

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

Present: Cllr March (Chair)
Councillors Russell, Stevens, Jenkinson, Larkin, Holloway, Richards and White

In attendance: Lucy Noakes (Clerk and RFO)
Cllr Hamilton (KCC) – arrived 7.40pm
11 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 Davis.
Cllr McDermott (TWBC)

It was proposed by Cllr March that the **Public Session (item 2 on the agenda)** be postponed until after the arrival of Cllr Hamilton (KCC) as this matter involved KCC and KHS. Unanimous.

3. MINUTES OF PREVIOUS MEETING

Agree the minutes of the Parish Council Meeting 8th January, Planning Committee Meeting 23rd January and Personnel Committee meeting 23rd January 2018.

The minutes for 8th January meeting were proposed for acceptance by Cllr Stevens, seconded by Cllr Jenkinson and carried.

The minutes for the Planning Meeting 23rd January 2018 were proposed for acceptance by Cllr Holloway, seconded by Cllr Russell and voted for unanimously by those who took part in that meeting.

The minutes for the Personnel Committee Meeting 23rd January 2018 were proposed for acceptance by Cllr Russell, seconded by Cllr Jenkinson 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 table top exercise would need to be planned.

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

The doors should now be locking at around 5pm each evening. Councillors to examine the floors to see if the jet washing is cleaning them more efficiently.

Register beacon for November 2018 Event

The next HoVEC meeting was to be Thursday 8th February and hopefully this matter would be raised to see if HoVEC were interested in taking part in the event. St Margaret's Church had been notified about the possibility of registering for bell ringing if they wanted to take part.

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 suggested that she may need to take a week away from normal duties in order to try and sort through some of the paper filing and computer records.

Parish Play area

Play Dale had been requested to supply a quotation for parts which required replacement. The Clerk had also set up a meeting with a play dale representative to see if they could suggest replacing any of the items in the play area with more up to date facilities or something different. The Clerk had been speaking to Peter Every about the S 106 monies available and would let him know as soon as the council had some suitable quotations.

Buses

Cllr Hamilton said the consultation had been deferred at present, but she would let the council know once it was on the website. She confirmed that the consultation would be available in paper format too for those who did not have access to a computer.

Institute

The Clerk had confirmed to Hurstway that they wished to go ahead with the quotations and had received confirmation that they would be coming to carry out the works in March hopefully. She would keep members of the social club informed.

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.

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.

Cllr March mentioned the 'Big Thing' which was a competition which villages could take part in to see if they could win a piece of permanent art work for the village. Mrs Mills volunteers to have a look at this.

Three members of the public had asked to speak about the recent accidents at the crossroads and associated traffic problems. The Clerk had also been requested to read aloud an email from another parishioner.

The parishioners who voiced an opinion were concerned about the frequency and seriousness of the recent accidents in the centre of the village and felt that it was only a matter of time until someone was seriously injured or killed. They were requesting KCC to investigate what else can be done to make the crossroads safer and slow drivers down. Children from the local primary school had also made a request for Kent Highways services to look at the centre of the village and make things safer for all.

There were a number of suggestions from parishioners on how this could be achieved, including putting up more visible stop signs, speedbumps, traffic lights, warning triangles, rumble strips (temporary or permanent) and painting more signs on the road including dragon's teeth.

It was suggested that Cllr Hamilton should take copies of the CCTV footage of recent accidents to KHS and that a request should be made for any parishioners who have witnessed near misses or incidents on the crossroads to email Cllr Hamilton so that she can pass the information on to KHS.

Cllr Hamilton agreed that she would pass on these details to KHS and would ask them to look at this matter urgently and see what else they could suggest.

Cllr March proposed that item 8.1 be brought forward for discussion by the council. 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 Russell updated everyone on the parish Council’s traffic plans which were estimated to cost approximately £20,000.

The Village gateways were now at their final design stage, as was the new white lining at the crossroads which would help to increase visibility of those pulling out from the crossroads as well as making traffic more visible when it was waiting to pull out.

Cllr Russell explained that the three posts had already been positioned for the SID (Speed Indicator Device) and that the actual device itself was being delivered to the parish on Thursday 8th February and would then be in use. The SID is a removable device which can be positioned at three different points in the village facing either direction. It will flash up with the speed at which the motorist is travelling as well as recording data to show how many vehicles are travelling above the speed limit. The council could then make this data available to KHS as evidence that further assistance was required if necessary.

Cllr Russell also explained that part of the council’s plans included moving the 30mph speed limit on the Brenchley road, out further towards Sprivers.

