

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT HORSMONDEN VILLAGE HALL
ON MONDAY, 3 JULY 2023 AT 7:30PM**

Present:

Cllrs March, Davis, Russell, Richards, Sheppard, Jenkinson and Currie

In attendance:

Lucy Noakes (Clerk)

Anna Blyth (Assistant Clerk)

4 members of the public

1. Apologies for Absence and declarations of interest

Cllrs Larkin and Baxter-Smith. Cllr Sheppard proposed acceptance of the reasons for absence; seconded Cllr Currie. Unanimous.

2. Public Session (no decisions)

None.

3. Minutes of Parish Council Meetings

The Minutes of the Parish Council Meeting held on 5 June 2023 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Richards, seconded Cllr Russell and voted for unanimously by those present at that meeting and signed by the Chair.

The Minutes of the Planning Committee Meeting held on 20 June 2023 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Davis, seconded Cllr Sheppard 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 2 July 2023 as attached (Appendix 1)

The Clerk showed a copy of the list of payments up to and including 2 July 2023 as a total of £7,812.65. The Clerk explained that one payment to PSR Lighting has been credited out as the works have not yet been successfully completed.

Cllr Currie proposed approval of the schedule of payments; seconded Cllr Richards. Unanimous.

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

APPENDIX 1

List of Payments made between 05/06/2023 and 02/07/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
12/06/2023	EDF Energy	DD	102.00		june toilets electricity
12/06/2023	EDF Energy	DD	45.00		VG box June elecricity
15/06/2023	HMRC	BACS	710.42		Tax and NI
16/06/2023	Business Stream	DD	44.38		Waste water toilets Mar-Jun
19/06/2023	British Telecom	DD	118.76		June telephones
19/06/2023	SSE	DD	414.93		May electricity- Lights
19/06/2023	EE - BT	DD	60.38		mobilephones June
23/06/2023	Mrs L Noakes	BACS	1,895.51		June Salary and overtime
23/06/2023	Anna Blyth	BACS	1,010.58		June Salary
23/06/2023	P&F Cleaning services LTD	DD	476.66		cleaning toilets & shelter
28/06/2023	Castle Water	DD	5.78		water supply toilets
29/06/2023	B&CE Holdings peoples pension	DD	264.72		Staff pension
30/06/2023	Mr J Couchman	BACS	103.87		June Clock and play area
30/06/2023	P&F Cleaning services LTD	BACS	100.00		Toilet maintnce & extra clean
30/06/2023	Unity Trust Bank	DD	32.40		bank Service charge
02/07/2023	Kent Association of Local Coun	BACS	84.00		Planning Training
02/07/2023	Society Of Local Council Clerk	BACS	72.00		training planning summit clerk
02/07/2023	The Living Forest	BACS	837.00		Tree works
02/07/2023	Viking	BACS	125.17		stationery
02/07/2023	Clearview Windows	BACS	50.00		Clean noticeboards, benches
02/07/2023	Clearview Windows	BACS	60.00		cleaning play area
02/07/2023	PSR Lighting & Signs Ltd	BACS	351.00		photocell & repairs
02/07/2023	Capel Groundcare	BACS	1,199.09		June groundcare
02/07/2023	PSR Lighting & Signs Ltd	BACS	-351.00		Photocell and repairs
Total Payments			7,812.65		

b. Confirm bank balances and Bank Reconciliation as at 30 June 2023

The bank balance at 30 June 2023 was displayed with a total at £136,283.91. The Clerk confirmed that the PC are waiting to invest £75,000 with United Trust Bank and are in the process of setting up the new account.

The amount of £136,283.91 was confirmed as correct against the current bank balance and signed by the Chair.

c. Consider quotation for provision of a 3-year risk assessment and management programme for legionella risk at PC owned buildings

The Clerk had circulated to Cllrs prior to the meeting a quotation received from Envirocure to carry out a risk assessment for all three buildings owned by the PC. The Clerk explained that this happens every 2/3 years and as the existing risk assessment expires in August, it is due to be carried out again.

