



## 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 13<sup>th</sup> June 2018 at 8.00pm Long Meadow, Village Hall, Headcorn.

Those present Cllrs Dungey, Evenden, James, Nettleingham, Pyman, Selby, Tull, Walker C & Walker S

Clerk: Caroline Carmichael

There was one parishioner present.

1.
  - a) **Apologies for absence** were received and accepted from Cllr Davies, D'Urso, Lavender & Mather.
  - 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 Interest** there were none recorded
  - d) **Declaration of pecuniary or significant interest regarding items on the agenda** there were none recorded
  - e) **Requests for Dispensation** there were none recorded
  - f) **Declaration of lobbying** there were none recorded
2. **Public session** (minute book closed)
3. **Community Warden Report and Information regarding police issues in the village, as available.**

The warden was not in attendance due to other commitments but he had sent his apologies and a written report had been submitted. The Councillors reviewed the report but made no further comments.

The Chair and Clerk highlighted a number of incidents that had occurred in the village including the distribution of fake £50 notes. The community were advised to be cautious if handed these notes.

4. **To resolve that the minutes of the Council Meeting held on Wednesday 9<sup>th</sup> May 2018 be taken as read, confirmed as a correct record and signed by the Chairman.**  
The minutes were approved, after noting some correction to members of the committees and working groups. The Clerk had already issued a corrected group listing.
5. **Matters arising from previous minutes**  
**Days Green Board of Trustees** – the Chair confirmed that Mrs Jenny Gibson was reappointed to the board of trustees.  
**Catchment Improvement Area** – Clerk to follow up matter  
**Hammerstream** – Site will continue to be monitored.



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**Lifts at Headcorn Railway Station** – There has been no further progress on this matter and it remains ongoing.

**Kent Fire & Rescue Service (Hydrants)** – The Clerk advised that contact had been established with the Resilience Manager at KFRS and a full inspection of the hydrants would take place in July. It would seem that the idea of Parish Councils monitoring the physical state of the hydrants has been dropped and the KFRS will in future carry out this function. The Clerk had sent a list of all the new and most recent developments to ensure that these had the requisite number of hydrants. The Clerk will follow up on the inspection and the work required at the new developments.

**MBC Local Plan** – The legal challenge by a parishioner continues and a further hearing has been requested to challenge the recent refusal to allow the application for a Judicial Review of the said plan.

**Alignment to Ashford Borough council and agree actions required** – Cllr D'Urso agreed to forward the letters for a) the boundary commission and b) Maidstone Borough Council to the Clerk.

**Southern Water** – the meeting on 17<sup>th</sup> May went ahead as planned and the details for Phase 1 were confirmed. A public awareness session is set to take place on June 21<sup>st</sup> at the village hall. Phase 1 is due to start at the end of July and will be on the stretch of road in front of the school so that the work to be done in this area is completed during the school holidays.

**Kent Highways Parish Seminar** - Cllr Selby agreed to put together a brief report and circulate to the Council. This remains outstanding and will be attended to as soon as possible.

**KCC Community Transport Grant Scheme** – the Clerk advised that this would not be moving forward as the current guidelines for grants centered on the provision of schemes operated by the parish council. No further action required.

**Headcorn War Memorial** – The restoration of the memorial is complete and feedback has been very positive. The Clerk also confirmed that she has completed the request for the payment of the grant by the War memorials Trust

**Road name signs** – The Clerk confirmed that KALC will be pursuing this matter at the July Parish Liaison meeting.

**Battles Over Guide** – The Clerk continues to work on this and there will be updates at future meetings.

**Car parking in Church Lane** – this matter remains ongoing.

**Lenham Road Littering** – the Chair advised that this matter would be pursued at the liaison meeting that had been set up with MBC for June 19<sup>th</sup>.

**The Meadows Appeal** – this item will be removed from matters arising and brought back to Council when the appeal process resumes.

**Section 106 Review** – the Clerk gave an update on this matter and confirmed that she would be meeting the new S106 officer, with HPC & Borough Councilors, on June 21<sup>st</sup> 2018

**Annual Parish Meeting** – noted that it would be on April 24<sup>th</sup> 2019



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**Dawkes Meadow** – Clerk to follow up completion of the work promised i.e. replacement of the footpath section of the PROW. The vehicular section of the PROW will be patched.

