



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 Parish Council Meeting held on Wednesday 11th March 2020 at 7:30pm in Long Meadow, Village Hall, Headcorn.

Those present: Cllrs Davies, Dungey, Evenden, Hancock, James, Mather, Pyman, Selby, Thomas, Thorogood and Walker

Clerk: Caroline Carmichael
Assistant Clerk: Stefan Christodoulou

There were three members of the public and two representatives from Kent police present at the meeting.

1. The Chair began the meeting by outlining to the Council the steps that the Council should be taking with regards the current Coronavirus pandemic. The Clerk has taken the information posters from the Public Health England website and these will be posted on our website, social media and notice boards. All advice given by NALC/KALC is being followed.
2.
 - a. Apologies for absence there were none received.
 - b. To seek notification on whether anyone intends to film, photograph or record any items of this meeting. There were none recorded.
 - c. Declaration of changes to the register of interests: There were none recorded.
 - d. Declaration of Pecuniary Interest or other interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the Agenda: There were none recorded.
 - e. Requests for Dispensations: There were none recorded.
 - f. Declarations of Lobbying: There were none recorded.
2. **Public session** (minute book closed)
3. **To receive:** -
 - a. **Community Warden Report**
The Warden had sent his apologies for the meeting. The report was reviewed by all. The Chair thanked him for his continued work in our community. No other matters were raised for discussion.
 - b. **Information regarding police issues in the village, as available**
The PCSO was in attendance and outlined the incidents/crimes noted on the report for the month of February 2020.
Several matters were discussed including: -



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- I. Cllr Davies asked if the non-fare payer had been prosecuted. The PCSO explained that restorative justice had been deployed. The victim had received the fare and did not wish to take the matter forward.
- II. Cllr Evenden asked if the wheelchair stolen had belonged to an individual. The PCSO confirmed that it was the property of the village hall and had been recovered.
- III. The PCSO advised that he had visited Tallow Court prior to attending this meeting and had spoken to some youths that were loitering in the area and it is hoped that this and other interaction with the individuals would put a stop to the incidents.

The Council was then addressed by Sonia Crosbie (Kent Police Fraud Department). Her role is dealing with the victims of scams/frauds including "romance fraud". She reported that it is believed that just 5% of fraud gets reported. Her aim is to mitigate the underlying cause of fraud and provide services that mean that individuals are not "vulnerable" to this type of scam.

4. **The minutes of the meeting held on Wednesday February 12th 2020** were duly approved and signed by the Chair, after the correction to the meeting time (should read 7:30pm) and the recorded note for the Neighbourhood Plan Group to read "refer to matters arising".

5. **Matters arising from minutes of the meeting on February 12th**

Country Eye – It was noted that the Clerk's office had received a note from Peter Rollington that stated that Pria Webster (his co-worker) had moved on to a new role and he would advise when the situation changed. The Council believe that the matter has gone on too long and wish the Clerk to recover the donation made in 2018.

Lenham Road Lack of Footpath from the Crest Nicholson Site – a meeting with KCC, Shellina Prendergast, Crest Nicholson and HPC has been arranged for March 24th, it is hoped that this meeting will enable the situation to be resolved and the footway installed.

Kent Highways – HPC Highways Improvement Plan

Speed surveys – The Clerk has received a further response from Kent Highways, and it agreed that using the 85th percentile to measure the speed was valid. This gave a result of a speed of 39.9 which Kent Highways state

"Millbank southbound 85% speeds are slightly above the National Police Chiefs Council enforcement threshold of 35 mph"

The Clerk has written again to KCC disagreeing with the conclusion and highlighting that in an accident at 40 MPH there is an 85% chance that any pedestrian would be killed.

No response has been received and the Clerk will now escalate the matter.

Hawkenbury Road Bridge – The Chair advised that the item had been added to the Headcorn HIP as agreed at the last meeting and the matter would be **pursued** with KCC at the next HIP meeting.



HEADCORN PARISH COUNCIL

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Speed survey requests for Oak Lane & Lenham Road – added to HIP by Clerk and advice will be sought from KCC as to the provider to approach

The Clerk will be setting up a meeting with Kent Highways to discuss all matters pertaining to the Highways Improvement Plan.

Hammerstream

Enforcement matters continue to be an issue at the site and the Clerk is pressing MBC for action.

It was agreed that this matter would be pursued at the meeting with Helen Whatley on March 27th

Planning Appeal Hearing the Meadows Lenham Road Headcorn

The Chair advised that she is still waiting to hear from Judith Norris concerning the points highlighted at the last meeting i.e.

- Potential costs to represent the Parish Council at the hearing
- What her view on representation is? Given her comment in correspondence with the PC says representation does not demonstrate value for money for the Parish?
- It was also agreed that the Chair would contact Ulcombe Parish Council to ascertain if they would be agreeable to sharing any legal costs involved in representation.

An update will be provided as soon as it is available.

Section 106 payment - this matter continues, and previous detail received from MBC needs further clarification and the Clerk will continue to press the matter and arrange a meeting with MBC to discuss.

