

MINUTES OF THE
ANNUAL MEETING OF HORSMONDEN PARISH COUNCIL
HELD IN HORSMONDEN VILLAGE HALL at 7.30 P.M. ON TUESDAY 7th MAY 2019

Present: Cllr March (Outgoing and Incoming Chair)
 Councillors, Stevens, Davis, Russell, Jenkinson, Richards, Larkin, White and Sheppard

In attendance: Lucy Noakes (Clerk) & Jackie Stanton (Assistant Clerk)
 No members of the public present.
 Cllr Hamilton (KCC) part of the meeting

Declarations of Interest: Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr White declared a personal interest in item 11.8 regarding the parish Play area as a member of his family had suffered an injury whilst using the play area.

1. APOLOGIES FOR ABSENCE
 Cllr Alan McDermott (TWBC).

2&3. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN
 The Clerk circulated a piece of paper for each councillor to write down their first and second choice for the Chair and Vice Chair for the forthcoming year. For the position of Chair: there were 6 votes for Cllr March and 3 for Cllr Richards. For Vice Chair: there were 6 votes for Cllr Davis, 1 vote for Cllr Richards and 1 for Cllr Larkin.
 Cllr March accepted the election as Chair and Cllr Davis accepted the election as Vice-Chair.

4. DECLARATION OF ACCEPTANCE OF OFFICE
 All Councillors were present and agreed to sign 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. The Clerk reminded the Councillors about their responsibility to check their Declarations of Interest and fill in a new declaration if anything had changed.

5. ELECTION OF OFFICERS & COMMITTEES
 There was a discussion about which liaison and committee groups the Council would need for the forthcoming year and Councillors decided which of these groups they wished to serve on.

Committee/Liaison group	Officer Membership
Business/Retail Liaison Member	Cllr Richards
Finance /Risk Assessment Committee*	Cllrs Davis, March, Richards, and Russell. Chair – to be elected next committee meeting
Personnel Committee	Cllrs Davis, March Jenkinson and Russell. Chair – to be elected next committee meeting
Footpaths Liaison Member	Cllr Larkin and Sheppard.
Horsefair & Police Liaison Group	Cllrs March and Steven s.
KALC Representatives/Liaison Group	Cllr Jenkinson and Cllr Richards (reserve)
Planning*	Cllrs March, Davis, Russell, Stevens, Jenkinson, Larkin, Sheppard and Richards. Chair – to be elected next committee meeting.
Horsmonden Village Events committee (HoVEC)	Cllrs March and Cllr Stevens (reserve)
School Liaison	Cllrs Larkin and White.
Highways & Lighting Group	Cllrs Davis, Sheppard, Russell and Stevens,
Village Green Custodians/Liaison Group	Cllrs March, Stevens and Larkin
Village Hall Trustees	Cllrs Russell and Stevens.
Sports Ground Liaison Group	Cllrs Davis and Richards.
Institute Building Liaison Group	Cllrs Davis, Richards, and Russell

Emergency Planning Group	Cllrs Davis, Russell, Stevens, Larkin and Jenkinson.
High Weald Council's Aviation Action Group (HWCAAG)	Cllrs Larkin and White
Neighbourhood Planning Liaison	Cllr Jenkinson (liaison officer) White and Richards

* Chair to be nominated at next meeting

The committees as above were proposed for acceptance by Cllr Stevens, seconded by Cllr Larkin and voted for unanimously.

6. PUBLIC SESSION

There were no members of the public wishing to speak.

Cllr Hamilton (KCC) arrived and was invited to update the Council on issues relating to KCC which may be of interest to the Parish.

Cllr Hamilton informed the Council that there had been an unauthorised encampment at Paddock wood and the travellers would soon be asked to vacate the site.

She understood that Greg Clarke was making a visit to Horsmonden on Friday 10th May, and the Clerk was therefore asked to contact Rachel Godfrey, Greg's secretary, to see if the Council's input was required.

It was requested that the Clerk inform TWBC and KCC of the Parish Councillors' new email addresses following the delivery of their laptops.

At this point in the meeting Cllr Stevens proposed to bring item 10.1 forward before Cllr Hamilton needed to leave the meeting. Seconded Cllr Richards, unanimous.

10. HIGHWAYS AND GROUNDS MAINTENANCE

10.1 Highways report/update –

a) Consider requesting a speed restriction on B2162

The Clerk had received communications from a parishioner asking the Council to look into the speed limit on the stretch of the Lamberhurst Road from the end of the 30mph limit to the junction at the roundabout which leads to the A21. He believed that this stretch of road had a speed restriction on it, but was not appropriately sign posted. The Clerk had asked KHS about this and they had advised that this stretch of road was a 60mph limit and had no speed restriction.

