



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 December 2017 at 8pm in the Green Room, Village Hall, Headcorn.

Those present were Cllrs Davies, Dungey, Evenden, James, Mather, Pyman, Selby and Walker C.

Cllr S Walker joined the meeting at 8:20pm

Clerk: Caroline Carmichael

There were three parishioners present and Borough Councillor Round joined the meeting at 9:10pm

- Apologies for absence** were received and accepted from Cllr Smith due to ill health. Cllrs D'Urso and Lavender were absent. The Chair stated that it was a regulatory requirement for all Councillors to attend the Full Council meeting and if attendance was not possible then apologies with reasons should be submitted to the Clerk for approval by the Council.
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)

- 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 Clerk wished to let the Council know that there had been no further "hi jinx" incidents reported.

The Council are aware of the various issues raised by the community concerning poor and inconsiderate, and in some cases possibly illegal parking and the Clerk suggested that HPC could write to the Police & Crime Commissioner to ask if enforcement powers could be extended to the PCSO. The Council had previously noted that Kent Police were looking to extend these powers to PCSO for parking infringements outside schools during school drop off and pick up. The Council agreed that the request could be sent.



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The Clerk advised that a Neighbourhood Watch update had been received noting a possible attempted break in on Forge Lane. Request for information would be posted on Facebook.

4. **To resolve that the minutes of the Council Meeting held on Wednesday 8th November 2017 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**

Co-option of new Councillor – the Chair reported MBC have confirmed that we may now go ahead and co-opt a Councillor to replace Dave Andrews. It was agreed that the co-option would take place at the February meeting of Full Council. Clerk to post advertisement.

Halloween Hi Jinx - The Clerk wished to let the Council know that there had been no further incidents reported.

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 – Matter remains ongoing. Clerk will follow up.

Junction of Wheeler Street/Oak Lane – Clerk to seek results of Crest Nicholson Safety Audit and arrange meeting with developer to discuss the issues as the work completed has not resulted in an improvement in this area.

Defibrillators – Installation at the village hall is complete.

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.

Lifts at Headcorn Railway Station - The matter remains ongoing.

KALC/KFRS –The Chair and committee reviewed responses from Dave Fox and Tim Thomas and both indicate that the respondent has clearly missed the point of our enquiries. They further agree that the change in status should have been reported to HPC. It is further noted that the station in Headcorn has now been reinstated as a strategic station. No further action in this regard is therefore required.

However the issue of the lack of water supply does remain and HPC need to follow up on the fire hydrants matter. This will be taken up in the New Year by the Chair and Clerk.

MBC Local Plan – HPC have received a further letter from the Secretary of State and it has been agreed that our concerns will now be considered in full.

It was further noted that the legal challenge to the plan had now been made and HPC were in receipt of their copy of the claim bundle that was available in the Parish Office for review by Councillors.

Parking on Oak Lane – the installation of the parking restrictions have begun and the order comes into force on December 18th.



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KALC Parish News – December newsletter distributed ahead of this meeting. No comments.

Pedestrian Crossing in Wheeler Street – the Clerk advised that KCC had been advised that HPC had approved a traffic survey in this regard. No news from KCC at this time.

Village Gateways the Clerk advised that KCC have assessed the locations and have advised that the sites are not suitable for the installation of gateways. This was noted by Council and no further action required.

Finance Group Meeting - the meeting took place on 6th and the budget was reviewed by those present. The detail would be presented later on the agenda

Audit Report action – now all complete. No further action required.

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.

Provision of a natural burial ground - the Chair advised council that the working group of Cllrs Selby, Dungey, James, D’Urso & Sue Walker had meet and it was their recommendation that HPC should work to secure both parcels of land.

The Clerk was asked to write to MBC to ask them to consider their previous offer to rent the land known as Redhill Stables at a peppercorn rent for use as a natural burial ground.

The Chair will contact Mr. Roberts concerning legal and fencing costs at the land behind Mill Bank that is to be gifted to the village.

The Clerk was asked to follow up the request to DHA for a meeting concerning access to the Roberts land via the new housing development.

It was agreed that the working group would be added to the list of Council working groups and would be called the R&B Group.

Southern Water – the Chair noted that there would be a meeting with Southern Water on January 24th to meet the new project manager for Headcorn. It was also noted that there would be “walk arounds” with both Southern Water on 24th January and the Environment Agency on 4th February.