Parking on Kings Road – it was noted that the spaces provided “off road” continue to be blocked by developer/construction plant & materials and the matter needs to be addressed with the developer if this situation continues after the end of the month.

Litter/Fly tipping/Household Waste Collection issues in the village – Given that there are a number of litter/fly tipping issues facing the village the Clerk’s office will be preparing a paper on the responsibilities of the LA and this matter will be discussed at the Full Council in April.

PROW KH590 – The PROW team have advised that the obstruction has been cleared from the PROW. The Clerk has advised interested parties. No further action is required.

Issues with state of Grigg Lane

- Mud and other debris continue to be a problem on Grigg Lane, the Clerk will press the issue with the developer.
- Poor road condition. It was noted that the developer is undertaking some road improvement work this month and the matter will be reviewed when completed.

Roberts Land – The Clerk advised that she had not seen a planning application regarding the change in the layout at the Ulcombe Road site and it was agreed that this matter would be chased up with the developer.

Appointment of an additional Assistant Lengthsman – the Chair confirmed interviews are to take place on Friday 13th March. There are two applicants. Updates will follow.



HEADCORN PARISH COUNCIL

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Headcorn Neighbourhood Plan - The Chair advised that the matter is being discussed with Dr Driver and updates would be given as they arise.

KALC Spring Newsletter - KALC survey of the services provided by them will be completed by the Chair and Clerk in time for the deadline of March 27th

Household waste collection issues – the matter will be included as part of the paper described earlier in these matters arising on litter issues.

MBC Wilding Event – it transpires that there was a technical hitch with the system (Eventbrite) used for booking the event and it is over subscribed. HPC will not be attending. A further date will be announced later this year.

White Horse Crossroads Traffic Light Installation – It was noted that the installation is complete and there have been no further complaints to the Clerks office. There are however a couple of outstanding points to follow up: -

- I. The lights shine directly into the window of the White Horse private accommodation, the lights should be cowled to prevent this
- II. A property on Kings Road is experiencing difficulties accessing their driveway, consideration to be given to having a keep clear on the road surface outside the property.
- III. The Clerk is to press for the bulbs to be planted on the green as promised.

6. Finance

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

Schedule of receipts and payments were signed by the Chair after having been reviewed and agreed by Council.

(b) **To consider request for donation from Kent Air Ambulance**

The matter was considered, and it was agreed that the Council would support a donation of £250.

7. Correspondence – to receive and action as required

Parish/Police Liaison Meeting – email received advising the date of the next meeting as April 2nd, it was agreed Cllr Davies & Thomas would attend.

Fence at Franks Bridge – it was noted that a panel at the location had been bought down by the high winds. The matter has been raised with Network Rail and they have advised that they will attend and undertake a repair.

Culvert under Smarden Road/Love Lane – it was noted by Cllr Mather that this culvert was blocked and had led to exacerbating the flooding at a property on the corner of Love Lane. The Clerk agreed to investigate and ask Network Rail to attend and deal as appropriate.

ASB/Damage at Bin Store Tallow Court – email correspondence received on this subject and the matter is being investigated by Kent Police and the PCSO is lending support and advice to the residents.



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Your Speed – newsletter received from Kent Police Speedwatch team. Content noted and no further action required.

Headcorn Womens Institute – email correspondence received from Headcorn WI offering their support for individuals who may have to self-isolate due to the Coronavirus. The Council agreed to pass on the offer to both the GP surgery and the Community Warden. At this time, it is not certain how things will unfold, and the Council will clearly be involved as is needed but noted that they are not best equipped/experienced to deal with such situations. And as expressed by Cllr Dungey it would be hoped in these circumstances that we would all do our best to support our family, friends and neighbours.

The Beult in a Changing Climate – notice of a public event exploring the connections between the River Beult and climate change. The Clerk will send the detail to all Councillors and it will be posted on the notice boards and social media.

Remembrance Day Service – email correspondence received from the Churches Together suggesting that the sound system at the service could be improved to benefit those at the rear of the gathering. The matter will be taken forward by the Remembrance Day Parade Group who will be having their next meeting in April.

Son of Oak at St Peter & St Paul Church – some tree work has been undertaken at the Church yard and concern has been expressed about the nature/extent of the work undertaken. The work was approved under planning application 19/505396/TCA and in checking with the Church we were advised that the work was *“undertaken by respected tree surgeons following a professional survey of the health and safety of all our trees last year. Most of the branches that were removed were either dead or diseased and were therefore presenting a danger to passersby or visitors to the cremation area of the churchyard and, ultimately to the long term health of the trees themselves”*.

Parish Council Survey for Maidstone Borough Council Gypsy and Traveller Accommodation Assessment – it was noted that several Councillors have completed the survey. KALC are pressing all Parish Councils to submit a Council response. The Clerk and Chair will complete the survey on behalf of HPC before the deadline on Friday March 13th

Pond at Foremans Centre Car Park – email correspondence received advising that the pond is full of rubbish. The Clerk has advised the landowner who confirmed it will be cleaned on Friday 13th March, as part of the weekly programme for the area.

