



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 Meeting of the Parish Council held on Wednesday 10th May 2017 at 8pm in Longmeadow, Village Hall, Headcorn.

Those present were Cllr Selby, Cllr Lavender, Cllr Smith, Cllr James, Cllr Dungey, Cllr Andrews, Cllr Mather, Cllr Evenden, Cllr Pyman, Cllr Walker and Cllr D'Urso.

Clerk: Caroline Carmichael

There were four parishioners, Borough Councillor Martin Round and PCSO John Boyd present.

1. **Election of Chairman and signing Acceptance of Office**
Cllr Lyn Selby was elected for the ensuing year
2. **Election of Vice Chairman**
Cllr Dungey was elected for the ensuing year
3. **Apologies for absence** Cllr Bellingham-Padbury and Cllr Davies.
To seek notification on whether anyone intends to film, photograph or record any items of this meeting There were none recorded
Declaration of changes to the Register of Interest There were none recorded
Declaration of pecuniary or significant interest regarding items on the agenda There were none recorded.
Requests for Dispensation There were none recorded
Declaration of Lobbying There were none recorded.
4. **Public session** (minute book closed)
5. **Police and Community Warden Reports**
Policing Report
PCSO John Boyd reported details of the crimes in the Parish. He further reported that there had been robust policing at a couple of sites on the Lenham Road, details could not be given as they were part of ongoing investigations.
The issue of fly tipping was raised and PCSO Boyd suggested that The Council encourage the community to use the mobile app "Country Eye" to quickly report these matters. It was not within the remit of 101 to deal with fly tipping but was the responsibility of MBC.
Discussion centered on the time taken by a number of complaints received about the length of time that it takes to get through to the 101 team to report crime. It was agreed that the Clerk would write to Kent Police about the increasing number of complaints.



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Community Warden Report

The warden sent apologies for absence due to other commitments. Report had been read by councillors.

Cllr Selby noted that the warden had witnessed a number of cases of dangerous driving and asked that the Clerk contact him to ascertain what action he took in these cases. What if anything we should be doing if we witness the same? Clerk to action.

6. (a) Appointments to planning, open spaces and staffing committee and working groups
(b) Appointments to other External Committees/Bodies

Planning & Licensing Committee

Cllr Andrews

Cllr Pyman

Cllr James

Cllr Davies

Cllr Walker

Cllr Bellingham-Padbury

Cllr Selby

Cllr Dungey

It was noted that Cllr James wished to end her tenure on this committee and it was agreed that she would continue until such time as Cllr D'Urso was able to take over the position.

Open Spaces Committee

Cllr James

Cllr D'Urso

Cllr Lavender

Cllr Mather

Cllr Bellingham-Padbury

Cllr Smith

Cllr Walker

Cllr Dungey

Cllr Selby

Staffing Committee

Cllr James

Cllr Pyman

Cllr D'Urso

Cllr Walker

Cllr Dungey

Cllr Selby



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Finance Group

- Chair of Planning Committee
- Chair of Open Spaces
- Chair of Staffing
- Chair of Full Council
- Vice Chair of Full Council

Neighbourhood Planning Group

- Cllr Andrews
- Cllr D'Urso
- Cllr Lavender
- Cllr Evenden
- Cllr Selby

Affordable Housing Group

- Cllr Bellingham-Padbury
- Cllr D'Urso
- Cllr Dungey
- Cllr Selby

Remembrance Day Parade

- Cllr Walker
- Cllr Lavender
- Cllr Smith
- Cllr Dungey

Communications Group

- Cllr D'Urso
- Cllr James
- Cllr Mather
- Cllr Evenden
- Cllr Dungey
- Cllr Selby
- Davyd Nash ex officio

Speedwatch Group

- Cllr Lavender
- Cllr Smith



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Playscheme Group

Cllr Lavender
Cllr James
Cllr D'Urso
Cllr Selby

Special Events Group

Cllr Walker
Cllr Mather
Cllr James
Cllr Dungey

Emergency Plan Group

Cllr Mather
Tim Thomas ex officio

Village Hall Management Committee

Cllr Dungey
Cllr Selby

Aerodrome Consultative Committee

Cllr Mather
Cllr Selby

Days Green Board of Trustees

It was noted that Martin Round had finished his tenure with this committee and no longer wished to stand for inclusion. HPC need therefore to appoint a replacement. After discussion it was agreed that Caroline Carmichael would take his place.