A member of the public commented that the 30mph limit on the Lamberhurst Road had been brought closer to the village as it used to commence further out near to the AGA buildings, but had been moved closer to the entrance of Sprivers, sometime in the last ten years or so it was estimated. This was something which the council could investigate potentially.

The issue of cars parking on pavements was also raised during this item, as it was noted that this not only caused considerable inconvenience for those using the pavement (especially those in disabled vehicles or with pushchairs) but it also added to the breaking up of the pavement surfaces. Cllr Hamilton said it was very difficult to prosecute someone for parking on the pavement as this could only be done if they were actually caught during the process of parking on the pavement and such fines etc could only be issued by a parking officer, which the village did not have. It was suggested that the Borough Councillors could look into the possibility of asking TWBC if a parking officer could visit Horsmonden with this issue in mind.

5. PARISH COUNCIL FINANCE

5.1 Agree Parish Council accounts to 4th February 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 February 2018

	Balances
Current account with Co-operative Bank PLC b/fwd 08.01.2018 (assuming all debits and credits have cleared the account)	£ 102,765.16
Deposit account with HSBC b/fwd. 08.01.2018 (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
Business Stream - Supply of water to public toilets	D/D		£ 128.47
Health Care Equipment - baby change table for loos	401994		£ 262.80
Trevor Simms - repairs to public toilets	401995		£ 64.33
KALC - GDPR training -JM	401996		£ 36.00

B&CE Holdings - The Peoples Pension - December contr.	D/D		£ 21.60
Mrs L Noakes - January salary plus petrol	S/O Flexi		£ 1,089.53
HM Revenue and Customs - Tax & NI Mrs L Noakes, Jan	401997		£ 175.03
Mr C J Couchman - January clock and play area invoice	401998		£ 83.08
Duke Contractors Ltd -grounds maintenance contract	401999		£ 4,558.57
EJP Fire Protection Ltd - Fire alarm and system at Institute	402000		£ 156.00
The Heath Stores - refreshments for NH planning	402001		£ 70.40
Specialist Hygiene services - December cleaning	402002		£ 204.61
MLM Consulting Engineers Ltd - part payment of Design fees	402003		£ 2,415.00
Mrs D Morton - Refreshments for NH Plan meeting	402004		£ 18.30
Grant from Groundworks (NH planning - locality)		£ 6,390.00	

Current Account with Co-operative Bank PLC as at 04.02.18 (assuming all credits and debits have cleared the account)	£ 99,871.44
All Accounts with HSBC as at 04.02.18 (assuming all credits and debits have cleared the account)	£ 70,002.43
TOTAL BANK:	£ 169,873.77

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

The clerk had not yet received the bank statement from Co-op Bank and therefore this verification could not take place.

5.3 Quote for new router and data transfer to comply with new Data Protection Legislation and Regulations.

The Clerk had received a quotation from Arron Services to remove all data from the cloud storage and put back on to the laptop, where it could be stored more securely, as well as providing a new router. The price to carry out this work was £225.00 plus VAT. It was proposed by Cllr Larkin and seconded by Cllr Holloway that this work should be carried out. Unanimous.

5.4 Quotes from the Social Club for new front door for Institute Building

The Social club had obtained several quotations for providing and fitting a new front door to the Institute Building. It was proposed by Cllr Richards, seconded Cllr Russell and voted for unanimously that the council accept the quotation provided by JP Joinery Ltd for £2130.31 for the door plus fittings plus £475 to remove the old door and fit the new one. All prices were net of VAT. Both of the other quotations provided were more expensive.

5.5 Quotes for Village hall door entry system to parish office.

Hummel Electrics had provided an initial quotation for fitting a door entry system at the hall, however some further information and quotations were needed on this as it only included one entry panel and two were required. A new light outside the side door of the office was also required and Hummel Electrics quoted £115 for parts and labour net of VAT. It was proposed by Cllr Stevens and

seconded by Cllr White that Hummel electrics be asked to go ahead with fitting the light. Unanimous.

It was suggested that the Council might look at a NEST system for door entry.

5.6 Quotes for weedkilling and fertilizer for the Village green

Bourne's had quoted £380 plus VAT to treat the green with a liquid fertiliser and selective weed killer. It was proposed by Cllr Stevens and seconded by Cllr Russell that the council go ahead with this. Unanimous.

5.7 Quotes for new external noticeboard for Village Hall.

This item to be brought back next month when more quotes available.

