



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 8th February 2017 at 8.00pm in Longmeadow, Village Hall, Headcorn.

Those present were Cllr Selby, Cllr Dungey, Cllr Andrews, Cllr Bellingham-Padbury, Cllr Davies, Cllr D'Urso, Cllr James, Cllr Lavender, Cllr Mather, Cllr Pyman, Cllr Smith, Cllr Walker

Clerk: Caroline Carmichael

There were three parishioners and PCSO John Boyd present.

1. Co-option of a new Councillor

The Chair reminded all present that a Councillor should expect to attend at least 2 meetings a month and to take an active part in reading information, working groups and other council work as needed.. Prospective Councillors were asked to consider whether they had the time available.

The Council heard presentations from:-

Mr Simon Evenden

Mr Paul Deacon

Mr Chris Sturdy provided a written statement read by the Clerk

A vote was taken by ballot and Simon Evenden was duly co-opted.

The Chair thanked all candidates and asked them to consider standing again if another co-option became necessary.

2. Mr Simon Evenden signed the Acceptance of Office

3. Apologies for absence - Apologies were received and accepted from Borough Councillor Shellina Prendergast.

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 Interests - 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 – There were none recorded

4. Public session (minute book closed)

5. Police and Community Warden reports

Policing Report



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PCSO John Boyd took the Council through the crime and incidents details. Cllr Davies raised the issue of an incident in the High Street involving vandalism at the war memorial and he had reported it to the telephone number in the Parish magazine for the PCSO. John advised that the PCSO numbers had changed a while ago and are given to Clerks. All other reporting should be done via 101.

The Clerk was asked to advise the editor of the magazine that the number should be changed to 101.

Community Warden Report

The warden was unable to be at the meeting and had sent apologies. His report was reviewed by Council and there were no issues/matters raised.

6. The minutes of the meeting held on January 30th 2017 were signed as a correct record.
7. **Matters arising from the meetings on the 11th & 30th January 2017.**
 - G & T site plan** – This matter will be pursued by the Clerk and also at the Cohesion Meeting with MBC
 - Nat West Signatory Forms** – Forms still remain outstanding for Cllrs Lavender.
 - Unity Bank** – on the agenda
 - Traders/ Starnes Car Park** – Ongoing, no recent updates from Starnes. Clerk will follow up.
 - Parking Issues** – Currently with Open Spaces Committee
 - Ashford Borough Council vs Maidstone Borough Council** – go on the agenda.
 - Community Payback scheme** – still no response, the item can be removed from the minutes and will be brought back to Council if there are any developments.
 - General permitted rights** – Clerk monitoring.
 - Breach of Data** – the matter is currently with the Information Commissioners Office. We have not yet reached timeframe for response.
 - Co-option of Councillors** – co-option completed at this meeting.
 - 2017/ 18 budget** – the budget was agreed at the meeting on January 30th and detail sent o MBC ahead of their deadline.
 - Hammerstream** – issues at the site continue. Clerk pursuing with KCC and MBC.
 - Natural Burial Ground** – on the agenda.
 - Defibrillator** – the Clerk advised that the old telephone box had been removed ahead of the deadline date for the consultation. The Clerk is following this up with BT.

Cllr Selby advised that the village hall management committee have approved installation of the KALC defibrillator at the village hall. Clerk to sort installation.

The matter would be carried forward to the next meeting with regards to the second sponsored defibrillator.



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Weight restriction signs the matter was with the Clerk to follow up, Kent Highways have advised installation will be in the not too distant future.

Parish Service Scheme Funds it was noted that this would be subject to a review by MBC and the same may not continue after the 2017/18 financial year. KALC are pressing the matter and HPC will support their campaign.

Gullies in Village the Open Spaces committee had look at the areas said to be causing a concern and they appeared in order. No further action at this time.

