

MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 1ST JULY 2019

Present: Cllr March (Chair)

Councillors Davis, Russell, Larkin, Sheppard, Jenkinson, Stevens and Richards.

In attendance: Lucy Noakes (Clerk and RFO)

KCC Councillor Hamilton for part of the meeting

2 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 6.4 as the proponent is a friend.

1. APOLOGIES FOR ABSENCE

No apologies.

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.

Mr Hunt addressed the Council with a proposal to provide dog poo bag dispensers and to refill these on a regular basis as required, free of charge, in return for advertising his wife's dog grooming business.

Mr Hunt had brought with him a prototype to show the Council roughly what the dispenser and signage would look like. Mr Hunt was suggesting that he could provide these in several locations: end of footpath to Lewes Heath (Goudhurst Road), end of footpath near Station Oast (Goudhurst Road), either side of the Green in two positions, both entrances to the sports field and both entrances to Sprivers.

It was proposed by Cllr Sheppard and seconded by Cllr Davis that item 6.4 be brought forward for discussion. Carried.

6.4 Discuss idea regarding provision of bag dispensers dedicated for dog waste

The Councillors thought that this was a suitable suggestion which could be up taken by the Council and would provide a service for the community. However, it was suggested that these facilities should only be placed near to existing bins. The Councillors were not sure if there were any bins at the entrances to Sprivers, so this should be considered.

It was proposed by Cllr Larkin that Mr Hunt be allowed to put his idea in to practice, providing the bags were compostable, a suitable wording could be agreed by the Council for the signage, and Mr Hunt would provide stickers on nearby bins which stated that 'Any bin will do'. Seconded Cllr Davis, carried. Mr Hunt to liaise with the Council via the Clerk.

Mr Bird addressed the Council regarding the Nostalgia Group's request to be considered for the Legacy monies. He outlined the group's long-term plans for a dedicated space for the groups work and to display heritage documents and photographs, as well as the shorter-term need for equipment.

It was proposed by Cllr Russell and seconded by Cllr Sheppard that item 7.6 be brought forward for discussion by the Council. Unanimous.

7.6 Discuss the Nostalgia Groups suggestion regarding village legacy

It was suggested that whilst the Council were unable to assist with finding a suitable work space for rental by the Group at present, they might be able to provide a grant towards the shorter term requirements on the Group's 'wish list' (which included a camera, a printer, an A3 scanner and a specialist computer and screen).

It was however considered that this may not be something which would be funded as the Village Legacy project as it was felt that the Village Legacy fund should be spent on something which was more 'forward looking for the whole community'. Bearing this in mind, Cllr Richards proposed that the Council should make a grant of £1000 to the Nostalgia Group towards providing the equipment listed on their 'wish list', to be spent in the current financial year. Seconded Cllr Jenkinson, unanimous.

3. MINUTES OF PREVIOUS MEETINGS

Agree the minutes of the Parish Council Meeting 3rd June 2019, Planning Committee Meeting of 18th June 2019.

Minutes of the Parish Council meeting 7^{3rd} June 2019 were proposed for acceptance by Cllr Stevens, seconded by Cllr Jenkinson, unanimous.

The Minutes of the Planning Committee meeting 18th June 2019 were proposed for acceptance by Cllr Richards seconded by Cllr Davis and voted for unanimously.

4. MATTERS ARISING (no decisions)

Installation of Rialtas Accountancy system

The new system has been installed and the information back dated for April and May. The Clerk is now using the new system.

Data Protection and GDPR

Ongoing.

New Bank Accounts

Account is now open with Unity Trust and Hampshire Trust Bank (£70,000)

All now set up and working. A few new Direct debits were required which the Clerk will send off once signed. There had been a few problems with payment of the clerks' salaries this month, as authorisation did not take place in time. It was suggested that all future payments take place by BACS and that two Councillors be appointed to make sure these BACS payments are released in time for payment on 25th of each month. Councillors Davis and Russell offered to be appointed as the Councillors responsible to release all clerk's salary payments each month, after checking the amounts due.

Risk Assessment of Parish owned buildings

The Assistant Clerk has now listed the requirements for the Public toilets and Social club. Clerk and Assistant Clerk to pursue signage requirements and training requirements, getting quotes where required for September meeting. Assistant Clerk to list requirements for the Village Hall

Christmas lighting

Clerk/Assistant Clerk have already met with 'We Hang Lights'. A meeting with Blachere will take place asap. Some quotes will be provided for September meeting.

