



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 9th September 2020 at 7:30pm.

Those in attendance: Cllrs Dungey, Thorogood, James, 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 two requests to join the meeting. Invitations were issued, and the meeting was joined by Tim Thomas and John Murphy.

1.

- a. **Apologies for absence:** Were received and accepted from Cllrs Pyman & Davies. Cllr Evenden was absent.
The Chair noted the resignation from the Council of Sarah Hancock with immediate effect matter will be referred to MBC.
The Chair advised the Council that two longstanding members, Cllr James and Cllr Dungey, expressed their wish to stand down at the AGM in May of this year but have been kind enough to hold off on their "retirement" plans and agreed to temporarily retain their positions.
- 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: -

This advised that the Warden should be back in the village in the next week or two. This will allow him to take up his usual duties within the Village on a more consistent basis. He does point out however that he is still in regular contact with the PCSO, Housing Associations and other agencies about local problems etc. He remains available for contact by email and phone if parishioners need assistance etc. He states that he is looking forward to being back and hopes that the Library will be open again to become his base of operations. However, we have offered him alternative accommodation if it is not, to help him be in the Village more often.



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Information regarding police issues in the village: -

PCSO was not in attendance in the meeting the detail of the report was discussed amongst the Council and concern was expressed that on several the issues there are "no further lines of enquiry". It was noted that there had been a small fire by the Viking swing on Hoggs Bridge Green with an attempt made to set fire to the rope that is the swing "seat". The Clerk's Office have effected a repair.

4. **The minutes of the meeting held on Wednesday 12th August 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. We are awaiting news on this matter.
 - Kent Highways, HPC Highways Improvement Plan** - At the last meeting, the Clerk had been advised by KCC that given the COVID environment all highway improvement plans are on hold. The matter will need to be reviewed at a future Council meeting once we hear from KCC.
 - 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. We are waiting for an update.
 - 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 has approached MBC for the total money for this project. HPC has transferred the deposit to the contractor. 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. We await an update.
 - 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. We are awaiting an update on when these will be starting again.
 - Roberts Land** – The issue of access to the land is going through planning now with the Local Authority. The Clerk will chase the developer and Whitehead Monckton for updates.
 - Appointment of an additional Lengthsman** – this matter will be addressed later in the meeting. Agenda item 8.



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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. James Thomas volunteered for one of these positions.

White Horse Crossroads Bulb Planting – The bulbs have been ordered and should arrive in the next 28 days, it was agreed volunteers to plant them would be sought.

Anti-terrorism online course – It was agreed that councillors who are involved in the remembrance parade should review this online resource. Awaiting confirmation that they have done so.

To recruit an additional member for the Staffing Committee - Due to the resignation of Councillor Hancock the staffing committee was again reduced to 5 members and Councillor James agreed to return to the committee.

To consider names for road on the development at the site formerly known as Rosemead Nursery and agree action required - At the last meeting it was agreed that Rosemead Close would be an appropriate name. However, this was rejected by MBC as it too closely resembles an already existing name. Instead Nursery Close was chosen and accepted by MBC and the developer.

To appoint Parish Council representatives to the Days Green Board of Trustees - The following three appointments were made and accepted, Peg Parnham, James Thomas and Stefan Christodoulou.

To agree administrative support for Headcorn Parish Council Facebook Page - Due to the resignation of Councillor Hancock additional admin support for Facebook page is required and it has been agreed to reinstate Caroline Carmichael, until the Assistant Clerk role is filled.

Discuss options for Remembrance Day Service and agree actions required - Due to reports that restrictions would be re-introduced by the Government to combat COVID of no groups of more than 6 people from the 14th September it was agreed that we would have a limited Remembrance Day service. It will consist of one RBL member, one representative of Churches Together, the Vicar of St. Peter and St. Paul church to conduct the service and her husband to film/photograph it for social media, the Chair of the Parish Council and the Clerk. There will not be a road closure at this time. One wreath will be laid by the Parish Council on behalf of the community. Village organisations will be asked if they still wish to donate wreathes and they will be placed by the Clerk's Office. Chris Jesson will be asked if he still wishes to proceed with the usual poppy drop.

To discuss options for the repairs at Days Green Childrens Play Area - The first of two instalments have been payed to the vendor and work should commence in the next few weeks. The cost will be reclaimed out of the S106 funds.



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Shenley Road Highway Warning signage - MBC councillor Prendergast has agreed to fund the Highway Warning sign from her Councillors grant and KCC will install the signs.

Recruitment of new councillors - It was agreed that we would try to recruit some new Parish Councillors by re-advertising around the Village and in the Parish magazine as well as putting an advert on Headcorn Next-door.

Mobile Homes at Woodside Farm – It has been alleged that more work has been completed at this site since it was first reported. The Clerk's Office will email MBC.

6. Finance

(a) To review and agree the following: -

i. Schedule of online Payments for September 2020

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 August 31st, 2020

There was a limited income of £1611.65 (VAT return of £1601.65 and donation of £10)

iii. Bank Reconciliation for Month ended August 31st, 2020

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

iv. To review Budget Analysis and agree any actions required.

