



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 13th September 2017 at 8pm in Longmeadow, Village Hall, Headcorn.

Those present were Cllrs Andrews, Dungey, Evenden, James, Mather, Pyman, Selby, Smith and Walker.

Clerk: Caroline Carmichael

There were three parishioners present.

- Apologies for absence** were received and accepted from Cllrs Lavender, D'Urso and Davies.
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 there were none recorded
- Public session** (minute book closed)
- Police and Community Warden Reports**
Policing Report
The Chair has agreed to raise this matter at the Police Liaison Forum. It was noted that it is a sad development as there has always been a connection between Kent Police and HPC.
Community Warden Report
The warden was not in attendance at the meeting, the wardens report was reviewed by the Council. There were no further actions required.
- To resolve that the minutes of the Council Meeting held on Wednesday 9th August 2017 be taken as read, confirmed as a correct record and signed by the Chairman.**
The minutes were approved and duly signed after the addition of Cllr Andrews to those present at the meeting.
- Matters arising from previous minutes**
101 calls – online reporting for crime will be available soon. Clerk agreed to keep a watching brief on matter.
Traders Car Park – this matter remains ongoing. The Clerk confirmed that the planning application by Starnes had been approved and she has been in contact with Starnes to arrange a meeting with HPC.
Parking issues – matter remains with Open Space Committee.



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Hammerstream – this matter remains ongoing and the Council is maintaining a watching brief.

Weight restriction for HGVs – Matter remains ongoing pending the outcome of the October meeting of Kent MP's and the Council are maintaining a watching brief.

Grigg Lane – work on Grigg Lane is planned for October 2017. This will involve a road closure between Hydes Orchard and The Hardwicks.

Defibrillators – We are still waiting on electrician for fitting at village hall. Clerk to press for resolution. It should be fitted in October half term holidays. Also the Clerk to see if a definite time for the Sainsburys installation can be obtained.

Pedestrian crossing at Wheeler Street – Clerk has arranged for Cllrs to meet highways representative on 27th September 2017.

Alignment of Headcorn Parish to Ashford Borough Council – it was agreed that this item would be discussed as an agenda item at October meeting.

Litter Volunteer Event The event is set to take place on October 1st. Volunteers should meet at the White Horse Public House at 7:30am

Lifts at Headcorn Railway Station – The Clerk had prepared a poster to promote a questionnaire in this regard but the questionnaire is not yet ready. Cllr Evenden said that he had been able to lobby both our MP and Borough Councillors on the matter and they were in full support of the project. The matter remains ongoing.

River Beult Improvement – the public consultation took place on September 12th and all those who attended were encouraged to complete the feedback forms. Cllr Smith stated that he was very encouraged by the plans and they will be looking for volunteers to help with the manual labour.

Unity Bank – this matter remains ongoing and still on track to have the transfer from Nat West to Unity completed by the end of September.

KALC/KFRS –The Clerk advised that there was still no response from KFRS and it would be followed up. It was further agreed that the checking of the hydrants would not be undertaken by the Open Spaces Committee but once they had the initials check by KFRS the lengthsman would take over the role. Matter carried forward.

Countryside Properties the Chair advised that the Ombudsman had upheld the parishioner's complaint and costs had been awarded against MBC. There is a further case that remains ongoing.

Questionnaire re finance and devolution the Clerk confirmed that the questionnaire had been completed.

Low Emissions Strategy and Air Quality Management consultation by MBC. Cllr Walker confirmed that he had reviewed and responded to the consultation. It did not affect Headcorn per se as the boundary of the survey area did not extend as far as Headcorn but rather centered primarily on Maidstone.

Parish Services Scheme Survey had been complete in some detail by the Clerk and submitted ahead of the deadline with a copy being sent to KALC.



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MBC Planning Training it was confirmed that Cllrs Davies and D'Urso were in attendance this evening.

Southern Water Upgrade The Clerk advised that notice had been posted on social media and in the village.