Emergency Planning

It was suggested that the Clerk/Assistant Clerk write to all the old volunteers forwarding the new forms and asking them to sign up again if they were still interested. It was also suggested that the forms go on to the Council's website in a news item and in Parish News again.

Shelter

All documentation had been received from Clearview and hopefully a date will be arranged to clean and coat the shelter floor with anti-slip soon.

Boarding down of floor in room adjacent to Lighting box (VH)

The Players hope to clear the box out soon. The Clerks will then ask a surveyor to assess what can be done and provide a written report.

It was suggested that as Cllr Hamilton (KCC) was present, item 7.1 Traffic Solutions and HIPS, should be brought forward for discussion. Proposed Cllr Russell, seconded Cllr Jenkinson. Unanimous.

7. ADMINISTRATION

7.1 Traffic Solutions and HIPS

The Clerk had discussed HIPs with Fiona Payne at KHS and established that the Council should initially put their 'wish list' of jobs on the HIP and present this to the Highways so that they could advise if the best solution was possible and how this could be funded. The Clerk had a list of matters which residents had been asking about which she thought the Council should discuss to see if they were able to support these ideas and present them on the first HIP listing for Highways:

- Review of 30mph roundels throughout the centre of the village. It was considered that the painting of additional roundels would be supported by the Council. Cllr Davis to review and report back on positioning for the next meeting.
- Gun Back Lane- suggestion to make it one way and add 'Not Suitable for HGV's' signage. The idea of making it one way was not supported, as it was considered this would make matters worse, but the additional signage was supported.
- Using part of the Village Green for permanent parking- this idea was not supported, as whilst additional parking in the village centre would be beneficial, the Green is registered and protected under the Village Green Act as a protected Village Green which cannot be used for any permanent parking or development.
- Request for Zig zag lines outside the school and Kindergarten entrances. This idea was supported to prevent dangerous parking outside the main entrances where children are trying to enter the school/kindergarten gates. Zig zags were to be requested from the corners of the road (Back Lane) up to the entrance of the School and Kindergarten.
- A mirror was requested at the junction of Brick Kiln Lane and Spelmonden Road. This idea was not supported as it is a rural road and it was considered that a mirror could be distracting to some drivers.
- Request to reduce speed limit to 40mph from the end of the 30mph limit on the Lamberhurst Road to the junction with Ruck Lane. This idea was raised by the Council and was therefore supported.

Cllr Davis proposed that the items above which were supported by the Council be added to a HIP for KHS and that the other matters which required review should be looked into and discussed at the next meeting. Seconded Cllr Sheppard, unanimous. Those matters which were not supported should not be added to the listing.

Cllr Stevens requested that Cllr Davis let the Council know what the Jacobs Review of Speed Limits said about the stretch of the Maidstone Road near Bassett's Farm/Churn Lane as he thought a speed limit reduction might need to be considered there. Report back next meeting.

The Clerk had not yet heard the results of the consultation for double yellow lines in the village centre, but she hoped to report back on this at the next meeting.

5. PARISH COUNCIL FINANCES

It was proposed by Cllr Larkin and seconded by Cllr Stevens that item 5.4 be brought forward for agreement prior to item 5.1 being agreed. Unanimous.

5.4 Verify increased costs for tree work carried out by Bridglunds (additional clearing on Fromandez Drive)

It was proposed by Cllr Davis and seconded by Cllr Sheppard that the Council accept the additional costs of £400 net for the extra tree works carried out by Bridglunds on Fromandez Drive. Unanimous.

It was proposed by Cllr Davis and seconded by Cllr Sheppard that item 5.5 be brought forward for agreement prior to item 5.1 being agreed. Unanimous.

5.5 Agree retrospective costs of Applause entertainment at 2019 Festival and costs associated with extra cleaning of public toilets

It was proposed by Cllr Richards, and seconded by Cllr Sheppard that the Council agree to pay the costs for the Applause entertainment which took place on the Sunday afternoon of the Village Festival (£175) plus the cost of the additional three cleans of the Parish toilets. Unanimous

5.1 Agree Parish Council accounts and invoices for June 2019 – See Appendix 1

The Clerk presented a list of invoices received by the Council in June which required payment. (Appendix 1). The Council considered the invoices as shown and it as proposed by Cllr Stevens and seconded by Cllr Jenkinson that payment be made arranged by the Clerk, unanimous.

