



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 March 2017 at 8.00pm in Longmeadow, Village Hall, Headcorn.

Those present were Cllr Selby, Cllr Dungey, Cllr Andrews, Cllr Bellingham-Padbury, Cllr Davies, Cllr D'Urso, Cllr Evenden, Cllr James, Cllr Lavender, Cllr Mather, Cllr Pyman, Cllr Smith, Cllr Walker

Clerk: Caroline Carmichael

There were three parishioners and Borough Councillor Martin Round present.

1. **Apologies for absence** - Apologies were received and accepted from Borough Councillor Shellina Prendergast.

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 Interests - There were none recorded

Declaration of pecuniary or significant interest regarding items on the agenda - Cllrs Dungey and James noted an interest in Item 6 (e) on the agenda as members of the Headcorn Handbell Ringers

Requests for Dispensation – There were none recorded

Declaration of Lobbying – There were none recorded

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

3. **Police and Community Warden reports**

Policing Report

PCSO John Boyd had sent his apologies that he could not make the meeting and his report was reviewed by Council. There were no matters to take forward.

Community Warden Report

Community Warden Stuart Ellesmere had sent apologies that he could not make the meeting and his report was reviewed by Council. There were no matters to take forward.

4. The minutes of the meeting held on February 8th 2017 were signed as a correct record.

5. **Matters arising**

Contact number for PCSO – the Clerk had advised the Parish Magazine Editor of the correction required to published number for the PCSO

G & T site plan – This matter will be continue to be pursued by the Clerk and also at the Cohesion Meeting with MBC. It was noted that MBC have advised there are no resources both physically and monetarily for this at this time.



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Nat West Signatory Forms – Matter now closed.

Traders/ Starnes Car Park – Matter ongoing, no updates from Starnes. Clerk will follow up.

Parking Issues – Currently with Open Spaces Committee

Community Payback scheme – this will be discussed in external meetings on the agenda.

General permitted rights – Clerk monitoring.

Breach of Data – Clerk will chase up as we have reached deadline for response.

Hammerstream – The issues at the site remain outstanding and any resolution to the matter remains with the multi-agency group that has been set up to deal with the matter. James Bailey will update the Clerk as soon as more detail is available. It was noted that Borough Councillor Shellina Prendergast continues to be actively involved in this matter.

Natural Burial Ground – this matter will be carried forward to future agenda.

Defibrillator – to be discussed on agenda.

Weight restriction signs some of the signage has been installed. Others on order and one sign on Kings Road would seem inappropriately sited. Clerk to follow up with KCC.

Parish Service Scheme Funds Chair had received a copy letter sent by KALC to MBC about the reduction in PSS. They are seeking a fairness for the Parishes given the amount of services that they are now responsible for. Updates will be advised as received.


KALC/KFRS Parish Councils were promised a report detailing the location of the hydrants and the Council can then take it from there. This has not been forthcoming. Cllr Selby agreed to follow up with the contact that she had.

Playscheme Cllr Selby agreed that the community should now be advised that the scheme would not go ahead due to ongoing building work at the school. It will be in the Spring Newsletter and at that time also posted on the website and social media. Cllr Selby stated that we needed to stress that HPC hoped to be able to run the scheme in the summer of 2018.

Draft Kent Drug and Alcohol Strategy 2017 – 2022 consultation completed and submitted by deadline by Cllr D'Urso.

Freight Action Plan for Kent Consultation completed and submitted by deadline by the Clerk after discussion with the Chair.

Clerk confirmed that the detail had also gone to Dr James Ker.

Community Resilience Officer for the National Flood Forum met with ^{W.S.P.} Tim Thomas and the problem areas identified. The officer, Sanjay Johal, will now be in touch ^A the Clerk to discuss the next steps and the possibility to arrange meetings with those in the community that have been/could be affected. 

Petition regarding the right for local communities to choose where houses are built. The response to those who completed this survey has raised further concerns and the response detail would be factored into a letter that was being sent to MP Gavin Barwell.



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CCTV Signs the Clerk has been advised that we do not have to have the PC contact details on the signs. It was agreed the signs would be left as is although the one on the High Street was felt to be too high and not in eye line. Clerk to resolve.

