

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

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

In attendance: Lucy Noakes (Clerk and RFO)
KCC Councillor Hamilton for part of the meeting
No members of the public

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr Richards declared an interest in item 8.6 as the secretary of the Sports Club.

1. APOLOGIES FOR ABSENCE

Cllr March. Cllr March's reasons for absence were proposed for acceptance by Cllr Stevens and seconded Cllr Russell. 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 1st July 2019, Planning Committee Meetings of 16th July 2019 and 13th August 2019.

The minutes of the Parish Council meeting 1st July 2019 were presented and checked for accuracy. Cllr Jenkinson proposed acceptance of the minutes, seconded Cllr Larkin, unanimous.

The minutes of the Planning committee meeting 16th July 2019 were presented and checked for accuracy. They were proposed for acceptance by Cllr Stevens, seconded by Cllr Russell and voted for unanimously.

The minutes of the Planning committee meeting 13th August 2019 were presented and checked for accuracy. They were proposed for acceptance by Cllr Jenkinson, seconded by Cllr Larkin and voted for unanimously

4. COUNCILLOR VACANCY

Although the Clerk had received some interest in the vacancy, she had not yet received a formal application in writing and the deadline for applications had now passed, that being 31st August.

It was proposed by Cllr Larkin and seconded by Cllr Stevens that the deadline for applications should now be extended by another two months to cover September and October. The Council would look at this matter again at their November meeting. Unanimous.

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 – the group will continue with this now that the summer period is over and people are back from holidays.

Dog Poo Bags – Mr Hunt was trying to get the print work done for the bin stickers.

VE Day May 2020 – This should be raised at the next HoVEC meeting if possible.

It was proposed by Cllr Larkin that item 8.2 should be brought forward whilst KCC Cllr Hamilton was present. Seconded Cllr Stevens, unanimous.

8.2 Traffic Solutions and HIPS (Agree the Parish Council's latest Highways Improvement Plan)

The draft Highways Improvement Plan (HIP) had been circulated to the council beforehand. Cllr Jenkinson proposed that a request to reduce the speed limit from 60mph to 50mph in the area between Rams Hill and Bassett's Farm should be included in the HIP. Seconded Cllr Stevens, carried.

It was then proposed by Cllr Russell that the document including this amendment, be submitted to KHS as the PC's HIP, seconded Cllr Larkin, unanimous. (Sarah Hamilton KCC, to be copied in.)

