



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 12th April 2017 at 8pm in Longmeadow, Village Hall, Headcorn.

Those present were Cllr Selby, Cllr Lavender, Cllr Smith, Cllr James, Cllr Davies, Cllr Dungey, Cllr Andrews, Cllr Mather, Cllr Evenden and Cllr D'Urso.

Minute taker: Helen Fairley

There were three parishioners present.

1. **Apologies for absence.** Cllr Pyman, Cllr Bellingham-Padbury, Cllr Walker
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 –Cllr Andrews acknowledged his position in the Scouting movement.
Requests for Dispensation – There were none recorded
Declaration of Lobbying – There were none recorded

2. **Public session (minute book closed)**

3. **Police and Community Warden reports**

Policing Report

PCSO John Boyd contacted chair to say he was unable to access crime stats and would forward on at a later date. Chair to circulate to Cllrs.

Community Warden sent apologies for absence due to annual leave. Report had been read by councillors.

4. **The minutes of the meeting held on March 8th, 2017** were taken as read, confirmed as a correct record, with a few minor typographical corrections, and signed by the chairman.
5. **Matters arising from the last meeting.**

Traders/Starnes Car Park – They have been in touch to say they are going to put a building down there and planning application is imminent.

Parking issues - still with Open Space Committee.

Breach of Data -After a wait of several months, a letter from the ICO advises that we can take this matter forward on behalf of our parishioners but we would need their permission in writing to do so. The alternative is to ask the parishioners to pursue the matter with the ICO. The Clerk has advised all concerned and the matter is now with them.



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Hammerstream – The issues at the site remain outstanding. Heavy equipment has been moved on to the site, which has been reported to MBC. James Bailey visited and served a temporary stop notice on laying of tarmac and restrict commercial vehicle. On Monday HPC received report that two mobile homes were seen about to enter the site. This was reported to MBC, who said report also received from another. James Bailey visited again and said no mobiles were on the site. Since then further reports have been made that there are two mobile homes on the site. HPC request that James Bailey visits again.

Weight restriction signs - Still awaiting two of the signs. Clerk is chasing. Cllr Mather suggested HPC look into getting the weight restriction registered on GPS. Cllr Mather to take forward.

KALC/KFRS – ongoing

Community Flood Resilience Officer - Meeting has been set up on April 27th from 6 to 8pm.

CCTV signs - Clerks hasn't actioned lowering of sign yet but is in hand.

KALC Councillor Training - Cllrs D'Urso, Smith, Lavender & Bellingham-Padbury booked on the Dynamic Councillor course on April 22nd 2017.

Grigg Lane – meeting held with Mr Williams and KCC. HPC raised potholes and parking issues. KCC have confirmed that one pothole has since been resolved. Parking issues are being investigated. It is thought the best solution would be to restore to verge and bollards placed. Cllr Selby said this would not address the parking issues. Now waiting on further responses from KCC and Kent Highways. Cllr D'Urso suggested conducting a parking survey after the development has finished and having a conversation with the surgery based on findings.

Defibrillators Parish now has 3 defibrillators -one to be placed at Village Hall on 28th April, given to the HPC by KALC but installation paid for by HPC. One will be placed at fire station-this has been donated by Crest Nicholson and the fire brigade will take care of the installation. The third will be placed at Sainsburys. Sainsburys will be funding the purchase and installation of the one at their site.

Pedestrian crossing at Wheeler Street – Kent Highways have been asked for a meeting but no date has been fixed. Cllr Evenden volunteered to attend meeting to demonstrate the difficulties.

Alignment of Headcorn Parish to Ashford Borough Council – Cllr D'Urso has found out that HPC can force MBC to hold a parish poll, ~~which can only be held on polling day~~ and has to include a yes no question, which is not binding. Costs must be met by HPC, which could be around £5,000/ £6,000. The education campaign before vote is harder to cost.

