



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 9th August 2017 at 8pm in Longmeadow, Village Hall, Headcorn.

Those present were Cllr Smith, Cllr D'Urso, Cllr James, Cllr Dungey, Cllr Mather, Cllr Evenden, and Cllr Davies.

Clerk: Caroline Carmichael

There were six parishioners present.

1. **Apologies for absence** were received and accepted from Cllrs Selby, Lavender, Walker and Pyman.

It was further noted that resignation from the council had been received from Cllr Martyn Bellingham-Padbury.

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 It was noted that Cllr Mather has been appointed a Director of Locks Yard Management.

Declaration of pecuniary or significant interest regarding items on the agenda Cllr D'Urso confirmed her involvement with the Patient Participation Group (PPG) and therefore declared an interest in agenda Item 6c.

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

The PCSO had sent apologies for the meeting due to annual leave. Cllr Dungey read the update received concerning the restructure of the PCSO units and team members. New roles are being created for specific issues and these specialist roles include;

- DA PCSO – to safeguard and support victims of DA.
- Vulnerable Adult PCSO – to work with partner agencies to safeguard and support the vulnerable adults in our community, MH, dementia etc...
- Youth Engagement PCSO – to engage with young people, refer and support where applicable, to deter from criminality.
- Missing Child Exploitation PCSO – to proactively work with repeat missing children and those at risk of CSE



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This leaves 17 PCSO's to manage the ward demand at Maidstone district. With this extra demand means some of the services provided by the PCSO's can no longer be managed.

Mainly, they can no longer attend every Parish Council meeting nor can they manage the delivery of crime figures. Some PCSO's are responsible for 8 parishes, so this demand is unmanageable. It has been agreed that they will attend parish council meetings where there is a specific request from the parish because of unusual crime / ASB activity, and crime figures will be provided on the same basis.

PCSO Alan HUNTER is taking on the role as a SPOC for all parish councils – so if they have a general policing query, they can email him and if he can't answer, he will email the local PCSO.

It was confirmed that PCSO John Boyd would remain responsible for Headcorn.

Cllr Dungey confirmed that the Clerk was continuing to follow up on the matter of online crime reporting and the Kent Police website promises "coming soon".

Community Warden Report

The warden was not in attendance at the meeting as he is on annual leave. No report had been received.

4. **To resolve that the minutes of the Council Meeting held on Wednesday 12th July 2017 be taken as read, confirmed as a correct record and signed by the Chairman.**

The minutes were approved and duly signed.

5. **Matters arising from previous minutes**

101 calls – online reporting for crime will be available soon. Clerk agreed to keep a watching brief on matter.

Traders Car Park – this matter remains ongoing and the Council is maintaining a watching brief.

Parking issues – matter remains with Open Space Committee.

Hammerstream – this matter remains ongoing and the Council is maintaining a watching brief.

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 is planned for October 2017. This will involve a road closure between Hydes Orchard and The Hardwicks

Defibrillators – We are still waiting on electrician for fitting at village hall. Clerk to press for resolution. Signs for location of fitted defibrillator to be placed in the village.

Pedestrian crossing at Wheeler Street – Clerk is arranging meeting with KCC for September 2017.



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Alignment of Headcorn Parish to Ashford Borough Council – it was agreed that this item would be discussed as an agenda item at September meeting. Clerk to pass Dr Drivers contact details to Cllr D’Urso.

Litter Volunteer Event The event is set to take place in September. Cllr Smith will follow up and liaise with Clerk.

Lifts at Headcorn Railway Station – this matter was ongoing.

Hoggs Bridge Green – The Clerk confirmed that the land is held in perpetuity as a village green space.

River Beult Improvement – Clerk to keep a watching brief on this matter. Possible date for meeting is 12th September, Clerk will confirm.

Unity Bank – this matter remains ongoing and still on track to have the transfer from Nat West to Unity completed by the end of September.

Oak Lane Footpath – update in correspondence

Story Telling Machine on Days Green - the Clerk confirmed that the volume has been adjusted and there have been no further comments.

KALC/KFRS –The Clerk advised that there had not yet been a response from KFRS and it would be followed up. It was further agreed that the checking of the hydrants would not be undertaken by the Open Spaces Committee but once they had the initials check by KFRS the lengthsmen would take over the role. Matter carried forward.

