

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 7TH NOVEMBER
2016

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

In attendance: Lucy Noakes (Clerk)
1 member of the public.

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr Holloway declared a non pecuniary interest in item TW/16/06976/FULL, 33 Morley Drive, Brenchley Road Horsmonden, as one of those commenting was at one time her next door neighbour and abstained from taking part in the discussion or recommendation on this matter. Cllr Russell declared a non pecuniary interest in item 8.4 as one of the candidates was his brother in law, and abstained from all discussions and decisions on this matter.

1. APOLOGIES FOR ABSENCE

Cllr McDermott (another meeting).

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.

None.

3. MINUTES OF PREVIOUS MEETING

Agree the minutes of the Parish Council Meeting 3rd October and Planning meeting 18th October

Cllr Stevens proposed acceptance of the minutes of 3rd October meeting, seconded Cllr Jenkinson. Unanimous.

Cllr Holloway proposed acceptance of the minutes of the planning meeting of 18th October 2016, seconded Cllr Davis. Unanimous.

4. MATTERS ARISING (no decisions)

Public Rights of Way

Clerk still waiting to hear

Parish Toilets

The clerk is still monitoring the cleaning. Cllr Russell still monitoring the water usage.

Love where we live Awards

Cllrs Holloway, Russell and Stevens attended the event at TWBC Assembly Hall Theatre. Heath Stores won the Ethical Business category and Zane Cheeseman the Sports Achiever category. Ben Baker was listed as a finalist in the Sports Achiever category. Cllr Holloway said that her only criticism of the event was that the food was not very nice. It was difficult to tell what you were eating and the blue light did not assist with this.

Tree work on Green

Cllr Isaacs had put the plaque on the tree guard of the new tree. Cllr Davis and Stevens will examine the tree near to Crowhursts when putting the Christmas lights up.

PC website changeover

The New website was now live and teh clerk was going to publicise this around the village

Rubbish bins and cigarette tray at shelter

The cigarette tray had now been put in by Cllr Isaacs and bins to go in over the next few weeks.

The sports club had asked if one of the new bins could instead go outside the sports ground pedestrian gate for litter and dog bags. This should be added to the December agenda.

5. PARISH COUNCIL FINANCE

5.1 Agree Parish Council accounts to 6th November 2016 and settlement of invoices for this period (see appendix 1)

Cllr Russell proposed acceptance of the accounts presented to the council for the period up to and including 6th November as below (Appendix 1). This was seconded by Cllr Davis and voted for unanimously.

APPENDIX 1

Horsmonden Parish Council Accounts as at 6th November 2016

Balances

Current account with Co-operative Bank PLC b/fwd 03.10.2016 (assuming all debits and credits have cleared the account)	£ 91,846.42
Deposit account with HSBC b/fwd 03.10.2016 (assuming all credits and debits have cleared the account)	£ 60,561.30
Interest received (Deposit Account)	

Item	Ref	Receipts	Payments
MLM - traffic solutions consultants	401784		£ 1,050.00
Gillet & Johnston - clock servicing	401785		£ 230.40
E.On - street lighting July to Sept 16	401786		£ 455.47
Mr C Noakes - refund for gift voucher for Mr Speirs	401787		£ 30.00
Mr E Kellas - refund for Remembrance Day wreath	401788		£ 25.00
Kent County Council - legal fees Sept 2016	401789		£ 97.20
Tax and NI Mrs L Noakes Oct 2016	401790		£ 151.05
Mrs L D Noakes - salary for October 2016	S/O flexi		£ 1,018.84
Bourne Amenity - treatments for VG	401791		£ 456.00
Hummel Electricla Ltd - light in clock tower	401792		£ 300.00
SSE Contracting Ltd - October street lighting	401793		£ 71.26
Mr C J Couchman - October clock and play area	401794		£ 83.08
Interest on current account		£ 3.62	
Current Account with Co-operative Bank PLC as at 06.11.16 (assuming all credits and debits have cleared the account)			£ 87,881.74
Deposit Account with HSBC as at 06.11.16 (assuming all credits and debits have cleared the account)			£ 60,561.30
		TOTAL	
		BANK:	£ 148,443.04

- 5.2 **Chair to reconcile accounts with bank statement for period up to and including 2nd October 2016**
 Cllr March checked the accounts for the period up to 2nd October with the bank statements presented by the clerk and agreed the figures. The Chair initialled and signed the documents appropriately.
- 5.3 **Decide how to reinvest the monies from maturing bond with HSBC**
 The Clerk to bring forward with further information to Decembers meeting for a decision

6. PLANNING APPLICATIONS

i) Current applications awaiting consideration by the council:

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Planning Application No:	TW/16/06976/FULL
Proposal:	Enclose car port by building a wall enclosing the rear and side elevations, damp-proofing and installing an up-and-over garage door within a frame
Location:	33 Morley Drive Horsmonden Tonbridge Kent TN12 8JD
Recommendation:	Approval
Proposal:	Cllr Isaacs, seconded Cllr Davis, unanimous.
Comments:	The Parish Council recommends acceptance on the grounds that it is in keeping with garages in close proximity. However they wish to bring to the Borough council's attention that Building Regulations may wish to consider the party wall.