KALC Data Protection Guidance – there will be a change to the Data Protection rules when the current act is repealed in 2018. KALC will be providing workshops on the detail and the Clerk will be attending a training session on 11th January 2018.

Neighbourhood Plan Group/Headcorn Matters – still nothing from MBC. Clerk to chase up a response.

Play Scheme Group - As agreed the Clerk has formally written to the school to request permission to use the school in the summer of 2018. AT this time there has been no response from the school.

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 shortly



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6. Finance

(a) To agree Receipts and Payments

			NAT WEST	VAT	UNITY BANK
Receipts					
Transfer	From Reserve Account to Current Account	Balance of Account	£	-	£ 20,856.88
Cheque	Cleverley & Spencer	Memorial Tablet	£	-	£ 35,000.00
Cheque	West & Coe Limited	Interment Fees	£	-	£ 50.00
Cheque	Headcorn Methodist Church	Repair to window	£	-	£ 225.00
			£	-	£ 25.00
					£ 56,156.88
The following require approval for payment :					
Debit	Unity	Service Charge			£ 8.39
BACS	KALC	Crime Prevention & Safety Course			£ 72.00
BACS	Headcorn Traders Events Group	Donation			£ 250.00
BACS	Cleverley & Spencer	Deposit for War memorial Restoration Works			£ 1,173.00
BACS	Need a Banner	Headcorn Banners			£ 122.34
BACS	EON	Street Lighting Costs - November & December 2017			£ 1,100.39
BACS	Sutcliffe Play	Equipment for Hoggs Bridge Green			£ 23,846.34
BACS	Sutcliffe Play	Equipment for Hoggs Bridge Green			£ 10,390.08
BACS	KCCCS	Stationery			£ 68.46
BACS	KCCCS	Stationery			£ 21.96
BACS	KCCCS	Stationery			£ 3.72
BACS	Prime One Maintenance Limited	Street Lighting Maintenance - December 2017			£ 517.32
BACS	Prime One Maintenance Limited	Christmas Lighting			£ 4,380.83
BACS	Mr G Chantler	Clearance of debris at Spires Ash			£ 150.00
BACS	Caroline Carmichael	Salary & Expense			£ 2,491.84
BACS	Malcolm Hitchcock	Salary			£ 959.45
BACS	Peter Beeken	Salary			£ 1,245.23
BACS	Headcorn Village Hall	Room Hire - November 2017			£ 88.00
BACS	Maldstone Borough Council	Hedge Cut at Days Green			£ 432.00
BACS	Maldstone Borough Council	Collection of Commercial Waste			£ 86.67
BACS	Maldstone Borough Council	Grass Cutting services			£ 2,754.00
BACS	Tenterden Twilight Commercial Cleaning Ltd	Services at Days Green Public Conveniences			£ 435.43
BACS	Weald computer Systems	IT Services			£ 130.80
BACS	Weald computer Systems	IT Services			£ 130.80
BACS	Mr John Mather	Expenses			£ 7.90
BACS	Account Bookkeeping & Payroll Services	Payroll Services			£ 43.20
BACS	Mrs Bridget Dungey	Expenses			£ 12.36
BACS	CAB Maldstone	Outreach Services			£ 50.00
Cheque	HRMC	PAYE & NI contributions 2017/18			£ 1,394.45
Direct Debit	Nest Pension	Pension Contribution for C Carmichael & P Beeken			£ 56.36
			£	-	£ 51,071.62
		Balance Remaining in current accounts	£	-	£ 5,085.26

(b) Bank Reconciliation

Nat west

Current Account				
Balance as at 30 November 2017				£ 4,103.10
Unpresented cheques		£	-	£ 4,103.10
Transfer of Funds		£	-	£ 4,103.10
Total of cheques/direct debits at October meeting		£	-	£ 4,103.10
				£ 4,103.10
Unpresented Cheques from Previous Month				
	£	-		
	£	-		
Business Reserve Account				
Balance as at 30 November 2017				£ 8,204.29
Interest paid on 30 November 2017				£ 0.27
Balance as at 13th December 2017				£ 8,204.56