Cllr Davis quoted from the report by Jacobs in 2007, when they had carried out an investigation of the limits in and around the village. Jacobs had concluded that this piece of road was an 'upper tier Class B road suitable for a 60mph limit'.

There was some discussion on this and it was commented that the area just outside the 30mph limit on this stretch, included the entrance to the AGA building which was just after the bend, as well as the entrance to Marle Place Road, just prior to the bend. Cllr White proposed that the Council request that a restriction of 40mph be placed on the road from the end of the 30mph limit to the entrance of Ruck Lane. Seconded Cllr Jenkinson. Carried.

The Clerk would look into how this could be applied for.

b) Consider footpath signage for path from Back Lane to the Green.

The KCC Footpaths Officer had emailed the Clerk to inform her that he would shortly be installing signage for the new public footpath from Back Lane to the Heath. He had requested permission to put a sign on the street light located on Back Lane and either a sign stone at the Village Green end, or a finger post on the Green itself. It was proposed by Cllr Sheppard that the Footpaths Officer be allowed to install signage on the street light and that the preference

was for a sign stone on the Green end of the path way, rather than any more signage on the Green itself. This was seconded by Cllr Larkin. Unanimous.

7. **MINUTES OF PARISH COUNCIL MEETINGS**

Minutes of the Parish Council meeting 7th January 2019, 1st April 2019 & Planning meeting 16th April 2019

Cllr Davis proposed acceptance of the minutes of the meeting dated 7th January, as amended, seconded Cllr Richards, unanimous for those present at that meeting.

Cllr Russell proposed acceptance of the minutes of the meeting dated 1st April, seconded Cllr Stevens. Unanimous for those present at that meeting.

Cllr Richards proposed acceptance of the minutes of the Planning meeting dated 16th April, seconded Cllr Davis. Unanimous for those present at that meeting

8. **MATTERS ARISING**

Installation of Rialtas Accountancy system

The new system will be installed in June and the information back dated to 1st April (Clerk will work on old system for April and May). By doing it this way, live information is available to be put into the system when training takes place. RBS are preparing the system for the PC beforehand so that it is ready to install at this time and are closely liaising with the Clerk and Cllr Russell.

Data Protection and GDPR

The Clerk has been liaising with Arron services regarding the upgrade of the Council's computers to include Bit locker encryption; email addresses and laptops for Councillors, together with training. The Clerk and Assistant Clerk still need to sort through and dispose appropriately of old paperwork and it is hoped that this can be carried out if the work load eases over the summer.

New Bank accounts

The Clerk had set up the new bank account with Unity Trust and this was now in operation for use. Standing orders, direct debits and the final balance still had to be transferred from the Co-operative Bank before this account could be closed. The Clerk had been awaiting a cheque from HSBC and closure of this account, prior to opening the new account with Hampshire Trust Bank.

Cleaning down play equipment

The Clerk has instructed Clearview windows to do this, however she awaits Risk assessment and insurance details before the works can go ahead.

Tree works on VG and Fromandez Drive

The Clerk has been informed that Bridglands would carry out this work in the next few weeks.

Christmas lights

The Clerk had chased Blachere for their quotes in writing but had not received anything.

The Council requested that the Clerk ask for quotes to dress five trees (one on each corner of the Green and one in the middle at the north end.) Cllr Larkin offered to assist with this.

9. **ACCOUNTS AND FINANCE**

9.1 **Parish Council accounts to 6th May 2019 (see Appendix 1)**

Cllr Richards Proposed acceptance of the accounts up to 7th May 2019 as presented in Appendix 1 below, by the Clerk, seconded Cllr Russell, unanimous.

APPENDIX 1

Horsmonden Parish Council Accounts as at 6th May 2019

	Balances
Current account with Co-operative Bank PLC b/fwd.31.03.2019 (assuming all debits and credits have cleared the account)	£23,531.32
Account with Unity Trust b/fwd. 31.03.2019	£50,000.00
HSBC Money manager Account	£70,578.40
Interest on HSBC	£ 8.14
Interest on HSBC	£ 10.83

