



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 10th February 2021 at 7:30pm.

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

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 were two requests to join the meeting. Invitations were issued, and the meeting was joined by Tim Thomas and Nick Williams.

1.
 - a. **Co-option of new Councillor.**
Mr. Nick Williams gave a short account of his experience and what he will be able to bring to the Council if he were to be elected. The Council took a vote and by a show of hands voted unanimously that Mr. Williams be co-opted onto the Council.
 - b. **Signing of the Acceptance of Office.**
It was agreed that Cllr Williams should attend the office and sign the Declaration of Acceptance. The Clerk will facilitate.
2.
 - 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.
3. **Public session** (minute book closed.)
4. **Community Warden Report: -**
Due to the renewed lockdown the Community Warden is still only doing doorstep welfare visits. Much of his time has been spent delivering Covid test kits in the ME15 area and on Task Force operations. In the last month he has spent 3 days in Headcorn, during which he carried out 4 welfare visits and 1 home library drop off. The Warden has also remained in contact with the lengthsman and local PCSO and Kent Police for local intel. The Warden has also asked that the KCC Warden Patrol Van to pay particular attention to Headcorn to bolster visual presence.



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Information regarding police issues in the village: -

Report from PCSO John Boyd showed between the 12th January 2021 and 31st January 2021 there were 3 RTC's in the Headcorn area. There were also reports of an abandoned vehicle which was passed to the local authority. In addition, there were two reports of suspicious vehicles around Headcorn. Local officers have conducted high visibility patrols in Headcorn and surrounding area giving re-assurance to local people, victims and witnesses.

The Police.UK Report for Headcorn

Listed 30 crimes registered during the month of December 2020. ASB 12, Violence and Sexual assault 11, Criminal Damage / Arson 4 and Burglary 3.

Fly-tipping

The Chair reported on a recent blatant event on the Lenham Road (classified) when a tipper lorry deposited many fridges and freezers along and across the road as he continued driving. MBC Waste Crime Department, who took swift action, are investigating.

5. The minutes of the meeting held on Wednesday 27th January 2021.

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.

6. Matters arising from previous meeting: -

Lenham Road Lack of Footpath from the Crest Nicholson Site – We understand the project is still on course for a February start date and will hopefully be finished not too long after. The Clerk's Office will check on the exact start date.

Section 106 payment – The Clerk continues to pursue outstanding funds with MBC. There remains outstanding funds of more than £170,000.

Off Road Parking at Kings Road – HPC had approved the signage and the matter is with the developer. The signs have not yet been installed and the Clerk will pursue the matter.

Roberts Land - The matter of access to the land via the Chartway Kings Oak site remains with the HPC solicitor. Further correspondence had taken place over costs and the Clerk continues to pursue the matter.

Headcorn Neighbourhood Plan – The meeting of the HNP Group and survey have been completed. This has been "distributed" electronically and is available on our social media and website. Several other sources, including local societies, have been approached such as the school in order to get the maximum diverse participation.

Recruitment of new councillors – As mentioned above a new Councillor has been Co-opted and another member of the Parish is also interested in a position. The Clerk continues to advertise the need for new Councillors.



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Mobile Homes at Woodside Farm – There are still no updates from the enforcement team at MBC and there is still no outlook for a resolution from the authorities. The Council were advised that power has now been installed at the site. The Clerk will follow up once again.

Untidy land on Ulcombe Road near the property near The Willows – It was noted that the lengthsman have tidied the area as a “one off” to assist the property owner whose property adjoins the area. The residents has been advised that the matter is now closed as the PC have no responsibility to manage the land.

Speed survey on the High Street Headcorn – This matter has now been included in the Headcorn PC Highways Improvement Plan. The speed survey had been arranged but was postponed by the 2nd and 3rd CoVID Lockdown restrictions. The survey will be rearranged by the Clerk as soon as Govt. guidelines permit.

HPC Highways Improvement Plan – The Chair and Clerks Office attended a virtual meeting with Jennie Watson on 21st October. The traffic surveys/assessment promised by KCC are on hold due to the 2nd and 3rd CoVID Lockdown restrictions. The Clerk’s Office will pursue the matter as soon as Govt. guidelines permit.

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 has contacted the Ulcombe Chair re some additional content. We await an update on the progress of this.

Redhill Stables – Council representatives attended a meeting with MBC about Redhill Stables. MBC seem committed to 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 its management. HPC were advised in late 2020 that the matter is currently on hold and at this time (February) they confirm there is no news. The Clerk will chase for an update prior to March FC meeting.

Lych Gate - Quotations have been sought from the three recommended restorers. The Clerk met with the first of the companies on Sunday 7th. The remaining two companies are due to attend shortly and the Clerk will then prepare details of the quotations for the Council.

Days Green – A second CCTV camera will be installed in the next 2 to 3 weeks. It would be sited at the North Street end of the Green. A recent incursion will be investigated by the Clerks office which is purported to involve a LA vehicle emptying bins.

Parish Mobile Phone – The Chair raised the matter of the parish mobile and it was agreed this must be investigated as a matter of some urgency. It was noted that the Parish Office phone fault has been sorted.

7. Finance

(a) To review and agree the following: -

i. Schedule of online Payments for February 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 January 2021.



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There was an income of £494 which is noted as the rent due for the Headcorn Allotments.

iii. **Bank Reconciliation for Month ending January 2021.**

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) To consider a donation to Heart of Kent Hospice.

