



## 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 12<sup>th</sup> January 2022 at 7:00pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: Cllrs Bates, Pyman, Davies, Thorogood, Williams, Glanfield, Mather, and Thomas.

Clerk: Stefan Christodoulou.

Assistant Clerk: Susie Barkess.

Ten members of the public were present.

1.

- a) **Apologies for absence:** Apologies were received from Cllr Hammond.
- 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

- Attended two Public Protection surgeries.
- In contact with a multiple victim of Fly tipping offered support. Currently liaising with MBC over further action to be taken.
- Attended 8 x welfare visits in the area.
- Helped vulnerable person with independence by ordering clothes and items online.
- Remained in contact with Local PCSO, Vulnerable Persons PCSO, Parish Clerk and Borough Councillor over local matters of concern.
- Liaised with PCSO Boyd with regards to issues with local burning and to a member of public who has been scamming and begging residents in Headcorn.
- In contact with Headcorn Primary School in regards to a family in need of support also in contact with Bake My Day & Fiona the Vicar at Headcorn church in regards to organising a food bank and vulnerable person 'drop in surgery'.
- Two days per week Visual Presence walks engaging with shops on high street and members of public.
- Taken note and helped of two incidents involving police in the village.
- Assisted a resident with a parking ticket payment referred via Headcorn Library.
- Visited a resident to drop and collect books for the library.



## HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR  
Tel: 01622 892496 Email: [clerk@headcornpc.org.uk](mailto:clerk@headcornpc.org.uk)

### Information regarding police issues in the village

- Four RTC – A274, Lenham Rd, Headcorn Rd, Windmill Crescent.
- Report of poachers down Grigg Lane – Rural task force attended, and all were investigated and were Legitimate.
- Report of a large caravan parked on the Kings Rd – Patrol attended, caravan was parked up due to the recovery truck breaking down and was moved that evening.
- Report of loose horses on the East Sutton Rd – patrol attended and secured horses in field.
- Report of youths setting a fire in traders car park – local officer and community warden will liaise with families and KFRS to give suitable advice.
- Report of a homeless male using the church which caused a certain amount of ASB – local officer and community warden have been liaising with the vicar and monitoring the situation.
- 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.

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

This gave the number of crimes for November 2021 as 42.

Further information [www.police.uk/pu/your-area/kent-police/maidstone --- headcorn/](http://www.police.uk/pu/your-area/kent-police/maidstone---headcorn/)

4. To resolve that the minutes of the Council meeting held on Wednesday 8<sup>th</sup> December 2021 be taken as read, confirmed as a correct record, and signed by the Chairman. The minutes were agreed and signed by the Chairman.
5. Matters arising from previous meeting: -
  - Lenham Road Lack of Footpath from the Crest Nicholson Site** –The Hop pocket pavement is now due in mid-February.
  - Off Road Parking, Kings Road** – Sign will be sited after installation of pole by Prime One Maintenance after Christmas. This is still on their work sheet.
  - Roberts Land** – It has been agreed with Orbit that we will proceed to pay to cover the costs for access and to recover the same from S106 funds at a later date. With regard to the S106 refund we need to approach Orbit to agree a deed of variance. There will be a meeting later this month to iron out this issue.
  - Headcorn Highways Improvement Plan (HIP)** – This includes various schemes that are being discussed: -
    - **20MPH Zone and associated traffic calming measures – High Street, North Street, Kings Road & Forge Lane**  
After discussion with the KCC officer and noting their comments: -



## HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR  
Tel: 01622 892496 Email: clerk@headcornpc.org.uk

- Siting SID's at the strategic entrance points to the village. We are in contact with KCC about these measures. Asking Toby Butler at KCC Highways. After a question from Cllr Pyman about a different variety of SID the Clerk has found out that number plate SID break GDPR laws. So they are not available.
- Siting white village gateways at the entrance to the village on the A274 entering Headcorn from Maidstone. These have a psychological component which might make them as useful as other options. This will be followed up once we have a concerted line for what to ask for.
- **Oak Lane – Speed Issues**

The issue on Oak Lane is not necessarily one of speed but may have more to do with the narrowness of the road and lack of consideration by some drivers. Thus the idea of a semi mobile SID could represent the best option for this area so as to rule out speeding and heighten drivers awareness of the circumstances on this road. See above about SIDS.

