



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 10th May 2023 at 7:00pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: -

Councillors: Thomas, Thorogood, Coppen, Gearing, Glanfield, Pyman and Sexton.
Clerk: Stefan Christodoulou.
Assistant Clerks: Susie Barkess and Jo Mitchell.
Public: Five including Cllrs. Round and Trzebinski.

1. Election of Chairman and signing of Acceptance of Office.

The Council were asked for nominations for Chair. Cllr Thomas was proposed by Cllr Pyman and seconded by Cllr Thorogood. There were no other nominations and Cllr Thomas was duly elected and signed the Acceptance of Office book.

2. Election of Vice-Chairman.

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

3.

- a) **Apologies for absence:** Apologies were received from Cllrs. Bates, Mather and Newman.
- 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:** Cllr Mather has accepted the position as a school governor in the Dover area.
- 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.

4.

a) Appointments to planning, Open Spaces and Staffing Committee

It was agreed that all presently appointed committee members would stay in post:
Planning: Cllr Pyman (Chair); Helen Gearing (Vice Chair)
Open Spaces: John Mather (Chair); Terry Glanfield (Vice Chair)
Staffing: Cllr Thorogood (Chair)

b) Appointments to other external bodies. KALC and HACC.

It was agreed that all presently appointed committee members would stay in post:
KALC: Cllr Pyman
HACC: Cllr Thorogood



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5. **Public session** (minute book closed.)
6. **To resolve that the minutes of the Council meeting held on Wednesday 13th April 2023 be taken as read, confirmed as a correct record, and signed by the Chairman.** The minutes were agreed and signed by the Chairman.
7. **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. The deed of easement and covenants are progressing slowly through the system. Further updates as they become available. Update received from Brachers that Kate Baigent is retiring and a new solicitor is taking over. We have received an update from Brachers that seems to indicate that the transfer is completed with the Chair needing to sign it and someone needing to witness it. I have asked Brachers to clarify the situation in as much as I'm not sure who may stand as a witness. Clerks office to arrange a walkaround the land in early June.
 - Headcorn Highways Improvement Plan (HIP)** – Clerk, Chair and Vicechair had meeting with KCC on 25th January. This concluded with the KCC representative agreeing to forward our requests to the relevant KCC Officer for evaluation. Consultation with residents in Gibbs Hill/Sharp's Field/Downs Close etc. underway – 60 letters were delivered and we have received 37 back, all but 2 in favour. Will be progressed to KCC. Replies to other matters received, HPC will digest the contents and reply with suggestions. We have sent off the request for yellow lines in Gibbs Hill/Sharp's Field/Downs Close and are awaiting the results. Once these are in we will reply with further suggestions so that all our issues are being answered together without having the HIP dealt with in a piecemeal fashion. Cllr Round has also approached KCC with regards to bollards around the corner of the A274 outside of the church to protect further collisions with the church wall.
 - To discuss the Headcorn Neighbourhood Plan (HNP) and agree the next steps** –The HNP has been sent to MBC for verification and to assess if any further environmental or similar surveys etc. are needed. We have now received the SEA (Strategic Environmental Assessment) and Habitat Regulations Assessment Screening Report and have had confirmation that the SEA and HRA is not required - this can now move onto the next stage.
 - Meeting with nearby Parishes to foster better bonds and communication with them for our mutual benefit** – Clerk's Office will organise another meeting with nearby Parishes and Helen Whately MP. Meeting about organised, attended and resolutions made as to group and single party comments on the G&T DPD. This will be represented in our response by Dr Driver. Now the Coronation etc is done the Clerk will organise another meeting.
 - May Fair and what level of involvement HPC would like including purchase of a new gazebo. Would a stall like last year be sufficient?** - The Council would very much like to be involved with this year's May Fair with an enhanced stall with banners and a new gazebo to promote the HPC and everything we do for the Village. Clerk's office are in the process of designing banners etc.



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Gazebo, banners and all relevant necessities purchased. Done and dusted. A letter with ideas and comments for next time to be written by Clerks Office and passed on to PTFA.

To discuss setting up a gardening competition "Headcorn in Bloom". Parishioners send in pictures of their gardens to us and we would make a short list of 10 in two categories garden and window box. Entries in by the 1st July and judging by end of July. - It was agreed that this was a good idea and would be a lovely bit of fun for the Village. Cllr Gearing and Sexton agreed to be judges and would be joined by Cllr Gearings Daughter, Assistant Clerk Jo Mitchell and a member of one of the gardening clubs if they are willing. It was also agreed that a small voucher prize would be offered and a sign/award for placing. Posters have been put up starting to advertise this, Clerks office to distribute posters to societies and advertise in local shops. This will be updated in early June.

To discuss the Coronation celebrations and what we should do. Maybe a "Big day out" like the Jubilee on Days Green. During the day with music and food. - It was agreed that the Clerk's Office should investigate this fully, along with costing for a marquee. They will also organise food trucks and local musicians and bands and tie in this with the plans that the Vicar has. This is progressing. We have secured a £1500 grant from the national lotto towards funding this event. We will also be using the grant money of £2500 from Southeast Water. The Event will take place on the 7th May on Days Green. A lovely day has been had by all. Very successful and we managed to keep within budget to provide the whole experience. This will now be removed.

Donation for the Air Ambulance Charity. It was decided that the asked for £300 would be a suitable donation. Received a letter of thanks.

The purchase of a bench for the King's Coronation. It was decided that the Council would like to purchase a bench for the Coronation and therefore the Clerk's Office will look into more options for this.

8. Finance

(a) To review and agree the following: -

- i. **Schedule of online Payments for May 2023**
Schedule of online payments was reviewed, approved, and signed by the Chair.
- ii. **Income for Month ended 30th April 2023**
There was an income for the month of £10,121.77
- iii. **Bank Reconciliation for Month ended 30th April 2023**
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.

9. To review and adopt the following Headcorn Parish Council policies, statements or procedures;

- a. The Parish Council to re-adopt Standing Orders.
- b. The Parish Council to re-adopt Financial Regulations.



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- c. To confirm and re-adopt the Kent Code of Conduct.
- d. To acknowledge calendar of Council and Committee meeting dates 2023/24.
- e. Review Community Assets.

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

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

Open Spaces Committee – 3rd May 2023. This was accepted by the Council.

Planning Committee – 24th April 2023. This was accepted by the Council.

Staffing Committee – 24th April 2023. This was accepted by the Council.

11. Correspondence: -

We have received an enquiry from the organisers of the Rochester City Vintage & Artisan Market asking if they could run a similar market on Days Green on the first Sunday of the month (between April and November). Councillors agreed this would be a good for the village and its existing traders. Cllr Pyman suggested asking the PTFA if the school playground could be used for parking when Parsonage Meadow is too wet.

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

The Days Green inspection reports from the last month were received, no action is required.
The Hoggs Bridge Green inspection reports from the last month were received, no action is required.

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

None

14. Any other business.

Cllr Thomas invited all Councillors to attend the MBC Planning hearing on 18th May. Clerks to circulate details.

Reverend Fiona Haskett and Cllr Thomas planted a walnut tree in the church yard to celebrate the Coronation.

There being no other matters for discussion the meeting closed at 9:21pm.

Signed 

Date 11/6/23