



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 12th August 2020 at 7:30pm.

Those in attendance: Cllrs Dungey, Thorogood, 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 was one request to join the meeting. An invitation was issued, and the meeting was joined by Tim Thomas.

1.
 - a. Apologies for absence were received and accepted from Cllrs Davies & Evenden.
 - 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. Community Warden Report

A report had been received. This advised that the Warden was covering for his Team leader and had been unable to be in the village as often. As such the continued inability to access the Library was not an issue although it is one that hopefully will be resolved soon. The Warden apologized for not being available this month although he has maintained contact with a number of vulnerable residents by phone and made as many house calls as he could in the little time remaining to him in his interim Team leader roll. The Warden has also been in contact with our PCSO, The MBC Public Protection Team and Golding Homes Neighbourhood Officer on a number of confidential issues. The Warden stressed that he is still available to contact through the usual channels.

Information regarding police issues in the village

There have been a number of Antisocial Behaviour issues in the Village this month, these included the sporadic use of horses and traps on Days Green and a report that Moat Farm, which is unoccupied, being used by Youths. This was investigated by the PCSO and has been forwarded on to the land agents. There have also been a few issues of Theft, Burglary and



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Criminal Damage in the Village all with "no further lines of enquiry" being the unfortunate outcome.

4. **The minutes of the meeting held on Wednesday 8th July 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**

Lenham Road Lack of Footpath from the Crest Nicholson Site – There has been no further progress on this matter, but we understand that it has been escalated within KCC by KCC Ward Councillor Prendergast.

Kent Highways – HPC Highways Improvement Plan - As agreed at the last meeting the Clerk approached KCC for an update meeting only to be told that given the current COVID environment all highway improvement plans are on hold. The matter will need to be reviewed at further council meetings.

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 agreed with MBC the amount needed to cover the intended repairs to the Days Green Childrens area from an existing S106 payment. The Clerk will continue to press for the monies that remain outstanding for the purchase of the mower.

Parking on Kings Road – the Clerk's Office received contact from KCC highways asking for confirmation as to where these spaces are. Location was confirmed and we will continue to press for appropriate signage.

Litter Collection issues affecting the roads into the village – As reported the issue of litter being cleared on the roads continues to be a problem and KALC will raise at the next Parish Liaison Meeting. There seems to be no further issue with PPE litter at the COVID assessment unit.

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 Lengthsman – this matter remains ongoing and will be advertised again in the near future.

Headcorn Neighbourhood Plan – The Chair and Assistant Clerk held a virtual meeting with Dr Driver and agreed about the need for further measures to be implemented to carry forward our outstanding need for a Neighbourhood plan. This included asking for two additional members on the Neighbourhood plan committee.

White Horse Crossroads Bulb Planting – This matter is now being taken care of by Open Spaces with a choice of bulbs as the contractor has agreed to meet the costs. These will be ordered etc. in the next 30 days.

Anti-terrorism online course – It was agreed that councillors who are involved in the remembrance parade should review this online resource.



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6. Finance

(a) To review and agree the following: -

i. Payments

Schedule of online payments was reviewed and agreed.

It was noted we had received an outstanding bill from Wealden Ads for last year's Assistant Clerk advert that had been overlooked by them due to COVID this has been included in the schedule of payments.

The detail will be signed by the Chair and returned to the Clerk.

ii. Income for Month ended July 31st, 2020

It was noted that the income included the refund of £130 as a refund from SLCC and an £80 Burial Fee.

iii. Bank Reconciliation for Month ended July 31st, 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.

7. To consider names for road on the development at the site formerly known as Rosemead nursery and agree action required.

It was agreed that Rosemead Close would be an appropriate name.

8. To recruit an additional member for the Staffing Committee.

Due to the Staffing Committee only having 5 members it was agreed that Councilor Thorogood would join that committee. The next scheduled meeting is 16th September.

9. To consider resuming face to face council meetings and agree actions required.

With the relaxing of some COVID restrictions by the Government the Council discussed resuming "in person" meetings. However the advice from KALC is to continue with virtual meetings. It was agreed that we would continue in this vein for the foreseeable future.

10. To appoint Parish Council representatives to the Days Green Board of Trustees.

As Individual period of tenure expires, we are required to either a) reappoint them or b) appoint a new member

At this time, the following appointments need to be made

- | | |
|------------------------|---|
| 1. Peg Parham | Who is happy to be reappointed |
| 2. Jenny Gibson | Stepping down, current appointment runs to 2022 |
| 3. Caroline Carmichael | Stepping down, current appointment runs to 2023 |



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Each appointment is for a period of 5 years.

The following three appointments were made, Peg Parnham, James Thomas and Stefan Christodoulou.

11. To agree administrative support for Headcorn Parish Council Facebook Page.

It has been suggested that it is prudent for a councillor to be included in an administrative roll on our Facebook page. It was agreed that the councillor need not post to the site but is there to provide oversight and mediation. Councillor Hancock volunteered for this duty.

12. Discuss options for Remembrance Day Service and agree actions required.

As Remembrance Day is drawing nearer, but with still no firm idea on whether we will be able to hold it and what form it should take, it was agreed that the Remembrance Day Group should meet and formalise what should be done for the event this year. Clerk to arrange meeting.

13. To discuss options for the repairs at Days Green Childrens Play Area.

The various options for the resurfacing of the Days Green Childrens Play area were discussed. It was agreed the contract should be awarded to DCM Surfaces Ltd provided the work had a guarantee of five or more years. The Clerk will check this issue and then finalise the contract.