Appendix 1

Date: 01/07/2019		Horsmonden Parish Council		Page 1	
Time: 11:54		Current Bank A/c			
List of Payments made between 19/06/2019 and 03/07/2019					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/06/2019	Deposit Account	Transfer	70,000.00		Open Hampshire Trust Bank
24/06/2019	EDF Energy	DD	118.11		VG Box invoice to 10.06.2019
24/06/2019	Tunbridge Wells Borough Council	BACS	115.00		LAWPRO for VG Box
24/06/2019	B&CE Holdings	DD	102.17		June pension LDN
24/06/2019	Ms J Stanton	SO	683.67		June Salary
24/06/2019	Mrs L Noakes	SO	1,150.71		June Salary
24/06/2019	Mr J Couchman	300009	83.08		Clock and Play area June
24/06/2019	Heath Stores	300010	141.41		Refreshments For APM
24/06/2019	LCPAS	300011	150.00		Data Protection Officer fee
25/06/2019	Ms J Stanton	BACS	283.90		June overtime
25/06/2019	Mrs L Noakes	BACS	426.35		June Overtime LDN
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	369.19		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 training
02/07/2019	Capel Groundcare	BACS	149.50		June SID invoice
02/07/2019	ChoiceleaderLtd (TMS)	BACS	138.00		Banner for NH Plan events
Total Payments			78,774.14		

Cllrs Russell and Cllr Davis agreed to release all BACs payments and authorise all payments for June voices. Cllrs Richards and Russell agreed to release all BACs payments and authorise all payments for July invoices, which would be done in August.

5.2 Chair to reconcile accounts with bank statement for period up to and including 2nd June 2019 and 6th May 2019.

The Chair was now able to verify and sign off the accounts for these periods.

5.3 Discuss Internal auditors report.

There were several points raised by the Internal Auditor for discussion by the Council:

- The possibility of the clerks having access to a Unity Trust Credit card, instead of using their own cards and claiming monies back.
- The possibility of outsourcing the payroll for the two clerks as this could lead to efficiencies.

Clerk to investigate and report back to the Council at the next meeting.

The auditor had also pointed out that the Council's general Risk Assessment had not yet been signed off by the Council. The Clerk had circulated it to the Council prior to the meeting and it was proposed as agreed by Cllr Davis, seconded by Cllr Stevens, unanimous.

6 HIGHWAYS AND GROUNDS MAINTENANCE

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

The following items were reported for Highways attention:

- Verge cutting has been missed on both sides of the road from Bassett's Farm to the parish boundary on the Maidstone Road.
- The hedges require cutting back from Nevergood Farm going up Brick Kiln Lane towards Rectory Park (both sides)

It was suggested that the Clerk speak to Jonathan Bibby, the KCC footpaths officer about the cut through from Back Lane to the Green as although it has been trimmed it is still narrower than it should be.

6.2 Street lighting

The Clerk has now drafted a letter which will be sent out to all those residents who are required to trim vegetation back from lamp posts, after 1st August. This will ask them to trim back the growth before the street lighting maintenance engineers visit to paint the lamp posts in September.

The Clerk is chasing the new lamp heads as they are still on order.

7. ADMINISTRATION

7.1 Traffic Solutions and HIPS

Dealt with earlier.

7.2 Neighbourhood Planning.

Cllr Jenkinson gave the following update about NH Planning:

- The Steering Group held a Meeting on 6th June.
- The group manned a table at The Summer Fete on 8th June. It was well publicised with a banner, provided the results of the questionnaire in folders, map of the proposed housing in Paddock Wood and Capel and a short questionnaire for young families to complete on the day. There were sweets to attract the children and parents to the table, and it was successful with a number of people signed up adding their e-mail addresses to the contacts listing.
- The first Public Workshop was held in the School Hall on 15th June from 10.00am -12 noon. There were 4 tables of approximately 6 people at each table. Jim Boot and Lyndsay Frost each gave a presentation and outlined the idea and expectation of the Workshops.

