



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 14th April 2021 at 7:30pm.

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

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 sad passing of HRH Prince Philip, Duke of Edinburgh was acknowledged and Cllrs took moments to remember his life of service to our Country, on active service during World War 2, as the consort of our Queen, towards environmental issues and towards our youth through his award scheme

1.

- a. **Apologies for absence:** Were received and accepted from Cllr Davies. Cllrs Walker was 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.

2. Public session (minute book closed.)

3. Community Warden Report: -

The Community Wardens report noted the following matters: -

- The issue of a gentleman sleeping in his car in the train station car park on a regular basis has been referred to MBC Housing Outreach Services. The gentleman has so far declined help (he is well stocked up & warm). John Boyd and the Fire station Sgt are aware of him too – he has engaged with the Fire Personnel. The Community Warden will continue to monitor.
- Have had multiple reports of Fly tipping in the Newhouse lane and Water Lane area which Stuart has reported to MBC.
- He has also had reports of youths in the Oak Lane area, who have been playing knock down ginger and throwing eggs at houses and parked vehicles.



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- To assist an elderly resident, he set up a tablet pc to help them and keep them from being socially isolated.
- The Warden continues to carry out welfare checks on some of the more vulnerable residents.

Information regarding police issues in the village: -

Reports from PCSO John Boyd - 1st to 31st March 2021

- RTC – Station approach Rd.
- There were lots of reports of an abandoned motor bike on the Maidstone Rd – a Police patrol talked to the owner who said that it is broken down and they are awaiting recovery.
- Report of unknown males with dogs firing catapults at wildlife around pond in Hop Pocket Way – local officer gave re-assurance and conducted high vis patrols, no more reports.
- Reports of poaching down Love Lane – patrols attended offenders made off.
- Report of a vehicle causing a traffic hazard, at eve vehicle pulled into side of road with no lights on – no available patrols and no more reports.
- RTC – Lenham Rd, Headcorn Rd.
- There were lot a report of an abandoned caravan on the Baker Lane – vehicle was causing an obstruction for traffic so was removed by police.
- Report of unknown males hocking items around the village – any people of concern to residents need to be rung in.
- Reports of Unexploded wartime munition found down The Ulcombe Rd – Army EOD dealt and carried out controlled explosion.
- Report of a vehicle causing an obstruction in Brooklands Close – patrol attended but no vehicle present.

The Police.UK Report for Headcorn: -

The report showed: -

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

Incident at Martins Gardens, Lenham Road, Ulcombe: - it was previously reported that the Chair would be writing to the Kent Messenger with regards to the irresponsible reporting of the above incident. At this time of this meeting the letter had not been sent.





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4. **The minutes of the meeting held on Wednesday 10th March 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.
5. **Matters arising from previous meeting: -**
- Lenham Road Lack of Footpath from the Crest Nicholson Site** – The Clerk had agreed to attend a joint meeting of the residents and developer at which the lack of the footpath would be discussed. It was also agreed that a Parish Councillor and a member of KCC Agreements Team would attend. Hopefully, this will provide some answers.
- Section 106 payment** – The Clerk continues to pursue this with MBC. Several opportunities to utilize this money have arisen recently and a revised schedule of outstanding funds had been circulated to Councillors.
- Off Road Parking at Kings Road** – Several matters concerning the Kings Oak Development including the installation of these signs are being pursued by the Clerk's office and an update will follow as soon as it is available.
- Roberts Land** - The matter of access to the land via the Chartway Kings Oak site remains outstanding with various parties including HPC solicitors. The Clerk has been in correspondence with Orbit who have agreed to a meeting once a site visit, scheduled for April 20th has been completed.
- Headcorn Neighbourhood Plan** – As previously reported the survey has been completed and the Chair is to have a conversation with Dr. Driver about the next steps. At this time that conversation has not taken place.
- Recruitment of new councillors** – Councillor nomination forms were all completed and delivered on time to MBC. The election was uncontested, and 8 Councillors elected. It is important that we continue to look for additional members and the Clerk and Council will continue to push for new councillors.
- Speed survey on the High Street Headcorn** – This matter has now been included in the Headcorn PC Highway 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 for June.
- HPC Highways Improvement Plan** – The traffic surveys/assessments promised by KCC were on hold due to the 2nd and 3rd CoVID Lockdown restrictions. We have recently been advised that KCC will be undertaking site visits in early May and they will then contact the Clerk's office to arrange a meeting to discuss.
- Planning and Enforcement Issues** – The Chair of Ulcombe Parish Council sent the joint Parish letter (Headcorn, Ulcombe & Boughton Malherbe) to the Chief Executive at MBC. The letter resulted in contact by William Cornall, Director of Regeneration and Place and a joint meeting was arranged for April 20th, 2021.
- Redhill Stables** – MBC advised that they are proposing to appoint a local agent to invite expressions of interest in the purchase and or use of the land they will expressly invite the parties



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that have previously approached them with their interest. Interested parties will be allowed 6 weeks from when the land is first advertised to allow parties to develop their proposals. The Clerk will chase for a further update before the next meeting.

