



## 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 12<sup>th</sup> July 2017 at 8pm in Longmeadow, Village Hall, Headcorn.

Those present were Cllr Selby, Cllr Smith, Cllr D'Urso, Cllr James, Cllr Dungey, Cllr Mather, Cllr Evenden, Cllr Walker, Cllr Pyman and Cllr Davies.

Clerk: Caroline Carmichael

The PCSO John Boyd and four parishioners were present.

1. **Apologies for absence** Cllrs Padbury and Lavender due to work commitments and Cllr Andrews due to ill health.  
**To seek notification on whether anyone intends to film, photograph or record any items of this meeting** There were none recorded  
**Declaration of changes to the Register of Interest** There were none recorded  
**Declaration of pecuniary or significant interest regarding items on the agenda** There were none recorded.  
**Requests for Dispensation** There were none recorded  
**Declaration of Lobbying** Cllr Evenden advised that he had been lobbied about rubbish on the Crest Nicholson site on Grigg Lane.
2. **Public session** (minute book closed)
3. **Police and Community Warden Reports**  
**Policing Report**  
The policing report was delivered by PCSO Boyd. Cllr Davies asked if the noted crime in the trader's car park was the alleged theft from the factory shop. PCSO Boyd advised not and stated that he was not aware of the theft at the Factory Shop but if it was at the previous weekend it had probably not been registered into the system and would therefore not appear on his report as yet.  
Cllr Selby asked for confirmation that the RTC on the Lenham Road that had left the telegraph pole precariously leaning over the field at the side of the road. PCSO Boyd confirmed it was.  
**Community Warden Report**  
The warden sent apologies for absence due to other commitments. Report had been read by councillors.  
Cllr Dungey asked about the community surgery that the warden refers to in his report and whether it was advertised or not. The Clerk explained that this was the regular monthly surgery that he and the PCSO undertake.

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4. **To resolve that the minutes of the Council Meeting held on Wednesday 14<sup>th</sup> June 2017 be taken as read, confirmed as a correct record and signed by the Chairman.**  
After the correction of the word perused on Page 4 paragraph 8 to read pursued the minutes were approved and duly signed.
5. **Matters arising from previous minutes**
  - Incidents of Dangerous Driving** the Clerk confirmed that the Community Warden reports incidents of dangerous driving to 101 and to PCSO Boyd. The Warden and PCSO do take action if they are able to.
  - 101 calls** – the Clerk advised that there is no online facility for reporting incidents to 101. Concern regarding the time taken on these calls was raised again and the Council agreed that the clerk should write to the Kent Police & Crime Commissioner expressing the Councils concerns.
  - Traders Car Park** – this matter remains ongoing and Council keeping a watching brief.
  - Parking issues** – matter remains with Open Space Committee.
  - Hammerstream** – this matter remains ongoing and Council keeping a watching brief.
  - Weight restriction for HGVs** – email correspondence received advising that John Wilson of KALC attended a meeting of Kent MPs to discuss this issue and the meeting culminated in the matter being taken forward by MP Helen Grant who would produce a report assisted by John, with recommendations for the next Kent MPs meeting in October. Council to keep a watching brief.
  - KALC/KFRS** – on the agenda for discussion
  - CCTV signs** – Sign now lowered.
  - Grigg Lane** – email received from Kent Highways engineer with a brief update on work that is currently being completed on Grigg Lane near the Crest Nicholson site. Clerk to follow up. In addition Clerk to follow up road/footpath repairs on the whole of Grigg Lane with the Kent Highways Engineer
  - Defibrillators** – Clerk confirmed defibrillator fitted at Fire Station. We are still waiting on electrician for fitting at village hall. Clerk to press for resolution. The Chair asked the Clerk, when next speaking with the manager at Sainsburys if HPC writing to Head Office would in any way expedite the situation re the defibrillator outside their premises.
  - Pedestrian crossing at Wheeler Street** – Jennie Watson, Kent Highways has made contact with the Clerk and a meeting will be arranged as soon as possible.
  - Alignment of Headcorn Parish to Ashford Borough Council** – Cllr D'Urso advised that there had not been enough survey responses to assess the villages view and she would spend some time with the Clerk to promote and publicise the survey. She will report back next month. Cllr Selby mentioned a new parliamentary boundary review that was taking place and this maybe an opportune time for our views to be heard/considered.





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**Litter Volunteer Event** Clerk has litter pickers and jackets. Cllr Smith advised that the event is set to take place in September. He will follow up and liaise with Clerk.