- The Chair of each of the Workshops (Landscape and Environment/Design and Style) gave a presentation with key issues that had been identified and the public then discussed options for these including opportunities and threats. One person from each table then presented the feedback to everyone present. The ultimate aim being to identify policies for the Neighbourhood Plan.
- The next Workshop will be on 13th July and will be Housing and Development/Community, Leisure and Recreation. The date of this has been changed from previous publicity. The Access and Movement/ Business and Employment Workshop is likely to be held in September.
- Jim Boot has concluded that whilst TWBC's public consultation is now due to start 20th September it is unlikely that it will change the date for Horsmonden's draft plan which could be out in October/November and still make the stages as originally planned. There was a discussion as to whether a decision should be made for the PC to allocate sites in the Neighbourhood Plan as it could, if all stages were complete, go to referendum Summer 2020 whereas TWBC local Plan is unlikely to be adopted until 2021. There is a risk in that TWBC could allocate additional sites in their draft local plan however TWBC have said they will not give villages a housing number but will look at suitability of sites.
- The next Steering Group Meeting will be on Thursday 4th July at 7.30pm The Gun.

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

Hilary Marsh had contacted the Clerk to let her know that she would not hear back from TWBC planning until mid-August. Until the results of the planning application were known, no further funding could be spent on the project. After a discussion it was proposed by Cllr Russell that the PC allow the group more time to spend the grant monies they have had, as this was linked to a favourable decision on the planning aspect. This should be subject to review in September. Seconded Cllr Davis, unanimous.

The PC members stated that the grant monies should be spent on the same items which they were originally gifted for.

7.4 Parish Council owned Play area. Consider further actions, following RoSPA inspection 2019

There were several items raised in the RoSPA report and the Council members felt it was best to call out a Playdale engineer to advise how best to deal with these, as some of them required investigation. The Council would like to investigate the fixing of dampeners on the gates to prevent them causing injury if they swing back and whilst the investigation is taking place it was thought best to follow the advice of the Playdale engineer and fit foam pipe lagging to the gates, to see how this worked. The Clerk was also asked to go ahead and arrange the signage for the anti-climb wall (No Climb - signs.) There appeared to be some shrinkage of the play area surface around the roundabout where it had recently been repaired by Playdale and it was requested that the Clerk ask Playdale if this work was still under warranty.

7.5 Considerations for VE Day May 2020

It was requested that the Clerk ask HoVEC and the Social Club if they have any plans for VE Day 2020.

7.6 Discuss the Nostalgia Groups suggestion regarding village legacy

Dealt with earlier.

7.7 Does the Council wish to install an additional SID and ask Capel Ground care to add this to their maintenance?

After some discussion it was proposed by Cllr Richards, seconded Cllr Davis, carried, that the Clerk purchase a second SID (mini with data) and ask Capel Ground care to maintain it with the existing SID. Cllr Sheppard mentioned that the battery was not lasting very long on the existing SID and it

was suggested that the Clerk ask Toby Donlan (KHS) if a larger capacity battery would fit the device.

7.8 Horsefair 2019 -Discuss Village Green booking and agree with conditions?

Cllr Jenkinson and the Assistant Clerk were to attend the Horsefair meeting with the police liaison and TWBC Events Team on Thursday 4th July. It was suggested that they mention the following points: no (or very limited number of) stalls; question if there will be a police presence; state that the PC do not organise any aspect of the event; organisers must arrange litter collection. In the past few years there has not been any road closure and PCSO's have helped to deliver letters around the Green, asking parishioners to move their cars etc on that day.

It was proposed by Cllr Jenkinson that the booking of the Village Green for the Horsefair be allowed to go ahead if all the Parish Council's conditions are met. Seconded Cllr Larkin, unanimous.

8. CONSULTATIONS

8.1 Comments on the Draft Tunbridge Wells Agreement

The Clerk had prepared some feedback having read through the document. It was agreed that she should feed these comments back to TWBC.

8.2 Consultation on 'Building for the High Weald' - A design guide for new housing development in the AONB <http://www.highweald.org/look-after/planning/design-guide-consultation.html> - comments by 14th August 2019

The Clerk had forwarded the consultation to members of the Council and the Neighbourhood Planning Group. It was felt that the NH Planning Group would be better placed to respond to this consultation.

Meeting closed 10.34pm