



## 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 11<sup>th</sup> November 2020 at 7:30pm.

Those in attendance: Cllrs Dungey, Thorogood, James, Selby, Thomas, Mather and Pyman.

Clerks: Stefan Christodoulou & Caroline Carmichael  
Assistant Clerk: Susie Barkess

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.

The Chair expressed her sadness at the death of Cllr Simon Evenden and asked that the Council take a moment silence to reflect, before proceeding with the meeting. The Chair suggested that in Cllr Evenden's memory, the Council should make a special point of pursuing the "Access to All" provision at Headcorn Station, a subject of particular interest to him.

The Chair asked the Council for agreement to raise an additional item under Agenda Item 6, concerning the Lych Gate at St Peter and St Paul Church Headcorn, this was duly agreed.

#### 1.

- a. **Apologies for absence:** Were received and accepted from Cllr Davies and Cllr Walker.
- 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 Warden has been completing targeted "doorstep only" welfare visits due to Covid, during this period of lockdown his team are seeing an increase in referrals from Social Service and other agencies for welfare visits etc. The warden has also dealt with multiple minor crime issues within the Village in conjunction with the PCSO.



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### **Information regarding police issues in the village: -**

The PCSO reported several minor criminal or anti-social incidents this month, they included the egging of cars, criminal damage, assault without injury, malicious communications, a bilking and a large value burglary of golf equipment. There were also five RTC in various locations and an incident of poaching which was reported to the Rural Task Force.

4. **The minutes of the meeting held on Wednesday 14<sup>th</sup> October 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** – The Clerk spoke to the Developer in October and established that they are yet to complete the Earthworks Design for submission to KCC. The Developer agreed that this would be completed by November 2020. The Clerk's Office will continue to press for an early resolution to this matter with an email asap.
  - Kent Highways, HPC Highways Improvement Plan** – To be discussed in Item 7 of the agenda.
  - Speed survey on the High Street Headcorn** – To be discussed in Item 7 of the agenda.
  - Planning Appeal Hearing the Meadows Lenham Road Headcorn** – HPC have received a new and part retrospective application for this site which was discussed at planning committee on 26<sup>th</sup> October. This has superseded the Appeal which has been withdrawn.
  - Section 106 payment** – The Clerk continues to pursue outstanding funds with MBC there remains outstanding funds of more than £170,000.
  - Parking on Kings Road** – The developer has agreed to work with HPC to produce signs for this area. The Clerk's Office will keep chasing this.
  - Roberts Land** Following planning approval for the access to the land from the Kings Oak Development, the matter is now with HPC and developers' solicitors to draft the necessary legal agreement. The Clerk's Office will chase the matter
  - Headcorn Neighbourhood Plan** – It remains important to press the completion of the HNP and the Chair has promised to contact Dr Driver in this regard. The matter must be addressed ahead of the next Full Council meeting.
  - Recruitment of new councillors** - This matter was discussed at the October meeting 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 in January.
  - Mobile Homes at Woodside Farm** – There has been no update from the enforcement team at MBC and the Clerk's Office will again request a response.
  - 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. The Clerks Office will check this.
  - Speed in and around the Village** – This matter has now been included within the Headcorn PC Highways Improvement Plan



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**Headcorn Aerodrome, noise and flight path issues** – We have been copied to further complaints from residents near to the flight path and the matter is being handled by representatives from the aerodrome. The Planning Officer at MBC continues to investigate a way to formalize a planning application that will cover several events at a time at the aerodrome and to clarify the definition of 2 words in the conditions attached to the aerodromes overall planning permission. The Council can do no more until formal judgements are made by either the CAA or MBC.

**White Horse Crossroads Bulb Planting** – The bulbs were planted by a team of volunteers on Saturday October 17<sup>th</sup>. We have yet to receive the promised reimbursement from Chartway Group and the Clerk's Office will continue to chase for the funds.

### 6. Finance

#### (a) To review and agree the following: -

##### i. **Schedule of online Payments for November 2020.**

Schedule of online payments (Appendix A) was reviewed. The schedule was approved and will be signed by the Chair and will be returned to the Clerk.

