

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 2ND DECEMBER 2019

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

In attendance: Lucy Noakes (Clerk and RFO)
KCC Councillor Hamilton for part of the meeting
1 member 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

None

2. CO-OPTION OF A NEW PARISH COUNCILLOR

It was proposed by Cllr Davis and seconded by Cllr Stevens that Mr Hunn be co-opted as a new Parish Councillor to fill the Council's current vacancy. This was voted for unanimously.

Mr Hunn then signed the Declaration of Acceptance of office which was witnessed by the Clerk, and joined the Council at their meeting.

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.

No one had requested to speak in the public session.

4. MINUTES OF PREVIOUS MEETING

Agree the minutes of the Parish Council Meeting 4th November 2019, Planning Committee Meeting 19th November 2019 and Finance Committee Meeting 19th September 2019.

The minutes of the Parish Council meeting 4th November 2019 were presented and checked for accuracy. Cllr Stevens proposed acceptance of the minutes, seconded Cllr Richards, carried.

The minutes of the Planning committee meeting 19th November 2019 were presented and checked for accuracy. They were proposed for acceptance by Cllr Davis, seconded by Cllr Russell and the vote was carried.

The minutes of the Finance Committee Meeting 19th September 2019 were presented and checked for accuracy. They were proposed for acceptance by Cllr Russell, seconded by Cllr Davis and the vote was carried.

5. 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 –It was suggested that when the new register of interest forms were sent out to individuals they would ask if they were qualified for various things such as chain saw use and if they were insured/ registered in their own right.

Dog Poo Bags – Mr Hunt would have the bin stickers shortly.

Play area –The works were now complete and the post installation inspection had taken place. The tractor seemed to be well used and appreciated by the children. The Council would need to look at the minor matters raised on the RoSPA safety report at their next meeting.

Noticeboards – the Clerk had ordered the noticeboard for the exterior of the Village Hall and was waiting to hear when this could be installed. She had not yet ordered the new noticeboard for the Village Green as she was awaiting further instructions following a debate on where the Hope picker Heritage Line board would be sited.

New Projector Village Hall – the Clerk was now waiting to hear when this could be installed.

6. PARISH COUNCIL FINANCE/QUOTATIONS

6.1 Agree Parish Council accounts and invoices for November- See Appendix 1

An error was noticed as one of the payees was incorrect. Clerk to correct this in the account's records.

Assuming correction of this error, it proposed by Cllr Richards that the list of invoices for November to be paid by the Council (Appendix 1) was acceptable. This was seconded by Cllr Russell, unanimous. Cllrs Russell and Jenkinson offered to release the BACs payments and sign the cheques for this period.

Appendix 1

Date: 11/12/2019

Horsmonden Parish Council

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Time: 14:43

Current Bank A/c

List of Payments made between 05/11/2019 and 02/12/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
10/11/2019	EDF Energy	DD	52.00		November energy Bill Toilets
12/11/2019	EDF Energy	DD	61.41		Electricity VG
12/11/2019	EDF Energy	BACS	-61.41		EDF Energy
16/11/2019	Castle Water	DD	14.83		November Water toilets
25/11/2019	Mrs L Noakes	BACS	1,150.71		November Salary
25/11/2019	Ms J Stanton	BACS	683.67		November Salary
25/11/2019	Arron Services Ltd	BACS	93.60		Data erasure services
25/11/2019	PSR Lighting & Signs Ltd	BACS	520.61		Supply and install new column
25/11/2019	Mr J Boot	BACS	104.00		New window V H deposit
25/11/2019	B&CE Holdings	DD	55.54		Staff Pension November
25/11/2019	Heath Stores	BACS	16.09		NH Plan refreshments
25/11/2019	Mrs L Noakes	BACS	33.96		Refund for padlocks and chain
25/11/2019	Mid Kent Windows Ltd	BACS	104.00		window VH
25/11/2019	Mr J Couchman	300018	103.85		Clock and Play area inspection
25/11/2019	HMRC	BACS	203.89		Tax and NI November
25/11/2019	Society Of Local Council Clerk	BACS	36.00		Digital Training
25/11/2019	Society Of Local Council Clerk	BACS	36.00		Digital Training
25/11/2019	Grovehurst Plumbing and Heatin	BACS	60.00		Unblock and flush gents urinal
25/11/2019	Horsmonden Village Hall	BACS	900.00		Annual Office rent
25/11/2019	Specialist Hygiene Services Lt	BACS	281.47		October Cleaning of toilets
25/11/2019	Specialist Hygiene Services Lt	BACS	281.47		November Cleaning toilets
25/11/2019	Mr J Boot	BACS	465.90		NH planning consultancy
25/11/2019	Steelway Fensecure Ltd	BACS	2,775.69		New Gates Play area
25/11/2019	Abacus Playgrounds	BACS	2,190.00		Repairs to soft surfacing
25/11/2019	We Hang Christmas Lights UK Lt	BACS	4,110.00		Christmas lights
25/11/2019	RK Hart Dyke	BACS	315.00		Memory Choir
25/11/2019	Fitzpatrick Woolmer	BACS	1,672.80		Noticeboard VH
25/11/2019	Mr J Boot	BACS	-104.00		New Window VH deposit
25/11/2019	Mid Kent Windows Ltd	BACS	104.00		New Window VH deposit
28/11/2019	EDF Energy	DD	61.41		Electricity supply village green
Total Payments			16,322.49		

