



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 Annual General Meeting of the Parish Council held on Wednesday 9th May 2018 at 8.00pm Long Meadow, Village Hall, Headcorn.

Those present Cllrs Davies, Dungey, D'Urso, James, Mather, Nettleingham, Pyman, Selby, Walker C & Walker S.

Clerk: Caroline Carmichael

There were four parishioners present.

1. **Election of Chairman and signing Acceptance of Office**
Cllr Lyn Selby was elected for the ensuing year and signed the acceptance of office.
2. **Election of Vice Chairman**
Cllr Dungey was elected for the ensuing year
3. **Co-option of a new Councillor**
The Council heard presentations from:-
Linda Stymest
Wendy Tull
A vote was taken by ballot and Wendy Tull was duly co-opted.
4. a) **Apologies for absence** were received and accepted from Cllr Evenden. Cllr Lavender was noted as absent.
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
5. **Public session** (minute book closed)
6. **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 Chair highlighted two matters in the report

- ASB in Forge Lane and noted that the Clerk would also be covering this matter.
- The Clerk was asked to watch for the launch of the scam campaign "Raise a Brow" and to circulate the detail and publicise to the community.



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The following police issues were reported:-

- It was noted on Friday 4th May that had been an incident at the children's play area on Days Green, where adults and children were intimidated by a group of youths. The matter was with the police.
- The Clerk noted a further incident of anti-social behaviour (ASB) by a group of youths, where alcohol may have been involved and the warden and the PCSO had agreed that they would remind traders to be vigilant and that it is an offence to sell alcohol to someone buying alcohol for an underage person.
- The Chair noted that the May Fair had a couple of minor ASB incidents but otherwise went off without a hitch.
- Cllr Walker noted that the White Horse had suffered an attempted break-in on the evening on May 7th and the matter was with the police.

7.

- (a) Appointments to planning, open spaces and staffing committee and working groups
- (b) Appointments to other External Committees/Bodies

Planning & Licensing Committee

Cllr Davies

Cllr Dungey

~~Cllr James~~

Cllr Nettleingham

Cllr Pyman

Cllr Selby

Cllr C Walker

Cllr S Walker

Cllr W Tull

Open Spaces Committee

Cllr Dungey

Cllr D'Urso

Cllr Evenden

Cllr James

Cllr Mather

Cllr Selby

Cllr Walker C

Cllr Walker S

Staffing Committee

Cllr Dungey

Cllr D'Urso

Cllr James



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Cllr Pyman

Cllr Selby

Cllr Tull

Cllr Walker

Finance Group

Chair of Planning Committee

Chair of Open Spaces

Chair of Staffing

Chair of Full Council

Vice Chair of Full Council

Neighbourhood Planning Group

Cllr D'Urso

Cllr Selby

Dave Andrews ex officio

Rebecca Driver ex officio

Chris Haynes ex officio

Hilary Horsford ex officio

James Ker ex officio

Tim Thomas ex officio

Affordable Housing Group

Cllr Dungey

Cllr D'Urso

Cllr Selby

Remembrance Day Parade

Cllr C Walker

Cllr S Walker

Communications Group

Cllr Dungey

Cllr D'Urso

Cllr Evenden

Cllr James

Cllr Mather

Cllr Nettleingham

Cllr Selby

Cllr Walker



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Speedwatch Group

Cllr Dungey
William Ryall ex officio

Playscheme Group

Cllr D'Urso
Cllr James
Cllr Selby
Cllr S Walker

Special Events Group

Cllr Dungey
Cllr James
Cllr Mather
Cllr C Walker

Emergency Plan Group

Cllr Mather
Tim Thomas ex officio

Village Hall Management Committee

Cllr Dungey
Cllr Selby

Aerodrome Consultative Committee

Cllr Mather
Cllr Selby

Days Green Board of Trustees

It was noted that Mrs Jenny Gibson had finished her tenure with this committee. Cllr Dungey agreed to speak to Jenny to see if she wished to be reappointed to the board