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Unity Bank

Current Account				
Balance as at 30 November 2017				£ 20,956.88
Unpresented cheques & pending direct debits from previous months		£ 100.00		£ 20,856.88
Transfer of Funds		£ 35,000.00		
Income received		£ 300.00		
Total of cheques/direct debits at November meeting		£ 50,366.20		
This payment excludes items paid prior to meeting - Banners, War memorial Deposit				
Also excludes Nest Payment as taken by DD on November 30th				
				£ 5,790.68
Unpresented Cheques or Direct Debits from Previous Month				
Headcorn Surgery	£ 100.00			
	£ 100.00			
Business Reserve Account				
Balance as at 31st October 2017				£ 148,125.42
Income to account				£ 4,490.73
Balance				£ 152,616.15
Transfer To current account				£ 35,000.00
Balance as at 30th November 2017				£ 117,616.15

(c) **To discuss 2017/18 budget**

The budget was reviewed by Council and it was agreed that Councillors would give the matter further consideration and any requirements or observations should be sent to the Clerk by Friday 22nd December 2017 and the budget would be further considered in January.

(d) **To discuss donation to Headcorn Cricket & Tennis Club**

The matter was discussed and it was agreed that HPC would offer a donation of £250. Clerk to advise the club accordingly.

(e) **To discuss financial detriment of Headcorn Allotment Association caused by vandalism and agree actions**

The Clerk confirmed to the Council that we would receive income from the allotments at the end of 2017 and it would be in the region of £480. The Council discussed the detriment that the HAA will suffer in the sum of £180 which is the difference between the actual water bill and that usually paid at this time of year, it was agreed that HAA could pay the rental to HPC less the sum of £180. Clerk to advise HAA.



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

Government will not defend the Judicial Review of the lorry park at Stanford West - this correspondence received from KALC was noted by Council

Email from Mr. William Day – the contents of this email had been circulated and was noted. The question posed concerning a reduction in the precept was acknowledged and it was noted that in the budget discussions there would not be a reduction.

Email received from Lisa Nelson – the contents of this email concerning road safety on Kings Road and Lenham Road at the time of school drop off and pick up was discussed and it was agreed that HPC would write to the school and suggest the positioning of parking signs - "parking here could endanger a child's life" and the Council would contribute to the cost. Clerk to source pricing and write to the school.

Parish/Police Liaison Meeting – the next meeting is scheduled for January 17th 2018. Cllr Mike Davies has agreed to attend.

Notification of external auditor appointments – the Clerk advised that the Smaller Authorities Audit Appointments Ltd (SAAA) have appointed the external auditor for a 5 year period commencing with the financial year 2018/18. The external auditor for HPC is confirmed as PKF Littlejohn, who are our existing auditor. And the audit will be at a fixed cost of £720 including VAT. No further action required.

KCC Community Transport Grant Scheme – it was agreed that the detail would be circulated to councillors for further consideration.

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 was asked to write to KCC in this regard

Bus Services Funding Review – Kent Highways Review paper received from Cllr Prendergast. It was noted that there had been a lot of media and social network attention for this matter. Cllr Dungey had attended a meeting on Monday 11th on the subject and it would be reported in external meetings.

Email from David Edwards – the content of the email concerning traffic habits in the village was reviewed and it was agreed that the PC had now power to do what was being asked in terms of notices but HPC would continue to do what was permitted in terms of reporting illegal or dangerous activity by car users.

Mayors Quiz Night February 9th – anyone wishing to attend should book their tables/places as required.



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Heart Of Kent Hospice – thank you letter received from HOKH for recent donation.

Invitation from Staplehurst PC to Chair – invitation to attend a Christmas gathering received by the Chair. Clerk to send her apologies as she is unable to attend.

Child Service Cuts – email received from a parishioner concerning further cuts to the child services in Headcorn. The Clerk was asked 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.

Woodcut Farm at Junction 8 - the council had received a request from the Joint Parish Group (JPG) asking them to consider a donation towards the cost of a judicial review. They are asking the Council to budget for an initial amount of £750. This was felt to be too greater sum and Cllr Dungey proposed a smaller “one off” payment of £250, given that we had spent a considerable sum on legal expenses in the last financial year. This suggestion was put to the vote, 4 in favour, 5 against and 1 abstention. Clerk to advise JPG.

Property known as Dawn, Grigg Lane – email correspondence received by the Chair concerning flooding at this location. The Clerk was asked to contact Kent Highways to see what could be done in this area.