Cllr D'Urso suggested she have a conversation with MBC and ABC regarding possible costs for the education campaign. She also suggested a conversation with boundary commission regarding likely success. In addition she considered a soft survey of parishioners to garner opinion. Cllr D'Urso volunteered to put something on chairs at Parish Meeting and in village shops. She also requested Cllrs discuss the issue with contacts in the village.



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Community Payback – It is hoped that Mr. King and Mr. Comber will attend the Annual Parish Meeting to talk about the scheme.

Litter clearance outside the 30mph. MBC said it can't be done because of the insurance issues. However, since this response a litter clearance involving 2 men with litter pickers and a small lorry has been carried out by MBC on Lenham Road.

It was suggested to ask community payback if litter clearance is something they could do.

Part 2 - A group of 8 people travelled up to the Judicial Review on 4th April. The judgement of Justice Lang is now awaited. No timescale has been set by the Court for delivery of the same.

6. Finance

a. Receipts and payments as follows





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Current Account for agenda item at Full Council on 12th April 2017							DRAFT
			Balance of Current Account from last FC spreadsheet				£ 13,420.99
			Balance of Account				£ 13,420.99
01-Mar-17	Cheque	A W Court	Funeral Expenses				£ 300.00
16-Mar-17	Cheque	Cleverley & Spencer	Memorial Fees				£ 50.00
16-Mar-17	Cheque	Weald of Kent Rotary	Donation for defibrillator				£ 1,000.00
29-Mar-17	Cheque	Cleverley & Spencer	Memorial Fees				£ 50.00
27-Mar-17	BACS	HMRC	VAT Return for 1st - 28th February 2017				£ 411.20
12-Apr-17	Transfer	Natwest Bank	General Running Costs				£ 26,000.00
							£ 41,232.19
The following require approval for payment :							
01-Apr-17	Direct Debit	PWLB	Village Hall Loan				£ 12,459.36
12-Apr-17	005179	Kent Sussex & Surrey Air Ambulance Trust	Donation				£ 250.00
12-Apr-17	005180	Headcom Handbells Trust	Donation				£ 160.00
12-Apr-17	005181	Fire Rescue Training & Supplies Ltd	Defibrillator				£ 1,194.00
12-Apr-17	005182	EON	Street Lighting Energy				£ 504.73
12-Apr-17	005183	KCCCS	Stationery Supplies		£ 21.78		
12-Apr-17	005184	Southern Water	For electricity Supply to Toilet & Store 1/10/206 - 28/02/2017		£ 561.02		£ 582.80
12-Apr-17	005185	Prime One Maintenance Limited	Waste water services for Public Conveniences				£ 312.21
12-Apr-17		Caroline Carmichael	Completion of Open Spaces Street Light work				£ 16,693.67
12-Apr-17	005188	Caroline Carmichael	Salary		£ 1,521.56		
12-Apr-17	005187	Malcolm Hitchcock	Expenses		£ 497.41		£ 2,018.97
12-Apr-17	005188	Alan Hodge	Salary				£ 432.00
12-Apr-17	Direct Debit	Nest Pension	Salary				£ 429.00
12-Apr-17	005189	HRMC	Pension Contribution for C Carmichael				£ 27.68
12-Apr-17	005190	Caroline James	PAYE & NI contributions 2016/17				£ 697.80
12-Apr-17		Maidstone Borough Council	Expenses				£ 9.15
12-Apr-17	005191	Maidstone Borough Council	Commercial Waste Collection		£ 43.33		
12-Apr-17	005192	Citizens Advice Maidstone	Non Domestic Rates for Days Green Store		£ 629.10		£ 672.43
12-Apr-17	005193	South East Water	Outreach Session - March 2017				£ 50.00
12-Apr-17	005194	Account Bookkeeping & Payroll Services	Water supply at Public Convenience				£ 62.10
12-Apr-17	005195	Weald Computer Systems	Payroll Services				£ 102.84
12-Apr-17	005196	Headcom Village Hall	Monthly backup and system checks				£ 118.80
12-Apr-17	005197	Paxman Services (UK)Ltd	Meeting Room Hire				£ 61.00
12-Apr-17	005198	Garth Chanler	Services at Days Green Public Conveniences, supply of jumbo toilet rolls				£ 589.26
12-Apr-17	005199	Ecosan	Work at Parsonage Meadow/Longmeadow & installation of memorial bench.				£ 633.91
12-Apr-17	005200	M Selby	Services at Days Green Public Conveniences				£ 90.00
12-Apr-17	005201	D Andrews	Travel Costs to Court Hearing for Judicial Review				£ 243.25
12-Apr-17	005202	Prime One Maintenance Limited	Entertainment of Legal Counsel				£ 55.85
			Supply and fit of New LED in Millbank and High Street				£ 17,737.08
							£ 56,387.89
			Balance Remaining in current account				-£ 15,155.70
			Balance of Reserve Account on 31st March 2017				£ 100,360.94
			Interest on Reserve account as at 31st March 2017				£ 0.90
			Balance of Reserve Account as at 31st March 2017				£ 100,361.84
			Receipt of Precept 4th April 2017				£ 144,484.00
			Transfer to current account 7th April 2017				-£ 26,000.00
			Balance of Reserve Account at 7th April 2017				£ 218,845.84
			Total Funds Available				£ 203,690.14

