



## 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 Parish Council Meeting held on Wednesday 14<sup>th</sup> August 2019 at 8pm in Long Meadow, Village Hall, Headcorn.

Those present: Cllrs Davies, Dungey, Evenden, Hancock, Mather, Pyman, Selby, Thomas, Thorogood and Walker.

Clerk: Caroline Carmichael

Four members of the public were present.

**1. Co-option of a new Councillor**

The Council heard presentations from:-

Tony Collins-Moore

Sandra Wells

A vote was taken by ballot and Tony Collins-Moore was duly co-opted.

The Chair thanked Sandra for attending the meeting and her interest in the Parish Council.

**2.**

- a. **Apologies for absence.** Apologies were received and accepted from Cllrs James & Tull
- 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.

**3. Public session (minute book closed)**

**4. To receive**

**a. Community Warden Report**

The Community Warden is on annual leave and there was no report for review

**b. Information regarding police issues in the village, as available.**

The PCSO is on annual leave and there was no report for review

The following police matters were highlighted by the Clerk: -



## HEADCORN PARISH COUNCIL

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

- a. An assault had taken place in the Foremans Car Park. The police are investigating.
- b. There was an incident involving ASB and intimidation using a vehicle on Dawkes Meadow on Saturday 10<sup>th</sup> August. The suspects had been using the Cushty Crab stall and refused to move their vehicle when politely asked to do so. The police were called.
- c. There have been a number of incidents on the High Street involving the use of pony and traps. Several have been reported to the police.
- d. The intimidation of traders and theft from their premises has continued.

The Clerk expressed her real concern at the increase in the level of ASB and the sustained intimidation of not only the traders but also the settled community. It was noted that all incidents should be reported but the issues are:-

- a. The lack of response from Kent Police
- b. The lack of follow up on matters
- c. The lack of action to what they describe as "minor or insignificant matters"
- d. Fear of reprisal

Both the Clerk and a number of traders have been very vocal with the police but to no avail. The Clerk asked the Council for permission to make contact with the Kent Police & Crime Commissioner to request a meeting with the Parish Council and Traders. The Council share the concerns of the Clerk and agreed that a meeting should be requested.

Cllr Collins-Moore had some suggestions for ways in which the crimes could be reported/logged. He will confirm the detail next week and let the Clerk know.

Cllr Pyman asked if all Councillors had completed the Kent Police Survey – it was agreed that the Clerk should re-send the link.

5. **The minutes of the meeting held on July 10<sup>th</sup> 2019** were duly approved and signed by the Chair

6. **Matters arising from the last meeting.**

**Country Eye** – the Clerk has received further communication from Peter Rollington advising that he is meeting with the new Watch Liaison Officer in the week commencing 12<sup>th</sup> August and they will be in touch to take this matter forward.

**Kent Fire and Rescue Service (Hydrants)** – There is still the issuing of the "missing" hydrant in Forge Meadows, the map may confirm the location. The Clerk continues to press for the map.

**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.



## HEADCORN PARISH COUNCIL

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

**Spires Ash** – The Chair confirmed that the official registration documents have now been received. No further action is required.

**Lenham Road Lack of Footpath from Hop Pocket Way to Crest Nicholson Site** – The Clerk had received correspondence from Crest Nicholson stating that it is their intention to provide a footway connection to link the existing footway on the north side of Lenham Road and they will be meeting with MBC in the week commencing 8<sup>th</sup> August to discuss. After investigation the Clerk confirmed that MBC did not make the provision of the footpath a planning condition so we must press for completion of the path as there is no planning recourse on the matter. The Clerk continues to press Crest Nicholson and has now been told that they intend to take a planning application to MBC for the path on the north side of Lenham road. The Clerk requested that they use their existing planning approval for the path on the south side as this would take less time.

**Lost for Words Books** – It remains for a picture to be taken of the Chair with the schoolchildren.

**Speeding and Traffic Incidents, Hawkenbury** – See external meetings

**Shenley Road “Aerodrome” Bus Stop** – See external meetings

**Street Naming Protocol and Road Names** – the matter of the protocol has now been raised with our Borough Councillors who are not aware of any proposed changes. An email has been received from Cllr Round and it states of the new protocol “It has not been approved by any democratic means, authority, or committee” and we should therefore not be using it. We will continue with our existing protocol until we hear further.

Cllr Selby is to write to Yalding Parish Chair (also the Chair of the Area KALC) following her strange email on the subject, reminding Yalding Chair of her initial fiery reaction to “Borough of Maidstone” being on new parish signs. This email had claimed that the Parish Council were being undermined by MBC actions which would seem to be also happening with this protocol.

