



## 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 <sup>8</sup>~~5~~<sup>th</sup> May 2019 at 8pm in Long Meadow, Village Hall, Headcorn.

Those present: Cllrs Davies, Evenden, Dungey, James, Mather, Selby, Tull and Walker.

Clerk: Caroline Carmichael

Three members of the public were present.

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

Cllr Lyn Selby was elected for the ensuing year and signed the acceptance of office.

**2. Election of Vice Chairman**

Cllr Dungey was elected for the ensuing year

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

The Council heard presentations from:-

Sarah Hancock

Linda Thorogood

A vote was taken by ballot and Sarah Hancock and Linda Thorogood were duly co-opted.

**4.**

- a. **Apologies for absence.** Apologies were received and accepted from Cllr Pyman
- 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.

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



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### 6. To receive

#### a. Community Warden Report

The Chair advised the Council that there was no report from the warden this month. The Clerk had no matters to report.

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

The following matters were reported:-

- There were two incidents involving ASB at the May Fair
  - In one incident the local Fire crew came to the aid of a stall holder. The Council wished that a note of thanks be sent to the local fire station.
- The Clerk reported that there had been a matter involving graffiti at the public conveniences

### 7.

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

#### Planning & Licensing Committee

Cllr Davies  
Cllr Dungey  
Cllr Pyman  
Cllr Selby  
Cllr Thorogood  
Cllr Tull  
Cllr Walker

#### Open Spaces Committee

Cllr Dungey  
Cllr Evenden  
Cllr Hancock  
Cllr James  
Cllr Mather  
Cllr Selby  
Cllr Walker



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### **Staffing Committee**

Clr Dungey  
Clr James  
Clr Pyman  
Clr Selby  
Clr Tull

### **Finance Group**

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

### **Neighbourhood Planning Group**

Clr Selby  
Dave Andrews ex officio  
Rebecca Driver ex officio  
Chris Haynes ex officio  
Hilary Horsford ex officio  
James Ker ex officio  
Tim Thomas ex officio

### **Remembrance Day Parade**

Clr Walker  
Clr Hancock  
Clr Dungey

### **Communications Group**

Clr Dungey  
Clr Evenden  
Clr James  
Clr Mather  
Clr Selby  
Clr Walker

A handwritten signature in black ink, appearing to be 'M. G.', written over the list of names in the Communications Group.



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### **Speedwatch Group**

Cllr Dungey  
Cllr Hancock  
William Ryall ex officio

### **Playscheme Group**

Cllr James  
Cllr Selby  
Cllr S Walker

### **Special Events Group**

Cllr Dungey  
Cllr James  
Cllr Walker

### **Emergency Plan Group**

Cllr Mather  
Tim Thomas ex officio  
Chair of Full Council

### **R & B Group**

Cllr Dungey  
Cllr James  
Cllr Selby  
Cllr Walker

### **Village Hall Management Committee**

Chair of Full Council  
Vice Chair of Full Council

### **Aerodrome Consultative Committee**

Chair of Full Council  
Cllr Thorogood

### **Days Green Board of Trustees**

It was noted that Celia Davies had finished her tenure with this committee. The Clerk had been in contact with Celia and she is happy to continue to represent the Parish Council on the board

Celia Davies

A handwritten signature in black ink, appearing to be 'Celia Davies'.



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Jenny Gibson  
Peg Parnham  
Alan Port  
Caroline Carmichael

