

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 3RD OCTOBER
2016

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

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

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr Holloway declared a non pecuniary interest in item TW/16/06634/FULL, The Gateways Brenchley Road Horsmonden, as they are her next door neighbours.

1. APOLOGIES FOR ABSENCE

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.

Mrs Fleury and Mrs Foster had asked if they could address the Council to explain the changes they were hoping to make to the HoVEC constitution. The changes were with regards to the definitions of the member, officers and trustees and were for clarification of these terms in the constitution. The changes did not affect the financial running of the charity or the dispersal of funds should the charity dissolve at any stage. As the previous constitution had been signed, it was advised by teh clerk that it was within the right so the charity to alter its constitution and that the charity did not require the parish councils decision to do so. The clerk also advised that she had read the new version of the constitution and did not consider that the changes would have any effect on the council's interest in the matter. Mrs Fleury and Mrs Foster were therefore thanked for their courtesy in explaining the changes to the parish council and asked to go ahead with the planned changes without further delay.

It was suggested that if members of the parish council had not yet had a chance to read the suggested changes, they should do so and get back to teh clerk on Wednesday to report to Mrs Foster if they should have any concerns as it was understood that HoVEC would be meeting to discuss this again on Thursday.

3. MINUTES OF PREVIOUS MEETING

Agree the minutes of the Parish Council Meeting 5th September July, Planning meeting 21st June, and Parish Council meeting 20th September.

Cllr Richards proposed acceptance of the minutes of 5th September meeting, seconded Cllr Stevens. Carried. Cllr Holloway proposed acceptance of the minutes of the planning meeting of 21st June 2016, seconded Cllr Jenkinson. Unanimous.

Cllr Stevens proposed acceptance of the minutes of 20th September meeting, seconded Cllr Davis. Unanimous.

4. MATTERS ARISING (no decisions)

Public Rights of Way

Clerk still waiting to hear

Parish Toilets

Item	Ref	Receipts	Payments
EDF Energy - electricity box usage 6th June	D/D		£ 37.00
BT Business - phone and broad band	D/D		£ 223.78
Mrs C Davis - refund for flowers	401768		£ 10.00
Tax and NI Mrs L Noakes	401769		£ 180.18
Mrs L D Noakes- Sept salary plus overtime	S/O flexi		£ 1,062.63
Treework - work on parish trees	401770		£ 1,608.00
David Buckett - internal audit 2015/16	401771		£ 248.40
Mr C H Noakes - refund for purchase of domain name	401772		£ 41.94
KCC Legal fees for August 2016	401773		£ 291.60
Mr C J Couchman - clock and play area September	401774		£ 103.85
The Heath Stores - groceries for CA Plaque event	401775		£ 10.58
Viking Payments - stationery	401776		£ 159.84
W Filtness - cleaning benches, noticeboards and shelter on VG	401777		£ 50.00
Hygiene services direct Ltd	401778		£ 35.99
Specialist hygiene services Ltd - Sept cleaning	401779		£ 187.20
SSE Contracting Ltd Sept lighting maintenance	401780		£ 71.26
PJ Electrical - testing of the VG electricity box	401781		£ 92.40
TWBC - uncontested election costs for May 2016	401782		£ 239.02
Interdirect Ltd - doamin name hosting for 1 year	401783		£ 180.00
Interest on current account		£ 3.39	
Second half of precept TWBC		£ 35,240.00	
Current Account as at 02.10.16			£ 91,846.42
Deposit Account as at 02.10.16			£ 60,561.30
TOTAL BANK:			£ 152,407.72

5.2 Chair to reconcile accounts with bank statement for period up to and including 4th September 2016
 Cllr March checked the accounts for the period up to 4th September with the bank statements presented by the clerk and agreed the figures. The Chair initialled and signed the documents appropriately.

5.3 The Internal Auditors report for 2015/16 – discuss and agree action on factors arising from this report. Discuss/decide future internal audit arrangements.

