

MINUTES OF THE PARISH COUNCIL MEETING

HELD AT HORSMONDEN VILLAGE HALL

ON MONDAY, 3 APRIL 2023 AT 7:30PM

Present:

Cllrs Davis (Acting Chair), Jenkinson, Russell, Richards, Larkin, and Sheppard

In attendance:

Lucy Noakes (Clerk)

Anna Blyth (Assistant Clerk)

1. Apologies for Absence and declarations of interest

Cllr March & Cllr Currie – Cllr Russell proposed acceptance of the reasons for absence; seconded Cllr Larkin. Unanimous.

Cllr Hamilton had also sent her apologies prior to the meeting.

Cllrs Russell, Jenkinson and Sheppard declared an interest in item 4. e and did not take part in any discussions or decisions relating to this item.

2. Public Session (no decisions)

None.

3. Minutes of Parish Council Meetings

The Minutes of the Parish Council Meeting held on 2 March 2023 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Richards, seconded Cllr Jenkinson and voted for unanimously by those present at that meeting and signed by the Chair.

The Minutes of the Planning Committee Meeting held on 21 March 2023 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Larkin, seconded Cllr Jenkinson and voted for unanimously by those present at that meeting and signed by the Chair.

4. Parish Council Finance

a. Agree payments listing up to and including 31 March 2023 as attached (Appendix 1)

The Clerk showed a copy of the list of payments up to and including 31 March 2023 as a total of £7,739.09. Cllr Richards proposed approval of the schedule of payments; seconded Cllr Russell. Unanimous.

Cllrs Richards and Jenkinson agreed to release and authorise payments from the bank this month.

APPENDIX 1

Date: 03/04/2023

Horsmonden Parish Council Current Year

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Time: 12:34

Current Bank A/c

List of Payments made between 02/03/2023 and 31/03/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/03/2023	Clearview Windows	BACS	90.00		clean shelter
02/03/2023	Clearview Windows	BACS	60.00		Wash down play equipment
02/03/2023	Castle Water	DD	5.78		Water supply toilets
03/03/2023	Lloyds Bank PLC	DD	103.35		Lloyds bank credit card Feb
10/03/2023	EDF Energy	DD	28.00		March energy VG boxes
10/03/2023	EDF Energy	DD	352.00		March energy Public toilets
16/03/2023	SSE	DD	98.86		Street lights (part Nov-Feb)
17/03/2023	EE - BT	DD	52.80		Mobile contract March
20/03/2023	SSE	DD	580.58		Street light energy (Nov-Feb
20/03/2023	British Telecom	DD	41.26		Broadband and landline
23/03/2023	P&F Cleaning services LTD	SO	476.66		March toilets & shelter
23/03/2023	Mr J Couchman	BACS	103.87		Clock and play area March
23/03/2023	Tunbridge Wells Borough Council	BACS	33.53		Rates parish Office 23
23/03/2023	NPower Business solutions	BACS	103.11		Christmas light supply
23/03/2023	PSR Lighting & Signs Ltd	BACS	106.80		March street light maintenance
23/03/2023	Clearview Windows	BACS	60.00		Wash play equip March
23/03/2023	Clearview Windows	BACS	90.00		Cleaning noticeboards etc
23/03/2023	Citizens Advice N&WK	BACS	250.00		grant payment
23/03/2023	Mr J Boot	BACS	34.00		Photographs for council
23/03/2023	HMRC	BACS	577.55		Tax & NI March
23/03/2023	Mr J Boot	BACS	-34.00		Correction
23/03/2023	Mr J Sheppard	BACS	34.00		Photographs of councillors
24/03/2023	Kent Pat Testing	BACS	185.40		Annual Pat testing
24/03/2023	Mrs L Noakes	BACS	1,718.77		March salary and overtime
24/03/2023	Mrs A Blyth	BACS	996.08		March salary
27/03/2023	B&CE Holdings	DD	147.81		staff pension march
28/03/2023	Horsmonden Village Hall	BACS	672.00		Hall hire costs 22-23
28/03/2023	Capel Groundcare	BACS	650.75		Ground care and SIDS March
28/03/2023	Castle Water	DD	5.78		Water invoice supply March
28/03/2023	Business Stream	DD	33.56		Waste water Public toilets
31/03/2023	Lloyds Bank PLC	DD	42.54		Credit card March
31/03/2023	Unity Trust Bank	BACS	29.25		bank charges
Total Payments			7,739.09		