Celia Davies
Jenny Gibson (TBC)
Peg Parnham
Alan Port
Caroline Carmichael

Aviation Environment Federation



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Tim Thomas

KALC & Joint Parishes

Cllr D'Urso

Cllr Pyman

Cllr Selby

Cllr Tull

Police Liaison

Cllr Davies

Cllr Selby

Catchment Improvement Group

The Clerk was asked to ascertain the current position on this project and when established an appointment to the group would be made if necessary

Community Flood Wardens

Tim Thomas

Cllr Mather

8. **To resolve that the minutes of the Council Meeting held on Wednesday 11th April 2018 be taken as read, confirmed as a correct record and signed by the Chairman.**
The minutes were approved, after a correction to the date and duly signed by the Chairman.
9. **Matters arising from previous minutes**
Traders Car Park – Cllrs Dungey and Walker S met with Starnes. Cllr Walker advised that it was a good meeting and reassurance were given that access to the Traders Car Park would be maintained. There was further encouraging news in that Starnes were in conversation with the landowner concerning the road surface in the car park. The build should take 6/9 months and is anticipated that it will commence in late summer. The agent also agreed that they would be looking at CCTV coverage in the area and would look at a way to protect the culvert from being filled with rubbish.
Hammerstream – The Chair gave a brief update on the action taken by the landowner after discovery that people were unlawfully fly tipping on the site. MBC enforcement officer had also removed the Irish Travellers from the site so there is now no unlawful occupation. Site will continue to be monitored.
Junction of Wheeler Street/Oak Lane – The Clerk explained that there had been a communication between Kent Highways and Wealden Homes that advised that the highway was not wide enough to accommodate the desired change in the splays. This was not communicated



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to HPC. Crest Nicholson then completed the work to the agreed drawings. The matter would now be taken up as part of the Parish Council Highways Improvement Plan.

Lifts at Headcorn Railway Station – There has been not further progress on this matter and it remains ongoing.

KALC/KFRS – Maintenance/location of Fire Hydrants in the village. The Chair advised that she has now made contact with an individual who may be able to help HPC take this matter forward. She would also seek comments on an issue raised by Cllr Mather that centres on how the number of hydrants is determined on 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 project to upgrade/improve drainage in the village remains in discussion internally at Southern Water. The previously booked public awareness session booked for May has been cancelled. A meeting has been set up for HPC/Headcorn Matters to discuss the plans/progress on May 17th. The public awareness session is now expected to take place in June.

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 PTFA – the PTFA had expressed their appreciation of the provision of the outside service points for water and electricity.

Thanks also to the council lengthsman for the grass cutting on Days Green that MBC could not schedule in ahead of the Fair.

Headcorn War Memorial – The Clerk noted that she had received confirmation that work would start in the week beginning Monday 14th May.

Road name signs – it was noted this matter was not raised at the meeting on April 16th. The Council asked the Clerk to contact the KALC Maidstone Area Chair to ascertain what is happening.

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

Neighbourhood Watch Association and Maidstone Parishes’ Police Liaison Meeting – Cllr Davies attended the meeting on April 16th and his report of the meeting was not encouraging. It seemed that there was no agenda for the meeting and the result was that nothing was achieved. There must be strong pressure to change the current format.



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Car parking in Church Lane – the detail is with the Clerk and Cllr D’Urso and the matter is ongoing concerning letters, signage, observation rotas and recording of offences.

Wheeler Street Pedestrian Crossing – this matter would not be progressed at this time. KCC Councillor had been in contact with MBC about S106 provision but this would not be available until such time as the property covered by the proposed development on Grigg Lane was completed and had its first occupants.

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 19th.

The Chair also advised that following a request by Staplehurst Parish council this and other planning matters would be discussed at a combined parishes meeting with MBC on June 4th

G&T Consultation – Cllrs Selby & Dungey together with the Clerk would be attending a meeting with MP Helen Whately on 25th May about this consultation.

The Chair went on to remind Council that the appeal hearing for the site on the Lenham Road known as the Meadows is to take place next week commencing on Tuesday 16th. The Clerk will be closing the office and attending the hearing and the Chair wished that she be accompanied by a Councillor on each of the days. It was agreed the Clerk would get in touch with Cllrs Dungey, Tull & Walker about them accompanying her.

