



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 14th June 2017 at 8pm in Longmeadow, Village Hall, Headcorn.

Those present were Cllr Selby, Cllr Smith, Cllr James, Cllr Dungey, Cllr Andrews, Cllr Mather, Cllr Evenden, Cllr Walker, Cllr Davies, Cllr Padbury and Cllr Lavender who arrived at 8:40pm

Clerk: Caroline Carmichael

There were nine parishioners present.

1. **Apologies for absence** Cllr Pyman due to vacation commitments, Cllr D'Urso due to family commitments
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 James advised that she had been lobbied by a Parishioner chasing outstanding detail and this matter had been resolved by the Clerk who had resent the detail
2. **Public session** (minute book closed)
3. **Police and Community Warden Reports**
Policing Report
PCSO John Boyd sent his apologies but could not be in attendance at the meeting. The chair and committee reviewed the report and there were no matters to take forward.

Community Warden Report
The warden sent apologies for absence due to other commitments. Report had been read by councillors.
Cllr Selby noted the Clerk had not yet asked the warden what action he takes when he observes dangerous driving, the Clerk will follow up.
4. **To resolve that the minutes of the Council Meeting held on Wednesday 14th June 2017 be taken as read, confirmed as a correct record and signed by the Chairman.**
After the correction of the text in Matters Arising Hammerstream to read "placed an in junction on the land" the minutes were approved and duly signed



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5. Matters arising from previous minutes

101 calls – concern has been raised that 101 calls are either not answered or individuals are holding for up to 45 minutes. Clerk to contact Kent Police and enquire re online reporting.

Traders Car Park – the Chair advised that a planning application for a mixed class business unit was reviewed at the earlier planning and committee meeting.

Parking issues – matter remains with Open Space Committee.

Hammerstream – the Clerk will follow up with MBC as to what the next steps are for this land. We will continue to monitor activity at the site.

Weight restriction signs – KCC are pursuing a project that will enable the inclusion of weight restricted routes into GPS systems. It is anticipated that this will take some time to implement and there is no further action required by HPC at this time.

KALC/KFRS – ongoing

Community Flood Resilience Officer – Further meeting arranged for July 5th.

CCTV signs – The lowering of sign is not yet completed. Clerk to resolve.

Grigg Lane – issues at Grigg Lane continue and the Clerk will follow up all enquiries. In addition Clerk to follow up road/footpath repairs with the Kent Highways Engineer

Defibrillators – Clerk to re arrange fitting date for defibrillator at the village hall. It was confirmed that the defibrillator at the Fire Station would be fitted in the next few days.

Pedestrian crossing at Wheeler Street – Kent Highways have been asked for a meeting but no date has been fixed. The Council was advised that Staplehurst had had a temporary crossing installed in the village. Clerk to follow up with Clerk to Staplehurst and report back.

Alignment of Headcorn Parish to Ashford Borough Council – Cllr D'Urso was not at the meeting so there was no update on this item. Carry forward to next meeting.

Community Payback – There will be an update by the Clerk on CPB later on agenda.

Litter Volunteer Event Clerk has litter pickers. 40 hi viz jackets are also required. Clerk to resolve.

Lifts at Headcorn Railway Station – this matter was ongoing.

KALC AGM – the AGM was attended by the Chair and there would be an update later on agenda.

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

River Beult Improvement – Cllr Smith advised that there was still no response to the survey comments submitted.

Meadow Lane Road Naming – the Clerk is following up on this and the matter of enforcement at the site known as The Meadows. No formal confirmation received from MBC regarding road naming. Clerk to chase.

Headcorn Aerodrome – it was noted that the Headcorn Aerodrome Consultative Committee next meeting had been rescheduled to 22 June 2017.



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Unity Bank – matter ongoing. We have now received confirmation of direct debits to be transferred and the Clerk will return the papers now that have been approved by the Chair and Vice Chair.

Quikdial Flood Notice – the Clerk confirmed that the notice had been posted on the Parish Notice Boards and social media

Mr. Williams – further correspondence received which has been acknowledged by the Clerk. The Chair read out a statement about the Headcorn Neighbourhood Plan that answers a query raised in this regard. Cllr Davies asked if the Council would seek legal advice about the statements made in the email. The Chair advised that the Clerk would be talking the matter up with KALC.

Oak Lane Footpath – work on the footpath will begin on July 31st and it has been suggested that houses will be occupied in early August. If this is the case this is a breach of planning conditions and the Clerk has followed up with Crest Nicholson and MBC. At this time there is no response.

