



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 10th January 2018 at 8pm Long Meadow, Village Hall, Headcorn.

Those present were Cllrs Dungey, Evenden, James, Lavender, Mather, Pyman, Selby and Walker S.

Clerk: Caroline Carmichael

There were three parishioners present

1. **Apologies for absence** were received and accepted from Cllrs D'Urso & C Walker due to ill health, Cllr Davies due to business.
The Chair advised that Cllr Smith had resigned from the Council to pursue his work with Kent Wildlife Trust.
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
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 at the meeting, the warden's report was reviewed by the Council. There were no further actions required.

The Chair reported the following matters:-

- HPC store on Days Green had been broken into on two occasions over the Christmas and New Year period. There had also been a failed attempt to enter the store after the first break in. Small portable items were taken at the time of the break in, such as a leaf blower and a number of hedge cutters/trimmers. Other plant had been moved to a temporary secure location and nothing was stolen at the time of the second break in.
- There had been an incident involving the fly tipping of dead Canadian geese and Mallard ducks in the cinder part of the Traders Car Park. The dead birds were eventually removed by a local expert, after the Council was quoted £900 to take them away, for an agreed sum of £50. The gentlemen agreed to take a £20 fee and the other £30 could be given to a charity of HPC's choice. The Council agreed the £30 should be sent to the RPSB. Clerk to organise.



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- A parishioner and her children had been involved in an incident of the pedestrian crossing on the High Street, where a car ran the red light and there was a very near miss. CCTV images had been downloaded by the Police and the matter was now in their hands.
 - The Clerk reported several incidents of Anti-Social Behaviour (ASB) in the village in recent days. These involved egg and stone throwing, a fence being "kicked" in and some intimidating behaviour. Incidents had all been reported and culprits had been identified and the matter is now with Kent Police. The Clerk stressed the importance of reporting all incidents of ASB and ask that if Councillors became aware of any such incidents they should stress the importance of reporting the same.
4. **To resolve that the minutes of the Council Meeting held on Wednesday 13th December 2018 be taken as read, confirmed as a correct record and signed by the Chairman.**
The minutes were approved and duly signed by the Chairman.
5. **Matters arising from previous minutes**
Hi Jinx/ASB - The Chair met with the Kent Police and Crime Commissioner today and this would be covered in reports of external meetings.
Co-option of new Councillors – with the resignation of Cllr Smith there are now two vacancies on the Council. The Clerk will post the vacancy notice and we will aim to have co-option at the March Council meeting.
Traders Car Park – this matter remains ongoing. The Clerk has requested a meeting with Starnes and is awaiting a response
Parking issues – on the agenda
Hammerstream – matter ongoing. Clerk to continue to report any information received.
Weight restriction for HGVs – HPC have now been advised that a paper is being prepared by MP Helen Grant that will be considered by Kent & Medway MPs in 2018. It was not time specific. The Clerk will follow up in due course.
Junction of Wheeler Street/Oak Lane – Meeting with developer not yet arranged. Clerk to resolve.
Defibrillators – Despite chasing there is still no definitive date from Sainsburys.
No further correspondence from Kent Fire & Rescue concerning the defibrillator fitted at the Fire Station. It was agreed to remove this item from the agenda.
Lifts at Headcorn Railway Station - The matter remains ongoing.
KALC/KFRS – The issue of the lack of water supply remains and HPC need to follow up on the fire hydrants matter. This will be taken up in the by the Chair and Clerk.
MBC Local Plan – HPC have received a further letter from the Secretary of State advising that his consideration of our previous correspondence would be put on hold pending the outcome of the recent legal challenge to the plan.



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It was further noted that HPC had received copies of the rebuttal papers by the SoS but copies of MBC's arguments had not been forthcoming as they had "dropped HPC from the list of interested parties". This matter has been challenged by the Parishioner and we will wait to hear what the Court direct. HPC do not wish us to write directly to the court on the matter. There was some concern raised as the rebuttal by MBC suggests that the Headcorn Neighbourhood Plan does not include allocated sites and this is clearly not correct and when HPC has sight of the papers this should be challenged.

Pedestrian Crossing in Wheeler Street – the Chair drew the attention of the Council to an article in the Downsmail (January 2018) that suggested that Parishes have been told by KCC that they will have to sort out their traffic problems.

She confirmed that KCC have advised that the cost to complete the traffic survey at Wheeler Street will be £1,335 and asked the Council to confirm that they wished to go ahead with the survey. It was noted HPC had budgeted £2,000 for the same. This was unanimously agreed by the Council. Clerk to advise KCC

Alignment to Ashford Borough council and agree actions required – the Chair asked the Clerk to follow up this matter with Cllr D'Urso and ask that she circulate her notes on the matter and also to draft appropriate letters to a) the boundary commission and b) Maidstone Borough Council. This matter remains ongoing.

Southern Water – meetings are scheduled January 24th to meet the new project manager for Headcorn. There are also scheduled "walk arounds" with both Southern Water on 24th January and the Environment Agency on 4th February that HPC will attend.