The clerk asked the council if they would prefer for the Internal Audit to be done in two visits or one. There was v little difference in cost between the two (only the travel costs for the auditor) and the time taken to do the checks required would be the same, whether one visit or two. The clerk gave preference to two visits rather than one as any problems could be picked up more quickly at the first visit. It was therefore proposed by Cllr Russell and seconded by Cllr Holloway that the arrangement to come twice a year should remain. Unanimous.

The auditors end of year report had been circulated to the council and the points raised were as below:
 Website – a new website was currently being worked on which would allow the clerk to update the site herself.

Updating of standing orders and financial regulations- the amended documents had now been drafted by teh clerk and circulated to the council for agreement at teh November PC meeting.

Pension arrangements: the council would decide on these later in teh meeting and the clerk would then start to implement prior to the enrolment date outlined by HMRC.

Banking arrangements- the clerk outlined that although the PC were covered for up to £75000 on each bank account , the current account with Co-op was likely to have more that this in it for part of the year. It was considered that this was something which the finance committee should discuss in detail and decide upon.

5.4 St Margaret's Church request for donations towards Churchyard capital works

Cllr March announced that St Margaret's had now managed to confirm that all the monies had been raised for this project, thanks to kind donations. It was therefore considered that the church would contact the council should they have any other projects in the future which require grant funding.

6. PLANNING APPLICATIONS

i) Current applications awaiting consideration by the council:

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Planning Application No:	TW/16/06526/FULL
Proposal:	Proposed single storey front extension to create new porch and proposed part single, part two storey rear extension.
Location:	7 Hoath Meadow Back Lane Horsmonden Tonbridge TN12 8LJ
Recommendation:	Approval
Proposal:	Cllr Isaacs, seconded Cllr Stevens, unanimous
Comments:	Approval. Acceptable sized extension in the context of the other buildings in the road.

Planning Application No:	TW/16/06187/ FULL
Proposal:	Single storey extension to north of property with associated change of use of land to residential curtilage (revised extension to approved application 09/02384/FUL)
Location:	Sunbrae School House Lane Horsmonden Tonbridge TN12 8BJ
Recommendation:	Refusal
Proposal:	Cllr Davis, seconded Cllr Holloway, carried.
Comments:	The Council recommend rejection on the grounds that it is overdevelopment in comparison to the footprint of the existing property

Planning Application No:	TW/16/06612/FULL
Proposal:	Conversion of a redundant agricultural building into a single residential dwelling and new access drive. (16/06640/ENVSCR)
Location:	Elphicks Fisheries Elphicks Farm Spelmonden Road Horsmonden Tonbridge TN12 8EL
Recommendation:	Approval
Proposal:	Cllr Richards, seconded Cllr Russell, unanimous.
Comments:	A good conversion which will provide more housing rather than a disused agricultural building

Planning Application No:	TW/16/504597/FULL
Proposal:	Retrospective - Removal of overgrown Leylandii hedge and replace with close board fence
Location:	Old Barn Cottage Yew Tree Green Road Horsmonden Tonbridge Kent TN12 8HR
Recommendation:	Refusal
Proposal:	Cllr Richards, seconded Cllr Davis, Unanimous.
Comments:	Refusal on the grounds that the fence is higher than fitting for a rural setting and in the absence of any planting on the roadside to soften the effect.

Planning Application No:	TW/16/06356/FULL
Proposal:	Erection of detached garage, porch and relocation of access
Location:	Maythorne Maidstone Road Horsmonden Tonbridge TN12 8NE
Recommendation:	Approval
Proposal:	Cllr Davis, seconded Cllr Isaacs, unanimous
Comments:	Acceptable development.

Planning Application No:	TW/16/06634/FULL
Proposal:	Erection of detached garage, porch and relocation of access
Location:	The Gateways Brenchley Road Horsmonden Tonbridge TN12 8DN
Recommendation:	Approval
Proposal:	Cllr Russell, seconded Cllr Stevens, carried.
Comments:	Reasonable additions to this residential property.

