



HEADCORN PARISH COUNCIL

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

7.30pm

Minutes of the Parish Council Meeting held on Wednesday 9th October 2019 at 7pm in Long Meadow, Village Hall, Headcorn.

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

Clerk: Caroline Carmichael

Two members of the public were present.

1.

- a. **Apologies for absence.** Apologies were received and accepted from Cllrs Davies & Thorogood
The Chair noted that she had received a letter of resignation from Cllr Wendy Tull due to work commitments which prevent her attending meetings starting at 7 and 7.30 pm. It was further noted that Borough Councillor Martin Round had advised that he would be taking an undetermined leave of absence due to ill health.
- 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.

2. Public session (minute book closed)

3. To receive

a. Community Warden Report

The Warden had sent his apologies for the meeting. The Chair reviewed the Wardens report that had been circulated to all Councillors. A number of points were discussed and clarified including burning in the Traders Car Park area, queries re results following reporting of dangerous driving, and the Local Police Surgeries that the warden referenced.

No other matters were discussed

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



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The PCSO had sent his apologies for the meeting. His report had been circulated to Councillors and the following points were discussed:-

- The recent combined agencies operation, including the Community Policing team, the PCSO, MBC Community Protection Team (Criminal Waste & Enforcement Teams) had produced some good results:-
 - 27 vehicles were stopped and searched
 - 2 vehicles were ceased (1 in Headcorn and 1 in Ulcombe)
 - 1 arrest was made in relation to the Theft from the White Horse pub
 - A number of vehicles were either moved on from illegal parking spots or ticketed
- The issue of parking at the junction of the High Street and Forge Lane was discussed and it was suggested that a sign could go on the wall of the funeral directors. The Clerk will contact KCC Highways to ask for suggestions on the matter given that Kent Highways had objected to the highly successful A-boards the HPC had placed in that vicinity.
- The Chair noted that we had been advised that a traveller funeral would take place on October 10th. The funeral would start at a traveller site on the Lenham Road and the funeral would take place in Allington with the burial then being at Cranbrook.

No further incidents were discussed.

The Chair advised that we were still awaiting details of a meeting with Kent Police.

4. **The minutes of the meeting held on September 11th 2019** were duly approved and signed by the Chair

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

Country Eye – this matter is ongoing and further details would be advised in due course.

Kent Fire and Rescue Service (Hydrants) – The Clerk advised we are still to hear from KFRS concerning the newer developments and when the sites would be added to the listings.

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.

Lenham Road Lack of Footpath from Hop Pocket Way to Crest Nicholson Site – This matter continues to drag on and the Clerk continues to press all the parties involved for a resolution.

Cllr Collins-Moore asked that we press this matter as he was aware of the hazards this lack of footpath presented and was concerned after hearing of the fall of an elderly resident.

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

Church Lane Parking – The matter is ongoing and Cllr Thomas hopes to report on his discussion with the High Street Traders at the next.



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MBC Community Protection Team (CPT) – The CPT team had emailed the Clerk and advised that the sessions were going well and they appreciated the support of the Parish Council.

It was agreed that the Clerk would ask the team to extend their weekly walkabout to the end of the village and include the following businesses, Petrol Station, Garage, Dry Cleaners, Auto Parts, the car wash and the station.

Cllr Evenden had attended the last sessions and it was agreed that the mantle would now be passed to another Councillor. Cllr Thomas agreed to attend the sessions on the 18th October & 1st November.

Bug Hotel – The re siting of the Bug Hotel is now addressed by the Open Spaces Committee

Annual Parish Meeting – It remains for the Clerk to 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 to hear the Annual Report from the HPC Chair with the opportunity to raise matters in the Public Discussion session at the end of the meeting.

Assistant Clerk – The Chair advised that the advert for the vacancy had been posted and the closing date for applicants is the 13th October. Further updates will be reported as they arise.

Maidstone Borough Local Plan Review Regulation 18 Consultation – The Chair reported that a response to the Parish Council letter concerning housing numbers had been received from William Cornall and it was far more encouraging than anticipated. It advises that a report on the matter would go to the Policy & Resources Committee on 20th November. It was agreed that the Clerk would lobby the P & R Committee ahead of the meeting.

