



## 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 13<sup>th</sup> February 2019 at 8.00pm  
Longmeadow Hall, Village Hall, Headcorn.

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

Clerk: Caroline Carmichael

Borough Councillor Martin Round, the Community Warden and five parishioners were present.

1. a) **Apologies for absence** were received and accepted from Cllr Walker  
Cllr Lavender was noted as absent.  
The Chair advised that Cllr Lavender had now missed six successive meetings and the matter will be reported to the Electoral Officer.  
The Electoral Officer has confirmed that the Council may now co-opt for the vacant positions left by Cllrs Nettleingham & C 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 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 in attendance but had also submitted a written report to which he added an additional item concerning the theft of a motor vehicle and confirmation that the warden had been visiting residents that were victims of cold calling incidents. The Councillors continue to be concerned regarding these issues and further publicity needs to be discussed. The matter could be included in the Parish Magazine &/or Newsletter.

The Chair then read from an email sent to the Council by the Community Warden and it was noted that Stuart has resigned his position a Warden. The entire Council expressed genuine sadness at his news and said that the village and the Council owe Stuart a huge debt of gratitude for all that he has contributed to the community since becoming the warden 7 years ago.

After the warden had left the meeting the Council agreed that he should be invited to attend the Annual Parish Meeting for a formal presentation.



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The PCSO was not in attendance at the meeting and the following matters were highlighted:-

- a. There have been a number of ASB incidents that involve the same vehicle and all matters have been reported to the police and discussed with the PCSO.
- b. There has been damage to the gate at Hoggs Bridge Green and it is beyond repair. The Clerk is arranging for a new gate to be fitted.
- c. It was noted that there had been an incident at the Scout Hut involving damage to the Scout Mini Bus. The police has been notified.

The Clerk is pressing the PCSO for additional presence in the village.

4. **To resolve that the minutes of the Extra Ordinary Council Meeting held on Tuesday 29th January 2019 be taken as read, confirmed as a correct record and signed by the Chairman.**  
The minutes were approved by Council and signed by the Chairman.

5. **Matters arising from previous minutes - January 12<sup>th</sup> & 29<sup>th</sup>**

**Co-option of New Councillors** – the Electoral officer has now confirmed the three vacancies that maybe filled by co-option. As stated above the Clerk will advise MBC regarding the vacancy following the resignation of Cllr Lavender.

**Hammerstream G&T occupation** – An email had been received (24<sup>th</sup> Feb) from Mr. Rob Jarman at MBC advising that James Bailey will be able to provide a comprehensive date following a meeting, this coming week, with legal counsel. The Clerk will press for detail if nothing received by March 4<sup>th</sup>.

**Kent Fire & Rescue Service (Hydrants)** – Still no news from KFRS regarding the completion of the inspection nor of the future inspection schedules. We are also waiting for the map of hydrants. The Clerk will chase.

**Alignment to Ashford Borough council and agree actions required** – it was agreed that this matter would remain on the minutes and monitored for future actions.

**Southern Water** – the Chair reported that there had been no further communication concerning Phase 2 of the work proposed in Headcorn. A meeting had been arranged with SW but was postponed due to adverse weather conditions. The Clerk will schedule a further meeting date.

**Road name signs** – The Chair advised that she had discussed the matter, illustrated by the photos supplied by the Clerk, with Geraldine Brown, Chair Maidstone Area KALC. Cllr Brown is concerned re retaining the “green” rural signs. Chair has asked the Clerk to put forward an agenda item for the next KALC meeting.

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

**Kent Highways Improvement plan** – see external meetings.

**Fresh water supply issues** – see external meetings.



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**Spires Ash** – Despite indications from MBC that this would be presented at the Members Regulation Panel in early 2019, the Clerk has now received notification that the wrong forms have been completed – revised forms have been submitted by the Clerk and MBC advise that it will go to panel as soon as possible. The Clerk will follow up.

**Headcorn Cricket & Tennis Club** – The Chair was unable to arrange a meeting regarding their proposed extension of facilities due to the relevant club members being away on holiday. She will try to arrange a meeting with the club, Cllr Davies and herself when the members return.

**Lenham Road Lack of Footpath from Hop Pocket Way to Crest Nicholson site** – see external meetings.

**Car Parking Charges at Headcorn Rail Station** – further email correspondence received from Southeastern advising that despite our request the inflationary increase had already been applied and would not be reversed. The writer stated that the car parking fee disparity would be reviewed when the new franchise comes into effect.

**Lost for Words Books** – The Clerk will follow up on the delivery of the books. It had previously been agreed they would be delivered to the Parish Office so that the Council may present them to the school & library.