Celia Davies
Jenny Gibson
Peg Parnham
Alan Port
Caroline Carmichael

Aviation Environment Federation

Tim Thomas



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KALC & Joint Parishes

- Cllr D'Urso
- Cllr Bellingham-Padbury
- Cllr Pyman
- Cllr Selby

Police Liaison

- Cllr Davies
- Cllr Selby

Catchment Improvement Group

- Cllr Smith

Community Flood Wardens

- Tim Thomas
- Cllr Mather

- To resolve that the minutes of the Council Meeting held on Wednesday 12th April 2017 be taken as read, confirmed as a correct record and signed by the Chairman.**
After the correction of the word recording to recorded in item 1(f), deletion of the words "can only be held on" in matters arising and a correction to the spelling of MBC offices name James Bailey the minutes were approved and duly signed
- Matters arising from previous minutes**
 - Traders Car Park** – Confirmation from Starnes that a planning application has been submitted to MBC.
 - Parking issues** – matter remains with Open Space Committee.
 - Breach of Data** – the matter will not be taken any further as the parishioners concerned do not wish to pursue the issues at this time.
 - Hammerstream** – the Chair advised that MBC placed an injunction ^{on} of the land in the week before Easter. It was noted that this is a comprehensive order and prohibits any movement at the site; this includes mobile homes, plant/machinery and also any works.
Given that this site has been a concern for our community for many years the Council is very appreciative that some action has at last been taken and request that a note for formal thanks be sent to MBC.



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Weight restriction signs – are all now in place. Cllr Mather had not been able to investigate the possibility to get the detail onto GPS systems and would take the matter forward.

KALC/KFRS – ongoing

Community Flood Resilience Officer – the meeting on 27th April was extremely poorly attended. The view was that it had not been publicized in the right way. A further meeting has now been set for 6th June 2017 7 – 9pm. The event will be publicized with a leaflet drop to those areas in the village that are likely to be affected by flooding. Parish council agreed to support the Officer with additional advertising through the website and Facebook page.

CCTV signs – The lowering of sign is not yet completed. Clerk to resolve.

KALC Councillor Training - Cllrs D'Urso, Smith, Lavender & Bellingham-Padbury attended the Dynamic Councillor training course on April 22nd 2017. The course was very well received by all those that attended and they were keen to attend further session.

Grigg Lane – it was noted that many of the offending pot holes have been marked and repair is imminent. Correspondence also received from Clairemarie Vine KCC highways engineer that she continues to negotiate with Crest Nicholson about the repair to the highway and footpath adjacent to the site on Grigg Lane.

Defibrillators - defibrillator donated by KALC has now been delivered to the Fire Station and they will now arrange with the Fire Service to have the same fitted to the front of the station. HPC can then put up notices advising of its situation. The defibrillator donated by Crest Nicholson will be fitted at the village hall on Saturday 20th May as the electrician was unable to fit on the prearranged date.

The third defibrillator is in the hands of Sainsbury.

Pedestrian crossing at Wheeler Street – Kent Highways have been asked for a meeting but no date has been fixed. Cllr Evenden volunteered to attend meeting to demonstrate the difficulties.

Alignment of Headcorn Parish to Ashford Borough Council – Cllr D'Urso advised that she had received a few of the feedback forms handed out at the Annual Parish Meeting. HPC need more engagement with the community. Clerk to follow up with Cllr D'Urso regarding promotion on social media. Cllrs should also discuss with contacts in the village.

Community Payback – The CPB team attended the annual parish meeting and it was well received. The first project will begin on Sunday May 21st 2017

Litter clearance outside the 30mph. It was suggested to ask community payback if litter clearance is something they could do. Clerk to follow up.

Litter Volunteer Event it was confirmed that this would be arranged for late September time.

The team will need litter pickers. Clerk to arrange.

Donation to Pullen Farm appeal group – the Clerk confirmed that Frittenden Parish Council had confirmed that they were supporting the group involved in this appeal but not in financial terms. It was noted that Staplehurst Council did not appear to be offering financial support. The Council discussed the matter and agreed that no financial support would be offered.



