



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 8th May 2024 at 7:00pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: -

Councillors: Thomas, Thorogood, Coppen, Gearing, Glanfield, Pyman, Mather, Baars, Gould and Sexton.
Clerks: Stefan Christodoulou and Jo Mitchell.
Public: Seven including Cllr. 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 Mather and seconded by Cllr Pyman. There were no other nominations and Cllr Thomas was duly elected and signed the Acceptance of Office book.

2. Councillors to sign acceptance of Office.

All councillors signed the Acceptance of Office book.

3. 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.

4.

- a) **Apologies for absence:** Apologies were received from Cllrs. Bates 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:** 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.

5.

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); Cllr Gearing (Vice Chair)
Open Spaces: Cllr Mather (Chair); Cllr 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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6. **Public session** (minute book closed.)
7. **To resolve that the minutes of the Council meeting held on Wednesday 10th April 2024 be taken as read, confirmed as a correct record, and signed by the Chairman.** The minutes were agreed and signed by the Chairman.
8. **Matters arising from previous meeting: -**
 - To discuss the Headcorn Neighbourhood Plan (HNP) and agree next steps** – 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%. It was important that the Councillors agreed to send this to MBC as it is HPC's Plan. The Council agreed to the proposed changes to the Neighbourhood Plan, Consultation Statement and Basic Condition Statement and this will now be sent to MBC for the Regulation 16 Consultation which will run for 6 weeks. Has gone off to relevant people to be included in the REG 16 consultation. With MBC.
 - To discuss if a memorial item should be included at Millbank Meadow to commemorate this kind gift by Dr Roberts.** - The Clerk read out the proposed wording and this was agreed by the Council. Gone off to Memorialists.
 - To discuss ideas for the upcoming D-Day 80th Anniversary event, which includes lighting of the beacon.** – We would like an event of some sort with music and food. We would run ours in conjunction with the RBLI. We have discussed gazebos and music with promoters this will be bought back to Council when we have more information. Still being organised.
 - To discuss installation on Church Lane of parking ANPR cameras and a parking toll system run by HPC Clerks Office.** – It was agreed that this should go ahead but that we would have another meeting to check some things before final acceptance. ANPR Parking accepted after questions answered. Will go ahead next month. Awaiting finalization of plans etc. Check with residents about QR codes.
 - To discuss the Running and Riding marathon company using Days Green when it's wet and churning it up.** – It was agreed that we would write to the company and again ask that they inform us and ask for permission if they wish to use any of HPC's public spaces. This will be accompanied by a predefined notice of when they cannot use it. Still putting together the exact format of the wording. Email sent. No reply, Second email to be sent.
 - To discuss Redhill Stables.** - Although the project was supported by MBC and HPC unfortunately KCC objected to it on road safety grounds. To this end it was agreed that that the Clerk's Office would set up meetings with various stakeholders to try to circumvent the problem and work out a solution. Meeting with the original buyers will be first. Meeting held this will be progressed to the next stage and a planning consultant will be engaged. On going. Holly and Sian of natural burials to give a presentation to Council.



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9. Finance

(a) To review and agree the following: -

- i. **Schedule of online Payments for May 2024**
Schedule of online payments was reviewed, approved, and signed by the Chair.
- ii. **Income for Month ended 30th April 2024**
There was an income for the month of £368,088.34
- iii. **Bank Reconciliation for Month ended 30th April 2024**
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.

10. 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.
- c. To confirm and re-adopt the Kent Code of Conduct.
- d. To acknowledge calendar of Council and Committee meeting dates 2024/25.
- e. Review Community Assets.
- f. Terms of reference for Open Spaces Committee
- g. Lone Working Policy
- h. Cyber Essentials Pack.

Councillors reviewed and agreed to adopt the above policies and statements, except item f. which will be bought up in the next Open Spaces.

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

Planning Committee – 16th April 2024. This was accepted by the Council.

Open Spaces Committee – 10th April 2024. This was accepted by the Council.

12. Correspondence: -

We have received an email from concerned residents at Old Hall Park near the Airfield about the amount of litter and disruption that the Airfield causes during events. This was brought to council with the understanding that the recent Planning Application from the Airfield ([24/501710/FULL PROPOSAL: Section 73 - Application for removal of condition 7 \(No acrobatic displays or private air special events shall take place without the prior consent of the local planning authority\) pursuant to 77/1559 for - Continued use of land including buildings thereon for purposes of providing aerodrome use for general aviation including business club and leisure flying, charter service, crop spraying, flying school, parachuting and aerial tours.](#)) would remove the need for planning oversight of intended events by local planning authorities and consultees. This was agreed by all to be much less than desirable and would remove our ability to have our say on



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proposed events on any grounds. To this end the council agreed that this decision would be delegated to the Clerks Office for the purposes of delivering a refusal to this application on the above grounds. (We wish to see this application refused. Referral to committee is required should the Planning office be minded to approve.)

13. To receive reports: -

Community Liaison Officer: - CLO gave a overview of his current work in the Village and interactions with other authorities.

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

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

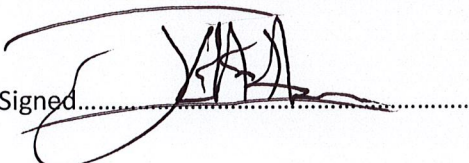
14. To receive reports from any External Meetings attended by Councillors and agree any action required: -

None

15. Any other business.

The possibility of a quarterly newsletter was broached. This is still under consideration by Clerks Office for a way to put this out within a reasonable budget, on that note the PTFA did offer to help deliver them for a donation.

There being no other matters for discussion the meeting closed at 10:00pm.

Signed.....

Date.....12/6/2024