##### ii. **Income for Month ending October 2020.**

There was an income of £390 from burial grounds, £18.75 from Traders carpark renewal and a £10 donation as well as £4041 received from MBC for the Parish Services Scheme.

##### iii. **Bank Reconciliation for Month ending October 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. The Budget Analysis was approved and will be signed by the Chair and will be returned to the Clerk.

#### (b) **Completion of CIL Annual report for submission to MBC.**

The CIL was discussed and agreed, after correction of a typographical error that it may be submitted to MBC.

#### (c) **To acknowledge receipt of the Notice of conclusion of audit and the Audited AGAR for the year ended 31<sup>st</sup> March 2020.**

The Council acknowledged receipt of the conclusion of the audit and noted that the audit stated in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

All public notices have been duly displayed.

#### (d) **To consider a donation to NSARDA.**

It was agreed to donate £100 to this charity, the National Search And Rescue Dog Association (Kent branch).



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**(e) To consider a donation to £30 to St Peter and St Paul Church Christmas tree festival.**

It was agreed to donate the £30. It was noted that the Council were concerned about the potential for vandalism and the distraction of drivers if the trees were placed along the front wall of the church.

**(f) To consider the payment to Thomas Ford and Partners of £100 for an onsite visit and report on the Lych Gate to facilitate any repairs needed before the next year's budget is set.**

The Chair outlined the issue with the possible repairs required at the Lych Gate and said she had wished to include this item as the earlier a report was available would enable the Council to understand the cost implication that would need inclusion in the budgets for 2021/22. It was agreed that their architectural surveyor should be asked to visit the site on 26<sup>th</sup> November 2020 and that the fee was acceptable.

**7. To review an update of the Headcorn Parish Council HIP and agree any actions required.**

The Chair and Clerks Office attended a virtual meeting with Jennie Watson on 21<sup>st</sup> October. Issues discussed: -

- The 30 mph sign on A274 road moved to agreed spot.
- Repeaters put in and existing dragons' teeth refreshed near Bovis estate.
- The matter of the sequencing of the Traffic Lights at the White Horse Crossroads.
- North Street / Church Lane / High street area was reviewed using Google maps and several options were discussed JW agreed to review the matter and explore what options, if any, there were.
- River Bridge, Headcorn Road we reviewed this area with Google maps and JW agreed to upgrade the signage to the more visible yellow signs. JW will also speak with the Transport Intelligence team about a solar powered Traffic Light.
- River Bridge, Headcorn Road JW confirmed that this area couldn't support a footpath and it would be unsafe to reinstall a walkway to traverse flood water.
- Shenley Road The pedestrian warning signs are awaiting instillation by contractors.
- The 30 mph sign on Lenham road moving to agreed spot needs confirmation with KCC
- Oak Lane / Forge Lane "Rat run" Again reviewed via Google maps to understand the issues and look for solutions. Several options were discussed and found to be unsuitable, speed bumps and one way status amongst them. Cutting back the hedge on the corner may help to improve visibility and negate some issues. A survey is needed to ascertain the direction of travel and type of vehicle. It may be possible to include this road in a proposed 20MPH zone along Kings Road.
- Also discussed where the situating of the speed surveys in the High Street and what should be done once this data has been examined.



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**8. To review continuation of deployment of air diffusion tubes and agree actions required.**

It was proposed that this should continue as a full data set will enable us to show the direct links between development of the area and air pollution. It will also set benchmarks over the Covid lockdowns and busier times pre Covid.

**9. To review and adopt the following Headcorn Parish Council policies, statements or procedures: -**

- Equal Opportunities Policy  
The policy was reviewed and adopted
- Complaints Policy  
The policy was reviewed and adopted
- Capability Policy  
The policy was reviewed and adopted
- Capability/Disciplinary Appeals Procedure  
The procedure was reviewed and adopted
- Health and Safety Policy  
The policy was reviewed and adopted
- Respect, Bullying and Intimidation Policy  
The policy was reviewed and adopted