Childrens Centre the Clerk confirmed that a letter had been sent to Kent Education Services expressing the concern of HPC at the loss of this centre in an expanding village.

KALC Councillor Training the Clerk advised that Cllrs D'Urso, Smith, Lavender & Bellingham-Padbury were booked on the Dynamic Councillor course on April 22nd 2017.

Other councillors would be booked on later sessions.

Grigg Lane the Chair reported that there had been extensive correspondence from Parishioners, developers and other third parties on the issues in Grigg Lane. The Clerk had agreed to set up a meeting for parishioner, Mr. D Williams, which would involve the Chair and Clerk to the Council and an officer from KCC Highways team. The Clerk will confirm details to Mr. Williams on 9th March 2017.

It was noted that the new highways steward at KCC was Martin Taylor-Smith who had joined the KCC team approximately 5 weeks ago.

6. Finance

- a) Receipts and payments approved as follows:-



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Current Account for agenda item at Full Council on 8th March 2017						DRAFT	
				Balance of Current Account from last FC spreadsheet			£ 523.80
				Balance of Account			£ 523.80
08-Feb-17	Cheque	Mrs E Hale		Memorial Bench			£ 350.00
10-Feb-17	Cheque	Cleverley & Spencer Ltd		Memorial Stone			£ 100.00
17-Feb-17	BACS	HMRC		VAT Return for 1st - 31st January 2017			£ 219.96
08-Mar-17	Transfer	Natwest Bank		General Running Costs			£ 25,000.00
							£ 26,193.76
The following require approval for payment :							
08-Mar-17		TreeCycle Tree Care		Tree services at Long Meadow and Spires Ash	£ 1,104.00		
08-Mar-17	005160	TreeCycle Tree Care		Tree Services following annual safety report	£ 1,838.00	£	2,940.00
08-Mar-17	005161	EON		Street Lighting Energy		£	558.82
08-Mar-17		KCCCS		Stationery Supplies	£ 8.88		
08-Mar-17		KCCCS		Stationery Supplies	£ 21.60		
08-Mar-17		KCCCS		Stationery Supplies	£ 8.64		
08-Mar-17	005162	KCCCS		Photocopier costs	£ 317.40	£	356.52
08-Mar-17	005163	Mower Plant Services Ltd		Service of power tools used by lengthsman		£	218.15
08-Mar-17	005164	Malcolm Hitchcock		Salary		£	377.40
08-Mar-17	005165	Alan Hodge		Salary		£	429.00
08-Mar-17		Caroline Carmichael		Salary			
08-Mar-17	005166	Caroline Carmichael		Expenses	£ 1,521.56		
08-Mar-17	Direct Debit	Nest Pension		Pension Contribution for C Carmichael	£ 1,191.75	£	2,713.31
08-Mar-17	005167	HRMC		PAYE & NI contributions 2016/17		£	27.68
08-Mar-17	005168	Headcorn Parish Council		Deposit cheque reired to open Unity Bank Account		£	684.00
08-Mar-17	005169	Citizens Advice Maidstone		Outreach Session - February 2017		£	500.00
08-Mar-17	005170	Maidstone Borough Council		Commercial Waste Collection		£	50.00
08-Mar-17	005171	Account Bookkeeping & Payroll Services		Payroll Services		£	43.33
08-Mar-17	005172	KALC		Dynamic Councillors Course - AD, DL, RS & MBP		£	42.00
08-Mar-17		Weald Computer Systems		Monthly backup and system checks	£ 143.40	£	288.00
08-Mar-17	005173	Weald Computer Systems		Microsoft Office 365 Business Essentials Renewal	£ 54.72	£	198.12
08-Mar-17		Prime one maintenance limited		Street Lighting Fixed Contract - December	£ 625.51		
08-Mar-17		Prime one maintenance limited		Street Lighting Fixed Contract - January	£ 625.51		
08-Mar-17		Prime one maintenance limited		Street Lighting Fixed Contract - February	£ 625.51		
08-Mar-17	005174	Prime one maintenance limited		Street Lighting Fixed Contract - March	£ 625.51	£	2,502.04
08-Mar-17	005175	Headcorn Village Hall		Meeting Room Hire		£	48.00
08-Mar-17	005176	Cheque Void		Completed with incorrect information		£	-
08-Mar-17	005177	Paxman Services (Uk)Ltd		Services at Days Green Public Conveniences, supply of jumbo toilet rolls		£	548.40
08-Mar-17	005178	SLCC		Clerks training		£	250.00
				Balance Remaining in current account			£ 12,772.77
							£ 13,420.99
				Balance of Reserve Account on 28th February 2017		£	125,359.98
				Interest on Reserve account as at 28th February 2017		£	0.96
				Balance of Reserve Account as at 28th February 2017		£	125,360.94
				Transfer to current account 8th March 2017		£	25,000.00
				Balance of Reserve Account at 8th March 2017		£	100,360.94
				Total Funds Available		£	138,781.93