KALC/KFRS joint venture to identify and maintain fire hydrants. Cllr Selby attended the workshop on 28th February. Parish Councils have been promised a report detailing the location of the hydrants and the Council can then take it from there. Clerk to follow up with KALC.

Tree in grounds of Headcorn Library email received from the Library service and they have the tree regularly inspected by KCC officers and all is in order. Council asked regarding a TPO on this tree and the Clerk confirmed an order is in place.

Concrete Bus Stops KCC are replacing concrete bus stop and the Council should notify them of any sited in the village. Council confirmed there are no such bus stops.

Headcorn May Fayre correspondence received requesting the use of Parsonage Meadow for car parking for stall holders. This was agreed, as in past years.

Playscheme Cllr Selby advised that the use of the school premises for this year's playscheme would not be possible given the building works would continue right through the summer. Unfortunately the building work had not started in August 2016 as scheduled and then had been further delayed by the discovery of asbestos on site when digging began. In addition, the original hall roof may need to be entirely replaced during the holiday. It was stressed that this is not the end of the Playscheme and HPC are hopeful of running it in the summer of 2018. It was suggested that the news should be included in a newsletter.

Southern Electric Clerk advised Council regarding the rebate from Southern Electric on last month's receipts.

8. Finance

- a) Receipts and payments approved as follows:-



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Receipts			Balance of Account		£	4,673.35
11-Jan-17	BACS	HMRC	VAT Return 1st - 30th November 2016		£	1,084.17
25-Jan-17	Cheque	A W Court	Burial Services		£	75.00
25-Jan-17	Cheque	Burslem Memorials	Memorial Fees		£	50.00
	Transfer	Natwest Bank	General Running Costs		£	-
					£	5,882.52
The following require approval for payment :						
08-Feb-17	005147	Helen Fairley	Honorarium services to HPC		£	50.20
08-Feb-17		Maidstone Borough Council	Hedge Cutting Services at Parsonage Meadow	£	540.00	
08-Feb-17		Maidstone Borough Council	Supply of road salt	£	108.00	
08-Feb-17	005148	Maidstone Borough Council	Commercial Waste Collection	£	43.33	£ 691.33
08-Feb-17	005149	John Mather	Replacement notebook for Days Green Inspection notes		£	6.99
08-Feb-17	005150	KCCCS	Stationery Supplies		£	25.39
08-Feb-17	005151	Citizens Advice Maidstone	Outreach Session - January 2017		£	50.00
08-Feb-17	005152	Malcolm Hitchcock	Salary		£	354.20
08-Feb-17	005153	Alan Hodge	Salary		£	429.00
08-Feb-17		Caroline Carmichael	Salary	£	1,483.00	
08-Feb-17	005154	Caroline Carmichael	Expenses	£	758.26	£ 2,241.26
08-Feb-17	005155	HRMC	PAYE & NI contributions 2016/17		£	652.19
08-Feb-17	005156	Account Bookkeeping & Payroll Services	Payroll Services		£	73.50
08-Feb-17	005157	Paxman Services (Uk)Ltd	Services at Days Green Public Conveniences, supply of jumbo toilet rolls		£	552.36
08-Feb-17	005158	Weald Computer Systems	Monthly backup and system checks		£	118.80
08-Feb-17	005159	Headcorn Village Hall	Meeting Room Hire		£	113.50
					£	5,358.72
			Balance Remaining in current account		£	523.80

b) Bank Reconciliation approved as follows:-

Balance as at 31st January 2017			£	11,120.00	See statement sheet no 496
Unpresented cheques from previous months		£	5,237.48		
			£	5,882.52	
Transfer of Funds	No transfer needed	£	-		
			£	5,882.52	
Total of cheques/direct debits at February meeting		£	5,358.72		
			£	523.80	

- c) Unity Bank - it has been agreed that HPC would move to using Unity Bank for the new financial year. The Clerk to set up a meeting of the Finance Group to review the details and application.