6. PARISH COUNCIL FINANCE/QUOTATIONS

6.1 Agree Parish Council accounts and invoices for July and August 2019 – See Appendix 1 Appendix 1

List of Payments made between 01/07/2019 and 31/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/07/2019	PSR Lighting & Signs Ltd	BACS	89.00		May Street Lighting Maintenance
02/07/2019	PSR Lighting & Signs Ltd	BACS	89.00		June Street Lighting Maintenance
02/07/2019	HMRC	BACS	581.82		Tax & NI June Salaries
02/07/2019	Ms J Stanton	BACS	14.38		Refund for Business cards
02/07/2019	Specialist Hygiene Services Ltd	BACS	281.47		June Toilet cleaning
02/07/2019	Mr D J Buckett	BACS	348.40		Internal audit plus travel
02/07/2019	British Telecom	BACS	389.19		Telephone and Broadband to May
02/07/2019	Viking	BACS	85.12		Stationary
02/07/2019	RoSPA Play Safety	BACS	474.00		Play Area Inspection 2019
02/07/2019	Grovehurst Plumbing & Heating	BACS	70.00		Repair in Toilets
02/07/2019	HoVEC	BACS	175.00		Entertainment for festival
02/07/2019	G Bridgland Ltd	BACS	1,440.00		Tree works plus bush removal
02/07/2019	EDF Energy	BACS	276.56		Energy for public toilets
02/07/2019	Kent County Council	BACS	115.20		PEAT testing
02/07/2019	Rialtas Business Solutions	BACS	823.10		accountancy software and train
02/07/2019	Capel Groundcare	BACS	149.50		June SID invoice
02/07/2019	ChoiceleaderLtd (TMS)	BACS	138.00		Banner for NH Plan events
10/07/2019	B&CE Holdings	DD	55.54		Pension contr July
11/07/2019	ChoiceleaderLtd (TMS)	BACS	36.00		Banner NHP
24/07/2019	Playdale Playgrounds Ltd	BACS	126.00		Site visit and advice
24/07/2019	Old Barn Audio Ltd	BACS	2,086.03		part sound system
24/07/2019	Tunbridge Wells Borough Council	BACS	0.50		Correction LAWPRO
24/07/2019	Tunbridge Wells Borough Council	BACS	-0.50		Planning fee correction
25/07/2019	Ms J Stanton	BACS	683.67		July Salary
25/07/2019	Mrs L Noakes	BACS	1,150.71		July Salary
29/07/2019	EDF Energy	DD	54.64		Jul supply for electrics
02/08/2019	Mr J Couchman	300012	83.08		July clock and Play area
02/08/2019	Ms J Stanton	BACS	15.49		Refund for Ink cartridges
02/08/2019	E.On Uk Plc	BACS	530.76		Electricity to 30.08.19
02/08/2019	Horsmonden Nostalgia Group	BACS	1,000.00		Grant for Nostalgia Group
02/08/2019	Hummel Electrical Ltd	BACS	108.00		Repair to WC Light (disabled)
02/08/2019	Hummel Electrical Ltd	BACS	78.00		Lamps and starters toilets
02/08/2019	Specialist Hygiene Services Ltd	BACS	281.47		July Cleaning
02/08/2019	Mr J Boot	BACS	798.40		NHP invoice Ho05
02/08/2019	Mr J Boot	BACS	382.80		NHP Invoice Ho06
02/08/2019	EJP Fire Protection Ltd	BACS	156.00		Maintenance of Fire alarm club
02/08/2019	Clearview Windows	BACS	160.00		Clean of Shelter
02/08/2019	Clearview Windows	BACS	90.00		clean equipment around green
02/08/2019	Kent Association of Local Coun	BACS	72.00		Councillors Conference 2019
02/08/2019	HMRC	BACS	203.89		Tax & NI staff July
02/08/2019	Heath Stores	BACS	13.03		Refreshments for KALC meeting
02/08/2019	ChoiceleaderLtd (TMS)	BACS	48.00		A2Prints NHP
02/08/2019	Hobbs Plumbing Ltd	BACS	72.00		Blocked toilet
05/08/2019	Kent Association of Local Coun	BACS	144.00		Clerks conference x 2
05/08/2019	Capel Groundcare	BACS	149.50		SID July
05/08/2019	Heath Stores	BACS	5.20		NH plan refreshments
07/08/2019	Viking	BACS	258.49		Stationery for office

List of Payments made between 01/07/2019 and 31/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/08/2019	PKF Littelljohn LLP	BACS	480.00		Annual Audit 28-29
09/08/2019	Business Stream	DD	140.99		Nov-May 2019
10/08/2019	EDF Energy	DD	52.00		Monthly energy supply toilets
15/08/2019	B&CE Holdings	DD	55.54		Pension August
16/08/2019	Castle Water	DD	14.83		supply Toilets
25/08/2019	Ms J Stanton	BACS	683.67		Aug Salary
25/08/2019	Mrs L Noakes	BACS	1,150.71		August Salary
27/08/2019	HMRC	BACS	203.89		Tax and NI August
28/08/2019	Specialist Hygiene Services Lt	BACS	119.84		Door finger guards
28/08/2019	Mr T Simms	BACS	85.00		Apply anti slip to shelter
28/08/2019	Jeremy Waters	BACS	10.99		Refund for staples -NH plan
28/08/2019	Lindsay Frost	BACS	1,173.00		NH Plan consultancy
28/08/2019	Mr J Couchman	300013	103.85		August clock and play area
30/08/2019	ChoiceleaderLtd (TMS)	BACS	48.00		A2 posters NH plan
30/08/2019	ChoiceleaderLtd (TMS)	BACS	36.00		PVC strip NH pla
30/08/2019	PSR Lighting & Signs Ltd	BACS	6,899.57		New street light heads
30/08/2019	Specialist Hygiene Services Lt	BACS	-119.84		Door Finger Guards
30/08/2019	Storm Flame Ltd	BACS	119.84		Door Finger guards
31/08/2019	Capel Groundcare	BACS	149.50		August SID
Total Payments			25,569.82		