Section 106 Review – as agreed the Clerk had contacted the Borough councillors and had been given a contact at MBC. The Clerk has forwarded the detail and at this time there is no response. The Clerk will also pursue with KALC Maidstone Area Chair.

Kent Highways – The Chair updated the Council on a number of successes that the Clerk had had with Kent Highways following the meeting with our steward and the area manager. It has now been suggested that HPC may like to create a Parish Highways Improvement Plan that could form part of a working arrangement with KCC. This matter will be discussed as an agenda item in June.

Annual Parish Meeting – confirmed as May 24th at 7pm. The Chair encouraged as many Councillors as possible to attend.

Dawkes Meadow – email from David Munn at KCC. He has agreed to ask PROW officer to inspect the area and agree those repairs that were felt necessary to complete. He further wished to clarify that the residents and businesses at that location had joint liability for repairs. The Clerk has written to ask what KCC will do to see that the repairs are completed and those who have liability make the necessary contribution. Clerk to follow up.

Defibrillator at Fire Station - KFRS have now fitted their own device to the Fire Station despite representation against the move. The Clerk will look into alternative locations for the HPC owned defibrillator. At this time the defibrillator remains with British Transport Police as evidence following an incident at which it was deployed at the station. Clerk will follow up.

10. Finance



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- **To agree Receipts and Payments**
Schedule of receipts and payments reviewed and AGREED by Council, signed by Chairman Lyn Selby.
 - **Bank Reconciliation**
A full bank reconciliation would be presented in June. The Clerk is changing the way in which these items are presented and it will be explained prior to the June meeting.
 - **To agree appointment of Data Protection Officer and agree fee proposed**
The Clerk explained to the Council that an amendment to the legislation had been tabled that would negate the need for the Council to appoint a DPO, however this amendment had yet to be heard and may or may not be successful. The Clerk further highlighted some of the issues with the new law and advised that appointing an officer who was qualified to advise on all matters was the best solution and the position could be reviewed at renewal in 2019. The Council agreed the appointment of Satswana as the HPC DPO as their pricing structure and guidance compared very favorably in the market place. Clerk to proceed with appointment.
 - **To discuss continued membership of KALC and, if appropriate agree, annual subscription for 2018/19**
The Council agreed that the membership should be renewed for a further year.
 - **To acknowledge receipt of NALC National Salary Award for 2018 & 2019**
The Council noted receipt of the NALC pay awards.
11. (a) The Parish Council to review and adopt Standing Orders.
The Standing Orders were agreed and adopted by Council.
- (b) The Parish Council to re-adopt Financial Regulations
The Financial Regulations were re-adopted by the Council.
- (c) To confirm and re-adopt the Kent Code of Conduct.
The Kent Code of Conduct was re-adopted by the Council.
- (d) To confirm calendar of meeting dates
Calendar of dates agreed and would be circulated by the Clerk.
- (e) To review the Council's and Clerk's memberships of other bodies.
The list of memberships were reviewed and agreed by Council.
- (f) To adopt Terms of Reference for the Planning, Open Spaces and Staffing Committees.
It was agreed by Council that each committee will review their Terms of Reference at the earliest time and then brought back to Council for approval and adoption.

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



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Car Park at Foremans Centre – email correspondence from a Parishioner that centres on the poor state of the car park surface. The exchange with the landowner suggested that HPC made contributions to the car park up keep and the writer suggested that should allow us to put pressure on the landowner to undertake repairs. The Clerk confirmed to the writer that HPC do not make any contribution in this regard. Various emails with the landowner suggest that improvements will be completed in the near future and that there will be major improvements following completion of the development proposed by Starnes PLC, in the lower car park.

Small World Festival - A Safety Advisory Group meeting took place on 19th March and the main topics for discussion were sound monitoring/noise management and traffic management plans. Organisers are working with SAG and a site inspection will be carried out ahead of the event and a part of the event will also be monitored. Minutes from the meeting had not yet been received. Clerk to chase up.