### 7. 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 discuss recommendation from the Communications Group to provide funds for a Welcome to Headcorn Booklet and agree actions required**

A draft copy of the booklet had been circulated to all Councillors and after discussion it was agreed that the Council wished to proceed with the publication based on 1000 booklets in colour copy, on 170gms silk paper and consisting of 16 pages. The Clerk will accept the quotation and the Communications team will work on the final draft and also consider further, after consultation with the Headcorn Traders, how we go ahead with any advertisements.



## HEADCORN PARISH COUNCIL

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

### 8. Correspondence – To receive and action as required

**Church Lane Parking by Residents** – the Chair read an email received that centers on the lack of parking for the residents of Church Walk. Whilst the Council empathises with the situation, the only avenue open to us as a Parish Council is to offer the use of the Traders Car Park at £75 per annum. The Clerk will respond to the writer.

It was further agreed that Cllr Thomas would speak to the traders about parking habits and stress the need to keep the High Street free for shoppers/visitors. He will also speak to the sorting office about the parking by the Royal Mail vans.

**MBC Community Protection Team (CPT)** – the Parish Council have been advised that the CPT is to hold a number of surgeries at the library that will give people the opportunity to discuss any concerns regarding ASB, nuisance etc. The Chair encouraged Councillors to drop into the sessions to support them and share any views they may have.

The surgeries will be promoted via social media and on our Notice Boards.

The Council asked that the Clerk write to ask the team to consider other times for the surgeries e.g. an evening or Saturday morning session, thus enabling those at work to attend.

**Changes to the NHS Healthcare System** – email circulated by KALC outlining the broad changes to the NHS across Kent & Medway. The detail had been circulated to Councillors and they were asked to complete the survey if they felt it appropriate.

**Hedge on Millbank, Headcorn** – email received from the Highways Steward about a Section 154 notice for overhanging vegetation on Millbank. It seems that the owner has stated that he had agreed, a while ago, that the hedge would be maintained by HPC. The Clerk has confirmed that no such agreement with the Council exists. No further action required.

**Bug Hotel** – the Clerk has received an email, with photographs, from Burbage Parish Council showing their new Bug Hotel that was based on the one that Headcorn have on Days Green. They had contacted the Clerk for details after staying in Headcorn. The Chair advised that this had led to discussions on our Bug Hotel and a suggestion to move the hotel away from its current, somewhat hidden, location to a spot further down the green towards the dentists. It is hoped that this would mean it would be free from vandalism. The matter will be taken forward by the Open Spaces Committee, the Clerk and the lengthsman.

### 9. To discuss Councillors participation in standing committees and other groups and agree any changes required

The following changes were agreed:-

*Full Council*

Add Tony Collins-Moore

*Planning Committee*

Add James Thomas

*Open Spaces Committee*

Add Tony Collins-Moore



## HEADCORN PARISH COUNCIL

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

### *Finance Group*

Correct to read

Chair of Full Council

Vice Chair of Full Council

### *Affordable Housing Group*

Remove from listing

### *Special Events Group*

Remove John Mather

Add Sue Walker

### *Police Liaison*

Remove Sarah Hancock & Lyn Selby

Add James Thomas & Tony Collins-Moore

The Clerk will reissue the list and circulate.

### **10. To discuss the attendance at the Annual Parish meeting and to agree actions required**

As agreed the Clerk had circulated detail discussed at the last meeting. The Council debated the matter at some length and agreed:-

- The meeting should be more appropriately called The Annual Meeting of the Parish. This it was agreed would help distinguish it from Council meetings
- We will have a shorter and more concise agenda
- We will have a report from the Chair
- We will have one or two guest speakers
- All other reports will be provided in a leaflet
- Consideration given to having display boards for village reports/posters

The Clerk will write to the village groups outlining the new format and asking groups to consider submitting a brief report/poster for display and to attend to enjoy a more social evening with the opportunity to raise matters in the Public Discussion session at the end of the meeting. Clerk will progress the idea.

### **11. To discuss schedule of planning and licensing committee meetings and agree any actions required**

This item was carried forward to the meeting in September

### **12. To adopt Terms of Reference for the Staffing committee.**

The TOR for the staffing committee was discussed and it was agreed that Item 3 should be amended to include the election of a Vice Chair. This change was accepted and the terms of reference was adopted by Full Council.