### **Aviation Environment Federation**

Tim Thomas

### **KALC & Joint Parishes**

Cllr Pyman  
Cllr Selby  
Cllr Tull

### **Police Liaison**

Cllr Davies  
Cllr Hancock  
Cllr Selby

### **Community Flood Wardens**

Tim Thomas  
Cllr Mather

8. **The minutes of the meeting held on April 10<sup>th</sup> 2019** were duly approved and signed.
9. **Matters arising from the last meeting.**
  - Kent Fire and Rescue Service (Hydrants)** – Confirmation has been received that 205 hydrants were inspected, 31 defects were identified and rectified. A map of the hydrants had not yet been supplied and the Clerk will pursue receipt of the same.
  - 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 an update had been received from SW but it was contrary to advice received in previous meetings. The concerns of the Full Council have been expressed by email to SW and the matter will be further pursued at the combined agencies Flood Forum meeting in June.
  - Road name signs** – The Chair advised that the Clerk has asked the secretary for Maidstone KALC to have this matter on the agenda for the KALC meeting in June
  - HPC Liaison meeting with MBC** – The Chair advised that the Council have been advised by Helen Whately's office on the meeting with MBC on February 1<sup>st</sup> and it advised that the meeting was "a waste of time" as the officers had not properly briefed the Chief Executive on the matters to be discussed. The Council will consider pursuing a separate liaison meeting.

A handwritten signature in black ink, appearing to be 'M.C.', with a small arrow pointing to the right.



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**Spires Ash** – Letter received from KCC that the Regulation Panel is meeting on May 21<sup>st</sup>. A report with the committee's recommendations will be issued next week. The Clerk will review the detail and it can then be decided if a member of the Council should attend.

**Headcorn Cricket and Tennis Club** – The matter is being perused by Cllr Selby. The Club still wish to meet with the Council to discuss future projects.

**Lenham Road Lack of Footpath from Hop Pocket Way to Crest Nicholson Site** – There has been no further update from KCC and the Clerk has chased for an urgent update.

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

**Air Quality Diffusion Tubes** – The Clerk will continue to follow up for the details of the monitoring of results taken by MBC.

**Maidstone Borough Council Local Plan Review** – It is essential that we challenge the numbers/formula being used by MBC in setting the future housing requirement. The Clerk has drafted a letter which remains with the Chair for consideration. The Chair agreed to meet with the Clerk to discuss. Once ready the letter will be sent to Alison Broom at MBC and copied to Borough Councilors and our MP, Helen Whately requesting that MBC confront the Government regarding the formula in use.

**Speeding and Traffic Incidents, Hawkenbury** – the Clerk wrote to Kent Highways to put this issue on the Highways Improvement Plan. The Clerk confirmed that this matter has been added to the Highways Improvement Plan and would be discussed with KCC.

**Headcorn Aerodrome Consultative Committee** – The Chair reported that she will be checking "Streamlining of all the Permissions and Conditions Relating to Headcorn Aerodrome" ahead of the next HACC meeting in June. Any issues would then be raised.

**Internet Connection at Parish Office** – the matter is being dealt with by the Clerk and will be managed by BT, the existing provider.

**Road Names for New Development on the land between Mill bank, Ulcombe Road and Kings Road, Headcorn** – the detail has been sent to MBC and noted that they will pass on the detail to the developer.

**Shenley Road "Aerodrome" Bus Stop** – further correspondence has been received by KCC and this matter will be discussed at a meeting with them in June.

**Traffic Regulation Order Ulcombe Road Headcorn** – further correspondence received advising that risk assessments undertaken do not support the view of the Parish Council. The Council noted that a 30 MPH would normally apply in a built up area with footway lighting. This is an unlit country lane. The Council will continue to challenge the matter.

### 10. 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.



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11.
  - a. **The Parish Council to re-adopt Standing Orders.**  
The Standing Orders were agreed and adopted by Council.
  - b. **The Parish Council to re-adopt Financial Regulations**  
The Financial Regulations were re-adopted by the Council.
  - c. **To confirm and re-adopt the Kent Code of Conduct.**  
The Kent Code of Conduct was re-adopted by the Council.
  - d. **To confirm calendar of meeting dates**  
Calendar of dates agreed and would be circulated by the Clerk.
  - e. **To review the Council's and Clerk's memberships of other bodies.**  
The list of memberships were reviewed and agreed by Council.

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

**Speed reduction on A274 at Mill Bank** – email correspondence from KCC concerning the speed reduction on the A274 and it has been agreed to continue the 30 mph speed limit beyond the crossroads with Stonestile Road.

