



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 March 2021 at 7:30pm.

Those in attendance: Cllrs Dungey, James, Pyman, Selby, Thomas, Williams 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, Bella Mansfield, and Jane Armstrong

1.

a. **Co-option of new Councillor.**

b. **Signing of the Acceptance of Office.**

The Chair noted that the candidate had sent apologies to the Council and it was agreed the matter would be carried forward to the meeting next month.

2.

a. **Apologies for absence:** Were received and accepted from Cllr Davies. Cllrs Walker and Mather were noted as absent.

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 increased pressures on the Community support team, we have not received a report from the Community Warden. The Clerk will ask for an early update.

Information regarding police issues in the village: -

Reports from PCSO John Boyd - 1st to 28th February 2021

- 2 RTC's in the Headcorn area.
- Reports of broken-down vehicles in North Street and on Maidstone Road.
- Several instances of anti-social behaviour with and without vehicles. Those involved where moved on.
- Local Officers, PCSO's and the community policing team conducted an operation in rural areas targeting vans and lorries etc. in conjunction with the waste crime team from MBC.



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- There were several reports of a “suspicious” male in the Village these were followed up but no further information could be gleaned.
- A knife was found on Days Green this was handed in to the PCSO and was booked for destruction.

The Police.UK Report for Headcorn: -

The report showed: -

- 8 instances of Anti-social behaviour,
- 8 of violence and sexual assault,
- 3 of Criminal damage and arson
- 2 of theft.

Incident at Martins Gardens, Lenham Road, Ulcombe: - It was reported that an individual was stabbed and another run over at Martins Gardens. It is believed that this incident happened at the same time as a large gathering/party at this site. Parishioners have expressed concern that the gathering broke the Covid restrictions currently in place.

A report in Kentonline (A Kent Messenger publication) reported this incident displaying a photograph of Headcorn High Street, whereas the incident occurred some two miles away, well outside the village centre. The photo caused an immediate concern in the local community and when asked why it had been reported in this way the response from the correspondent was that they used a template for reporting that required a picture, and it was the only picture he had. The Council agreed that this was not only sloppy reporting it was very irresponsible and agreed that the matter will be taken up in a letter with the editor of the publication.

5. The minutes of the meeting held on Wednesday 10th February 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 understood the project to have a February start date, however this has not been the case and the Clerk has now escalated the matter to our KCC Councillor.

Section 106 payment – Without reference to Headcorn Parish Council the LPA has allocated Section 106 funding to Play Areas at Days Green and Hoggs Bridge Green consistently since 2006 and it totals some £338,477. The Clerk’s Office have made a significant inroad into securing changes to S106 agreements that have enabled us to recover £184,403 thus far. The Clerk continues to pursue this with MBC.

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.



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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 to get the maximum diverse participation. The survey is currently live and as at March 9th there had been 431 responses. It was agreed that this was a good response rate.

Recruitment of new councillors – A new Councillor was co-opted at the February meeting and another member of the Parish has expressed an interest in joining the PC, unfortunately he was unable to attend this meeting and the matter is carried forward to next month.

The Clerk continues to advertise the need for new Councillors.

The Chair reminded the Cllrs who wish to stand for election in the May 2021 that they need to get their completed nomination papers in to the MBC Electoral Officer by 4pm on Friday 8 April. The Clerk’s office will facilitate hand delivery of papers to MBC, completed nomination forms must be delivered to the Parish Office at a date to be confirmed to councillors by the Clerk. It was confirmed that candidates do still need “sponsors” signatures on the form despite the Covid restrictions.

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.

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 in June at the direction of the Parish Council.

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 new draft joint parishes letter to Alison Broom MBC from Chair of Ulcombe. The Council agreed that the letter now struck the right tone and conveyed a clear message that the situation is unacceptable. The Clerk was asked to include two additional statements: -

- This list is by no means exhaustive and there are a significant number of other sites in Headcorn that are the subject of protracted planning and enforcement issues.
- There is an urgent need for a change in POLICY that ensures the housing need for G&T’s is assessed in line with and to the same criterion as that which applies to the settled community.

These comments will now be passed back to the Ulcombe Council for comment and the issue of the letter.