6.2 Chair to reconcile accounts with bank statement for period up to and including 30th November 2019

Cllr March examined the Bank Reconciliation prepared by the Clerk and the bank statement up to 30th November 2019. She verified the amount in the Unity Trust account to be £89929.42 at this date and this agreed with the Bank Reconciliation presented to her. Both documents were signed accordingly by the Chair.

6.3 Agree to pay annual fee to Information Commissioners Office for GDPR /Data Protection fee renewal on 1st January 2020

It was proposed by Cllr Larkin and seconded by Cllr Sheppard that the Information Commissioners Office annual fee of £40 should be paid promptly to renew this membership in line with current legislative requirements. It was hoped that by signing the direct debit mandate to pay by this method, the fee could be reduced to £35. Unanimous.

6.4 Quotes for New Parish Footpaths map on Village Green (and potential pocket maps) - Legacy

It was proposed by Cllr Sheppard and seconded by Cllr Larkin that the council should go ahead with the production of the large map on the Green at a cost of £1200 for a new cabinet and £42 for a Parish Map printout to fit the cabinet. This was voted for unanimously. This map would replace the existing footpaths map on the Green. Clerk to check the materials which the map would be printed on to make sure it is similar to the current one in that it is weather resistant and doesn't require any glass covering.

The Council liked the idea of producing some pocket maps which could be available for people to purchase if they didn't want to download and print off a map from the website. It was understood that these could be provided in several formats and sizes. It was suggested that the Clerk request samples of these from Explore Kent and then liaise with Heath Stores to see if this might be something they would like to stock and sell. Any profit made would then go to shop to cover their costs of stocking and selling the product.

Explore Kent would also supply a link to the maps which people could download and print off themselves if they wish and this would be done free of charge once the map was available. Heath Stores should be made aware of this.

6.5 Community Garden scheme- request for further grant

There had been a request for additional grant funding for the Community Garden Scheme. After careful consideration the following was proposed by Cllr Larkin: 'The Council offers to pay the rent for 2020/21 at £250 on the proviso that the group seek funding from other avenues and that more tangible and comprehensive evidence of the intent of the project can be shown by the end of March 2020'. This was seconded by Cllr Davis and voted for unanimously.

KCC Cllr Hamilton was present and offered her support for the project. The Clerk will put her in contact.

6.6 Additional power supply around the Village Green

Following discussion on this matter with HoVEC members it was proposed by Cllr Stevens that the PC should not go ahead with the installations of any further electricity power points on the Green at present. Seconded Cllr Jenkinson, unanimous. It was requested that the Clerk thank Roger Hummel for his time.

Cllr March proposed from the Chair, that item 8.1 Traffic Solutions and HIPS (updates and feedback) be brought forward at this point whilst Cllr Hamilton KCC was still present as she had to go to another meeting. Unanimous.

8.1 Traffic Solutions and HIPS (updates and feedback)

Cllrs Davis and Russell had met with KHS officers to discuss the HIPs and an update had since been received by the Clerk, which she had circulated.

Items 1-3: KHS had reported that the 30mph repeater roundels which were painted on the road, could only be refreshed and painted where the area was not lit by street lighting. It was therefore not possible to put these in all of the locations requested, but they would refresh them where possible, as KHS expense.

Item 4: It was agreed that KHS would put a 'Not suitable for HGV's' sign at the Goudhurst Road end of Gun Back Lane, to warn lorry drivers, however they did not feel it would be suitable to put a sign at the Lamberhurst Road end as they felt it may be confusing with the junction coming up. This signage would be implemented and paid for by KHS.

Item 5: The yellow zigzag, no parking lines could be considered as requested but if these went ahead, would need to be done at HPC's expense. HPC to provide a plan of where the yellow zigzags are suggested following liaison with Kindergarten and the Primary School. KHS officers had estimated a cost in the region of £5000 for this lining if it went ahead.

Item 6: It was suggested that whilst this could be possible a traffic volume survey would need to be carried out first to ascertain speeds of traffic. If the traffic was found to be travelling too fast then such a speed limit would be unenforceable, and KHS would not consider implementing a change to the speed limit in these circumstances. Any changes and surveys would need to be carried out at HPC's expense.