9. Clerks update

Brief update from the Clerk, most of her workload this month had centered on matters discussed elsewhere in the minutes.

10. To discuss proposal for a natural burial ground and agree next steps

This item was deferred until a later meeting.



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11. To discuss the proposal to align the Parish To Ashford Borough Council

It was observed that MBC are urban centric and do not see Headcorn as a separate rural centre. The Chair admitted that she was not clear whether or even how HPC would achieve this move. It was agreed that the first step would be to investigate whether this was legally possible and Cllr D'Urso agreed to undertake this. Clerk to send John Littlemore's details to the Councillor. If it is possible, then a cost benefit analysis will be undertaken.

The Council asked the Clerk to contact KALC/NALC to see if they were able to offer advice or guidance.

12. Correspondence

Locks Yard Residents a letter of thanks received from the residents for the re siting of the wooden train from days Green Children's Play Area

Highways Email re Mill Bank /Kings Junction No response from Highways regarding the data but the police crash data is quite possibly the source and this is consistently 9/12 months out of date. Our concerns have been raised and the Clerk will monitor the situation.

Kent County Council Highways Newsletter received and provides an excellent update on Highways issues. The Chair noted there was new personnel and would be happy to meet with them when it was appropriate.

They had provided a number of letter templates that may prove useful and a leaflet showing property owners the extent to which they are required to keep their vegetation under control to keep the transport network clear. Clerk will publicise.

Draft Kent Drug and Alcohol Strategy 2017 – 2022 consultation received via email. Cllr D'Urso agreed to review the same and respond and report back to the Clerk before February 19th.

Freight Action Plan for Kent Consultation it was agreed the Chair/Vice Chair and Clerk would review and agree the HPC response. Councillors were encouraged to complete the consultation. Clerk to send link out to Council and also to Dr. James Ker

KALC Parish Liaison Meeting with MBC email received highlighting the points that came out of the last meeting, main points to note were

- The Planning Department is to undertake a review
- Personnel issues within the enforcement team meant that they are currently down to two officers.
 - The Conservation officer has retired and there is only a temp for 2 days a week
 - New Officers will not be recruited until after the review.
 - Litter Collections on roads outside 30mph speed limit continue to be a problem. The Council asked that the Clerk report all the troublesome routes out of the village.



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KALC will be pursuing the matter of staffing and lack of officers, as the current state of affairs is not acceptable.

Community Resilience Officer email regarding flooding in the area. Meeting to be arranged with Officer, Tim Thomas and Cllr Mather.

Petition regarding the right for local communities to choose where houses are built. Circulated by NALC -- Clerk to distribute link. Councillors are encouraged to review the petition and sign if they feel appropriate.

The Repair Shop email correspondence received advertising a new BBC 2 show that will repair treasured items. The Council agreed this could be shared on our Social media and noticeboards.

MP Helen Whately letter received acknowledging the issues HPC are having with the Neighbourhood Plan and she indicated that she would take it up with the Minister and MBC.

Email from Parishioner Mr. D Williams the email was read by the Chair and centered on a Freedom of Information (FOI) request for detail relating to a breach of data confidentiality that had been discussed at a previous meeting. The Clerk had responded sending a copy of the letter that HPC had sent to Persimmon Homes and explaining that other specific detail could not be released as they were covered by the data protection act.

Police Forum is being resurrected yet again and the next meeting will be May 24th. The HPC Police Liaison Councillor Mike Davies has agreed to attend the meeting.

All4betterdevelopment petition concerning housing development. Council are encouraged to review the petition and sign if they feel appropriate. Clerk to send link out.

PCSO update from Rachel Cumberland advising of the reallocation of a number of communities. Headcorn is unaffected and will continue to have the services of PCSO John Boyd.

Community Speedwatch update received and asking that all existing operators register on the new online system. Operators will be expected to take an online training course after registration.

Annual Civic Service Cllr Selby advised that she had been invited to attend and would be doing so on 14th March at Rochester Cathedral.