**Lifts at Headcorn Railway Station** – this matter was ongoing.

**Hoggs Bridge Green** – The Clerk will further investigate that the land is held in perpetuity as a village green.

**River Beult Improvement** – The Clerk advised that a call had been received from the Environment Agency as they were looking for a venue at which to hold a consultation for the River Beult Improvement project. Clerk to keep a watching brief to make sure that HPC are involved in the consultation.

**Meadow Lane Road Naming** – the Clerk advised that MBC have confirmed that the road has not been officially named given the outstanding enforcement action on the land.

**Headcorn Aerodrome** – reported under external meetings.

**Unity Bank** – the Clerk hopes to have the transfer from Nat West to Unity by the end of September.

**Mr. Williams's correspondence** – the Chair advised that advice had been taken on the matter and KALC had advised that the matter should be discussed in a closed session. HPC will therefore have a Part 2 on the August agenda to discuss the matter.

**Oak Lane Footpath** – work on the footpath will begin on July 31<sup>st</sup> and it has been suggested that houses will be occupied in early August. There is still no response on this matter from Crest Nicholson but MBC, James Bailey, have responded and asked that the Council keep a watching brief on this matter and notify them if a breach should occur.

**KCC grant for Bus Shelter** as agreed at the last Council the Clerk wrote to land owner at Shenley Crossroads but at this time there has been no response.

**Parish Council Insurance** the Clerk gave the Council an update and confirmed that the following points had been raised and clarified

- Defibrillators in the village have been included under cover at £1500 each (includes cases)
- The Personal Accident cover reads:  
Personal Accident whilst carrying out official duties  
Scale of Compensation Age 16 – 75

Death	£100,000
Loss of Limb(s), Loss of Hearing, Loss Of Speech or Loss of Sight	£100,000
Permanent Total Disablement	£100,000
Temporary Total Disablement	£200 per week
Temporary Partial Disablement	£100 per week
Excess period Temporary Disablement	14 days
Maximum Benefit Period TD	104 weeks



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They will include Councillors aged 76 – 85 under this cover but the capital benefits highlighted in **RED** will be reduced to £10,000. Other benefits are as before.

- It was confirmed that "street furniture" includes footway lighting.

These changes were noted and approved by Council and the Clerk should go ahead and renew the contract at the quoted premium of £591 including Insurance Premium Tax (IPT) at 12%. It was noted that IPT last year had been at 9.5%.

**Flying a Flag** the church has agreed we could use the church flagpole if required.

**Story Telling Machine on Days Green** following the complaint from a neighbour the volume was turned down, now it seems we have had complaints from parents that it is barely audible. Clerk will review.

**National Flood Forum** Tim Thomas advised that the planned July session had gone ahead and was more successful than the last meeting. There would be a further meeting in the middle of August. Mr. Thomas advised that the Forum (an independent charity working with KCC) seemed to have the power to get the right bodies together to discuss matters and he stated that there would be a meeting involving KCC, Southern Water, Environment Agency, MBC & the Upper Medway Drainage Board. It would be an ideal time to establish exactly who is responsible for what when it comes to the waterways etc. in Headcorn. He has passed some detail to the clerk and she will share the same with the Chair as it is not for wider consumption at this time, any comments should be passed back to him. More detail as things unfold.