It was proposed by Cllr Richards that the list of invoices for July and August paid by the Council was acceptable. This was seconded by Cllr Stevens, unanimous. Cllrs Jenkinson and Richards offered to release the BACs payments and sign the cheques for this period.

6.2 Chair to reconcile accounts with bank statement for period up to and including 31st August 2019

The Vice Chair (as Acting-Chair) carried out the bank reconciliation checks and signed appropriately.

6.3 Quotation for additional SID and agreement for Capel Ground care to add this to their maintenance contract

The Clerk had received notification for KHS that the cost of an additional SID plus batteries etc was £4263.18 plus VAT. It was proposed by Cllr Richards and seconded by Cllr Stevens that an additional SID should be purchased at the cost quoted. Unanimous. Caple Groundcare had agreed to handle both SIDs for the Parish Council at a cost of £200.42 (net) each month. This included charging and changing batteries, repositioning the SIDs as appropriate around the village and downloading the data and sending it to the Clerk for circulation and safekeeping. It was proposed by Cllr Russell that this quotation be accepted and Capel Groundcare be asked to handle both SIDs, seconded Cllr Jenkinson, unanimous.

6.4 Parish Play area- quotations for new item of play equipment, new gates and wet pour patching

It was proposed by Cllr Richards that the Clerk go ahead and order the new piece of play equipment, (a tractor and trailer which was to be positioned in place of the roundabout) at the cost of £6722.00 (net), including removal of old equipment and debris, and installation. This was seconded by Cllr Russell, unanimous.

The Clerk would pursue the costs of making good the wet pour surface around the new piece of equipment, as this was not included in the above costs.

The Clerk had obtained some advice and quotations regarding potential replacement the gates to prevent them being thrown back and bouncing back, making them safer. Steelway, who manufacture play area gates, had advised that their Premier Safe sprung self-closing gates would provide the best solution as they were similar to the existing gates, but had the additional benefit of a wedge which prevented the gates being thrown back and hence also prevented them swinging back violently.

The Clerk had also spoken to other parishes and gate manufacturers as well as maintenance companies, about the best solution. She had investigated hydraulic options, but had been advised against these as they can cause other potential problems. Other companies had been approached for a quotation but had not offered any price in time for the Council meeting. It was therefore proposed by Cllr Richards and seconded by Cllr Larkin that the Clerk should pursue the purchase of the Spring-loaded gates with wedges designed and manufactured by Steelway at a cost of approximately £2127.62 plus VAT. The vote was carried.

Cllr Richards and the Clerk to double check measurements and make any adjustments as necessary to the gate sizes on the order.

6.5 Quotations for solutions/quotations for Village Hall projector

Old Barn Audio are planning to fit a new HDMI cable from the projector to the socket, to see if this makes any improvement to the image resolution, when they come to install the sound system.

6.6 Quotations for Christmas lighting

The Clerk presented two quotations for Christmas lights to be installed in the trees around the Village Green, as instructed by the Council. The Council liked the idea of putting 'Stars and snowflakes' string lights in the large Horse Chestnut tree on the corner of the Green and wrapping strings of lights around the main branches of the trees in the other three corners of the Green. The quotation from We Hang Christmas Lights, for dressing five trees was £6929.44 plus Vat, therefore it was proposed by Cllr Richards that this be accepted with a suitable prorata reduction in price. Seconded Cllr Larkin, carried.

