



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 August 2018 at 8.00pm Long Meadow, Village Hall, Headcorn.

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

Clerk: Caroline Carmichael

Three parishioners and Kent County Councillor Shellina Prendergast were present.

1. a) **Apologies for absence** were received and accepted from Cllrs Davies & James. Cllrs Lavender & C Walker were noted as absent. The Chair advised the Council that she had received a resignation from Cllr Angela D'Urso. The Clerk will advise MBC and when the vacancy is confirmed HPC will be seeking to co-opt a new Councillor
- 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 and no further action was required.

The following police matters were noted:-

- a. An assault on householders in the early hours of Monday (6th August) morning. The matter is now being investigated by Kent Police.
- b. The Chair noted that there had also been an attempted break in at the store on Monday 30th July but due to the new security arrangements access had not be gained to the premises. The incident had been reported to the police.



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4. **To resolve that the minutes of the Council Meeting held on Wednesday 11th July 2018 be taken as read, confirmed as a correct record and signed by the Chairman.**
The minutes were approved and signed by the Chairman.

5. **Matters arising from previous minutes**
 - Speedwatch Incident** – the Chair confirmed that the matter is now with Senior Police Officers and is being investigated.
 - Catchment Improvement Area** – Clerk to follow up matter.
 - Hammerstream** – Email correspondence has been received from MBC confirming that there is an indivial living on the site. They have been advised that this is in breach of the injunction but have stated that they will not leave the land until they are evicted. MBC have now started that legal process to evict them. Clerk will follow up.
 - Lifts at Headcorn Railway Station** – It was agreed, after input from KCC Cllr Prendergast that the Clerk would arrange a meeting for HPC, KCC and MP Helen Whatley.
 - Kent Fire & Rescue Service (Hydrants)** – At this time we have not heard anything further from KFRS on this matter. The Clerk will follow up.
 - MBC Local Plan** – Nothing further to report at this time. The legal challenge to the plan remains ongoing.
 - Alignment to Ashford Borough council and agree actions required** – following the resignation by Cllr D’Urso the Clerk was asked to write to her and ask for copies of the notes that were promised together with the draft letters that she had prepared for the Boundary Commission.
 - Southern Water** – work in Kings Road has started. It was noted that a small number of complaints had been received about the inconvenience.
 - Headcorn War Memorial** – The Chair confirmed that payment of the grant had been received.
 - 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. It was agreed we would alert the village to the event in next month’s Parish Magazine contribution.
 - Car parking in Headcorn Village** – this matter was discussed by the Open Spaces Committee in July and they are now taking the matter forward. This will encompass the additional enforcement provision approved in principal at last month’s Full Council meeting. The Chair asked Cllr Dungey that she take the matter forward with Cllr James. The Clerk will set up a meeting with the MBC team.



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Lenham Road Littering – As previously agreed the Clerk has asked that the first area assessed in this regard is the Lenham Road. At the time of this meeting we had not heard from MBC Clerk will follow up.

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 noted that all is confirmed for the installation of the defibrillator on the wall of the Heart of Kent Hospice Shop. The electrician is due to start installation shortly. The Chair advised that she had heard an item on the radio about the preparation of a national data base of defibrillators. It seems that the Ambulance Service have no idea where defibrillators are installed. The Council asked the Clerk to make contact with the Kent Service to confirm where the Headcorn ones are sited and also to ask KALC to promote this matter.

The Old School House Nursery – the Clerk confirmed that the Community Right to Bid application had been filed with MBC. Further updates will be given as they arise but the Chair stressed the ^{KCC} Borough Cllr Shellina Prendergast continued to work very hard on this matter to sort both a temporary and long term solution.

Kent Highways Improvement plan – the group met to discuss the plan and the first iteration is now almost complete and will be sent to KCC. The Chair noted that given we have been advised that the cost of speed surveys are much lower than first indicated, and KCC Cllr Prendergast will be funding one of the surveys from her Cllrs Grant, that we seek three surveys.

A274 x 2

Lenham Road

The Clerk will circulate the plan when completed and submitted to KCC Highways.

KCC Big Conversation Rural Transport – Cllr Mather gave an update on the seminar he attended and he noted that it was very encouraging that KCC were looking “outside of the box” to solve public transport issues in rural communities.

The Clerk confirmed that she had completed the consultation, due date 8th August, and as agreed at the last Full Council meeting had supported the East of Kent Bus Group request for feeder routes.

Sound Whistle Notices at PROW – As agreed the Clerk had written registering the concerns of the Council. A response had been received and in essence the risk assessments confirm that the whistle boards are no longer required and will therefore not be reinstated.

Community Infrastructure Levy – The Clerk had registered the concerns of the Council with MBC but at this time had not had a response. KALC had also been advised of the concerns.



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Section 106 funding and projects – this matter was further discussed at Open Spaces and a couple of projects are being pursued:-

- HPC to take over the mowing of grass areas. This will involve the purchase of mowing equipment but it is anticipated costs can be covered from S106 funds. The Clerk will update as progress is made.
- Spires Ash requires dredging and it is hoped that this is another project that could be funded

If any Cllrs have other ideas for possible projects they should let the clerk know.

Rights Of Way Improvement Plan – consultation by KCC. It was agreed it would be reviewed and completed by Chair, Vice Chair and Clerk. The Clerk was asked to set up a meeting for this in early September. Date for completion of the consultation is Sept 11th

New development road names – The Chair had responded to the Parishioner who had raised the question of the community naming roads on new developments. The responsibility will remain with the Council but they will happily consider any suggestion the community have.

