

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 2<sup>ND</sup> OCTOBER**  
**2017**

**Present:** Cllr March (Chair)  
Councillors Davis, Russell, Richards, Stevens, Holloway, Jenkinson, Larkin and White

**In attendance:** Lucy Noakes (Clerk and RFO)  
4 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 recorded.

**1. APOLOGIES FOR ABSENCE**

Cllr McDermott (TWBC)

**2. CO-OPTION OF A NEW PARISH COUNCILLOR – signature and witness of cooption Documents (See Council’s decision on 04.09.2017 item 8.2)**

Darren White signed the acceptance of office documents and these were witnessed by the Clerk. Cllr White was given a Register of interest form and asked to complete this and return it to the Clerk as soon as possible for the TWBC website.

**3. 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.

**4. MINUTES OF PREVIOUS MEETING**

**Agree the minutes of the Parish Council Meeting 4<sup>th</sup> September 2017 and Finance Meetings 30<sup>th</sup> June and 19<sup>th</sup> September 2017.**

Cllr Stevens proposed acceptance of the minutes of 4<sup>th</sup> September 2017 meeting, seconded Cllr Larkin. Carried.

Cllr Richards proposed acceptance of the minutes of the Finance meeting of 19<sup>th</sup> September 2017, seconded Cllr Davis. Unanimous from those present at the meeting.

Cllr Davis proposed acceptance of the minutes of the Finance meeting of 30<sup>th</sup> June, seconded Cllr Richards, Unanimous from those present at the meeting.

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

**Public Rights of Way**

Clerk was still chasing. The Council’s submission was now number two in the waiting list so hopefully they would hear the results later this year or early next year

**Love Where We Live Awards**

The Clerk had heard that unfortunately none of the Horsmonden candidates had been chosen for the finals this time. However, all of the nominees were grateful for the recognition they had received from the Council.

**Street Cruiser Bus**

The bus had not turned up on Friday 29<sup>th</sup> September and had given no explanation. Cllrs Jenkinson and Larkin were going to meet at the bus again as soon as possible to see how it is going and investigate other possible places to park the bus again.

An amended risk assessment had not yet received despite the Clerk chasing several times. The amendments were to ask for a maximum number of children to be included plus an amendment to the clause saying that the children are supervised at all times. It was also noted that some of the children on the bus were below the age which the bus was meant for.

#### **Trees**

The Pollarding is to be done in between 16<sup>th</sup> -18<sup>th</sup> October by Tree works as previously arranged. Dan Docker, the tree conservationist from TWBC is investigating the possibility of pruning the Red Oak and trees either side of the clock face and will get back to the Council with his opinion.

#### **Village green Benches**

Trevor Simms was about to lay the concrete plinths for the two benches. The benches are on order.

*Cllr March suggested that item 9.1 Neighbourhood planning be discussed next as several members of the public were interested in this item and may not be able to wait until later to hear the outcome. It was therefore proposed that item 9.1 be brought forward for discussion by Cllr Stevens, seconded by Cllr Russell and voted for unanimously.*

#### **9.1 Neighbourhood planning – agree a chair to Horsmonden NH planning steering group, agree a Terms of reference for steering group, designate a NH area.**

Diana Morton had stepped forward to offer her services as Chair of the neighbourhood Planning Steering Group.

The Council thanked Diana for stepping forward to offer her services to the village and felt that with her wealth of experience and the fact that she knows many parishioners she would make an admirable Chair to the group. It was proposed by Cllr Davis, seconded by Cllr Holloway and voted for unanimously that Diana Morton become Chair to the Horsmonden Neighbourhood Planning Steering Group.

The Council went on to consider the area to be designated as the Horsmonden Neighbourhood planning area. Ferial Urbanism had recommended designating the whole parish unless the Council had a good reason to home in on a particular area, when they gave their public talk. It was considered that by designating the whole parish, the council could encompass all parishioners and all areas in Horsmonden into the plan. In the absence of any good reason to concentrate on one or more specific areas of the parish, it was therefore proposed by Cllr Russell that the Parish Council should ask TWBC to designate the whole parish of Horsmonden as the area for the Horsmonden Neighbourhood Plan, seconded Cllr Larkin, unanimous.

The Council then looked line by line at the Terms of Reference (TOR) for the Steering Group which the Clerk had prepared and circulated to them before the meeting. The TOR had been compared with that used by other parishes and some lines incorporated or removed as felt necessary.

The final result of this as discussed in the meeting was proposed for acceptance by Cllr Davis, seconded by Cllr White and voted for unanimously. The TOR would be circulated to all council members once the clerk had made the amendments requested, and a copy put on the council website alongside the Code of Conduct.

