



## 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 13<sup>th</sup> January 2021 at 7:30pm.

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

Clerks: Stefan Christodoulou & Caroline Carmichael  
Assistant Clerk: Not present

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.
  - 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:** -

Due to the renewed lockdown the Community Warden is still only doing doorstep welfare visits, as well as helping the PCSO, MBC public protection team and the local Dog Warden with various Village issues. This includes keeping up to date on potential flood risks in this area as well as patrolling in the area.

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

Report from PCSO John Boyd showed between the 1<sup>st</sup> December 2020 and the 13<sup>th</sup> January 2021 there were 7 RTC's in the Headcorn area. There were also reports of Poaching, nuisance vehicles, fly tipping and a loose Horse. Some of these resulted in perpetrators being apprehended or reports to other authorities to investigate.

**The Police.UK Report for Headcorn** listed 29 crimes registered during the month of November 2020. The Chair pointed out that although the figures were for some weeks ago, the detail available in this new form of report and also the official definition of the various crimes was useful.

**The Rural Task Force Newsletter** reported on operations with local Borough Councils against fly tipping amongst other issues.



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4. **The minutes of the meeting held on Wednesday 9<sup>th</sup> December 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** – After further conversations between the developer and Kent Highways we understand the project is still on course for a February finish date. The Clerk's Office will continue to keep abreast of this.
  - 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 sent HPC designs of the signage for HPCs approval. HPC amended the designs and asked for a follow up from the developer. The Clerk will chase this.
  - Roberts Land** - Following planning approval for the access to the land from the Kings Oak Development, the matter of access to the land via Chartway remains with the HPC solicitor. The Clerk's office has emailed the Solicitor and is awaiting a reply. The developer will be contacted if this appears to be the hold up.
  - Headcorn Neighbourhood Plan** – There has been a meeting of the HNP Group and a way forward has been discussed. It was again stressed that the completion of the plan is paramount not least of all because with a NP in place the community will receive CIL at 25% as opposed to 15%. Dr Driver presented a revised survey and covering letter which the group discussed and also the method of distribution to get the maximum ,diverse, participation in these difficult Covid times.. Every attempt will be made to engage with as many Parishioners as possible.
  - Recruitment of new councillors** – This is included with item 8
  - Mobile Homes at Woodside Farm** – There has been no update from the enforcement team at MBC and given the recent contact from MBC regarding staffing and workload issues there is unlikely to be any movement on this until well into 2021. There is still no outlook for a resolution from the authorities.
  - Untidy land on Ulcombe Road near the property near The Willows** – This land is unregistered and as such no one has an obligation to maintain it. The lengthsman will tidy the area in a one off move whilst a resolution is sought. A letter to this effect has been sent to the residents.
  - Speed survey on the High Street Headcorn** – This matter has now been included within the Headcorn PC Highways Improvement Plan. The speed survey was arranged and then postponed due to Covid lockdown 2 and will be rearranged for early 2021. Which has again had to be postponed until this latest lock down is over.



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**HPC Highways Improvement Plan** – The Chair and Clerks Office attended a virtual meeting with Jennie Watson on 21<sup>st</sup> October. The Clerk's Office will chase Kent Highways once this new post-Christmas lock down is concluded.

**Planning Issues after the virtual meeting with Helen Whately**

We have received the draft joint parishes letter to Alison Broom MBC from Chair of Ulcombe – the Clerk will contact Ulcombe Chair re some proposed additional content.

**Redhill Stables** - The Chair and Vice Chair attended a meeting with MBC about Redhill Stables and it is clear that there is a commitment on the part of MBC for a Natural Burial Ground. The matter is now being taken forward by them and the HPC have been given the undertaking that they will be included on the panel of consultees that decide the future of the land and how it is managed it was clearly stated at the meeting with MBC that they were asking for bids with an end date of December 2020, however when HPC asked for the number of bids received, we were told that had been put on file and instead they were discussing the previous owners options and MBCs obligations in the matter.

**Lych Gate** - We have received a report on the Lych Gate's remedial works from John Bailey. The report included several craftsmen to contact. Once quotations for the work have been obtained HPC will need to apply to the diocese of Canterbury for a faculty for completion of the work. The report from Mr. Bailey also suggested that it would be in best interest of the gate to remove the leylandii adjacent to it. Quotations have still yet to be sought due to the latest Lockdown. The Clerk's Office will contact all relevant parties with in the next few weeks so that HPC are at the front of the queue when lockdown ends.

**Days Green** - It was considered that fences or bollards would mar the openness of Days Green, instead, it was agreed that a second CCTV camera be installed. It would be sited at the North Street end of the Green. Further issues to be discussed in Item 7.

### 6. Finance

(a) To review and agree the following: -

- i. **Schedule of online Payments for January 2021.**  
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 December 2020.**  
There was an income of £625.46 from VAT returns, £73.88 from Chartway from the Bulb replacements and a £310 in burial fees.
- iii. **Bank Reconciliation for Month ending December 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.



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**7. To further discuss methods to restrict vehicle access to Days Green and to consider quotation for additional CCTV installation at the area.**

The Idea of a ditch and bank was put forward as a possible low cost physical barrier in addition to the CCTV. It was agreed that this was an improvement on fencing, though some discussion would be needed for gates at path entrances and with The Day's Green committee. It was agreed that no further damage had occurred and the grass had repaired itself. So the idea of the ditch was put to one side as a possibility after the CCTV has been put in, if we still experience problems.

