



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 11th October 2017 at 8pm in Longmeadow, Village Hall, Headcorn.

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

Clerk: Caroline Carmichael

There were two parishioners present.

1. **Apologies for absence** were received and accepted from Cllr Mather and D'Urso.
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
2. **Public session** (minute book closed)
3. **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 Pyman advised the council that a number of individuals have been banned from using the petrol station due to unreasonable behaviour.
4. **To resolve that the minutes of the Council Meeting held on Wednesday 13th September 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**
101 calls – online reporting is now available. The Clerk to post the detail on social media and website.
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 – this matter remains ongoing and the Council is maintaining a watching brief.



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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.

Grigg Lane – work on Grigg Lane has been completed but there is still no sign of the build out at the end of Oak Lane at the junction with Wheeler Street. Clerk to follow up.

Defibrillators – Installation at the village hall will be during half term at the end of October. Despite chasing there is still no definitive date from Sainsburys.

Correspondence has been received from Kent Fire & Rescue concerning the defibrillator fitted at the Fire Station, they are asking that we remove our defibrillator so that they may install their own. Council suggested that the Clerk propose that they adopt the one installed by HPC. Clerk to write to KFRS.

Alignment of Headcorn Parish to Ashford Borough Council – it was agreed that this item would be discussed as an agenda item at November meeting.

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 Clerk had prepared a poster to promote a questionnaire in this regard but the questionnaire is not yet ready. The matter remains ongoing.

River Beult Improvement – a summary of the consultation feedback has been supplied to the Council. Further details on the project are now awaited. No further action at this time.

Unity Bank – the new accounts are now live and operating fully. The matter of rotas for the authorization will be discussed at a Finance Group meeting. Clerk to arrange.

KALC/KFRS –The Clerk advised that she had now received a holding email and we are promised an early response to all the question raised in our correspondence. Clerk to follow up.

MBC Planning Training – Cllr Davies advised that the course was a follow up to a previous course and was therefore not entirely suited to our attendees. Council agreed that the Clerk would ask that the original course be run again so that new councillors maybe included.

MBC Local Plan – the request by MP Helen Whately to “call in” the emerging plan had been refused by the Secretary of State. The letter did acknowledge that the current scope of the plan and its strategic outlook was not conducive to the completion of Neighbourhood Plans and he intended to address that with revisions to the National Planning Policy Framework early in 2018. It was noted by the Chair that there had been no response from the Secretary of State to the request for a call in by HPC. Clerk to follow up.

Parking on Oak Lane – with the footpath completed the issue of the large volume of cars parked on Oak Lane has returned. The Chair advised that the consultation regarding the parking restrictions would be concluded this week and the matter would be discussed at the Joint Transportation Board on October 18th. If there are no objections to the proposals then it should be made an order immediately after the meeting and the installation could be scheduled for completion. Clerk will follow up.

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

NALC Broadband Universal Service Obligation: consultation on design the clerk had reviewed the consultation as Mr. Thomas had been incapacitated. The consultation centered on what



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(b) Bank Reconciliation

Nat west

Bank Reconciliation for Month ended 30th September 2017 NAT WEST					
Current Account					
Balance as at 29th September 2017			£	4,146.30	See statement sheet nos 507
Unpresented cheques		£	293.20	£	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			
005279 AB&P	£	43.20			
	£	293.20			
Business Reserve Account					
Balance as at 30th September 2017			£	145,231.01	
Transfer to Unity Trust 3rd & 6th October			£	117,000.00	
Balance as at 11th October 2017			£	28,231.01	

Unity Bank

Bank Reconciliation for Month ended 30th September 2017 - UNITY BANK					
Current Account					
Balance as at 30 September 2017			£	349.09	
Unpresented cheques & pending direct debits from previous months		£	43.60	£	305.49
Transfer of Funds 3rd & 6th October 2017		£	60,000.00	£	60,305.49
Total of cheques/direct debits at October meeting		£	38,000.35	£	22,305.14
Unpresented Cheques or Direct Debits from Previous Month					
Nest Pensions	£	43.60			
	£	43.60			
Business Reserve Account					
Balance as at 31st August 2017			£	-	
Transfer from Nat West Bank			£	117,000.00	
Balance			£	117,000.00	
Transfer To current account			£	20,000.00	
Balance as at 11th October 2017			£	97,000.00	

- (c) To review certified annual review from external auditor for year ended 31st March 2017 and agree actions required



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The Clerk had distributed copies of the external audit review and it was noted that it had been approved and no further actions were required.