## 6. PARISH COUNCIL FINANCE

### 6.1 Agree Parish Council accounts to 1st<sup>October</sup> 2017 and settlement of invoices for this period (see appendix 1)

The following list of payments and receipts issued as 'Appendix 1' were examined by those present and proposed for acceptance by Cllr Russell, seconded Cllr Stevens, unanimous.

#### Appendix 1

##### Horsmonden Parish Council Accounts as at 1st October 2017

		<b>Balances</b>	
Current account with Co-operative Bank PLC b/fwd 04.09.2017 ( assuming all debits and credits have cleared the account)		£	78,323.49
Deposit account with HSBC b/fwd 04.09.2017 (assuming all credits and debits have cleared the account)		£	2.43
<b>Long term Bond with HSBC</b>			<b>£70,000.00</b>
interest on HSBC account			
Item	Ref	Receipts	Payments
EDF energy - electricity public conveniences ( estimated)	D/D		£ 241.00
Village green box electricity ( estimated)	D/D		£ 37.00
B&CE Holdings -The Peoples pension -September	D/D		£ 12.49
BT -phone and broadband -31.05-31.08.2017	D/D		£ 224.30
Mr C H Noakes - refund for daffodil bulbs	401945		£ 50.96
Mrs L D Noakes - September salary	S/O Flexi		£ 1,072.97
Mr C J Couchman - clock and play area - Sept	401946		£ 103.85
HM revenue and customs - Tax and NI L Noakes - September	401947		£ 175.03
SSE Contracting Ltd - August street lighting maintenance	401948		£ 71.26
Deposit cheque for Horsefair - cashed to pay for damages		£ 250.00	
TWBC - second half of precept		£ 42,697.50	
			£ 119,282.13
Current Account with Co-operative Bank PLC as at 01.10.17 (assuming all credits and debits have cleared the account)			£ 70,002.43
All Accounts with HSBC as at 01.10.17 (assuming all credits and debits have cleared the account)			<b>£ 189,284.56</b>
<b>TOTAL BANK:</b>			

### 6.2 Chair to reconcile accounts with bank statement for period up to and including 3rd September 2017

The Clerk allowed the Chair to examine the accounts for the previous month against the bank statement for the same period to check that the balances were correct. The Chair and clerk signed and initialled those figures checked appropriately.

### 6.3 Quotation for project managing the repairs to the Institute following the survey from Bracketts.

Cllr White asked if the repairs quoted for by Hurstway were to be carried out by scaffolding as he understood that these type of repairs can no longer be done by ladder under current legislation. Clerk

to clarify with Hurstway. It was also unclear as to whether all the tiles they would replace would be ‘closest possible match’ to existing or what sort of guttering they would replace with. It was also suggested that before going ahead with these works the council should find out how much it would cost to replace all the roof coverings, as this may be cheaper in the long run. The more urgent repairs to the fascia boards and guttering would still have to be carried out as soon as possible. It was considered that rain water barrels should be placed underneath the downpipes which do to connect to any drainage, with soak ways attached.

Therefore, Clerk to find out prices for repairs to fascia and guttering, and price for complete replacement of roof coverings, (split into roofing types i.e. tiled, slate and flat roofing.)

It was suggested that she go back to Hurstway for prices along these lines as well as trying Mastercraft Roofing Specialists at Wadhurst.

**6.4 Quotations from Bourne’s for autumn feed for village green and soil testing in the spring**

It was considered that another soil test was not yet required as these only needed to be carried out every three years or so and another was not therefore due until at least end of 2018.

It was proposed by Cllr Holloway and seconded by Cllr Larkin that the council accept Bourne’s quotation for Autumn/winter feed and fertilizer at a price of £295 net and have this applied as soon as possible.

**6.5 Consider donation to the Social club for new boiler**

The Clerk had clarified with the social club, that under the terms of the new lease being negotiated by both parties at present, the boiler was the social club’s responsibility. However, the members felt that they could offer a donation of £1000 toward the cost and installation of the new boiler. This was proposed by Cllr Richards, seconded Cllr Jenkinson and voted for unanimously.

**6.6 Street lighting quotation for certification of 45 street lights.**

The certification of the lights is required in 2018 and the clerk had been asking SSE about how much this would cost and when they could book the works in. She had not received any response from them as yet.

**7. PLANNING APPLICATIONS**

**i) Current applications awaiting consideration by the council:**

<b>Planning Application No:</b>	TW/17/02782/FULL
<b>Proposal:</b>	<b><u>Replacement oil tank in new location</u></b>
<b>Location:</b>	Sprivers Lamberhurst Road Horsmonden Tonbridge Kent TN12 8DR
<b>Recommendation:</b>	Approval
<b>Proposal:</b>	Cllr Richards, seconded Cllr Russell, unanimous
<b>Comments:</b>	Recommended approval. Reasonable adjustment to the property.