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Lifts at Headcorn Railway Station – this matter was ongoing and it was noted that given the announcement of a General Election lobbying of MPs was on hold.

KALC AGM – HPC representatives at the AGM would be Cllr Pyman and Cllr Selby.

Hoggs Bridge Green – Land ownership had been confirmed by the Clerk and Bathurst Partners had been advised that the land was not available for sale/development. The Clerk will further investigate that the land is held in perpetuity as a village green.

River Beult Improvement - Cllr Smith advised that he had sent some comments to the group but had had no response. He asked if any Councillor had a direct contact for someone at the group and Cllr Andrews agreed to send the contact detail that he had. Matter ongoing and with Cllr Smith.

9:10pm Councillors Walker & Smith left the meeting

Public Rights of Way – it was confirmed that the Clerk had posted detail of theft of fauna on the PROW across land owned by Mr. William Day.

Meadow Lane Road Naming – the Clerk advised that MBC had been notified that the lane concerned should not be named given that this land and occupation of it was unlawful and subject to enforcement notices.

Pothole Blitz by Kent Highways – agreed to re publicize this on social media. Suggested as item for next Parish Magazine contribution.

9:12pm Cllr Smith returned to meeting

Headcorn Aerodrome – airfield activity calendar was posted as agreed.

Unity Bank – matter ongoing. The last detail required by them is to be sent tomorrow and it is hoped that they will now proceed with account opening.

9:13pm Cllr Walker returned to meeting.

Annual Parish Meeting – the Chair thanked Cllrs Dungey and James for the provision of the refreshments at the meeting. It was agreed that formal thanks would also go the Sainsbury for their contribution to the same.

9. Finance

- (a) To agree Receipts and Payments and Bank Reconciliation.



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HEADCORN PARISH COUNCIL				DRAFT
Current Account for agenda item at Full Council on May 10th 2017				
			Balance of Current Account from last FC spreadsheet	-£ 15,155.70
			Balance of Account	-£ 15,155.70
5th May 2017	Transfer	Natwest Bank	General Running Costs	£ 15,000.00
10th May 2017	Transfer	Natwest Bank	General Running Costs	£ 6,000.00
				£ 5,844.30
The following require approval for payment :				
10th May 2017	005203	Account Bookkeeping & Payroll Services	Payroll Services	£ 42.00
10th May 2017	005204	Maidstone Borough Council	Commercial Waste Collection	£ 43.33
10th May 2017	005205	Cheque spoilt		£ -
10th May 2017	005206	Poyntell Ltd	Key services	£ 66.00
10th May 2017	005207	Paxman Services (Uk)Ltd	Services at Days Green Public Conveniences, supply of jumbo toilet rolls	£ 509.16
10th May 2017	005208	EON	Street Lighting Energy	£ 558.82
10th May 2017	005209	Helen Fairley	Honorary Services for HPC	£ 42.00
10th May 2017	005210	KCCCS	For electricity Supply to Toilet & Store March 2017	£ 110.71
10th May 2017		Caroline Carmichael	Salary	£ 1,530.96
10th May 2017	005211	Caroline Carmichael	Expenses	£ 457.54
10th May 2017	005212	Malcolm Hitchcock	Salary	£ 414.10
10th May 2017	005213	Alan Hodge	Salary	£ 437.00
10th May 2017	Direct Debit	Nest Pension	Pension Contribution for C Carmichael	£ 27.60
10th May 2017	005214	HRMC	PAYE & NI contributions 2016/17	£ 675.29
10th May 2017	005215	Bridget Dungey	Refreshments for APM & Plants for trough	£ 96.18
10th May 2017	005126	Headcorn Village Hall	Meeting Room Hire & Annual Contribution	£ 499.00
				£ 4,849.20
			Balance Remaining in current account	£ 995.10
			Balance of Reserve Account on 30th April 2017	£ 218,845.84
			Interest on Reserve account as at 30th April 2017	£ 1.45
			Balance of Reserve Account as at 30th April 2017	£ 218,847.29
			Transfer to current account May 2017	£ 21,000.00
			Balance of Reserve Account at 10th May 2017	£ 197,847.29
			Total Funds Available	£ 198,842.39



