

**MINUTES OF THE**  
**ANNUAL MEETING OF HORSMONDEN PARISH COUNCIL**  
**HELD IN HORSMONDEN VILLAGE HALL at 7.30 P.M. ON TUESDAY 8<sup>th</sup> MAY 2018**

**Present:** Cllr March (Outgoing and Incoming Chair)  
Councillors, Stevens, Davis, Russell, Jenkinson, Richards, Larkin, White and Sheppard

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

**Declarations of Interest:** Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr Russell declared an interest in item 4. on the Agenda, as the applicant was related to him. He therefore took no part in the discussion or vote regarding this matter. Cllr Stevens declared a non-pecuniary interest in TW/18/01254/FULL as the applicants were neighbours to his business property. Cllr Stevens left the room and did not take part in the discussions regarding this application.

Cllr March declared an interest in TW/18/01311/PNQCLA as the applicant was her neighbour. Cllr March left the room and did not take part in the discussions regarding this application.

**1. APOLOGIES FOR ABSENCE**

Cllr Alan McDermott (TWBC).

Cllrs White and Larkin apologised for a late arrival.

**2. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

Cllr Davis proposed that Cllr March remain Chair of the Council. Cllr March accepted the nomination and the proposal was seconded by Cllr Stevens. Unanimous.

Cllr Stevens proposed that Cllr Davis stand as Vice Chair. Cllr Davis accepted the nomination and the proposal was seconded by Cllr Russell. Unanimous.

**3. DECLARATION OF ACCEPTANCE OF OFFICE**

All Councillors present agreed to and signed the Acceptance of Office including the Written Declaration to observe the Code of Conduct for a further year. The signatures were witnessed and countersigned by the Clerk.

Cllrs White and Larkin signed their declarations later on in the meeting, when they arrived.

**4. CO-OPTION OF A NEW COUNCIL MEMBER**

The council had advertised its vacancy as allowed under the co-option process rules, for 30 days. Mr Sheppard was put forward for co-option as the only applicant for the vacancy.

It was proposed by Cllr Richards and seconded by Cllr Stevens that Mr. Sheppard be co-opted on to the council. Unanimous vote by those entitled to vote.

**5. ELECTION OF OFFICERS & COMMITTEES**

There was a discussion about which liaison and committee groups the Council would need for the forthcoming year and Councillors decided which of these groups they wished to serve on.

<b>Committee/Liaison group</b>	<b>Officer Membership</b>
<b>Business/Retail Liaison Member</b>	Cllr Richards
<b>Finance /Risk Assessment Committee*</b>	Cllrs Davis, March, Richards, and Russell. Chair – to be elected next committee meeting
<b>Personnel Committee</b>	Cllrs Davis, March Jenkinson and Russell. Chair – to be elected next committee meeting
<b>Footpaths Liaison Member</b>	Cllr Larkin and Sheppard.
<b>Horsefair &amp; Police Liaison Group</b>	Cllrs March and Steven s.
<b>KALC Representatives/Liaison Group</b>	Cllr Jenkinson and Cllr Richards (reserve)

<b>Planning*</b>	Cllrs March, Davis, Russell, Stevens, Jenkinson, Larkin, Sheppard and Richards. Chair – to be elected next committee meeting.
<b>Horsmonden Village Events committee (HoVEC)</b>	Cllrs March and Cllr Stevens (reserve)
<b>School Liaison</b>	Cllrs Larkin and White.
<b>Highways &amp; Lighting Group</b>	Cllrs Davis, Sheppard, Russell and Stevens,
<b>Village Green Custodians/Liaison Group</b>	Cllrs March, and Stevens.
<b>Village Hall Trustees</b>	Cllrs Russell and Stevens.
<b>Sports Ground Liaison Group</b>	Cllrs Davis and Richards.
<b>Institute Building Liaison Group</b>	Cllrs Davis, March, Richards, and Russell
<b>Emergency Planning Group</b>	Cllrs Davis, Russell, Stevens, Larkin and Jenkinson.
<b>HWCAAG</b>	Cllrs Larkin and White
<b>NH Planning Liaison</b>	Cllr Jenkinson (liaison officer) White and Richards

\* Chair to be nominated at next meeting

The committees as above were proposed for acceptance by Cllr Davis, seconded by Cllr Jenkinson and voted for unanimously.

## 6. PUBLIC SESSION

There were no members of the public wishing to speak.