South Eastern rail services consultation – consultation completed as agreed

6. Finance

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

The Chair advised the Council that Headcorn Scouts had agreed to the donation of £250, as previously proposed by Council and it was included in the receipts and payments.

			Balance of Current Account		£	84.61
14th June 2017	Transfer	Natwest Bank	General Running Costs		£	32,000.00
					£	32,084.61
The following require approval for payment :						
14th June 2017	005217	Spoilt cheque			£	-
14th June 2017	005218	Spoilt cheque			£	-
14th June 2017	005219	Daniel Lavender	Travel Expenses to training course		£	11.70
14th June 2017		Maidstone Borough Council	Rent for Store Days Green	£	32.50	
14th June 2017	005221	Maidstone Borough Council	Commercial Waste Collection	£	106.67	£ 139.17
14th June 2017	005222	Weald Computer Systems	Monthly backup and system checks			£ 118.80
14th June 2017	005223	Mrs Jane Armstrong	Fee for website			£ 135.00
14th June 2017	005224	Rural Kent Action with Communities	Membership fee			£ 50.00
14th June 2017	005225	Tenterden Twilight Commercial Cleaning Ltd	Services at Days Green Public Conveniences			£ 394.03
14th June 2017	005226	P M Tassell	Putting up of hanging baskets			£ 240.00
14th June 2017		Richard Buxton client account	Legal Services for Headcorn Neighbourhood Plan	£	2,508.00	
14th June 2017	005227	Richard Buxton client account	Legal Services for Judicial Review	£	23,760.10	£ 26,268.10
14th June 2017	005228	Hazel Brickles	Hanging Baskets for village			£ 670.00
14th June 2017	005229	Citizens Advice Maidstone	Outreach Session - May 2017			£ 50.00
14th June 2017	005230	Account Bookkeeping & Payroll Services	Payroll Services			£ 43.02
14th June 2017	005231	KALC	Councillor training fee			£ 72.00
14th June 2017	005232	Headcorn Village Hall	Meeting Room Hire			£ 56.00
14th June 2017	005233	Headcorn Scouts	Donation			£ 250.00
14th June 2017		Caroline Carmichael	Salary	£	1,530.96	
14th June 2017	005234	Caroline Carmichael	Expenses	£	1,610.95	£ 3,141.91
14th June 2017	005235	Malcolm Hitchcock	Salary			£ 452.60
14th June 2017	005236	Alan Hodge	Salary			£ 437.00
14th June 2017	Direct Debit	Nest Pension	Pension Contribution for C Carmichael			£ 27.60
14th June 2017	05237	HRMC	PAYE & NI contributions 2016/17			£ 685.09
14th June 2017	05238	EON	Electricity supply for street lighting			£ 1,100.39
					£	34,342.41
			Balance Remaining in current account		£	2,257.80



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(b) Bank Reconciliation

Balance as at 30th May			£	1,483.03	See statement sheet nos 501 & 502
Unpresented cheques & pending direct debits from previous months	£	1,398.42	£	84.61	
Transfer of Funds 14th June 2017	£	32,000.00			
Total of cheques/direct debits at June meeting	£	34,342.41	£	32,084.61	
			-£	2,257.80	

(c) To agree annual return report to external auditors for year ended 31st March 2017
Annual Governance Statement – the Council reviewed and agreed the statement

(d) To agree annual return report to external auditors for year ended 31st March 2017
Accounting Statement – the Council reviewed and agreed the statement

The Clerk will submit the completed return to PKF Littlejohn in time for the agreed dated of 19th June 2017.

7. Clerks Update

Community Pay Back - the Clerk advised that after a small logistics hiccup at the beginning of the project things are going very well and they have already completed a number of jobs that have been outstanding in the village. The Clerk and Cllr Lavender will continue to work with the team to see that other agreed jobs are completed.

8. To discuss the audio recording of Council meetings and agree any actions required

The Clerk she also confirmed that KALC advice is that a meeting maybe recorded but the recording is only to "to assist the Clerk to prepare draft minutes for approval of their accuracy at the next meeting"

It must be noted that the NALC Local Councils publication states "after the draft minutes are approved, the contemporaneous notes or the recording of the meeting should be destroyed" After a straw poll of local parish councils the Clerk found that only the larger parish & town councils (Paddock Wood and Tenterden) are currently actually recording meeting.