The Clerk also agreed to follow up on an email received on the matter from Cllr Prendergast.

Access for All

The Clerk has followed up on this matter with MP Helen Whately office, there is nothing from MBC at this time. The Clerk will continue to pursue this matter. Photographs were taken at the station on Sept.20th when the MP visited the village, but have not been seen in use.

Kent Highways – HPC Highways Improvement Plan

Speed surveys - The Clerk noted that speed strips had been installed to complete the surveys but within hours of the installation Millbank had been dug up by contractors. After a couple of false starts it was agreed that the surveys would be reinstalled on 11th October. Clerk will follow up.

High Street/Church Road Corner – Highways advised that there was nothing more they could do to improve the corner but would ensure that the white lines were redone

Hawkenbury Road Bridge – email correspondence from Highways advising that the site had been visited and reviewed and adequate road markings are in place. There is little that can be done with regards to those motorists that drive too fast for the road conditions.

Further correspondence had been received from Highways advising that they were reviewing crash data for the Hawkenbury Road after they had received correspondence from a Parishioner who advised that their hedge had been crashed into a number of times. They will advise outcome of investigations.



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Hammerstream

Environment

The issues at Hammerstream appear to have eased. The Clerk will continue to monitor.

Planning

Enforcement matters continue to be an issue at the site and the Clerk is pressing MBC for action. As there is some confusion over the site and the caravans that are permitted the Clerk will ask MBC for a schematic of what should be there.

Road Names – 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. The Yalding Chair’s email had claimed that the Parish Council were being undermined by MBC actions re road signs which would seem to be also happening with this protocol.

Fall on Foremans Walk – this matter centres on a fall by a resident at Foremans Walk. It is suggested that there is a trip hazard next to the tree on Foremans Walk. The Clerk has taken the matter up with the landowner who is talking to his grounds maintenance team. It has been proposed by the Council that the tree should be replaced with something that has a root that grows downwards and not out as the existing tree. This would prevent the tree roots lifting any paving stones. The clerk will follow up with the landowner.

Community Led Housing Seminar – the Clerk attended this seminar on 27th September and gave a brief update to Council.

Roberts Land – the Chair gave an update of the situation and it was agreed that the Clerk needed to pursue the commitment (in writing) from Orbit to provide access to the site. A meeting will be arranged with the Roberts to discuss the next steps. An update will be given at the next Full Council meeting.

Village Hall Management Committee – the Chair advised that HPC are reviewing the agreement for the shared office next to the Parish Office. The changes required centre on the Village Hall Administration being able to use part of the office as a temporary storage solution.

6. Finance

a. To agree Receipts and Payments and Bank Reconciliation

Schedule of receipts and payments reviewed and agreed by Council. The copies will be signed by the Chairman, Lyn Selby

b. To receive the results of the limited assurance review by P K F Littlejohn for the year ended 31 March 2019

The Clerk advised that the review had been signed off by PKF and the report reads as follows:-

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our



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attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Clerk advised that the appropriate Notice of Conclusion of Audit has been posted. No further action is required.

7. Correspondence – To receive and action as required

Nitrous Oxide Cylinders – email correspondence from a parishioner saying “I am sure that it is no coincidence that the piles of these appeared at the end of the two Small World scruff fests”

The Clerk had acknowledged the email and noted that this has been an issue for some time and there is no evidence to link it to the Small World Festival.

Kent Highways Parish Seminar – this year’s seminar will take place on November 28th. It was agreed the Cllrs Selby and Mather would attend.

Headcorn Surgery Wildlife Garden – the Council have been invited to see the signs at the new wildlife garden. The signs have been designed by the children of Headcorn School and were sponsored by a grant from the Council. Cllrs are invited to attend at 1pm on October 31st.

MBC Street Homeless Outreach team – correspondence from MBC recognizing that the role of their team is not just focused on Maidstone Town/Town Centre. They have given detail of how the team can be contacted by email at outreach@maidstone.gov.uk

It was agreed the Clerk would ask for an emergency contact.

Royal British Legion – invitation to the Chair of the Council to attend the Annual Conference of the RBL at the village hall in January 2020. The Clerk has sent a letter of acceptance.