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

(b) To consider replacement of existing website and agree actions required.

It was agreed to ask Netwise to construct a new compliant website for the Parish Council. This included the Payment of £599 for the setup of the website plus £300 a year for maintaining the website.

(c) To record the closure of the Nat West account.

The Nat West accounts have been closed and funds transferred to the Unity Trust Bank account and we continue to investigate suitable replacements.

(d) To record receipt of the NALC 2020-21 National Salary Award.

Receipt of the NALC 2020-21 National Salary Award was acknowledged.

7. To consider the disposal of litter in the village and agree actions required.

It was agreed to hire an additional bin and re-site both bins to the entrance of Church Lane to facilitate the waste company with their collection duties. To this end the cars from the proposed site will be asked to move to allow the bins to be placed.



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8. To discuss the appointment of a Lengthsman and agree actions required.

The matter has been considered by the staffing committee and it has been decided to create a new Head Lengthsman role. This role will incorporate the managing of the team and will include holiday arrangements, weekly hours, and all day to day work activities. The additional expense will be offset by a reduction in hours within the existing team. Overall responsibility for the team remains with the Clerk's Office.

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

Willow on Days Green.

A Parishioner wrote to thank us for the cutting back of a willow on days green that was overshadowing her garden, this work was undertaken by Treecycle arboriculturists on behalf of Headcorn Parish Council. The lady said that now she has the full use of her garden in the sun and the light through the windows of her house is much greater now.

Untidy land on Ulcombe Road near The Willows.

An over grown and untidy hedge adjacent to the property known as The Willows has been reported to KCC for them to carry out remedial works as it is in the verge area that is under KCC's jurisdiction.

Concerning the issue of speed in and around the Village.

A Parishioner emailed the Council to express their dismay at the reckless speeds that vehicles drive at around the Village. This was brought to mind recently as there was an accident on the junction of Oak Lane and Forge Lane. One of the side effects of the new traffic lights at the White Horse Crossroads has meant that some people have been using the other smaller lanes and roads through the village as "rat runs" this is causing a daily increase in potential accidents. The writer suggests several measures for various area of the Village in her letter which we will flag to KCC. Her suggestion about the extension of the speed restriction area on Lenham Road is already being taken care of as part of works by the developer on the Crest Nicholson estate.

Ransom Ware attack.

Under GDPR legislation the accountant was obliged to inform us that they suffered a Ransom Ware attack on the 3rd of September. They called their IT consultant immediately and as far as they can ascertain no personal data has been taken. They also informed the ICO.

Possible placement locations of mobile testing units for COVID.

We received correspondence from our local KALC representative about choosing possible locations for a mobile COVID testing site within the Parish should we suffer an outbreak. Unfortunately, there are very few places within the village that meet the requirements set out in their information. The only sensible options are the aerodrome, or the railway station car park and this detail will be communicated back to MBC.



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Flooding on Days Green.

Concerns were raised about the possibility of a repeat of last year's flooding on Days Green. It was concluded that we would have to wait and see if this happened again as last year's flooding was due to the pipe work across the field from the drains being replaced. With no clear indicator of the flooding happening again this year it will be monitored over the winter.

Dynamic councillor

The Clerk's Office received an offer from KALC for any Councillors that were interested to attend a virtual seminar about being a "Dynamic Councillor". This has been forwarded to the Councillors to ascertain if any would be interested in attending it.

Kent Police Rural report and rural matters

Kent Police have sent us their periodical CRAG report about rural crime. Circulated to Full Council for their information. It was noted that the Rural Matters Newsletter is available for subscription online.

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

Planning Committee – August 24th, 2020

There were no amendments or comments.

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

Finance Group

All matters arising from the internal audit have either been addressed or receiving attention and being dealt with as agenda items.

Emergency Plan Group

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

Remembrance Day Parade Group

As previously mentioned, above. The Clerk's Office will put up Poppies etc. as usual.

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. With Councillor Evenden being unwell the Clerk will take on this responsibility at the present time.



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Speedwatch Group

Kent Police have agreed one site (the A274 Millbank) due to COVID restrictions. Kent Police seem to have taken a renewed interest in the site they have designated for our speed watch. We can ask them for alternative sites once COVID is no longer an issue. It is felt that operatives would not be able to socially distance and monitor adequately.

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.

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

Headcorn Aerodrome, Noise and Flight Path issues.

The HACC committee meeting attended by Councilor Selby proposed a letter be sent to the complainant. However, the letter has not been shared with all relevant parties. To this end we have asked the HACC secretary for a copy of this letter and the minutes of the meeting. There remain concerns over planning permission for the forthcoming Battle of Britain event.

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

It is noted that the interviews for the new assistant Clerk have been completed and the successful applicant is to be informed.

Due to COVID Caroline has agreed to stay on in the post of Clerk for at least an additional month. We will all be very happy to have her stay for a little while longer to help us.

A disputed Disabled parking place on Forge Lane is to be investigated.

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

Signed..........

Date 20-10-2020

