



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 Headcorn Parish Council held remotely on Wednesday 8th July 2020 at 7:30pm.

Those in attendance: Cllrs Dungey, Evenden, Hancock, James, Pyman, Selby, Thomas, Mather and Walker.

Clerk: Caroline Carmichael
Assistant Clerk: Stefan Christodoulou

It is noted that the Clerk had publicised the meeting and invited attendees to contact the Clerk if they wished to be admitted to the online meeting. There were one request to join the meeting. An invitation was issued but the attendee did not join the meeting.

1.
 - a. Apologies for absence were received and accepted from Cllrs Davies & Thorogood.
 - b. To seek notification on whether anyone intends to film, photograph, or record any items of this meeting. The Clerk recorded the meeting
 - 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. Community Warden Report

A report had been received. This advised that the Warden continues to be active in the village and undertaking his duties as COVID 19 restrictions permit. It was noted that the number of officers had reduced from 10 to 4, for the Borough. In addition, he is working as part of the local prescription delivery service. Due to the library being closed the Warden doesn't have a base in Headcorn. The Council considered that we ask the village hall if they would be able to find a temporary office for the Warden to use until the libraries reopen.

Information regarding police issues in the village

The Chair asked about the continuing investigation into the damage to Hoggs Bridge Green and if we had received any updates. We had not at this time. The Chair also professed dismay at how many of the crime reports had no further lines of enquiry as their final advice. The issue of a large number of gypsies with horses and traps being on Days Green and the subsequent criminal damage to a memorial oak was raised. This preceded racist posts on Facebook that seemed to have instigated a hoax post that a march of Gypsies and Travelers would be organised for the following Saturday(11th July 2020). After consultation with Kent Police it was agreed that



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additional police resources would be available for the village on the day in question. We were unable to prevail upon Facebook to remove the offensive posts.

4. **The minutes of the meeting held on Wednesday 10th June, 2020** were confirmed as a correct record. The Clerk will deliver the minutes and they will be signed by the Chair and returned for filing in the usual way. This was agreed with Council given the remote nature of the meeting.

5. **Matters arising from previous meeting**

Country Eye – Having asked for the refund of £100 and received it the Council decided to leave further communication with Country Eye until a later date. This is therefore concluded.

Lenham Road Lack of Footpath from the Crest Nicholson Site – Highways advise that the most recent designs and the updates required to them remain outstanding as they do not have a satisfactory solution to all issues raised. Crest Nicholson are encouraged to discuss safety aspects with their auditor during the design with the aim of providing a good width of footway throughout, with safety railing - given the proximity to the ditch and need to retain a secure ditch wall. Safety requirements will of course have to override aesthetics of the job, where there is not enough space to accommodate everything. The question of the temporary footway has also been raised again with Crest. In addition, KCC Ward Councillor has sought information on whether every effort was made to ensure the footpath could go where originally planned and whether moving it across the road would require planning permission to vary the condition. She has highlighted the Parish Councils concerns around safety and the connectivity issue.

Kent Highways – HPC Highways Improvement Plan It was agreed that these matters would continue to be pursued by HPC and the Clerk will ask for a face to face meeting or virtual meeting with Kent Highways whichever is more suitable. The items previously minuted have been included in the highways improvement plan, these include,

- *Speed surveys*
- *Hawkenbury Road Bridge*
- *Speed survey requests for Oak Lane & Lenham Road*
- *HGV use of Shenley Road*

Hammerstream

MBC waste crime team will be serving a Community Protection Warning in relation to the waste on the land owners land and take further action when required.

Planning Appeal Hearing the Meadows Lenham Road Headcorn

There has been further correspondence between the planning inspectorate and Judith Norris. There is no further news on a rescheduled date.

Section 106 payment – The Clerk has identified a further sum due to Headcorn Parish of £33,341.62 and has been supplied with an up to date schedule of outstanding funds, the Clerk will continue to press the matter including the monies that remain outstanding for the purchase of the mower.



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Parking on Kings Road – the spaces are now free to be used and the Clerk will press the situation concerning a sign to that effect from KCC Highways as these replace spaces on the public highway lost due to construction of the traffic lights at the crossroads.

Litter Collection issues affecting the roads into the village – The issue of litter being cleared on the roads continues to be a problem and KALC will raise this issue at the parish liaison meeting. Also brought up was the issue of PPE litter at the COVID 19 Assessment unit entranceway. The Clerk to enquire if they can do something about this issue for example providing a bin for PPE before people leave the site.

Roberts Land – The Chair advised that there had been no further developments on this matter. The Clerk will chase the developer and Whitehead Monckton for updates.

Appointment of an additional Assistant Lengthsman – this matter remains ongoing and will be discussed at the next Staffing Committee meeting scheduled for later this month.

Headcorn Neighbourhood Plan - The Clerk will contact Dr Driver to request a virtual meeting.

White Horse Crossroads Traffic Light Installation – This matter is now being taken care of by Open Spaces with choices of bulbs as the contractor has agreed to meet the cost of the same. It is also noted that one of the 5 traffic lights has been removed as it was being continuously hit by large lorries turning into Kings Road.

6. Finance

(a) To review and agree the following: -

i. Payments

Schedule of online payments was reviewed and agreed. The detail will be signed by the Chair and returned to the Clerk.

ii. Income for Month ended June 30th, 2020

It was noted that the income included the refund of £100 from Country Eye and £80 for memorial services.

iii. Bank Reconciliation for Month ended June 30th, 2020

The bank reconciliation was reviewed and agreed. The detail will be signed by the Chair and returned to the Clerk.

(b) To review Budget Analysis and agree any actions required.

The budget was reviewed, and no action is required at this time.