Cllr Jenkinson proposed acceptance of the quotation from Envirocure totalling £560; seconded Cllr Richards. Unanimous.

d. **Discuss/agree revised quotations for feasibility studies for Horsmonden Village Hall**

The Clerk had circulated to Cllrs prior to the meeting four revised quotations received from local architects. The revised quotations had been requested following Cllr Baxter-Smith preparing a scope of works document, which had been sent to all architects to ensure they were quoting on the same basis. The Clerk had prepared a comparison document which was shared and discussed by Cllrs at the meeting.

Cllr Richards proposed that the PC instruct Carlos Elsesser to carry out the work as his initial ideas were well received by members of the working party and his quotation (£2400 plus VAT) included additional points not covered by the cheapest option; seconded Cllr Russell. Carried.

e. **Discuss/agree quotations for structural engineer's survey of clock tower at The Institute**

The Clerk had approached three structural engineers regarding carrying out a survey of the clock tower however only two quotations had been received in time for the meeting. The Clerk made Cllrs aware that both quotations are subject to the PC arranging a cherry picker (if it is deemed necessary to have one) which would be an additional cost to consider. The Clerk had investigated and advised that the cost for hire of a cherry picker with an operator would be in the region of £500.

The Chair commented that she was unsure of the insurance implications of the PC arranging their own cherry picker for this and suggested that the Clerk goes back to the structural engineers asking them to quote including a cherry picker if they feel it is required. It was agreed that this item would be brought back to the next meeting in September.

f. **Consider application for KCC Member grant for wild flower area at Fromandez Drive**

The Clerk had circulated an email from Cllr Larkin to Cllrs prior to the meeting however, as Cllr Larkin was unable to attend the meeting she was not able to talk through the content. The Clerk suggested that the PC consider giving Cllr Larkin and her group of volunteer's delegated authority to choose what they feel is needed for the wildflower area. The Clerk reminded Cllrs that if the PC use a KCC members grant for this they may be less likely to be successful if they should apply for a further KCC members grant for anything else later on in the year.

After discussion, Cllr Richards proposed that the PC give Cllr Larkin authority to allocate up to £1,000 for bulbs/wildflower seeds for the area at Fromandez Drive; seconded Cllr Russell. Unanimous.

g. **Consider Parish Council energy contracts/prices for renewal**

The Clerk had circulated a 2-year renewal offer received from the PC's energy broker in respect of the electricity supply to the PC owned street lights. It was noted that the offer received is almost half the cost of the existing energy contract.

Cllr Sheppard proposed acceptance of the annual cost of £2,768.78 for a 2-year contract with SSE; seconded Cllr Davis. Unanimous.

The Clerk had also circulated renewal offers received from the PC's energy broker in respect of the electricity supply for the public toilets and the electricity box on the village green. Both contracts are currently with EDF. The Clerk talked through the options received and it was agreed that the best renewal option was with British Gas Lite, which is an online only provider.

The annual costs with British Gas Lite for a 2-year contract are as follows:

Public Toilets - £1493.75

VG Box - £259.39

The Clerk confirmed that both locations already have smart meters installed.

Cllr Richards proposed that the PC move to a 2-year contract with British Gas Lite for both the public toilets and the VG box at the costs detailed above; seconded Cllr Currie. Unanimous.

h. **Consider quotation to replace tree plaque which was for the late Queens 90th birthday**

The Clerk had circulated a quotation from Capel Groundcare to install a new ground spike for the tree plaque, which was for the late Queens 90th birthday. The costs are as follows:

Wrought iron spike with metal plate - £36.50 plus VAT

2-3hrs to mount the plaque on the spike & weld something on the bottom of the spike to prevent it pulling through the concrete - £68 - £102 plus VAT

1 hour to make a hole, place the spike, secure with concrete & make good the ground - £34 plus VAT

Post mix - £10.50 plus VAT

Cllr Davis proposed that the PC go ahead with the quotation provided by Capel Groundcare at a maximum cost of £183 plus VAT; seconded Cllr Russell. Unanimous.

5. Planning

a. Planning applications

Planning Application:	23/01383/FULL
Proposal:	<u>Erection of 12 no. ground mounted solar panels (Retrospective)</u>
Location:	Crackhill Oast, Grovehurst Lane, Horsmonden, Tonbridge, Kent TN12 8BG
Recommendation	Approval
Proposal	Cllr Russell; seconded Cllr Sheppard. Unanimous.
Comments	Propose acceptance as a contribution towards the sustainability of the property.