b. Confirm bank balances and Bank Reconciliation as at 31 March 2023

The bank balance at 31 March 2023 was displayed with a total at £21,188.32. This was confirmed as correct against the current bank balance and signed by the Chair.

c. Quotations for public toilets (change to water heater and locking systems)

The Clerk advised that Envirocure had recently carried out water checks at the public toilets and the Engineer had suggested that the water in the disabled toilet was running too hot. This had

now been checked again by Envirocure who confirmed that everything is in order. The tap in the disabled toilet is a mixer tap so the temperature can be adjusted accordingly.

The Clerk had circulated a quotation from Locum Locks to Cllrs prior to the meeting. The Clerk explained that Locum Locks had recently visited to have a look at the timer system in the public toilets and whilst there they disconnected the disabled toilet lock so that it is permanently locked for the time being. This decision was made by the Chair due to continuous vandalism.

Cllrs discussed the recent vandalism in the men's toilets and agreed that this issue should be raised at the Annual Parish meeting on the 15th May. It was suggested that the Clerk should generate a list of costs that will demonstrate how much of parishioner's money is spent on keeping the public toilets open and in good order. It was agreed that photos of the vandalism will also be shown to create more awareness of the problems the PC are facing on a weekly basis. The Clerk advised Cllrs that the Community Safety Officer from TWBC had offered to visit soon and it was hoped that he would be able to give some guidance regarding additional security measures such as CCTV.

The Clerk advised Cllrs that the light sensors had now been installed in the toilets however, the electrician needed to return to disconnect the old lighting timer from the locking timer as the lighting timer is no longer needed. The Clerk advised that a quotation for this additional work is awaited from B&K Electrical.

Cllr Larkin proposed that the Clerk assembles the data required for the Annual Parish meeting and the disabled toilet remain locked for the time being; seconded Cllr Russell. Unanimous.

d. **Quotations for Play area (new cradle swing seats and repair/renewal of play surface)**

The Clerk had circulated to Cllrs a quotation for two new cradle swing seats from Capel Groundcare and a quotation for renewal of the play area surface from RTC Safety.

The Clerk reminded Cllrs that there is £48k in section 106 monies which is allocated to the children's play area and this needs to be used by 2028.

Cllrs discussed the replacement of the cradle swing seats and commented that £451 plus VAT for two cradle seats seemed quite expensive. The Clerk will look into the cost and investigate alternatives.

Cllrs also discussed the quotation for the renewal of the play area surface, which had been obtained following concerns raised regarding small areas of the current surface that are "spongy" and uneven under foot. The quotation received from RTC Safety was split in to four options as follows:

Option 1 To Install 5 x 1m² Patch Repairs With 5 l/m Band Repair in Gate in Solid Standard Colour - Red, Blue or Green - **£2,907 plus VAT**

Option 2 To Rip Up and Remove Existing Wet Pour and Install New Black Wet Pour Safety Surface - **£23,796 plus VAT**

Option 3 To Rip Up and Remove Existing Wet Pour and Install New 50/50 Black And Standard Colour Wet Pour - **£26,067 plus VAT**

Option 4 To Rip Up and Remove Existing Wet Pour and Install New Standard Colour Wet Pour - **£28,339 plus VAT**

Cllr Russell advised that there is also £32k in EMR for the play area however, if this was not needed in the longer term the Council could agree to 'vire' it for another use. It was also noted that the "dips" in the surface had not been raised as an area for concern in the annual ROSPA play area inspection report or the quarterly inspection reports carried out by Capel Groundcare.

