



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 12th December 2018 at 8.00pm the House Meeting Room, Village Hall, Headcorn.

Those present Cllrs Dungey, Evenden, James, Mather, Pyman, Selby, Tull & Walker S

Clerk: Caroline Carmichael

Four parishioners, KCC Borough Cllr Shellina Prendergast and PCSO Boyd were present.

1. a) **Apologies for absence** were received and accepted from Cllr Davies.
Cllrs Lavender & C Walker were noted as absent.
The Chair noted that Cllr Alan Nettleingham had resigned his position on the Council. It was further noted that Cllr Chris Walker had been absent from six consecutive Full Council meetings without notice or apologies and was therefore disqualified from holding office. The Clerk would inform the Electoral Officer
 - 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 Interest** there were none recorded
 - d) **Declaration of pecuniary or significant interest regarding items on the agenda** there were none recorded
 - e) **Requests for Dispensation** there were none recorded
 - f) **Declaration of lobbying** there were none recorded
2. **Public session** (minute book closed)
 3. **Community Warden Report and Information regarding police issues in the village, as available.**

The warden was not in attendance due to other commitments but he had sent his apologies and a written report had been submitted. The Councillors reviewed the report and discussed concerns that the Warden is being "taken away from his usual duties" to fulfil work that would be undertaken by his immediate boss. It was agreed that the Clerk should write to KCC Cllr Shellina Prendergast to raise the matter but it must be stressed that it is in no way a criticism of the Warden, who continues to do a sterling job for our community.

The PCSO was in attendance at the meeting and highlighted the following matters:-

- a. The person responsible for the damage to Days Green had been identified and detail is now with Kent Police.
- b. There was an incident in the Hardware store the day of the Christmas Fair. The matter is being investigated by Kent Police.



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- c. The PCSO advised the Council that he would not be on duty over the Christmas period but he had spoken with his colleagues and expressed concern that there should be a police presence in the community over the festive period and this had been agreed.
 - d. It was further noted that there had been a police presence in the village as the search for the missing teenager continued.
 - e. Cllr Pyman raised concerns over a number of incidents at the petrol filling station. It seems that there is a reluctance to report these matter but given the grave nature of some of the incidents it was stressed that they must be reported. The Clerk will log the ones that have already been noted. The PCSO repeated his previous message about the need to report any incidents because it ensures that Kent Police has a more complete picture of what is happening in the village. It was agreed the Clerk would promote 101 online reporting for non-urgent incidents. Where there is any danger to persons or property the PCSO stressed the use of 999, noting that if the threat had passed the call could always be cancelled.
 - f. The raid resulting in the removal of the cash machine from the wall of Sainsburys was noted and it was reported that Sainsburys had asked permission to work 24 hours a day to repair the damage and enable them to reopen the store.
4. **To resolve that the minutes of the Council Meeting held on Wednesday 14th November 2018 be taken as read, confirmed as a correct record and signed by the Chairman.**
After a correction to an item on Page 4 Pie & Mash - should read "given its location they do NOT feel that"
The minutes were then approved and signed by the Chairman.
5. **Matters arising from previous minutes**
Speed Survey box on North Street – it was noted that the Clerk had been advised that the box was surveying the traffic volumes in connection with the Leeds/Langley Bypass project. It was noted that readings would have been misleading due to road works on Kings Road, Moat Road and Mill Bank plus the reduce traffic due to the raid on Sainsburys. The Council ask that the Clerk advise Kent Highways.
Hammerstream G&T occupation – this matter remains ongoing and the matter has now been referred to the High Court. Updates will be given as they arise. It was agreed that the detail should be passed to MP Helen Whately for inclusion in the dossier she is compiling ahead of meeting with MBC.
Kent Fire & Rescue Service (Hydrants) – There is no further news on this matter. The Clerk will follow up.



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Alignment to Ashford Borough council and agree actions required – following the resignation by Cllr D’Urso the Clerk was asked to write to her and ask for copies of the notes that were promised together with the draft letters that she had prepared for the Boundary Commission. Nothing received at this time, the Clerk will follow up.

It was noted by the Chair that Ashford Borough Council had received acclaim in publications praising the business community. Further the Weald of Kent Protection Society was very supportive of the new ABC Draft Local Plan.

Southern Water – the Chair noted that she had been advised that there was a small number of householders, notably those most affected by it, who had not received the notification of works.

Road name signs – The Chair advised that the matter had been raised with KALC and she would further pursue this matter. The Clerk was asked to supply a small number of photographs of the various road name signs in the village including the “green village” style.

HPC Liaison Meeting with MBC – the Chair agreed that the Clerk would request a liaison meeting with MBC for the early part of 2019.

Car parking in Headcorn Village – Update in external meetings.

Lenham Road Littering – There is still no update from MBC about an assessment of the Lenham Road, the Clerk will follow up. This is another matter that will be raised at the MBC liaison meeting.