6.7 Quotation for replacement door for disabled toilet including RADAR lock. Prices for new changing matts for toilets. Review opening and closing times for public toilets. Confirm position of signage for toilets.

The Assistant Clerk had been trying to get quotes for fitting a RADAR lock on the disabled toilet door, however she had been informed by several companies that a RADAR lock could not be fitted to a metal door and that the door would have to be replaced by a wooden one. Bearing in mind the additional costs associated with a new door and surround, as well as having to provide new baby change facilities in the men's and ladies toilet's so that they could be accessed by everyone, it was proposed by Cllr Jenkinson that the idea of fitting a RADAR lock should not be pursued at present and changing facilities could therefore remain as they were. Seconded Cllr Stevens, unanimous. Some signage to try and deter vandalism had also been considered, but again it was thought that this idea should not be pursued at present.

It was generally agreed that the Clerks could arrange for the timer to be set to open the toilets at 7am and close them again at 7pm.

6.8 Agree quotation for survey of village hall attic room (adjacent to lighting box)

The Players had asked if the area adjacent to the lighting box could be boarded down to give them more storage space. The hatch and steps leading to the lighting box had also been considered in the Risk Assessment of the Hall and it was suggested that this might possibly be made safer for those using it. The Clerk had arranged for Brackets, who the Council had used

previously for surveys, to survey the area and provide some suggestions. The quote was £450 plus Vat to carry out a basic survey. It was proposed by Cllr Larkin and seconded Cllr Jenkinson that the Clerk arrange for Brackets to survey the whole area either side of the Lighting box and provide suggestions for the hatch, at a slightly increased cost if necessary, unanimous.

7 HIGHWAYS AND GROUNDS MAINTENANCE

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

The following Highways /grounds maintenance problems were reported:

- Pot hole in centre of junction between Goudhurst Road and Orchard Way
- Ask Bridgands about looking after the two new trees on the Green as they are not looking as healthy as they were.

7.2 Street lighting

The new lamp heads had now been installed and PSR were looking to paint the lighting columns shortly.

Clerk to chase up about Street light on Maidstone Road with bent/loose head opposite the Tennis Club.

8. ADMINISTRATION

8.1 PC General Risk assessment – agree updates and changes to document.

The amended document had been circulated prior to the meeting. It was proposed by Cllr Russell that it be circulated once more and subject to any further amendments, it should be adopted as the Council's current Risk Assessment. Seconded by Cllr Jenkinson, unanimous.

8.2 Traffic Solutions and HIPS (Agree the Parish Council's latest Highways Improvement Plan)

Already dealt with elsewhere.

8.3 Neighbourhood Planning.

Cllr Jenkinson had circulated her notes from the recent steering group meetings, to the Council.

It was suggested that the Clerk ask Lindsey Frost if he could attend the Council's meeting on 7th October to put forward suggested comments on the Local Plan for the NH Plan steering group and PC.

8.4 Horsefair 2019 -Discuss Village Green booking (already agreed subject to conditions).

All documentation had now been received by the Council as requested. Cllr March was to unlock the Green and electricity boxes for the organiser on the day, with Cllr Davis as reserve.

8.5 Retrospective agreement for Village Green booking for wake (12th July 2019)

It was proposed by Cllr Russell, seconded by Cllr Larkin and voted for unanimously and the event had already taken place as verbally agreed at the time by Council members.

8.6 Discuss use of Sports ground for Boot fair on 8th September 2019

A third party had requested (via the Sports Club) to use the grounds for a Boot fair on 8th September, that being the same day as the Horsefair on the Village Green.

It was proposed by Cllr Russell, seconded by Cllr Stevens that the Council should refuse permission for the event to go ahead for the following reasons: The Parish Council do not think it is a good idea to have two large events in the village centre on the same day. They

have built up a good relationship with the Horsefair organizers and don't want to risk this being damaged. Carried.