6. Finance

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

Current Account for agenda item at Full Council on September 13th 2017				NAT WEST	VAT	UNITY BANK
			Balance of Account	£ 2,378.67		£ 419.23
	Cheque	Headcorn Baptist Church	Donation for wood for repairs to bench	£ 30.00		£ -
	BACS	ICO	Refund on membership fee	£ 15.00		£ -
	Transfer	Natwest Bank	General Running Costs	£ 7,500.00		£ -
				£ 9,923.67		£ 419.23
The following require approval for payment :						
13th September 2017		KCCCS	Electricity Supply for Public Conveniences	£ 11.52	£ 0.55	
13th September 2017		KCCCS	Photocopier & Printing	£ 449.51	£ 74.92	
13th September 2017	005273	KCCCS	Stationery	£ 46.08	£ 507.11	£ 7.68
13th September 2017		Caroline Carmichael	Salary	£ 1,779.23	£ -	£ -
13th September 2017	005274	Caroline Carmichael	Expenses	£ 206.46	£ 1,985.69	£ -
13th September 2017	005275	Malcolm Hitchcock	Salary	£ 721.60	£ -	£ -
13th September 2017	005276	Peter Beeken	Salary	£ 885.81	£ -	£ -
13th September 2017	005277	HRMC	PAYE & NI contributions 2017/18	£ 931.36		
13th September 2017	Direct Debit	Nest Pension	Pension Contribution for C Carmichael for June & July			£ 70.14
13th September 2017	Direct Debit	Nest Pension	Pension Contribution for C Carmichael & P Beeken			£ 43.60
13th September 2017	005278	Tenterden Twilight Commercial Cleaning Ltd	Services at Days Green Public Conveniences	£ 394.03	£ -	
13th September 2017	005279	Account Bookkeeping & Payroll Services	Payroll Services	£ 43.20	£ 7.20	
13th September 2017	005280	David Bucket	Internal Audit Fee	£ 462.60	£ -	
				£ 5,931.40	£ 90.35	£ 113.74
			Balance Remaining in current account	£ 3,992.27		£ 305.49
			Balance of Reserve Account on 31st August 2017	£ 152,728.49		£ -
			Interest on Reserve account as at 31st August 2017	£ 1.35		£ -
			Balance of Reserve Account as at 31st August 2017	£ 152,729.84		£ -
			Transfer to current account 7th September 2017	£ 7,500.00		£ -
			Balance of Reserve Account at 7th September 2017	£ 145,229.84		£ -
			Total Funds Available	£ 149,222.11		£ 305.49

(b) Bank Reconciliation

Nat west

Current Account				£ 8,278.74	See statement sheet nos 506
Balance as at 30th August 2017					
Unpresented cheques			£ 5,855.07	£ 2,423.67	
Transfer of Funds 7th September 2017			£ 7,500.00	£ 9,923.67	
Total of cheques/direct debits at June meeting			£ 5,931.40	£ 3,992.27	
Unpresented Cheques from Previous Month					
005178 SLCC	£	250.00			
005246 SLCC	£	177.00			
005261 Prime One	£	7,069.28			
005262 G A Chantler	£	614.79			
005263 Weald Computer	£	237.60			
005264 Headcorn Village Hall	£	88.00			
005265 ABSP	£	55.20			
005266 CAB	£	50.00			
005267 Tenterden Twilight Cleaning	£	389.70			
005268 AON	£	591.00			
005272 HMRC	£	1,332.50			
	£	5,855.07			



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Unity Bank

Current Account			
Balance as at 31st August 2017			£ 419.23
Unpresented cheques & pending direct debits from previous months	£	70.14	£ 349.09
Transfer of Funds 7th September 2017	£	-	
			£ 349.09
Total of cheques/direct debits at September meeting	£	43.60	
			£ 305.49

7. Clerks Update

The Clerk wished to remind the Council that although the office was only open to the public 16 hours a week, she does in fact work full time and can arrange to meet Councillors at the office outside of published hours.

8. To confirm decision to request a call in by the Secretary of State of the MBC Local Plan

The Chair outlined the position and advised that MP Helen Whately had also issued a call in request to the Secretary of State. The Council unanimously agreed that they were in support of the actions taken.

9. To confirm decision to support resident in JR proceedings against MBC Local Plan

The Chair outlined the proposal to support a parishioner in a possible Judicial Review request of the Local Plan. HPC support will not be in any financial form, the Parishioner will be financing the challenge themselves. The Council unanimously agreed the support.

10. Correspondence: - To receive and action as required

Parking on Oak Lane issues reported by a number of Parishioners. The Clerk will work with the various agencies to relieve the problems as much as possible

KCC Rights OF Way Consultation the Clerk will promote the survey on social media and also complete the survey. Cllrs are encouraged to complete it also.

SEMedia Ltd email received from Maidstone based company who are available to film council meetings. No requirement at this stage but agreed we would keep detail on file.

South East Coast Ambulance Service invitation to the Annual Members meeting on 28th September. Any Cllr who wishes to attend should let the Clerk know. Clerk to post on social media for the community.

KALC Parish News it was agreed that the Parish News, which should now be received monthly, will be circulated to Cllrs for review and any matters they wished to raise could be brought to Full Council.



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Hedge at Culpepper Court an email had been received from Borough Councillor Round sent to the parishioner concerned after his review of the situation. There is an ongoing difference of opinion on the matter but he pointed out that the retention of the hedge had been agreed at the planning stage of this development. Cllr Round also complimented HPC's management of said hedge and trees.

