



## 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 14<sup>th</sup> June 2023 at 7:00pm in Long Meadow, Village Hall, Headcorn.

#### Those in attendance: -

Councillors: Thomas, Mather, Glanfield, Sexton, Gearing, Newman and Thorogood.  
Clerk: Stefan Christodoulou.  
Assistant Clerks: Susie Barkess and Jo Mitchell.  
Public: Three.

1.
  - a) **Co-option of new Councillors:** Ray Baars stood up and gave his history. Councillors voted in favour (Seven votes).
  - b) **Signing of the Acceptance of Office:** Completed.
2.
  - a) **Apologies for absence:** Apologies were received from Cllrs. Bates, Pyman and Coppen.
  - 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. **Public session** (minute book closed.)
4. **To resolve that the minutes of the Council meeting held on Wednesday 10<sup>th</sup> May 2023 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: -**

**Roberts Land** – Orbit has agreed in principle to a Deed of Variance. 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. Clerk's office to arrange a walkaround the land in early June. Weather has put paid to an early walk, this time for being too hot, will arrange a visit asap whenever people are available. Have received clarification from Brachers. Will finish with signing documents etc.

**Headcorn Highways Improvement Plan (HIP)** – Clerk, Chair and Vicechair had meeting with KCC on 25<sup>th</sup> 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



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Hill/Sharp's Field/Downs Close and are awaiting the results. 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. Yellow lines in Sharps field etc. were deemed to not be a priority and probably wouldn't be carried out. The Clerk's Office will go back over the HIP and focus on the issues that they were willing to think about in an attempt to get a firm commitment from KCC to actually carry out some of the works.

**To discuss the Headcorn Neighbourhood Plan (HNP) and agree the next steps** – 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. The Clerks Office has been in regular meetings with Dr Driver and Jane Armstrong about how to proceed with the Reg 14 consultation. We will give a brief overview of our progress in the meeting.

**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. Now the Coronation etc is done the Clerk will organise another meeting.

**To discuss setting up a gardening competition "Headcorn in Bloom". Parishioners send in pictures of their gardens and we would make a short list of 10 in two categories garden and window box. Entries in by the 7<sup>th</sup> July and judging by end of July.** - It was agreed that this would be a lovely bit of fun for the Village. Cllrs Gearing and Sexton agreed to be judges and would be joined by Cllr Gearings daughter and Assistant Clerk Jo Mitchell. It was also agreed that a small voucher prize would be offered. Posters have been put up to advertise this.

**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.

### 6. Finance

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

- i. **Schedule of online Payments for June 2023**  
Schedule of online payments was reviewed, approved, and signed by the Chair.
- ii. **Income for Month ended 31<sup>st</sup> May 2023**  
There was an income for the month of £4,264.67
- iii. **Bank Reconciliation for Month ended 31<sup>st</sup> May 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.

### 7. To decide: -

- a) The Parish Council to re-adopt Membership of Other Bodies.
  - b) The Parish Council to re-adopt Open Spaces Committee Terms of Reference.
- Councillors reviewed and agreed to adopt the above policies and statements.



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8. **To review the comments from Dr Rebecca Driver on the MBC Design and Sustainability Plan Regulation 18, due on the 12<sup>th</sup> June, pending being granted an extension to the consultation period.** An extension was not granted in time so the consultation had to be sent without review by the Council. However the Council were encouraged to review them and they would be sent round by the Clerk's Office.
9. **To discuss quotations for the PROW works between Grigg Lane and Lenham Road.** There was some confusion in the quotes about the difference between Tarmac and Asphalt and a request that the Clerk's Office enquire about colouring the surfacing. Once the questions have been answered this will come back to Council for a decision.
10. **To receive the minutes of the following committees for information and to raise any queries arising from them: -**  
    **Planning Committee – 22<sup>nd</sup> May 2023.** This was accepted by the Council.
11. **Correspondence: -**  
    **Letter to Sainsbury's -** The Clerks Office recently sent a letter to Sainsbury's about the amount of shoplifting and how their lack of security enables a lot of antisocial behaviour in the Village. We are still waiting for a reply.
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: -**  
    Report from HACC meeting – Cllr Thorogood attended. Fewer attendees than usual. There has not been much activity due to inclement Spring weather, high winds in April and May, with wind in the wrong direction hindering all flying. As a result only 3 complaints received with regard to a Chinook flying over. This was granted as an RAF exercise. However any further applications to operate have now been denied. With regard to Bletchingdon residents this is a work in progress. A date will be arranged after Battle of Britain on a Saturday or Sunday, the most active days in any week.
14. **Any other business.**  
    None  
    There being no other matters for discussion the meeting closed at 8.41pm.

Signed  .....

Date..... 12/7/23