(c) Review Direct Debit Mandates and agree any actions required.

Council reviewed current direct debit arrangements and agreed no changes were required

(d) To consider renewal proposal from BHIB insurance Brokers for Parish Council annual insurance.

The Clerk confirmed that the council is tied to a three year long term agreement and as such the small increase in premiums was as a result of index linking to sum insured and inclusion a further CCTV camera and not as a result of any rating increase. The council



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acknowledge the excellent pricing of the insurance and agreed renewal instructions should be sent to the broker

7. To adopt Terms of Reference for the Open Spaces and Staffing Committees.

The Chair outlined the minor changes that had been discussed and agreed at the Open Spaces and Staffing Committees and the Council agreed to adopt the Terms of Reference.

8. To consider a Parish Council response to the NALC consultation on the new Model Code of Conduct.

It was noted that the Clerk has completed the consultation as Officer to the Council it has yet to be completed by any of the Councillors. It is essential that a Council response is submitted and this will be done by the Clerk on the Thursday 16th July and if any Councillor wishes to have any comments included they must advise the Clerk by mid-day Wednesday 15th July.

9. Correspondence: - To receive and action as required

Counter Terrorism Police

Details of an eLearning course on how to spot the signs of suspicious behaviour and what to do to help yourself, others and the emergency responders if a Terrorist attack should take place has been circulated to councillors and placed on our social media.

St Peter and St Paul Churchyard grounds maintenance

Email received from parishioner about what he believed to be the ecologically unfriendly tidying of the Churchyard and the stripping out of wildlife friendly aspects such as wild flowers and habitats. The matter was addressed by the Vicar of the Church and no further action is required by the Council.

COVID 19 Various correspondence including:-

- Sample risk assessment for office opening and operation of businesses as usual during the COVID pandemic supplied by KALC these were used to establish a risk assessment for the reopening of the parish office all procedures now in place although the office will remain closed to the public.
- A thank you for the efforts of the Parish Council was received from the Chair of the Primary Care Network for the Weald for the assistance during the setup of the COVID assessment centre in Headcorn.
- The continuation of our efforts to tie our strategy to the MBC strategy with regard to the acquisition and placement of hand sanitizer stations etc. for the remainder of the COVID pandemic, The Clerk will be contacting MBC to ascertain their progress.
- The Chair had received correspondence from the Headcorn Village Hall Management Committee, in the absence of a scheduled meeting, that outlined steps they were taking with regards to future reopening of the village hall.



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Pedestrian crossing for the station

The day that Persimmon started marking out the prospective areas for the pedestrian crossing contained in the 278 works to their estate, several parishioners raised concerns that the crossing may be in an inappropriate site. The Clerk's Office has received confirmation of the pedestrian desire line as mapped by the developers in 2016. The Council discussed the proposal and the consensus of opinion is that the proposed site on Wheeler Street is not the optimum siting for the crossing. The Clerk will discuss with planning officers at MBC and the developer to understand the implication of requesting a new location, making it clear to the developer that the Parish Council cannot support the current proposed location.

Headcorn Manor

A resident living in the vicinity of the Headcorn Manor property have asked us as to the veracity of the rumor that Headcorn Manor wish to begin holding Wedding in their grounds and the possibility of noise from said parties. The Clerk's office entered into correspondence with the owners of Headcorn Manor and they are considering offering their grounds as a venue for weddings. This confirmation was then passed on to the resident concerned and no further action is required by the council.

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

Planning Committee – June 22nd, 2020

Open Spaces – June 15th, 2020

Staffing Committee June 22nd, 2020

There were no amendments or comments.

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

Finance Group

The Clerk will be arranging a meeting of the Finance Group to discuss in detail the outcome of the internal audit.

Emergency Plan Group

Nothing to report

Remembrance Day Parade Group

The road closure request has been submitted to MBC although at this time it is not known whether the parade and service will be permitted to take place due to the COVID 19 restrictions.

The Clerk suggested that the RBL be contacted about the provision of wreaths for the memorial even if the event does not go ahead. The Clerk suggested these could be placed privately on behalf of anyone who wishes to sponsor one.



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Communications Group

Nothing to report

Speedwatch Group

The Police have agreed the site however given COVID restrictions and time constraints for those involved with speed watch the sessions will begin as soon as we are able to do so.

Days Green Inspection

The green is in good order, the play area continues to be closed despite a lifting of the COVID restrictions because of the trip hazard that exists there. Councillor Mather agreed to do the days green inspections.

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

KALC Maidstone area virtual meeting.

Attended by Councillors Selby and Pyman a number of issues were discussed which included:-

- Presentation from Martin Cox (Leader of the Council, Maidstone Borough) which touched on the outstanding issue of housing numbers and this matter will be pursued vociferously. He further commented that it has been confirmed that the government standard method of calculation is not mandatory and will therefore continue to be challenged.
- KALC have agreed that the matter of littering and fly tipping in the borough will be discussed with MBC at the parish liaison meeting.

Days Green Board of Trustees Annual General Meeting.

The Clerk attended the Meeting a note of thanks was given to the parish council for the excellent management of Days Green, however they wished it recorded that some members of the trustees board were displeased by the placing of the new beacon on the green.

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

The Chair made the following statement:-

"The Council received a formal complaint against one of our Councillors, this was investigated by the Chair, Vice Chair and the Clerk and addressed with the Councillor involved. We have received a written undertaking that the issues will not be repeated. It is felt that there are insufficient grounds to escalate the matter to the Monitoring Officer under the Kent Code of Conduct."
The Chair stated that the matter is now closed.

There being no other matters for discussion the meeting closed at 21:23 hrs.

Signed..........

Date.....21-8-2020.....