



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 Headcorn Parish Council held remotely on Wednesday 13th May 2020 at 7:30pm.

Those in attendance: Cllrs Dungey, Evenden, Hancock, James, Pyman, Selby and Thomas

Clerk: Caroline Carmichael
Assistant Clerk: Stefan Christodoulou

It is noted that the Clerk had publicised the meeting and invited attendees to contact the Clerk if they wished to be admitted to the online meeting. There were no requests to join the meeting.

1. Election of Chairman and signing of the Acceptance of Office

The Council was asked if there were any nominations for the position of Chairman. There were no nominations. In the event of no nominations any Cllr may stand for election as Chair, there were no requests to stand for election. The Clerk pointed out to the meeting that if a Chair were not appointed the meeting would be suspended as it is a statutory requirement that a Chair be elected at the Annual Meeting of the Parish Council. After further discussions Cllr Selby stated that she would be willing to stand as Chair on a temporary basis. This was clarified as up to the election in May 2021 if another party did not come forward.

The Council agreed and Cllr Lyn Selby was elected to the role of Chair.

It was agreed that the Acceptance of Office would be delivered to the Chair for signing and return to the Clerk, as the remote nature of the meeting prevented the immediate signing of the same.

2. Election of Vice-Chairman

The Council was asked if there were any nominations for the position of Vice-Chairman. There were no nominations and after a lengthy discussion Cllr James Thomas stated that he would be willing to stand as Vice-Chair. This was agreed by those present and Cllr James Thomas was elected as Vice-Chair.

3.

- a. **Apologies for absence** were received and accepted from Cllrs Davies & Thorogood. It was noted that Cllrs Mather and Walker were absent.
- 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.



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- e. **Requests for Dispensations:** There were none recorded.
 - f. **Declarations of Lobbying:** There were none recorded.
4. **Public session** (minute book closed) - There was no public questions or comments.
5. The minute book was reopened, and Councillor Selby began the meeting by outlining that the agenda for this meeting was an abbreviated version of the matters that the Council would usually consider. This had been to acclimatise the Council to the online format of the meeting. Any matters that a Cllr wished considered could be formally raised under Item 11 of the agenda.
6. **(a) Appointments to planning, open spaces and staffing committee and working groups were agreed as follows: -**

Planning

Mike Davies
Bridget Dungey
Sarah Hancock
Nigel Pyman
Lyn Selby
James Thomas
Linda Thorogood
Sue Walker

Open Spaces

Bridget Dungey
Simon Evenden
Sarah Hancock
Caroline James
John Mather
Lyn Selby
James Thomas
Sue Walker

Staffing Committee

Chair of Council
Vice Chair of Council
Chair of Planning
Chair or Open Spaces



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(b) Appointments to other External Committees/Bodies

Finance Group

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

Neighbourhood Planning Group – it was agreed that these matters would be addressed by the Planning Committee. If the need arose for a separate working group, then one would be formed

Remembrance Day Parade Group

Sarah Hancock
Sue Walker

Communications Group – it was agreed that this would be a more compact group and the Chair to the Council would have final review of any proposed comms

Simon Evenden
John Mather
Sue Walker

Speedwatch Group

Sarah Hancock

Playscheme Group – it was agreed, given that the scheme would not take place again this year, the group would be disbanded. It could be reinstated later as required and members appointed at that time.

Special Events Group – it was agreed that this group would be disbanded as events are usually organised through the Clerk. If assistance is required for catering at meetings, then volunteers would be recruited.

Emergency Plan Group

John Mather
Tim Thomas (ex officio)
Chair of Council

A handwritten signature in black ink, appearing to be 'M. Thomas', written over the name 'Tim Thomas' in the list above.



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R & B Group – it was agreed to disband this group given that matters concerning Roberts Land is now dealt with at Full Council and there is no requirement to look at the land known as Redhill Stables (proposed burial ground) because this is being handled by MBC.

(b) Appointments to other External Committees/Bodies

Village Hall Management Committee

Chair of Council
Vice Chair of Council

Aerodrome Consultative Committee (Headcorn ACC)

Chair of Council
Linda Thorogood

Days Green Board of Trustees

Celia Davies
Jenny Gibson
Peg Parnham
Alan Port
Caroline Carmichael

Aviation Environment Federation (AEF)

Tim Thomas

Kent Association of Local Councils (KALC)

Nigel Pyman
Lyn Selby
James Thomas

Police Liaison

Mike Davies
James Thomas

7. **The minutes of the meeting held on Wednesday March 11th, 2020** were confirmed as a correct record and will be signed by the Chair. This was agreed with Council given the remote nature of the meeting.
8. **Matters arising from minutes of the meeting on March 12th**
Country Eye – The Chair began by explaining that the sum donated to Country Eye had in fact been £100 and not as previously highlighted. The Assistant Clerk had chased progress with Peter



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Rollington but at this time there were no updates. It was agreed the matter would be pursued when the current lockdown situation was clearer and business as usual had been resumed.