*It was proposed by Cllr Stevens at this point in the meeting to bring item 10 on the Agenda- Planning - forward as there was a member of the public waiting to hear the outcome. Seconded Cllr Russell. Unanimous.*

## 10. PLANNING APPLICATIONS

### **i) Current applications awaiting consideration by the council:**

Planning Application No:	TW/18/01013/FULL
Proposal:	<a href="#"><u>Conversion of garage to dining room</u></a>
Location:	Garryn Maidstone Road Horsmonden Tonbridge Kent TN12 8JP
Recommendation:	Recommended Approval
Proposal:	Cllr Sheppard, seconded Cllr Richards. Unanimous.
Comments:	Recommended Approval. Acceptable modification, in keeping with the surroundings.

Planning Application No:	TW/18/01211/TPO
Proposal:	<a href="#"><u>Trees: Dawn Redwood (T4) - Fell</u></a>
Location:	Boundary Cottage Maidstone Road Horsmonden
Recommendation:	Approval
Proposal:	Cllr Davis, seconded Cllr Russell. Carried.
Comments:	Recommended Approval, conditional on the applicant planting a replacement tree, not necessarily the same species or in the same place.

Planning Application No:	TW/18/01257/TPO
Proposal:	<a href="#"><u>Trees: Dawn Redwood - Fell</u></a>

Location:	Boundary Cottage Maidstone Road Horsmonden Tonbridge Kent TN12 8NE
Recommendation:	Approval
Proposal:	Cllr Davis, seconded Cllr Russell. Carried.
Comments:	Recommended Approval, conditional on the applicant planting a replacement tree, not necessarily the same species or in the same place.

Planning Application No:	TW/18/01254/FULL
Proposal:	<a href="#">Erection of a single storey side orangery</a> Planning Application
Location:	Paygate Maidstone Road Horsmonden Tonbridge Kent TN12 8DB
Recommendation:	Approval
Proposal:	Cllr Russell, seconded Cllr Sheppard, unanimous.
Comments:	Recommended Approval. A reasonable enhancement to this refurbished property.

Planning Application No:	TW/18/01311/PNQCLA
Proposal:	<a href="#">Prior notification for the change of use of a building and land within its curtilage from an agricultural use to a use falling within Class C3 (dwelling houses) together with the associated building operations which are reasonably necessary to convert the building for its prior approval to: - Transport and highways impacts - Noise impacts - Flooding risks - Whether location or siting makes it impractical or undesirable - Design or external appearance</a>
Location:	The Green Barn Swigs Hole Farm Yew Tree Green Road Horsmonden Tonbridge Kent TN12 8HR
Recommendation:	Approval.
Proposal:	Cllr Richards, seconded Cllr Russell, carried.
Comments:	Recommended Approval. Acceptance on the grounds of a reasonable change of use.

## 7. MINUTES OF PARISH COUNCIL MEETINGS

### **Minutes of the Parish Council meeting 9<sup>th</sup> April 2018 & Planning meeting 24<sup>th</sup> April 2018**

Cllr Stevens proposed acceptance of the minutes of the meeting dated 9<sup>th</sup> April, seconded Cllr Jenkinson, unanimous for those present at that meeting.

Cllr Davis proposed acceptance of the minutes of the meeting dated 24<sup>th</sup> April, seconded Cllr Russell. Unanimous for those present at that meeting.

## 8. MATTERS ARISING

**Public Rights of Way** - The KCC officer was now in the process of visiting members of the public who were providing evidence statements in this case.

**Emergency planning** - A further table top exercise had taken place on 17<sup>th</sup> April, and Cllr Russell confirmed that the Plan was now ready for presentation at the APM on 14<sup>th</sup> May.

**Listing as asset of community value – The Gun and Spit Roast Inn** – Cllr Richards was still dealing with this matter.

**Parish Toilets** –Cllr March had looked in passing but did not feel the floors looked that much cleaner. However, the toilets appeared generally clean. It was suggested that the clerk circulate dates for next jet washing, if she can find out when they are coming, so that Cllrs can check afterwards.

**Register beacon for November 2018 Event** - Clerk has registered beacon. Clerk has contacted St Margaret’s about registering for bell ringing event and HoVEC in case they wish to organise an event around this.

**Data protection legislation updates** - Clerk has begun arrangements for compliance with new legislation in 2018, but further time is needed to get matters in hand prior to 25<sup>th</sup> May and continue compliance afterwards.

**Institute** - Roofers have been and finished their part of the work. Hurstway will come and finish off the rest of the works once the council have agreed the next quotes  
Clerk awaits a final draft of lease.