The Old School House Nursery – the Chair read a statement confirming that the new nursery provision would commence in January 2019. As this is a temporary solution, KCC Cllr Shellina Prendergast continues to press for a permanent siting for this nursery provision.

Kent Highways Improvement plan – the Clerk is to arrange for a meeting with KCC Highways team to discuss a number of Highways Issues including but not limited to:-

- Ulcombe Road Lane issues arising from start of construction at the site known as Hazelpits
- Tattlebury Lane issues arising from start of construction at the site known as Hazelpits

Fresh water supply issues – the Clerk has yet to set up a meeting with South East Water. This will be arranged as soon as possible.

Spires Ash – the Clerk advised that MBC confirmed that the next step in the process towards village green status is for a report to be compiled on the case and presented at a Members Regulation Panel to advise as to the outcome of your application. This is likely to be early next year. The Clerk will follow up in due course.



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Kent Highways Parish Seminar – the Chair apologised that she had not be able to attend the seminar. The Clerk has asked for the slides in order to distribute to the Council.

Meadows Lenham Road – this matter remains ongoing and MP Helen Whately is meeting with the CEO of MBC to discuss this and other G&T matters at the beginning of February 2019. An update will follow in due course.

Headcorn Aerodrome Consultative Committee – the council has yet to receive a response from the HACC concerning the restricted flight at the Battle of Britain Memorial Service. The Chair agreed to follow up with those concerned.

Neighbourhood Watch Scheme – the matter is with the Clerk. Updates will be given as they arise.

Headcorn Cricket & Tennis Club - the Club are looking to extend the facilities at the club with the addition of a fourth floodlit court and an application has been submitted and was considered earlier this evening by the licensing and planning committee. Given the application is now in the Chair will speak to the Club secretary to ascertain whether a meeting was still required. Cllr Davies maybe in a position to advise on funding and facilities given his career experience in the leisure industry.

Lenham Road – the lack of a footpath that links Hop Pocket Way with the new Crest Nicholson site has been raised by a neighbour of residents. After consultation with Kent Highways the Clerk was able to advise that the footpath that will link the Crest Nicholson site to the existing footpath in Knights Way has been delayed as a new gas main will be fitted in that area of the Lenham Road. The KCC engineer has met with the developer and other parties on site but at this time there is no published timescale for the completion of the work. The Clerk will press for a resolution.

Access for All – the Chair noted that HPC had received notification from Southeastern that there had been a total of 8000 nominations in response to the online consultation. Of that 8000 Headcorn received 800 nominations. This is an exceptional result for Headcorn. The Chair further confirmed that the Clerk had submitted the detailed nomination for Headcorn. Updates will be given as they arise.

Car Parking Charges at Headcorn Rail Station – this matter was discussed at the external meeting with Southeastern Rail. The Clerk will press for details of the subsequent discussions that have taken place.



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6. Finance

1. To agree Receipts/Payments and Bank Reconciliation

Schedule of receipts and payments reviewed and agreed by Council, signed by Chairman Lyn Selby.

2. To consider a donation to the crowdfunding initiative "Lost for Words" and agree action required.

The matter was considered and discussed by the Council and it was agreed that a donation of £50 would be given to the Lost for Words campaign.

7. To review application from Crest Nicholson for a Traffic Regulation Order to extend the current 30 MPH zone and agree actions required

The proposal were reviewed and it was agreed the Council would support the reduction on speed to 30 MPH. They would also like to see the introduction of 30 MPH lozenges in the road.

8. Correspondence: - To receive and action as required

Starnes PLC Land at the rear of Foremans Car Park – email correspondence received confirming the likely start date for the building works will be April 2019. Further correspondence from Landlord of the Foremans Car Park confirms that the car park will not be resurfaced until the building works are completed, in the meantime patching will take place. It was further noted that the lights at the car park were all now in working order.

Email from Tim Thomas – a thank you for the excellent organisation of the village Armistice Day Parade and ceremony as well as the splendid evening lighting of the beacon.

Letter from Royal British Legion Headcorn Branch – thanks and congratulations on the Remembrance Sunday Events, a fitting tribute to the commemorations of the Armistice Centenary.

MBC Borough Insight – email correspondence concerning the non-delivery of the magazine. It is hoped that the over sight has been corrected and the next edition due in spring 2019 will be delivered to all households.

KCC Consultation on Libraries – The Chair highlighted the consultation on the Library, Registration and Archives strategy for the next 3 years. Despite reports in the local press the hours proposed for Headcorn library will actually see an increase. The Chair asked that the Clerk post the consultation in the usual places as it is important that the local library receive support – use it or lose it.



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MBC Request for road name – letter received asking for consideration to be given for a name for the road on land to the rear of The Hardwicks (Planning Application 18/502642). The Chair suggested the Council think on the matter and it will be discussed at the meeting in January. It was noted that a possible suggestion, to fit with the existing road names, is Spindle Close.