**Parish Service Scheme** – The Chair confirmed that the PSS detail had been received and that enabled the Council to review and agree the proposed precept for 2019/20 at an extraordinary meeting on January 29<sup>th</sup> 2019. The detail had been passed to MBC in order to meet the deadline of January 31<sup>st</sup>.

**Empty Properties on new developments** – The Clerk had previously advised the Council of information that she had received concerning the number of empty properties in Headcorn. It was agreed that some work would be undertaken to identify the percentage of empty properties. The Clerk has yet to complete this work and the matter was carried forward.

**Air Quality Diffusion tubes** – the Chair confirmed that the tubes are now in situ, although there is a request to re site the one placed on Kings Road near the White Horse to the requested location outside of the school on Kings Road. The Clerk will follow up.

### 6. Finance

- (a) To agree Receipts and Payments and Bank Reconciliation.  
Schedule of receipts and payments reviewed and agreed by Council, signed by Chairman Lyn Selby.
- (b) To consider quotation for additional CCTV and agree action required  
The Council discussed the quotation and approved purchase of the CCTV for siting on North Street. The Clerk to take the matter forward.  
The Council also discussed the siting of the camera at Hoggs Bridge, it had previously been approved but the camera had to be deployed on the High Street as the existing



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camera on the High Street had failed and was beyond repair. It was agreed that the Clerk would obtain a further quotation and would also engage with the Scouts about securing the camera on the Scout hut.

- (c) To consider the recommendations from Staffing Committee for annual pay rises for all staff

The Council had reviewed the recommendations and the proposals were approved.

- (d) To consider the recommendations from Staffing Committee for funding of support cover for the Clerk

The Chair explained that historically The HPC Chair had covered the Clerk's absences when previously clerks worked only part time. This was no longer possible given the Clerk works 37hrs per week. Also after the 2020 elections it is unlikely that there would be a Cllr with the required experience to cover.

The Council had reviewed the recommendations and the proposals were approved.

- (e) To note new regulatory pension contribution requirements

Cllrs were advised that this is a legal requirement and it was duly recorded and noted.

- (f) To consider request for donation towards repair costs for the clock at St Peter & St Paul Church Headcorn

The Council discussed the request and it was agreed that a donation would be made in the sum of £320.52 to cover the latest repair invoice. It was further stated that the Clerk should advise the PCC that further donations would only be considered if a maintenance contract is entered into.

It is noted that Cllr Davies was against the proposal. All other Councillors agreed the proposal.

**7. To review and adopt Respect, Bullying and Intimidation Policy**

The Respect, Bullying and Intimidation Policy was reviewed, agreed and adopted by Council.

**8. To review and adopt revised Standing Orders.**

The Standing Orders were reviewed, agreed and adopted by Council

**9. Correspondence: - To receive and action as required**

**Scouts St Georges Day Parade** – correspondence received requesting permission to use HPC road signs (used on Remembrance Day) for the road closure on the day of the St Georges Day Parade. This was approved by Council.

**Email correspondence from Mr. D Williams** – Mr. Williams was seeking clarification over details of the meeting that took place between HPC and Ms. Christine Nuttal (MBC). The Chair had stated at the meeting in December that the detail would not be discussed at further meetings



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but an appointment could be made to discuss the matter with the Chair and the Clerk. The Clerk had written to Mr. Williams confirming the same.

**National Fraud Intelligence Bulletin** – the bulletin had been distributed to the Council and there were no comments or actions required.

**River Sherway Removal of Rubbish on the land owned by Network Rail** – The Clerk advised that Network Rail would be clearing the debris by the end of the week commencing 18<sup>th</sup> February 2019.

**Land Between Mill Bank, Kings Road & Ulcombe Road** – The Chair confirmed that we are now in receipt of a copy of the developers Construction Management Plan and it was discussed at the meeting with KCC – see external meetings.

**KALC Minutes of AGM 17<sup>th</sup> November 2019** – the minutes were reviewed and noted. No further action required.

**NALC Open Letter to Councillors January 2019** – the letter was reviewed and noted. No further action required.

**Bovis Homes Millbank Headcorn** – email correspondence received from Bovis Homes in relation to the potential adoption of street lighting on the development. It states that the Highway Authority and local planners have suggested that they should approach the Parish Council to see if the Council would adopt the street lighting. The matter was discussed and agreed that the Clerk should advise Bovis that we are pleased to note that the lighting considered is of “low level” but we will not be adopting the said lighting.

**South East Water, Water Quality** – SEW completed a review of the water quality in Headcorn and the results have been published by the Clerk. If further problems are experienced the Clerk has asked the residents to contact SEW directly. No further action required.

**Lord Lieutenants Civic Service 2019 Invitation** – it was noted that the Chair would be attending the service on March 12<sup>th</sup> 2019.

**Highways England Operation Brock** – email correspondence received detailing the roadworks that will begin with the installation of a temporary steel barrier that will separate the contraflow from usual traffic flow.