Planning Application:	23/01509/FULL
Proposal:	<u>Erection of a replacement dwelling with roof mounted solar panels, installation of air source heat pump, new swimming pool, provision of new secondary access, associated landscaping</u>
Location:	Holly Oak, Grovehurst Lane, Horsmonden, Tonbridge, Kent TN12 8BG
Recommendation	Approval
Proposal	Cllr Currie; seconded Cllr Richards. Unanimous.
Comments	Recommend acceptance as it is in keeping in scale and image and features net zero carbon measures which support the PCs strategy. The PC would like to see a restriction included stating that any goods deliveries should be off the access road and any parking for contractors or sub-contractors must be contained on site.

	All works should be carried out in line with Horsmonden Parish Councils Sustainability policy.
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b. Horsmonden Neighbourhood Plan.

Discuss proposals from Bassets Farm Forum (BFF) for meetings between PC and the forum to ensure implementation of NH Plan policies for all future village developments.

It was considered by the Council that such discussions between the BFF and PC to discuss the policies contained within the NH plan would be useful for all large planning applications in the future and with this in mind the councillors were happy to form a working party with members of the group. However, Cllrs considered that the working party should be known as 'Future Village Developments Working Group' or a similar name rather than specifically relating the group to Bassetts Farm. It was suggested that the working party would consist of Cllr Richards, Cllr Davies and Cllr Jenkinson with three BFF members if possible. Dates for the party to meet need as yet to be organised.

Update on the discussion with TWBC and planning consultants about the Limits of Built development and how any future updates of this will affect the Horsmonden NH plan.

It was confirmed that Cllr Davis attended the meeting with TWBC officers and Jim Boot, the PCs NH plan consultant however, unfortunately Cllr Richards was unable to attend due to technical issues with his laptop. It was agreed that the Limits of Build Development (LBD) used in the NH plan is the same as that used in the Regulation 19 version of the Submission Local Plan (SLP). Cllr Richards commented that the LBD in the Local Plan would always take precedence over the NH Plan as it is a higher level of planning policy.

It was confirmed that whilst the NH plan cannot be changed at present, it could be updated in the future if it was deemed necessary to do so. The Chair suggested that the Clerk should contact TWBC and ask what the steps would be to make any updates to the NH plan in the future, if required.

6. Parish Council Decisions/Administration

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

- **Discuss recent flood issues on Lamberhurst and Goudhurst Road.**

The Clerk advised that the flooding issues on Goudhurst Road outside the Rectory have again been raised with Highways. Unfortunately, there is little that can be done regarding this as the drains are cleared regularly by KCC but the condition of the privately-owned driveway is also a contributing factor as the loose tarmac is getting washing into the gully causing a blockage. This issue has been raised with St Margaret's.

- **Consider request from Bassets Farm Forum to provide an additional SID location outside entrance to Bassets Farm (this would also need to be agreed by KCC).**

It was considered whether there would be any merit in trying to expand the current area covered by the PCs SID's (Speed indicator Devices) to include a position near to Bassetts Farm. This would require installing another pole to put the existing SIDs on to, or using the existing pole which already has a flashing traffic sign on it and which belongs to KCC. The PC made the point that if the existing SIDs are used on an additional pole this will spread their use more thinly

as it's another position to monitor. This could be overcome by owning a third SID but this may not be allowed under KHS rules and would be a cost to the parish as well as adding substantially to the monthly costs for upkeep, recharging, moving around and extracting data etc. The reasons for wanting this were considered by the PC: if it is merely to slow traffic then the existing road traffic sign which flashes could perhaps be updated to try and make it more useful? If the idea of having an additional SID in this area was to gather data then it was considered by the PC that this might be better gathered by using ATC's as the data from these is more accurate and meaningful. With this in mind the PC will ask KHS if there are any updates which might be possible for the existing flashing sign to make it more useful instead of considering a SID at this point.

- **Consider request from Bassets Farm Forum to provide an ATC (Automatic Traffic Count survey) for two weeks on the Goudhurst Road (exact location would need to be agreed by KCC).**

The Clerk confirmed that an ATC has been arranged and will be in place for 2 weeks with effect from the 5th July 2023. The cost of this was £170 plus VAT and had been authorised by the Clerk as allowed by the Council's Financial Regulations.

