



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 on Wednesday 9th June 2021 at 7:30pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: Cllrs Davis, Glanfield, Hammond, Mather, Pyman, Thomas and Thorogood.

Clerks: Stefan Christodoulou & Caroline Carmichael

Assistant Clerk: Susie Barkess

Two members of the public were present.

1.
 - a. **Apologies for absence:** Were received and accepted from Cllr Williams.
 - 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.

Receipt of the report was acknowledged by the Council and included the following matters.

- Assisting Trading Standards Officer with a resident who appears to be a victim of financial crime.
- Conducted 4 welfare visits and 1 home library visit.
- Communicated with residents regarding Kings Road traffic issues and best courses of action.
- Conversations with John Boyd on matters of local intel and missing persons.
- Conversation with resident over doorstep crime and what to look out for.
- Provided technical assistance to a vulnerable resident whose online accounts were being hacked/attempted scams.

No further action is required.

Information regarding police issues in the village.

Receipt of the report was acknowledged by the Council and included the following matters.

- One report of a nuisance vehicle – 2 youths riding a moped around Headcorn, no free patrols.


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- Report of burnt out bike on Hoggs Green park – bike unrecognizable, recovered by owners insurance company.
- Male at the train station was reported as being under the influence of alcohol – matter referred to ambulance services.
- Report of male taking photos of Sainsburys Cash Machine – turned out to be the cleaner.
- Regular patrols of the Community Policing Team in rural areas.
- High visibility patrols In Headcorn and surrounding area giving re-assurance to local people, victims, witnesses and collected CCTV from shops as requested by officers.
- 1 RTC – Smarden Rd.
- Two reports of an abandoned vehicle on Water Lane, when patrols attended vehicle was no longer there.
- Report of a vehicle left in dangerous position down Love Lane – patrol contacted driver, car had broken down was awaiting recovery.
- One report of a drunk driver down Oak Lane, vehicle details sent to patrols.
- One report of a vehicle causing a passing problem on Mill Bank – van driver managed to lock the vehicle leaving keys inside, control managed to get hold of company and get permission for driver to break side window to gain entry.
- Report of an abandoned vehicle in Oak Farm Gardens, Local Authority informed.

The Police.UK crime classification report for the Ward of Headcorn.

This gave the number of crimes for April 2021 as 36.

For further information please visit www.police.uk/pu/your-area/kent-police/maidstone---headcorn/

4. **To resolve that the minutes of the Council Meeting held on Wednesday 12th May 2021 be taken as read, confirmed as a correct record and signed by the Chairman.**
These were approved and duly signed by the Chair.

5. **Matters arising from previous meeting: -**

Lenham Road Lack of Footpath from the Crest Nicholson Site – The developer has promised delivery by the end of the summer. The Clerk's Office will keep a watching brief for the August completion date.

Section 106 payment – Recent recovery of funds for vandalized seesaw on Days Green further work required by the Clerk's Office to secure funding.

Off Road Parking at Kings Road – We have received the sign and pole however the pole is considerably shorter than anticipated. Consequently we have asked for a longer pole. Once this has been acquired they will be installed.

Roberts Land – The Clerk's Office have received a notice of items from Orbit that require attention and the quotations for these items and they are seeking a contribution from the Parish Council. The Clerk's Office is attempting to get a variation for the S106 funds that will allow the



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Council and the Developer to complete all works to the satisfaction of all parties. It is hoped that there will be sufficient information for this item to be added to the July agenda.

Headcorn Neighbourhood Plan – The meeting of the HNP Group on May 25th discussed the HNP survey results. A further meeting on June 11th at which it will be agreed on the detail to be presented to Council.

Speed survey on the High Street Headcorn – The speed survey has been completed. The results indicate: -

- Vehicles traveling towards Tenterden – 61,809
- Volume above posted speed limit – 1.87%
- Volume above ACPO (Police enforcement level (posted speed + 10% + 2 = 35MPH) – 0.36%
- Vehicles traveling towards Maidstone – 61,647
- Volume above posted speed limit – 2.04%
- Volume above ACPO (Police enforcement level (posted speed + 10% + 2 = 35MPH) – 0.53%

These results indicate that speed on the High Street is not an issue except in isolated cases. Concern was raised at the volume of traffic through the centre of the Village and the Council asked the Clerks to seek comments from neighbouring Villages as to whether they had comparable data. The Clerks suggested that they contact the provider of the Speed survey to allow us to draw comparisons. Cllr Davis raised a question as to speed and volume of night traffic and it was agreed that the clerk would send out the details in their entirety to all Councillors so that they can review the same.

