

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 9<sup>TH</sup> APRIL**  
**2018**

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

**In attendance:** Lucy Noakes (Clerk and RFO)  
9 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 noted.**

**1. APOLOGIES FOR ABSENCE**

Cllr Larkin.

Cllr McDermott (TWBC)

**2. NEIGHBOURHOOD PLANNING**

The terms of reference for Horsmonden Neighbourhood Planning Group had been circulated beforehand to all members of the Parish Council and NH planning group. The clerk informed those present that there had been a couple of alterations to the template: one being a grammatical error, another being a n alteration of the wording under the section on Data Protection, to update the legislation and regulations. It was proposed by Cllr White and seconded by Cllr Jenkinson that the amended version of the Terms of reference be accepted by the council, unanimous. All members of the NH planning group present, including the Chair, were in agreement with accepting the amended terms of reference and it was signed by both parties.

The clerk to the council and secretary of the NH planning group had circulated a copy of the Declaration of Acceptance of Office, and the code of conduct to all members of the NH planning group. All members of the group were present during the meeting and signed the acceptance of office appointing them to act on the council's behalf and abide by their code of conduct.

**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.**

A member of the public requested to speak about the crossroads in the village and asked if it was possible to have in writing a plan of action from KCC as to what was going to be done and when to try and prevent more accidents occurring. The parishioner also asked if KCC could put in writing the reasons why certain suggestions made by parishioners could not be put in to practice.

It was considered that the question could be more suitably answered if item 9.1 were to be brought forward on the agenda and this was proposed by Cllr Davis, seconded by Cllr Stevens and voted for unanimously.

**9.1 Traffic Solutions- update on recent traffic accident at the crossroads. Update on current traffic project: agree the next steps and quotations.**

Cllr Davis explained that he had been having discussions with Mike Hardy at KCC about this and that the reason why the new STOP sign had not yet been implemented was because officers were still in the process of deciding the best course of action.

There had been a visit from KHS officers plus an independent safety adviser after the last but one accident and officers had not had a chance to make a recommendation when the following and last accident took place. Following this a different safety officer was asked to come and give an opinion in order to maximize the benefits of professional opinion on the best way forward. There had been some suggestions from officers of possibly moving the bus stop and placing yellow lines on the corners of the junctions as well as improving the markings on the Maidstone Road side of the crossroads. Following these reports KHS officers are now trying to decide on the best way forward.

Cllr Davis said he fully understood the concern and need for urgent action on this matter but he believed that it was best to have all the professional opinions in place first so that the best course of action could be taken for the long term. He said that he understood that KCC had now been able to allocate more funding to improvements at the crossroads and that we were now waiting to hear what the professionals believed would be the best way to spend KCC's funding on this.

It was suggested that the clerk email Mike Hardy to see if KHS/KCC were yet able to come up with an action plan and dates when implementation would take place. Once this information was available the clerk could then publicise on the Parish Council noticeboards and website.

Cllr White suggested that the council may wish to look at purchasing a further SID so that there were two heads to move around. However, this was not necessarily considered the best course of action, as the SIDS are designed to be rotated in several different positions throughout the village in order to keep drivers alert. It was suggested that the council should wait and see what information could be gained from the first SID before considering this any further.

Cllr Davis also pointed out that the Gateways and Traffic Regulation order were still being considered consulted on at KCC and once these were completed, the council would be able to go ahead with the implementation of the new white lining at the crossroads (moving it forwards as shown on the traffic consultants' plans) the new gateway/entrance points to the village and the extension of the 30mph limit on the Brenchley road.

#### **4. MINUTES OF PREVIOUS MEETING**

##### **Agree the minutes of the Parish Council Meeting 5<sup>th</sup> March 2018 & Planning Committee Meeting 20<sup>th</sup> March 2018**

The minutes for 5<sup>th</sup> March meeting were proposed for acceptance by Cllr Stevens, seconded by Cllr Jenkinson and voted for unanimously.

The minutes for the Planning Meeting 20<sup>th</sup> March 2018 were proposed for acceptance by Cllr Davis, seconded by Cllr Richards and voted for unanimously by those who took part in that meeting.

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

##### **Public Rights of Way**

The Clerk was still waiting to hear more about this.

##### **Emergency Planning**

A further exercise involving the PC members and Mrs Stanton was now arranged for 17<sup>th</sup> April between 7-9pm.

##### **Listing an Asset of Community Value– The Gun and Spit Roast Inn**

Cllr Richards was now gathering the further information required for this process to move forward.