MBC The Meadows Lenham Road – correspondence received from James Bailey at MBC advising that there is no update on a date for the resumption of the public enquiry despite letters having been sent by Alison Broom. It was agreed that the Clerk would write again to our MP and ask her to press the Housing Minister for intervention with the planning inspectorate.

Trees at Foremans Car Park – copy correspondence received by the Clerk, it concerns the overgrown trees that border Rushford Close. The Council noted the situation but no action is required.

8. To discuss application for temporary directional signs for Saxons Chase Grigg Lane

This matter was discussed at Full Council and it was agreed:

1. The directional signs for the development are approved
2. The sign directing HGV traffic is NOT approved - The Clerk has already been in touch with the site and have asked that all construction traffic enter the site via Wheeler Street, Oak Lane and then right into Grigg Lane and conversely traffic leaving the site should turn left out of Grigg Lane onto Oak Lane and then onto Wheeler Street



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The Forge Lane end of Oak Lane is very often congested as the houses there have no off street parking and therefore park on the road – this reduces Oak Lane to one lane in width. Furthermore the junction with Forge Lane/Oak Lane is already a hot spot with near misses on a daily basis given the positioning and blind spots

The Clerk will confirm to the developer.

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

Planning Committee – September 11th & 23rd
Open Spaces – September 16th

There were no amendments or comments.

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

The Chair advised matter will be taken forward & she is arranging a meeting with the group. The MBC Local Plan Consultation was completed and submitted ahead of the deadline.

Finance Group.

It was agreed that the meeting to discuss the budget for 2020/21 would take place on December 16th at 6:30pm.

Play Scheme Group.

The group met on 20th September and have agreed to a visit to the school. Cllr Selby to arrange. The group will also be putting together a survey that will be sent out to all parents to gauge appetite for a scheme.

Special Events Group.

Nothing to report

Emergency Plan Group.

The Chair advised that the matter is ongoing

Remembrance Day Parade Group.

The Clerk confirmed matters were being progressed satisfactorily.

Communications Group.

Cllr Dungey advised that the Welcome to Headcorn Booklet has been printed and is now with HPC. She has delivered a small supply to Estate Agents and Show homes on the new estates. Assistance is now needed to deliver to the new sites that are already occupied. It was agreed Cllrs Walker, Mather, Dungey, Thomas and the Clerk would deliver the booklet. Clerk will get in touch with the Councillors.

Speedwatch Group

Cllr Hancock hopes to undertake the road side training in the next few weeks and then the watch sessions will be resumed. She asks that the Council consider the purchase of a Go Pro for use by



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those on the sessions. She will research prices and let the Clerk know. The Clerk will check the legalities of having these cameras with the Speedwatch team.

Days Green Inspection.

CLr Mather continues to supply weekly written reports to the Clerk, for circulation to the Chair. Any issues are then taken up by the Clerk.

Highways Improvement Plan Group

See comments in the preceding matters arising.

R and B Group

See comments in the preceding matters arising.

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

Meeting with MP Helen Whately

CLrs Selby attended a meeting with the MP and other Parishes concerning the MBC Consultation of the Local Plan. Many topics were discussed including:

- a. Challenge the numbers
- b. Insist that MBC stick to the published Local Plan and don't permit things outside the plan
- c. Review CIL – it's far too low in the MBC area
- d. Lack of infrastructure
- e. Plan actively for 5G
- f. Review affordable housing %age – it is currently 40% rurally and only 20% in the urban areas – it should be consistent across the Borough
- g. Press for consideration of the cumulative effect on the existing community

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

The Chair advised the Council that Alan Nettleingham – who had been a previous Parish Councillor – had sadly passed away. The Clerk confirmed that condolences had been sent.

The Clerk asked the Chair if she could highlight to the Council just how hard the lengthsman work and how their skill and determination has brought many benefits to the Council and the community. The Council agreed wholeheartedly. CLr Davies suggested this could be recognized in the form of a Christmas bonus. The Clerk will discuss with the Chair of Staffing in due course.

There being no other matters for discussion the meeting closed at 21:58 hrs.

Signed.....

Date..... 13 - 11 - 19.....

