

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 5TH MARCH
2018

- Present:** Cllr March (Chair)
- Councillors Davis, Russell, Stevens, Jenkinson, Larkin, Richards and White (arrived 8.30pm)
- In attendance:** Lucy Noakes (Clerk and RFO)
Cllr Hamilton (KCC) – arrived 7.40pm
6 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 Holloway.
Cllr McDermott (TWBC)
Cllr White apologised for being late.

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.

A member of the public spoke about the most recent accident which had taken place at the crossroads on Saturday 3rd March. The point was made that this was the fifth accident in the last 12 months all of which seemed to have the same cause, in that a driver who was unfamiliar with the crossroads and was following a sat nav or google maps had not seen the stop sign and had driven straight over the crossroads without giving way on on-coming traffic. Parishioners were now calling for KHS officers to look at the crossroads and make immediate temporary measures until a permanent suitable solution could be found.

Several possible solutions were suggested by parishioners, some of which had already been looked at and dismissed by KHS, but KCC Councillor Sarah Hamilton said she was happy to take suggestions back to KCC.

It was noted that the white stop line and words STOP, had been repainted on the road by KHS during the morning on 5th March.

Cllr March suggested that item 8.1 be brought forward for discussion by the Council. Seconded Cllr Davis, unanimous.

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

Cllr Hamilton said that officers from KHS would come out the following day and meet with members of the parish council to discuss recommendations already made and see what other recommendations could be put forward for the junction. Officers had been out to consider the options following the forth accident but had not yet had a chance to put forward their recommendations from this visit before another accident had occurred.

Cllr Hamilton said that she was not aware of any measures which could be taken immediately to prevent any further incidents, however this would now be looked at urgently. One possible solution which had been mentioned to her was the replacement of the current stop signage leading up to the junction with fluorescent signage which was more noticeable, especially at night.

Cllr Davis said that KHS now had a sense of urgency in dealing with this matter, and he would be pleased to meet with officers to discuss it further the next day. The PC had spent money on general traffic calming measures, some of which had already been put into place (the SIDS) and others which were to follow when further design work had been carried out (village entry signs and moving the 30mph limit out wards on the Brenchley end of the village.) The PC had also commissioned that the white lining would be moved forward on this junction, which would enable drivers who were stationary at the crossroads to have better site lines before pulling out. It would not however make the junction any more visible to those who were unfamiliar with it.

Other suggestions including a 20mph zone, signs saying ‘accident blackspot’ and another stop sign positioned on the shop side of the junction, were all mentioned and Cllr Hamilton said that whatever proposals were put forward she would try to ensure that KHS processed it all as quickly as possible. Greg Clarke’s office had been in contact and had offered to put pressure on where necessary to try and move a solution through as quickly as possible.

On a slightly different note, Cllr March had enquired from Cllr McDermott at TWBC to see if the village could have any traffic enforcement to stop dangerous parking. Cllr McDermott said that this was only possible if we had double yellow lines and these may well have the effect of speeding up traffic as it moved through the village and may prevent parking near to the village Shop. He did not think that parking of vehicles was the main issue here. Cllrs agreed in general that this issue should not be pursued at present.

3. MINUTES OF PREVIOUS MEETING

Agree the minutes of the Parish Council Meeting 5th February 2018 & Planning Committee Meeting 20th February 2018

The minutes for 5th February meeting were proposed for acceptance by Cllr Russell, seconded by Cllr Jenkinson and carried.

The minutes for the Planning Meeting 20th February 2018 were proposed for acceptance by Cllr Larkin, seconded by Cllr Davis and voted for unanimously by those who took part in that meeting.

4. 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 to be arranged to highlight any issues before the plan could be put into the public arena.

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 Clerk had to call Grovehurst Plumbing out as an emergency as the water heater was leaking and flooding the central area. A new water heater was to be installed by Grovehurst plumbing shortly.