Hammerstream Paddock - The injunction that prohibits any further works/development was posted at the site by MBC in February 2021. There has been further works at the site which has been reported to the EA. Any further activity will be reported as it arises.

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 following a site visit on April 20th the matters to be discussed will include the provision of dog fouling bins, waste bins and other items raised by the community.

Land at Mote Road – A meeting between Catesby Estates and the Council was held virtually where in Catesby Estates put forward their proposal for the site and how it may look should a developer be found to purchase it. It was pointed out though that the potential developer would not be strictly bound to follow their proposed plan but that it should be correct in broad strokes.

Precept 2021/22 – MBC have confirmed that our precept request. The finds were received on April 9th.

Operation London Bridge/Death of a National Figure – Following the death of HRH Prince Philip, usual protocol would be to provide a book of condolence, which would be placed in a public place from the day after the announcement of the death until the day of the funeral. However, given the current Pandemic situation instructions were received to suspend this form of condolence in favour of having the condolences offered solely online.

It was however agreed that any floral tributes be placed at the War Memorial in the High Street and noted that HPC placed a formal tribute the day after the announcement.

Headcorn Methodist Church - The Clerk's office completed the "Community Right to Bid" and it was submitted to MBC and receipt of same has been acknowledged. application. The Clerk will advise as soon as there is news from MBC.

6. Finance

(a) To review and agree the following: -

i. **Schedule of online Payments for April 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 March 2021.**

There was an income of £1254.84, this included refunds of £990.72 and £52.08 refunds from Prime One and KCC supplies respectively and the reimbursement by Henry Lloyd Roberts of £212.04 for the bin at Foremans Centre Car Park.

iii. **Bank Reconciliation for Month ending March 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.**



HEADCORN PARISH COUNCIL

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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 the renewal of membership to Kent Association of Local Councils (KALC)

It was agreed that KALC membership should be renewed.

7. Correspondence: -

Headcorn Airfield - We have received the flying and non-acrobatic flying days calendars and the same are available on our website.

Police Speed Enforcement - We have received an update on the exact terms of the additional over time speed enforcement. This will be carried forward to the June Agenda for further consideration.

The Meadows, Lenham Road – We have received copied correspondence sent to Helen Whately, from a resident on Lenham Road that highlights the myriad of anti-social behaviour and illegal activity that their property is subjected to by the residents of the Meadows. The response received from the MP very positive and gives us hope that the concerns raised are now being considered at ministerial level. This matter will be followed up by the Clerk/Council.

Environment Agency, Lack of Accountability - Councillor Round copied HPC to correspondence about an upcoming meeting with the EA in relation to planning, lack of enforcement and the knock-on effect on the environment including crime waste, wastewater, and flooding. This is seen as a very positive step as HPC have seen firsthand the issues caused by the lack of enforcement and the "pass the buck" culture that currently exists.

Email about the Government "Back to work" fund - As there was insufficient details about how to apply and what the funds could be used for the Clerk's Office would write to MBC to ask how they would be spending the funds and how we could apply for them if we are able to do so.

Rural Litter Pick - The Clerk's Office received a reply from MBC that although their litter crew were 6 weeks behind schedule, they were scheduled in the Headcorn area very soon.

KALC minutes of March 25th Meeting – The minutes were received and noted.

Headcorn PTFA - The Headcorn PTFA announced that due to the continuing Coronavirus uncertainties they would not go ahead with this year's May/Summer fair. It is hoped that 2022 will see the return of the village event.

8. To discuss quotation for replacement, play equipment at Days Green and agree use of allocated S106 funds for the Same.

The Seesaw in the Days Green children's play area had been vandalized, after consideration it was agreed that it would be better to replace the piece of equipment rather than effect a.+ repair. The Clerk has submitted an insurance claim for the cost equal to the repair quotation and the balance of cost to replace the item will be recovered from S106 funds. The Council



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chose the "Duck" design for smaller children as they felt that young children's play equipment was underrepresented in the play area.

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

The comments received from Nigel Caselton were considered alongside the other quotations for the Lych Gate it was agreed that the contract should be awarded to BW May and Sons. The Clerk's Office would seek the appropriate faculty from the Diocese of Canterbury in order to take the matter forward.