KALC Data Protection Guidance – as previously noted the Clerk will be attending a training session on January 11th. It has been brought to the attention of all Councils that NALC guidance states that they will all need to appoint a Data Protection Officer but given that there will a conflict of interest it cannot be the Clerk or the RFO. HPC Clerk hopes to learn a possible solution at the session tomorrow.

Neighbourhood Plan Group/Headcorn Matters – MBC have responded to state that the person dealing with the HNP is off sick and that they will be responding in her absence. Clerk to follow up.

Play Scheme Group – an email has been received from the school advising that at this time they are still uncertain whether or not the school will be available for use for the play scheme. They will let us know soonest. Chair will follow up at next Governors meeting.

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.

2018/19 Budget – The Chair confirmed that MBC would be meeting with the area KALC representatives on January 15th and the matter of the Parish Services Scheme would be discussed and agreed. Detail will then be disseminated to the Parishes soon thereafter. Given that HPC must have their proposed precept with MBC by end of January there will need to be



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an extraordinary Full Council meeting to agree the detail. At this time the 22nd January at 6:15pm is proposed

Headcorn Allotment Association – Clerk advised that HAA were very happy with the proposal from HPC to cover the amount of the excess water bill from the annual income for the allotment rental in 2017.

Safety at the school – following the receipt of an email from a parishioner HPC had agreed to sponsor some safety triangles for use at the school. The Clerk has written to the school and is waiting to hear. Clerk to follow up.

KCC Community Transport Grant Scheme – it was noted that the deadline for applying for this grant had been extended from January 12th to March 30th after representation from Parishes about the short timeframe. There were no suggestions for the scheme at this time but if anyone had any further ideas they should let the Clerk know.

Email from Simon Trageser – the contents of the email concerning speeding vehicles on Millbank was reviewed and discussed and councillors were somewhat surprised by the KCC response to the parishioner which suggested that they should contact HPC to get the council to help promote traffic and speed changes. HPC are in constant contact with KCC about this stretch of road and its dangerous junctions and it was felt that this was a “fob off” by KCC. The Clerk has written to KCC on the matter but at this time there has been no response.

Bus Services Funding Review – the Chair advised that Cllr Matthew Balfour has been removed from the committee at KCC and this review is subsequently on hold.

Child Service Cuts – The Clerk has written to write to KCC and the NHS on the matter given that we are an expanding village and the use of the services would likely increase but at this time there has been no response.

Property known as Dawn, Grigg Lane – The Clerk reported the matter to Kent Highways. The Chair would like a meeting of HPC and the KCC Steward to discuss this and a number of other issues in the village. Clerk to organise.

East Of Maidstone Bus Group – date of next meeting remains as 12th February 2018.

KALC Crime & Safety Conference – questionnaires completed and our views on what the community needs have been made very clear

Country Eye App – the Clerk has written to Peter Rollington on the matter of support for this app nothing heard as yet. Clerk to follow up.

Parking at Rail Station - matter ongoing and with the Clerk to follow up.



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6. Finance

(a) To agree Receipts and Payments

Schedule of receipts and payments reviewed and AGREED by Council, signed by Chairman Lyn Selby.

(b) Bank Reconciliation

Bank statements and reconciliation reviewed and AGREED by Council, signed by Chairman Lyn Selby.

(c) To note new regulatory pension contributions

The Chair and Council noted correspondence from the Pensions Regulator that under the Pensions Act 2008, the minimum amounts that staff and employers pay into the automatic enrolment pension scheme will be increased as follows:-

Date effective	Employer minimum contribution	Staff Contribution	Total minimum contribution
Until 5 th April 18	1%	1%	2%
6 April 18 - 5 April 19	2%	3%	5%
6 April 19 onwards	3%	5%	8%

The Clerk advised that the increase for April 2018 had been included in the budget for 2018/19

(d) To discuss donation to Headcorn Village Hall for CCTV

The matter was discussed and it was agreed that HPC would give a contribution of £1,000 Clerk to advise the management committee accordingly.

7. Correspondence: - To receive and action as required

Headcorn PTFA – letter received from the PTFA concerning the May Fair in 2018. The letter included a number of requests that were discussed and agreed as follows:-

- Use of Days Green was approved. Clerk to advise the Days Green Board of Trustees
- Use of Parsonage Meadow for Parking was agreed, weather permitting.
- Use of Village Hall Car Park. This would be taken forward by the Chair to the Village Hall Management Committee
- Use of Days Green Store for access to electricity supply, the Clerk will arrange for access to supply and review security arrangements in the regard.
- Use of toilets on Days Green was agreed. Clerk to advise cleaning company of the event.



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The Clerk suggested that the PTFA should speak to the landlord of the village car park to see if it was possible to support the event with free parking on that day, just as they do for the Christmas event.

Headcorn War Memorial - HPC have now had official confirmation that we will receive a grant of £1,430 towards the repair & restoration of the war memorial. The Clerk to contact the contractors to arrange date for work to begin.