Redhill Stables – The Clerk sought an update from MBC on the issues pertaining to the use of this land as a Natural Burial Ground and were advised by an officer with the corporate property team that read –“ I have a meeting 15th March with Head of Procurement to discuss the most appropriate form of documentation to send out to interested parties and how best to ensure all



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interest are taken into account". – the Clerk will chase for an update prior to the April FC meeting.

Days Green – A further CCTV camera had been successfully installed.

Parish Mobile Phone – The Clerk has resolved the issue of lack of reception and no further action is required. It was noted that the Parish Office phone fault has been sorted.

Hammerstream Paddock - The injunction that prohibits any further works/development was posted at the site by MBC in February 2021 there has been no further update from the LPA the Clerk's Office will continue to chase for updates.

Potential Flood and Drainage issues – The Clerk investigated the acquisition of foul water system maps as requested at the last meeting; these can be downloaded from Digdat (an online system for obtaining maps for utility services) at a cost of £36 per A3 map. Each map covers only a small portion of the entire system in Headcorn, and it would be prohibitively expensive to download the entire villages drainage schematic. It was agreed that Tim Thomas would ask the Flood Forum for support in obtaining these maps. If this is unsuccessful the issue of downloading them will be revisited.

Oakfield Villa, Oak Lane – The Clerk's Office have received speed data from KCC obtained from satnavs and mobile phones. The data suggests that speeds are within enforcement levels and at this time the Clerk's Office are unable to take any further action. The overall issue remains a feature of the HIP.

KALC - Cllr James Thomas attended the chairmanship training course. He found it to be a worthwhile endeavor.

2021 census – The Chair reminded everyone about the importance of completing the census.

Emergency Road on to Kings Road - The audit from Orbit Group remains outstanding and was chased by the Clerk's Office and we are promised an update soon at which time we can review responsibility of the provision of dog fouling bins, waste bins and other items raised by the community.

St Peter & St Paul Church Wall – Following the incident at the Church when the wall was damaged by vehicles leaving the road the PC were unable to help with any CCTV images and the same has been confirmed to both the church and Kent Police. It should be noted that Kent Police approached the Clerk's Office for images well after the date on which they can be held under GDPR. When questioned the response from Kent Police was that they are very busy dealing with many RTC and those involving injury take priority.

Land at the rear of Foremans Car Park – After the drainage work had been completed a large pile of rubble had been left at the site which the Clerk's Office noted would possibly be used in an anti-social way. This was reported to Starnes who gave us a commitment that it would be removed ASAP.

Land at Mote Road – It was agreed the Clerk's office would follow up with Catesby Estates for potential evening meeting dates later in March to discuss the plans etc. regarding the land off Mote Road that has been designated for 127 houses.



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7. Finance

(a) To review and agree the following: -

i. Schedule of online Payments for March 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 February 2021.

There was an income of £1698.14p, consisting of £1648.14 – reclaimed VAT + £50 burial ground fees

iii. Bank Reconciliation for Month ending February 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 discuss relocation of existing accountant and agree any actions required.

This was discussed and agreed that the accountant continues to provide us with an invaluable service, especially given the complexities surrounding payroll, taxation and pension arrangements. No further action is required.

(c) To consider renewal of membership of Action with Communities in Rural Kent.

This was discussed and it was agreed that we would renew our membership of this organisation. The cost of which was £105.

(d) To consider renewal of Council membership to the Aviation Federation.

This was discussed and it was agreed that we would renew our membership of this organisation. The cost of which was £50.

8. Correspondence: -

Tier 4 Restrictions Air B&B in Headcorn – The Clerk's Office had received reports from a Parishioner that a house in the Village was being used as an "Air B&B" during the Pandemic Lockdown when all travel etc is restricted. After some investigation this was forwarded on to the Police and Environmental Health authorities and the matter has been dealt with.

Traffic Shenley Road – There was further correspondence forwarded to HPC from our KCC Cllr Prendergast in relation to this matter. Although the signage has been put in as per the previous agreement, it has unfortunately been put in the wrong position. Cllr Prendergast asked KH to correct. It was also noted that large lorries continue to use this road at an unacceptable speed. The resident had previously been advised by the Clerk's Office that the only option that is viable at this stage is a "lorry watch".