New development Signs – the Clerk confirmed that the signs have now all been removed and the signs will be recycled and used by the lengthsman.

Lorry Park in Boughton Malherbe – KCC Cllr Prendergast spoke and advised that she had had a meeting with Highways England and they advised that they were looking at over 100 locations. All locations will go through feasibility studies and unsuitable/impracticable locations would be sifted out. Cllr Prendergast will maintain contact with him. Updates will follow as they occur. No further action required by HPC at this time.

NALC award nominations – Cllr Dungey is taking this forward with Cllr Sue Walker and will circulate to Council.

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.

b) To review internal auditors report and agree actions required

The report was discussed and noted that recommended actions have already been completed. No further action is required.



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7. **To review existing insurance schedule and agree any additional cover that maybe required.**
The Clerk had already circulated the detail to the Council and it was reviewed and discussed. It was agreed that the policy would be renewed with AVIVA through BHIB Insurance Brokers. The Clerk suggested that the Council should consider an increase in the budget for insurance costs in 2019 as it is likely that the blanket cover currently available would no longer be available and costs may be more in line with the quotation received from Came & Co at £1,500.
8. **To review and adopt schedule of assets**
Schedule of Assets was reviewed and adopted by Council.
9. **Correspondence:** - To receive and action as required
 - Car Parking Issues** – Clerk to respond to Parishioners email about parking on Gibbs Hill
 - Road Closures & Other Highway Issues** – email correspondence received expressing real concern over the lack of co-ordination by the various authorities that carry out works that result in road closures and traffic grid lock in the village. The matters will be variously addressed in part through the Highways Improvement Plan.
Concern at the diversion for the Kings Road works at the use of Tattlebury Lane. This matter had been resolved by Cllr Prendergast and signs had now been placed stating that the road was not suitable for HGV's.
Responses had been sent to the writer by the Clerk and KCC Cllr Prendergast.
This led to discussions about the construction traffic routes when the site known as Hazelpits begins development. It was agreed that the Clerk would arrange a meeting with KCC & MBC.
It was also repeated that a request for a pre-condition survey of Tattlebury Lane was essential prior to any works commencing.
 - Road Repair A274 adjacent to Bovis Site** – the repair was effected completed by Bovis but it was noted that the repair has not worked and the dip in the road is worse than before. Clerk has alerted Highways.
 - Sunken drains on A274** – email correspondence was reviewed concerning the noise generated when HGV's cross sunken drain covers. It was agreed that this matter would be included on the Highways Improvement plan.
 - Fresh water supply issues** – correspondence received from a parishioner expressing concern over the extent of fresh water leaks on Kings Road. The writer noted the Councils engagement with Southern Water over the foul drainage issues and asked if the Council had had similar consultations with South East Water over the fresh water supply. Other concerns had been raised about the lack of water supply in the village on 22nd July, it transpired that the lack of supply was due to the water being drawn by Kent Fire teams attending a large fire at the Smarden Business Centre.
It was agreed that HPC should engage with South East Water. Clerk to arrange meeting.



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PCC Annual Policing Survey 2018 - PCC asks residents "How safe do you feel where you live?"
– the survey had been circulated by the Clerk and as at the meeting a number of Councillors had completed the survey. Others were encouraged to do so. The Clerk has posted the consultation in the usual places to encourage the community to respond to the survey.

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

Planning Committee – July 11th & 23rd 2018

Open Spaces – July 16th 2018

There were no comments received.

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

Neighbourhood Plan Group/Headcorn Matters

The Chair confirmed that she has circulated a copy of the new NPPF to the group and will be arranging a meeting in the autumn to consider how we take this matter forward.

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. Clerk to arrange.

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 asked again that ideas for the monthly contribution to the Parish Magazine be sent to her. The article is due this week and there have been no ideas. A number of ideas were discussed and would be included.



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Speedwatch Group

The Clerk made a plea that all Councillors find at least one person to volunteer. The group currently consists of four members and new volunteers are essential to keep this incentive going.

Days Green Inspection Rota

Clr 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

Roberts Land – this matter would be discussed later on the agenda.

Redhill Stables – the Clerk has been in correspondence with MBC on this matter and will update as they arise.

Highways Improvement Plan Group – see matters arising for update.

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

There were no meeting on which to report

13. **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 advised the Council that the Green Wicket Sanctuary had been found to be disposing of animal waste in Headcorn Parish bins. The matter had been highlighted to the Clerk by the lengthsman but it was only in recent days that the matter had been witnessed. The Clerk had spoken to the sanctuary and explained that they can do this and should have a commercial waste collection. The spokesman at the sanctuary ungraciously advised the Clerk "I will stop doing it then".

The Council agreed that the Clerk should report this to environmental health teams at MBC and ABC.

Parishioners Questions (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 21:55 hrs.



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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 discuss advice on a proposal for an options agreement on land that is to be gifted to Headcorn Parish Council and agree action as required

The Chair outlined the reasons that an Options Agreement was required in order to move this matter forward.

The Council unanimously agreed that HPC should proceed, taking the appropriate legal advice. Clerk to arrange meeting for Chair & Vice Chair.

Meeting closed at 10:25 hrs

Signed

Dated

12-9-18