

July 10/24



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 Parish Council Open Spaces Committee Meeting held remotely on Monday 17th May 2021 at 7pm.

Those present: Cllrs Glanfield, Mather and Thomas.

Clerk: Stefan Christodoulou and Caroline Carmichael
Assistant Clerk: Not in attendance

There were no parishioners present.

1. Election of a Chairman

The Committee were asked for nominations for Chair. Cllr Mather was proposed by Cllr Thomas and seconded by Cllr Glanfield. There were no other nominations and Cllr Mather was duly elected.

2. Election of a Vice Chair

The Council were asked for nominations for Vice Chair. Cllr Glanfield was proposed by Cllr Thomas and seconded by Cllr Mather. There were no other nominations and Cllr Glanfield was duly elected.

3.

- a. **Apologies for absence:** Were received and accepted from Cllr Hamond.
- 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:** There were none recorded.
- e. **Requests for Dispensations:** There were none recorded.
- f. **Declarations of Lobbying:** There were none recorded.

4. Public session. (minute book closed.)

5. **The minutes of the last meeting held on March 15th, 2021** - These were approved and signed by the Chairman.

6. Matters arising from the last meeting.

Signposts on High Street – These have been replaced. A further two poles outside Cut Above and Family Funeral Services are waiting to be replaced, along with a new string of Christmas lights.

Extension to the existing burial ground at the rear of the Methodist Church - Tree work at the site has been completed, other work remains outstanding: -

- Planting of Hedge – see a further entry here.

July 10 F 4



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- Extension to existing concrete path – work not yet complete and the matter is with the Clerk.
- Levelling the ground and grass seeding - quotations have been received and this matter will be taken forward at a later date.

Spires Ash – The planting of the common spotted orchid remains outstanding. This will be completed when this plant is available.

Section 106 funds - The Clerk continues to pursue this matter and it is being reviewed at Full Council. Where required the matter will be raised with the Open Spaces committee.

Lenham Road Foot Path – This matter is now with Full Council.

Wooden direction signpost on Kings Road - The Clerk's Office spoke with MCM on the 13th May and he aims to complete the renovation work soon.

Headcorn WI Tree Planting - This project is on hold pending further comments from the WI.

Lenham Road/Grigg Lane Public Right of Way - The new bin has been installed.

Memorial Tree for Dr Hardwick – The tree has been planted and the plaque is prepared. We are awaiting a suitable time post lock down when the family can attend. This matter remains pending given the CoVID restrictions in place. Now lock down measures have ended we are waiting to hear from Dr Hardwicks family for when they can attend.

Dog waste bin at the entrance of Parsonage Meadow – Bin has been relocated.

Lych Gate repairs – This is now with Full Council.

RoSPA reports for Hoggs Bridge Green – Remaining repairs/checks are: -

- Basket swing chains inspection and maintenance.
- Slide replacement.
- Instructions required for exercise wheel equipment.

Removal of diseased oak tree and reduction of sycamore tree on Days Green and agree actions required – The Oak has been removed and the Sycamore will be attended to on the 26th May.

To consider revision to the current Open Spaces Bye Laws for Parish Council land and agree next steps required – This matter will be on July's agenda.

Methodist Church, High Street, Headcorn - This matter is now being discussed at Full Council. Updates will be given at Open Spaces as necessary.

Installation of a new security door at Days Green Store – The new security door has been installed.

Chainsaw training course for Head Lengthsman. – The Training courses are only available in the Canterbury area therefore we will need to organise a way for the Head lengthsman to attend.

Repair the footpath in the burial ground and to extend the edging and path through the wooded area known as Long Meadow - This has been completed.

Additional hedging plants for Days Green hedge boundary with Culpeper Court - Cllr Davies kindly donated some hedging plants and these have been planted.

Stock of old flower baskets - The Village Hall and the School did not wish to avail themselves of the baskets and the Clerk will now proceed to sell them on Facebook at £3 a basket.

Jd 10/4



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Purchase of a portable generator - Item now purchased. Cllr Mather suggested letting the Village Hall know that we had purchased this with respect to the Emergency Plan.

Hedge planting at Long Meadow, burial ground extension - The hedge will be planted in the Autumn.

Fallen tree at the Allotment - The tree has been removed at the instruction of the Parish Council.

Cllr Glanfield left the meeting at 7.31 and returned at 7.33.

7. To receive a Budget Analysis report.

The budget was reviewed. No queries were raised.

8. To receive correspondence and action as necessary.

Treecycle Tree Care – During a recent email exchange with Treecycle they reminded us that we had not yet booked our annual tree survey. This was brought to the Council's attention and it was agreed that we would contact them to book it at an agreed cost of £380 plus VAT.

RoSPA – As per the Clerk's email the annual RoSPA inspection of our play/outdoor recreation equipment has been booked for July, with a report to follow. This will be added to the agenda when it is received.

9. To consider the terms of Reference for the Committee and agree any changes or amendments.

The terms of Reference for the Committee remain unchanged, and they were re-adopted.

10. To review costs for materials for fencing and gates at Long Meadow and agree actions required.

The costs of materials were reviewed and after some debate about the price of chestnut half pales, the costs were agreed and the work at Long Meadow can be started.

11. To review weekly inspection of playing areas/open spaces and agree actions required.

It was agreed that Cllr Mather would continue to inspect Days Green and that Cllr Glanfield would inspect Hoggs Green on a weekly basis.

12. To consider updating the play equipment at Hoggs Green.

It was agreed to replace the more urgent pieces highlighted in the RoSPA report. This included the Basket Swing maintenance and replacing the Slide on the grass mound.

The RoSPA report had highlighted issues with the teen shelter due to vandalism. The shelter became an ASB magnet and the committee took the decision to have it removed.

John Pather 10/7/21



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13. To agree upon the terms and conditions of the Burial Ground and agree Burial Ground fees as appropriate.

It was agreed that the current terms and conditions would for the most part suffice. The one small amendment was to allow the use of "kerb" stones on graves, as this was felt to not interfere with the look of the Burial Ground and also made maintenance of the grass easier. The Burial Fees would also remain unchanged for this year.

14. Village Inspection Walk Report.

a. Issues Arising and any actions to be taken.

The Clerk raised the issue of additional benches in the burial ground that had previously been discussed during Village inspection walks. A local resident has requested a bench that would be placed at the edge of the wooded break between the burial grounds. It was agreed that the Clerk could take this matter forward with the resident. Noting that the bench would be provided at the resident's cost.

b. Date of next walk.

The date of the next walk remains to be decided. The date of the next meeting is Monday the 19th July.

15. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the next meeting.

There being no other matters for discussion the meeting closed at 20.31pm.

Signed.....*John Pather*..... Date.....*19/7/21*.....