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

Planning Committee – November 14th & 26th

Open Spaces – November 19th

There were no comments received.

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

Neighbourhood Plan Group/Headcorn Matters

The HNP group will be meeting with Borough Councillors Round and Chappell-Tay on January 15th to find a way to take the plan forward.

Finance Group

The finance group met on December 3rd to review the first draft budget. Matters would be finalised in January when detail of the Parish Services Scheme funds should be available. As this detail was often sent by MBC in the latter part of the month that an extraordinary meeting may be required in order to comply with the 31st January deadline imposed by MBC for the precept request.

Affordable Housing Group

Nothing to report

Play Scheme Group

The Chair is to arrange a meeting at the school for the group. This will be set up asap in the New Year.

Special Events Group

The Chair thanked the events group for the refreshments provided for this evenings meeting.

Emergency Plan Group

Cllr Selby to meet with Cllr Mather & Tim Thomas in January 2019. Dates to be agreed.



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Remembrance Day Parade Group

Cllr Dungey stated that she would just like to acknowledge that the evening event and the lighting of the beacon was organised solely by the Clerk and thanks go to her for the wonderful event.

Communications Group

Cllr Dungey confirmed that a meeting took place on December 10th to discuss the next Newsletter, she would be taking the matter forward and the Newsletter would be issued in January 2019. The group agreed that they would meet separately to discuss "welcome to Headcorn" leaflet/booklet.

Speedwatch Group

The Clerk advised that there were two new volunteers and the group would go out over the winter period as weather permits.

Days Green Inspection Rota

Cllr Mather continues to supply weekly written reports to the Clerk, for circulation to the Chair, Chair of Open Spaces & Council. Actions are dealt with as they arise.

R & B Group

Roberts Land – nothing further to report at this time.

Redhill Stables – the Clerk has been in correspondence with MBC on this matter and will update as they arise.

Highways Improvement Plan Group – it was noted that KCC Cllr Shellina Prendergast had seen the HPC HIP and she was advised by the KCC team that it was "very ambitious". The Clerk and Councillors are taking matters forward.

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

Cllr Dungey attended the most recent meeting concerning the Big Conversation Bus Strategy. The proposals do not affect Headcorn directly but we should support our neighbouring parishes not least of all it would enable people to travel to Headcorn to use our High Street. They are looking for a venue for the consultation process and it was agreed that Cllr Dungey would propose Headcorn Village Hall.



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Cllr Selby attended the most recent KALC Maidstone Area meeting and a number of points were highlighted:-

- Work is being undertaken by the TAC in order to stop HGV lorries using in appropriate routes in the rural areas
- The new KALC website has been launched
- The new volunteer PCSO scheme has also been launched
- The MBC Local Plan review is taking place and KALC will be challenging the calculation of the housing numbers. It is incumbent on all Parish Councils to review and comment on any proposals.

Cllr Selby & Tim Thomas attended a meeting of the National Flood Forum. It was an informative and constructive meeting.

Cllrs Dungey & Selby and the Clerk met with MBC to discuss the parking issues in the village. This centered on the work undertaken by the enforcement team. It was noted that there was an improvement in the situation and this was confirmed by the increase in the number of Traffic Convention Notices issued. The matter was further discussed and a programme for going forward was agreed. Given the improvement and the experience of the Clerk when out with the Civil Enforcement Officers, it was suggested that it is not necessary for the parish to fund additional hours.

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

The chair announced that she would be reading a statement to the Council and she would not be taking questions on the content nor would the matter be further discussed at this meeting. Any one wishing to discuss further should make an appointment with the Clerk and the Chair.

At the Staffing Committee Meeting in February 2018, Mr. Williams complained that in an email copied to him in error, he had been described by a Cllr as "a ridiculous man". He subsequently referred two Cllrs to the Standards Board.

The Monitoring Officer, having read statements by the two Cllrs and the Clerk, decided not to investigate the complaint, but that the matter should be resolved informally, with a meeting between Cllrs and the Monitoring Officer and a statement at a Parish Council Meeting.

A handwritten signature in black ink, appearing to be 'MS' with a flourish.



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Following a meeting with the Monitoring Officer, the statement to Mr. Williams reads:-

"It is regrettable that you were accidentally copied into email exchanges that contained personal remarks about yourself – such remarks should not have been included. However, the remarks resulted from perceived disrespect by you, particularly towards the Clerk of Headcorn Parish Council. We feel that it is now important to move forward to a more positive relationship, and we hope you will agree."

To facilitate more positive relationships, we will be bringing forward a "Respect Policy" suggested by the Monitoring Officer, covering both Cllrs and members of the public, for the approval of the Council.

The chair concluded by stating that the Council would be considering a Respect policy early in 2019.

Parishioners Questions (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 22:05 hrs.

Signed

Dated

MS
9-12-19

