



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 December 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.

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 coming out of "Lockdown 2" straight in to the new "Tier 3" COVID status the Warden has continued to do doorstep welfare visits. Whilst he has still been out and about in the village it has been in a reduced capacity however he has been involved in several positive interactions with vulnerable residents in the Village and been in regular contact with the Community Safety Unit and PCSO. The Warden continues to be available to contact by the Village residents.

Information regarding police issues in the village: -

The way the Village crime report is provided to us has changed. It will now be in a statistically analysed format direct from the Police website. This unfortunately means that it will be delayed by one and a half to two months before we get up to date information. However, this will include more details and the outcome of any investigations.

4. **The minutes of the meeting held on Wednesday 11th November 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.



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5. Matters arising from previous meeting: -

Lenham Road Lack of Footpath from the Crest Nicholson Site – The Earthworks Design is nearing completion for submission to KCC. After a meeting of the Chair, Clerk, developer and KCC Highways it was agreed that the design required further work and the construction would be scheduled for the end of February. 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 and these are being considered by Council.

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 will continue to press for a resolution.

Headcorn Neighbourhood Plan – There has been a meeting of the HNP committee and a way forward has been discussed. It was stressed that the completion of the plan is paramount not least of all because the with a NP in place the community will receive CIL at 25% as opposed to 15%. The matter will be carried forward by Dr Driver under instruction from HPC.

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 household highlighting the need for new Councillors not least of all because we will face an election in May 2021. Matter has been added to January agenda.

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.

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. This is being discussed with the properties nearby and a way forward will be agreed with all parties.

Speed in and around the Village – This matter has now been included within the Headcorn PC Highways Improvement Plan.

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.

HPC Highways Improvement Plan – After the Chair and Clerks Office had attended a virtual meeting with Jennie Watson on 21st October the following issues remain to be resolved: -

- 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.



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- River Bridge, Headcorn Road we reviewed this area with Google maps and JW agreed to upgrade the signage to the more visible yellow signs.
- 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 thought to be unsuitable at this stage, speed bumps and one way status amongst them. Jennie Watson suggested cutting back the hedge on the corner may help to improve visibility and negate some issues and will investigate this matter. 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.

The Clerk's Office will keep the Council updated on all these matters.

Headcorn Aerodrome, noise and flight path issues – The rationalization of an application to cover the events that take place at the aerodrome remain with MBC for resolution. There has been further correspondence between a local resident and the aerodrome but no action is required by HPC at this time.

White Horse Crossroads Bulb Planting – We have yet to receive the promised reimbursement from Chartway Group and the Clerk's Office will continue to chase for the funds.

Planning Issues after the virtual meeting with Helen Whately -

- The consultation on the Government white paper for planning has been completed.
- Lack of enforcement action by the LPA continues to be a problem and the HPC have been pressing the matter with Ward Cllr. Round.
- A joint Parishes letter to Alison Broom at MBC is with the Chair of Ulcombe PC for drafting.

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 is clear that MBC need to sell the land therefore the idea of HPC renting the same was ruled out.

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.

Finance Group - The Finance group met on Wednesday 2nd December to discuss the budget for 21/22. This included several "wish list" items that would be considered. The Clerk's Office will circulate the detail.



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6. Finance

(a) To review and agree the following: -

i. Schedule of online Payments for December 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 November 2020.

There was an income of £8350 from VAT returns, £800 from Traders carpark renewal and a £310 in burial fees.

iii. Bank Reconciliation for Month ending November 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.

7. To consider HPC response to the Local Plan Consultation and agree action required.

The Chair asked all Councillors to review the Regulation 18 consultation and if they had any comments or observations that they wished included in the HPC response they should let the Clerk know by the 17th December. On that date the Clerk, Chair and Vice Chair would meet to agree the Council response.

8. To consider quotations for barriers on Days Green and agree actions required.

It was considered that fences or bollards would mar the openness of Days Green and be aesthetically too much like a town. Instead, it was agreed that a second CCTV camera be installed that would have software that supported night vision and number plate recognition. It would be sited at the North Street end of the Green.

It was further noted that the Council had sought the views of the Days Green Board of Trustees who had unanimously agreed that fencing in the Green was not something that they would support.

9. To review application from Crest Nicholson for a TRO to extend the current 30MPH zone and agree actions required.

The application was reviewed and approved. Clerk to confirm to developer.

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

• Personal Harassment Policy & Procedure

The policy was reviewed, a spelling error and wording were corrected, and it was adopted.



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- Sickness Absence Policy
The policy was reviewed and adopted.
- Communications & Media Policy
The policy was reviewed, and it was suggested that the Clerk should be the Communications Officer and it was adopted.
- Suggested Principals for Use of Social Media
The principals were reviewed and adopted.
- Public Participation & Questions Policy
The policy was reviewed, and it was noted that the other two noticeboards should be added, and it was adopted.

11. Correspondence: -

Headcorn Bowls Club - The Council received an email from the chairmen of the Headcorn Bowls Club about their recent application to build on the spare piece of land to the side of the bowls green which had been rejected by the council as the building was totally out of character for the area amongst other issues. The email seemed to be asking what they could do to increase their chances of having it accepted next time. The Council felt that they would not be changing their decision regardless.

CoVID Questionnaire - Some of the Council also completed an online questionnaire about COVID but found it to be very urban-centric in its outlook and questions. Not relevant to a rural situation at all.

KALC Minutes - The KALC Minutes were discussed: -

This involved updates on KALC's stance about Kent's Police and PCSOs, rural crime and the possibility of increased HGV activity on Kent roads after Brexit.

The impact of Covid on the clinically extremely vulnerable people in Kent's villages and the roll out of a limited shielding system and its use in keeping these people safe.

Information about the prior consultation period involved with the Local Plan review and note about the two proposed Garden Village Communities.

Community impact statements about the increase in HGV activity in Kent after Brexit primarily focusing on the direct links to Dover and the port areas.

The Parish services scheme introduction for 2021/22.

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

Planning Committee – November 23rd, 2020

There were no amendments or comments.

Open Spaces – November 16th, 2020

There were no amendments or comments.

Staffing - October 26th, 2020

There were no amendments or comments.



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

Finance Group

Nothing further to report at this time

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

It was suggested that we should try to fill some of the vacant positions in this group.

Speedwatch Group

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

Days Green Inspection

Councillor Mather reported that he had inspected Days Green and barring a small bit of water retention by the bug hotel all is in good order.

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

External meetings attended have been recorded elsewhere in these minutes.

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

The Chairman raised the issue of the car parking charges at the Railway Station and noted that we have been advised these would be reviewed when the new franchises had been awarded. Currently the franchise remains with South Eastern. The Clerks office will follow up on the matter.

There being no other matters for discussion the meeting closed at 22:38 hrs.

Signed.....

Date.....

21st - 2021