The Council agreed therefore that as the recordings would have no archive purpose that the matter would not be ~~persued~~ pursued. *MB*

9. To review KCC grant for Bus Shelter and agree actions required

The matter was reviewed by Council and at this time it was felt that the only appropriate place for a shelter was at the Shenley Crossroads. This would however require additional land at the site. The Council asked the Clerk to approach the Parishioner concerned to see if they may be



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willing to give up land for this purpose or perhaps lease it to the Council on a peppercorn rent basis. Clerk to action.

9:15pm Cllr Walker left the meeting

10. To review existing insurance schedule and agree any additional cover that maybe required.

The Chair advised that the existing insurance arrangement was covered by a Long Term Agreement which does not expire until 25 July 2018.

The Council agreed that the following addition items should be included/queried:-

Defibrillators

Personal Accident – Upper age Limit is 75 can this be extended?

Complete full inventory of store to check sum insured.

Clerk to resolve and report back to Council.

9:20pm Cllr Walker returned to the meeting

11. Correspondence: - To receive and action as required

Signage on Days Green – email received from Mr. William Day concerning the Headcorn Still Matters sign on Days Green. It was agreed that the matter would be reviewed by the Open Spaces Committee and possible relocation sites looked at on the next OS walk.

Road Closure – A274 at Sutton Valence would be closed for a maximum duration of 7 nights from 24th June 2017

Headcorn Handbell Ringers – thank you letter received from the Ringers for the donation of £160 and they invited all councillors to call in at the House Meeting Room on a Monday afternoon when practice takes place.

Armed Forces Day Flag Flying – the matter of flying a flag and a flag pole was discussed and it was agreed that the Clerk would ask the Church regarding the flying of specific flags. Clerk to action.

A permanent flag pole maybe considered if HPC were able to allocate Section 106 monies.

Story Telling Machine – Days Green letter received from nearby residents complaining at the intrusion of the machine. The Council discussed the matter and agreed to turn the volume down and review the situation further if the problem continued. Clerk to write to Parishioner.

Farmers Market the Chair advised that Penny Kemp was retiring from running the market due to ill health. It was also noted that another individual had agreed to take over the running of the market and a relaunch was planned.

May Fair a thank you from the PTFA May Fair team and it was noted that they have committed to run the Fair again next year.



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

Planning Committee – May 10th and 22nd

Open Spaces Committee – 15th May

Staffing Committee – 31st May

There were no comments received.

9:40pm Cllr Smith left the meeting

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

Neighbourhood Plan Group/Headcorn Matters

Update from Cllr Andrews. MBC had refused to meet with HPC ahead of the report returning to the Strategic Planning, Sustainability & Transport Committee (SPS&T) and they had not changed their recommendation following receipt of legal advice from internal Legal Counsel. The SPS&T meeting was attended by members of HPC and the Headcorn NHP team. Cllr Dungey and Dr Rebecca Driver both made representation to the Committee. The committee were then presented with the MBC legal advice and reviewed the same. The debate that ensued culminated in the committee proposing that a project group be formed of MBC Offices, the Chair & vice Chair of SPS&T and Headcorn Parish Council Neighbourhood Plan team.

This proposal was carried unanimously.

Cllr Andrews advised that HPC would take the matter forward as a matter of urgency. Clerk to ask the MBC team for dates for meeting.

9:46pm Cllr Smith returned to the meeting

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



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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
Clerk has completed paper work re road closure

Communications Group

Not met

Speedwatch Group

Cllr Lavender sorting training for individuals now that he is trained to demonstrate the equipment. Rotas cannot be issued until all trained.

Some watches are taking place.

Days Green Inspection Rota - nothing to report

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

Cllrs Selby attended the KALC AGM. Geraldine Brown was reelected to Chair and Helen Anderson remains as secretary.

A couple of items were highlighted:-

- Reduction in Parish Service Scheme funding again next year. KALC are pressing for a better formula for the allocation of funds
- Litter remains a significant concern for all Parishes. It seems that MBC has the worst record in Kent for clearing the same. The area committee will be taking the matter up with neighbouring borough councils.
- Community Payback was discussed as other Parish Councils wished to take advantage of the scheme
- Cllr Perry advised the meeting that as Chair of MBC Planning he was repeating the message that it is the officers that advise and the Councillors that make the decisions.

Minutes would be circulated when received.

Tim Thomas as Flood Warden had met with the National Flood advisory group and they would be holding a further meeting in the village on July 5th 2017.

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

There were no matters for discussion



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Parishioners Questions (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 9.59pm

Signed

Dated

12/7/17