## 9. ACCOUNTS AND FINANCE

### 9.1 Parish Council accounts to 7<sup>th</sup> May 2018 (see Appendix 1)

Cllr Richards Proposed acceptance of the accounts up to 7<sup>th</sup> May 2018 as presented in Appendix 1 below, by the Clerk, seconded Cllr Russell, unanimous.

#### Horsmonden Parish Council Accounts as at 7th May 2018

	<b>Balances</b>
Current account with Co-operative Bank PLC b/fwd. 01.04.2018 (assuming all debits and credits have cleared the account)	£ 71,606.41
Deposit account with HSBC b/fwd. 01.04.2018 (assuming all credits and debits have cleared the account)	£ 291.01
interest on HSBC account	<input type="text"/>

Item	Ref	Receipts	Payments
Viking- stationery	402036		£ 37.63
E-on - street lighting supply of electricity	402037		£ 487.35
J P Joinery (Kent) Ltd - door at Institute (less deposit)	402038		£ 1,533.82
Brick Kiln Carpentry - door fitting	402039		£ 475.00
Local Council Public Advisory Service (DPO)	402040		£ 450.00
Hummel Electrical Ltd - door entry and light	402041		£ 876.00
Play dale Playgrounds - spares and fitting	402042		£ 5,799.86
Hurstway Construction co. Ltd	402043		£ 4,506.06
Mrs L Noakes - April salary	S/O Flexi		£ 1,070.50
HM Revenue and Customs - Tax & NI Mrs L Noakes April 2018	402044		£ 163.36
Mrs L Noakes - travel and parking expenses	402045		£ 29.89
Mr C J Couchman - April clock and play area	402046		£ 83.08
Specialist Hygiene Services Ltd - April cleaning	402048		£ 204.61
Tunbridge Wells Borough Council - CAV	402049		£ 996.74
Choice leader Ltd (T/A the Marketing Solution & checkmate Gifts	402050		£ 48.00
BHIB Ltd _Annual insurance premium	402051		£ 2,074.89
First half of precept		£ 45,000.00	

Refund from KCC for Fromandez Drive cuts	£	78.00	
Current Account with Co-operative Bank PLC as at 07.05.18 (assuming all credits and debits have cleared the account)	£		97,847.62
All Accounts with HSBC as at 07.05.18 (assuming all credits and debits have cleared the account)	£		291.01
	<b>TOTAL BANK:</b>	<b>£</b>	<b>98,138.63</b>

*Please note that in addition to this the Council holds a long-term investment of £70,000 with HSBC.*

## 9.2 **Annual Return 2017/18 (accounts to 31<sup>st</sup> March 2018 already approved at the meeting 9th April 2018)**

Cllr March checked and signed the bank statement against the accounts up to 31<sup>st</sup> March 2018 to ensure the amounts were the same.

### i) **Review and approve the Annual Governance Statement 2017/18 (section 1 page 4 of the Annual Return 31<sup>st</sup> March 2018)**

The Council reviewed the questions in the Annual Governance statement one at a time. A resolution was made by Cllr Stevens to accept the answers as provided by the Council on the Annual Governance Statement. This was seconded by Cllr Richards and voted for unanimously. The Clerk and the Chair signed and dated the form and the minute reference was inserted appropriately.

### ii) **Consideration, approval and signing of the Annual Accounting Statement 2017/18 (Section 2 page 5 of the Annual Return 31<sup>st</sup> March 2018.)**

The Council examined the Annual Accounting Statement as set out by the Clerk on section 2 of the AGAR form. A resolution was made by Cllr Davis to accept the Accounting statement as set out. This was seconded by Cllr Russell and voted for unanimously. The Clerk had already signed the statement in accordance with instructions from the Council's External auditor, therefore the form was signed by Cllr March as the chair and dated appropriately with the minute references inserted.

The Council's internal end of Year Accounts package was presented by the Clerk and any questions were addressed. Cllr Davis recommended approval of the balance sheet, seconded Cllr Russell. Unanimous. Cllr Richards recommended approval of the Fixed Asset Register, seconded Cllr Davis, unanimous.

The Clerk was reminded to add the SID on to the Fixed Asset register for 2018-19.

## 11. **HIGHWAYS AND GROUNDS MAINTENANCE**

### 11.1 **Highways report/update**

The following observations were made to be reported to Highways:

- Pot holes were noted in the layby by the T-junction at Churn Lane
- A water leak had been noticed opposite Lockett Green
- The clerk had reinforced to Lisa Gillham (District manager) the danger of the two drain covers which had dropped down on the Lamberhurst road as they were extremely dangerous. They had been marked up for repair, but the repair works had not yet been carried out.