Persimmon Homes “Saxon Chase” Directional Signs – the Clerk had contacted the developer as signs had been erected in the conservation area and need immediate removal.

Days Green – correspondence received from a resident seeking the installation of bollards to prevent the green being used by unauthorised vehicles. There had been a couple of incidents involving vehicles crossing the green to avoid queues of traffic that had built up during the installation of the new traffic signals at the White Horse Crossroads. It was noted that there had been no further incidents since the permanent lights had been installed. The matter was discussed and rejected by Council, not least of all because adding barriers to the village green



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would add an urban feel to the area that is not appropriate in the village setting. The matter would be reviewed if there were further incidents.

Kent Police Rural Task Force Report – the report had been circulated to Council. The detail was noted, and no further action is required.

Air Quality Diffusion Tubes – MBC have supplied data for 2019 for our deployed tubes. The detail was circulated to Council and noted. No further action is required at this time.

Headcorn Aerodrome Consultative Committee (HACC) – it was noted that the meeting scheduled for March 10th had been cancelled due in part to the coronavirus pandemic. The next meeting will be on June 9th.

There were a couple of points to note: -

- I. The Model show has been cancelled due to a calendar clash
- II. The summer calendar and acrobatic flying free days would be circulated shortly.

8. Discuss tribute for Dr Robert Hardwick and agree actions required.

The Chair noted that she had spoken with the family of Dr Hardwick and they are extremely pleased that the Council would wish to honour Dr Hardwick, it is their preference that the tribute be in the form of a native tree, given his love of flora and fauna.

It was agreed that the Open Spaces Committee would review the matter on the next OS walk and identify a suitable location for the tree.

Cllr Davies agreed to investigate alternatives to an oak and let the Clerk have a few suggestions for consideration by the Open Spaces Committee

9. Discuss Annual Meeting of the Parish and agree action required

It was noted that two new banners have been ordered and these will be deployed as appropriate.

The new format for the meeting had previously been circulated and village groups also consulted on the matter and it seems a popular way to take the meeting forward, the meeting will now consist of: -

1. Introduction
2. Minutes of the previous Annual Meeting of the Parish
3. Chairman's Report
4. Guest Speaker
5. Public Discussion

The meeting will be concluded with refreshments

All groups would be asked to contribute an article for inclusion in a pamphlet that would be distributed at the meeting.

10. Discuss provision of CCTV at Traders Car Park and agree actions required

The Council reviewed the proposal document for the addition of a camera at the traders' car park and agreed that a camera and additional lighting should be deployed at the site.



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It was suggested that the Clerk approach Starnes for a contribution to the same. Clerk will take the matter forward.

11. Discuss Proposal for residents parking on Church Lane and agree action required

The Council reviewed the proposal document for the inclusion of a residents parking scheme in Church Lane, it was agreed that the scheme should go ahead, and the matter will be taken forward by the Clerk's office

12. Discuss quotations for the replacement surface at the Scout Hut Ulcombe Road and agree actions required

The Council reviewed the quotation and discussed the obligations of the Parish Council in this regard. It was agreed that the quotation from Wilsons, providing an improved and longer lasting surface, be accepted and the work should be undertaken as soon as possible. The Clerk was asked to inform the Headcorn Scouts and ask for a donation towards the cost.

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

Planning Committee	February 24 th
Staffing Committee	February 13 th

There were no amendments or comments.

14. To receive reports from the following working Groups and action as required

Neighbourhood Plan Group – refer to matters arising

Finance Group – Nothing to report

Play Scheme Group – the survey has been sent out to all school children and the Clerks office is collating responses for further consideration

Special Events Group – nothing to report

Emergency Plan Group – this matter is ongoing

Remembrance Day Parade – Meeting will take place last week of April

Communications Group – Cllr Dungey will take the matter forward when the article about the election has been prepared by Cllr Selby.

Speedwatch Group – Cllr Hancock has now had the training required and is looking to set up sessions soon. Still no news from Kent Police on the use of body cams.

Days Green Inspection – Cllr Hancock had completed the inspection. No matters for action

Roberts Land Group – see matters arising



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15. To receive reports from any external meetings attended by Councillors and agree any actions required.

KALC Maidstone Area Meeting

Cllr Selby attended the above meeting and reported on the following matters: -

- I. The Call for sites assessment has been deferred to the end of 2020
- II. Parish Services Scheme funding awards had been slightly increased over the previous year
- III. It was noted that Parish Council Highways Improvement Plans must only be used for "improvement" proposals and not general maintenance
- IV. Simon Jones of KCC has expressed an interest to meet with Parish Councils. Clerk to ask for a meeting with HPC

Next meeting is April 20th

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

The Chair advised that the Clerk had just received the Notice of Election detail. The detail would be circulated to all Council members.

There being no other matters for discussion the meeting closed at 22:14 hrs.

Signed.......... Date.....13-5-2020.....