Countryside Properties the Clerk advised that the matters surrounding the issues at the Countryside Properties were still ongoing and there would be a further update at the next meeting.

Trade Union Pay Claim detail was reviewed by Cllr James and the Clerk and comments submitted.

Hedges on A274 Cllr Dungey confirmed that the Police Speedwatch vehicle had been back at its location on the A274 after the hedges had been cut by the landowner.

Questionnaire re finance and devolution the Clerk confirmed that the questionnaire had been completed.

Low Emissions Strategy and Air Quality Management consultation by MBC. Cllr Walker was absent from the meeting so this matter was carried forward and the Clerk is to follow up with the Councillor.

Neighbourhood Plan Group Projects:-

- **Broadband** it was confirmed that a request for help from the village, in regards to the Broadband & Telecommunications provision in the village, had been advertised in the parish magazine and on our Facebook page. Cllr Mather advised that he had a contact that may be able to help and would pass details to the Clerk.
- **Speed limits** the Clerk advised that she had not been able to identify any output for a review of the 20MPH speed limit but would keep a watching brief on the matter.

Speedwatch the lack of progress with the Speedwatch this year was discussed and it was agreed that Cllr Dungey would approach a volunteer that had said they may be available to draw up a



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rota. It may be that HPC will need to recruit new volunteers as those that had put their names forward had heard nothing and were losing heart. The Clerk will speak to Cllr Lavender on the matter.

6. Finance

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

<u>Current Account for agenda item at Full Council on August 9th 2017</u>								VAT
			Balance of Account	£	1,480.01			
	Cheque	Mr D M Davies	For Brush Cutter	£	110.00			
	Transfer	Natwest Bank	General Running Costs	£	10,000.00			
				£	11,590.01			
The following require approval for payment :								
9th August 2017		Maidstone Borough Council	Quarterly lease fee for store on Days Green	£	32.50			
9th August 2017	005259	Maidstone Borough Council	Collection of Commercial Waste	£	86.67	£	119.17	£ -
9th August 2017	005260	EON	Electricity supply for street lighting - August 2017	£		£	559.21	£ -
9th August 2017		Prime One Maintenance Limited	Street Lighting Maintenance - Monthly Contract May 2017	£	517.32			
9th August 2017		Prime One Maintenance Limited	Street Lighting Maintenance - Monthly Contract June 2018	£	517.32			
9th August 2017		Prime One Maintenance Limited	Street Lighting Maintenance - Monthly Contract July 2017	£	517.32			
9th August 2017	005261	Prime One Maintenance Limited	Street Lighting Maintenance - Monthly Contract August 2017	£	517.32	£	2,069.28	£ 344.88
9th August 2017	005262	Mr G A Chantler	For various works at Parosnage Meadow			£	614.79	£ -
9th August 2017	005263	Weald Computer Systems	Monthly backup and system checks - June & July 2017			£	237.60	£ 39.60
9th August 2017	005264	Headcorn Village Hall	Meeting Room Hire			£	88.00	£ -
9th August 2017	005265	Account Bookkeeping & Payroll Services	Payroll Services			£	55.20	£ 9.20
9th August 2017	005266	Citizens Advice Maidstone	Outreach Session - June 2017			£	50.00	£ -
9th August 2017	005267	Tenterden Twilight Commercial Cleaning Ltd	Services at Days Green Public Conveniences			£	389.70	£ -
9th August 2017	005268	AON	Parish Council Insurance			£	591.00	£ -
9th August 2017		Caroline Carmichael	Salary	£	1,779.23			
9th August 2017	005269	Caroline Carmichael	Expenses	£	139.43	£	1,918.66	£ -
9th August 2017	005270	Malcolm Hitchcock	Salary			£	492.00	
9th August 2017	005271	Peter Beeken	Salary			£	868.60	
9th August 2017		HRMC	PAYE & NI contributions 2017/18	£	655.71			
9th August 2017		HRMC	PAYE & NI contributions 2016/17	£	619.53			
9th August 2017		HRMC	PAYE & NI contributions 2016/17	£	57.26	£	1,332.50	
9th August 2017		Nest Pension	Pension Contribution for C Carmichael			£	35.02	
						£	9,420.73	£ 393.68
			Balance Remaining in current account			£	2,169.28	