As discussed with Jennie Watson of KCC Highways we can introduce any and all these possibilities if we are willing to pay for them.

**Planning and Enforcement Issues** – Meeting with William Cornall, representatives of MBC, Borough Councillors Round & Trzebinski, Ulcombe & Boughton Malherbe took place and although it was clear that nothing could be done in the immediate future to change the situation in the Ward there were ideas that may help address the issues in the future. It was confirmed that a workshop with Parishes would be held to discuss potential ways of meeting G&T need and other G&T issues such as landscape impact/conditions/other legislation. The workshops for the Parishes to attend, to further discuss these issues, will be organised soon. Workshops to be arranged for early January 2022. Still waiting on an exact date from MBC.

**Redhill Stables** – The bids are currently being collated and analysed. Clerk to chase in late December / early January. Still waiting on an exact date from MBC.

**External Speedwatch provided by Kent Police** – New dates requested. We have received new dates in February and March.

**Disabled Access to the Village** – Having been updated on this by KCC we will need to ask MBC if it is possible to use CIL monies to pursue this project. Waiting for a reply from KCC about projected costs which are likely to be very high for a major work of this sort. However a smaller scale project might be viable. This is being investigated and will be added to the next FC agenda once all the information is in.

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

**To discuss the way forward for Headcorn Neighbourhood Plan (HNP) and agree the next steps** - The matter will now be taken forward by the Clerk and the HNP team. The revised draft will be brought back to Council once the HNP team have met with MBC to take the plan to the next phase. It was decided that going forward Cllr Hammond would join the HNP Team on behalf of HPC. The Plan has been streamlined to be only 7 policies instead of 36. Ongoing.



## HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR  
Tel: 01622 892496 Email: clerk@headcornpc.org.uk

**Deposit documents for road traffic orders** - This was received regarding a TRO to change the times for a Single Yellow Line in Kings Road to enable a change in position of a crossing guard for the school. Enquire sent to Jennie Watson about progress with this. Also received information about the extension of the 30mph limit out along the Lenham road. Ongoing.

**To discuss the Queens Platinum Jubilee Celebrations and agree actions required** - It was decided that we would light the beacon on Days Green at 9.15 pm and may organise some street parties. It was also a suggestion to plant some trees in honor of the Queens Jubilee celebrations. Clerk will continue to progress this as the date comes closer. Further info will be reported as it comes in.

**To review continuation of deployment of air diffusion tubes and agree actions required** - It was agreed that the Council would continue with the deployment of air diffusion tubes for the foreseeable future with a yearly review. This will provide us with an extended data set to see the ongoing impact of both Covid and increased development It was also suggested that we ask if there is a discount for an extended duration such as we are seeking to agree. A query to this effect has been sent to Stuart Maxwell. We are receiving the best rate we can get as there is very little margin for price involved in the costing.

**To review request from MBC to deploy anti idling signs and agree actions required** - It was agreed that the Council would like to take up MBC on their offer and additionally would suggest an extra two signs at each cardinal arm of the Cross Roads. A query to this effect has been sent to Stuart Maxwell. Where the signs are positioned depend on to whom, the poles they will be affixed to, belong.

**Review Open Spaces risk assessment and agree changes** - It was agreed that the new risk assessment might be overly complex and an attempt to simplify it should be made whereupon it will revert back to Open Spaces for ratification.

**KALC AGM** - this was attended by the Vice Chair, who found the meeting interesting and informative. The two main issues raised were climate emergency raised by a Cotswold Clerk and Air B and B being used as a way to circumvent planning controls. (Saying you were adding a garden office and then renting it out as accommodation for instance. This has been changed to better reflect the points raised.