Due to this being a local charity which directly helps people in our community it was agreed to donate £280, based on a donation of £10 per person helped in our area in the last year. It was noted that this donation recognised the difficulties that charities are facing due to the lack of fundraising opportunity during CoVID restrictions.

8. Correspondence: -

Hammerstream - Concerns raised by residents, including one from Frittenden Cllr Gosbee, regarding the erection of a 6ft high chain link fence with metal posts on the edge of the narrow tarmac road and lorries taking soil and other debris onto the site, led to repeated communications with MBC, KCC, Kent Police and the EA about the situation at Hammerstream Paddock. The matter has been investigated and MBC an injunction has been sought. As there appears to have been a change in land ownership MBC have posted copies of the injunction on the site and are trying to contact the new owners. The injunction prohibits any further works/development at the site.

Headcorn Village Hall – Currently the Pre School and Parish Office are the only areas open HVH has received grants and funds from the Government to offset the impact of this and finances are buoyant. The owner/operator of the Pre School has given notice that she is resigning in July 2021 which will reduce the preschool provision in the parish.

Drainage - Tim Thomas has asked the Clerk's Office to enquire from KCC and Kent water about maps for drainage, sewers and storm drains in the Village to help with future flooding issues that could be precipitated from a lack of upkeep on said drainage.

Hillstone Developers - Hillstone building company had asked if they could put advertising signage on Days Green for the new houses they have built on Forge Meadows. The Clerk had advised that the Council strive to keep the area free of signage and permission was refused.

Community Faster Broadband Connection - A community fast fiber project has been started in Water Lane by Parishioners to improve their internet infrastructure. The company behind this improvement then asked them if their Parish Council would cosign as securers of the vouchers that are being given to fund this program. Unfortunately, this means that the Parish Council would be liable for any financial short fall in the project, not covered by the vouchers, and so this was rejected.



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Oakfield Villa, Oak Lane - One of the occupants of Oakfield Villas asked the Clerk's Office what could be done about the excessive speed and careless driving in Oak Lane. The resident reported several cars parked outside Oakfield Villas had been damaged, even written off by speeding drivers. It is important to note that we are not aware of any other such incidents. Speed in Oak Lane and Forge Lane is part of HPC Highways Improvement Plan. The occupants concerns and ideas were noted and passed on to the KCC representative responsible for the HIP.

KALC - KALC advised that they were offering training for Councillors and (Parish Clerk staff)- Clerks re Planning and Chairmanship This was passed on to the Councillors however the uptake on the Clerk training was so high it was booked out almost instantly.

Headcorn Airfield - Headcorn Aerodrome are putting on a limited event in July this year that will not include flying/acrobatic displays.

2021 census - The 2021 Census is now being advertised by the ONS and they have requested that we help publicise it on our social media.

Emergency Road on to Kings Road - The Clerk's Office has received an email from a resident of Mill Bank asking if Orbit/Chartway had any plans to install dog waste bins on the emergency road leading from their estate to the Kings Road. They also asked about planting and landscaping in that area. The enquiries elicited an email to the Clerk from Clive Astell at Orbit who advised that an audit of the various requests would be undertaken, and he would get back to us with the results. The Clerk agreed that they could approach MBC about the waste bins and would review the same upon receipt of the detail of the audit.

St Peter & St Paul Church Wall - The Vicar has asked for help tracing the two cars that recently crashed into the wall at the front of the church in the recent snowy weather. The Clerks office have asked our CCTV providers to check footage from the camera at that location.

KALC fly tipping posters - KALC Have provided the Council with posters that warn about the consequences of fly tipping. The Clerk has produced laminated posters that will be put in around the village by the Lengthsmen.

Land at the rear of Foremans Car Park - Starnes, agents for the landowners, have written to us to advise that they have workmen installing new drainage in the Traders Car Park. This should take a little under a week. The Clerks office have asked for an indication on the time frame for the development.

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

Open Spaces Committee – January 18th, 2021

There were no amendments or comments.

Planning Committee – January 25th, 2021

There were no amendments or comments.

Staffing Committee – January 18th, 2021

There were no amendments or comments.



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

Finance Group

The new financial years actions have all been completed.

Emergency Plan Group

Still waiting on the new model policy from MBC and the introduction of any changes.

Remembrance Day Parade Group

This is to be discussed later this year.

Communications Group

Awaiting the recruitment of more Councillors.

Speedwatch Group

On hold for the moment until after Covid restrictions have been lifted and volunteers can be found.

Days Green Inspection

The Green is snow covered at this time. The area by the bug hotel is a little flooded, this will be dealt with in the spring. The two entrances to the green need clearing of snow and ice but at present this can only be done by KCC. The bins on Kings Street have again been filled with household waste after the lengthsman have emptied them.

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

There has been one external meeting held by the Clerk's Office with KCC Highway's Susan Laporte. This involved an enquiry from a parishioner who lives on a tight bend along Grigg Lane who often experiences cars missing the corner and crashing through his fencing. The parishioner was asking about the introduction of speed limits, speed bumps and signage to highlight the sharp bend. Unfortunately, the only viable option was really the signage. Also, it would be useful for the Parishioner to repaint his fence with some reflective stripes or arrows as it is currently black.

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

There were no matters for discussion

There being no other matters for discussion the meeting closed at 21:37 hrs.

Signed.....

Date.....

17-3-21