Item	Ref	Receipts	Payments
Castle Water - supply public toilets	D/D		£ 19.99
B&CE Holdings _ April pension Mrs L Noakes	D/D		£ 63.10
Mrs L Noakes April Salary plus overtime	S/O		£ 1,213.73
Ms J Stanton April Salary plus overtime	S/O		£ 917.16
Watson Wild & Baker LTD - Risk assessments	BACS		£ 1,428.00
G Bridgland Ltd - supply new trees	BACS		£ 854.40
Specialist Hygiene Services - April Cleaning	BACS		£ 281.47
Viking - stationery	BACS		£ 79.99
BHIB Ltd - Parish Council annual insurance premium	BACS		£ 1,801.98
E.On Street lighting supply Jan-Mar 19	BACS		£ 654.95
Trevor Simms - repairs and anti-graffiti shelter	BACS		£ 174.00
Mrs J Stanton - travel costs	CN 300001		£ 29.25
HM Revenue and Customs Tax and NI April 2019	CN300002		£ 394.23
KALC Annual Subscription	CN300003		£ 820.90
PSR Lighting & Signs Ltd - April maintenance contract	BACS		£ 89.00
Capel Groundcare - SID maintenance April	BACS		£ 149.50
Arron Services - training	BACS		£ 123.60
TWBC 1 st Half of Precept		£44734.50	
Current Accounts at 06.05.2019 (assuming all credits and debits have cleared the account)			£ 179767.94
		TOTAL	£ 179767.94
		BANK:	

9.2 Annual Governance and Accountability Return 2018/19

- i) Review and approve the Annual Governance Statement 2018/19 (section 1 page 4 of the Annual Return 31st March 2019)**

The Council reviewed the questions in the Annual Governance statement one at a time. A resolution was made by Cllr Davis to accept the answers as provided by the Council on the Annual Governance Statement. This was seconded by Cllr Russell and voted for unanimously. The Clerk and the Chair signed and dated the form.

ii) **Consideration, approval and signing of the Annual Accounting Statements 2018/19 (Section 2 page 5 of the Annual Return 31st March 2019).**

The Council's internal end of Year Accounts package was presented by the Clerk and any questions were addressed.

The Council examined the Annual Accounting Statement as set out by the Clerk on section 2 of the AGAR form. A resolution was made by Cllr Russell to accept the Accounting statement as set out. This was seconded by Cllr Davis and voted for unanimously. The Clerk had already signed the statement in accordance with instructions from the Council's External auditor, therefore the form was signed by Cllr March as the Chair and dated appropriately.

10.2 Street lighting

There were no problems to be reported at the meeting. The Clerk would continue to organise the repainting of the columns and replacement of the light heads as requested previously.

11. PARISH COUNCIL ADMINISTRATION

11.1 Agreement to renew lease for Parish Office with Village Hall committee (1st June 2019).

It was proposed by Cllr Larkin and seconded by Cllr Sheppard that the Council continue the lease for the Parish Office from the Village Hall committee for a further year. Unanimous.

11.2 Agreement to current renewal terms of the Council's annual insurance contract with Aviva.

The Clerk had circulated information to the Councillors about Data Breach Insurance and Cyber Insurance which were offered as additional parts to the Parish Council's insurance policy. It was proposed by Cllr Davis and seconded by Cllr White that the offer of the extra insurances for Cyber Insurance and Data Breach should be declined. Unanimous.

The Clerk read aloud part of the Statement of Fact to which all Councillors had confirmed their compliance. It was proposed by Cllr Russell that the Insurance renewal be accepted, seconded by Cllr Davis and voted for unanimously.

11.3 Traffic solutions

Having made a proposal to request a speed limit reduction on the Lamberhurst Road earlier in the meeting, it was proposed by Cllr Stevens that the 50mph limit on the Maidstone Road should be brought up to meet the 40mph limit. This would all form part of a Highways Improvement Plan and would need to be submitted to KHS. Under such a plan each road would need to be looked at to see where changes need to be requested. It was considered that this could be part of the Neighbourhood Plan which was being developed.

The hedge belonging to Oakleigh House had been raised by parishioners prior to the meeting, as it was considered that this was restricting sight lines and needed reducing in height. Clerk to write a polite letter requesting that the hedge be cut.

The Sports Club had raised a query regarding the new village gateway which was positioned close to the entrance of the Sports Club as it was considered that this may restrict sight lines. It was confirmed that KHS would have agreed this positioning of the new gateway when they carried out their site visit.

The SID was discussed:

Cllr Davis had requested KHS to install a 5th Bracket so that the SID could now be used to monitor traffic in both directions on the Brenchley Road.

It was suggested that Cllr Sheppard look to see if there were any tangible trends to be seen in the SID data and that this be communicated to Martin Drinkwater so that he could use this information when carrying our Speedwatch sessions.

It was suggested that the Council review the use of the SID again in July to see if they thought an additional SID should be purchased.

Cllr March raised the road plan/markings which had been put forward by the developer in the Furnace Lane /Gibbet Lane development plans. She had been informed by Kevin Hope, the Planning officer at TWBC, that the road plans put forward by the developer did not form part of the planning application and the application did not therefore depend upon these plans being put in place or considered suitable.