HPC Highways Improvement Plan – KCC have undertaken site visits and we have arranged a meeting with them for June 22nd to discuss the results.

Planning and Enforcement Issues – The group met with William Cornall on the 20th April. There was no immediate outcome but Mr Cornall agreed to take away our comments and thoughts to discuss with others and will come back to us in due course. Clerk to chase for the results of Mr Cornall's deliberations.

Redhill Stables – MBC confirmed they have appointed Caxtons as agent and they will advise progress once advertising of the land begins.

Hammerstream Paddock – The Clerk's office confirm that no application has been received and they will continue to monitor the situation.

Emergency Road on to Kings Road – This item is being dealt with alongside the item for Roberts lands as above.

Headcorn Methodist Church – MBC requested additional information on usage of the building and funding, the Clerk responded to MBC and was advised that the Officer at MBC was writing a recommendation report and we will hear more in due course.

The Meadows, Lenham Road – The Clerk's Office has received confirmation of the start of the appeal hearing for November 2021. Issues at the site continue, most recently surrounding the installation of a water supply by South East Water.



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Email about the Government "Welcome Back" fund – We have been awarded a grant of £1,000 to extend the season of our hanging baskets, therefore we will be having winter flowering baskets.

Replacement Seesaw at Days Green – The S106 monies of the difference between the insurance claim and the purchase price have been received. The item has been ordered and installation is awaited, provisional installation date is W/C 14th June.

Repairs to the Lych gate - The Faculty approval has been granted. We have informed the agreed contractor to undertake the repair work.

Community Electricity Charging Points – Cllr Mather has signed up for a KALC virtual seminar about this issue and will report back to the Council.

Double yellow lines on Moat Road – An update will be sought from Highways on the June 22nd meeting.

Headcorn Emergency Plan – Desk exercise to test the plan will be added to agenda later this year.

Gypsy and Traveller planning concerns – HPC has received a number of ministerial communications that would suggest that the inequalities in the planning system between the G & T and the settled community seen in the Ward of Headcorn are of great concern and will be reviewed at ministerial level. This process is being strongly supported by MP Helen Whitley, Councillor Round, Councillor Prendergast and the planning team at the LPA. This matter is ongoing and being pursued by all the above parties.

Angus Buchanan - It was with great sadness that the Chair relayed the death of the pilot, Angus Buchanan, on Sunday the 16th May whilst flying his Stampe Biplane at Headcorn Aerodrome. The Council felt it right that letters of condolence be sent to the Buchanan family and to his flying colleagues at the Aerodrome. Letters of condolence were sent as agreed.

6. Finance

(a) To review and agree the following: -

i. **Schedule of online Payments for June 2021.**

Schedule of online payments (Appendix A) was reviewed, approved and signed by the Chair.

ii. **Income for Month ending May 2021.**

There was an income for the month was reviewed, agreed and signed by the Chair.

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

The bank reconciliation was reviewed, agreed and signed by the Chair.

iv. **Budget Analysis for the year 2020/21.**

The budget (Appendix B) was reviewed, agreed and signed by the Chair.

(b) To review Chairman's Allowance and agree any changes required.

The Chairman's allowance was reviewed in line with the recommendations of the Parish Independent Remuneration Panel and it was agreed that it would be increased

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in line with their guidance, 15% of the Borough Councils basic allowance, and therefore agreed at £700.

(c) To review and adopt list of Community Assets.

The list of Community Assets was reviewed, agreed and adopted by the Council.

(d) To review Section 1 Annual Governance Statement 2020/21 of the Annual Governance & Accountability Return (AGAR) to be signed by Clerk & Chair.

The Section 1 Annual Governance Statement 2020/21 of the AGAR was reviewed, agreed and signed by the Clerk & Chair.

(e) To review Section 2 Accounting Statements 2020/21 of the Annual Governance & Accountability Return as certified by the RFO to be signed by The Chair.

The Section 2 Accounting Statements 2020/21 of the AGAR as certified by the Responsible Financial Officer was reviewed, agreed and signed by the Chair.

7. Correspondence: -

Draft Minutes of KALC meeting 24th May 2021 – Draft minutes received and discussed further in external meetings.

Email exchange with Martin Round concerning the Meadows Lenham Road – This informed us of the concerns at all levels of the decision by Local Authorities and companies to provide services to illegal G & T sites there by “legitimizing” these sites. There are several related questions to be answered by MBC, KCC and Southeast Water in this regard.

Email from KCC about SEW works on Lenham Road – This email chain also relates to the work being carried out at the Meadows and the criminal and violent behaviour of the G & T’s on site towards the work men and the theft of their equipment resulting in the work crew leaving the site and refusing to return. This also documents the discussion between all parties to see the work carried out despite the illegality of the pitches at this location.