b. Bank Reconciliation as follows

Bank Reconciliation for Month ended 31st March 2017			
Balance as at 31st March 2017			£ 16,347.87
Unpresented cheques & pending direct debits from previous months	£	1,115.68	£ 15,232.19
Transfer of Funds 7th April 2017	£	26,000.00	£ 41,232.19
Total of cheques/direct debits at April meeting	£	56,387.89	-£ 15,155.70

c. To consider a donation to Headcorn Scouts request for a grant of £800, to go towards





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camping equipment, was discussed. Cllr Davis suggested clerk look at the section 106 money to see if this grant would be suitable. It was agreed that a grant of £400 would be more suitable if the money can come out of the S106 money or if not, a grant of £250 would be more suitable.

- d. **To consider a donation to the Pullen Solar Farm consultation costs** this was discussed. After a vote it was agreed for The Clerk to discuss with Clerk of Frittenden Parish Council to find out its views on the development and involvement with the group.

The public enquiry/informal hearing will be held in the Town Hall on 10th and 11th May with a 10am start each day. Cllr Andrews requested that Cllrs let clerk know if they are available to attend.

7. Clerks update – no update as Clerk on leave

8. **To discuss access for All at Headcorn Railway Station** – Cllr Evenden addressed meeting on his fact finding mission re access for all. Spoke to DfT, Network Rail and South Eastern. Headcorn was on the access for all list for 2014 & 2019 but weren't successful – 278 were nominated but only 40 successful countywide. Mike Gibson from South Eastern has said that HPC needs to lobby the Rail minister and must request that MBC and local MP lobby on behalf of HPC. DfT also said stakeholder must lobby and that third party funding is important. It costs £1,000,000 for one lift at a railway station. Cllr Evenden said he would like to continue exploring the issue and asked for the council's approval to do so. It was agreed that Cllr Evenden will work with clerk regarding lobby letter for MBC, MP and DfT.

9. Correspondence

Letter received from East of Maidstone bus group saying the no 12 has had a lot of damage going out the back roads. A direct route with more frequency will come into effect after April. Cllr Lavender will attend the groups next meeting on July 3rd.

KALC area committee sent agenda for meeting on March 22. Cllr Pyman attended. KALC AGM on June 7.

Bathurst Partners wrote to say they are interested in a piece of land that HPC own – Hoggs Bridge Green. It was agreed that the Clerk declines the offer and continues to establish that the green is secure as a village asset in perpetuity.

Rural Community Energy Fund letter. No action to be taken.

KALC and NALC subscriptions due £1,000.76. It was agreed to continue membership.

Improving the River Beult Cllr Smith to look into the group as per paper.

Email from Will Day requested a note on Facebook asking footpath walkers not to pick wild orchids or allow dogs to dig up flower. This has been done and it has also been added to the





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website. Clerk to also ask PCSO and Community Warden about this and produce notices for boards and welcome to the village pack.