Lenham Road Lack of Footpath from the Crest Nicholson Site – The Chair and Clerk took part in a conference call on March 24th with KCC Cllr Prendergast, Kent Highways and it was agreed that all parties would expedite the assessments and applications necessary to get the footpath completed. It was noted that the Clerk had been advised that at this time due to the pandemic that Highways are undertaking emergency repairs only. The matter will be continually assessed as things progress.

Kent Highways – HPC Highways Improvement Plan

It was agreed that these matters would continue to be pursued by HPC and the Clerk will forward an updated HIP to the Kent Highways with a request for a meeting in June

Speed surveys – *The Clerk has received a further response from Kent Highways, and it agreed that using the 85th percentile to measure the speed was valid. This gave a result of a speed of 39.9 which Kent Highways state*

“Millbank southbound 85% speeds are slightly above the National Police Chiefs Council enforcement threshold of 35 mph”

The Clerk has written again to KCC disagreeing with the conclusion and highlighting that in an accident at 40 MPH there is an 85% chance that any pedestrian would be killed.

Hawkenbury Road Bridge – Further correspondence received concerning flooding at this bridge and the lack of a walkway. This will be added to the HIP

Speed survey requests for Oak Lane & Lenham Road – *added to HIP by Clerk and advice will be sought from KCC as to the provider to approach*

Hammerstream

Enforcement matters continue to be an issue at the site and the Clerk is pressing MBC for action.

The meeting that had been scheduled with MP Helen Whatley to discuss planning and enforcement issues had not gone ahead. The Clerk will continue to pursue this matter with various parties and copy to the MP.

Planning Appeal Hearing the Meadows Lenham Road Headcorn

The Chair confirmed that Judith Norris had been asked to represent the Parish Council at the hearing. The unanimous support for this action was confirmed after the Clerk was able to confirm the costs involved.

Since the appointment of Ms. Norris, we have been notified that the planning inspectorate (PINS) have postponed the hearing due to the COVID 19 pandemic.

Further scheduling is now awaited.

Section 106 payment - this matter continues, and previous detail received from MBC needs further clarification and the Clerk will continue to press the matter and arrange a meeting with MBC to discuss.

Parking on Kings Road – the spaces are now free to be used and the Clerk will press the situation concerning a sign to that effect.



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Litter/Fly tipping/Household Waste Collection issues in the village – the Clerk advised that the littering situation in the village had considerably improved and no further action was required at this time. There had been a couple of incidents of fly tipping on the outskirts of the village, but this had been addressed by MBC, alas there was no evidence or witnesses that would enable the culprits to be identified.

The issue of litter being cleared on the roads that lead to village remains to be clarified with MBC. The Clerk suggested that as this is affecting all the surrounding villages it is something that should be pursued on a wider basis and perhaps KALC could approach NALC to understand what happens in our LPA areas. The Clerk will contact KALC.

Roberts Land – The Chair advised that there had been no further developments on this matter. The Clerk will chase the developer and Whitehead Monckton for updates.

Appointment of an additional Assistant Lengthsman – the Chair advised that the interviews did not go ahead due the coronavirus pandemic and the lockdown imposed by the govt. The way forward will be discussed at the next Staffing Committee meeting that will take place later this month.

Headcorn Neighbourhood Plan - The Chair advised that the matter is being discussed with Dr Driver and updates would be given as they arise.

White Horse Crossroads Traffic Light Installation – the following updates were provided

- I. The lights shine directly into the window of the White Horse private accommodation, the lights should be cowled to prevent this – the developer has accepted responsibility for this and will be completed as soon as possible.*
- II. A property on Kings Road is experiencing difficulties accessing their driveway, consideration to be given to having a keep clear on the road surface outside the property – This matter has been resolved with the property owner.*
- III. The Clerk is to press for the bulbs to be planted on the green as promised – as we are now passed the point for bulbs the Clerk will pursue the developer for a voucher for other planting in the village.*

9. Finance

(a) To agree Payments and Bank Reconciliation

Schedule of online payments and bank reconciliation were reviewed and agreed. The detail will be signed by the Chair and returned to the Clerk.

(b) Acknowledge receipt of the Community Infrastructure Levy Payment and agree action required.

The Council noted receipt of the CIL payment at £2,613.60. This represented the 15% parish non-strategic portion for two CIL liable developments. The Grange Barn 1 Southernden Road (18/503346) £1,128.60 and The Grange Barn 2 Southernden Road (18/503348) £1,485.00.



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The allocation of these funds was discussed, and it was agreed that the funds would be used towards the cost of the repairs to the surface at the entrance to the Scout Hut.

The allocation and spend must be reported to MBC prior to June 30th 2021.

10. (a) The Parish Council to re-adopt Standing Orders.

The Clerk advised that the current Standing Orders are based on the latest model standing orders published by KALC in 2018. Adaptations to these model standing orders were approved at Full Council in May 2019. The Standing were approved and adopted.

(b) The Parish Council to re-adopt Financial Regulations

The Clerk advised that the current Financial Regulations are based on the latest model financial regulations published by KALC in 2019. Adaptations to these model standing orders were approved at Full Council in Feb 2020. The Financial Regulations were approved and adopted.