**8. To discuss the recruitment of new councillors.**

With the possibility of elections in May it would be good to get more members of the local community interested in joining the Parish Council, given that the elections last year were canceled and a letter drop is not possible at this moment, Cllr Pyman suggested writing to the local Headcorn community groups to ask if anyone involved with them had thought about becoming a Parish Councillor. This was felt to be a good idea and that the Clerk should write to them and enquire.

**9. To agree steps and additional cost implications of keeping the Days Green Public Conveniences open during the Government imposed Lockdown due to Coronavirus.**

It was agreed that the Toilets should be reopened with an extra cleaning rota during the day to ensure they are sanitized as much as possible for public use. This was confirmed in consultation with our contractor with further remuneration for the extra clean to the value of £15.00 per visit. It was further agreed that posters be made to try to promote the wearing of masks in the toilet area to help prevent the spread of COVID-19. The doors would also be left open to further minimise risk.

**10. Planning Applications to be considered: -**

**20/506042/FULL 23 Oak Farm Gardens Headcorn Ashford Kent TN27 9TZ**

Demolition of existing garage and erection of a single storey front and side extension  
The above application was reviewed at committee last evening and it was agreed that the committee wish to see the application approved. Referral to committee is not required.

**20/505933/FULL The Grange Southernden Road Headcorn Kent TN27 9LL**

Retrospective application for change of use of land to residential and installation of 2no. underground LPG storage vessels and 2no. sewage treatment tanks.

The above application was reviewed at committee last evening and it was agreed that the committee wish to see the application approved on condition that all the tanks where of sufficient to their usage and that no leaking could occur into the surrounding ecosystem and water table. Referral to committee is not required.



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### **20/506044/FULL 12 Down's Close Headcorn Kent TN27 9UG**

Erection of a single storey front and rear extension together with conversion of the garage.  
Loft conversion with rear dormer and roof lights to the front.

The above application was reviewed at committee last evening and it was agreed that the committee wish to see the application approved. Referral to committee is not required.

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

- **Learning & Development**

The policy was reviewed and adopted.

### **12. Correspondence: -**

#### **Hoggs Green.**

We received an email from a parishioner concerned about loose logs on Hoggs Green from a recent fallen tree we reassured the Parishioner that these were being taken care of in the near future.

#### **Defibrillator.**

We received a letter from KALC offering us another defibrillator. However we already have several and a further one is not needed.

#### **MBC.**

Due to complaints by members of the community about rubbish from the dustcarts being left on the road after the bins were emptied The Clerks Office wrote to MBC, to escalate the matter, whom then took the matter up with their contractor. We were promised that this wouldn't happen again and that both MBC and their contractor both apologize for this over sight.

#### **KCC.**

KCC sent us an email to warn us and the Parish of a potential Phishing scam purporting to be from HMRC. This will be passed on via our Facebook page.

#### **Suspending parking restrictions in Kingsland Grove.**

The local Ward Councillor included us in an email to MBC about the possibility of suspending parking restrictions in a street called Kingsland Grove as it has meant that local residents are forced to go out and move their cars for half an hour in the middle of the day to circumvent parking restrictions meant to deter commuters from parking in a residential area. At this current time with the country being in lock down there is no need for this as the residents are at home with their cars parked in their street. They are actually being forced to break lock down rules to move their cars for 30 mins. This will be taken up with the relevant parties.

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

#### **Planning Committee – December 21<sup>st</sup>, 2020**

There were no amendments or comments.



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

**Finance Group**

Cllrs met and discussed the budget-and a preliminary budget was calculated by the Clerk's Office. However, whilst the Tax Base has been received, we have still not been informed re the Parish Services Scheme. An extra ordinary meeting will need to be arranged to agree the budget. Date set for January 27<sup>th</sup>.

**Emergency Plan Group**

On receipt of the new model policy from MBC, any relevant changes will then be taken forward by this group.

**Remembrance Day Parade Group**

This is to be discussed later next year.

**Communications Group**

Awaiting the recruitment of more Councillors.

**Speedwatch Group**

On hold for the moment until after Covid and volunteers can be found.

**Days Green Inspection**

Councillor Mather has yet to give us the latest report.

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

There were no external meetings.

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

**Methodist Hall.**

It has been brought to the Councils attention in the last few days that the Methodist Hall will need to be sold as the Methodist Ministry can no longer afford its upkeep. The Parish Council will monitor progress as this represents a historic building in the Parish Conservation Area and is attached to the Parishes own Burial Ground.

**Emergency Phone and other ways of contacting the Clerk's Office.**

The Clerks Office has been having problems with the phones from both the Office and the Mobile emergency Phone. The new Clerks residential address does not support a good phone signal which can make contacting the Clerk when off duty difficult. It has been suggested that the purchase of a new Smartphone may be an option to allow contact through the internet when the mobile signal is not strong enough or a signal booster to improve mobile signal. Alternatively it might be possible to redirect the land line to the Office to the Clerks Home number to allow the answering of calls at his place of residence. This will be investigated by the Clerk. Furthermore there appears to be a problem with the land line to the Office. This will be taken up with the Village Hall and BT.



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**Thanks given for all the hard work done during the recent Lockdown.**

The Chair reported that the Clerk was dismayed at the lack of response to an email, sent out in December in which she had remarked that the Clerk's office and Lengthsmen had pulled through despite the difficulties of the Covid situation, to which not a single Councilor replied. The Chair on behalf of the Cllrs, thanked the Clerks and Lengthsmen for all their hard work over this difficult year and also gave thanks to the Cllrs themselves for all their efforts on behalf of HPC

There being no other matters for discussion the meeting closed at 22:07 hrs.

Signed

Date

28-1-2021