7. HIGHWAYS AND GROUNDS MAINTENANCE

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

The Clerk had contacted Highways to see if they could put signs up to prevent or deter HGV's from using Yew Tree Green Lane, following a complaint from a parishioner. Highways have said that they cannot fund this at present. However they suggested that someone living in the vicinity may wish to become a member of 'lorry watch' - an organisation which reports evidence to an area officer who can then write to haulage companies asking them to take an alternative route which may be more appropriate. It was suggested that the clerk explain this to the parishioner and ask if they wish to be the lorry watch representative in this road.

Mrs Hook had been in contact with Cllr McDermott to explain her problems with being unable to use the dropped kerb near the shops. It was suggested that the clerk contact Mrs Hook to explain what they have done to try and prevent vehicles parking over the dropped kerb. Cllr McDermott will also investigate if anything further can be done. Clerk to request that the dog bone markers are repainted.

The clerk had been in contact with the local highways stewards to see if we could track down the damaged sign from the finger post by Churn lane. Unfortunately it was broken beyond repair and Highways have said that they cannot fund the replacement of this at present. Clerk to ask Alex King if he has any funds he can donate to this.

Clerk to report the following :

- A fridge freezer has been dumped on the bend beyond August Pitts Farm (Churn Lane) going towards Paddockwood
- Many of the road signs in the village are too dirty to read and require the vegetation to be clipped back from them.
- The following properties in Orchard Way have cracks in the pavement outside their houses: 1,6,7,11,12,13,15,17,21,25,27,39,45,47. This is especially evident outside number 17.
- There is moss growth on the pavement alongside number 22, leading down to Orchard Crescent.
- In Orchard Way, the carriageway is made of concrete with the necessary expansion joints, and subsequently covered with a layer of tarmac type surface. This subsequent surface layer has come away in some small areas leaving the base concrete exposed. Some of the expansion joints have opened with evidence of weed growth in the gaps.

7.2 Street lighting

The clerk was still waiting to hear that SSE had repaired the street light outside the school. Chase.

Cllr Richards had received a report that there are no lights in the Willards close area, which makes it v dark at night. The clerk had received a call to say a light was out in Gibbett Lane, but not sure which one. Cllr Richards will investigate these queries and get back to the clerk.

The clerk had received details about putting a new arm on the light in the hedge by Birch cottage, so that it would come out side was and over shine over the pavement further. However there was some discussion about how appropriate this would look near to the village green and in the conservation area, and whether the same problem would reoccur if the hedge grew out further. Cllr Davis will speak to Mr /Mrs Ridge who own the hedge to see if anything more can be done.

7.3 Village green – members to agree which further treatments should be applied if any

The council had asked for some more quotations for further treatments to the green and there was still some weed growth and the grass was thinning in places. Bourne Amenity had come back with several options including over seeding , weed killers and fertilizers. It was felt that it was too late for over seeding at present , as this would be best done in the spring, however the best option at present would be to apply a liquid herbicide and fertiliser in a mixed tank costing £380 net as this would continue to kill the weeds and aid any current growth of the grass.

8. ADMINISTRATION

8.1 Agree pension provision for Horsmonden parish council employees.

The clerk had circulated a paper explaining the options which teh council had when choosing a pension scheme together with their obligations. Cllr Russell explained that teh Local Government Pension scheme, whilst known as the gold plated pension scheme for employees, tended to be very expensive for teh employer and had unknown costs to the council as the amount payable in the scheme was calculated on an individual basis per employee. He reminded the council that any scheme chosen for the current clerk would have to be offered to any other future employee of the council Other schemes which the council had looked at were the Peoples pension, Nest and Auto enrolment, who all had similar charges, and attributes, although the Peoples pension had charges which were slightly lower than the rest.

Other parishes had enrolled with Nest and the Peoples pension, although some had found the administration difficult as it did not interface with HMRC RTI which a lot of parishes use for employees tax and NI contributions to HMRC.

Taking all of the available information into account, it was proposed by Cllr Davis and seconded by Cllr Jenkinson that the council should enrol with the scheme offered by the Peoples Pension . Unanimous.