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Bank Reconciliation for Month ended 30th April 2017			
Balance as at 30th April			£ 25,096.78
			See statement sheet no 500
Unpresented cheques & pending direct debits from previous months	£	40,252.48	-£ 15,155.70
Transfer of Funds 4th & 10th May 2017	£	21,000.00	£ 5,844.30
Total of cheques/direct debits at May meeting	£	4,849.20	£ 995.10
Unpresented Cheques from Previous Month			
005168 Unity Bank	£	500.00	
005169 CAB	£	50.00	
005172 KALC	£	288.00	
005178 SUCC	£	250.00	
005182 EON	£	504.73	
005183 KCCCS	£	582.80	
005184 Southern water	£	312.21	
005185 Prime One	£	16,893.67	
005189 HMRC	£	697.80	
005191 MBC	£	672.43	
005192 CAB	£	50.00	
005193 South East Water	£	62.10	
005194 ASP	£	102.84	
005195 Weald Computer	£	118.80	
005196 Headcorn Village Hall	£	61.00	
005197 Paxman	£	589.26	
005198 Garth Chantler	£	633.91	
005199 Ecosan	£	90.00	
005201 Dave Andrews	£	55.85	
005202 Prime One	£	17,737.08	
	£	40,252.48	

10. The following policies and procedures were agreed and adopted by the Council:-

- (a) Standing Orders.
- (b) Financial Regulations
- (c) Financial Risk Assessment
- (d) Open Spaces Risk Assessment
- (d) Insurance Cover for all insured risks.
 - This would be reviewed in depth at June meeting of Full Council
- (e) Inventory of land and assets including buildings and office equipment.
- (f) Best Value Statement.
- (g) Vision & Values Statement
- (h) Kent Code of Conduct.
- (i) Calendar of meeting dates
- (j) Council's and clerks memberships of other bodies.
- (k) Terms of Reference for the Planning, Open Spaces and Staffing Committees.



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- (l) The following policies were confirmed
- Equal Opportunities Policy
 - Complaints Procedure
 - To be reviewed in further detail with Cllr D'Urso
 - Data Protection
 - Disciplinary Procedure
 - Grievance Procedure
 - Capability Procedure
 - Capability/Disciplinary Appeals Procedure
 - Personal Harassment Policy & Procedure
 - Sickness Absence Policy
 - Health and Safety Policy
 - Travel and Expenses Policy
 - Communications and Media Policy
 - Suggested Principals for Use of Social Media
 - Public Participation and Questions Policy

It was agreed that all detail will be reissued with a control date on each document. Clerk to action.

11. Correspondence:- To receive and action as required

Environment Agency Quikdial Flood contacts – it was agreed that the detail would be shared on social media and posted on Notice Boards. Clerk to action.

Send detail to Cllr Mather and Tim Thomas.

Zurich Insurance letter received concerning insurance review of HPC requirements, clerk will look at same as part of annual insurance review.

Email from Mr. Doug Williams – the Chair had asked the Clerk to circulate the email to Full Council and Clerk confirmed this was done. The Chair asked that the Clerk write to Mr. Williams and request for detail, with evidence, of the lies that he states have been told by Parish Council members.

Oak Lane Footpath – email received from Crest Nicholson stating that work would begin on the footpath on 31st July 2017 and would take 4 – 6 weeks, The Clerk had acknowledged receipt of detail and written to advise that given that this was subject to planning conditions concerning the occupation of properties at the site on Grigg Lane that HPC did not expect to see any properties occupied before the footpath was completed.

Emails received from Mr. William Day – concerning various incidents at Tong Farm. His note stated that he had been unable to report the detail in full to the police via 101 as he gave up on



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the call after holding for 45 minutes. The Clerk agreed to speak to the PCSO and get him to call and discuss the issues with Mr. Day

Kent Police Open Day - open day at the Headquarters on July 2nd and all are welcome. HPC agreed to publicise the event.

9:35pm Cllr D'Urso left the meeting

12. To discuss open consultation on the future of South Eastern rail services and agree actions required

The Council discussed the proposals included in the consultation to reduce services through Headcorn Railway Station. It is imperative that our views are expressed and all should respond to the consultation.

Cllr Selby and the Clerk would meet to respond on behalf of HPC.

