

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 4TH NOVEMBER 2019**

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

**In attendance:** Lucy Noakes (Clerk and RFO)  
KCC Councillor Hamilton for part of the meeting  
3 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 declared.

**1. APOLOGIES FOR ABSENCE**

Cllr Larkin. Cllr Larkin's reasons for absence were proposed for acceptance by Cllr Richards and seconded Cllr Jenkinson. Unanimous

**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.**

No one had requested to speak in the public session.

**3. MINUTES OF PREVIOUS MEETING**

**Agree the minutes of the Parish Council Meeting 7th October 2019, Planning Committee Meetings of 22nd October 2019.**

The minutes of the Parish Council meeting 7th October 2019 were presented and checked for accuracy. Cllr Jenkinson proposed acceptance of the minutes, seconded Cllr Richards, unanimous. The minutes of the Planning committee meeting 22nd October 2019 were presented and checked for accuracy. They were proposed for acceptance by Cllr Davis, seconded by Cllr Richards and voted for unanimously.

**4. MATTERS ARISING (the Council looks at matters ongoing from the last meeting - no decisions)**

Data Protection and GDPR – ongoing.

Risk Assessment of Parish owned buildings – ongoing.

Emergency Planning –The assistant clerk would circulate the list of volunteers to PC members only. So that they could mark all those they know and are willing to contact, prior to the next meeting.

Dog Poo Bags – The signage and bag dispensers were now in place and being used. It was suggested that the Clerk contact Mr. Hunt and thank him for this.

Play area –it was suggested that the Clerk make sure the Play area was chained and padlocked and put up some appropriate signage, whilst the works were going on.

Noticeboards – the Clerk needed to check some sizing before the order went ahead.

Fertilizer and weed killer Village Green and Fromandez Drive – it was now too late in the season and the weather too wet to apply this. It would be applied in the spring instead.

Street light 21 -the new column was due to be input on 11<sup>th</sup> November.

HIPS – No meeting dates have yet been arranged for this.

Village Hall. Changes to lighting box area- the Clerks would look at getting some quotes to go ahead with this after Christmas.

Power supply around the village green – the Clerk was awaiting quotes from Roger Hummel

Legacy- The Clerk was obtaining some quotes via KCC and hoped to bring these to the next meeting. It was suggested that the new map should have the footpath names on it.

***At this stage in the meeting Cllr March proposed that item 6.1 The Parish Council's comments on the Draft Local Plan be brought forward for parishioners to hear the debate. This was proposed by Cllr Russell and seconded by Cllr Jenkinson, unanimous.***

#### **6.1 The Parish Council's comments on the Draft Local Plan**

An additional comment regarding windfall sites had been suggested by the NH plan Steering group 'The Policy should refer to a limitation of 10% maximum increase in the total housing allocation for Horsmonden to be via windfalls, in order to avoid mass development by this means.'

It was proposed for acceptance by Cllr Davis, seconded by Cllr Sheppard and carried. It was also suggested by the Steering group that the comment regarding a village hall be removed from the Bassett's site as there were still problems associated with access to this site, which they felt may make it unsuitable for a Village Hall. Councillors suggested that instead a further point should be added under the Place Shaping Policies to say 'Further development in the village would require new community facilities in a suitable location, accessible for all members of the community. This should include a village hall, with meeting rooms, shared parking etc. with other community facilities. Lenham (Kent) and Etching ham (East Sussex) are nearby examples of what can be done.' This was proposed for acceptance by Cllr Richards and seconded Cllr Davis, carried.

It was also proposed by Cllr Jenkinson that the words, 'rather than a specific element of a policy for Horsmonden' be removed from the fourth paragraph of the Place shaping policies.

It was then proposed by Cllr Shepard, seconded by Cllr Davis and the vote was carried that these changes be made to the draft produced by Lindsay Frost for the Parish Council and that the Clerk then submit these comments (**Appendix 2- see below**) as the formal response from the Parish Council to TWBC's Draft Local Plan.

Cllr March proposed a vote of thanks to the Steering group and Cllrs Jenkinson and Richards for all their hard work on this matter and the Neighbourhood Plan.