Item 7: the same applied as for item 6.

Bearing in mind the responses by KHS as above it was proposed by Cllr Stevens to continue pursuing items 1-5 of the HIP, but not to pursue items 6 and 7 at present. Seconded Cllr Davis, unanimous.

Cllr Davis to draft plans of zig zag lines for item 5, and liaise with the Primary school and Kindergarten about the exact positioning. Once the plans have been drafted the Clerk will forward them to KHS.

6.7 Request from Tunbridge Wells Citizens Advice Bureau

A request for a donation had been received from TW CAB. They were able to demonstrate the benefits their charity had offered to Horsmonden residents over the past year. It was proposed by Cllr Richards, seconded by Cllr Larkin and voted for unanimously that the Council should offer £250 as a donation to TW CAB.

6.8 Request from Paddock Wood Community Advice Centre

A request for a donation had been received from PW CAC. They were able to demonstrate the benefits their charity had offered to Horsmonden residents over the past year. It was proposed by Cllr Richards, seconded by Cllr Larkin and voted for unanimously that the Council should offer £250 as a donation to PW CAC.

6.9 Village Hall: 1) repairs to storeroom roof at rear of building 2) security light on left hand side near emergency exit 3) changes to old kitchen 4) hand rails for stairs either side of stage 5) refit of internal kitchen door 6) boarding down of loft area and associated works. 7) Revised quotes for Village Hall doors

1) three quotations had been received for these repairs. It was proposed by Cllr Davis that the quotation from Simon Jackson to repair the roof for £195 be accepted. Seconded Cllr Jenkinson, unanimous.

2) Cllr Jenkinson proposed that the Clerk be allowed to obtain some quotations for a movement activated security light to be installed on the left-hand side of the Hall, near to the emergency fire exit. Seconded Cllr Russell, unanimous. Clerk to obtain quotes.

3) The Clerk had obtained a quotation to remove and cap off the sink in the Old Kitchen area, and remove rubbish. However, it was not clear if this would enable the glass washer to remain, as this was still required. Clerk to clarify.

4)The Clerk had tried to obtain three quotations for installing hand rails on the stairs either side of the stage, however only one company had quoted for this. It was proposed by Cllr Jenkinson that the quotation of £455 from Simon Jackson be accepted, seconded Cllr Stevens, unanimous.

5)Simon Jackson had quoted £180 to fit a fire strip on the internal door from the main hall to the kitchen area. The clerk had not obtained any other quotations for this at this stage. It was suggested that as this matter had been raised in the Health and Safety Risk assessment for the Hall, this work should go ahead as soon as possible. It was therefore proposed by Cllr Russell and seconded by Cllr Stevens that Simon Jackson be allowed to go ahead for the price quoted. Unanimous.

6)Several companies had been approached to quote for boarding down of the attic area in the Hall. Only one company had come to look and provide a quotation. It was suggested that the clerk clarify the quote for the next meeting as she was unsure if this included a guardrail around the hatch area, as suggested.

7) There were no revised quotes for the doors as the quotation which the Council had accepted, still stood.

The clerk had obtained an urgent quotation for repairs/replacement of the gutter outside the parish office door, as this was leaking badly. It was proposed by Cllr Russell that the quotation of £286.88 to replace the guttering (materials and Labour) be accepted second Cllr Larkins, unanimous.

6.10 Parish Office: Retrospective agreement to emergency repair to window. Arrangements for rubbish collection of parish office rubbish and recycling.

The Clerk had to go ahead with replacing the window of the office urgently as it had been broken by someone. It was therefore proposed retrospectively by Cllr Richards that the price of £208 net be accepted to replace the glass in the office window. Seconded Cllr Jenkinson, unanimous.

The Village Hall committee were still looking at proposals for rubbish and recycling at the Village Hall, to include the Parish Office.

Cllr March suggested that the Clerks obtain some quotes for the parish office storage cupboard with a view to suggesting how it could be made damp proof and fitted with sturdy shelving to accommodate the filing and storage requirements.

6.11 Retrospective agreement to emergency repair to gents tap in public toilets.

The Clerk had been forced to call a plumber to deal with the hand basin tap at the gent's Public toilets as it had been stuck on. This problem should now be fixed at a cost of £60 by Grovehurst Plumbing. It was proposed by Cllr Russell and seconded by Cllr Jenkinson, unanimous that this amount be paid.