**Defibrillator** – The Chair advised that the Clerk had suggested the siting of the defibrillator on the wall of the Charity shop on Foremans Walk. In anticipation of asking Council the Clerk had contacted the landowner who is in favour of the installation. Clerk will follow up with the British Heart Foundation and the electrician.

**Small World Festival** - Minutes from the meeting had still not been received. Clerk to chase up. There were a number of incidents reported over the weekend and these were being followed up by the appropriate agencies.

**Parking in Oak Lane** – it was noted that MBC had repeated previous comments about residents parking. Clerk to circulate.

**KALC Employment Law workshop** – the Clerk attended said workshop but expressed disappointment at the session. It seemed to the Clerk that the session was used by many to iron out HR/Employment issues that they were currently facing.

**The Old School House Nursery** – the Chair gave a brief update on this matter and stated that HPC would do all that they can to support the various groups/agencies in taking this matter forward. The Chair also agreed with the Council that the Clerk should complete the Community Right to Bid application and submit to MBC as soon as possible.

### 6. Finance

#### a) To agree Receipts/Payments and Bank Reconciliation

Schedule of receipts and payments reviewed and agreed by Council, signed by Chairman Lyn Selby.

The Clerk explained the new format for the bank reconciliation and after review by Councillors it was agreed it was a more user friendly format. The reconciliation was agreed

#### b) To review Section 1 Annual Governance Statement 2017/18 of the Annual Governance & Accountability Return and signing by the Clerk & Chair

The Clerk took the Council through the Governance Statement. After all sections were agreed it was signed by the Clerk & the Chair.

#### c) To review Section 2 Accounting Statements 2017/18 of the Annual Governance & Accountability Return as certified by the Responsible Financial Officer and signing by the Chair

The Clerk guided the Councillors through the Accounting Statement. Once agreed the statement was signed by the Chair and the RFO

### 7. To adopt Terms of Reference for the following committees:-

- Open Spaces
- Staffing



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The terms of reference were reviewed by Council and adopted from this date.

8. **To review and adopt Document Retention Policy**

The Document Retention Policy was reviewed, agreed and adopted by Council.

9. **To review and adopt Learning & Development Policy**

The Learning & Development Policy was reviewed, agreed and adopted by Council.

10. **To discuss Kent Highways Improvement plan and agree action required**

The Council reviewed the Kent Highways Improvement plan template that had been partially completed with current issues by the Clerk. It was agreed that a small group of Councillors should take this matter forward. All Councillors could feed in any Highways issues that they are either aware of or concerned about.

The following Councillors volunteered:-

Cllr Evenden

Cllr Sue Walker

Cllr Lyn Selby

The Chair asked that the Clerk follow up with KCC for details about the SID Speed Display.

The issue of Highway Pre-Condition Surveys was also discussed and the Clerk will follow up with KCC.

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

**KALC Annual Councillors Conference** – those Councillors that wish to go should let the Clerk know asap. The date of the event was confirmed as July 10<sup>th</sup> 2018.

**Email correspondence concerning overgrown hedges at Shenley Crossroads** – the Chair reported correspondence from a Parishioner sent to KCC about the overgrown hedges at the aerodrome. No action required by HPC.

**Kent County Playing Fields Association** – notice for the AGM on Wednesday 20<sup>th</sup> June 2018.

**Headcorn School PTFA** – Thank you letter received from the PTFA concerning HPC's contribution to the May Fair.

**KCC Big Conversation Rural Transport** – The Chair highlighted the consultation and advised that Cllr Mather would attend the Parish Seminar on July 12<sup>th</sup>

**NALC Guide Councillors Workbook on Working with town and parish councils** – the workbook had been distributed to Councillors by the Clerk.

**Sound Whistle Notices at PROW** – Email correspondence from a Parishioner who had observed that trains at the pedestrian crossing on the footpath from the church are no longer sounding



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their horns on approach. The Clerk established that the signs had been removed and is following up with Southeastern Rail as to why this has happened.

**Church Walk lack of parking** – email correspondence received from a Parishioner noting that they continually have the issue of being unable to park outside their property, the High Street or any other close parking due to high levels of visitors and commuters now using the spaces available on the road approaching the village hall. The Clerk had responded to the email advising that Church Lane is not for residential parking but is rather there to be used for short term parking by visitors to the village. She further clarified MBC stance about residents parking and noted that HPC were looking at other ways in which to improve the situation with commuter parking.