**The burger sign in the High Street** - The Clerk is dealing with. Burger sign is now gone.

### 6. Finance

(a) To review and agree the following: -

i. **Schedule of online Payments for January 2022**

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

ii. **Income for Month ended 31<sup>st</sup> December, 2021**

There was an income for the month of £26580.76

iii. **Bank Reconciliation for Month ended 31<sup>st</sup> December, 2021**

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



## HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR  
Tel: 01622 892496 Email: clerk@headcornpc.org.uk

**iv. To review Budget Analysis and agree any actions required.**

The budget was reviewed, approved, and signed by the Chair.

**(b) To discuss budget requirements for 2022/23.**

The Council reviewed and discussed the draft budget, it was noted: -

- The tax base for 2022/23 was declared at 1,917.90.
- Maidstone Borough Council had awarded a Parish Services Grant at £8,236

The Council agreed to reallocate the £15,000 budget from Footway Lighting – new or replacement lights to Capital Projects as the programme to upgrade the Village lighting stock to LED and add remote monitoring has now been completed.

The Council agreed to reallocate the bulk of the budget £9,500 from Burial Ground at rear of the Methodists Hall to various other budget items as the Burial Ground is nearly finished and will not need any further large expenditure.

The Council agreed to reallocate the £2,500 budget from Christmas Lights to Capital Projects as there have been requests to improve High Street Lighting and any improvements would incorporate upgraded Christmas Lights this brings the Capital Projects budget to £20,000.

The Council agreed to allocate budget to provide a utility truck for use by the Lengthsmen, this item was agreed at £6,000.

The resultant precept was therefore agreed as follows: -

Proposed precept	Annual Precept per Band D property	Annual Increase over 2021/22	Monthly Increase over 2021/22	Percentage Increase over 2021/22
£264,432.00	£137.88	£14.27	£1.19	11.54%

It was agreed that the Chair and Clerk would sign the Local Government Finance Act 1992 Parish Precept Requirement for 2022/23 and the Clerk will send to MBC in time for the agreed deadline for submission of 29<sup>th</sup> January 2022.

**(c) To consider donating to the Heart of Kent Hospice.**

It was agreed to donate to the Heart of Kent Hospice as although this had been agreed last financial year it didn't end up actually getting sent. The amount agreed was £250.

- 7. Correspondence:** - An email was received from Ward Cllr Prendergast answering a question from Cllr Glanfield asking if there was any plans to build a secondary school in or near Headcorn. As Ward Cllr Prendergast is the education minister for KCC they were able to deny that this was the case.



## HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR  
Tel: 01622 892496 Email: clerk@headcornpc.org.uk

**8. To discuss proposal from Parishioner concerning communication channels with the community.**

After a discussion about what this would add to the Village and to the Parish Council by way of an enhanced line of communication with the Parishioners and if this represented value for money for all concerned it was agreed that we should go ahead with this for the year in an effort to reach more of the population of the Village so that more people are aware of what HPC does and allow more people to contact us about the subjects that really matter to them.

**9. To discuss the Parking at Kingsland Grove and whether it needs parking permits.**

After some discussion it was decided that perhaps it would be better to ask for parking dispensations rather than permits so as not to place a great burden on MBC Officers with trying to govern this idea. It was agreed that HPC would take up this issue with MBC.

**10. To discuss options for funding the former Methodist Church purchase with a PWLB Loan.**

It was agreed that HPC would like to help the Heart of Headcorn Community Group with a PWLB Loan after a meeting and consultation with the Village ending in a simple vote (for and against) on whether they too were in favour of supporting this initiative.

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

**Planning Committee – 20<sup>th</sup> December, 2021**

There were no amendments or comments.

**12. To receive inspection reports for Days Green and Hoggs Bridge Green**

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

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

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

No external meetings had been held.

**14. Any other business.**

The Assistant Clerk gave a run down on the remaining S106 funds and how we are progressing with retrieving them and spending them. This will also be bought up at the next Open Spaces meeting to discuss future projects.

There being no other matters for discussion the meeting closed at 20:59 hrs.

Signed.....  


Date.....  
9/2/22