



## 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 11<sup>th</sup> August 2021 at 7:00pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: Cllrs Davies, Glanfield, Hammond, Mather, Pyman, Thomas, Thorogood and Williams  
Clerks: Caroline Carmichael  
Assistant Clerk: Susie Barkess

Borough Councillor Ziggy Trzebinski and two members of the public were present.

**1. (a) Co-option of new Councillors**

Mr. Derek Bates 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 by ballot paper and with 6 votes in favour Mr. Bates was co-opted onto the Council

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

Mr. Bates signed the acceptance of office in the presence of the Clerk.

**2. (a) Apologies for absence: There were none recorded**

**(b) To seek notification on whether anyone intends to film, photograph, or record any items of this meeting: There were no requests to do so.**

**(c) Declaration of changes to the register of interests: There were none recorded**

**(d) Declarations 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 dispensation: There were none recorded**

**(f) Declarations of lobbying: There were none recorded**

**3. Public session (minute book closed.)**

**4. Community Warden Report.**

The Council did not receive a report this month and went on to discuss the current pressures that they perceive the existing warden maybe under and it was agreed that the Clerk could write to KCC to understand what steps would be taken to ensure that we were receiving the appropriate resource in the village. It was noted that this is in no way a reflection on the existing Warden, who has always served the Council and our community exceptionally well.

**Information regarding police issues in the village.**

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

- 2 RTCs – Biddenden Rd, A274.
- Report of horses loose on Baker Lane – owner found and horses looked after.
- Report of a nuisance vehicle around Hop Pocket Way – no free patrols and no more reports.



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- Report of drunk male outside George and Dragon, male told informant he was okay – not a police matter, male needed to go home.
- The Community Policing Team regularly patrol the Rural areas, including Headcorn.
- Local officer has conducted 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.
- Abandoned vehicle on Shenley Rd – Local Authority lead agency.
- 2 reports of nuisance vehicle down Grigg Lane – patrol attended but vehicle no longer around.
- RTC – Lenham Rd.
- Local officer has been told that there were a couple of youths causing ASB in Costa Coffee last week, no one phoned it in. Advise has been given.

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

This gave the number of crimes for June 2021 as 41

For further information please visit [www.police.uk/pu/your-area/kent-police/maidstone --- headcorn/](http://www.police.uk/pu/your-area/kent-police/maidstone---headcorn/)

**Reassignment of PCSOs** – Cllr Pyman explained that this matter was raised at the most recent Maidstone Area KALC meeting, Chief Inspector Steve Kent was in attendance to explain the new “cluster” working methods for PCSO. Cllr Pyman and others challenged the new arrangements and the reassignments of PCSO. The Council have subsequently received an email inviting further comments on the subject and confirming that the idea has been put on hold pending further review. The Chair encouraged Cllrs to write and express their views on the matter.

5. **To resolve that the minutes of the Council Meeting held on Wednesday 14<sup>th</sup> July 2021 be taken as read, confirmed as a correct record, and signed by the Chairman.**

These were approved and duly signed by the Chair.

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

**Lenham Road Lack of Footpath from the Crest Nicholson Site** – We are advised by Kent Highways that an agreement is now ready pending signatures from all parties. The developer will then be required to book road space to complete the works. Our KCC representative is still hopeful that works will commence in August.

**Off Road Parking at Kings Road** – Appropriately sized display pole will be placed by Prime One, the matter has been delayed as the contractor has several staff isolating due to COVID. Clerk will follow up.

**Roberts Land** – The Clerk continues to press MBC for a resolution to the allocation of S106 funds and the matter will be brought to Council as soon as the position with MBC is clear. The Clerk will



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be escalating the matter to the Borough Councillors to see if they can put pressure on the team to provide the answers we need.

**Headcorn Neighbourhood Plan** – This matter will be discussed at the September meeting of the Council.

**Headcorn Highway Improvement Plan – 20 MPH Zone** – KCC had asked HPC to undertake an informal consultation on this matter and this was done via an online survey. The results showed that 76.9% were in favour of the proposed scheme. Individuals were also able to add a comment to support their response. The Council debated the merits of the scheme and are in favour of taking the matter forward. The survey results/detail has been sent to KCC and we will now await their further comments.

**Planning and Enforcement Issues** – This matter will be followed up in a meeting arranged with William Cornall and other Parishes on August 24<sup>th</sup>.

**Redhill Stables** – We have been advised by the land agent that offers for the land had a deadline of September 30<sup>th</sup> 2021.

**Headcorn Methodist Church** – The Heart of Headcorn Community group continue with their campaign to secure this venue for the community. They have written to the Reverend seeking a meeting to discuss the way forward and are waiting to hear back. MBC have advised that the deadline date to confirm or refuse the asset listing is September 20<sup>th</sup>. At this time we are also advised that the Church and land will be going to auction on September 22<sup>nd</sup>

**Email about the Government "Welcome Back" fund** – With the approval of the grant and an agreement to source the winter hanging baskets this matter will now be managed by the Open Spaces Committee/Clerk.

**Repairs to the Lych gate** – the contractor has advised that work has been delayed to late August/early September due to the availability of the seasoned oak.

**Double yellow lines on Moat Road** – The matter was further reviewed by KCC and HPC have now completed a second informal consultation on the shorter length of DYL. The comments have all been passed back to KCC and we are waiting to hear from them.

**Headcorn Emergency Plan** – An informal meeting will take place with Tim Thomas, with a view to conducting a desk exercise later this year.