5.8 Update on results of street lighting testing and Quotes for street lighting maintenance contract.

The street lights had all now been tested electrically and only one had presented a problem, which UK Power Networks were now repairing. The corrosion testing had not shown up any problems. SSE had now closed their Newington depot and had been struggling to provide a service for street lighting maintenance since the amalgamation. The clerk had obtained quotations from two other street lighting maintenance companies. Street Lighting had offered a contract for £1800 per annum plus VAT and PSR Lighting for £1140 plus VAT per annum. It was proposed by Cllr White that the council contract with PSR lighting for one year and then reassess the situation depending upon the service received. Seconded Cllr Larkin, unanimous.

Cllr March said that she had received a phone call from a parishioner to say that the street light in Gibbet Lane which had just been repaired was coming on but then going off at midnight and coming on again at 6am.

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

The Local Historical society had requested a grant towards a fireproof cabinet which was to be located at the Social Club. The Parish Council were sympathetic to the cause; however, it was suggested that the group come back to the council's next meeting with quotes and sizes etc.

5.10 Agree clerks access to online banking with Co-operative Bank.

The clerk had discovered that the form sent would still not enable her to access online statements without needing to be a signatory.

6. PLANNING APPLICATIONS

i) Current applications awaiting consideration by the council:

Planning Application No:	TW/17/03870/FULL
Proposal:	<u>Demolition of existing large commercial units and replacement with 3No. smaller commercial units</u>
Location:	Commercial Units Land to The North of Spelmonden Farm Spelmonden Road Goudhurst Cranbrook Kent
Recommendation:	Recommended Approval.
Proposal:	Cllr White, seconded Cllr Larkin, unanimous
Comments:	Acceptance on the condition that the Highways Agency and Environment Agency conditions are complied with.

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

None.

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:

- Pavements in Orchard Way – these had been looked at before and were not considered bad enough for KHS to take action, however Parishioners had reported these as hazardous again.
- The triangle of grass near rectory Park /Lordship Woods has been driven over and churned up v badly.

8.

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

Already dealt with in the meeting

8.2 Recommendations from personnel committee regarding appointment of additional member of staff.

The personnel committee had recommended that the new clerks assistant post be for 10hours per week on a flexible basis. It was recommended by Cllr Russell seconded by Cllr Holloway and voted for unanimously that the recommendations be accepted.

8.3 Neighbourhood planning. Updates following the inception meeting on 26th January 2018.

Cllr Richards was asked if he would like to join the steering group as a member to ensure that two members of the council can always attend meetings.

It was suggested that the NH planning group should be reminded that it was a requirement that all formal meetings of the steering group should have a formal agenda and minutes. Decisions could not be made at informal meetings

The group had asked if they could hold their meetings at the Gun and Spit Roast Public house in an upstairs room. The Council felt this was not a suitable location as it was a licensed premises. It was suggested that the group look at using St Margaret's Church Hall as this was usually free.

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

It was proposed by Cllr Richards and seconded by Cllr White that it would be a good idea to transfer the old Parish Council minutes to Kent Archives for safe keeping and to make them publicly available, however prior to deciding which years to transfer to archives, the clerk should establish how far back the records come under the new Data Protection Legislation and how many of the records the Archives may wish to accept.

8.5 Parish Council use of Facebook

KALC had recommended that if a Facebook account is held by the council then it is 'read only' and cannot be used to post comments to the council. The clerk will send details to Cllr White and Richards to consider. This matter to brought back to the next meeting.

8.6 Request to book the Village Green for Crosses on the Green event 29th March – 2nd April 2018

The Clerk had received all of the paperwork for this event. It was proposed by Cllr Stevens and seconded by Cllr Russell, unanimous that this event be allowed to go ahead.

8.7 Village Litter Picking event for 2018

Parishioners had shown an interest in taking part in a litter picking event again this spring. Cllrs White and Larkin had put themselves forward to organise and publicise the event.

8.8 Parish play area. Obtaining quotations to renew/upgrade some equipment in line with S106 monies available.

This had already been dealt with under Matters Arising. Clerk to bring quotes to the next meeting if possible.

9. CONSULTATIONS

9.1 Kent County Council - Homelessness Support Service for Vulnerable Adults in Kent <https://consultations.kent.gov.uk/consult.ti/homelessnessconsultation/consultationHome> closes 4th March 2018

It was proposed by Cllr Jenkinson and seconded by Cllr Russell that Cllr Larkin respond to this on behalf of the council. Unanimous.

10. UPDATES (no decisions)

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

Cllr Jenkinson and the Clerk attended a First Aid at Work course on 22nd January.

The meeting closed at 10.19pm