b) Bank Reconciliation approved as follows:-

Bank Reconciliation for Month ended 28th February 2017			
Balance as at 28th February 2017			£ 1,193.76
Unpresented cheques from previous months		£	-
			£ 1,193.76
Transfer of Funds	07-Mar-17	£	25,000.00
Total of cheques/direct debits at February meeting		£	12,772.77
			£ 13,420.99



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- c) **To agree purchase of additional equipment for Lengthsman following Health & Safety review** the Clerk explained the background to the issue and the Council approved the purchase of the anti-vibration cutter and anti-vibration safety gloves. Clerk to take the matter forward.
- d) **To consider a donation to Kent Surrey Sussex Air Ambulance** this was discussed and the Council approved a donation at £250. Clerk to organise.
- e) **To consider a donation to Headcorn Handbell Ringers**, Cllrs Dungey & James left the meeting for this item to be discussed. Cllr Lavender spoke on the group and expressed his support for the donation and proposed £160. It was discussed and agreed by Council that they would support this donation. Clerk to organise.

7. Clerks update

It was discussed and agreed that more often than not there is little to report outside of the activities of the Clerk that are not covered within the minutes/discussions of the various committees. Councillors decided that going forward it will remain on the agenda for those times that there is something specific to report.

8. To discuss meeting conduct and agree any changes needed to procedure.

The Chair opened this item by reminding the Council that we are a Local Authority and as such we have a duty to promote and maintain high standard of conduct and she has received a number of complaints from Councillors, the Clerk and Parishioner on conduct matters. The Chair reminded Council that public perception is very important

These standards are underpinned the by the seven principles that were established by the Committee on Standard in Public Life and these principles are covered in the HPC standing orders that are annually adopted by Council.

The Chair wished to outline some of the issues and then agree the way forward with Council.

- 1. Telephones must not be used during meetings
- 2. The Council should respect the fact that when they arrive for the FC meeting the planning meeting may still be underway and the meeting should not be disrupted by arriving Councillors.
- 3. Apologies must be sent if a Councillor is not able to attend a meeting that they have been invited to and this applied to not only committee and council meetings but also to working groups.
- 4. The meetings are often disturbed by individuals leaving the room for a variety of reasons. It is not possible for the Clerk to minute the comings and goings and could



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easily have missed an absence when an important decision is taken. Individual should excuse themselves from the meeting by addressing the Chair. After taking advice from KALC they suggested that HPC consider a comfort break.

The Chair then took each of these items in turn and it was agreed

1. Agreed except if the telephone is being used to review documents for that meeting
2. Agreed
3. Agreed
4. The Chair noted that the Clerk has agreed with the Chair of Planning a change in the management of the Wednesday planning meeting so that it is wound down from 7.50pm and finishes at 7:55pm, thus helping with issue 2 above as well as giving a break before Full Council.

It was discussed and agreed that a comfort break would be proposed by the Chair if the meeting was expected to run over two hours. It was felt that comfort breaks mid meeting were otherwise too disruptive.

This of course did not preclude an individual from leaving the meeting in exceptional circumstances but they must address the Chair.

9. To agree siting of a second community defibrillator

The Clerk explained the intricacies of the siting of the defibrillator and the fact that they need to be monitored and given that the Fire Station is manned 24/7 this is a much more suitable site than the Railway Station. Signs would be clearly placed to indicate where the nearest defibrillator is sited.

