



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

Those present were Cllrs Andrews, Davies, Dungey, D'Urso, Evenden, James, Lavender, Pyman, Selby, Smith and Walker.

Clerk: Caroline Carmichael

There were four parishioners present.

1. **(a) Co-option of a new Councillor**

The Chair reminded all present that a Councillor should expect to attend the Full Council each month plus be a member of the Planning or Open Spaces sub committees which meet twice a month and once every two months respectively. Councillors should also expect to take an active part in all Council activities, working groups and other council work as needed. Prospective Councillors were asked to consider whether they had the time available to devote to these duties

The Council then heard presentations from:-

Mr Chris Sturdy

Mrs Sue Walker

A vote was taken by ballot and Sue Walker was duly co-opted.

The Chair thanked the candidates, stressing that only one vote separated them, and asked the remaining candidate to apply again as a position was shortly becoming vacant.

(b) Signing of the Acceptance of Office

Mrs Sue Walker signed the acceptance of office

Cllr Davies left the meeting at 8:10 due to a pre-arranged appointment.

2. **Apologies for absence** were received and accepted from Cllr Lavender due to work commitments.

The Chair noted with regret that Cllr Dave Andrews had formally resigned from the Council and this would be his last Full Council meeting. Clerk to notify MBC election officer.

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



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Declaration of Lobbying there were none recorded

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

4. **Police and Community Warden Reports**

Community Warden Report

The warden was not in attendance at the meeting, the warden's report was reviewed by the Council. There were no further actions required.

Cllr Smith advised that he was aware of an incident in the village that may have involved indecency and that detail had been passed to the police.

The Clerk advised that there had been a number of antisocial behaviour incidents and details had been passed to the police and community warden. It seemed that the incidents may have been linked to Halloween "hi jinx" and there had been nothing since.

The Chair advise that she had seen a Neighbourhood Watch report of trees stolen from the gardens of a house in Hop Pocket Way.

5. **To resolve that the minutes of the Council Meeting held on Wednesday 11th October 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.

6. **Matters arising from previous minutes**

Traders Car Park – this matter remains ongoing. The Clerk confirmed has not received a response from Starnes and will follow up.

Parking issues – matter remains with Open Space Committee.

Hammerstream – the MBC enforcement officer is very proactive at the site and has made several visits in recent weeks and advised the caravans that are on site have been dumped and are not connected to any services. They are to be removed by land owner. The officer will keep a watch on the site. Clerk to continue to report any information received.

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. Clerk will follow up.

Grigg Lane – KCC advised that the work at the junction of Wheeler Street/Oak Lane had been completed and in fact the work centered on improving the visibility 'splays'. This was not the understanding of the Council and the Clerk agreed to look into what was asked for by the Clerk and advise Council.

Defibrillators – Installation at the village hall is complete all that remains outstanding is the fitting of the case and this will be completed on the weekend of 11/12th November 2017. Clerk to confirm.

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.



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Litter Volunteer Event The event will now take place in November. The date has been set as Sunday 19th November. Volunteers should meet at the White Horse Public House at 7:30am
Lifts at Headcorn Railway Station - The matter remains ongoing.

KALC/KFRS –The Clerk advised that we had now received a response from KFRS and it had been circulated to Council. There was a consensus of opinion that it did not answer the questions asked and Council agreed that the detail should be sent to Dave Fox and Tim Thomas, both with previous long term service at the fire station, for their assessment. Clerk to forward detail.

MBC Local Plan – see item on agenda

Parking on Oak Lane – consultation period has finished and the one objection that was received has been resolved and we are now awaiting a date for the installation.

KALC Parish News – not yet received this month. Clerk will circulate when received.

NALC Broadband Universal Service Obligation: consultation on design – support letter sent to Helen Whately MP. No further action required

Pedestrian Crossing in Wheeler Street – the Chair advised that KCC had not been successful in the bid to secure funds for the crossing in the current round of fund bidding. KCC advised that they would try again in the next round which in February 2018, they suggested that we go ahead and complete the traffic survey as data would support the bid. The Council further discussed the matter and agreed that we should go ahead and have the survey completed. It was noted that the cost would be in the region of £2000.

Headcorn Cricket & Tennis Club further detail awaited to enable Council to consider a grant.

Land known as Hazelpits Legal Action the Chair advised that there had been no response to the complaint letter sent to the Court of Appeal. Clerk to follow up.

Parish & Town Council Tracker Survey Clerk has completed the same with her comments and will pass to the Chair for additional comments before being submitted in time for deadline in December.

Village Gateways the matter is with the Clerk who will revert when assessments completed by Kent Highways.

Headcorn Allotments – the Clerk had spoken with the HAA and they are pursuing the matter with Southern Water. They will come back to us if needs be.