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### 6. Finance

#### (a) To agree Receipts and Payments and Bank Reconciliation.

			Balance of Account		-£	2,285.41
1st June 2017	Cheques	Mrs Waring & Mrs Hawkes	Memorial Benches		£	1,150.00
1st June 2017	Cheque	JF Stoneworks	Memorial stone for G Ellsworth		£	75.00
1st June 2017	Cheque	Clevery and Spencer Ltd	Memorial stone for C Duff		£	30.00
8th June 2017	Cheque	Private donor	Donation to HPC for Legal expenses		£	500.00
22nd June 2017	BACS	HM Revenue & Customs	VAT Return for 01/3/17 - 30/04/17		£	3,673.26
14th July 2017	Transfer	Natwest Bank	General Running Costs		£	7,000.00
					£	10,142.85
The following require approval for payment :						
12th July 2017	005239	Maidstone Borough Council	Commercial Waste Collection		£	86.67
12th July 2017	005240	Account Bookkeeping & Payroll Services	Payroll Services		£	55.02
12th July 2017	005241	Citizens Advice Maidstone	Outreach Session - June 2017		£	50.00
12th July 2017	005242	Headcorn Village Hall	Meeting Room Hire		£	46.00
12th July 2017	005243	Tenterden Twilight Commercial Cleaning Ltd	Services at Days Green Public Conveniences		£	394.03
12th July 2017	005244	KALC	Annual Membership Fee		£	1,200.91
12th July 2017	005245	Business Stream	Water services at public conveniences at Days Green		£	6.25
12th July 2017	005246	SLCC	Membership fee - Society of Local Council Clerks		£	177.00
12th July 2017		KCCCS	Fire Extinguisher Maintenance	£	36.00	
12th July 2017		KCCCS	Photocopier services/printing	£	696.90	
12th July 2017		KCCCS	Stationery	£	23.46	
12th July 2017		KCCCS	Stationery	£	66.96	
12th July 2017		KCCCS	Stationery & Black refuse sacks	£	74.46	
12th July 2017	005247	KCCCS	Electricity Supply for Public Conveniences & Store on Days Green	£	225.64	£ 1,123.42
12th July 2017	005248	ICO	Data Protection Registration Fee			£ 50.00
12th July 2017		Caroline Carmichael	Salary	£	1,530.76	
12th July 2017	005249	Caroline Carmichael	Expenses	£	888.67	£ 2,419.43
12th July 2017	005250	Malcolm Hitchcock	Salary			£ 583.80
12th July 2017	005251	Spoilt Cheque				£ -
12th July 2017	005252	Alan Hodge	Salary			£ 213.00
12th July 2017	005253	Peter Beeken	Salary			£ 558.50
12th July 2017	005254	Spoilt Cheque				£ -
12th July 2017	005255	HRMC	PAYE & NI contributions 2016/17			£ 814.64
12th July 2017	Direct Debit	Nest Pension	Pension Contribution for C Carmichael			£ 27.60
12th July 2017	005256	Clir Bridget Dungey	Plants for War Memorial Trough			£ 15.39
12th July 2017	005257	EON	Electricity supply for street lighting			£ 541.18
12th July 2017	005258	R Hodgson	Work at Methodist Church and Parsonage meadow - benches & memorial			£ 300.00
						£ 8,662.84
			Balance Remaining in current account		£	1,480.01
			Balance of Reserve Account on 30th June 2017		£	165,849.12
			Interest on Reserve account as at 30 June 2017		£	1.49
			Balance of Reserve Account as at 30th June 2017		£	165,850.61
			Transfer to current account 12th July 2017		£	7,000.00
			Balance of Reserve Account at 12th July 2017		£	158,850.61
			Total Funds Available		£	160,330.62

#### (b) Bank Reconciliation

Balance as at 30th June			£	33,453.75	See statement sheet nos 503
Unpresented cheques & pending direct debits from previous months		£	30,310.90	£	3,142.85
Transfer of Funds 12th July 2017		£	7,000.00		
				£	10,142.85
Total of cheques/direct debits at June meeting		£	8,662.84		
				£	1,480.01



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**(c) To approve incremental pay increase for the Clerk, increase back dated to anniversary date of 5<sup>th</sup> February 2017**

Cllr James gave a brief update of the Clerks review and confirmed that the staffing committee are happy with performance. Incremental pay rise agreed as per published salary scales.

**7. Clerks Update**

Community Pay Back - the Clerk advised that things continue to go well and the Community have made several comments about the excellent work the team have undertaken. The Clerk will continue to work with the team.

The Clerk advised the Council that the Lengthsmen are tireless in their efforts to keep our village the way we would like it and again the community are noting what a difference they are making. More positive feedback reported via Facebook concerning the quick action over the fallen tree on the Smarden Road.

**8. To discuss and take action required regarding protection against fire in the community**

The Chair reported on the fire that had occurred in the village on July 6<sup>th</sup> and it is as a result of this fire that we have become aware that the 24/7 strategic status had been withdrawn from Headcorn Fire Station. HPC have not been advised of this development which it seems happened a few weeks ago.

Fortunately the Marden team were returning from a shout and were first on the scene in approximately 24 minutes. The first recorded call to the Fire Service was 16:24 and Marden were on scene at 16:48.

Further issues arose because there was no local knowledge present, amongst the fire fighters, concerning the fire hydrants and inadequate mains water supply.

The Chair referred then to the KALC/KFRS meeting that she attended earlier in the year and we had at last received the map of hydrants from KALC. It is vital that we have a programme to check the existing hydrants and report any issues. The matter was debated and it was agreed that the hydrants would be looked at by the Open Spaces committee and a regular check programme would be established, this programme could then be scheduled into the work undertaken by the lengthsmen. The Council asked that the clerk make contact with KFRS to establish whether they have undertaken the promised check of all hydrants so that we are starting from a clean slate position. Clerk will bring map to Open Spaces Walk.