Complaints concerning practices from the airfield – Wooton, Christodoulou & Rock all wrote letters of complaint to the airfield due to in some cases the over flying of a noise abatement zone and in others the Spitfires flying too low over residential areas and main roads. In the event of an accident the result would be potentially catastrophic, the Chairman drew the Councils attention to the fairly recent events at Shoreham. The Chair sought approval to take comments from a member of the public, this was agreed and the Parishioner was able to advise that planes, in aviation law, should not be below 1000ft unless taking off or landing and not pass over the village in any circumstance unless in an emergency and trying to land. Planes should not fly within 500ft of a construction in a rural area. He also stressed that the airfield does not possess radar and relies on the pilots to accurately relay their positions via radio. He also emphasized that there is a published document for users and pilots at the airfield to inform them of such. Clear guidelines about noise abatement/no fly zones that were established following a public enquiry and the set up of the Headcorn Aerodrome consultative committee. There is a belief that pilots are not adhering to these guidelines and should be made to do so by the owner/operator of the airfield. Councillors Thorogood and Thomas will be attending the next HACC meeting on the 29th June and intend to ask appropriate questions.



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George & Dragon, Goat Welfare – We have had comments from the Animal Welfare Team and PCSO who visited and there is no further action required at this time.

8. To confirm appointment of Councillors to the Staffing Committee.

The appointments to the Staffing committee were confirmed as: -

- Chair of Council
- Vice Chair of Council
- Chair of Planning
- Chair of Open Spaces

9. To review the Council's and Clerk's memberships of other bodies.

The Council is currently affiliated with the following bodies: -

- Kent Association of Local Councils
- National Association of Local Councils
- Aviation Environment Federation
- Kent Playing Fields Association
- Action with Communities in Rural Kent
- Kent Men of the Trees

The Clerk is currently affiliated with the following bodies: -

- Society of Local Council Clerks

These are each individually reviewed and agreed when the subscription/membership is being renewed.

10. To adopt Terms of Reference for the following Committees: -

- **Open Spaces.**
The Terms of Reference were reviewed, agreed and adopted.
- **Staffing.**
The Terms of Reference were reviewed, agreed and adopted.

11. To consider deploying external Speedwatch provided by Kent Police and agree any action required.

The Council discussed the deployment of one Police Officer supported by a PCSO to tackle some of the issues of speeding in the Village. For an eight hour shift the cost would be £408 but given the volume of complaints received regarding speed it was felt that a pilot scheme of 6 months, one day a month would be a good use of funds. In a recent one hour stint a Police Officer issued eight enforcement notices at one site in Headcorn. Evidence like this can be used to reinforce the message with Kent Highways who have previously ignored the Council's plea for traffic calming measures, despite speed surveys clearly indicating that speed is an issue for this Village. The Clerk's Office should liaise with the Police and determine times, dates

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and positioning. This will then be communicated to the Council for a short consultation period before taking the agreed action.

12. To consider the continuance of the additional cleaning shift of the Days Green toilets and agree any actions required.

It was agreed to continue with the extra cleaning at the public toilets on a month by month basis. This will be reviewed at each full Council meeting.

13. To discuss meeting times for Full Council and Committees.

The meeting times were discussed and Councillors agreed that start times should be consistent. Thus, in future, the full Council meeting which currently starts at 7.30 pm will be moved forward to start at 7.00pm.

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

Planning Committee – May 24th, 2021.

There were no amendments or comments.

Open Spaces Committee – May 17th, 2021.

There were no amendments or comments.

Staffing Committee – June 2nd, 2021.

There were no amendments or comments.

15. To receive inspection report for Days Green.

The Days Green inspection report was received, no action is required. It was noted that going forward we would receive a similar report for Hogs Green.

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

The Council received a report from Councillor Thorogood about the most recent KALC meeting. Cllr Thorogood drew the Council's attention to an item that was not minuted that discussed support by Parish Councils for the process of being able to nominate designated sites for travellers. It is understood that this will be discussed at further KALC meetings. Cllr Thorogood stressed that there were two important KALC meetings that necessitated attendance by Cllr Pyman, as there is a clash between our Planning meetings and the KALC meetings on Monday 26th July and Monday 27th September, it was agreed to reschedule the planning meetings to Wednesday 28th July and Wednesday 29th September respectively.

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17. Any other business.

Complaints about noise, late opening, and tables on the High Street along with increased cigarette litter were received about the new micro pub "Tap 17" the matter has already been flagged to the appropriate authorities.

There being no other matters for discussion the meeting closed at 21.38 hrs.

Signed.....

Date.....

12/7/21