The Clerk has also been advised of another potential donor for this work and is pursuing that.

Hawkenbury Road Safety – a letter to Eric Hotson at KCC about road safety in and around Hawkenbury has been copied to HPC. The Council reviewed the detail and agreed that the Clerk should write to Mr. Hotson registering our support for the letter and the concerns raised.

Ulcombe Road Parking – email correspondence received concerning the parking in front of the terraced houses on Ulcombe Road. The correspondent is seeking an introduction of car parking permits as there is never any free spaces and the residents have nowhere else to park. It was agreed the Clerk would contact MBC to see what they can suggest as it is foreseen that the matter will only get worse when the Hazelpits development goes ahead.

Staplehurst Parish Council – email received asking HPC if they wish to take part in a combined Parishes meeting concerning G&T matters. The Council agreed that they should be involved. Clerk to advise SPC.

KALC AGM – Draft minutes of the AGM were noted. Clerk to request detail of the training information days.

Community Policing Volunteer – new role proposed that will be based on the PCSO role. Noted by Council and agreed we would promote on social media.

Maidstone Borough Council – letter received confirming the tax base figure for 2018/19

8. **To discuss report from Open Spaces regarding car parking in Church Lane and related issues and agree further actions.**

It was noted that as Cllr D'Urso was absent from the meeting this item would be deferred to the meeting in February 2018.

9. **To consider the response by MBC regarding road signs in the village and decide any further action required**

The council further reviewed this matter and it was agreed that the Clerk should press MBC for responses to our concerns and we should enlist the assistance of Cllr Geraldine Brown as the local KALC representative and Clerk is also to ascertain if other Parishes have the issue of the erosion of their identity in this fashion.



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

Planning Committee – 13th December 2017

There were no comments received.

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

Neighbourhood Plan Group/Headcorn Matters

The HNP amends remain with MBC for review. The clerk has now been advised that the officer that was dealing with the matter is away on sick leave and a response has now been promised by Mark Egerton. Clerk to chase up.

Finance Group

Nothing to report

Affordable Housing Group

Nothing to report

Play Scheme Group

Correspondence received from the school and the matter is still unresolved. They are to advise as soon as possible concerning the availability of the school premises.

Special Events Group

The Chair expressed thanks to Cllrs Dungey and James for the refreshments provided at the December Full Council meeting. Nothing further to report.

Emergency Plan Group

Nothing to report

Remembrance Day Parade Group

Cllr Dungey noted that some of the attendees at the service were unable to hear and we should consider extension speakers. Clerk to contact the appropriate person to discuss.

Cllr Selby noted that she had been told by a Parishioner just how excellent the service is in Headcorn and we should all be justly proud of it.

Communications Group

Cllr Dungey advised that the Winter Newsletter had been printed and was now with the distributor for delivery.

Cllr Sue Walker was invited to join the communications group and agreed to do so.

Cllr Dungey advised that meeting will be arranged in the next few weeks to discuss further comms matters.



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Speedwatch Group

Cllr Dungey advised that things are progressing well with the set up on new groups/volunteers and we will be all ready for spring 2018

Cllr Selby asked that contact details of the Kent Police contact should be sent to Ulcombe, East Sutton and Grafty Green & Boughthon Malherbe Parish Councils, following a request for the same at a recent meeting. Clerk to action.

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

Cllr Selby gave a brief update on the meetings held by the R&B group who will be looking at the provision of a natural burial ground and also the acceptance of an open space that it to be gifted to the village.

We are currently awaiting a response from MBC concerning the land known as Redhill stables – Clerk to chase up.

Cllr Selby is to meet with the landowner to discuss legal and fencing costs.

It was agreed that the group would also make the following visits:-

- Land at Redhill - LS & SW
- Roberts Land – All
- Natural burial ground – All

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

- Cllr Selby reported on a meeting with Chairs of other local parishes, Borough Councillors and the Police & Crime Commissioner Matthew Scott, it was a very informative and constructive meeting that covered the following matters:-

- Announcement of additional police officers
- ASB - the message is "report, report, report" so that the police can have a clear picture of the issues in a given location
- Speedwatch – encourage schemes
- The return of the PCSO to Parish Council meetings
- 20 MPH speed limits – if the Parish want a 20 MPH zone they should apply to KCC for the same and if it refused on the grounds that the police wont enforce it, that should be challenged
- Lorry bans are enforced despite reporting to the contrary in the media
- Frontline visibility is key



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- G&T sites – they know the issues and are working as part of multi-agency task force to address those issues that can be addressed
- Always challenge any rumour you read about the police not doing something and check with them for the correct picture

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

Cllr Selby advised that Section 106 agreements & the issues would be on next month's agenda.

Parishioners Questions (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 22.10 hrs.

Signed

Dated

22 - 1 - 18



HEART OF THE PARISH COUNCIL

The purpose of the Heart of the Parish Council is to provide a forum for the discussion of issues of importance to the parish and to the diocese.

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