Gypsy & Traveller sites an email has been received from Staplehurst Parish Council – the Clerk had been in touch with Staplehurst and advised that HPC would not wish to be financially involved in JR proceedings.

DCLG Consultation Planning for the right homes in the right places – the consultation had been reviewed by Cllr Andrews and members of the Headcorn Matters team. The answers had been circulated and the Clerk would complete the online survey in time for the deadline of midnight tomorrow.



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Glovers Bridge Farmhouse Festivities – copies of MBC correspondence received by Council.
They are looking closely at the licensing/operating detail. No further action required by HPC.

7. Finance

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

| Current Account for agenda item at Full Council on November 8th 2017 | | | NAT WEST | VAT | UNITY BANK | VAT |
|--|--|--|------------|-----|-------------|----------|
| | | Balance of Account | £ 3,853.10 | | £ 21,733.27 | |
| Transfer | From Reserve Account to Current Account | | £ - | | £ - | |
| BACS | A J Ferguson Traders Car Park Permit | | | | £ 75.00 | |
| BACS | HVRC VAT return | | | | £ 8,703.08 | |
| | | | £ - | | £ - | |
| | | | £ 3,853.10 | | £ 30,511.35 | |
| The following require approval for payment : | | | | | | |
| Debit | Nat West | Bank fee | £ - | | £ - | |
| Debit | Unity | Service Charge | | | £ - | |
| BACS | AED Warehouse | Defibrillator Case | | | £ 478.80 | |
| BACS | KCCCS | Cork Notice Board for Store | | | £ 9.50 | £ 1.50 |
| BACS | KCCCS | Handtowel for Store | | | £ 21.78 | £ 3.63 |
| BACS | KCCCS | Stationery | | | £ 11.22 | £ 1.87 |
| BACS | KCCCS | Electricity for Store & Public Conveniences | | | £ 111.21 | £ 5.30 |
| BACS | Prime One Maintenance Limited | Street Lighting Maintenance - August 2017 | | | £ 517.32 | £ 86.22 |
| BACS | Prime One Maintenance Limited | Street Lighting Maintenance - September 2017 | | | £ 517.32 | £ 86.22 |
| BACS | Prime One Maintenance Limited | Street Lighting Maintenance - October 2017 | | | £ 517.32 | £ 86.22 |
| BACS | Marc Drury | Installation fee for defibrillator | | | £ 465.80 | |
| BACS | Caroline Carmichael | Salary | | | £ 1,779.23 | |
| BACS | Caroline Carmichael | Expenses | | | £ 204.00 | |
| BACS | Malcolm Hitchcock | Salary | | | £ 787.20 | |
| BACS | Peter Beeken | Salary | | | £ 973.77 | |
| BACS | Headcorn Village Hall | Room Hire - October 2017 | | | £ 52.00 | |
| BACS | Maldstone Borough Council | Collection of Commercial Waste | | | £ 86.67 | |
| BACS | Tenterden Twilight Commercial Cleaning Ltd | Services at Days Green Public Conveniences | | | £ 394.03 | |
| BACS | Account Bookkeeping & Payroll Services | Payroll Services | | | £ 43.20 | £ 7.20 |
| BACS | Mrs Marilyn Selby | Expenses | | | £ 55.80 | |
| BACS | Caroline James | Plants for Trough at War Memorial | | | £ 11.98 | |
| Cheque | HRMC | PAYE & NI contributions 2017/18 | | | £ 1,112.21 | |
| Direct Debit | Nest Pension | Pension Contribution for C Carmichael & P Beeken | | | £ 47.88 | |
| | | | £ - | £ - | £ 7,739.44 | £ 278.16 |
| | | Balance Remaining in current accounts | £ 3,853.10 | | £ 22,771.91 | |

(b) Bank Reconciliation

Nat west

| Current Account | | | | |
|---|----------|----------|------------|-----------------------------|
| Balance as at 31st October 2017 | | | £ 4,103.10 | See statement sheet nos 508 |
| Unpresented cheques | | £ 250.00 | £ 3,853.10 | |
| Transfer of Funds 7th September 2017 | | £ - | £ 3,853.10 | |
| Total of cheques/direct debits at October meeting | | £ - | £ 3,853.10 | |
| Unpresented Cheques from Previous Month | | | | |
| 005178 SLCC | £ 250.00 | | | |
| | £ 250.00 | | | |
| Business Reserve Account | | | | |
| Balance as at 31st October 2017 | | | £ 8,204.01 | |
| Interest paid on 31st October 2017 | | | £ 0.28 | |
| Balance as at 11th October 2017 | | | £ 8,204.29 | |