**External Speedwatch provided by Kent Police** – It has been confirmed by the officer at Kent Police that all future sessions will be arranged as requested by the Parish Council. He is on annual leave from the middle to the end of August and has agreed to arrange a further session for us as soon as he returns. He hopes to be able to secure a weekend slot as requested by HPC. Clerk will follow up.

**Tap 17** – It was noted that Cllr Bates has an interest in the business known as Tap 17, he was not asked to leave the meeting as the matter was not to be discussed/debated it was merely an update on the current situation. The Clerk has been advised that there was an application to vary the license times for this establishment and after consultation with the licensing officer at Kent Police he advised that a new application would be required to consider this request. The Clerk will ask MBC to ensure that we are consulted when the application is received. The officer again



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repeated that if residents have concerns, they must report them directly or no action could be taken.

**Disabled Access to Village Centre** – We are still awaiting comments from the officer at KCC. The Clerk has chased but she is on annual leave until early September. The Clerk will then follow up.

**Speedwatch** – the Chair continued to encourage Cllrs to attend a Speedwatch session.

**Solar Panels on HPC store on Days Green** – information had been circulated to all Cllrs and given the use of the store/public conveniences it would take approximately 15 years to recoup any outlay for the panels. It was agreed that the matter would not be carried forward.

### 7. Finance

#### (a) To review and agree the following: -

##### i. **Schedule of online Payments for August 2021.**

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

##### ii. **Income for Month ending July 2021.**

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

##### iii. **Bank Reconciliation for Month ending July 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 acknowledge receipt of the Internal Auditors report for the Financial Year ended March 31<sup>st</sup>, 2021, and agree any actions required.**

The report had been circulated to all Cllrs and the Clerk was pleased to report a clean bill of health and apart from a minor housekeeping issue with some items that were missing from the website there is no further action required until we receive the external audit report from PKF Littlejohn.

### 8. Correspondence: -

**Email correspondence concerning Headcorn Aerodrome** – the Clerk's office continues to receive complaints about the activities at the Aerodrome. The issue seems to have moved on in that it is no longer just a question of the complaint itself but as much about how that complaint is handled/dealt with. All complaints have been forwarded to the Aerodrome and copied to our HACC representative. It was agreed that the matter could be raised with Mr. Freeman when he attends Full Council in September. We will also seek a copy of the minutes of the last meeting and a copy of the log of all complaints.

**Re-opening of Parish Office** – a note had been circulated to confirm that the office would re-open to the public on September 6<sup>th</sup>. We will promote the same on our website and social media.



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**9. 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 and coincide a return to one clean a day on the same time as the Parish Office is reopened to the public. The Clerk will advise the contractor accordingly.

**10. To consider KCC Scheme for the installation of EV Charging Points in Headcorn**

It was confirmed that the Village Hall have applied for a grant to install 2 EV points in the grounds of the village hall. They have sufficient space and power supply to accommodate the same but may well not receive consideration as the points will only be available during hall operating hours and therefore locked overnight. For the Parish Council it is an issue of using land they own that has sufficient power supply. If we were to consider installing the same on Church Lane then it would require an entirely new power supply and would most likely prove prohibitively expensive.

**11. To consider the road naming protocol for Phase 2 of the development at Gibbs Hill Farm, Grigg Lane, Headcorn**

The Council considered that the existing protocol of the use of British Aircraft names could be extended to these two roads and opted for: -

Beaufort Court  
Vulcan Close

The Clerk will advise MBC accordingly.

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

**Planning Committee – 26<sup>th</sup> July 2021**

There were no amendments or comments.

**Open Spaces – 19<sup>th</sup> July 2021**

Cllr Davies asked about the plants that had failed at Spires Ash and if we had received advice about what should be planted. The Clerk confirmed we had and felt that it was more a question of the quality of the plants and if we are to replant next season a more local supply would be sought so that the plants could be examined before purchase.

**Staffing – 19<sup>th</sup> July 2021**

The Clerk confirmed to the Council that Peter Beeken's employment with the Council would be finishing on August 29<sup>th</sup> 2021.

**13. To receive inspection report for Days Green and Hoggs Bridge Green.**

The Days Green inspection report was received, no action is required.

The Hoggs Bridge Green inspection report was received, no action is required.



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

**Maidstone Area KALC Meeting** – Cllr Pyman gave an update on the meeting and noted that the next meeting will be on September 27<sup>th</sup> and would be an actual meeting as opposed to a virtual one. He would be attending.

**Headcorn Conservation Area** – The Chair, Tim Thomas and Clerk met with Chris Rainsford (MBC Principal Conservation Officer) to discuss and appraisal of the existing Headcorn Conservation Area. His role is to review the area and any concerns that the Parish Council have and to produce a management plan that will help with the management of the area going forward. We discussed several matters that give us cause for concern and also asked that the existing area be extended to include the burial ground at the rear of the Methodist Church and the area known as Long Meadow. Once prepared the plan will be sent to HPC for comment before it goes out to public consultation.

**15. Any other business.**

**Soiree** – The Chair invited all Councillors to join with him and others to celebrate the contribution of previous members of the Parish Council. The event would take place at 6:30pm on Friday 3<sup>rd</sup> September on Parsonage Meadow. The Clerk will issue invitations this week.

There being no other matters for discussion the meeting closed at 21.20 hrs.

Signed.....

Date.....

8/9/21