- The clerk had also mentioned the blocked drains on the Lamberhurst Road to Lisa Gillham as these were blocked solid and had been reported before.
- The Chair reported that parishioners had reported to her a drainage problem outside Wealden Croft on the Brenchley Road as there is no drainage of the road here and the road cambers slightly which means when it rains the water floods over the pavement making it very difficult for pedestrians to pass and flooding the driveways to local properties.
- The small 30mph sign opposite Tudor Cottage, Lamberhurst Road has now disappeared into the hedge, which is overgrown.

## **11.2 Street lighting**

Nothing to report at present.

## **12. PARISH COUNCIL ADMINISTRATION**

### **12.1 Traffic solutions**

Cllr Davis and the Clerk had met with Emma Green and Mike Hardy (officers from KHS) Lisa Gillham (District Officer for KCC), Greg Clark and his secretary, Rachel Godfrey, Sarah Hamilton (KCC Cllr) and Kate Mills from Heath Stores on Friday 4<sup>th</sup> May to discuss the solution set out by KHS to try and prevent further accidents at the crossroads.

It had been ascertained that the recent accidents had all been caused by drivers who failed to stop at the white line on the Lamberhurst side of the crossroads.

In order to try and emphasise the need to stop at the crossroads KHS was going to implement on both the Lamberhurst Road and Maidstone Road sides of the crossroads, new fluorescent backed STOP signs and a 50m stretch of buff coloured road surfacing up to the white line. This is in addition to a new fluorescent warning sign prior to the junction and bringing the white lining forward on the Lamberhurst side of the crossroads.

The Parish Council's own traffic solutions plans would still be going ahead and included the introduction of gateways on each entry point to the village and moving the 30mph restriction outwards on the Brenchley Road.

The group had also discussed the potential that the drivers involved in the accidents may have been using satnavs and google maps. Greg Clark was going to meet with the police later that afternoon to see if any further information regarding this could be released. He had already written to Google asking if he could arrange a meeting to discuss what could be done to make Google Maps safer to use.

Kent Highway services had also made a suggestion that double yellow lines could be put around each of the corners on the junction on the Lamberhurst and Maidstone road, however there was no resource to enforce this restriction at present. They had asked the Parish Council to let them know whether they considered this a suitable part of the solution.

After a discussion Cllr Davis proposed that the double yellow lines should be put on hold for the present time as the Council should wait and see the effects of the currently proposed measures first. This was seconded by Cllr Jenkinson, unanimous.

It was felt by the Council that as the current spate of accidents did not appear to be caused by a parking issue at the crossroads, and as any double yellow line restriction could not be enforced in the absence of traffic wardens, this measure would not be likely to assist with the prevention of the type of accidents which were occurring in the current situation. It was also feared that double yellow lines could restrict parking for the shop if they were extended beyond the corners of the junction.

Cllr Sheppard had assisted in producing some graphs from the data already collected by the SID and the Clerk presented this on the large screen for Councillors to see. The data indicated that the traffic was heavier on the Goudhurst/ Brenchley Road, than on the Lamberhurst /Maidstone Road, which concurred with earlier traffic data collection. The data seemed to indicate that whilst the majority of drivers were traveling between 30 mph and 35 mph, there were some who travelled much faster and one reading of over 70mph on the Lamberhurst Road was fairly alarming. Further data would be collected and analysed.

Cllr White had raised the suggestion of purchasing another SID head so that two could be used at once as it seemed to slow traffic down. Cllr Davis had looked into the suggestion and it appeared that the Council would be free to purchase another head if they should wish to, as they were to install another position for the device once the 30mph limit was moved out on the Brenchley Road, which gave them an adequate number of places to position two SIDs. It was however proposed by Cllr Davis that although the use of the SID had so far been a positive experience, the Council should perhaps wait until the next post is positioned on the Brenchley Road (when the 30mph limit is moved outwards) before deciding whether to purchase another SID. This was seconded by Cllr Larkin and carried.

## **12.2 The Institute – lease, building works – quotes, letter to local residents asking them not to park across the fire exit gate (dog bone marker).**

The Clerk was hoping to receive the final draft of the lease for signing soon.

Although the roofers had finished their part to the work to the Institute Roof, a few additional work items had been found by Hurstway when carrying out checks to the rest of the exterior. Hurstway had provided additional quotes for these as follows:

- Additional section of barge board to be replaced at the front of the building (to replace rotten section) - £618.00net (however if the provisional sum included in the original quote was used towards this only £268 was needed additionally.)
- Fire protection boarding was required above the Oil tank - £475net
- Installation of 250ltr water butts - £224 each

It was proposed by Cllr Stevens, seconded by Cllr Russell and voted for unanimously that these works all be carried out as above, except for the water barrels. It was considered that if water barrels were required these could be obtained and installed locally at a cheaper price. Unanimous.

A further £2022 net was still to be paid in addition to this, for the original works quote which included replacing areas of rotten fascia and repainting them and also repairs to the guttering.

Cllr March raised the issue of vehicles still parking across the fire exit at the Institute. It was suggested that the Clerk write to everyone who lived in Green Lane, as well as the Business Centre and the Social Club itself to remind everyone that they should not park on the dog and bone markers. This was proposed by Cllr White, seconded Cllr Richards, unanimous.

## **12.3 Agreement to renew lease for parish office with Village Hall committee (1<sup>st</sup> June 2017).**

It was proposed by Cllr Davis, seconded by Cllr White and voted for unanimously that the lease should be renewed. Cllr Russell said that Mrs Johnson was currently the Chair to the Village Hall committee and she would need to sign this with the Chair of the Council. Clerk to organise.

## **12.4 Emergency Planning**

Cllr Russell announced that the Emergency Plan was now ready to present to the public. It was the type of document which would require regular updates of the contact details etc, and this would need to be addressed by the Council. It was suggested that the Council may get some copies professionally printed for future distribution to members of the public as the office printer would not cope with producing multiple copies of this.

**13. UPDATES (no decisions)**

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

Cllr March said that she and Cllr Jenkinson, together with the Clerk, had attended the NE Quadrant meeting at Brenchley on 1<sup>st</sup> May with representatives from Pembury, Capel, Brenchley and Paddock wood Councils. The outcome of the meeting was that the Chairs of those Councils attending had been asked to seek a mandate from their Council regarding future meetings and what the group hoped to achieve. This would need to be considered at the next Planning Meeting on 24<sup>th</sup> May 2018.

Cllr Jenkinson had circulated an email prior to the meeting updating the Council on Neighbourhood Planning and the recent Visioning Event which had taken place in April and was well attended by parishioners representing Village Groups, Societies and Businesses. Eight tasks had been set to generate and gather ideas and to identify what those attending felt was important for the future of the Village. The event was deemed to be a success with mostly positive feedback.

The Steering Group are currently organizing The Design Forum Event which will take place on 23rd/24th May and 7th June 2018 in The Village Hall and will be facilitated by Feria Urbanism. The publicity for this event will include a banner on The Green, poster boards at various sites in the Village and a leaflet drop. Leaflets will also be available in Shops, GP Surgery, Village Hall and Social Club. Cllr Jenkinson also provided a leaflet for each member present at the meeting.

The next meeting of The Steering Group will be the 17th May at The Gun to make final arrangements for the Design Forum Event.

Cllr March explained that raffle tickets for the HoVEC summer event would be on sale outside Heath Stores prior to the event. The table theme for this years' Friday night event was 'Once Upon a Time'. Cllr March asked if the Clerk could obtain a UMSO certificate to allow a string of celebratory lights to be attached at the front of the Green from Thursday 7<sup>th</sup> to Sunday 10<sup>th</sup> June inclusive.

Cllrs March, Russell, and Jenkinson had met with the Clerk on 27<sup>th</sup> April, to discuss the applicants for the Assistant Clerk vacancy. They had read the CVs of each applicant in some detail and discussed. The group had decided to interview five candidates on 25<sup>th</sup> May to ascertain who they would recommend for appointment.

Cllr March suggested that each Councillor could say a few words about their work for the Council at the APM on the following Monday evening:

Cllr Russell – Emergency Planning presentation with Lisa Guthrie (KCC) and Denise Haylett (TWBC)

Cllr Davis- Traffic Solutions (Parish and KHS)

Cllr Richards – Chair of planning and liaison with local businesses

Cllr White – Litter picking  
Cllr Larkin – School liaison and footpaths  
Cllr Jenkinson – update on Neighbourhood planning  
Cllr Stevens – Christmas Lighting  
Cllr Sheppard – new recruit and SID analysis.

It was requested that each Councillor bring a small plate of food for the Parish. The clerk will obtain 6 bottles each of red and white wine plus 4 cartons of apple juice from Heath Stores for refreshments on the night. Members were requested to get to the Hall at 6.30pm to help set up the room and refreshments prior to the public's arrival at 7pm.

**Meeting closed at 10.30pm**