6.12 Fresh quote for PC Noticeboard on VG (to include Hop Pickers Line Heritage Board)

The Hop Pickers Line Heritage Group had suggested that their information board could be mounted in an identical manner to the Conservation Area map and positioned in symmetry to this on the opposite side of the Millennium Stone, on the Village Green. The Parish Council liked this suggestion. It was therefore proposed by Cllr Jenkinson that the PC accepted this position adjacent to the Millennium Stone plinth and Conservation Area map, to give a balanced look. Providing the group apply for any planning permission's required and pay any associated costs plus the costs for installation. It should be kept similar in appearance to the Conservation Area map. This was seconded by Cllr Larkin, unanimous.

This meant the quotation for the Village Green noticeboard would not need to be altered and could remain as agreed on 7th October (item 5.3).

6.13 Retrospective agreement to post-installation check of play area. Consider three monthly check for play area

It had been necessary to carry out a post installation check on the play area to ensure it was safe to reopen after the new play equipment went in. It was therefore retrospectively proposed by Cllr Richards that the cost of £395 plus VAT be accepted, seconded by Cllr Sheppard unanimous. Cllr March had been present when the inspection took place. The safety inspector had been complimentary about the play area and a few small items had been noted for further attention. The inspector had estimated that the play area could last up to another ten years.

Capel Ground Care had quoted a price of £180 (net) per annum to carry out quarterly qualified checks on the play area providing a written report. This would complement the checks already carried out at the Play Area, which consisted daily visual checks carried out by Mr Couchman the caretaker, and the annual check carried out by RoSPA. It was proposed by Cllr Davis and seconded by Cllr Larkin that the Council go ahead and contract Capel Ground care to carry out the extra checks at this price. Unanimous

6.14 Quote from Rialtas Business Solutions for Accountancy Training for Clerk.

The Clerk had been quoted a price of £275 net for further one to one training on the Rialtas Software. It was proposed by Cllr Larkins and seconded by Cllr Russell that the Council allow this to go ahead. Unanimous.

7. HIGHWAYS AND GROUNDS MAINTENANCE

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

The following matters were reported:

The hedge at Furnace Lane needs cutting back both sides

The hedge at Brick Kiln Lane by the church requires cutting back

The hedge at Yew Tree Green Road had now been cut back appropriately.

7.2 Street lighting – updated quote for replacement street light 21 on Maidstone Road. UKPN quote for electricity connection to replacement street light.

The Clerk had been able to negotiate a slightly reduced price of £1557.00 for reconnecting the power from the old light to the new street light number 21 on the Maidstone Road. Unfortunately, this was very expensive as traffic control was required for health and safety reasons whilst the works went ahead. As the work was a necessity and could only be carried out by UK Power networks, Cllr Davis accepted the proposed price on behalf of the Council, seconded Cllr Russell, unanimous.

8. ADMINISTRATION

8.1 Traffic Solutions and HIPS (updates and feedback)

Already dealt with earlier in the meeting.

8.2 Neighbourhood Planning. Updates, feedback, housing needs survey and grants.

The Clerk had circulated the letter and survey from ACRK, as altered by the NHP steering Group.

It was proposed by Cllr Jenkinson and seconded by Cllr Davis that the letter and survey be accepted as suggested by the steering group and that these be circulated by ACRK in January 2020. Unanimous.

It had been requested that members of the steering group might meet with planners from Lambert and Foster who were acting on behalf of owners and developers for the sites in Horsmonden. Some members of the Council were concerned about public perception should members of the Council become involved, in their capacity as steering group members. In response to this it was suggested that members of the Council should abstain from taking part, however it was generally felt that a meeting between the two parties could assist to ensure that any development taking place could take into account the village's needs and wishes.

It was therefore proposed by Cllr Davis that the PC would have no objection to steering group members meeting with developers providing Jim Boot and Lindsay Frost were present to assist and

in addition to the Clerk being present, who would minute of the meeting. Seconded Cllr Larkin, unanimous.

8.4 HoVEC Christmas event 7th and 8th December.

Everything was now in place for the event to take place and no further actions were required of the Council.

8.5 Request to plant a tree in memory of Ewen Kellas

Mrs Kellas had been in contact with the Clerk to see if a suitable place could be found to plant a tree in memory of her late husband, Ewen Kellas. It was suggested that Cllr Russell and Sheppard meet with Mrs Kellas to see if they could find a position and report back to the January 2020 meeting.

8.6 Discuss parish plans for Operation London Bridge - action plan for the death of a senior person of state.

The Clerk had circulated some information to the Councillors so that they could see the protocol which might be adopted for this matter.

It was suggested that the Clerk/Assistant Clerk draft a protocol for the PC to look at and adopt as appropriate, which should include all of the necessary contacts and procedures which the PC and the village organisations would need to follow.

9. OTHER CONSULTATIONS

9.1. Consultation on the Proposed Modifications to the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30 at <http://consult.kent.gov.uk/portal/> To 14th January 2020

As the Council was running out of time, it was suggested that this matter be brought forward again at the next meeting for comments.

The meeting closed at 10.25pm