**Community Infrastructure Levy** – confirmation that there is no levy payment due received from MBC

**Maidstone KALC Minutes of AGM 15<sup>th</sup> April 2019** – the minutes were noted by Council.

**Parish/Police Liaison Meeting** – email correspondence received from Chair of Yalding Parish Council and these meeting are to be reinstated and the first will be on June 6<sup>th</sup>. Council representatives are to be notified to YPC Chair. Clerk to action.

**Email correspondence from Parishioner** – an email had been sent to Chief Constable at Kent Police, the issues raised center on a rise in crime in Headcorn that is perceived to be linked to G&T in our community. The content was noted and no action is required by HPC.

**Carousel Roundabout Days Green Childrens Play Area** – an incident involving a small child falling on the roundabout was notified to the Council. The Clerk, with the advice/assistance of RoSPA, has investigated the matter and no further action is required.

**Maidstone Citizen Advice Outreach Service** – correspondence received from CAB advising that the May session had to be cancelled. The service is under review but at this time we are assured the service will resume in June. It was agreed the service should be promoted “use it or lose it”.

**Light Invasion** – issues over light pollution at a property on Wheeler Street were raised via Borough Cllr Martin Round. The Clerk has investigated the matter and there are no street lights that could be affecting the property, it could be a security light that is intermittent. The matter has also been raised with MBC and no further action is to be taken.

**Email correspondence from Mr. D Williams** – further correspondence received from Mr. Williams and the Chair outlined the detail of the meeting held with MBC and that of Mr. Williams wished to discuss the matter further he is welcome to meet with the Chair and Clerk.



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**Maidstone's Civic and Freedom Parade** – detail of the parade was advised to Council and anyone wishing to attend should let the Clerk know.

**Litter Issues** – email correspondence from a Parishioner about litter picks being promoted by MBC and enquiring whether there are any plans in Headcorn to do the same. The Council agreed that the matter would be considered but previous attempts had failed to come to fruition.

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

Planning Committee – April 1<sup>st</sup>, 10<sup>th</sup> & 29<sup>th</sup>

There were no comments received.

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

Of the three companies approached by the Clerk, only one indicated an approximate cost to assist in this matter. The Chair advised that the matter will be taken forward and she is to arrange a meeting with the group.

**Finance Group.**

Nothing to report

**Play Scheme Group.**

Nothing to report

**Special Events Group.**

The Chair thanked the special events group for the provision of refreshments at the Annual Parish Meeting

**Emergency Plan Group.**

The Chair advised that the matter is ongoing

**Remembrance Day Parade Group.**

The Clerk will invite the Chair of the Royal British Legion to attend a meeting with this group in June.

**Communications Group.**

Cllr Dungey advised that there is nothing to report at this time. The next meeting of the Comms Team will be in early June.

**Speedwatch Group**

The Clerk is to set up a meeting for all parties to discuss the way forward.

**Days Green Inspection.**

Cllr Mather continues to supply weekly written reports to the Clerk, for circulation to the Chair. There are no actions at present.





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### Highways Improvement Plan Group

The matter will be further discussed with KCC when they meet with HPC in June  
**R and B Group** – the matter will be further discussed in Part 2 of this meeting

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

Cllrs Selby & Dungey attended the Village Hall Management Committee meeting. It was noted that there is a proposed change to the personnel structure at the hall. The next meeting, at which these changes would be discussed, is May 30<sup>th</sup>.

Cllrs Selby & Dungey and the Clerk met with Headcorn Football Club. The Club have very ambitious plans. HPC have agreed to act as liaison with the football club and the Cricket/Tennis Club.

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

There were no matters for discussion.

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

**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 receive update on land that is to be gifted to Headcorn Parish Council and agree any action as required.

The Chair gave a brief update on recent discussions with the land owner and it was agreed that the Council should continue to pursue the matter.

Signed.....

Date.....

12th June 2019