##### **Parish Toilets**

Councillors to examine the floors to see if the jet washing is cleaning them more efficiently. The next jet washing is to take place on 4<sup>th</sup> June and clerk to remind all councillors on 1<sup>st</sup> June. The new water heater had been installed by Grovehurst plumbing and was working effectively.

It was suggested that the clerk alter the door timers so that they allow entrance from 7am until 7pm each day.

##### **Register beacon for November 2018 Event**

The social club were heading up the events for Remembrance Sunday. HoVEC would not be taking part in the organisation of this event. St Margaret's Church were looking into the bell ringing and registration for this part of the event.

### **Data protection legislation updates**

The Clerk had been forwarding information to the Councillors about the requirements to comply with GDPR and the New Data Protection Legislation. Quotations for appointment of a DPO were to be carried out later on in the meeting. Cllr Russell had kindly offered to take the old minute records up to Kent Archives for safe keeping later in the month if possible. The Clerk was to attend training on GDPR at TWBC on Thursday 12<sup>th</sup> April 2-4pm.

### **Institute**

The clerk was still awaiting the final lease from the solicitors following some slight alterations from the club's solicitors. The roofers had been and carried out repairs to the tiles and flashings on the roof of the building and work was due to start by Hurstway later on in the week to repair the woodwork and drain piping. JP joinery had now fitted the new front door which looked very smart.

## **6. PARISH COUNCIL FINANCE**

### **6.1 Agree Parish Council accounts to 31<sup>st</sup> March 2018 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 Davis, unanimous.

#### **Horsmonden Parish Council Accounts as at 31st March 2018**

	<b>Balances</b>
Current account with Co-operative Bank PLC b/fwd. 05.03.2018 (assuming all debits and credits have cleared the account)	£ 96,520.20
Deposit account with HSBC b/fwd. 05.03.2018 (assuming all credits and debits have cleared the account)	£ 2.43
Interest added	£ 288.58
interest on HSBC account	<input type="text"/>

<b>Item</b>	<b>Ref</b>	<b>Receipts</b>	<b>Payments</b>
EDF Energy - electricity for Village Green Box	D/D		£ 43.00
BT - phone, mobile and broadband	D/D		£ 250.81
B&CE Holdings - The Peoples Pension -Feb & March	D/D		£ 30.11
Mrs L Noakes-March salary plus overtime and petrol	S/O Flexi		£ 1,274.12
Specialist hygiene services - Feb cleaning toilets	402013		£ 204.61
Specialist hygiene services - March Cleaning toilets	402014		£ 204.61
SSE Contracting Ltd - Sept - March street lighting maintenance	402015		£ 498.82
SSE Contracting Ltd - Electrical & corrosion testing	402016		£ 1,658.18
The Wealden Advertiser - advert for assistant clerk	402017		£ 411.84
Mrs C Davis - refund for refreshments for litter pick	402018		£ 22.72
Darren Terry - Grovehurst Plumbing & Heating- water heater	402019		£ 254.00
EJP Fire Protection Ltd - replace emergency lights at Institute	402020		£ 228.00
Horsmonden Village hall - Hire of hall for NH Planning	402021		£ 232.49
Feria Urbanism - NH plan consultancy tasks 1-4	402022		£ 6,541.20
St Margaret's church - Hire of hall - NH planning	402023		£ 22.50
E. On - festive lighting 2017-18	402024		£ 13.81

Mr C J Couchman - March clock and play area	401025	£	103.85
Mrs L Noakes - refund for flowers	402026	£	11.99
HM Revenue and Customs - Tax and NI L Noakes March	402027	£	305.61
Horsmonden Historical Society - grant for fireproof cabinet	402028	£	1,000.00
Arron Services - annual computer service contract	402029	£	510.00
Bourne Sport Ltd -VG herbicide & Fertilizer	402030	£	456.00
Horsmonden Village Hall - annual charges for hire of VH	402031	£	672.00
Kent County Council - Supply and installation of SID	402032	£	8,237.12
Invicta Law - legal works on social club lease	402033	£	1,586.40
Mr W Filtress - Cleaning noticeboards, shelter, benches	402034	£	90.00
Ready Call Horsmonden - donation	402035	£	50.00
Current Account with Co-operative Bank PLC as at 31.03.18 (assuming all credits and debits have cleared the account)		£	71,606.41
Deposit account with HSBC as at 31.03.18 (assuming all credits and debits have cleared the account)		£	291.01
		<b>TOTAL BANK:</b>	<b>£ 71,897.42</b>

*Please note that in addition to this the Council holds a long-term investment of £70,000 with HSBC.*

**6.2 Chair to reconcile accounts with bank statement for period up to and including 4<sup>th</sup> February 2018**

The Chair was able to check the bank statement for this period against the minute records and sign appropriately.

