be accepted by Cllr Isaacs, seconded Cllr Holloway and voted for unanimously.

8.5 Agree/authorise VG booking for what's on Here and Spring Walk event 6th May 2017

This event was agreed for authorisation by Cllr Holloway, seconded by Cllr Davis and voted for unanimously.

The Council would be holding a stall at this event. Clerk to provide photos for boards etc. Cllr Davis to provide gazebo, Cllrs March, Russell, Jenkinson and Richards to attend.

8.6 Agree/authorise VG booking for Summer Festival 8th -12th June 2017

The event was authorised to go ahead subject to the necessary risk assessment and deposit cheque, by Cllr Russell, seconded Cllr Richards, unanimous.

8.7 Agree /finalise APM agenda and refreshments 15th May 2017

Guest speakers at the events would Kelvin Hinton on Neighbourhood Planning and Mark Musgrave on Sprivers and the National Trust. Cllrs to bring a plate of food each for the event and clerk to purchase 6 bottles of white and red wines from Health Stores on account plus milk for tea and coffee.

8.8 Agree amended wording to Village Green booking form and electricity booking form

The Clerk had circulated the amended form prior to the meeting which had a slightly altered wording regarding the provision of a risk assessment and complying with their insurers requests prior to the event taking place. It was also proposed that the mention of archery be removed from the form and it was not felt an appropriate activity for the green. Acceptance proposed by Cllr Davis, seconded Cllr Stevens, unanimous.

8.9 Agree clerk's new contract of employment (amended to 19 hours weekly from 18 hours weekly)

The Finance committee had suggested that the clerk's contract be amended to 19 hours weekly to take into account the overtime which was still being carried out on a regular basis and regularise the hours. It was also suggested that the wording be altered under point 13.1 so that the clerk be allowed to take overtime or time off in lieu of extra hours worked, as forcing the clerk to take time off instead would only exacerbate matters when over time was required.

These changes were proposed by Cllr Holloway, seconded by Cllr Richards and voted for unanimously, with effect from 1st April 2017.

8.10 Agree Lone Worker Policy and procedures.

A draft Lone Worker policy had been circulated prior to the meeting. It was proposed by Cllr Russell that this be accepted, seconded Cllr Jenkinson and voted for unanimously. It was suggested that the clerk look into CCTV options also for outside the office and for door entry at the office.

8.11 Street cruiser bus, visits to Horsmonden

The Council would consider any changes to the position which could be recommended by the Street Cruiser operators. The problems reported by parishioners were noted however the councillors felt that the response from those operating the bus was appropriate and it appeared that they were fully aware of any problems and doing their best to solve any issue which arose. There appeared to be plenty of refreshments provided by the bus.

8.12 Consider request for grant funding of £250 for Kent, Surrey and Sussex Air ambulance.

It was considered by the council that the normal policy for charities requesting assistance should apply: i.e. that the council would only consider donating to those who were located in the village itself but that the council generally declined from donations to charities and left parishioners to decide how best to donate to charity.

8.13 Consider application for Village of the Year 2017 competition run by Reef TV

www.villageoftheyear.co.uk

Council members had looked at the proposal to enter the Village of the Year competition as Mrs Mills at Heath Stores had offered to help by filling in the paper work etc on behalf of the village. The council had been asked to consider how they would spend any money if they should win a prize and it was suggested by Cllr March that an outdoor gym would be appropriate. It was therefore proposed by Councillor Richards that the competition be entered into, seconded by Cllr Davis and voted for unanimously.

9. CONSULTATIONS.

9.1 Maidstone Borough Council –Local Plan proposed main modifications by 5pm on Friday 19th May 2017 <http://www.maidstone.gov.uk/council/have-your-say/current-consultations/march-2017-local-plan-modifications>

It was suggested that this consultation be looked at the next meeting of the Council as time was short.

9.2 Gatwick/Heathrow runway consultation by 25th May 2017

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/589082/consultation-on-draft-airports-nps.pdf

It was suggested that this consultation be looked at the next meeting of the Council as time was short.

9.3 UK Airspace policy consultation by 25th May 2017

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/589099/uk-airspace-policy-consultation-executive-summary.pdf

It was suggested that this consultation be looked at the next meeting of the Council as time was short.

10. UPDATES (no decisions)

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

Cllr Russell had attended the Rural Affairs Conference on 9th March which had provided some interesting information from Kent Fire and Rescue about the possibility of home safety visits for some members of the parish.

This meeting ended at 10.35pm