- (d) To review internal auditors report and agree actions required
It was agreed that the internal audit report would be reviewed in depth at a meeting of the Finance Group and actions agreed. The finance Group would then report back to Council.
- (e) To consider a donation to the Headcorn Traders Christmas Event
The matter was discussed and it was agreed that the Council would make a donation of £250 to support the event.
- (f) To consider a donation to the Heart of Kent Hospice
The Clerk confirmed that the last donation was made in 2010 at £50. It was agreed that the Council would make a donation of £50.

7. Clerks Update

Nothing to report

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

This item could not be discussed as Cllr D'Urso was not present at the meeting. The item will be carried forward to next month

9. To approve the Hoggs Bridge Green project

Cllr James gave the Council an outline of the project and the recommendations of the Open Spaces Committee to accept the quotation provided by Sutcliffe Play.

The costs of the project will be covered from Section 106 funds for the following developments:-

- Countryside Properties £60,480 - for maintenance, upgrade at Hoggs Bridge
- Crest Nicholson £30,413 - for youth and adult recreation

The Council discussed and approved the Open Spaces recommendation.

The Clerk to seek the funds from MBC and proceed towards completion with Sutcliffe Play.

10. To discuss application for Village Green Status of Land known as Spires Ash and agree action required

It was agreed that the Clerk could go ahead and complete the application for the above.



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11. **To discuss siting of Pedestrian Crossing at Wheeler Street and agree actions required.**

The Chair outlined the detail of the meeting held with KCC Highways Engineer Jennie Watson. HPC representatives were Cllrs Selby, Pyman & Evenden. The Highways engineer advised that a traffic survey would need to be undertaken. The cost for the traffic survey would be circa £1,500 and this would need to be funded by HPC.

In terms of the crossing the options would be a zebra crossing (minimum cost £14,000) or a build -out, possibly with a central area. And although this would need funding by HPC, KCC would take on the maintenance after installation.

Subsequent to the meeting the Chair had received further correspondence from KCC and Jennie Watson had said that she could see that a zebra crossing would be of benefit to the village and she would make a bid to see if it was possible to secure funds through the local transport plan.

The Chair asked Council whether they would support this project given that it may involve costs of up to £20,000 and it was agreed we would take the matter forward. If KCC could not provide funding HPC would need to build in costs to the budget for the next financial year. At this time we will await further news from KCC. Clerk to follow up.

12. **To approve legal counsel letter concerning the recent appeal decision**

The Chair outlined the events that had led to the issue of a letter of complaint to the court of appeal about the way in which our case had been handled. Our legal counsel felt strongly that there were matters that should be challenged.

The Council had all seen a copy of the letter which had been supported by two of the Headcorn Matters team and they agreed that they were in support of the letter being sent.

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

Singing for Health letter received from the Patients Participation Group thanking the council for the donation of £100

Oak Lane Parking Issues there were a number of letters/emails received about the ongoing issues with parking on Oak Lane but as previously noted in the minutes the matter should be resolved in the next few weeks.

Village Gateways correspondence received from a company promoting village gateways. The Clerk agreed to liaise with KCC about installation of the same and to look into costs and report back.

Action with Communities in Rural Kent invitation to the AGM. Clerk agreed to attend.

Headcorn Cricket & Tennis Club email received seeking support for the purchase of a new grounds roller. The Clerk had written to the club to advise what is required in order for the Council to consider a donation.



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KALC Minutes of Meeting last meeting nothing further to report and date of next meeting noted as November 27th.

Parish & Town Council Tracker Survey it was agreed that this survey would be completed by the Chair and Clerk.

DCLG Consultation Planning for the right homes in the right places it was discussed and agreed that Cllr Andrews would review and complete the consultation.