**ii) Any other planning business (discussion only - no decisions can be made)**

The Clerk advised that application TW/17/01451/OUT - Land to the rear of Kirkins Close, Horsmonden had been withdrawn.

**8. HIGHWAYS AND GROUNDS MAINTENANCE**

**8.1 Highways issues – footpaths, trees, roads, signs, verges, and markings (Lorries on Furnace Lane, verge cutting,)**

The following items were mentioned:

Potholes on Rectory Park Road all the way down past Lordship wood and to the church .Clerk to report to KHS, as this is well used for church and scouts.

There had been a request to see if the PC could ask for a 'Not suitable for HGV's' sign on the Horsmonden end of Furnace Lane. Liaise with Brenchley PC.

There was a loose post at far end of Village green. The clerk had already asked if Trevor Sims could repair this as he was already working on the green.

The gates on the green need adjustment as teh hinges have dropped making them difficult to open and close. Cllr Stevens offered to take a look at this.

**8.2 Street lighting and Christmas lighting (Consider further Christmas lighting required. Timing for Christmas lighting)**

Nothing needing attention under street lighting.

The Christmas festival is on 9<sup>th</sup> December, therefore lights must be up and ready for illumination by then. It was suggested that a working party will assist Cllr Stevens and Davis in putting up the lights on 2<sup>nd</sup> December. The lights will be illuminated from 9<sup>th</sup> December until 6<sup>th</sup> January inclusive. Clerk to let EDF know for UMSO certification.

**9. ADMINISTRATION**

**9.1 Neighbourhood planning – agree a chair to Horsmonden NH planning steering group, agree a Terms of reference for steering group, designate a NH area.**

Already dealt with elsewhere in the meeting.

**9.2 Traffic Solutions- agree the next steps and quotations.**

At their last meeting the Council had agreed to appoint MLM for the next stage of the detailed design.

However Cllr Davis had gone back to MLM to see if he could get a better price on handling the topographical surveys and acting as CDM (Principal Designer under the Construction, Design and Management Regulations 2015).

MLM had agreed to lower their handling charge for the topographical survey to 10% instead of 20% of the fee. (The survey would be carried out by Spatial Dimensions a cost of £1050as agreed at the last meeting for).MLM had also come back and offered to act as Principal Designer at a cost of £1800 instead of £2250 as previously quoted.

It was proposed by Cllr Davis and seconded by Cllr Richards that the clerks go back to MLM and say that the council agree to the new fees for principal designer and handling the topographical survey as above. However the project could not yet progress until the consultation was complete on the Brenchley road for moving the speed restrictions sign etc. Unanimous.

**9.3 Consider listing of the Gun and Spit Roast public house as an asset of community value.**

Cllr Richards had spoken to the new lease holders of the Gun and Spit Roast about this possibility and they agreed that it offered some protection against change of usage. It was proposed by Cllr Richards and seconded by Cllr White, unanimous that the clerks go ahead with listing this.

**9.4 Booking of the Village Green by HoVEC for an Christmas event –9<sup>th</sup> December 2017**

The event was planned to take place at teh edges of the green with stalls facing outwards. This was proposed for acceptance by Cllr Russell, seconded Cllr Jenkinson, unanimous.

**9.5 Discuss registering a Beacon for November 2018 commemorative service.**

It was discussed that the PC may try and organise an event with a beacon. Cllr Stevens to contact Robert Barr to see if he still has the beacon. It is possible that HoVEC may wish to be involved in this event.

**10. UPDATES (no decisions)**

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

Cllr Larkin and Jenkinson had met with Hilary Marshall on the green on the previous Friday. Hillary had a number of ideas for youth work, however it was not clear exactly what was required from the PC at this point, so further conversations would be needed.

Unfortunately the street cruizer had not arrived, without any explanation. Cllr Larkin had spoken to the head teacher about the possibility of parking the street cruizer bus near to teh school gates instead of the current location. The board of governors would discuss this at their next meeting. Another possibility might be to park it outside the village hall. This could be looked at also.

Cllr March had attended the Parish Chairs meeting where the various options under the local plan had been discussed.

Cllr March and Davis had been to a meeting at the Town Hall where Greg Clark had spoken about the local plan and the Civic Centre development.

Cllr Davis and Russell were attending the Highways' seminar on 20<sup>th</sup> October.

Cllr Richards had attended the Chairmanship training day run by KALC and said it was worthwhile.

Cllr Larkin to attend a Councillor training day on 7th October

The Clerk was going to attend the Finance Training day on 12<sup>th</sup> October.

**This meeting ended at 10.20pm**