Register beacon for November 2018 Event

The social club were heading up the events for Remembrance Sunday. Cllr March will speak to Mr Kellas who is arranging this. St Margaret’s Church had been notified about the possibility of registering for bell ringing if they wanted to take part Cllr Russell to remind Ken Bromley about the bellringing. It had been mentioned that silhouettes could be purchased by various clubs to place

around the green representing those who had died on the wars. The council had no objection to this, although the parish council would be purchasing large poppies to tie on to the lampposts around the green.

Cllr Stevens will be positioning the beacon and has been asked to position it as close as possible to the north end of the green so that it is close to the war memorial and social club where activities will take place.

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 She is hoping to provide some quotations for DPO at the next full meeting.

Buses

Cllr Hamilton had requested that the parish try to collect some information of what local people thought about the bus services in Horsmonden. It was suggested that the clerk put a note on noticeboards, website and parish news to ask people to send their comments to Beth parsons at TWBC who was collating this information.

Institute

The clerk was awaiting final lease wording from the solicitors. She was also waiting to receive a start date from Hurst ways for the external repairs. JP joinery had now received the deposit cheque for the new door.

Red Oak

Mr Holloway had confirmed that he would be visiting Horsmonden shortly and would then look at the Red Oak and suggest the best way forward with tests etc.

Village green treatments

The clerk was waiting for Bourne's to advise when the best time was to come and do this.

Street lighting maintenance

The clerk had informed SSE that the contract would end on 31st March 2018 and had signed the contract with PSR lighting to commence on 1st April 2018

Appointment of new member of staff

Clerk to advertise at appropriate time.

5. PARISH COUNCIL FINANCE

5.1 Agree Parish Council accounts to 4th 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 Richards, unanimous.

Horsmonden Parish Council Accounts as at 4th March 2018

	Balances
Current account with Co-operative Bank PLC b/fwd. 05.02.2018 (assuming all debits and credits have cleared the account)	£ 99,871.44
Deposit account with HSBC b/fwd. 05.02.2018 (assuming all credits and debits have cleared the account)	£ 2.43
Long term Bond with HSBC	£70,000.00
interest on HSBC account	

Item	Ref	Receipts	Payments
Young People Bus services - Cruiser to Dec 2017	402005		£ 375.00
B&CE Holdings - The Peoples Pension - January	D/D		£ 12.49
Actions with Communities in Rural Kent - subscription	402006		£ 50.00
SLCC annual subscription	402007		£ 197.00
Trevor Simms repairs to Public toilets	402008		£ 25.00

JP Joinery (Kent) LTD - deposit for door at Social club	402009		£ 1,022.55
Mrs L D Noakes - February Salary	S/O Flexi		£ 1,072.97
Viking - Stationery	402010		£ 97.12
Mr C J Couchman - February clock and play area	402011		£ 83.08
HM Revenue and Taxes - Tax & NI Mrs L Noakes Feb 2018	402012		£ 175.03
EDF Energy - public conveniences since Dec 2017	D/D		£ 241.00

Current Account with Co-operative Bank PLC as at 04.03.18 £ 96,520.20
(assuming all credits and debits have cleared the account)
All Accounts with HSBC as at 04.03.18 £ 70,002.43
(assuming all credits and debits have cleared the account)

**TOTAL
BANK: £166,522.63**

5.2 Chair to reconcile accounts with bank statement for period up to and including 7th January 2018

The clerk was unable to ask the Chair to perform this function as the bank statement for this period was still outstanding.

5.3 Chair to reconcile accounts with bank statement for period up to and including 4th February 2018

The clerk was unable to ask the Chair to perform this function as the bank statement for this period was still outstanding

5.4 Quotes for Village hall door entry system and lighting to parish office.

The clerk had now received a quotation from Roger Hummel for the door entry system for the parish office. The quotation was to fit a CCTV door bell system with internal screen and two key pads at a price of £615 net. The clerk had asked about a NEST system; however, Mr Hummel did not feel this would be a suitable alternative to the Aperta system as quoted. It was proposed by Cllr Davis and seconded by Cllr Stevens, carried that this quotation should be accepted and Mr Hummel asked to carry out the works as soon as possible.