9:38pm Cllr D'Urso returned to the meeting

Parishioner Jane Armstrong had made significant contribution to this matter and had produced a flyer concerning the consultation and it had been distributed at the station and also at the May Fayre, encouraging the community to respond to the consultation.

Parishioner Louise Williams had responded to the consultation and had written to HPC requesting support for her arguments and objection to the proposals.

Although other Parish Councils in the area had suggested a joint response the Council agreed that it was important for all to respond to the same. It was further agreed the HPC response would be circulated to other Councils that would be affected.

It was agreed that the following should be lobbied to respond to the consultation:-

- MBC – given that they awarded Rural Service Centre status to Headcorn and a significant contributing factor to this is the rail service
- KCC – the effect that the reduction in services would have on vehicle movement and congestion
- MPs – lobby Helen Whately

A number of suggestions were given for inclusion in the consultation response and the Chair asked that these be sent to the Clerk.



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13. To receive the minutes of the following committees for information and to raise any queries arising from them:-

Planning Committee – April 12th

There were no comments received.

14. To Receive Reports from the following Working Groups and action as required:-

Neighbourhood Plan Group/Headcorn Matters

Update from Cllr Andrews. MBC had prepared a report for the Strategic Planning, Sustainability & Transport Committee (SPS&T) that recommended that the NHP not be approved for referendum as it did not meet the Basic Conditions. A letter was formerly submitted by our legal counsel that challenged the inspectors report on a number of matters that were believed to be both incorrect and unlawful. As a result of this letter the report was withdrawn from the agenda for the meeting on April 11th. Members of the Council and Headcorn matters team met with MBC on 13th May and it was agreed that a further meeting would be held prior to the next SPS&T committee meeting on June 13th. Clerk to chase up.

Cllr D'Urso suggested that the Council may wish to ascertain if the PURDA rules affect this decision and whether it should be made at this time.

Finance Group

Not met

Affordable Housing Group

Not met but the group continue to work with West Kent Housing concerning developments on Lenham Road and Grigg Lane

Play Scheme Group

Not met

Special Events Group

Not met

Emergency Plan Group

Not met

Remembrance Day Parade Group

Not met

Communications Group

Next meeting scheduled for Thursday 11th May at 3:30pm

Speedwatch Group



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Cllr Lavender sorting training for individuals now that he is trained to demonstrate the equipment. Rotas will be sorted for distribution at end of May.

Days Green Inspection Rota - nothing to report

15. **To receive reports from any External Meetings** attended by Councillors and agree any action required.

Cllrs Selby and Dungey attended Village Hall management Committee meeting. All is running well and it was noted that the Children's Centre is now only open 1 day a week. It was further advised that the committee would be holding a charity event later in the year to raise funds, HPC agreed they could advertise on their social media.

16. **Matters for information**, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at following meeting

It was noted by the Chair that Cllr Andrews felt that it was time for him to resign from Council. This had been discussed and he has agreed to extend his tenure to see the HNP through referendum subject to a maximum extension of six months.

The chair noted that the May Fayre had gone very well and wished to extend formal thanks to the school and the PTFA for their work in this regard.

Parishioners Questions (Meeting adjourned – minute book closed)

Part 2 Exclusion of Public and Press –in accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press are to be excluded from the meeting by the reason of the confidential nature of the items to be discussed.

1. To consider the next actions required as a result of recent court judgement in respect of the Land between Millbank and Ulcombe Road

Notes had been previously circulated to the Council and these were those that had also been shared via the website and HPC social media pages.

The matter was debated and it was proposed by Cllr Dave Andrews that HC proceed with the request to appeal the judgement, the proposal was seconded by Cllr Evenden and a vote followed by a show of hands and the result was unanimous in favour of the proposal.

There being no further matters for discussion the meeting closed at 10:52pm

Signed 

Dated 14-6-2017



HEADQUARTERS PARISH COUNCIL

111 West 10th Street, Rockville Centre, New York 11580
Tel: (516) 882-8800

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Page 2 of 2 - Closing Information

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The purpose of this information is to provide you with the information you need to make an informed decision about whether to purchase the securities being offered.

It is important that you read this information carefully and discuss it with your investment advisor before you decide whether to purchase the securities being offered.

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Date: 11-1-2017