**10. Correspondence: -**

- **From Counter Terrorism Police.**  
It was noted that the proposed posters were too "wordy". They also relate to the whole of the UK and so are not necessarily issues that may affect our area. We should look at, in the future, having smaller posters with warning of suspicious behaviour, suspect packages etc.
- **Email from Headcorn PTFA.**  
Suggestion of the Mayfair for 2021. HPC agreed to holding this on Days Green. A variety of dates were discussed, and it was agreed that the Clerk's office should go back to the PTFA and confirm the use of Days Green and suggested that it may be sensible to schedule the event for later in 2021.
- **Housing Algorithm.**  
Received from KALC a paper discussing the problematic issues used in this government algorithm which adversely affect how housing needs are formulated for the future in the MBC area.
- **Planning for the future.**  
Staplehurst Parish Council sent us their letter to Helen Whately. This contained useful information about how housing needs are planned for the future.  
Both this and previous letter will be included in the proposed letter to Helen Whately MP.



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- **Press release – flood warning**  
Broadly the same as previous years. Slight change regarding sandbags. Sent to Headcorn Flood Action Group. Also put onto notice board opposite Sweet William.
  - **E-mail from Terry Martin at KALC**  
The contained the protocols for the present Lockdown 5<sup>th</sup> November to 2<sup>nd</sup> December.
- 11. To receive the minutes of the following committees for information and to raise any queries arising from them: -**
- Planning Committee – October 26<sup>th</sup>, 2020**  
There were no amendments or comments.
- 12. To Receive Reports from the following Working Groups and action as required: -**
- Finance Group**  
Meeting agreed for Wednesday 2<sup>nd</sup> December 2020 – at this meeting the Council will begin the consideration of the budgets for 2021/22
  - Emergency Plan Group**  
We are waiting for MBC to send out the new proforma for these plans. The matter will then be taken forward by this group
  - Remembrance Day Parade Group**  
The Service has been posted on Facebook. We received an email from Susie King, RBL representative, who explained that she had never been able to attend the Headcorn Service before, as had always been with her Army unit, and very much enjoyed being part of our Service. All agreed it was a poignant service and enjoyed having the National Anthem sung by George Bartle who also fulfilled the role of bugler. Letters of thanks had been sent to all those that took part.
  - Communications Group**  
Parish magazine contribution for December will be submitted after this meeting.
  - Speedwatch Group**  
Still on hold due to Covid and a lack of volunteers. A request for a coordinator would be included in the Parish Magazine contribution.
  - Days Green Inspection**  
Councillor Mather reported that he had inspected Days Green, all is in good order and the play area is looking good. Just a need to chase Clancy Dowcra re removing their waste.



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

**Virtual meeting with Helen Whately regarding Planning Issues**

This was a general discussion to take in the problems with planning. The majority of the meeting was however taken up by James Bailey highlighting problems regarding enforcement at gypsy sites. An interesting and informative discussion outlining different problems which all seemed to condense down to the Planning Inspectorate not following guidelines and that those guidelines are vague. It was noted that the planning system affords special status to the Gypsy and Traveller community resulting in planning advantage not available to the settled community. There was little discussion of what Helen can report to Ministers regarding Headcorn, Staplehurst and Ulcombe issues.

HPC agreed to set up a meeting with MBC to discuss individual sites and the lack of Enforcement Officers, both in terms of recruitment and retention.

**Discussion regarding Redhill Stables.**

This was a compulsory purchase by MBC some years ago. HPC only found out by chance that MBC intended to sell it from a phone call from a person interested in the land forming a natural burial ground. MBC were supposed to advise HPC of any intention to sell this land.

Council were informed regarding the proposals of the natural burial ground put forward by a funeral director and a celebrant at a virtual meeting. Part of the fees for burials would be put into a Trust fund and once all burial plots, 1500, have been utilised, the burial ground would revert to a Nature Reserve and the Trust Fund would be used to maintain the Reserve with no running costs for HPC.

HPC has Section 106 money still held by MBC and this money could be used to purchase the land at a reasonable cost. This is all very preliminary at the moment. Nothing has been agreed to. Further details will be advised to Council after the meeting with MBC. The biggest concern is that if HPC do not purchase the land, then this may end up as another gypsy site.

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

Confirmation had been received from John Boyd that the George and Dragon is now licensed.

There being no other matters for discussion the meeting closed at 22:18 hrs.

Signed.....

Date.....

16 - 12 - 2020