10. To discuss provision of broadband in Headcorn and agree actions required.

This was discussed and it was agreed that this was not something that the Parish could or should be involved with due to the immense financial implications of standing guarantor for the village in any privately funded scheme. It was noted that there was significant Government pressure to force Open Reach and others to provide a high signal quality broadband to rural communities.

11. To discuss KCC scheme for provision of Community Electricity Charging Points and agree actions required.

After consideration, the council determined that the new Council may wish to consider this matter further and a working group formed to investigate this idea and logistics of the same.

12. To discuss Parishioner request to consider double yellow lines on Moat Road.

A Parishioner has contacted Kent Highways about the extension to yellow lines that currently exist on Moat Road. This will prevent people parking too close to the junction thereby blocking it to incoming traffic. The Council agreed that this was a sensible proposal and agreed that they would be happy for Kent Highways to investigate the same. The Clerk will advise KCC accordingly.

13. To discuss the return to face-to-face meetings and agree any actions required.

Current legislation that permits Council meetings to be held virtually ends on May 5th, 2021 and thus far despite a High Court challenge the legislation will not be extended and therefore face to face meeting must resume. We will therefore be resuming meetings in the village hall from May 12th Full Council meeting. This will mean added Biosecurity in the form of complying with the Village Halls Covid Health and Safety measures as instructed in their risk assessment guide on the subject.



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

Planning Committee – March 22nd, 2021

There were no amendments or comments.

Open Spaces Committee – March 15th, 2021

There were no amendments or comments.

Staffing Committee – March 8th & 29th, 2021

There were no amendments or comments.

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

Finance Group

The Clerks office is now preparing the figures for the completion of the AGAR, with the internal audit scheduled for April 28th.

Emergency Plan Group

See External Meetings.

Remembrance Day Parade Group

The matter will be discussed by Full Council later this year.

Communications Group

Now further Councillors have been elected this will be actioned by the new Council.

Speedwatch Group

Volunteers have come forward and have agreed, now that sites have been approved by Kent Police, to undertake some sessions. The scheme can be reviewed/extended by the new Council.

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 and is nearly recovered. There were no other matters to report.

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

Headcorn Emergency Plan

The Headcorn Emergency plan group met with MBC representatives: -

Uche Olufemi – MBC Head of Business Continuity and Emergency Planning

Mike Evans – MBC Deputy to Uche

The meeting covered: -

- MBC role in formulating Emergency Plans and Risk Registers



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- And their aim is to support the Parishes in formulating their own plans
- Tim outlined where we were with the Headcorn EP and the fact that it was based on a template supplied by the Kent Resilience Forum
- Tim confirmed that a key part of the plan is the availability of the village hall should emergency accommodation be required.

After some discussion Uche stated that our plan sounded comprehensive and it was agreed that Tim Thomas would send over a copy for review and updating as required. We discussed the issue of the Aerodrome and MBC acknowledged that it was missing from their Plan. They will contact Jamie Freeman at the aerodrome in order to properly assess what role they could or could not perform at the time of an emergency in the village.

The actions from the meeting: -

- Tim Thomas to send existing plan to MBC.
- The Clerk to send aerodrome contact to MBC.
- MBC will review existing plan and provide comments/support on same

KALC MAIDSTONE The Chair virtually attended the recent KALC meeting -minutes have been circulated.

CATESBY ESTATES Chair, Clerk and Chair of Planning attended meeting with Catesby Estates, Land Agents for the Moat Road site in the MBC Local Plan Consultation. Cllrs listened and questioned, particularly re flooding issues.

WEALDEN LAND LTD Chair, Clerk, Chair of Planning virtually attended meeting with Wealden Homes, Barry Chamberlain and Graham Norton, regarding the site they have been promoting for many years on Lenham Road. HPC representatives listened and questioned, particularly sustainability and access.

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

It is noted that a parcel of land on Moat Road is for sale with Hobbs Parker and would be sold by auction.

The Chair gave thanks to the long serving Councillors Dungey and James, noting their significant contributions to planning, open spaces, and staffing, both having decided not to stand for reelection.

A handwritten signature in black ink, appearing to be 'G. Dungey', written over a diagonal line.




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Thanks were then given to Cllr Selby for her service to the Council and the community of Headcorn. Having served on the PC for 45 years, with 9 of those as Chair, she had decided it was time to step down. Her contributions will be much missed.

There being no other matters for discussion the meeting closed at 22.23 hrs.

Signed.......... Date..... 12.5.21

