



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 14th October 2020 at 7:30pm.

Those in attendance: Cllrs Dungey, Thorogood, James, Selby, Thomas, Mather, Pyman 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 Cllr Davies. Cllr Evenden has been given an extended leave of absence.
- 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: -**

The Community Warden is nearing the end of his temporary leadership role now that a replacement leader has been found. He has been added to the Maidstone Task Force a multi-agency response team which will mean his time will now be divided between that and Headcorn. He remains on call to us and vulnerable people within the Parish and has regularly been in touch with the PCSO, Parish Clerk, Lengthsmen and others, MBC, Housing Associations etc, in this capacity he has dealt with parking issues, fly tipping, vehicles of interest and attended various online meetings that are associated with Headcorn and the surrounding area.

Information regarding police issues in the village: -

PCSO did not attend the meeting. There were several minor incidents, 5 thefts, a shop lifting, an indecent exposure, and a near miss of a pedestrian at the traffic lights that are being or have been followed up by Police. There was one report of nuisance youths – the officer gave re-assurance to locals.



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4. **The minutes of the meeting held on Wednesday 9th September 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** – Response received from Simon Jones Head of Highways at KCC detailing the reasons for the delay in the provision of this footpath and stating that some of the delay had been caused by a change of heart by HPC. The Clerk's Office has responded with evidence that this is not the case and the delays are down to KCC and the Developer.
The Clerk spoke directly to the Developer and has established that they are yet to complete the Earthworks Design for submission to KCC. The Developer sincerely apologize for the delay on his part and gave an undertaking to have this completed by the end of November 2020. The Clerk's Office will continue to press for an early resolution to this matter.
- Kent Highways, HPC Highways Improvement Plan** – The Clerk will make contact with Kent Highways to press for a virtual meeting to discuss the current plan and other highway issues.
- Planning Appeal Hearing the Meadows Lenham Road Headcorn** – There has been no further contact from the Planning Inspector about a rescheduled date for this hearing. It should be noted that HPC have received a new and part retrospective application for this site which has yet to be discussed by our Planning Committee.
- Section 106 payment** – The Clerk continues to pursue outstanding funds with MBC, a copy of the outstanding funds schedule and email was circulated to Council. Despite recovering £19,164 for works at the Days Green Childrens play area there remains outstanding funds in excess of £170,000.
- Parking on Kings Road** – After intervention by the Planning Officer at MBC the developer has agreed to work with HPC to produce signs for this area. The Clerk's Office will follow up.
- Roberts Land** – MBC have approved the planning application submitted by the developer for the access to this land from their development. The matter is now with Whitehead Monkton and the Developers solicitors.
- Appointment of a Head Lengthsman** – An appointment to this position has been made and the candidate will start with the Council on November 2nd 2020.
- Headcorn Neighbourhood Plan** – The Chair advised that at a recent KALC meeting it was suggested that the new Planning legislation will negate the usefulness of Neighbourhood Plans and will render them "worthless". The Clerk pointed out that without NHP the level of CIL received from MBC is 15%, with a NHP the level of CIL increases to 25% and should be a significant factor in getting our NHP completed and through consultation. The Chair has agreed to urgently contact Dr Driver on this subject.
- White Horse Crossroads Bulb Planting** – The bulbs will be planted by a team of volunteers on Saturday October 17th. We have yet to receive the promised reimbursement from Chartway Group and the Clerk's Office will continue to chase for the funds.



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Anti-terrorism online course – This has been completed by the Clerks.

Remembrance Day Service – It has been agreed that the service will consist of a group of six to comply with current COVID legislation. The details of which have been circulated to all those that would be involved, it has also been posted to our website, social media and notice boards. The Clerk's Office will continue to repeat the message that the community should stay away from the High Street and should instead "Remember and Respect safely" at home.

Shenley Road Highway Warning signage – The Clerk's Office will not be chasing the installation of the promised signs but will leave the matter with KCC.

Recruitment of new councillors - This matter was discussed and it was agreed that the best way forward was for a specific newsletter to be delivered to every house hold highlighting the need for new Councillors not least of all because we will face an election in May 2021. Matter to be taken forward.

Mobile Homes at Woodside Farm – There has been no update from the enforcement team at MBC and the Clerk's Office will press for a response.

Disposal of litter in Village – Additional and existing bin commercial waste bins have been re-sited at the entrance to Church Lane as previously agreed.

Untidy land on Ulcombe Road near the property near The Willows – This matter is with KCC for resolution and is noted as an outstanding job on their website.

Speed in and around the Village – This matter was further discussed by the Council and it was agreed that this matter would be raised with Kent Highways at our next HIP meeting. The Council would like consideration for a one-way system that incorporates Oak Lane and/or Forge Lane.

Dynamic Councilor Training Course – The Chair asked if any Councilors had attended, Councilor Thomas would like to attend this training course but will wait to see if it can be run as a face to face course as he cannot sit for 3 hours at his computer.

Headcorn Aerodrome, noise and flight path issues – We have been copied to further complaints from local residents and the matter is being handled by representatives from the aerodrome. Details will also be passed to the Planning Officer at MBC who continues to investigate a way to formalize a planning application that will cover events and flying activities from the aerodrome. The Planning Officer had explained to The Clerk that there is need to legally define a number of the descriptions within the current planning permissions/conditions.

Assistant Clerk – The Chair confirmed that the new Assistant Clerk takes her post on Monday 19th October.

Caroline Carmichael – The Council agreed that Caroline will continue in the roll of outgoing Clerk until the end of 2020.



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6. Finance

(a) To review and agree the following: -

i. Schedule of online Payments for October 2020

Schedule of online payments (Appendix A) was reviewed and the following points were noted: -

- Extensive Tree Works including the Burial Ground Extension.
- Second and final payment for repair at Childrens Play area (DCM Projects).
- Increase salary payments to reflect national pay rise at April 2020 and additional hours for Assistant Clerk now on full time hours.