5.5 Quotes for new external noticeboard for Village Hall.

The clerk had not had time to look into this in enough detail.

5.6 Request for grant from Historical Society for provision of fireproof cabinet at Social club for storage of Historical records.

The Historical society had asked for a donation towards their fireproof cabinet which was to be located in the social club. They had so far been able to raise about £200 themselves and had a few more events planned. Cllr White proposed that the PC offer a grant of £1000 to the historical society for this purpose as the artefacts and papers were irreplaceable. Seconded by Cllr Jenkinson, carried.

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

Play dale had provided a quotation for parts, however because the cost of the bearing on the roundabout was so expensive the clerk had asked if an engineer could come out to check if it was needed beforehand. Play dale had agreed to send an engineer out to look in the next few days and report back. They usually charged for this service, but agreed on this occasion to waiver the cost.

Clerk to provide a new quotation once it was clear what was required. It was likely that most of the cost could be borne by s 106 monies which can be claimed through developer contributions paid to TWBC.

5.8 Agree new water heater for public toilets

See Matters Arising, earlier. Clerk obtained a quotation for new water heater from Grovehurst plumbing at £274 net (parts and labour). She had asked them to go ahead with the works asap as this matter was urgent for hygiene reasons. Cllr Russell proposed acceptance, seconded Cllr Stevens unanimous.

5.9 Agree order of large poppies for Remembrance Day2018

Mrs Lovell had come back with a price of £3 each for the large poppies. It was proposed by Cllr Stevens, seconded by Cllr Davis and voted for unanimously that the clerk ask Mrs Lovell to obtain 12 of these for the PC. These are to be put on the lamp posts around the green and some of the smaller trees.

It was also proposed by Cllr Larkin that the council allow clubs and societies to place silhouettes around the green for Remembrance Day if they wished to purchase them. Seconded Cllr Richards. Unanimous.

6. PLANNING APPLICATIONS

i) Current applications awaiting consideration by the council:

Planning Application No:	TW/18/00103/FULL
Proposal:	<u>Replacement of front-facing fence with a low brick wall and metal railing</u>
Location:	Mulberry House Maidstone Road Horsmonden Tonbridge Kent TN12 8JP
Recommendation:	Approval
Proposal:	Cllr Davis, seconded Cllr Stevens, unanimous.
Comments:	Suitable replacement to the existing fencing.

Planning Application No:	TW/18/00268/FULL
Proposal:	<u>Loft Conversion, new rooflights, new doors and single storey side extension</u>
Location:	Elphicks Oast Spelmonden Road Horsmonden Tonbridge Kent TN12 8EL
Recommendation:	Approval
Proposal:	Cllr Richards, seconded Cllr Davis, carried.
Comments:	Acceptance on the grounds that this is a reasonable improvement to the property.

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

Cllr March reminded everyone that when there is a planning committee meeting all councillors are expected to attend as they are all members of the planning committee. If they cannot attend for any reasons then they should let the clerk know by email or telephone.

She also reminded the councillors that TWBC officers were attending prior to the planning committee meeting on 20th March to carry out some planning policy training for the council. The training would commence at 6.30pm and end at 7.30pm in time for the planning committee meeting.

7. HIGHWAYS AND GROUNDS MAINTENANCE

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

It was requested that the clerk report the following to KHS:

- Pot hole near to Cllr Holloways house.
- Large pothole at the top of Ballard's hill when turning left.
- Water main leak outside Broadford
- Water coming out of a manhole cover in road just along from Orchard Way.

Cllr Stevens was thanked for his snow clearing during the inclement weather and also for delivering bags of salt and grit to those organisations who required it.

7.2 Grounds Maintenance – Consider the Social clubs request to replace the grass with artificial turf around the war memorial.

Mrs Smyth had contacted the council to ask if they would allow the social club to lay artificial turf around the war memorial in place of the existing turf. All costs would be covered by the social club. By doing this it would save volunteers from having to cut the grass up to twice a week during the growing season and it would also look considerably tidier as the grass is uneven and patchy at present.