Headcorn – Crime & Disorder email received from MBC Chief Executive Alison Broome following her discussions about issues in Headcorn with Mick Gardiner – Police Chief Inspector for Maidstone. It had been agreed that there would be a more visible and frequent police presence in the community especially over the August Bank Holiday. The Clerk advised that several people had remarked on a perceived increase in police presence and the Bank Holiday weekend had passed with very little disturbance.

Cllr Angela D'Urso joined the Full Council meeting at 9.05pm

NALC Broadband Universal Service Obligation: consultation on design it was agreed that Mr. Tim Thomas would look at the consultation and report back to the Council. Clerk to send detail to Mr. Thomas.

Police liaison Meeting is being held on 20th September 2017. Cllrs Selby and Davies to attend and report back to Full Council. It was agreed they would raise the following specific issues:-

- 101 online reporting
- 20MPH speed limit review
- PCSO reporting/ Crime details

National Counter Terrorism Policing it was agreed that this detail should be publicised in the usual way and should also be distributed to local traders/businesses. It should also form part of the Council Business Continuity Plan.

DCLG Guide to Community Rights the Chair agreed that these guides were useful and suggested that Cllrs review them. Clerk to keep on file for future guidance.

Mayors Charity Auction Dinner invitation received to attend the same on Saturday November 25th. Anyone wishing to attend should let the Clerk know.

Noise nuisance on High Street copy email received from a Parishioner concerning early morning noise at the Costa Coffee retail unit. The Clerk advised that there had been further correspondence on the matter and it had at least for now been resolved.

Fly Tipping Clearance by MBC an email received from a Parishioner who wished it noted that MBC offer a very good and swift response to report of fly tipping and a letter of appreciation should be sent to MBC in this regard. Agreed by Council and Clerk to send letter.

Kent Highways Parish Seminar will take place on October 23rd at Oakwood House Oakwood Rd Maidstone. It was discussed and agreed that Cllrs Selby and Walker would attend. Clerk to register attendance of the same.

Oak Lane Footpath email of complaint received from parishioner concerning the height of the footpath at the New Road entrance and also the inconsiderate placing of contractor's machinery



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and equipment. The matter had been passed to the KCC Highways engineer who is managing the project and the junction with New Road is as agreed with the residents association of New Road, given that this is a private road and KCC have no jurisdiction over the same. The contractor has also agreed to exercise more care and consideration.

Sheds Kent & Medway Project the Council agreed that the detail should be passed out to the community. Clerk to organise the same.

South East Water Consultation Clerk to publicise the consultation

Spires Ash email correspondence from landowner concerning the clearing of hedge debris at Spires Ash. The Chair advised that the Council were not aware of this incident and this in fact a dispute between neighbours and would not involve the Council.

Water pressure and flow at The Mews Headcorn email correspondence received concerning a lack of water pressure and flow at their home and despite contacting South East Water they have not been able to elicit a response to the matter. The detail has now been passed to the Borough Councillor. Cllr D'Urso expressed surprise given the quick response she experienced when there were problems at her residence. The Clerk to pass on the appropriate contact number.

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

Planning Committee – August 9th & 21st August

There were no comments received.

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

Neighbourhood Plan Group/Headcorn Matters

Cllr Andrews confirmed that the revised detail had been submitted to MBC and it remains with them for review. An update would be given at the Strategic Planning Sustainability & Transport committee.

Finance Group

Not met. The move to Unity Bank is ongoing. The Chair advised that the group would be required to meet in the coming weeks to discuss next year's budget.

Affordable Housing Group

Not met

Play Scheme Group

The Clerk was asked to write to the school governors requesting permission to use the school in the summer of 2018.

Special Events Group



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Not met

Emergency Plan Group

Not met

Remembrance Day Parade Group

Cllr Walker advised that the planning is in progress and there are no issues at this time

Communications Group

It was agreed that the Newsletter must be issued as soon as possible and a schedule agreed for the distribution of four publications a year.

Speedwatch Group

The matter of the Speedwatch was discussed. Cllr Dungey has prepared a letter to send to those that have expressed interest in taking part in the scheme. A possible new co-ordinator has been identified and it was agreed that the equipment should be kept at Cllr Pyman's business premises as previously. Cllr Lavender's volunteering to co-ordinate this role was appreciated, but given his increase in work hours and his other commitments the above actions were agreed.

A new co-ordinator is to be found and the rota then established.