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Unity Bank

| | | | | |
|--|---|--------|----------|--------------|
| Current Account | | | | |
| Balance as at 31st October 2017 | | | | £ 30,611.35 |
| Unpresented cheques & pending direct debits from previous months | | £ | 100.00 | £ 30,511.35 |
| Transfer of Funds | | £ | - | £ 30,511.35 |
| Total of cheques/direct debits at October meeting | | £ | 7,739.44 | £ 22,771.91 |
| 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 |
| Transfer from Nat West Bank | | | | £ - |
| Balance | | | | £ 148,125.42 |
| Transfer To current account | | | | £ - |
| Balance as at 31st October 2017 | | | | £ 148,125.42 |

- (c) The Chair advised that there would be a meeting of the Finance group on December 6th at 7pm to discuss the budget for 2018/19. All are welcome to attend. Councillors should advise the Clerk ahead of the meeting if they have any particular "wish" items that should be considered for inclusion going forward.
- (d) The Chair advised that the Finance Group had reviewed the Audit Report and the actions recommended. The Clerk had subsequently implemented the actions and outlined the need for the changes to both the Standing Orders and Financial Regulations which centered on the adoption of The Public Contracts Regulations 2015 and the use of the Contract Finders website for contracts more than £25,000 in value. The amended Standing Orders and the Financial Regulations were approved and adopted by the Council.

8. Clerks Update

Nothing to report and it was agreed that this item would be removed from the agenda. If there were matters to report they would be done so under the appropriate agenda items/updates.

9. To discuss alignment to Ashford Borough council and agree actions required.

Cllr D'urso provided the Council with the detail of the investigations she had made into the above and then outlined the pros and cons for such a move. After discussions it was agreed



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that the most appropriate way to take this matter forward was to support the new boundary commission review.

It was agreed that Cllr D'Urso would circulate her notes on the matter and would also draft appropriate letters to a) the boundary commission and b) Maidstone Borough Council. She will forward to Clerk.

21:44 Cllr Walker left the meeting

21:47 Cllr Walker returned to the meeting

10. To discuss the provision of a natural burial ground and agree further actions.

The Chair gave an outline to the Council on two separate parcels of green space land:-

- a) The first piece of land is at the rear of the houses on Millbank and is under private ownership. The owners wish to gift the land to HPC so that it may be kept in perpetuity as a green space. HPC would be responsible for all legal costs for the transfer of land and would be responsible for all future maintenance costs.
- b) The second piece of land is on the Lenham Road and is currently owned by Maidstone Borough Council. It had previously been offered to HPC on lease for a peppercorn rent. This offer had been declined as HPC had no use for the land at that time.

The aim is to ensure both green space and burial space for the residents of Headcorn. It was discussed and agreed that a working group would be established to do the necessary research and feasibility studies for both parcels of land. The Council are in full support of the idea and think if possible we should acquire both.

The working group will be Cllrs Selby, Dungey, James, D'Urso & Walker (Sue).

21:55 Cllr Smith left the meeting

22:01 Cllr Smith returned to the meeting

11. To approve HP letter to the Secretary of State following the request for a call in of the MBC local plan the complaint and agree actions required.

The Clerk clarified the situation regarding the response received from the Secretary of State concerning the request to call in MBC's Local Plan. The response was both poor and quite alarming in its pointedness concerning the way in which the matter had been handled. It was felt that the response should be challenged and a letter was duly prepared and circulated to Full Council for approval ahead of being sent. Time is of the essence as the local plan can still be challenged for a period of 6 weeks after its adoption by Council. The Clerk confirmed that Councillors had approved the sending of the letter and this had been duly done. The Council unanimously confirmed it supported this course of action.



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12. Correspondence: - To receive and action as required

Southern Water – letters have been sent to all household in Headcorn concerning the delay in the work in Headcorn. It is likely that the work will now be completed in the spring of 2018.

East of Maidstone Bus Group – notes from last meeting had been circulated to Council. Particular mention was made of the possible cuts in services as KCC will be having to make further spending cuts in the next financial year.

Leeds/Langley Relief Road – The clerk had attended the public meeting concerning this matter and gave a brief report to Council.

Boundary Review – as previously noted in the minutes Cllr D’Urso would be writing in support of the changes proposed under the boundary review.

KALC – Community Awards scheme launched. Clerk to promote on social media. Cllrs D’Urso and Pyman put forward some possible nominees – clerk to send the forms to them.

Land known as Hazelpits – email received from Parishioner who wished to object to the development proposed at this site. The Clerk pointed out that the letter received was for the approval of reserved matters and the application had in fact already been approved.

Traders Car Park – due to lack of parking at or near the school Kier Construction have applied to park temporarily at the Traders Car Park. This has been resolved by the Clerk at a fee of £250 for use up to Christmas this year.

