



HORSMONDEN PARISH COUNCIL MEETING

In accordance with the statutory requirements of the Local Government Act 1972 Schedule 12 Paragraph 26 (2) [A] (Admissions to meetings) Section 1 (4) Notice is given that an ordinary meeting of Horsmonden Parish Council will be held in the Village Hall, Back Lane, Horsmonden on 1 December 2025 at 19:30.

Members of the public have the right to attend and will be welcomed by the Council.

TO ALL MEMBERS OF HORSMONDEN PARISH COUNCIL You are hereby summoned to attend the Meeting of Horsmonden Parish Council on Monday 1 December 2025 at 7.30pm in Horsmonden Village Hall, Back Lane, Horsmonden, Kent TN12 8LH.

Meeting called by Lucy Noakes Clerk to Horsmonden Parish Council, 01892 724989

Date: 25 November 2025

Please note that although members of the Public and press may not orally report or comment about a meeting as it takes place, they may a) film, photograph or make an audio recording of a meeting; b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting. All members of the council are respectfully requested to ensure that they are familiar with the details of each item listed on the agenda, prior to the meeting, by reading the relevant papers and emails or following the links provided.

Declarations of Interest (in accordance with the Members' Code of Conduct): If a Member has a prejudicial interest, this should be declared at the start of the meeting. Personal interests may be declared at this point or alternatively can be declared at the time when the specific item is being discussed, if a Member wishes to speak on an item in which s/he has a personal interest. Members in doubt about such a declaration are advised to contact the Monitoring Officer before the date of the meeting.

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AGENDA

Please see Agenda Notes for quotations and links to background information available at the time of issue on the following agenda points.

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST.

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

3. MINUTES OF PREVIOUS MEETING

Agree the Minutes of the Parish Council meeting on [3 November 2025](#)

4. PARISH COUNCIL FINANCE/QUOTATIONS

- a. Agree payments listing up to and including 30 November 2025 (see Appendix 1)
- b. Bank reconciliations at 30 November 2025
- c. Discuss and note internal auditors report for interim audit.
- d. CLOSED SESSION- agree recommendation from Personal committee for review of clerks' working hours and salary points on the NALC scale.
- e. Consider recommendation for Parish Precept 2026-27 from the Finance Committee with additional quotations.
- f. Review quotations received relating to maintenance of the Village Hall defibrillator, fitting of an external cabinet and addition of a bleed kit
- g. Agree quotation from EJP for repairs to fire alarm system at the Institute Building (Retrospective)
- h. Agree quotation for gutter repair at the Institute Building (Retrospective)

5. PLANNING

a. Applications

Planning Application:	25/02573/FULL
Proposal:	<u>Proposed rear single storey extension; removal of existing window in bedroom and installation of double doors</u>
Location:	Ash Barn, School House Lane, Horsmonden, Tonbridge, Kent TN12 8BJ

Planning Application:	25/02565/FULL
Proposal:	<u>(Retrospective) Change of use from agriculture to B8 on three buildings</u>
Location:	August Pitts Farm, Churn Lane, Horsmonden, Tonbridge, Kent TN12 8HW

Planning Application:	25/02587/FULL
Proposal:	<u>(Retrospective) Construction of 2no outbuildings for storage of coal & bins</u>
Location:	The Heath Stores, The Heath, Horsmonden, Tonbridge, Kent TN12 8HT

Planning Application:	25/02758/REM
Proposal:	<u>Approval of Reserved Matters (Appearance, Landscaping, Layout & Scale) following Outline Permission for Village hall and a residential development of up to 68 dwellings and associated infrastructure (22/00296/OUT)</u>
Location:	Land South Of Brenchley Road, Brenchley Road, Horsmonden, Tonbridge Kent

Planning Application:	25/02672/FULL
Proposal:	<u>Self Build - Conversion of barn to a single residential dwelling.</u>
Location:	Capel Manor House, Grovehurst Lane, Horsmonden, Tonbridge, Kent TN12 8BG

- b. Feedback and updates on planning and enforcement matters

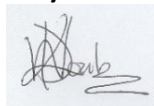
6. PARISH COUNCIL DECISIONS/ADMINISTRATION

- a. Parish Highways/footpath/street lighting/landscaping and tree works
- b. HIPs (Highways Improvement Plan) [HIPS](#)
- c. Discuss location of current school bus stops in the village
- d. Review and agree draft lease for new Parish Office
- e. Consider procedures/policy review:
 - Data Protection Impact Assessment (DPIA)
 - IT policy
 - Data Protection policy
 - Document Retention policy
 - CCTV Policy
 - 2026 Parish Council meeting schedule
- f. Consider quarterly play area inspection report from Capel Groundcare
- h. Agree volunteers to carry out regular inspections of the Village Green
- i. Consider request from HoVEC to book village green for Horsmonden Dog Show on 25 April 2026

Please note that the next full council meeting is scheduled for 12th January 2026

Lucy Noakes Clerk to Horsmonden Parish Council 01892 724989

Date of agenda notification 25 November 2025



Time: 11:17

Current A/c- Unity Trust Bank

List of Payments made between 03/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2025	EE - BT	BACS	21.08		Data for CCTV SIM
04/11/2025	Barret Gates & automation	BACS	1,327.20		supply and fit security gate
04/11/2025	Capel Groundcare	BACS	780.92		Grounds, SIDs, Play area ins
04/11/2025	PSR Lighting & Signs Ltd	BACS	380.40		street light repair
10/11/2025	British Gas Lite	DD	52.77		Public conveniences Aug-Oct
10/11/2025	British Gas Lite	DD	13.15		VG Boxes electricity
13/11/2025	SSE	DD	397.37		energy street lights Aug/Sept
17/11/2025	EE - BT	DD	64.80		November Mobile phones
18/11/2025	Castle Water	DD	44.15		October water toilets
18/11/2025	Peoples partnership	DD	238.18		Staff pension November
20/11/2025	Drax	DD	277.06		ElectricityOctStreetlights
20/11/2025	Microshade VSM	BACS	209.62		Nov Data & Emails
20/11/2025	Clearview Windows	BACS	175.00		Gutter clearance social club
20/11/2025	HMRC	BACS	677.40		NI Tax Nov
20/11/2025	Vision ICT Ltd	BACS	174.00		Web site MOT
20/11/2025	Alison Larkin	BACS	24.99		Refund plant & Box
20/11/2025	Kent Association of Local Coun	BACS	168.00		Clerks conference x2168.00
24/11/2025	British Gas Lite	DD	13.28		final invoiceToilets electrici
Total Payments			5,039.37		