Footpath Oak Lane copies of correspondence received that is being sent to the householders that would be affected on Oak Lane. Council agreed we should promote it on our social media. Detail should be sent to Cllrs D'Urso and Walker re car parking issues.

CCTV Signs have been replaced with a generic sign. It was agreed the Clerk would ascertain whether or not it was a legal requirement to have the Council contact details on the sign. New signs are available at a very reasonable cost. Clerk will revert to Council.

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

Planning Committee – 14th & 23rd January 2017.

Open Spaces – 16th January 2017

There were no matters raised.



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14. To receive reports from the following working groups and action as required:-

Neighbourhood plan group/ Headcorn Matters – examination delays continue. The report has now been promised for February 14th.

Cllr Andrews advised that the HNP Project team would be meeting on 14th March. Cllr Evenden would like to review the detail and the Clerk should forward it to him.

Finance Group – Meeting to be set up to discuss move to Unity Bank

Affordable Housing Group – the Clerk reported an excellent meeting with a member of the West Kent Housing team. It was agreed that both WKH and HPC would do all they could to support the programme in Headcorn. They will let HPC know as soon as they are aware that the homes will be ready for release/rent. First homes on Countryside properties should be available by early May.

Play Scheme Group – Will not run this year (see matters arising). Need to meet to consider August 2018 possibilities in December 2017

Special Events Group – No matters to discuss

Emergency Plan Group – Ongoing

Remembrance Day Parade Group – No matters to discuss at present.

Communications Group – Cllr Mather no longer wishes to do the article for the Parish magazine. Cllr Evenden volunteered to take it over. It was agreed the Clerk would do it for March and then go over what was required with Cllr Evenden. It was agreed Cllr Evenden would join the Communications Group. A meeting is required to agree content for next Newsletter.

Speedwatch Group – It was agreed that Cllr Lavender and the Clerk would get together to get this back on track and Cllr Lavender would report progress at next month's meeting.

Days Green Inspection – No matters to discuss

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

Cllrs Selby and Dungey had attended the meeting of the Village Hall Management – the main thing to note is that KCC are dismantling the Children's Centre and it will effectively become an outsourced service. This is seen as a detrimental step for the community as it is widely used and given we are an expanding community it is a short sighted decision. It was agreed that a letter should be sent to Kent Education and appropriate Councillors.

Cllr Pyman attended the KALC meeting on February 6th he gave a brief overview of the meeting and some of the points are as detailed earlier in these minutes. He also noted that the Inspector of MBC Local Plan had stated that there is a 6.11 year land supply & 900 houses had been removed from the housing need number. Lastly he advised that the Kent Design & Planning were now working to just 1 parking space per dwelling as opposed to 2 previously.



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Cllr Selby had attended the KALC/KFRS seminar and would report when we had a map of our hydrants as promised at the meeting. HPC would consider taking the matter forward when details were received.

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

It was noted that the Clerk has been chasing KALC regarding training for Parish Councillors and it would be arranged as soon as it was available.

Concerns have been raised about the safety of crossing the High Street by the entrance to the train station. Cllr Selby advised that HPC had previously talked about a crossing at this point and it was perhaps something that we could take forward. It is believed that this was to be part of a S106 agreement on a large development. Clerk to investigate whether this was part of the Wealden Homes agreement.

Another "hotspot" is was said to be the junction of Oak Lane & Wheeler Street and the Wealden Homes plan agreed to a build out to make it safer. Clerk to investigate whether this had been overlooked in the buyout by Crest Nicholson.

Part 1 of Meeting closed at 10:45 pm.

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 confidential nature of the items to be discussed.

Cllr Selby gave the Council an update of the current situation and advised that it was likely that a decision concerning the JR would need to be made at the Full Council meeting on March 8th

Meeting closed at 10:55pm.

Approved by:

Date: 8-3-17