### **5. PARISH COUNCIL FINANCE/QUOTATIONS**

#### **5.1 Agree Parish Council accounts and invoices for October - See Appendix 1**

It was proposed by Cllr Russell that the list of invoices for October to be paid by the Council (Appendix 1) was acceptable. This was seconded by Cllr Stevens, unanimous. Cllrs Davis and Richards offered to release the BACs payments and sign the cheques for this period.

## Appendix 1

Date: 04/11/2019

### Horsmonden Parish Council

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Time: 14:19

### Current Bank A/c

#### List of Payments made between 07/10/2019 and 04/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/10/2019	EDF Energy	DD	52.00		Energy supply toilets October
15/10/2019	B&CE Holdings	DD	55.54		Staff pension September
15/10/2019	Arron Services Ltd	BACS	147.00		Set up and computer training
16/10/2019	Castle Water	DD	14.83		Water supply toilets October
17/10/2019	Horsmonden Methodist Church	BACS	14.00		Hall Booking December
21/10/2019	B&CE Holdings	DD	80.24		Staff Pension October
21/10/2019	Mr J Couchman	300017	83.08		Clock and play area October
21/10/2019	Heath Stores	BACS	12.27		Settle account for Sept
21/10/2019	HMRC	BACS	461.40		Tax & NI October
21/10/2019	Clearview Windows	BACS	90.00		Cleaning equipment on VG
25/10/2019	Mrs L Noakes	BACS	1,376.74		October Salary and overtime
25/10/2019	Ms J Stanton	BACS	1,046.64		October Salary plus overtime
04/11/2019	PSR Lighting & Signs Ltd	BACS	89.00		October Maintenance
04/11/2019	Capel Groundcare	BACS	240.50		October SIDS
04/11/2019	Lindsay Frost	BACS	1,625.10		NH plan consultancy
<b>Total Payments</b>			<b>5,388.34</b>		

### 5.2 Chair to reconcile accounts with bank statement for period up to and including 31<sup>st</sup> October 2019

The Chair was able to reconcile the accounts with the bank statement for the period up to and including 31<sup>st</sup> October and this was signed appropriately.

### 5.3 Quotes for the William Lambert Plaque

The Clerk had obtained a quotation to install the plaque in place of the unused door at the Institute Building. The Council were concerned that the plaque would be unprotected from vandalism in this position, and it was therefore suggested that the plaque remain in storage at present and that this matter be looked at again when the new Village hall was built.

### 5.4 Quotes for Village Hall doors

The Clerk had received a quotation from Southwood windows for a new door for entrance to the Parish Office and for a snib lock on the fire exit from the kitchen. The amounts were £1700 and £45 plus VAT. It was proposed by Cllr Richards, seconded by Cllr Russell and agreed unanimously that these quotes be accepted, as Southwood windows had made an excellent job of fitting the new front door at the Village Hall.

### 5.5 Quotes for New Parish Footpaths map on Village Green - Legacy

The Clerk had been sent some quotations for the cabinet, but had not yet received any drafts or quotes for the map itself, although she was working on this. It was suggested that the names of the footpaths should be put on the map if possible.

### 5.6 Request for grant for Memory Choir

It was proposed by Cllr Davis and seconded by Cllr Stevens that a grant of £200 be offered to the Memory Choir to assist with ongoing costs such as hire of halls. Cllr Jenkinson proposed that a payment of £115 be paid on top of the grant to cover the insurance costs which Mrs Hart Dyke had paid herself at present. This was seconded by Cllr Sheppard, unanimous. It was noted that the group would now be known as the Memory Choir, not the Dementia Choir as originally planned.

**5.7 Quote for new projector and set up.**

The Clerk had received a quotation for a new projector and HDMI wireless sender at a cost of £1343 plus VAT from Old Barn Audio. It was proposed by Cllr Richards, seconded by Cllr Jenkinson and voted for unanimously that the Clerk instruct Old Barn Audio to go ahead with this installation, however it was suggested that the Clerk query the price of the wireless sender as this may be able to be obtained more cheaply.