The parking outside the Foundry on the Maidstone Road was raised again as contractors were regularly parking outside the site causing some congestion along the Maidstone Road, despite regular reminders. Unfortunately, although it was part of the planning conditions to provide parking for construction traffic on site, TWBC could not enforce the construction traffic to use it.

11.4 Neighbourhood Planning

The NH Plan steering group were now planning public meetings in June/July at the School to look more closely at the findings of the individual working groups. These were planned for 15th June, 6th July and 13th July. It was also planned that the Steering group would have a table at the Summer Festival as well as putting up their banners on the Green and displaying their boards at the Annual Parish Meeting.

11.5 Emergency Planning

It was suggested that the latest version of the plan should go on the PC website prior to the APM on 13th May and that it should be updated as necessary. Volunteer forms should also be available at the APM for residents to sign.

The Clerk had reread the Data Protection Officer's report and it appeared that the PC store cupboard would not be a suitable place to keep the Grab Bag because of the need for easy access to the bag and the fact that this cupboard was used to store all of the PC's office files, which contain data. It was therefore suggested that the Grab Bag be stored in the cupboard in the old kitchen area which remain unlocked to enable easy access to the bag.

11.6 Quote for additional electricity power point on the Village Green

The Clerk presented three quotes for the installation of an additional electrical box on the Green. It was proposed by Cllr Richards and seconded by Cllr Davis that the first contractor on the list be asked to carry out the job at the price quoted which was £3043 plus VAT (providing four 32amp sockets could be supplied instead of three and a reasonable additional cost could be added, and also assuming that the contractor could carry out the installation prior to the Summer Festival 2019). This was seconded by Cllr Davis and the vote was carried. The chosen contractor was Hummel electrical.

11.7 Quote for Parish Council delegates system and sounds system for Village Hall

The Clerk presented three quotes for a delegate's sound system for the Parish Council to use. It was proposed by Cllr White that the first quote for £3906.66 plus VAT be accepted, seconded Cllr Richards, unanimous. The chosen contractor was Old Barn Audio.

11.8 Report back from Play dale on Play area- discuss/decide actions required

Cllr White left the room whilst the discussion took place.

Playdale had confirmed to the Clerk that their engineer had been out to look at the gate and that its self-closing mechanism was satisfactory. The gate on the roadside was now self-closing therefore signage asking the public not to use the gate had been removed.

The Council suggested that the Clerk ask Playdale to send the engineer back and meet him on site, asking him to provide a written report on the safety of the gate following the recent accident which had occurred where the gate had swung back causing injury to a child.

Cllr White re-entered the room following the discussion.

11.9 Discuss Risk assessment of Parish Council owned Buildings and confirm actions required

The Clerk had forwarded the Risk Assessments of the Parish owned buildings to the Council members to read. The Clerk and Assistant Clerk needed more time to go through these in detail and pick up on anything which should need remedial attention, however Cllr March suggested that they should also look at providing protection against finger traps in the public toilets (even if this was not specified in the reports) because of a previous incident which had taken place there. This was proposed as a way forward by Cllr Davis, seconded Cllr Larkin, unanimous.

11.10 Quotation for regular deep clean of Village Green shelter.

Only one contractor had responded with a quote to clean the shelter and this was Clear View windows, others had been asked but failed to respond. It was proposed by Cllr White and seconded by Cllr Stevens that the Council uptake Clear View windows on their quote for an initial clean on the shelter at £150 and that straight after some anti-slip paint should be applied to the floor, which would give it a surface similar to sandpaper. Clerk to investigate the anti-slip coating prior to arranging the cleaning.

11.11 APM- agree format and refreshments.

The Clerk had arranged refreshments from Heath Stores for a budget of £50 for the food. Drinks would also be provided.

Cllr Richards to bring along a portable sound system borrowed from a friend.

PCSO Jenkinson to read out his annual report, briefly. Each Cllr was to speak for a few minutes on the work they carry out for the Council.

11.12 KALC Area Meeting 12th June- agree guest speaker/refreshments

The Clerk had arranged refreshments from Heath stores with a budget of £30 for food. Drinks would also be provided. The Nostalgia Club would present a short introduction at the meeting about the history of Horsmonden. The Clerk would be present to take the minutes.

11.13 Discuss Borough of Fields Project (TWBC) and the Council's potential support in this.

The Clerk had forwarded details of this project to the Council members. Council member decided that they did not wish to participate in this but considered that the village may decide on its own event s to commemorate those who had fallen in the Wars.

12. UPDATES (no decisions)

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

Updates had already been provided elsewhere.

Meeting closed at 10.37pm