(c) To confirm and re-adopt the Kent Code of Conduct.

The Kent Code of conduct remains unchanged and the code was readopted.

(d) To confirm calendar of meeting dates

The calendar of meeting dates was reviewed and agreed.

11. Correspondence – to receive and action as required

Draft Minutes for KALC meeting - no further action required

MBC Dog Control PSPO Review - The Clerk responded to the survey after consulting with Council by email. The Clerk will circulate the consultation detail, this will run until July.

HGV Using Shenley Road - A Parishioner raised the issue of use by HGV's of Shenley Road. The matter was raised with Kent Highways who advised "the Freight Team say to there is little they can do deter HGV's from using Shenley Road. As it is a B road it is considered a suitable route for lorries so they can't adopt any form of restriction". KCC did agree that if the Council felt strongly about the matter it could be added to Headcorn's Highways Improvement Plan (HIP). The Council discussed the matter and agreed that it would be added to the HIP and HPC would be pressing Kent Highways for a review of the HGV routes throughout the village.

The Ridge & Weald Covid 19 Assessment Unit - Various correspondence received concerning the setup of the centre. We have been able to assist the unit through social media - see attached note of thanks

MBC & KCC Covid Hubs - Again a lot of correspondence and phone calls with both hubs and the Clerk has been able to match those that need help with those that can help. This has been largely through the Headcorn Covid 19 Facebook page and thanks should go to a local lady Ciara Attwell in the set up and admin of the group



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Baker Lane - Email received concerning a large volume of soil that had been dumped - reported to MBC

Speeding on Mill Bank - Correspondence received from two Parishioners concerning speed of vehicles on Mill Bank. One complainant also raised his concerns over "the pointless" traffic lights. The Clerk has responded to all correspondence advising that the Council continue to take the matter of speed in the village seriously and will continue to press Highways on the subject. The Clerk also pointed out that since the lights had been in full operation this was the only complaint received. In fact in an unrelated conversation with the landlord of the White Horse he was very positive on the matter.

Local Council Legislation - A large volume of correspondence from NALC/KALC on the changes in legislation that have arisen following the onset of the COVID 19 pandemic. The Council have been advised as matters have arisen and at this juncture the key one to note is the change in the law that permits the holding of remote meetings

Cemetery & Crematorium Update - Ashford Borough Council are co-ordinating the weekly update of availability at burial ground and crematorium. The Clerk has completed the weekly questionnaire for the Headcorn Burial ground.

Headcorn Hand Car Wash - Complaints received about it being open, after correspondence with various parties it was confirmed by MBC legal team that it was permitted. Email circulated to FC with detail.

Unity Bank change in interest rates - Circulated to FC and noted. No action at this time.

Headcorn Allotment Association - Correspondence received with a proposal to add more plots to meet growing need. An estimate will be obtained for work required and the matter will be referred to Open Spaces Committee.

Fraud/Scams - Many scams have highlighted to the community to name a few fake British gas bills, fake HMRC tax rebates, fake £10 notes

Social Responsibility - Various items from MBC, KCC and Kent Police to share with community examples Domestic abuse/violence, increase in rural thefts

Other miscellaneous matters reported to the Clerk: -

- a. Creaking tree at Hoggs Bridge Green - inspected and tree not on Parish land and is in fact part of the work done in the autumn last year to help with river flow
- b. Neighbour dispute over high hedges – Clerk advised the services available from MBC
- c. Large volumes of the silver nitrous oxide cannisters on Mill Bank – mentioned to Warden and cleared away by lengthsman

Anti-Social Behaviour – Lenham Road – email received concerning a fracas on the site in front the Meadows involving a group of men. Police were called to the scene and an arrest was made for possession of a bladed article (alleged to be a machete) and the correspondent wanted the matter raised with our MP. The Clerk has already spoken the Kent police on the matter and will draw it to the MP's attention.



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

Open Spaces – March 16th 2020

There were no amendments or comments.

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

Antisocial Behaviour - There were a large number of complaints, by email and on Facebook, about the reckless and intimidating behaviour of individual riding a motorcycle and a quad bike. This escalated almost daily until Thursday 23RD April when the police received 13 calls around 4pm. This then created a "hot zone" and the reports were acted upon. The following day a gypsy and traveller site on the Lenham Road was visited and warning issued and touch wood it has been quiet since. It is somewhat disappointing to note that the community did not acknowledge the absence of them. The Clerk wanted it specifically noted because it is proof that reporting the issue does work.

The Clerk outlined how the last few weeks of lock down had been as a Clerk and how many of her colleagues had contacted her because they were all feeling the same isolation and confusion, especially given the rapid change in Govt. legislation that has affected the way we conduct our business. Although it has been a difficult few weeks there have been some very positive and encouraging things to have come out of the situation. The village spirit is to be admired and many many people have come together to help and support each other. The Chair thanked her for her continued work on behalf of the Parish Council and the community especially during this unprecedented pandemic.

There being no other matters for discussion the meeting closed at 21:22 hrs.

Signed.......... Date.....10-6-2020.....

