



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 17th January 2024 at 7:00pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: -

Councillors: Thomas, Mather, Sexton, Coppen, Gearing, Thorogood, Glanfield, Baars, Pyman and Newman.
Clerks: Stefan Christodoulou, Susie Barkess and Jo Mitchell.
Public: Two and Borough Councillor Round.

1.

- a) Apologies for absence: Apologies were received from Cllr. Bates.
- 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. To resolve that the minutes of the Council meeting held on Wednesday 13th December 2023 be taken as read, confirmed as a correct record, and signed by the Chairman. The minutes were agreed and signed by the Chairman.

4. Matters arising from previous meeting: -

Roberts Land now known as Millbank Meadow – Orbit has agreed in principle to a Deed of Variance. Walk around the land to be carried out late August or early September. Have received clarification from Brachers. Documents signed and sent to solicitor. Clerk's Office is checking with Solicitor if the deeds have been transferred yet, as well as informing Land registry. Clerk to check if this has been completed. This is now complete. To be removed.

Headcorn Highways Improvement Plan (HIP) – Clerk, Chair and Vicechair had meeting with KCC on 25th January. KCC representative agreed to forward our requests to the relevant KCC Officer for evaluation. Yellow lines in Sharps field etc. were deemed to not be a priority and wouldn't be carried out. KCC Highways planners gave us a template to do another consultation of residents for SYL in sharps field etc. Clerk's Office to carry out as soon as the format of the letter is agreed with KCC. It was decided to reject KCC changes to the Gibbs Hill SYL. KCC came down and saw the road and agreed with us that yes something more does need to be done. KCC then said they wouldn't carry out the SYL but would instead lengthen the DYL by about 2m. Clerk's Office will liaise with KCC to move this forward. As well as organise a meeting with KCC Highways.

To discuss the Headcorn Neighbourhood Plan (HNP) and agree the next steps –The post consultation meeting on the 8th sept was attended by the Clerk, Chair, Jane's Newsletter and Dr Driver. The clerk gave a verbal update of HNP to council. This presented the overwhelmingly positive reactions from the Parishioners who replied which was about 95%.



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As well as all comments left with the survey. This is ongoing with Dr Driver and the Clerk's Office. We are waiting on MBC to finish their current section of Local Plan. The MBC Local Plan will not be completed this month. So we are still "waiting" on them, or going ahead with our own. The Council voted to continue with our HNP rather than wait longer. The Clerk will continue working with Dr Driver and MBC to take forward the project unless MBC are also very near the finish line will keep Council approved of the best way forward.

To discuss if a memorial item should be included at Millbank Meadow to commemorate this kind gift by Dr Roberts. - The Clerks Office are checking that they would actually wish for this and if so it was decided that we should put in place some sort of memorial item. Whilst The Roberts didn't want something for themselves a plaque in general thanking the donation would be appreciated. Clerks will organise this once the land registry section is done.

To discuss the quote for resurfacing works at the Scout Hut car park. - H Surfacing provided us with a quote of £13,889.59 plus VAT to completely resurface the Scout Hut / Allotment / Hoggs Green Car Park. The Council agreed that this should go ahead given the very poor state of the surface at the moment. Work to start around Feb Half Term.

To discuss the Toilets on days Green - It was decided that we should go ahead with the meeting with MBC for the purchase of the building block as set up by MBC Cllr Round and then make decisions about what to do with it after. The options being to either refurbish the toilets, refurbish some of the toilet and convert the remainder into more storage or shut them and have the entire building be for the use of the Lengthsmen. Currently closed due to more antisocial behaviour. Meeting with Lucy Norman to discuss ownership of toilets / store 25th January.

To discuss if Headcorn PC are happy to support Staplehurst PC with their attempt to get traffic lights at the Headcorn / Staplehurst border bridge. - It was decided that HPC should support SPC with all efforts to get the situation with the bridge sorted once and for all! We have all made extensive representations to KCC Highways to have this bridge made safer as it is on the boundary or both our Parishes. It turns out that KCC has spent nearly £40,000 over 5 years repairing said bridge when £70,000 would pay for traffic lights. Given this rate of expenditure it is reasonable to propose that traffic lights would be an overall saving of £10,000 in 10 years if implemented now.

5. Finance

(a) To review and agree the following: -

- i. **Schedule of online Payments for January 2024**
Schedule of online payments was reviewed, approved, and signed by the Chair.
- ii. **Income for Month ended 31st December 2023**
There was an income for the two months of £6,125.22
- iii. **Bank Reconciliation for Month ended 31st December 2023**
The bank reconciliation was reviewed, approved, and signed by the Chair.
- iv. **To review Budget Analysis for the year 2023/24**
The budget was reviewed, approved, and signed by the Chair.

6. To discuss the Precept and Budget requirements for 2024/25 and agree final precept to be asked of MBC.- The Clerk gave a quick overview of the financial situation currently this



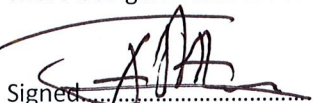
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financial year and a breakdown of our budget for the new year, including pre-existing financial commitments and the agreed new position of Community Liaison Officer. Therefore this precept increase is in place to cover most of this new position, the remainder taken from budget cuts. The new precept required of MBC will be £360,000 which represents an increase on last year of 5.45% which works out at only 0.74p a month for a band D property. The Council agreed that this was a reasonable increase for definite reasons and approved the precept request. This will be put through to MBC ASAP.

7. **To discuss the quote for line markings in Church Lane.** - The lines in Church Lane need to be remarked so as to add two disabled spaces and demark the spaces along side the roadway, remark the existing two disabled bays and remark some of the side spaces so as to allow us to crosshatch some areas to prevent parking for safety reasons. The quote was approved by the Council, Clerks Office to organise.
8. **To discuss the PTFA May Fair for 2024.** - It was agreed that we would check that the PTFA are still aware of what we were asking from last year, that we would organise a meeting with them to go over the project and then to have monthly meetings as we get nearer the time just to stay on top of what's happening and to lend help where we can.
9. **To receive the minutes of the following committees for information and to raise any queries arising from them:** -
None.
10. **Correspondence:** -
None.
11. **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.
12. **To receive reports from any External Meetings attended by Councillors and agree any action required:** -
None
13. **Any other business.**
Cllr Pyman brought up a recent incident at the Petrol Station where fuel was stolen and the cashiers threatened but when the perpetrator was caught he was made to repay the fuel but the threats of violence went uninvestigated and unprosecuted. It was asked if the Clerks Office could ask the Police why this was and what needs to happen to get action in these cases which are becoming more frequent.

There being no other matters for discussion the meeting closed at 9.05pm.

Signed 

Date 