The Chair asked that the Clerk check with Sainsburys that they are going ahead with installation of a defibrillator sponsored by them.

Provided Sainsburys are proceeding the Council supported the installation at the Fire Station.

Clerk to resolve and advise Council

10. To discuss pedestrian crossing on Wheeler Street near the train station.

The Chair advised the Council that the issue of a pedestrian crossing had previously been discussed at Council in 2006 and then again in 2009 when traffic lights or a mid-road island was proposed. Both schemes had been rejected by Kent Highways, not least of all due to funding.

Crossing the road at that point is becoming increasingly dangerous given the increase in traffic volumes. Cllr Pyman's business directly looks out onto this area and he stated that he sees many times when children and others are taking their life in their hands. He further reported that the time taken to cross is increasing.



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Council agreed that the matter should be taken forward and the Chair asked the Clerk to make some initial enquiries with Highways and arrange a meeting on site.

It was also agreed that the Clerk would look at Lollipop schemes to ascertain if this could be a way to temporarily alleviate the problem at school times, as the road is used increasingly by many children going to the station for schools in Ashford, Paddock Wood & Tonbridge.

11. To discuss the alignment of Headcorn Parish to Ashford Borough Council

Cllr D'Urso had been in touch with the Heads of Legal Services at both Ashford Borough Council and Maidstone Borough Council and they had redirected to the guidance covering such a realignment.

It should be noted that ABC made it clear that they could not entertain the matter if MBC were not supporting of the proposal/discussion.

Only a principal authority can request a boundary review and that would be ABC or MBC. The Boundary Commission would then undertake a review and report to the Secretary of State with a recommendation and the SoS would make the decision.

The issues appear to centre with the need for a referendum and the ability to communicate all the changes that would affect the community and it was not as simple as an alignment to the ABC Local Plan which the Council feel is more closely aligned to our Neighbourhood Plan

Cllr D'Urso agreed to issue a synopsis of the process to Council outlining what is required.

Council agreed the before HPC made a final decision on the matter we should undertake a cost analysis exercise and Cllr D'Urso agreed to do this and report at the next meeting.

12. Correspondence

EHRC Housing Enquiry email received from Borough Councillor Martin Round. He asks that the Councillors consider responding to the consultation given the severe shortage of housing suitable for the ageing and disabled population. Clerk To circulate.

Section 137 Expenditure limit has been increased to £7.57 for the financial year 2017/18. This is a 2% increase over the existing financial year.

Crest Nicholson Re siting of Footpath Light on Grigg Lane the detail was reviewed and agreed by Council. Clerk to advise the developer.

Southern Water Drainage Area Plan Update circulated to Council, no matters arising.

Kent Estates Partnership Board KALC had received an invitation from KEP to have representatives on the board. The KALC Executive Committee have decided that this opportunity is important in terms of both networking and working in partnership with other key



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organisations. KALC will keep member Councils fully informed of the progress of the work with the KEPB.

Litter tour email correspondence received from Borough Councillor Martin Round. This followed a tour of the Ward undertaken by Cllr Round and Ian Packer from MBC. It reinforces the issues already raised by HPC in terms of the litter and fly tipping issues and he will continue to press MBC for a resolution to the current issues.

Broadband Subsidy Flyer received BY HPC. The same will be posted on our Noticeboards and received by

Transparency Code for Smaller Councils a copy of the code received by HPC and noted. This has no implications for HPC as it is for Council with an annual income below £25,000.

Government Housing White Paper has been received by HPC and will be reviewed by the Chair. KALC minutes from meeting on 6 February received by Councillors.

Email from Parishioner thanking HPC for representations regarding development behind her house.

Section 106 correspondence from the Clerk had been received by the Chair advising that a further sum of S106 funds had been identified. 15/501342 Land North of Grigg Lane £30,413.60 for youth and adult recreation.

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

Planning Committee – 8th & 20th February 2017.

There were no matters raised.