Headcorn Aerodrome email exchange with resident - There has been further emails between the residents of Waterman Quarter and the Airfield. No action is required on the part of the Council at this time,



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ACRE creation of the Village Hall Doomsday Book 2021 - ACRE are compiling a "Village Hall Doomsday Book". It was noted that Headcorn VH is already included in the record.

2021 ONS Census – this has already been circulated and promoted as requested.

Rural Task Force report and Winter Newsletter – This was disseminated to the Council for their information. No comments or action required.

Precept 2021/22 – MBC have confirmed that our precept request has been approved and will be paid on or around April 10th.

KALC – It was confirmed that the deadline for the Annual Governance Return would revert to June 30th. The Clerk's office had advised the Chair that all was in order to complete the AGR in time for the May or June meeting. The internal audit is booked for early April.

Remote Meetings- KALC has reminded HPC that the legislation for virtual meetings expires on May 6th, however they are lobbying for remote meetings to continue. The Annual Meeting of the Council is scheduled for May 12th – the Annual Parish Meeting is usually in April so currently we need to see what transpires.

Foreman's Centre – Henry Lloyd -Roberts has paid for the rubbish bin in the car park but is unsure finances allow for a second bin. He arranged for previous owners of Café Corner to pay for the removal of the Veolia container.

Posts on High Street – Prime One, who provide the Christmas lights, will sort the crooked posts on the High Street. Clerk to meet with Prime One to discuss number of poles need replacing and re the Christmas lighting attachments so that they can provide a complete quote. In meantime they have sorted an emergency situation with another post.

Fly tipping issues – The Clerk's Office received a press publication that MBC would be deploying "Mobile Litter Cams". The Clerk's office will investigate the specifics.

9. To discuss quotation for repairs to the Lych gate and agree actions required.

Two of the three quotations requested have been received. It was felt that it would be best to wait until we had received more options. This matter will be carried forward to next month's meeting.

10. To discuss Operation London Bridge/Death of a National Figure and agree actions required.

With the illness of public figures being reported in the media, the Vicar, Fiona Haskett had raised the idea of a joint book of condolence (HPC/Church) and offered the use of the Church for signing. Under Operation London Bridge, HPC are required to provide a book of condolence which should be placed in a public place from the announcement of the death until the funeral.

After discussion it was agreed that the book would be placed in the foyer of the Village Hall during Parish Office opening hours so that members of the Public could access it should they wish. A rota would be organised so that a member of the Parish Council/Clerks Office can be there at such times.

It was agreed that any floral tributes be placed at the War Memorial in the High Street.



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11. To discuss Headcorn Methodist Church building as a village asset and agree actions required.

The Parish has heartening news that saving this building for the Village may not be as expensive as initially feared. There are plenty of ideas for uses for this building. This all contributes to the case for saving this important building. It was agreed that further work must be done on securing it and it was agreed that the Parish Council would complete and submit a "Community Right to Bid" application. The Clerk will complete the forms and submit on behalf of PC. It was also agreed to investigate the possibility of using S106 money in the funding of the purchase of the building.

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

Planning Committee – February 22nd, 2021

There were no amendments or comments.

13. 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. This may have to be left for the new council if not further information is forthcoming.

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

It was noted that the area of the green which had recently had a tree removed has been flattened and reseeded with grass. There were no other matters to report.

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

There were no external meetings.



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

The Chair advised the Council that Caroline Carmichael had agreed to stay on until the end of May and see the Council and Clerk through the election. The Council thanked her for this commitment.

It was noted that the new Sainsburys in Staplehurst will be opening at the end of March. It remains to be seen how much impact this may or may not have on the Sainsburys Local in Headcorn High Street.

The Chair noted that a newspaper report that KCC have a plan to introduce more 20mph zones in towns and villages and there is a public consultation on 20mph zones on KCC website.

There being no other matters for discussion the meeting closed at 22.04 hrs.

Signed.....

A handwritten signature in black ink, appearing to be 'M. Berry', written over a dotted line.

Date.....

20-4-21