(b) Bank Reconciliation



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Balance as at 27th July 2017				£	3,645.12	See statement sheet nos 503
Unpresented cheques & pending direct debits from previous months			£	2,055.11	£	1,590.01
Transfer of Funds 9th August 2017			£	10,000.00		
					£	11,590.01
Total of cheques/direct debits at June meeting			£	9,420.73		
					£	2,169.28
Unpresented Cheques from Previous Month						
005178 SLCC	£	250.00				
005231 KALC	£	72.00				
005244 KALC	£	1,200.91				
005246 SLCC	£	177.00				
005258 Hodgson	£	300.00				
Nest Direct Debit June	£	27.60				
Nest Direct Debit June	£	27.60				
	£	2,055.11				

(c) **To consider grant for Singing for Health**

Cllr D'Urso left the meeting prior to the discussion. The matter was discussed by Council and it was agreed that they felt that this was an excellent idea and the health benefits for singing were well documented and they wished to support the grant in the sum of £100.

7. Clerks Update

Nothing to report.

8. To discuss and take action required regarding protection against fire in the community

This matter had been covered in matters arising.

9. Correspondence: - To receive and action as required

Oak Lane Footpath work is set to commence on Monday 7th August. Clerk to post detail of social media, website and notice boards.

Email from Parishioner concerning perceived threatening and anti-social behaviour Clerk had responded to writer and suggested that the writer should contact 101 and the Community Warden for advice.

KALC next meeting September 11th 2017, the meeting will be attended by Cllr Selby and possibly one other dependent on other commitments.

National Rail Passenger Survey results had been circulated and reviewed by Council. No further action required.

Consultation on Library Opening Hours email correspondence received advising of an amendment to Headcorn Library Opening hours. The hours are unchanged with the exception of Saturday opening which will change from 10am – 2pm to 9am – 1pm. The Council agreed that they found this in order and there were no comments to make. No further action required.

Fly tipping email correspondence from Cllr Martin Round imploring Maidstone to help with the increasing problem of fly tipping. No further action required at this time.



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Low Carbon Britain event on November 8th 2017. The event is free and those interested should register as outlined in the email. The Clerk expressed an interest to go and would look into the timings to see if it would mean office closure.

Parish Survey Scheme MBC are conducting a review of the PSS and are seeking detail on the subject from the PC. Geraldine Brown KALC has advised that the survey should not be completed until a number of matters have been clarified with MBC. Clerk to hold pending instructions from KALC.

Planning Annual Refresher will take place at Maidstone Town Hall on September 13th. It was agreed that Cllrs D'Urso and Davies would attend.

Email correspondence from Mr. Williams Cllr Dungey acknowledged receipt of the email.

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

Planning Committee – July 12th & 24th

Open Spaces – July 17th

There were no comments received.

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

Neighbourhood Plan Group/Headcorn Matters

Update from Cllr Andrews concerning the meeting that took place on August 7th. The meeting was very disappointing as it seemed that only HPC came to the table with compromise in mind. It was agreed that HPC would detail their proposed changes in writing and it would be further considered by MBC officers and the appointed members of the SPS&T committee. Clerk to work with Headcorn Matters to see that the detail is submitted for review.

Finance Group

Not met. The move to Unity Bank is ongoing.

Affordable Housing Group

Not met

Play Scheme Group

Not met

Special Events Group

Not met

Emergency Plan Group

Not met



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Remembrance Day Parade Group

Not met but would be doing so soon to commence the organisation of this year's parade
Cllr Smith did confirm that the recruitment of marshals was complete

Communications Group

There is a skeleton draft of a newsletter and the Comms Group would be pressing ahead to get a newsletter out in early September

Speedwatch Group

See minutes under matters arising.

Days Green Inspection Rota

Nothing to report

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

Cllrs Selby & Andrews attended a meeting with Southern Water on 17th July 2017 concerning the resolution of the issues with the disposal of foul water. The operations team were in the process of putting together detailed plans and there would be more communication October/November 2017.

13. **Matters for information**, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at following meeting

Cllr Dungey read a card received from Mr. Alan Hodge thanking the Council for his retirement gift.

Parishioners Questions (Meeting adjourned – minute book closed)

There being no further matters for discussion the meeting closed at 9.10pm

Signed

Dated