**5.8 Community Gardening scheme- request for further grant**

After some discussion it was proposed by Cllr Russell that the Clerk request an accounting statement for the Community Gardening scheme showing expenditure to date of the initial grant of £1573 and a list of expenses, leaving the balance still being held, plus a list of expenditure for which the group now seek additional grant funding. The Council would then look at this matter again at their December meeting. Seconded Cllr Sheppard, unanimous. It was suggested that the Clerk could also look up the planning permission granted to remind the Council of the size of the shed.

**5.9 Additional electrician's costs for Christmas Lighting**

There had been some additional electrical works required in order to install the new Christmas lights. These amounted to an additional £220 plus VAT. It was proposed by Cllr Russell, seconded Cllr Jenkinson that these be accepted. Unanimous.

**5.10 Additional Power supply around the Village Green**

The Clerk was waiting to hear from Mr Hummel about this.

**5.11 Request from Tunbridge Wells Citizens Advice Bureau**

It was suggested that the Clerk ask CAB if they could supply any figures to demonstrate the what proportion of the clients who they had helped over the past year, were residents of Horsmonden.

**6.1 The Parish Council's comments on the Draft Local Plan**

Dealt with previously.

**7 HIGHWAYS AND GROUNDS MAINTENANCE**

**7.1 Highways issues – footpaths, trees, roads, signs, verges, and markings**

Cllr Stevens raised the giant poppies for Remembrance Day, under grounds Maintenance, and asked if 20 more could be purchased for next year. This was seconded Cllr Richards, unanimous. The following issues were noted for the Highways report:

One of the telegraph poles which are being used as edges to the grass area at the top of Heymans Hill junction has come loose.

SE Water have left a hole in the road where they carried out works opposite the entrance to Swigs Hall Farm entrance in Yee Tree Green Lane.

The white lines need repainting at the junction of Hayman's Hill and Maidstone Road, the junction between the Furnace lane and the Brenchley Road and the junction of Kirkin's Close /Maidstone Road.

**7.2 Street lighting - updates on new street light heads and repainting of columns.**

The street lighting column opposite the Tennis courts (number 21) is to be replaced on Monday 11<sup>th</sup> November, and the electricity supply will need to be transferred to the new column after this. The street light in the entrance to Fromandez drive is not working again.

**8. ADMINISTRATION**

**8.1 Traffic Solutions and HIPS (any updates)**

No date for a meeting with Highways had been decided upon as yet.

**8.2 Neighbourhood Planning.**

The Clerk had been requested by the steering Group to apply for a number of grants to assist with the Neighbourhood plan.

**8.3 Request from the Hop Pickers line Heritage Group**

The Council spent some time trying to think of a suitable location for a plaque. They did not feel it was appropriate to put any more information boards around the green as there were already quite a few. It was suggested that the plaque could go on the back of one of the existing boards such as parish council noticeboard or the footpaths map, or possibly the plaque could be located on the concrete area outside the public toilets, although planning permission from TWBC would still have to be obtained by the Heritage group, as this was still in the conservation area. Alternatively, the group could wait until the new Village Hall was built on the Bassett's Farm site as planned, and place a plaque there as it would then be close to the original line. Clerk to let John Freeman know these suggestions.

**8.4 HoVEC Christmas event 6<sup>th</sup> December**

Cllr March asked the council members to let Sara Foster know if they were able to assist by volunteering to be wise men, or wardens for the nativity event. The PC had agreed to pay for the Laser Tag event on the Green which would be part of the Christmas activities.

**8.5 Parish Councillor Vacancy**

The PC were grateful to Mr Hunn, who had stepped forward as a candidate to fill the Parish Councillor vacancy. It was proposed by Cllr Davis, seconded by Cllr Richards and voted for unanimously that Mr Hunn, be co-opted on to the Parish Council at their next meeting. Clerk to let Mr Hunn know the outcome.

**9. OTHER CONSULTATIONS**

**9.1 Kent County Council – Budget Consultation 2010-21 (Comments by 25<sup>th</sup> November 2019).**

<https://www.kent.gov.uk/about-the-council/finance-and-budget/our-budget#consultation>

It was proposed by Cllr Richards and seconded by Cllr Stevens that Cllr Russell be allowed to respond to this consultation on behalf of the PC.

**The meeting closed at 9.58pm**