



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 12th October 2022 at 7:00pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: Cllrs Thomas, Bates, Gearing, Glanfield, Pyman, Newman and Coppen.

Clerk: Stefan Christodoulou.
Assistant Clerks: Susie Barkess and Jo Mitchell

Six members of the public were present.

1.
 - a) **Co-option of new Councillors:** Tony Coppen put forward. Tony stood up and gave his history. Councillors voted in favour (six votes).
 - b) **Signing of the Acceptance of Office:** Completed.

2.
 - a) **Apologies for absence:** Apologies were received from Cllrs Thorogood, Mather and 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.

3. **To resolve that the minutes of the Council meeting held on Wednesday 14th September 2022 be taken as read, confirmed as a correct record, and signed by the Chairman.** The minutes were agreed and signed by the Chairman.

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

5. **Matters arising from previous meeting: -**
 - Roberts Land** – Orbit has agreed in principle to a Deed of Variance. We are also tying up the legal side with Dr. Roberts with the help of Brachers. Clerk to chase for update with a deadline of prior to the next meeting.
 - Headcorn Highways Improvement Plan (HIP)** – Various schemes that are being discussed. On agenda.
 - External Speedwatch provided by Kent Police** – Four new dates were provided. One of which was 12th October 2022. No further action required at this time.

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To discuss the Headcorn Neighbourhood Plan (HNP) and agree the next steps – Dr. Driver has requested another meeting with the Council – to be arranged.

Methodist Church – We await news of this going forward as all monies etc have been allocated to this project from PWLB and HPC – update from Tim Thomas: awaiting response from Manchester, they are being chased. Contract not yet signed.

Traders Car Park beside Longmeadow. – This will be discussed at the next planning meeting.

To discuss Christmas Lighting options – we will be proceeding with Andy, lights around the trees will be taken down end of October / beginning of November.

Meadows Enquiry – Enquiry kicks off on Monday 17th October. Council to be in attendance on Monday and Wednesday. Judith Norris is acting as our Solicitor. Cllrs Trzebinski and Round are attending from MBC. Councillors to confirm who can attend.

Email from Mr. Yorke who is the lead rural youth worker for the Maidstone area would like to know if we would be interested in being part of a new youth initiative in our area -

An email was received from Mr. Yorke regarding an increase in Youth activities and services in the rural areas. Meeting to be arranged with Cllr Gearing and the Clerk.

To consider revitalising the Speedwatch and recruiting new members to keep it operating.

Tony Evans, who is the only member now, will attend – After talking with Mr Evans who told us that he is the last remaining member of the Speedwatch and agreed with the Council that the Speedwatch is a vital part of road safety within the Village it was agreed that we would launch an advertising campaign to try to attract new members to join. One volunteer so far. Cllrs Thomas and Newman and Jo Mitchell will undertake the training.

Meeting with other nearby Parishes to foster better bonds and communication with them for our mutual benefit – meeting went ahead on Friday 30th September and was successful. Cllrs Trzebinski and Round from MBC were in attendance as well as Helen Whately MP. The two main points to come out of the meeting was the bus routes / timetable (being taken forward by Boughton Malherbe and Chart Sutton) and the Parishes feedback on KALC, being more Maidstone / North Weald focussed. Cllr Pyman stated Headcorn PC are listened to in the meetings he has attended.

To discuss the Headcorn Christmas Fair – It was explained that as the Christmas Fair has somewhat dropped off the radar for a lot of the Village Some Volunteers with the help of some of the Councillors and the Clerk's Office would try to organise a smaller scale event for the Village to enjoy. Meeting to be arranged.

To discuss the remembrance day parade and the need for marshalls. Also the need for a better sound system. – We now have a PA system. Cllr Newman has volunteered to act as a marshall along with two others. Two members of the public also offered to marshall – we should now have enough marshalls. Unfortunately, Chris has confirmed that they are unable to do the poppy drop this year – Cllr Gearing to speak to Jamie and the wing walker team for a possible alternative. Tim Thomas will be leading the parade. We still need a volunteer for the lead car.

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To discuss the need for a new Tree Warden – Sally Musker cannot do it at the moment. Cllr Glanfield has volunteered.

6. Finance

(a) To review and agree the following: -

i. Schedule of online Payments for October 2022

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

ii. Income for Month ended 30th September 2022

There was an income for the month of £6,088.14

iii. Bank Reconciliation for Month ended 30th September 2022

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

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

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

(b) To review current Financial Risk Assessment, agree any changes required and seek adoption from the Council – no changes, council agreed to adopt.

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

Open Spaces – 28th September 2022.

There were no amendments or comments.

Planning Committee – 3rd October 2022.

There were no amendments or comments.

8. Correspondence: -

Kent County Planning Fields Association - £20 for renewal. Council agreed to pay.

Diffusion Tubes. – Council agreed to pay to have this for another year. The levels to date have been low and consistent.

9. Policies and Procedures – to review and adopt the following Headcorn Parish Council policies, statements, or procedures: -

- Best Value Statement.
- Vision and Values Statement.
- Document Retention Policy.
- CCTV Policy.
- Co-Option Policy.

Councillors reviewed and agreed to adopt the above policies and statements.

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10. **To discuss the purchase of a flag pole from our money and bench from S106 for the Queen.** All agreed that the suggested bench was not in keeping with the village. Cllr Newman suggested using a local company to make the bench such as Tim Smith. A member of the public also recommended Garth Chandler (who made the existing 'round the tree' bench on Days Green. Flag pole – Clerks office to contact fire station regarding the possibility of using their flag pole.
11. **To discuss the rewritten HIP (Highways Improvement Plan).** All Councillors to review proposed plan and send any comments to the Clerk by 2pm on Friday 14th October.
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: -**
Pre-application of Moat Road / Mill Bank Development: Attended by Cllr Pyman and the Clerk. Cllr Pyman gave an overview of the meeting. The developers were positive about setting aside S106 money to help with a nursery.
Ward 6A Cluster Meeting: Attended by Clerk and Assistant Clerk (JM). Clerk gave an overview of the meeting and the notes were circulated.
14. **Any other business.**
Cllr Thomas suggested that the Clerks arrange a Christmas meal for the Councillors and Clerks.

There being no other matters for discussion the meeting closed at 9:18pm.

Signed.....

Date..... 9/11/22