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**6.4 Parish play area. Quotations to renew/upgrade some equipment in line with RoSPA report and recent observations. (S106 monies available).**

The clerk had now received a quotation from Play dale following a visit from their engineer to check the condition of the equipment. The new quotation was for £4833.22 plus VAT. These items were not necessarily recommended for replacement in the last RoSPA report but it was noted that their condition was cracked and needing monitoring. Mr Couchman had reported that the plastic connectors holding the netting together had begun to crack and fall off. Although the netting could still be used with some connectors missing, it would become unsuitable for use once a certain number fall off. The clerk pointed out that although some of the replacement parts were more urgently required than others, as it would be expensive for the engineer to come and fit the parts, it was more cost effective to get all repairs done at once.

It was hoped that some or all of the cost of the parts may be able to be recovered from s106 monies connected with the building of Willard's Place and Peter Every at TWBC was putting forward a report to the relevant committee requesting authority to authorise this. However even if monies were not forthcoming towards this, the PC as owners of the play area have a duty to maintain it to a suitable standard for safety reasons and some of the jobs would therefore have to be carried out sooner rather than later.

Cllr White proposed that the Council should go ahead with ordering the parts for the jobs to be carried out in the hope that the s 106 monies would cover the funding of this project, however if not the funds would need to be found by the PC, seconded Cllr Jenkinson. Carried.

Cllr Russell also pointed out that when he and the clerk met with the officer from Play dale she recommended that the flat surfaces which were still in a good condition would benefit from a clean down to remove the green coating which had built up on them. It was therefore suggested that the clerk try and arrange for these to be cleansed by Clearview windows, who clean the parish benches etc around the green, providing the cost could be authorised by the Clerk and Chair. Clerk to look into this.

**6.5 Quotations to appoint a DPO under GDPR. Moving forward with GDPR compliance.**

The Clerk had circulated to all members quotations from Microshade VSM, LCPAS and Satswana to act as DPO’s, prior to the meeting. It was thought that LCPAS offered the most appropriate service as it appeared to be more tailored to the needs of local councils than the services offered by the other companies. Bearing this in mind Cllr Richards proposed that the council accept the quotation for £450 in year one which included a personal visit to audit the council and advise them on compliance with GDPR and Data protection legislation, as well as acting as the DPO. This was seconded by Cllr Russell and carried.

**7. PLANNING APPLICATIONS**

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

Planning Application No:	TW/18/00268/FULL
Proposal:	<a href="#"><u>Loft Conversion, new rooflights, new doors and single storey side extension</u></a>
Location:	Elphicks Oast Spelmonden Road Horsmonden Tonbridge Kent TN12 8EL

This planning application appears to have been duplicated on TWBC’s planning system and the council had therefore already commented on it during March. No further comments were therefore required.

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

The Clerk confirmed that she had now received a further planning application for the development at Bassett’s Farm under reference TW/18/00685/REM. The paper copies had already been received and were passed to Cllr Stevens for perusal. This application would be discussed at the next planning meeting on 14<sup>th</sup> April. Cllr March asked councillors to study the plans carefully as there seemed to be some anomalies with parking spaces and other things.

**8. HIGHWAYS AND GROUNDS MAINTENANCE**

**8.1 Highways issues – footpaths, trees, roads, signs, verges, and markings (Lorries on Horsmonden Lanes, white lining)**

The following needed to be reported to KHS/TWBC:  
Pot hole prior to bump in road at Rams Hill

- Pot hole after bump in road at Rams Hill
- Heap of builder’s rubbish has been dumped in Churn Lane near to fruit and veg entrance on LHS.
- Further down Churn Lane there is a mattress on the side of the road and other rubbish (nearer the Elm Tree Pub end.)
- Drains on the Lamberhurst road are still overflowing in wet conditions

**8.2 Grounds Maintenance – update on the village green treatments & mowing. Decision on the Red Oak on the Village Green.**

The Council members had received all details of the recent tree reports from Quaife Woodlands and Peter Holloway and past reports from Dan Docker and Tree works, prior to the meeting.

The Clerk said that Mr Marsh had requested to know how the Council were now going to proceed and had pointed out some rust coloured markings which had recently appeared on the tree.

After a short discussion on the reports and the various options, Cllr Richards proposed that the council take no action at present but monitor the tree over the next six months to see if leaf development and fall was normal and then consider the situation again after this time. This was seconded by Cllr White and voted for unanimously.