14. Correspondence: - To receive and action as required.

Mrs Mepham

Mrs Mepham recently sold some books and donated the proceeds to the Village Christmas Lights fund. The Clerk's Office thanked her by letter for her kindness.

Shenley Road

An email was received from a Parishioner expressing concern that there was no speed restriction or warning signage on the Shenley Road towards the Biddenden Road. KCC Councillor Prendergast has suggested that she has some Councillors Grant Money that she would be willing to use for the signage.

Household waste disposal issues at the Weavers

An email was received from a Parishioner with concerns about black sacks of rubbish being left by the bins in The Weavers. The Clerk's office contacted Turnill and Co, the managing agent for the site who assured us they would write to the residents of The Weavers and deal with it. They further agreed that the parishioner could contact them directly if the matter continued. Contact details were past to the parishioner by the Clerk.

Small Business Grant

Due to COVID, the government has issued grants to businesses and local councils to cover the money spent on anti COVID measures and in order to offer a life line to businesses struggling to survive during the coronavirus shut down. As we have incurred very minor expenditure and have not had to close our business we will not be applying for the grant.



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Mobile homes moving on to land at Woodside Farm

A member of the public emailed the council to inform us that two mobile homes had been moved on to land beside Woodside Farm. The Clerk's Office were already aware of this situation and the matter had already been reported to planning enforcement Officers, who attended on the day of notification.

Headcorn Village Newsletter

The community has received a newsletter from the editor of the Headcorn Village website, and this is to be a regular publication going forward. The Editor asked the Parish Council if they would like to be included in the said publication and the council agreed that they would like to submit articles on an ad hoc basis, the Clerk confirmed this to the editor.

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

Planning Committee – July 20th, 2020

Open Spaces – July 13th, 2020

Staffing Committee July 27th, 2020

There were no amendments or comments.

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

Finance Group

The finance group met to discuss the results of the Internal Audit and they are to be addressed as individual items, these include: -

- Website must be compliant with the Public Sector Bodies Accessibility Regulations
- Budget figures will be prepared monthly for review at Full Council meeting
- Financial Risk assessment requires Annual review, and this must include legal risks
- Schedule of online payments to be published with minutes
- Minutes on precept discussion should have recorded both figures that were agreed
- Noted that Section 137 cannot be used to make donations to individuals.

Emergency Plan Group

The Chair advised that a meeting needs to take place when possible.

Remembrance Day Parade Group

As previously mentioned, above, this Group will meet to discuss possibilities.

Communications Group

It was agreed that the newly reinstated (after COVID lockdown) Council contribution to the Parish Magazine should be written by a member of the Communications Group. As there was no consensus on whom that should be, it was agreed that Councillor Evenden would be asked.



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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. This should be resolved soon. Councillor Mather commended the work undertaken by a volunteer.

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

Wheeler Street Crossing

The Chair and the Clerk's Office met with Persimmons manager Chris Lewis and discussed the moving of the proposed crossing on Wheeler Street. Delivery of the pedestrian crossing is a condition of their planning permission for the site on Grigg Lane. Occupation of any houses on the site cannot take place prior to the installation of the pedestrian crossing. The proposed position is in a less than ideal place. To this end we discussed the subject of moving it to a more useful position and what impediments stood in our way. Chris himself did not have any firm reasons for denying this move, but as things stand any delay will clearly affect the rate at which income will be derived from the site. He agreed however that he would rather help the community by putting it in a more opportune place to better serve both the village and the new residents of his estate. His main concerns centre on the time frames for getting any change in planning or technical specifications accepted by MBC and KCC respectively. His recent experience suggests this can take at least 9 months to resolve. Which would mean they are unable to sell their completed houses. We therefore discussed a proposal to vary the number of houses that could be occupied prior to installation of the pedestrian crossing. Various numbers and percentages were discussed, and both HPC representatives and Persimmon agreed with what the proposed numbers should look like. Chris agreed that he would have preliminary conversations with the MBC Planning Officer to assess the best way forward. This will be followed up in an email that will be copied to the Parish Council and at that time the Parish Council could confirm their support for such a proposal to facilitate a useful pedestrian crossing.

Headcorn Aerodrome, Noise and Flight Path issues

The Clerks office and the Chair had a virtual meeting with Mrs Wotton to address her concerns over the airfield and planes flying too low and ignoring the Noise Abatement Zones (NAZ) in the vicinity of Bletchenden.

Particular examples are of no circuit flying for the purpose of flying instruction shall not take place after 17:00 hrs. on Saturday and Sunday – the FlightAware app gives up examples of when one of the fleet is in the air after 5pm (Plane G SEXX) and this is listed on their website as one of their fleet.



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After viewing the FlightAware detail over the last couple of weeks it is apparent that the planes do not follow the established flight circuits. The No fly zones are continually being breached – again supported by FlightAware detail and the planes are recorded as being below 500 feet in the NAZ.

This has been left in the hands of Councillor Selby as a member of the HACC committee. A meeting of which has been arranged.

Neighbourhood Plan

The Clerks Office and the Chair had a virtual meeting with Dr Driver with regard to the Neighbourhood Plan Where it was discussed that a survey should be commissioned with regard to the population of the Village as well as the addition of two Parish Council members to the Neighbourhood Plan Group to allow some continuity. This should be accomplished whilst Dr Driver is on holiday to allow this to be ready for when she returns

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

Add to the agenda for the next meeting to co-opt further councillors to bring the council of Headcorn Parish up to its full strength of thirteen members.

There being no other matters for discussion the meeting closed at 21:48 hrs.

Signed.....*A Selby*..... Date.....*12/9/2020*.....