Parking in Oak Lane – email correspondence from a resident about parking issues at Oak Villas on Oak Lane. It was agreed that the Clerk would forward the detail to the parking officers at MBC for comment. The Chair noted that even if MBC were to agree to a parking dispensation for these houses, the dispensation would not guarantee a space. Parking is an issue in many parts of the village and it must be noted that there is no right to a space to park on the highway. Comments awaited from MBC.

Step Free Access, a Parishioners view – email received from a Parishioner after receipt of the latest HPC Newsletter. It was agreed that the email would be passed to Cllr Evenden for comment and response to the writer.

KALC Minutes of Meeting 16th April - minutes received. A couple of points were highlighted, G&T consultation and Air Quality Monitoring. Both of which were being pursued under separate items on the agenda.

KALC Employment Law Workshop – The Council agreed the Clerks attendance at the workshop on June 6th

Email correspondence from Will Day – reporting a number of issues including flooding on Tattlebury Lane, fly tipping on Stickfast Lane. All matters were reported by the Clerk.

Penalty Ticket at Foremans Centre Car Park – email correspondence received from a visitor to the village who had received a parking ticket after leaving her vehicle to get change to purchase a ticket. She feels that the fine at £100 is excessive and unreasonable and actions like this will result in no one using the car park or the village.

13. To discuss Make a Difference community week by Headcorn Baptist Church

The Clerk had circulated details of the Make a Difference (MAD) community week and it was agreed by Council that they had no additional suggestions for the event. They asked that the



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Clerk write to the Baptist Church and advise that they wish to see the following items given priority:-

Poppy decorating

Visiting new houses

Open Fun Day for local children

The Council can help with publicity. Clerk to action.

14. To review proposal for inclusion in the Country Eye village scheme and agree actions required

The Council reviewed the project plan for the Country Eye scheme and agreed that a Councillor would be appointed to the working group. Cllr Davies is to take the matter forward.

Funding was discussed and it was agreed that the Councillor would be given authority to agree to up to ten signs for deployment. The Clerk advised that signs are provided at a cost of £25 per sign. A budget was therefore agreed at £250.

Other publicity posters or leaflets can be produced by the Clerk.

Clerk to advise Country Eye project coordinator.

15. To consider inclusion in the Air Quality Monitoring Programme and agree action required

The Council reviewed the detail supplied and a number of reservation were noted including:-

- Why does cost need to be met by PC's? Surely they are then not meeting their obligations to monitor Air quality under the Environment Act
- MBC are covering cost for monitoring in the town, they should cover cost elsewhere?
- What actions would be taken when results were in? No evidence of work being undertaken to improve air quality in the already high reading areas
- The report suggests that Parishes should advise detail of what is required and then a more precise indication of costs can be advised. With a lack of expertise on this matter how does the Parish know what is required? Do we merely say where we think our hot spots are?

The Clerk was asked to respond to the Chair of Teston, noting our concerns.

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

Planning Committee – 11th & 23rd April

There were no comments received.

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



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Neighbourhood Plan Group/Headcorn Matters

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.

Special Events Group

The members of the special events group will provide refreshments at the Annual Parish Meeting.

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 Spring Newsletter had been delivered. She further asked that if Cllrs had any suggestions for comms for the Newsletter or monthly Parish Magazine contribution they could email her with a few lines. Any thoughts gratefully received.

Speedwatch Group

The Speedwatch coordinator continues to work towards getting the scheme up and running again

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

Nothing to report.

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

- Cllr Pyman had attended the KALC area meeting on 16th April the content of which has been discussed at various points throughout the meeting.



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- Cllrs Dungey, Selby and the Clerk have met with the owner of the Station Road nursery. The Chair was unable to go into detail as much of the detail is of a confidential nature but she reassured the Council that the matter would be progressed, as the Council have clearly indicated that a nursery provision is essential to our community.

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

Cllr Dungey advised that she had been asked by Jonathon Wilson for a specific contact at the Council to liaise with the Church. The Chair advised that they should contact the Clerk.

Parishioners Questions (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 23.02 hrs.

Signed

Dated

13/10/18