Mr. Williams had sent an email to the Clerk asking for copies of all Parishioners questions asked at the Planning Committee meetings given as recorded by the Clerk held between 20 March 2017 and 23 October 2017. This detail had been duly sent.

MBC Local Plan – email from Parishioner seeking confirmation, due to time that has elapsed since the last request, that HPC are still happy to provide support (not financial) if she goes ahead with a legal challenge to the plan. The council unanimously agreed their support.

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 hope to do this prior to Christmas this year. Clerk to attend.

NALC news item concerning comments from Secretary of State – the SoS has backed NALC and the valuable service that it provides to local councils, he also went on to say

But from my conversations with you, it's clear that too many top-tier councils aren't following that guidance closely enough.

So let me promise you all today that I'll be exploring ways in which I can strengthen the requirement for principal authorities to pass a share of local council tax support to their towns and parishes.

It's the least you deserve.



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The Council agreed that this could be good news and the Clerk was asked to write to the local KALC representative, Geraldine Brown to ask if this would be followed up.

KCC Budget Consultation HPC to complete online consultation by December 3rd

Complaint concerning the sale of Nazi Memorabilia – the Clerk had received an email concerning the sale of said memorabilia at the airfield in the summer. She had redirected the complainant to the HACC and MBC as the LA responsible for licensing.

KALC Crime Prevention Seminar Cllr Davies had agreed to attend. Clerk to book his place.

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

Planning Committee – October 11th & 23rd

There were no comments received.

14. **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. Clerk to chase up a response.

Finance Group

The finance group met and had discussed the following items:-

- a) Internal Audit Actions and agreed course of action
- b) The Authorisation process for payments on Unity Trust Bank
Chair of Council plus Chairs of Committees
In their absence it would fall to Vice Chairs
- c) The clerk would apply to Unity Bank for a debit card to negate use of her own money
- d) Petty Cash would be used to reimburse small spending by the lengthsman

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.

Special Events Group

Nothing to report

Emergency Plan Group

Nothing to report



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Remembrance Day Parade Group

Cllr Walker advised that the planning is in progress and there are no issues at this time. He did advise that he had received a call from Kent Police who asked that all marshalls and coordinators be aware of the heightened security state and extra vigilance was important.

22:38 Cllr Smith left the meeting

22:45 Cllr Smith returned to the meeting

Communications Group

Cllr Dungey advised that a schedule of delivery had now been established for the newsletters and all involved knew what timelines they are working to. There would be a meeting, to discuss content of Winter Newsletter, in early December.

Speedwatch Group

Cllr Dungey advised that there had been a meeting with Alan Watson of Kent Police and Mr. William Ryall, the new coordinator and we were on track to establish the new Headcorn Community Speedwatch. Recruitment letters had been sent and the response so far was good. Alan Watson advised that all sites for observations need to be reassessed against current legislation and this would be done as soon as possible.

Cllr Dungey advised that a "data recorder" would be needed and Cllr D'Urso readily agreed to do this as she could not commit to observation sessions

Cllr Dungey was thanked for getting this scheme up and running again.

Days Green Inspection Rota

Cllr Mather continues to supply weekly written reports to the Clerk. No action required.

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

- Cllrs Selby and Walker attended the Kent Highways Parish Seminar and she was now in receipt of the presentation slides from the event. She would put together a brief report and circulate to the Council.
- Cllr Selby had attended the Headcorn Aerodrome Consultative Committee meeting and she reported on the various matters that had been raised by HPC and Parishioners, these included but were not limited to
 - The use of the Dakota for parachute flights
 - Complaints concerning helicopters noise over the summer
 - The move of the carriages from the Maidstone Carriage Museum - this is likely to take some time as there are a number of carriages where the owners have yet to be identified.



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- Cllr Selby attended the Village Hall AGM. She gave a brief report on activity and reported that the Village Hall was in good shape financially.
- Cllr Mather attended a meeting various parties concerning flood issues in Headcorn.

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 Selby advised that concern had been raised with her about street name signs that were now displaying "Borough of Maidstone". The Clerk had made enquiries of MBC and the response would be circulated to the Council and be discussed at a future meeting.
- The Chair said that it was a sad day for the Council as, after 9 ½ years this was the last meeting to be attended by Cllr Andrews. He had stayed on for some 18mths after the date he had said he would stand down to help the Council with the Neighbourhood Plan (NP). He was warmly thanked for his immense amount of work for HPC, especially with regard to Planning, the NP and also the Judicial Review. He will be missed and it is hoped he will continue to advise the HPC as a member of Headcorn Matters.

Parishioners Questions (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 23:00 hrs.

Signed

Dated

13-12-17