It was suggested the the Clerk let Sophie Marsh at TWBC know, as well as the Police in case this second event still went ahead on privately owned land.

8.7 Discuss/decide upon use of Village Legacy.

The following ideas had been put forward to the Council members: gifting the money to a local Charity; using it to provide holidays for less fortunate children; provide a drinking fountain/bottle filler in the village centre; providing a new footpaths map on the Green (the current one is faded and out of date.)

These ideas had been circulated to the Council prior to the meeting and after discussion it was proposed by Cllr Richards that the Council pursue the idea of the new footpaths map on the Green, using any leftover funds towards providing a simple bottle filler. Seconded Cllr Larkin. Unanimous.

8.8 Community Gardening Scheme. Discuss the updates from Reverend Ffrench and Hilary Marsh and impact on past and future potential funding by HPC.

The Kent High Weald Partnership were now looking to assist with the scheme if possible. It was proposed by Cllr Russell that as the Community Garden Scheme was now going ahead and had obtained Planning permission, they should retain the unspent amount of grant, pending phase two of the project. Seconded Cllr Sheppard, unanimous.

8.9 Speedwatch – updates and agreement of priorities.

It was proposed by Cllr Russell, and seconded by Cllr Richards that Mr Drinkwater should allocate the sites to be monitored using his discretion, rotating the sites and according to prevailing circumstances, with a bias on traffic moving towards the village centre. Unanimous.

8.10 Request by Horsmonden Social Club to install picnic tables on the Village Green.

After much discussion it was proposed by Cllr Richards that the request be refused on the grounds that the PC rejected a similar request from a business around the Heath previously. The PC feel that the current furniture around the Green is at an optimum level. Seconded Cllr Larkin. Unanimous.

8.11 Review the Parish Council's use of Face book.

It was suggested that Facebook should be used by the Council to try and get their messages across to a greater audience (account to be set up which did not allow comments to be made). This idea was proposed for acceptance by Cllr Larkin, seconded by Cllr Stevens, unanimous.

9. CONSULTATIONS

At this point in the meeting Cllr Davis proposed that the meeting be allowed to continue beyond the maximum length of three hours as stated in the Council's Standing orders, in order that items 9.1 to 9.5 might be discussed. Seconded Cllr Russell, carried.

**9.1 Kent County Council Consultations - Kent and Medway Energy and Low Emissions Strategy
- deadline 23rd September**

<https://consultations.kent.gov.uk/consult/ti/energyandlowemissionconsultation/consultationHome>

Cllr Richards proposed the Council offer 'no comment' on this matter. Seconded Cllr Stevens. Unanimous.

- 9.2 **Kent County Council Drainage and Planning Policy Statement consultation**
<https://consultations.kent.gov.uk/consult.ti/DrainageandPlanningPolicy/consultationHome> by 30th September 2019
Cllr Stevens proposed the Council offer 'no comment' on this matter. Seconded Cllr Richards. Unanimous.
- 9.3 **Kent County Council Section 19 Flood Investigation Reporting Policy**
<https://consultations.kent.gov.uk/consult.ti/Section19FloodInvestigation/consultationHome> by 30th September 2019
Cllr Russell proposed the Council offer 'no comment' on this matter. Seconded Cllr Sheppard. Unanimous.
- 9.4 **Maidstone Borough Council Local Plan Review - Regulation 18 Consultation by 30th September 2019**
www.maidstone.gov.uk/localplanreview
Cllr Richards proposed the Council offer 'no comment' on this matter. Seconded Cllr Stevens. Unanimous.
- 9.5 **Lamberhurst Neighbourhood Development Plan consultations by 6th September 2019**
www.lamberhurstvillage.co.uk/Pages/Community-Neighbourhood%20Plan
Cllr Stevens proposed the Council offer 'no comment' on this matter. Seconded Cllr Richards. Unanimous

Meeting closed 10.45pm