After lengthy discussion, Cllr Richards suggested that the PC should consider going ahead with the patch repairs (option 1) and also the replacement of the two cradle swing seats but request the funding for this from the section 106 funds held by TWBC. The PC could then look into completely refurbishing the play area in a few years, using the rest of the available S106 funds. Cllr Russell proposed that the Clerk approaches TWBC with a request for section 106 monies for the repair of the play area surface (£2,907 plus VAT) and replacement of two cradle swing seats (£451 plus VAT); seconded Cllr Sheppard. Unanimous.

Before moving on to the next items, Cllr Russell reminded Cllrs that the PC only has £1,000 allocated for grants in the 2023/24 period so must be mindful of this when discussing items 4e, 4f, 4g and 4i.

e. Grant request from Horsmonden Choir for equipment

The Clerk had circulated a grant request form from Horsmonden Choir requesting £400 in respect of equipment.

Cllr Richards proposed that the PC grant £200 to Horsmonden Choir towards equipment; seconded Cllr Larkin and voted for unanimously by those able to vote.

It was noted that the amount granted has been restricted due to the PCs limited funds for Grants in 2023-24.

f. Grant request for community fridge

The Clerk advised that a grant request form had not yet been received from the applicant in respect of the community fridge however the grant request is expected to be in the region of £800 - £1000 towards electrical costs to run the fridge. The Clerk advised that the applicant is still liaising with the Social Club regarding a location for the fridge.

Cllr Larkin commented that as a grant request form had not yet been received, the PC are not in a position to make an informed decision regarding funding at this stage.

g. Grant request for Air Ambulance

The Clerk had circulated a letter to Cllrs from the Air Ambulance requesting a contribution of £300. It was agreed by all Cllrs that this is a very worthy cause and Cllr Jenkinson proposed that the PC grant £200 to the Air Ambulance; seconded Cllr Sheppard. Carried.

h. Request of grant for Paddock Wood Community Advice Centre

The Clerk had circulated a letter to Cllrs from Paddock Wood Community Advice Centre requesting a contribution towards the work they carry out in the local area. It was agreed by all Cllrs that this is a very worthy cause and Cllr Russell proposed that the PC grant £200 to the Paddock Wood Community Advice Centre; seconded Cllr Sheppard. Unanimous.

i. Request to pay for hall hire for Mature Drivers Course

Cllr Russell advised that the Village Hall Committee had discussed this at their recent meeting and the committee were minded to offer the village hall free of charge for this course for up to one day as the course is of general benefit to the community.

5. Planning

a. Planning applications

Planning Application:	23/00613/FULL
Proposal:	<u>Erection of new detached garage block</u>
Location:	Spring Farm, Goudhurst Road, Horsmonden, Tonbridge, Kent TN12 8AY
Recommendation	Approval
Proposal	Cllr Richards; seconded Cllr Sheppard. Carried.
Comments	Propose acceptance as a reasonable addition to the property. All works should be carried out in line with Horsmonden Parish Councils Sustainability policy.

Planning Application:	23/00595/LBC
Proposal:	<u>Listed Building Consent - Alterations to existing garage conversion to include self-contained shower room</u>
Location:	Mableford Cottage, Green Road, Horsmonden, Tonbridge, Kent TN12 8JS
Recommendation	Approval
Proposal	Cllr Russell; seconded Cllr Sheppard. Unanimous.
Comments	Propose acceptance as a reasonable provision of additional facilities subject to the Conservation Architect's approval. All works should be carried out in line with Horsmonden Parish Councils Sustainability policy.