The schedule was approved and will be signed by the Chair and will be returned to the Clerk.

ii. Income for Month ending September 2020

There was an income of £19,164 from reclaimed S106 money (ref 15/501342).

iii. Bank Reconciliation for Month ending September 2020

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

iv. Budget Analysis for the year 2020/21

The budget (Appendix B) was reviewed, and the following points were noted: -

- General Maintenance will benefit from significant VAT recovery for children's play area of £3832.80.
- Other significant VAT recoveries for Tree Works £1341.00.
- Total approximate VAT recovery for above £5k.

The Budget Analysis was approved and will be signed by the Chair and will be returned to the Clerk.

(b) To review and adopt Financial Risk Assessment.

It was reviewed and corrected to reflect that there are only two bank accounts held at this time, no further amendments required, and the risk assessment was duly adopted.

(c) To acknowledge notification of CIL Neighbourhood Receipt April – September 2020 and agree allocation of said funds.

The Council acknowledged receipt of CIL funds at £1,399.20 and allocated said funds to the tree works carried out on the extension to the burial grounds.

7. To recruit additional members to the Open Spaces and Planning Committees

It was agreed to defer this decision to a later date, when it is hoped that there would be new Cllrs to recruit to these committees. The current level of membership is sufficient to cover quorate requirement.



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8. To consider undertaking a speed survey on the High Street Headcorn and agree actions required

After discussion it was agreed that it would be most beneficial to have 2 monitoring stations heading into the village from both directions on either side of the pedestrian crossing. The Clerk's Office will contact the survey companies and see if any can give a "deal" for having two surveys concurrently.

9. To review and adopt the following Headcorn Parish Council policies, statements and procedures.

- Best Value Statement
The statement was reviewed and adopted
- Vision and Values Statement
The statement was reviewed and adopted
- Document Retention Policy
The policy was reviewed and adopted
- CCTV Policy
The policy was reviewed and adopted
- Co-Option Policy
The policy was reviewed and a minor change to the voting process, stating that each councillor must vote for or against and no councillor may abstain, was proposed, and agreed. The policy was then adopted.

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

Govt Planning White Paper – The Clerk had completed the initial consultation paper due on the 1st October 2020. The second consultation paper due on the 29th of October has yet to be completed.

Minutes of KALC meeting 1st October 2020 – Were circulated to all Councillors no further action required.

Borough Councillors Letter to Helen Whately MP – The Council acknowledged receipt of Martin Rounds letter to the MP outlining the difficulties that the community face due to the increased pressure for new housing. It was agreed that HPC should write independently to the MP with their concerns on the subject, the Clerk's Office were asked to draft a letter for discussion for the next planning meeting on the 26th October.

Gatwick forecourt charges – The Council acknowledge receipt of a letter from the Gatwick Airport Authority to make charges for drop off and pick up at the Airport.

Headcorn Aerodrome – Email correspondence from neighbouring bed and breakfast business expressing concerns of their patrons over the activities of the aerodrome. This matter is to be addressed directly by the aerodrome and discussed at the next HACC meeting.



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

Planning Committee – September 21st, 2020

Open Spaces – September 16th, 2020

Staffing Committee – September 16th, 2020

There were no amendments or comments.

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

Finance Group

Nothing to report

Emergency Plan Group

The Chair had attended a virtual meeting with MBC and it was stressed that the emergency plan must cover ALL emergency situations. They are to send out a copy of their new emergency plan that it is hoped will help HPC to complete theirs.

Remembrance Day Parade Group

As reported above

Communications Group

Parish magazine contribution for November has already been submitted to the editor by the Clerk's Office.

Speedwatch Group

Despite the current level of complaints received from the community about speeding in the Village volunteers fail to come forward. The Clerk suggested that we should go out to the community to seek a volunteer to co-ordinate and energize this endeavor and this was agreed. The issue of COVID restrictions will need to be considered in full at the time.

Days Green Inspection

Councillor Mather reported that he had inspected Days Green, all is in good order and the play area has been reopened now all repairs to the surface have been completed.

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

KALC Meeting: -

Cllr Selby attended the virtual KALC meeting this discussed: -

- the new accessible websites
- COVID meetings between KALC and MBC continue
- information about the local plan review including call for sites and new planning numbers and regulations
- how to safely commemorate Remembrance Day within the parishes around the "rule of 6" and to "respect and remember at home."



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Meeting with MP Helen Whately and Kent Police Meeting: -

A virtual meeting was held between Cllr Selby, Cllr Thomas, the Clerk's Office, Borough Councillors, KCC Councillors, The Police and the MP Helen Whately. The matters for discussion were local and rural crime and antisocial behaviour.

Flood Warden Training: -

Cllr Thomas and the Clerk attended a virtual flood warden training session. This was informative and mostly focused on safety and accident prevention. It informed about common mistakes and misconceptions about the job and flood situations. Including what to do and what not to do.

Meeting with Alison Broom: -

Councillor Selby met virtually with Alison Broom and KALC representatives to discuss what could be learned from the handling of COVID in the local area.

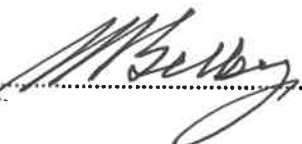
Meeting of Cllr Dungey and Selby: -

Councillor Dungey met with Councillor Selby to discuss concerns she had about the future of the Council and to discuss an idea she had for the way forward. Cllr Dungey reported that Cllr Selby did not support the suggestion.

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

There are no matters for information or noting.

There being no other matters for discussion the meeting closed at 22:11 hrs.

Signed  Date 26/4/2020