## **9. ADMINISTRATION**

### **9.1 Traffic Solutions- update on recent traffic accident at the crossroads. Update on current traffic project: agree the next steps and quotations.**

This item of the agenda had already been dealt with earlier.

### **9.2 Emergency planning**

Clerk to circulate the latest version of the emergency plan to all members prior to the meeting on Tuesday 17<sup>th</sup> April 7-9pm, once it had been sent over to her from Cllr Russell.

### **9.3 Parish Council use of Facebook**

After a short discussion it was proposed by Cllr White that he post anything which required wide circulation on to the council's Facebook page. The page does not allow any response to those items posted and they will often be links to the council's own webpage or other information. However, it was felt that by using this method also the council could capture a larger a potentially different demographic audience from the village. Unanimous.

### **9.4 Agree an Investment strategy for future council use.**

The clerk had circulated a copy of the Investment Strategy, designed from a template provide by the auditor and tailored to fit the council's requirements, prior to the meeting.

It was proposed by Cllr Stevens and seconded by Cllr Richards that the investment strategy be adopted by the council for the forthcoming year and revisited on an annual basis. Unanimous.

### **9.5 Co-option procedure for new councillor**

The Clerk had advertised the post for a new Councillor with a closing date of 30<sup>th</sup> April 2018 for applications. Following this time if more than one applicant should step forward the interview procedure would need to take place. The interview panel would be likely to be made up of some of the following depending upon whether any of them had an interest in or knew the parties to be interviewed: Cllr March, Cllr Davis, Cllr Richards and Cllr Russell. If there was only one candidate at that time, they would be atomically co-opted on to the council provided they satisfied all the criteria.

### **9.6 Interview procedure for assistant clerk**

The Clerk had advertised the vacancy for an assistant clerk as requested and applications were now being received. It was suggested that once the closing date had been reached (30<sup>th</sup> April) all candidates would be considered carefully and a short list of those who the council wished to invite for interview would be made. The panel considering the candidates and interviewing would be made up of Cllr March, Cllr Jenkinson and Cllr Russell with support and assistance from the clerk. This was proposed by Cllr Richards, seconded by Cllr Stevens and voted for unanimously.

## **10. CONSULTATIONS**

### **10.1 Ministry of Housing ,Communities and Local government [Draft revised National Planning Policy Framework consultation](#)**

It was proposed by Cllr Jenkinson, seconded by Cllr White and voted for unanimously that Cllr Richards offer to answer this consultation on behalf of the council be accepted.

### **10.2 Ministry of Housing ,Communities and Local government [Supporting housing delivery through developer contributions](#)**

It was proposed by Cllr Jenkinson, seconded by Cllr White and voted for unanimously that Cllr Richards offer to answer this consultation on behalf of the council be accepted.

**10.3 Ministry of Housing ,Communities and Local government [Section 106 planning obligations and the Community Infrastructure Levy in England, 2016 to 2017: report of study](#)**

It was proposed by Cllr Jenkinson, seconded by Cllr White and voted for unanimously that Cllr Richards offer to answer this consultation on behalf of the council be accepted.

**10.4 Refresh of Kent Joint Municipal Waste Management Strategy - deadline 27 April**  
**[http://www.kent.gov.uk/\\_data/assets/pdf\\_file/0005/79358/Kent-Joint-Municipal-Waste-Management-strategy-consultation.pdf](http://www.kent.gov.uk/_data/assets/pdf_file/0005/79358/Kent-Joint-Municipal-Waste-Management-strategy-consultation.pdf)**

Cllr Larkin had offered to answer this consultation on behalf of the council and Cllr Russell proposed that this offer be accepted. Seconded Cllr Davis, unanimous.

It was suggested that Cllr Larkin could make the point that residents were asking for a large recycling area nearer to Cranbrook as there is nothing in that area. This would help the more distant rural communities who have to travel all the way to North farm with their recycling, otherwise.

**11. ITEM OF A CONFIDENTIAL NATURE TO BE DISCUSSED UNDER STANDING ORDER 11 OF THE COUNCIL.**

**Items of a confidential nature were discussed in accordance with the council's rights under standing order 11 of the council. No minutes were taken.**

**12. UPDATES (no decisions)**

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

Cllr Davis had filled in a consultation on SE Water on behalf of the council and Cllr March had also filled in the consultation about the NHS's procedures for Strokes.

Cllr Davis had attended meeting with the clerk at the Institute to deal with various roofing and building repair issues.

Cllrs Russell and Davis had been charging the battery for the SID and resiting the head unit where necessary. This was found to be slightly more challenging than originally suggested and required at least two people. It was hoped that a rota could be formed for this regular activity.

**The meeting closed at 10.30pm**