Parishioners email regarding her house being burgled and asking about neighbour watch. Email has been passed to PCSO. Clerk to put something on Facebook/ newsletter.

9.59pm – Cllr Smith left the meeting.

There has been a request to officially name a road Meadow Lane. Chair advised that the road has been created by gypsy and travellers on a non-permanent site where there is an active enforcement notice.

10pm – Cllr Smith returned to the meeting.

Clerk to respond saying HPC only names road where there is permanent planning permission.

Mayor's drinks reception. Can Cllrs RSVP to clerk by 26th April.

Pothole blitz – needs to be publicised on Facebook and twitter.

Medway flood partnership update no action required

Email from Mr Williams requesting copies of parishioner's questions and responses at planning meeting on 20/3/2017 and at full council on 9/11/2016. Clerk has sent planning and will send full council ones. It was agreed that copy of Southern Water letter can be added to minutes.

Mr Williams FOI letter – Clerk has responded and will respond further.

Overview given of JPAG letter.

Email received from parishioner offering to volunteer for a community clean-up if anything is planned. Chair advised the parish council has tried this before with little support from parishioners. Chair also advised that HPC is investigating a community clean up. Cllr Smith to talk to the parishioner who volunteered.

Item to be discussed at next meeting

Airfield calendar sent to HPC detailing events including aerobatic free days. Clerk to put up on notice board and advertise presence on website.

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

Planning Committee – 8th & 20th March

Open spaces Committee – 27th March



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Staffing Committee – 27th March

There were no matters raised.

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

Neighbourhood plan group/ Headcorn Matters update received from Cllr Andrews. Headcorn Matters team looked at examiners report in detail(s) and a meeting was requested with MBC. The only date given was April 13th. It was requested that MBC did not take recommendation that plan should not go to referendum to Strategic Planning, Sustainability and Transport committee meeting on April 11th as it was before the meeting with HPC, but MBC would not withdraw the agenda item.. The recommendation could push the plan back by two years. A legal letter from Richard Buxton was sent as an urgent amendment to the meeting and Cllr Andrews and Dr Driver were to address meeting, but agenda item was pulled at the last minute. Cllr Andrews, Cllr Selby and Headcorn Matters representatives to discuss the matter with MBC on April 13th. An email had been circulated to all HPC Councillors with Richard Burtons letter as an attachment asking any Councillor who did not agree with the letter to contact the Clerk – no one objected (No comments were received.)

HNP projects wish list to be discussed at Annual Meeting.

Finance Group – hasn't met but the Unity Bank is progressing slowly because they need proof of identity from Cllrs Dungy, Selby and Smith

Affordable Housing Group HPC has been advised by West Kent Housing that price of affordable houses is £360,000 for a three bed and £320,000 for a two bed house on Countryside Properties site

Emergency Plan Group – Ongoing

Remembrance Day Parade Group – It was noted that Cllr Walker has been the lead on this. Clerk may need to progress this while Cllr Walker is in hospital.

Communications Group – Newsletter in progress which won't be out until after Easter. Magazine articles are being kept up by Cllr Evenden.

Speedwatch Group – Training session was held on April 12th with Cllr Mather. Cllr Lavender to go through list of contacts and try and get training next week.

Days Green Inspection – Inspection has been sent to Cllr James and The Clerk. It was requested that Cllr Selby is included in list of people who receive reports. No report was available for the meeting but Cllr Mather reported there were no issues.

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

Nothing further to note as all external meetings already covered.





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

The Annual Parish Meeting is taking place on April 20th at 7.30 in the Long Meadow Hall. All Cllrs were reminded that their presence is requested.

List of dates for meeting next year has been circulated to all councillors. Cllr James noted that an open spaces meeting has been missed off.

- 14. Parishioners Questions** (Meeting adjourned – minute book closed).

With regard to Access for All, Tim Thomas noted that Southern Railways franchise is up for renewal in 2018.

Meeting closed at 10.37pm.

Signed

Dated

10/5/17



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION