



## HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR  
Tel: 01622 892496 Email: clerk@headcornpc.org.uk

### Minutes of the Extraordinary Parish Council Meeting held on Wednesday 22<sup>nd</sup> January 2020 at 7:00pm in the Green Room, Village Hall, Headcorn.

Those present: Cllrs Dungey, Hancock, James, Mather, Pyman, Selby, Thomas and Thorogood.

Clerk: Caroline Carmichael  
Assistant Clerk: Stefan Christodoulou

There were no members of the public present.

1.
  - a. Apologies for absence were received and accepted from Cllrs Davies, Evenden and Walker.
  - b. To seek notification on whether anyone intends to film, photograph or record any items of this meeting. There were none recorded.
  - c. Declaration of changes to the register of interests: There were none recorded.
  - d. Declaration of Pecuniary Interest or other interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the Agenda: There were none recorded.
  - e. Requests for Dispensations: There were none recorded.
  - f. Declarations of Lobbying: There were none recorded.
2. **Public session** (minute book closed)
3. **The minutes of the meeting held on Wednesday January 8<sup>th</sup>, 2020** were duly approved and signed by the Chair.
4. **To agree the budget for 2020/21 and confirm the Parish Precept for 2020/21**  
The Council reviewed and discussed the draft budget and after a lengthy debate it was agreed at £210,058.72  
The resultant precept was therefore agreed as follows: -

Proposed precept	Annual Precept per Band D property	Annual Increase over 2019/20	Monthly Increase over 2019/20	Percentage Increase over 2018/19
£210,258.72	£122.56	£5.94	£0.49	5.10%

It was agreed that the Chair and Clerk would sign the Local Government Finance Act 1992 Parish Precept Requirement for 2020/21 and the Clerk will send to MBC in time for the agreed deadline for submission of 31<sup>st</sup> January 2020



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**5. To agree purchase of additional IT equipment for Parish Office**

The Council reviewed quotations to include an additional desktop PC for the Parish Office for use by the Assistant Clerk. It was noted that the current laptop had reached its life and the quotation for a replacement was also reviewed. The Clerk confirmed that there were enough funds in the current year budget to support purchase of the items. The Council agreed the Clerk should proceed with purchase and installation.

**6. To receive an update on the gifting of the land, known as Roberts Land, in Headcorn to the Parish Council**

The Chair gave an update on the meeting held to discuss the matter and advised that solicitors Whitehead Monckton (Tenterden) had agreed to act in the matter of the transfer of the land from the Dr & Mrs Roberts to Headcorn Parish Council. They have agreed a reduced fee provided they can publicise their involvement in their promotional literature. The fee at £500 was considered by the Council to be very competitive and agreed to the proposal. The Clerk will take the matter forward by paying an initial fee of £300.

**7. To discuss recommendation from the Staffing Committee concerning the appointment of an additional Assistant Lengthsman and agree action required.**

It was noted that the current lengthsman has been consistently working at circa 40 hours a week and due to personal reasons wishes to reduce this to 20 per week. It is therefore proposed that the Council appoint a part time assistant lengthsman to cover the other 20 hours. Budgets will be unaffected. The Staffing Committee proposed the role would be paid at the current minimum wage of £8.21 per hour and noted that the minimum wage will increase to £8.72 on 1<sup>st</sup> April 2020.

The appointment was agreed by the Council and the Clerk will proceed with advertising the post.

**8. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for discussion at future meetings.**

The Chair gave a brief update on the installation of the traffic signal control boxes on Days Green and it was noted that they will be moved to a more appropriate (agreed) location. The developer would be issuing an apology and explaining that additional work will be required to accommodate this work.




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Headcorn Neighbourhood Plan - The Chair advised she had now received a written proposal from Dr Driver that outlines the work and costs required to take the matter forward. It is in line with the detail presented at Full Council and she was seeking approval from Council to go ahead with the matter. The Council unanimously agreed that we should proceed as outlined.

There being no other matters for discussion the meeting closed at 20.10 hrs.

Signed.......... Date..... 12-2-2020 .....