Planning Application:	23/00564/FULL
Proposal:	<u>Erection of studio/garden room, Addition of window to west elevation</u>
Location:	The Old Dutch Barn, School House Lane, Horsmonden, Tonbridge, Kent TN12 8BN
Recommendation	Approval
Proposal	Cllr Jenkinson; seconded Cllr Richards. Unanimous.
Comments	Propose acceptance as a suitable addition. All works should be carried out in line with Horsmonden Parish Councils Sustainability policy.

6. Parish Council Decisions/Administration

a. Parish Highways/ footpath/ street lighting/ landscaping and tree works/issues

The Clerk had circulated the results of the recent Street Lighting survey that was carried out by PSR Lighting and highlighted the issues raised. Although none of the issues were considered imminently dangerous, the Clerk had asked PSR for an estimated cost to carry out repairs. Cllr Russell mentioned potholes on Orchard Way and Back Lane, which had both been reported to KCC Highways via the online portal.

Cllrs noted that there was an ATC (automatic traffic count) situated on Goudhurst Road near the proposed site at Bassett's Farm, which had been pointed out by several parishioners.

b. HIPS – consider additional HIPS for discussion with KHS

Cllr Davis advised that the meeting with Emma Tilbury from KCC Highways on the 6th March was very productive. The HIP has now been updated to reflect this meeting and Cllr Davis talked through each item to update the PC:

Priority 1 – Lamberhurst Road - Cllrs Davis explained that HADMs data provided by Emma at the meeting showed that the average speed of vehicles travelling on this section of 60mph road is already below the desired speed limit of 40mph. It was confirmed by KCC that it would also be difficult to install 40mph repeater signs due to the lack of available verge in this location. Cllr Davis advised that the recent request from a resident for horse signs was raised at the meeting however, KCC do not feel that this would be possible due to the lack of available verge for signage.

Cllr Russell is still obtaining more information regarding the accident at this spot and once received this will be passed over to KCC Highways for their further consideration.

Priority 2 – Maidstone Road - The PC agreed the two proposed locations on Maidstone Road for the ATCs.

Priority 3 – Yew Tree Green Road – The Assistant Clerk will follow up with KCC to see if there is any update regarding the possibility of a SLOW marking on the road and bend warning signs.

Priority 4 – Green Road - The PC agreed that this item should be moved to the “historical” section of the HIP.

Priority 5 – Maidstone Road (end of 30mph zone) - The PC agreed with the proposed location of the ATC.

Cllr Davis advised that the request from a parishioner for speed bumps on Lamberhurst Road was discussed however KCC confirmed that they are unable to install physical traffic calming measures at the location as it is a classified B-road (B2162) and an emergency response route. KCC has an agreement with emergency service providers that they shouldn't install traffic calming measures on classified A and B roads as this can have a negative impact on response times. The Assistant Clerk has already confirmed this to the parishioner.

Cllr Davis confirmed that one more collision at the crossroads had been added to the KCC Collision Data list. This was a collision only with no injuries and it was noted that this was the first one since 2020.

Cllr Larkin advised that Collier Street had recently had police present and monitoring the speed of traffic through the village and suggested that the PC should investigate the criteria for this to see if any monitoring can be carried out in Horsmonden.

c. Revise procedure for Village Green booking deposits (cheques no longer available in a lot of cases)

The Clerk asked Cllrs to consider an alternative way to take deposits from hirers of the Village Green as cheques are not commonly used anymore. The Clerk shared procedures used by other PCs for taking deposits.

After a discussion between Cllrs, Cllr Russell suggested that the Clerk check with Rialtas to see if the accountancy system has a facility for taking deposits and paying them back. It would also be useful to ask the internal auditor for his thoughts on this. This item will be brought back to the next meeting.

d. Revise/agree the following policies procedures with changes where necessary:

Risk Assessment, Risk Assessment for office use (during Covid-19), Health and Safety Policy, Lone worker Policy, Risk Assessment for Face to Face Meetings, Legionella Control and Management Policy, Safeguarding Policy.

The Clerk had circulated each policy to Cllrs prior to the meeting for their review.