- **Request by parishioner for double yellow lines on Maidstone Road.**

The Clerk explained that she had received an email from a parishioner regarding vehicles being parked on Maidstone Road. Whilst the PC can sympathise with the parishioner's concerns, Cllr Jenkinson felt that the PC putting in a request for double yellow lines at this location might set a precedent and encourage other residents to make similar requests.

Cllr Jenkinson proposed refusal of this request for double yellow lines on this section of Maidstone Road; seconded Cllr Richards. Unanimous.

b. HIPS – update the and agreements to include the ATC on the Lamberhurst Road and results of the recent ATC on Maidstone Road

The Clerk had circulated the results of the ATCs from three separate locations on Maidstone Road to Cllrs prior to the meeting.

In respect of the first two locations, which relate to HIP Item 2, Cllrs discussed the results and reviewed the comments from KCC. The average speeds recorded in these locations indicate that drivers are already driving to the condition of the road with just 0.2% of vehicles travelling above 60mph and no vehicles travelling above the enforcement limit (10% + 2mph). In the majority of cases, vehicles are travelling far below the desired 50mph speed limit. It is felt by Highways that installing 50mph signs could in fact have a negative impact on speeds as those currently driving below 50mph may feel more inclined to drive at the posted speed limit.

After a lengthy discussion, Cllr Davis proposed that the PC confirm that they are happy with the results of the two ATCs and the statement provided from KCC and request that HIP 2 is added to the historical priorities record; seconded Cllr Richards.

In respect of the last location, which relates to HIP Item 4, Cllrs discussed the results and reviewed the comments from KCC. It was agreed that whilst it is good to see there is

reasonable compliance with the posted speed limit, Cllrs still feel that a speed reduction to 30mph in this area is justified mainly due to the lack of any pavement. Cllr Russell reminded Cllrs that this HIP request had originally been raised by a parishioner who lives on this stretch of road and has school aged children who have to walk into the centre of the village for the bus stop.

Cllr Jenkinson proposed that the PC should continue to pursue this HIP and request that KCC consider reducing the speed limit to 30mph as it is currently dangerous for children walking to the bus stop without a pavement. The ATC results also show that some drivers are speeding; seconded Cllr Currie. Carried.

c. Consider booking of Village Green for annual Horsefair on 10th September 2023

Cllr Richards proposed acceptance of the annual Horsefair event on the village green subject to receiving the all requested documentation/information from the organisers; seconded Cllr Currie. Unanimous.

d. Confirm change of host for the domain name “Horsmonden-pc.gov.uk” from Interdirect to Vision ICT following notification that Interdirect will discontinue the service after 31st August 2023.

The Clerk advised that Interdirect had explained that with effect from the 31st August they will no longer be able to host '.gov.uk' domain names due to the additional administration involved. The Clerk had already approached the PCs website host, Vision ICT who have quoted a reduced rate of £65 for two years hosting, which is considerably cheaper than Interdirect. In view of this, the Clerk advised Cllrs that she had already started the process to move over to Vision ICT, having authorised the payment under her authority provided by the Council's Financial Regulations.

e. Consider first draft of Parish Council Play Area lease (to be agreed with Horsmonden Kindergarten Trust)

The Clerk confirmed that the draft Play Area lease had not yet been received as hoped, so this will be brought to the next meeting.

f. Consider if Horsmonden wish to take part in the 80th Anniversary of D-Day 6 June 2021. Will the beacon be included?

The Clerk advised that she had contacted HoVEC to see if they have any plans for the 80th Anniversary of D-Day but no response has been received as yet. At this stage, the PC have no plans but it was agreed that this would be brought to the next meeting when more information may be available and a response from HoVEC received.

7. CONSULTATIONS

a. Draft Kent Minerals and Waste Local Plan 2024-39 and Draft Kent Mineral Sites Plan - Regulation 18 Public Consultation June 2023 www.kent.gov.uk/mineralsandwaste closes 31 August 2023

The PC did not wish to make a comment on this consultation.

b. Kent and Medway Integrated Care Strategy

<https://www.haveyoursayinkentandmedway.co.uk/hub-page/kent-and-medway-integrated-care-strategy-hub> closes 31 August 2023

The PC did not wish to make a comment on this consultation.

There being no further business the meeting closed at 9.38pm