Further discussion on the lack of a strategic status at the Fire Station ensued and the Clerk was asked to write to KFRS and establish:-

1. Why are Headcorn off the run?
2. When was the decision made and why we were not informed?
3. What parameters have they used to make the decision?
4. What provision is being made for the new housing in Headcorn? Additional Fire Hydrants?

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HPC make decisions regarding the village based on a 24/7 presence and we need answers to the above questions.

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

**Countryside Properties** the Chair advised that an email had been received from Borough Councillor Shellina Prendergast that confirmed that she was still in contact with the Countryside properties about the privacy issues and screening issues. West Kent Housing Association are being asked to reconsider their position on the matter of opaque glass and no further action required until a response is received from Mr. Mark Leader, Director of WKHA.  
Clerk to follow up.

**Trade Union Pay Claim** detail received from KALC and they are seeking comments by July 31<sup>st</sup>. It was agreed Cllr James would review the detail and comment as necessary and report back at the next meeting. Clerk to forward detail.

**Hedges on A274** email received from Parishioner concerning the hedges on A274 and the fact that the police van cannot undertake Speedwatch there as the hedge obscures the view. The clerk had written to the land owner who agreed the work was scheduled in. Cllr Dungey confirmed that the work had in fact been done shortly after our request. Clerk to thank landowner.

**Signage on Days Green** – a letter has been received from the Days Green Board of Trustees and as previously agreed the Opens Spaces Committee are going to look at alternatives on the next walk and discuss option at the meeting on 17<sup>th</sup> July.

**Questionnaire re finance and devolution** issued by KALC. Clerk will respond.

**Low Emissions Strategy and Air Quality Management** consultation by MBC. Cllr Walker agreed to review and report back. Clerk to send detail.

**Village Hall Meeting Room Costs** it was noted by the Council that the cost of meeting rooms at the Village Hall have been increased as follows:-

- Longmeadow Hall has increased from £9.00 per hour to £10.00 per hour
- All other meeting rooms have increased from £5.00 per hour to £6.00 per hour

It was noted that the HPC contribution to hall running costs will remain at £400 per annum.

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

**Planning Committee** – June 14<sup>th</sup> & 26<sup>th</sup>

There were no comments received.

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

#### **Neighbourhood Plan Group/Headcorn Matters**

Update from Cllr Selby advised that the HNP team had met twice and have been working on questions and answers posed by the inspector, ahead of the meeting of the Project Group agreed by MBC SPS&T Committee. The Clerk confirmed that the date for the meeting had been agreed as August 7<sup>th</sup>.

Cllr Dungey gave an update on the work that she and Cllr Evenden had undertaken on the HNP project plan. They have put forward a strategy for progress and listed the projects that should receive priority, these include:-

- Broadband & Telecommunications provision in village
- Parking
  - 20 MPH review being undertaken nationally, by the Police, Clerk to obtain any output or recommendations
- Hoggs Bridge Green
- Youth Club/facilities
  - Cllr D'Urso agreed to be HPC nominated contact
  - Cllr Mather advised that Homewood school has an youth outreach individual who maybe able to help
- Green infrastructure
  - Cllr Smith agreed to be HPC nominated contact

#### **Finance Group**

Not met. The move to Unity Bank is ongoing.

#### **Affordable Housing Group**

Not met

#### **Play Scheme Group**

Not met

#### **Special Events Group**

Not met

#### **Emergency Plan Group**

Not met

#### **Remembrance Day Parade Group**

Not met but would be doing so soon to commence the organisation of this year's parade

#### **Communications Group**

Not met

#### **Speedwatch Group**

No update – Clerk to follow up with Cllr Lavender.

**Days Green Inspection Rota** - nothing to report







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

Cllrs Selby attended the Headcorn Aerodrome Consultative Committee – details had been circulated by the Clerk and the news is very encouraging. The proposed changes would enhance what is already a good tourist attraction for Headcorn.

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

Cllr Selby wished it noted that MBC had acted very promptly in response to her request for assistance for a parishioner that have been advised his family were to be removed from the electoral register.

Cllr Selby advised the Council that concerns over the burial ground had been raised and she had asked the Open Spaces Committee to look at the area on the OS walk and then discuss at the meeting next Monday 17<sup>th</sup> July. Clerk confirmed the item was on the agenda.

Parishioners Questions (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 9.58pm

Signed B.D. Duncanson

Dated 9/8/17.