## HEADCORN PARISH COUNCIL

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

**13. To consider proposals from Staffing Committee concerning the appointment of an Assistant Clerk and agree any actions required**

The Chair outlined the proposal, which had been circulated to all Councillors, to appoint an Assistant Clerk (Designated) to the Parish Council on the basis that the Assistant will be part of the succession plan for the outgoing Clerk and will assume that role upon her retirement. After some discussion the proposal was adopted and the Council agreed that the matter could be taken forward by the working group of Cllrs James, Dungey, Pyman & Selby. It was noted that the budget for 2020/21 must be suitably adjusted to include an Assistant Clerk, as will be required for the Clerk designate once they have moved into the post of Clerk.

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

**Planning Committee – July 10<sup>th</sup>**

**Open Spaces – July 15<sup>th</sup>**

**Staffing – August 1<sup>st</sup>**

There were no amendments or comments.

**15. To receive Reports from the following Working Groups and action as required:-  
Neighbourhood Plan Group.**

The Chair advised that the matter will be taken forward and she is to arrange a meeting with the group. The Chair then asked whether the Council whether they felt a member of the HNP group should return a response to the MBC Local Plan consultation on our behalf. It was agreed the Council should complete the response. The Clerk will pursue with the Chair/

**Finance Group.**

Nothing to report

**Play Scheme Group.**

It was still agreed that the group would meet in September to discuss possibilities for 2020 and a survey would be undertaken along with a visit to the school.

**Special Events Group.**

Nothing to report

**Emergency Plan Group.**

The Chair advised that the matter is ongoing

**Remembrance Day Parade Group.**

The Clerk advised that there had been a successful meeting with a representative of the Royal British Legion on July 25<sup>th</sup> and matters were being progressed satisfactorily.



## HEADCORN PARISH COUNCIL

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

### **Communications Group.**

Nothing to report.

### **Speedwatch Group**

The Clerk advised that a meeting took place on July 25<sup>th</sup> and the group would now be coordinated by Cllr Hancock. Responses from current members were being sought and the group would report progress at the next meeting.

### **Days Green Inspection.**

Cllr Mather continues to supply weekly written reports to the Clerk, for circulation to the Chair. It was noted that the toilets were closed at 16:15 on Sunday and the Clerk agreed to pursue with the cleaning contractors.

### **Highways Improvement Plan Group**

See update in external meetings.

### **R and B Group**

Cllr Selby confirmed that a meeting has been arranged for 21<sup>st</sup> August and it is hoped that the matter of the land gifted to Headcorn could then be progressed.

In terms of the natural burial ground the matter remains with MBC and there have been no updates.

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

### **Maidstone Borough Local Plan Review Regulation 18 Consultation**

Cllr Selby and the Clerk attended the above meeting on Monday 19<sup>th</sup> July. The Clerk had already circulated a summary to the Council. The meeting was very disappointing and it remains clear that MBC are not challenging the housing numbers formula.

We intend to pursue the matter of the housing numbers by sending a letter to the Chief Exec at MBC, copying it to:-

The Housing Minister

MPs Helen Grant & Helen Whately

Borough Councillors Round and Chappell-Tay

KALC

Parish Council Chairs

The letter was reviewed by Councillors and approved.

Clerk to action.

### **Meeting with MP Helen Whately**

Cllr Selby and the Clerk had an impromptu meeting with Helen after her Headcorn Surgery in July.

The following matters were raised:-

*Access for All*



## HEADCORN PARISH COUNCIL

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

Helen intends to approach MBC and request a feasibility study for Headcorn station, so as to properly assess what costs may be involved, given that many have indicated that the existing bridge could be utilised.

### *Gypsy & Traveller Issues*

Helen will raise this matter with the new Minister. She expressed her concern over the outcome of the planning committee decisions on the recent Martins Garden Applications.

### *Housing Numbers*

The Clerk will send the detail that was circulated to HPC after attendance at the Local Plan Consultation. Helen will challenge the calculation/allocations with the new minister.

### **Kent Highways – HPC Highways Improvement Plan**

Cllr Selby and the Clerk attended a meeting with Highways on July 25<sup>th</sup>. The revised HIP had been circulated to Council and the Chair outlined a number of areas that were receiving attention.

It was noted that two speed surveys will be conducted in September 2019 and the cost will be met by KCC. The Clerk will follow up on all matters

Cllr Mather had suggested a road light at the Shenley Crossroads to increase safety. Some Cllrs felt that this is a rural area and light would be inappropriate. Clerk to ask KH if light was feasible.

### **Village Hall Management Committee**

Cllr Dungey attended the above meeting and noted that a new administrator has now been appointed. Other matters were reported and no issues or comments were raised.

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

Cllr Mather noted that he would be attending a National flood Forum meeting in September.

There being no other matters for discussion the meeting closed at 22:38 hrs.

Signed.....

Date.....

11/9/19