The council examined the samples of artificial grass provided by Mrs Smyth and it was proposed by Cllr Stevens, seconded by Cllr Jenkinson and voted for unanimously that the social club should be allowed to go ahead with laying the artificial turf.

8.

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

Dealt with earlier on in the meeting.

8.2 Neighbourhood planning. Updates.

Cllr Jenkinson explained that the invitations had now gone out for the Visioning Event, inviting members for each community group and stakeholder group in the village. Cllrs White and Jenkinson had attended the Matfield Visioning event and it had been noted that there was a lack of young people attending, which was something the group were trying to alleviate.

The Invoicing for Feria Urbanism's consultancy work was discussed, as this would need to be settled prior to financial end of year. It was proposed by Cllr White and seconded by Cllr Richards that Feria be allowed to invoice the council for work carried out in association with Tasks 1-4 as set out in Feria's original proposal, as much of the preparation has to be carried out by Feria prior to the Visioning Event and Three-Day Forum taking place. This was voted for unanimously.

Cllr Richards asked when the NH planning group would be signing their Terms of Reference and co-option forms as these needed to be done prior to the major events taking place. It was suggested that the group members be given the choice of coming to either the April Parish council meeting or April planning meeting and that the clerk place this matter on both agendas to allow some flexibility.

8.3 Councils agreement to transfer old Parish Council minutes to Kent History and Library centre for archiving

The Clerk had now received the form from Kent archives about allowing transfer of old minutes to Kent Archives for storage and accessibility. It was proposed by Cllr White and seconded by Cllr Larkin that all minutes prior to 2004 be transferred to the Kent Archives as soon as possible.

Unanimous.

8.4 Parish Council use of Facebook

It was suggested that the clerk let Cllr White have details of the current Facebook account login and password asap. He could then report back to the council to let them know how it was set up and what it could be used for, so that a decision on its future use could be made at the next meeting.

8.5 Village Litter Picking event for 2018

Cllr White was now organising an event listed under The Great Spring Clean 2018 which would take place on 17th March between 1pm -3pm with those taking part meeting at the Primary school. It was hoped that as many Cllrs as possible would assist with this.

8.6 Agree an Investment strategy for future council use.

The Clerk had drafted a Finance Strategy for the council to look at. It was suggested that the Finance group look at this in detail and see if anything needed changing and that the clerk then circulate to everyone prior to the next meeting.

9. CONSULTATIONS

9.1 Kent County Council - Archive Search Room Opening Hours

<https://consultations.kent.gov.uk/consult.ti/archivesearchroom/consultationHome Closes 12th March 2018>

It was proposed by Cllr Davis, seconded by Cllr White, and voted for unanimously that the clerk report that the PC supported these proposals.

10. UPDATES (no decisions)

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

Cllr March offered the Council's thanks and best wishes to Valerie Holloway for all her time to given to the council during her term of office, as she had now decided to retire. She had unfortunately been unable to make it to the meeting, which was to be her last. Everyone wished Valerie a speedy recovery.

The Clerk raised the issue that perhaps the council should have a protocol in place for their parish owned buildings and play area, in snowy and icy conditions, to ensure that they continue to be safe for use. She would email to find out what the stance of other PC's was on this issue and find out if salt /grit can be applied to the soft play surfacing in the play area without causing any damage to the surface. It was suggested that Jackie Stanton should be copied in as part of the emergency planning team.

Cllr Jenkinson had attended the KALC area Meeting where the Transport Advisory Committee had spoken about HGVs in Kent and problems associated with these.

Cllr Davis and Cllr Russell had arranged to meet with KHS officer Mike Hardy, on Tuesday 6th March at 1pm to discuss the suggested plans for the crossroads.

Cllr Davis had arranged to meet with the Primary School Head Teacher on Friday 9th March at 1pm to discuss the integration of the Emergency Plan with the school's own plan.

The meeting closed at 10.00pm