**Car parking Charges at Headcorn Railway Station** – Email received from John Backway at Southeastern Rail who has agreed to investigate the pricing policy across the stations and come back to HPC with a fuller response in the coming weeks.

**CCTV Signs at Childrens Play Area on Days Green** – email correspondence from a Parishioner who wished to see the wording amended on the signs. The Clerk had reviewed current legislation and signs would be amended and the word “warning” removed.

**Battle Of Britain Schools & Senior Citizen Day** – the chair has been invited to and accepted The Mayors invitation to the opening of said event on June 29<sup>th</sup> 2018.

**CIL Parishes Workshop** – the Clerk will be attending this session on June 20<sup>th</sup> and will report at next meeting.

**Mayors Invitation to attend the Forces Flag Raising Service** – invitation to attend the service at 10am on Monday June 25<sup>th</sup>. Clerk will attend in Chairs absence.

**Days Green Board of Trustees Annual Meeting** – email report received after Annual Meeting, the trustees would like to see another tree sited on Days Green. Concern was raised about monkey puzzle trees planted in the open spaces in the village. And lastly a thank you to the Council for their care of the “green” and to the lengthsman who carry out all manner of work for the good of our community. A credit to the village.

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

Planning Committee – 9<sup>th</sup> & 21<sup>st</sup> May

Open Spaces – 14<sup>th</sup> May

There were no comments received.

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

Neighbourhood Plan Group/Headcorn Matters



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Further action on the HNP is on hold pending the outcome of the legal challenge by a Headcorn parishioner to the adopted Maidstone Local Plan. The Council will be updated as things progress.

### **Finance Group**

Nothing to report

### **Affordable Housing Group**

Nothing to report

### **Play Scheme Group**

As previously reported the group would reconvene in the autumn to discuss the plans for the scheme in 2019. A meeting would be arranged for September.

### **Special Events Group**

Nothing to report

### **Emergency Plan Group**

Cllr Selby would like to meet with Tim Thomas and Cllr Mather to discuss a number of matters but most especially about the issues that arose at the time of the recent flooding. Clerk to arrange.

### **Remembrance Day Parade Group**

All is on track for the parade in 2018.

### **Communications Group**

Cllr Dungey advised that the Comms Group would be meeting on Wednesday 20<sup>th</sup> June to discuss content for the summer newsletter.

### **Speedwatch Group**

The Speedwatch coordinator continues to work towards getting the scheme up and running again and roadside sessions have begun

### **Days Green Inspection Rota**

Cllr Mather continues to supply weekly written reports to the Clerk, for circulation to the Chair, Chair of Open Spaces & Council. Actions are dealt with as they arise.

### **R & B Group**

Email correspondence received from Mr. Roberts advising that he was chasing the developer for a response about access.

It was noted that nothing more had been heard regarding Redhill Stables – the Clerk will follow up.

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

- HPC Councillors met Southern Water project team to discuss Phase 1 of the planned foul drainage works. Phase 1 on Kings Road will commence at the end of



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July during school holidays so as to avoid disruption at the school. Public consultation day will take place on 21<sup>st</sup> June 2018

- Borough & HPC Councillors met with MBC Senior Enforcement Officer Rebecca Prideaux to get an update on G&T sites in the ward and actions being taken.
- Cllrs Selby & Dungey and the Clerk attended a meeting with MP Helen Whately concerning the government consultation of unauthorised gypsy and traveller encampments.
- HPC and other local parishes met with MBC for an update on planning and other matters. No action required by HPC
- Cllr Selby attended the HACC meeting and advised that
  - Jamie Freeman had received more complaints about the helicopters operated by Adventure 0001. They were on a warning re flying over the village and given that they had not heeded the warning, all flights have been stopped.
  - The Battle of Britain film night proved very successful and they were looking forward to the summers events
  - A few complaints had been received and were being investigated
- The Clerk attended the KALC meeting and gave a brief report on matters covered. She was very encouraged that KALC will take the S106 matter forward.

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

- The Chair noted that the Clerk had been in contact with the football club and was helping them in looking for help in a number of specific matter e.g. fund raising. This was as a result of a question at the Annual Parish Meeting. The Chair will also try to talk to the land owners who had indicated they may be able to rent additional land to the club.
- It was observed that newt fencing had been erected at the Hazelpits development site.

**Parishioners Questions** (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 22.32 hrs.

Signed .....

Dated .....

11/7/18