Days Green Inspection Rota

Nothing to report

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

- Cllr Selby & the Clerk attended a social cohesion meeting with Ulcombe Parish Council, Boughton Malherbe Parish Council, Borough Councillors & MBC, a number of issues were covered and would be pursued off line.
- Cllr Selby attended the KALC meeting and wished to report:-
 - There was an update from MBC enforcement officers Rebecca Prideaux and Sue King which was very informative and their approach to the same was very encouraging. They are looking to the Parishes to get behind them in a number of matters including a suggestion for a change in current laws concerning the sale of land after permission has been approved. Reports and updates to them by Parishes were very useful and Cllrs and parishioners should report any intelligence to the Clerk who should use their daily monitored email to report. Speed is often very important if action is to be taken.



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- The detail of the presentation would be circulated
- Cllr Selby stated that she felt it was worth considering inviting the speakers to the HPC Annual Parish Meeting for a briefing and update on progress
- Cllr Dungey attended the RAFA service of commemoration in Chart Sutton on behalf of the Chair
- Cllrs Dungey, Evenden, James & Mather attended the 175th celebration event at Headcorn Railway Station
- Cllr Dungey reported on the Headcorn Village Hall Meeting and advised that things were running well although they are still looking for a Vice Chair. It was noted that there was to be an Arts & Crafts Charity Fayre on November 4th.

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

- It was noted that there are discussions taking place concerning the use of land at the site known as Redhill Stables for a natural burial ground. The land owned by MBC had previously been offered to HPC but it had been decided that the Council were not able to take it on and there is no lease in place nor has any rent been paid for the same.
- Cllr Selby advised that she had reported the complaints received about the airfield to Jamie Freeman and he agreed to look into the matter and report back on the same.
- It was noted that HPC had been refused permission to appeal the decision in the HPC vs MBC/SoS case over the land known as Hazelpits. The matter would be reviewed further with legal counsel and would be discussed at the next Full Council meeting.
- Cllr James noted that following the resignation of Martyn Padbury that the Open Spaces Committee were down one. It was agreed Cllr Evenden would join the committee.

Parishioners Questions (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 10:30pm

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CONDITIONS OF SALE

THESE CONDITIONS OF SALE APPLY TO ALL ORDERS PLACED WITH THE COMPANY AND TO ALL GOODS SUPPLIED BY THE COMPANY. THESE CONDITIONS OF SALE SHALL BE A PART OF THE CONTRACT BETWEEN THE COMPANY AND THE CUSTOMER. IF THE CUSTOMER DOES NOT AGREE TO THESE CONDITIONS OF SALE, HE OR SHE MUST NOTIFY THE COMPANY WITHIN 14 DAYS OF THE DATE OF RECEIPT OF THE GOODS. IF THE CUSTOMER DOES NOT NOTIFY THE COMPANY WITHIN THE ABOVE PERIOD, HE OR SHE SHALL BE DEEMED TO HAVE ACCEPTED THESE CONDITIONS OF SALE.

1. ALL GOODS ARE SUPPLIED AS DESCRIBED IN THE ORDER. THE COMPANY DOES NOT WARRANT THE MERCHANTABILITY OF THE GOODS OR THE FITNESS OF THE GOODS FOR ANY PARTICULAR PURPOSE. THE CUSTOMER SHALL BE RESPONSIBLE FOR ASSESSING THE SUITABILITY OF THE GOODS FOR HIS OR HER OWN USE.

2. THE COMPANY DOES NOT ACCEPT LIABILITY FOR DELIVERY OF GOODS TO ANY ADDRESS OTHER THAN THAT SPECIFIED IN THE ORDER. THE CUSTOMER SHALL BE RESPONSIBLE FOR NOTIFYING THE COMPANY OF ANY CHANGE OF ADDRESS.

3. ALL GOODS ARE SUPPLIED ON THE UNDERSTANDING THAT THE CUSTOMER SHALL BE RESPONSIBLE FOR PAYING THE PRICE OF THE GOODS AND FOR THE DELIVERY OF THE GOODS TO THE CUSTOMER'S ADDRESS. THE CUSTOMER SHALL BE RESPONSIBLE FOR THE PAYMENT OF THE PRICE OF THE GOODS AND FOR THE DELIVERY OF THE GOODS TO THE CUSTOMER'S ADDRESS.

4. THE COMPANY DOES NOT ACCEPT LIABILITY FOR DELIVERY OF GOODS TO ANY ADDRESS OTHER THAN THAT SPECIFIED IN THE ORDER. THE CUSTOMER SHALL BE RESPONSIBLE FOR NOTIFYING THE COMPANY OF ANY CHANGE OF ADDRESS.

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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 suggested correct procedures for dealing with customers complaints and agree actions required

This matter was discussed at some length and it was agreed that Cllr D'Urso would formulate a procedure, taking into account all the points raised and the same would be circulated for discussion. Once finalised it would be brought back to Full Council for discussion, ratification and adoption.

There being no further matters for discussion the meeting closed at 10:55pm

Signed

Dated 11 - 10 - 12