Community Transport Away Day detail of the away days had been circulated and Councillors who wished to attend should let the Clerk know.

Headcorn Allotments email correspondence received from the HAA concerning some acts of vandalism at the allotments. In one incident the standing taps on the site had been turned on and left running. An estimate of the costs to the association for the water is £180.

The Council were asked to publicise the matter and let the community know that the site was being monitored.

The Council agreed to do this and also agreed that they may consider a donation to assist in the costs. The Clerk to discuss with Mr. Duncan Payne at HAA.

Gypsy & Traveller sites an email has been received from Staplehurst Parish Council about the possibility to join together with other councils to take legal action against MBC in regards to their handling of G&T planning applications.

The email was reviewed by the Council and it was agreed that a combined approach is a good idea but it really should be led at Borough Council level and we should seek the support of MBC Cllrs Prendergast & Perry.

The clerk would also explain the difficulties in trying to seek a JR in this way and that HPC could not be involved given the recent legal challenges that they have undertaken.

Southeastern Trains email correspondence received about the provision of longer trains on routes covered by Southeastern It was noted however that it was not on the line served by Headcorn.

KALC 70th AGM 18th November it was agreed that the Clerk would attend.

Glovers Bridge Farmhouse Festivities email correspondence sent by a resident to MBC about a number of issues that arose at the time of the summer festival at Glovers Bridge Farmhouse was copied to HPC. Await response from MBC. Clerk to follow up with MBC.

Road naming for developments on Smarden Road email correspondence received from Borough Cllr Martin Round asking that when names were considered for the new developments that the council considered the contribution to the village by Mr. Clive Smith. The request was noted.

Kent Resilience Forum instructions issued for what to do at the time of the death of a sovereign. Detail noted.

Car Park at Foremans Centre email correspondence from a visitor to the village about what she felt was an unjust parking fine as the ticket machines were not working when she parked.



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The detail was passed to the land owner who agreed to talk to the operators of the car park and to refund the fine that the visitor had paid.

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

Planning Committee – 13th & 25th September
Open Spaces – 18th September

There were no comments received.

Cllr Dungey left the meeting due to urgent family business.

15. **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

Not met. The Chair advised that the group would be required to meet early in November to discuss a number of issues. Clerk to set up meeting..

Affordable Housing Group

Not met

Play Scheme Group

The Clerk was asked to write to the school governors requesting permission to use the school in the summer of 2018.

Special Events Group

Not met but chair alerted group to usual practice re refreshments at December meeting approaching soon.

Emergency Plan Group

Not met

Remembrance Day Parade Group

Cllr Walker advised that the planning is in progress and there are no issues at this time

Communications Group

The newsletter was not discussed as Cllr Dungey had left the meeting



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Speedwatch Group

Cllr Selby advised that she had collected the Speedwatch Equipment and it does not appear to be charging. The Clerk will forward the operating instructions to Cllr Pyman as he will take a look at the same.

The Speedwatch matter will be taken forward by Cllr Dungey and she will provide an update at future meetings.

Days Green Inspection Rota

Nothing to report

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

- Cllr Davies attended the Police Liaison Forum and gave an update to Council. Regrettably he felt that the meeting was unstructured and it was difficult to identify the salient points that should be minuted or taken forward. A number of matters were covered:-
 - 101 issues – the senior officers are aware of the issues and are trying to sort them out. There was a feeling that there are not enough call handlers to take all the calls.
 - Crime figures are about to be re categorised and this will lead to a spike in the numbers.
 - The Police are not aware of a review of the 20MPH speed restrictions and suggested HPC discuss with KCC if we wish to pursue this. It has to be remembered that this is not enforceable but it is said to slow the traffic to 30MPH
 - A new list of PCSO's and the areas they cover will be issued as the recruitment is ongoing and changes continue
- Cllr Mather attended a flood warden meeting, and there was nothing further to report at this time

17. 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 mentioned an article that she had seen in the Kent Messenger about PCSO's being given the power to fine drivers ignoring the restricted zones at schools.



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Parishioners Questions (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 10:18pm

Signed

Dated

DRAFT