Highways issues – it was noted that in addition to the above item there are a number of issues that HPC wish to discuss with our KCC steward. Clerk to arrange a meeting.

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 January 2018.

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

The council reviewed the responses from MBC concerning the use of the “Borough of Maidstone” on new road name signs.

It was noted that we have a number of developments in the village where new road name signs have been erected and these do not include the Borough of Maidstone. Why then do the same rules not apply to developers?

A number of other questions/concerns were raised:-

- a. Who decided this would be the format for the signs?
- b. Why were the parishes not consulted?
- c. Our postal code is Tonbridge and postal district is Ashford
- d. This is another erosion of our village identity

The Clerk was asked to write to MBC and enlist the help/support of the Borough Councillors and KALC.



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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 – November 8th & 27th

Open Spaces – November 20th

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. Clerk to chase up a response.

Finance Group

See comments in Section 6 of the minutes.

Affordable Housing Group

Nothing to report

Play Scheme Group

As agreed the Clerk has formally written to the school to request permission to use the school in the summer of 2018. No response received to date.

Special Events Group

Nothing to report

Emergency Plan Group

Nothing to report

Remembrance Day Parade Group

The Chair noted that the village had come out in force to support the Remembrance Day event and that it had gone well. Her thanks were given to Cllrs Chris Walker, Dungey and the Clerk.

Communications Group

Cllr Dungey advised that the Winter Newsletter was all ready to go and would be printed early in the New Year, allowing for any last minute updates, and delivery in thereafter.

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

The Clerk agreed to test the equipment as it has not be used for some time.

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.



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

- Cllrs Pyman attended the KALC meeting on November 27th and his report centred on two items:-
 - The proposed bus funding review which would begin in January 2018 but would affect supported bus services
 - That Councils should expect a reduction in Parish Services grant. Kalc note a reduction in the annual amount of the grant from circa £500k in 2015 to just £100k in 2017.

- Cllr Dungey attended the East Of Maidstone Bus Group on 11th December. It was very well attended by a number of parishes and also by representatives from KCC and Arriva.

The funding review will begin in January 2018 and will run to March 2018.

Services that are affected will be withdrawn from September 2018

Budgets are set in February so early response to the consultation is essential.

Our response should prioritise: - Education, employment, health & food shopping

Protected categories are senior citizens and the disabled.

School buses will not be affected.

97% of buses are not affected as these are commercial services.

If some subsidy is withdrawn from the No: 12 service Cllr Dungey understood that to mean a cut to evening services between Headcorn & Tenterden.

Bus passes will be up for renewal in 2018 and if you are not a regular user of the same it is recommended you apply now. The Clerk has posted notices about this process on Facebook and our notice boards.

Date of next East of Maidstone Bus Group 12th February 2018.

- Cllr Selby attended the Headcorn Village Hall management committee meeting. All is well and it was noted that the VH would be looking to replace the current CCTV system following receipt of a quotation at circa £6000 which is a vast improvement on previous quotations.
- Cllr Davies attended the KALC Crime & Safety Conference on December 7th. A very informative conference with excellent speakers. The Clerk has the conference detail in the Parish Office that Councillors are able to review. The Kent Police & Crime Commissioner Matthew Scott is very keen to understand what our communities need and Cllr Davies supplied a small number of questionnaire that can be completed and returned to Kent Police. This can also be done online. Clerk to promote the same.



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- Cllr Mather attended a number of meetings with the Flood Action Group and was pleased to report that the walk arounds scheduled for January & February 2018 were as a result of these meetings.
Cllr Mather asked for clarity on the basis on which he attends these meetings and it was agreed that this was as Headcorns Assistant Flood Warden.
The clerk was asked to contact the organiser of these group meetings to ask that HPC be kept in the loop.

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

- Cllr Davies advised that Country Eye is a free app that enables reporting of fly tipping, potholes, wildlife crime and heritage crime. They are looking for financial support and if we could help we could get in touch with Peter Rawlinton. Clerk to follow up.
- Borough Cllr Martin Round advised that the rail consultation had now closed and it looked as though the only operator that would be in the running for services in our area would be Southeast trains. With our existing relationship with them awe should take this opportunity to lobby them about the parking facilities at Headcorn and reduced parking rates that could potentially help with commuter parking issues in the village. Clerk to follow up.

Parishioners Questions (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 22:35 hrs.

Signed *[Signature]*

Dated 10-1-18