14. To receive reports from the following working groups and action as required:-

Neighbourhood plan group/ Headcorn Matters update received from Cllr Andrews. He had today circulated the proposed Headcorn response to the NP examination to the planning committee. It was agreed that the Clerk should circulate to Full Council. Any comments need to be sent to the Clerk by Friday 10th as the detail will be sent to MBC by at close of business on 10th March.

Finance Group – The group met and after review of the detail the Clerk has been tasked with completing and sending off the forms to open the new account. The Council had approved a cheque in the sum of £500 to open the account, as specified by Unity Bank.

Affordable Housing Group – The group hadn't met but the Clerk continues to press MBC in regards to the methods applied in allocating housing. HPC are specifically supporting a local family in the aim to remaining living locally. West Kent Housing are keeping us advised of the programme for the release of housing on both the Countryside and the Crest Nicholson developments.

Play Scheme Group – Nothing further to report.



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Special Events Group – No matters to discuss.

Emergency Plan Group – Ongoing.

Remembrance Day Parade Group – No matters to discuss at present.

Communications Group – The group met on March 2nd and the first point of order was to welcome Cllr Evenden onto the group. Matters discussed:-

- Parish Magazine Contribution will now be handled by Cllr Evenden and his first article has already been approved and submitted.
- Newsletter is in draft with Cllr D'Urso after she presented a skeleton outline at the meeting. The aim is to get the Newsletter out at the end of this month.
- Noticeboards need brightening up – more pictures and news to draw the reader in. Clerk to action
- Welcome To Headcorn Handbook – the team wish to reintroduce this handbook and would be working on this at future meetings
- Business cards – these were discussed but it was concluded that they are not appropriate to our organisation. Others were in favour of a photographic id badge. Councillors are to consider whether or not they would like badges.

Speedwatch Group – Cllr Lavender updated the Council and confirmed that we currently have 10 “watchers” registered and have passed the online testing. Now that Alun Watson has returned from annual leave Cllr Lavender will be arranging training session. The rota will be worked on in next couple of weeks with an aim to get the teams out in April.

Days Green Inspection – Report received from Cllr Mather. No matters to discuss

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

Cllr Lavender gave the Council an update on the meetings that he had been able to set up with the **Community Payback** scheme personnel. The early indications were very encouraging and the Payback are very keen to work with HPC. They will be producing a contract that will be reviewed by the Open Spaces Committee and if appropriate signed by the OS Chair. The area supervisor Mr. Dave King has agreed that he was happy to address Council and Parishioners to give an insight to the modern CPB schemes.

Council agreed a good opportunity to do this would be at the Annual Parish Meeting in April, Clerk to invite Mr. King to attend.

Cllr Lavender will continue to co-ordinate with the Payback team and keep the Council advised of progress.

Cllrs Dungey & Selby and the Clerk attended a **Cohesion Meeting with MBC & Ulcombe Parish Council** on Friday 3rd March. Very little has changed the same issues are discussed but it was



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agreed that this is an important channel of communication to keep open. Matters discussed are covered elsewhere in the minutes and the team will continue to press these issues with MBC.

Cllr Selby attended a seminar on **Devolution** at which Paul Carter, Leader of KCC and several Chairs of various Borough Councils in Kent were amongst the speakers. Alternative methods of Local Government were discussed including Unitary Councils and the grouping of a number of Borough Councils to work together. The clear message is that, due to funding issues, Local Authorities need to reorganise or they will be unable to continue to provide appropriate services.

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

The Clerk has been working on an updated Guide to HPC and it will be circulated for comment, amends and additions. Responses should be sent to the Clerk by Friday 17th March.

Part 1 of Meeting closed at 10:36 pm.

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 confidential nature of the items to be discussed.

Cllrs Selby & Andrews gave the Council an update of the current situation and after discussion it was proposed that given the content of the statement by Barbara Cooper, Corporate Director Growth, Environment and Transport at KCC, dated 6th March 2017 that the Full Council would instruct legal counsel to continue with the Judicial Review.

The matter was supported and proposed by Cllr Evenden and seconded by Cllr Bellingham-Padbury. A vote followed by a show of hands and a unanimous vote of 13 was recorded.

There were no further matters to discuss

Meeting closed at 11:00 pm.

Approved by:

Date: 12-4-17