Each document was discussed and commented on as follows:

Risk Assessment

Cllr Russell proposed acceptance of the wording within the Risk Assessment with no amendments to be made; seconded Cllr Larkin. Unanimous.

Risk Assessment for office use (during Covid-19)

Cllr Richards proposed that this policy is not needed at present but should be kept in abeyance for future use if required; seconded Cllr Sheppard. Unanimous.

Health and Safety Policy

Cllr Jenkinson proposed acceptance of the wording within the Health and Safety policy with no amendments to be made; seconded Cllr Larkin. Unanimous.

Lone worker Policy

It was agreed that under the "Guidance" section the first point should be amended to say "external office door".

Cllr Russell proposed acceptance of the wording subject to the amendment detailed: seconded Cllr Jenkinson. Unanimous.

Risk Assessment for Face to Face Meetings

Cllr Richards proposed that this policy is not needed at present and should be kept in abeyance for future use if required; seconded Cllr Sheppard. Unanimous.

Legionella Control and Management Policy

Cllr Sheppard proposed acceptance of the wording within the Legionella Control and Management policy with no amendments to be made; seconded Cllr Larkin. Unanimous.

Safeguarding Policy

Cllr Richards proposed acceptance of the wording within the Safeguarding policy with no amendments to be made; seconded Cllr Russell. Unanimous.

e. What Goes on Here? – finalise plans for PC stall

The Clerk had circulated to Cllrs a flyer prepared by the Steering Group in respect of the Horsmonden Neighbourhood Plan Referendum on the 8th June 2023. The Steering Group have asked for this to be handed out at the Parish Council stand at the What Goes on Here? event. The Clerk advised that the flyer has been sent to Deborah Dixon at TWBC for her to review and ensure that the wording is neutral. Cllr Davis asked whether the flyer should mention that photo ID is required to vote. It was agreed that this was a good point that should be added. The Clerk had also circulated printing costs from a local printing company to Cllrs prior to the meeting.

Cllr Jenkinson proposed that 400 copies of a suitable flyer should be printed in colour (totalling £72), subject to Deborah Dixon's approval of the wording; seconded Cllr Sheppard. Unanimous. It was agreed that the Clerk would double check that printing would be in colour with a white background.

There was further discussion between Cllrs regarding the Parish Council stand and it was agreed that there should be a competition for children to win a bug hotel. Cllr Larkin advised that her husband would be willing to make a bug hotel as a prize. The Clerk and Assistant Clerk agreed to create a document for children to choose a number between 1 and 25 which would enable a winning number to be drawn at the end of the event. It was also agreed that instructions for making your own bug hotel should be printed and laminated for viewing on the stall, to encourage parishioners to become involved in making their own.

It was agreed that the Clerk will meet Cllr Larkin and her husband at the village hall at 8.45am on the 22nd April to collect two tables and some chairs and then head to the village green to set up for the event.

f. Plans for the Annual Parish Meeting – 15 May

It was agreed that four posters should be printed to advertise the Annual Parish Meeting. The Clerk will collate information regarding the public toilets including the costs incurred to keep them open and in good order following the many acts of vandalism that have been experienced over the last year. The Assistant Clerk will gather all photos of the damage that has been caused so that this can be shown at the meeting.

Cllrs discussed whether there should be a guest speaker at the meeting and it was agreed that the Clerk would approach the Air Ambulance to see if they would be interested in speaking and if they are unable to attend she would then approach the Paddock Wood Community Advice Centre.

It was agreed that the Clerk could spend up to £10 on crackers, tea, coffee and milk. The PC will also provide red and white wine for those who would like it.

7. CONSULTATIONS

a. South East Water strategic priorities for the next 25 years – ends 10 April 23

<https://southeastwater.uk.engagementhq.com/sds>

Cllr Larkin agreed to complete this consultation on behalf of the PC.

There being no further business the meeting closed at 10.05pm