**Counter Terrorism Policing UK Protect National Bulletin** – the bulletin detailed the developments in counter drone technology. The detail was noted and no further action is required at this time.

**NALC Media Release January 2019 Parliamentary Inquiry Backs NALC call to strengthen Standards** – the bulletin was reviewed and noted. No further action required at this time.

**Maidstone Borough Council Local Plan Review** – email correspondence from MBC inviting the Council to meetings to discuss the Local Plan review on 13<sup>th</sup> or 21<sup>st</sup> March. It was noted that the first date clashes with HPC Full Council. Councillors were encouraged to attend the meeting on the 21<sup>st</sup> and to inform the Clerk that they intend to go. The detail will also be passed to the Neighbourhood Plan Group.



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

- Planning Committee** – January 9<sup>th</sup> & 21<sup>st</sup>
- Open Spaces** – January 14<sup>th</sup>
- Staffing Committee** – January 29<sup>th</sup>

There were no comments received.

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

**Neighbourhood Plan Group/Headcorn Matters**

The HNP group met with Borough Councillors Round and Chappell-Tay on January 15<sup>th</sup> and it was agreed that Cllr Chappell-Tay would consult with MBC and come back to the group.

**Finance Group**

Nothing to report

**Affordable Housing Group**

Nothing to report

**Play Scheme Group**

The Chair advised that she is meeting with the Headteacher in the week following half term to discuss the matter.

**Special Events Group**

Nothing to report

**Emergency Plan Group**

Cllrs Selby & Mather met with Tim Thomas on 15<sup>th</sup> January 2019 and the matter is being taken forward by the group. The Plan will centre on the use of the village hall in the event of a catastrophic event. The work is ongoing.

**Remembrance Day Parade Group**

Nothing to report

**Communications Group**

The Comms team met in early February to discuss the "Welcome to Headcorn" leaflet/booklet. The booklet will be brought to Full Council when ready.

**Speedwatch Group**

No further updates at time of meeting

**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 and Redhill Stables - nothing further to report at this time.

**Highways Improvement Plan Group** – see external meetings





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

**HPC/Southeast Water meeting 29<sup>th</sup> January 2019** – the meeting centered on the works that will be carried out by SEW on Tilden Road mains reinforcement. The meeting notes will be circulated to Full Council.

**KALC Maidstone meeting 11<sup>th</sup> February 2019** – Cllr Selby gave a brief update on the matters discussed at the meeting. It was noted that the Community Pay Back team were now heavily involved in projects in Yalding.

**HPC/Kent County Council (Highways) meeting 13<sup>th</sup> February 2019** - the meeting was also attended by KCC Cllr Shellina Prendergast. The group discussed Headcorn Parish Councils Highways Improvement Plan and a way forward was agreed on a number of items. The Clerk will follow up with the various bodies.

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

**Surface Water Flooding at Uptons** – the Clerk gave the Council a brief update on the issues that arose at Uptons over the weekend of 9<sup>th</sup>/10<sup>th</sup> February. The matter will be taken forward by the Clerk and updates will be reported as they arise.

**Memorial Oak Tree Parsonage Meadow** – the Chair explained that there had been a request to plant a memorial tree, an English Oak, on the Meadow. The tree is to commemorate a local resident (and ecologist) who walked his dog on the Meadow. It is hoped to plant the tree before his funeral at St Peter & St Paul Church on Friday 21<sup>st</sup> February. There will be no cost to HPC. The Council noted that there is a diminishing number of oaks in Headcorn and this would be a fitting tribute to the gentleman. Matter agreed by Cllrs. Clerk will take the matter forward.

**Speeding & traffic incidents, Hawkenbury** – the Council heard from a Hawkenbury resident, who had been in contact with HPC, about his correspondence with Kent Highways concerning the issues through Hawkenbury and at the single track bridge. He noted that despite some measures taken by KCC there has been no improvement in the situation, in fact things have deteriorated. There have been 5 traffic accidents in just 8 days, 1 of which was very serious a “head on” collision and required attendance by the emergency services.

He further noted that the walkway that had been there for many years had been removed by KCC and in his opinion this should not have happened. The walkway was used by many who needed to be out of the road when crossing the bridge. The resident had a number of suggestions for a resolution to the issues:-



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1. Reinstate the walkway
2. Ban HGV's from using the route
3. Install traffic lights on the bridge
4. As alternative to 3, make the bridge a priority road way

Borough Cllr Martin Round suggested that given the location this could be a joint project with Staplehurst and the first step would be to meet all the parties on site. The Clerk will take the matter forward.

### Parishioners Questions (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 22.50 hrs.

Signed .....

Dated ..... 10 ~ 4 ~ 19 ' .....