8.2 Traffic solution – amended report

Cllr Davis said that he felt the traffic accept now offered a reasonable starting point for discussions and answered the queries put forward. Under the circumstances he proposed that the clerk release the remaining portion of the traffic consultant's fee. Seconded Cllr Richards, Unanimous.

It was noted that Mr Dicketts had read the report as a member of the traffic group and disagreed with some of the suggestions made.

Cllr Stevens asked the clerk to send him a copy of the report on paper.

It was suggested that the council discuss the report informally after their next planning meeting.

8.3 The Institute – finalisation of lease agreement, Councils agreement to tender for works to soffit boarding and windows/doors and some external repainting, new ideas for positioning of William Lambert plaque.

The clerk had heard back from KCC Legal to say that they recommended adding a clause to the lease to ensure that the social club took out the necessary public liability insurance each year. This was proposed as acceptable by Cllr Holloway and seconded by Councillor Davies. Unanimous.

The clerk had been notified by Mr Couchman that there was no light in the clock tower where he had to climb up to in order to wind the clock. It was therefore felt to be a priority to have a light installed as soon as possible .Clerk to follow this up.

Cllr Isaacs had provided a specification of works to be carried out at the club as soon as a possible, which included replacing the rotten barge boards, repainting, repairing the door frame. Clerk to get quotes for this work from three builders.

The club were still waiting for a quote to replace the front door.

8.4 Street cruiser bus- decide if the Parish Council wish to make a regular booking with the bus

The council had been asked if they could provide the street cruiser bus more regularly by those using the bus and their parents. It was proposed by Cllr Richards and seconded by Cllr Stevens that the council hire the bus weekly on a Friday with effect from half term (21st October) until Christmas and then review the situation at their December meeting . Unanimous.

8.5 Emergency planning – update and next steps.

Another meeting of the group was now required to insert names in to the plan, before it was shared with Denise Haylett at TWBC.

8.6 Horsefair 2016- feedback and discussion

There had not been any formal after discussion with anyone as yet. However it was known that the leaflets usually handed out by the police were not delivered to the houses around the green, as planned. There were fewer lorries on the green, but it had been reported that there were more horses loose on the green this time, and more people. There had not been any issues reported from the event.
Cllr March thanked Cllr Richards for opening and locking the gate to the green and the tap at the social club.

8.7 Request from Citizens Advice Bureau (Tunbridge wells) for donations.

Some council members felt that parishioners are already paying onto this charity via their council tax contributions as it received grant monies from TWBC. However the charity does come to the social club to fore advice and run surgeries. The clerk was asked to find out how often it comes to the club and whether the social club already make a donation to the charity for this work.

8.8 Co-option procedure for a new councillor (interview panel and procedure for use if necessary after 10th October)

It was expected that if the interview procedure had to be followed then Cllrs March , Cllr Davis and Cllr Russell would carry out the interviews, as they had done previously.

9. CONSULTATIONS.

9.1 Local Government Finance Settlement 2017-18(technical consultation) – ends 28th October 2016

<https://www.gov.uk/government/consultations/local-government-finance-settlement-2017-to-2018-technical-consultation>

This consultation was about the capping of parish and town councils precepts. It was considered that the Finance committee should respond to this consultation.

9.2 Kent County Council Strategy for Adults with Autism in Kent - ends 13th November 2016

<http://consultations.kent.gov.uk/consult.ti/autismstrategy/consultationHome>

Bring forward to the November meeting.

9.3 Request to park a burger van on Goudhurst Road on Saturdays - the PC's opinion on this matter

It was reported by the clerk that the parish council had no authority over this matter, and so long as the van a had all the necessary licences required for health and hygiene it could not stop the vehicle form parking alongside the green, although the traffic may be very busy at this time on a Saturday.

10. UPDATES (no decisions)

10.1 Updates and meetings attended (updates and feedback from meetings attended and held by council members)
. None

This meeting ended at 10.40pm