Planning Application No:	TW/16/06991/FULL
Proposal:	2 Storey rear extension and single storey side and rear extension to link garden room.
Location:	Mount Easy Farmhouse School House Lane Horsmonden Tonbridge Kent TN12 8BT
Recommendation:	Approval
Proposal:	Cllr Stevens, seconded Cllr Richards, Unanimous
Comments:	Suitable extension to the building

7. HIGHWAYS AND GROUNDS MAINTENANCE

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

Cllrs Stevens and Holloway had provided the clerk with a map of the parish which had been marked with hedged requiring attention. Clerk to report these to Highways.

Cllr Stevens mentioned that Kent Highways had removed the hump at the bridge in Yew Tree Green Road and in doing so the surface had now become v bumpy. Other Cllrs had not noticed this. Cllrs to examine this and report back next meeting.

Cllr Russell mentioned that the clerk had received a disappointing message back from KHS in that they did not consider any of the problems with the pavements in Orchard Way to be sufficiently bad to require repairs at present as they were only carrying out safety critical works currently.

The Clerk was still trying to get the finger signs replaced at Churn lane (Horsmonden finger) and at the crossroads (Catholic Church finger to be replaced with public toilets finger.)

Cllr March said that she had managed to find out that it was KCC Cllr Paulina Stockwell who had assisted in the changes of speed limit signage at Collier Street. It may be worth asking her advice if it was decided to go down this route.

7.2 **Street lighting**

Mr and Mrs Ridge had now had their hedge trimmed back around the street light on the Goudhurst Road. The light outside the school was now working again. However the clerk had not been notified by UK Power networks so was not sure if the one in Gibbett lane had also been repaired as yet.

8. **ADMINISTRATION**

8.1 **Consider and agree revised standing orders**

The Clerk had circulated the revised Standing Orders to all members of the Council to read prior to the meeting, outlining the changes made to the existing orders. It was proposed by Cllr Davis and seconded by Cllr Holloway that the revised Standing orders be accepted by the council and displayed on the council's website in place of the previous ones. Unanimous.

8.2 **Consider and agree revised financial regulations.**

The Clerk had circulated the revised Financial Regulations to all members of the Council to read prior to the meeting, outlining the changes made to the existing regulations. It was proposed by Cllr Russell and seconded by Cllr Richards that the revised Financial Regulations be accepted by the council and displayed on the council's website in place of the previous ones. Unanimous.

8.3 **Traffic solution – agree action based on recommendations from discussions.**

Following the council's discussion of the traffic consultant's report, on 18th October, Cllr Davis had spoken to MLM about where the best place would be to position Village Gateways, if the council should decide to implement these. It was suggested by the consultants that these are normally positioned where the 30mph limit commences and where the 30mph sign is positioned. This is the most logical place to position a gateway and is the position which KCC Highways are most likely to agree to.

Bearing this information in mind, Cllr Davis proposed that the Parish Council take on all three of the traffic consultants suggestions to try and slow down traffic through the village, those being:

- The implementation of Village Gateways on all four axes
- The positioning of an interactive sign on the Brenchley Road
- The implementation of more 30mph roundels on various roads

In addition to this Cllr Davis proposed that the council also take on the Traffic consultant's suggestion to bring forward the white lining at the crossroads on the Lamberhurst road, to aid the safety of the crossroads by improving site lines.

This was seconded by Cllr Richards and voted for unanimously.

Cllr Davis then proposed that the council request MLM traffic consultants and Kent Highways to join them at a meeting to discuss a way forward. He suggested that the contract with MLM be extended on an hourly rate and the amounts spent should be agreed as the matter progressed. Seconded Cllr Richards. Unanimous.

8.4 **Decision to co-opt a new parish Councillor (interview committee will provide a recommendation)**

Cllr March reported to the Council that she and Cllr Davis and Richards met with the 2 candidates, Mr Sheppard and Mrs Larkin, on 25th October. Both Mr Sheppard and Mrs Larkin were excellent candidates and it had been very difficult for the councillors to find differentiating factors to separate the two candidate's abilities. However it was felt that Mrs Larkin offered a diverse variation of village communities and had given a great deal of thought to the question of future priorities for the council and her potential role therein and bearing this in mind those interviewing had agreed unanimously to recommend Mrs Larkin to the role.

It was proposed therefore by Cllr Richards and seconded by Cllr Davis that Mrs Larkin be co-opted on to the council at the next meeting. Carried.

Cllr March asked the clerk to inform the candidates and to thank Mr Sheppard for his interest in the council offering the council's regret that we could not take both candidates.

8.5 **Confirm festive lighting arrangements/dates for UMSO certification.**

Cllr Stevens advised that the best time for him to put the Christmas lights up was on 3rd December, with a view to them being switched on the same day. The clerk had calculated that they needed to be switched off on 5th January 2017, and Cllr Stevens said that he would probably take them down on 7th January 2017. Cllr Russell and Richards offered to assist Cllr Stevens with putting the lights up on 3rd December. Cllr Davis regretted that he would not be available to assist on 3rd December.

It was proposed by Cllr Holloway and seconded by Cllr Russell that the lights should be switched on from 3rd December to 5th January inclusive, unanimous.

8.6 The Institute – moving forward with the lease arrangements. Quotations for minor works to soffit boards, guttering, painting.

The Clerk had not managed to get any quotes for the works to be done as yet. It was suggested that she try and get three quotes from local companies if possible for the February 2017 meeting so that the works could be pencilled in for the spring.

The clerk was still awaiting more information from David Lewes at KCC legal about the social clubs trust and constitution wording which would need to be entered into prior to a lease being signed.

8.7 Emergency planning – update and next steps.

Cllr Russell said that the group were trying to get together for a meeting so that the names could be put into the plan. He will speak to KALC to see if the new training is worth someone attending or whether it is the same as previous training sessions.

8.8 Request from Citizens Advice Bureau (Tunbridge wells) for donations.

The matter was considered as the CAB had come along to the village green to raise awareness in the summer and had offered to attend coffee mornings in the village to explain various issues if required. However it was felt that to make a contribution to a charity not based in the village would set a precedent for future requests from charities and so Cllr Davis proposed rejecting the request for a donation, seconded Cllr Jenkinson. Unanimous.

8.9 Parish office – refurbishment of carpet and furniture.

The Finance committee had raised the issue of an office refurbishment as they felt a height adjustable chair and desk were required for health and safety reasons, as well as a new carpet. The clerk had since noticed mould on the wall next to her desk and raised the issue that the office was still incredibly cold and damp on occasions especially when the main hall was not in use and hence the radiators were not on. She did have a small electric heater which could be switched on when she was in the office, but this could not be left on when the office was vacant and therefore paper and envelopes etc were beginning to get damp again at this time of year. Alternative rooms in the village hall were considered, but these all had access and similar problems. It was considered therefore that the office need some proper insulation on the outside wall as well as some sort of permanent heating which was separate to the radiators in the hall.

It was suggested that Cllr Davis meet with the clerk in the office before the next meeting and draw up a specification of what was required to insulate and refurbish the office as well as provide suitable office furniture and that the clerk would obtain estimates if possible.

Cllr Stevens offered to lend an electric storage heater to the council for positioning in the office until a permanent solution could be found. Cllr Holloway also offered to lend her office chair from home again until a permanent solution was found.

9. CONSULTATIONS.

9.1 TWBC Settlement Role and Function Study – responses by Friday 11th November 2016

http://consult.tunbridgewells.gov.uk/public/planning_information/spp/rfs/rfs.

The councillors looked at the information provided about the village and made various additions. It was proposed by Cllr Davis that the Council communicate these small additions in information to TWBC, and seconded by Cllr Stevens. Unanimous.

9.2 Kent County Council Strategy for Adults with Autism in Kent - ends 13th November 2016

<http://consultations.kent.gov.uk/consult.ti/autismstrategy/consultationHome>

It was proposed by Cllr Isaacs and seconded by Cllr Richards that the parish Council agreed with the strategy set out in the documents provided. Unanimous.

10. UPDATES (no decisions)

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

Cllr Russell was going to attend the HWCAAGS meeting but this was cancelled at the last minute.

Cllr March had attended the Village Society meeting and fed back that one idea put forward was to make some of the green areas of the village more attractive by growing plants or planting bulbs etc. The society was trying to get itself more organised into a regular group and seemed prepared to work together with the council on issues which may arise.

Cllr March had also attended a meeting about fracking , which had been led by Dr Malcolm Butler who was an expert in the field. It had been an informative meeting and confirmed that there was very little land suitable for fracking in the Kent /Sussex area.

This meeting ended at 10.15pm