



## 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 11<sup>th</sup> September 2024 at 7:00pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: -

Councillors: Thomas, Thorogood, Burr, Pyman, Mather, Baars, Gould, and Sexton.  
Clerks: Stefan Christodoulou and Jo Mitchell.  
Borough Cllrs: Trzebinski  
Public: One

1.
  - a) **Apologies for absence:** Apologies were received from Cllr. Newman, Bates, Gearing, Glanfield 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.
2. **To resolve that the minutes of the Council meeting held on Wednesday 12<sup>th</sup> June 2024 be taken as read, confirmed as a correct record, and signed by the Chairman.** The minutes were agreed and signed by the Chairman.
3. **Matters arising from previous meeting: -**

**To discuss the Headcorn Neighbourhood Plan (HNP) and agree next steps** –The Council agreed to the proposed changes to the Consultation Statement and Basic Condition Statement. Regulation 16 Consultation, will run for 7 weeks. HNP sent to MBC together with our chosen preference for the inspector. Consultation now finished, waiting for result of examination by inspector.

**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. Awaiting finalization of plans etc. Check with residents about QR codes. Still working on this. An extra ANPR camera will cost £1200. Waiting for Company to confirm installation dates.

**To discuss Redhill Stables.** – This project was supported by MBC and HPC, however KCC objected to it on road safety grounds. HPC met with Holly and Sian of natural burials to receive an over view of the situation. It was decided to engage a planning consultant, Mr. Court was suggested and accepted, he will be engaged by HPC. Meeting with Mrs Geary from MBC to be organised, for Pre-planning advice, two Councilors expressed interest in coming and the matter will be turned over to Mr. Court. Mr. Court engaged for project. Meeting between MBC, Clerks and Mr. Court on 9<sup>th</sup> September. Waiting on update from MBC Planning about surveys etc. needed.



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**To discuss extra speed bumps in Church Lane maybe larger or longer? Possibly one at each end of each stretch 4 in total.** – Composed of “bumps” from CSI. Three 4m lengths of “bump” for £986 including VAT and to install from H Surfacing £480 including VAT. Bumps purchased and installed. To be removed.

**To discuss and agree the possible event for the VE/VJ Day 80<sup>th</sup> anniversary in 2025.** It was provisionally agreed this was a good idea with the Lighting of the Village Beacon to take place in the evening of Thursday 8<sup>th</sup> May 2025 (VE Day) and with an outside music event to be held, possibly in August, to commemorate both VE and VJ days. Possibly on Parsonage Meadow. The Clerks office to investigate likely costs. To be removed until nearer the time of something of substance to report.

#### 4. Finance

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

- i. **Schedule of online Payments for August and September 2024**  
Schedule of online payments was reviewed, approved, and signed by the Chair.
- ii. **Income for Month ended 31<sup>st</sup> July and August 2024**  
There was an income for the month of £1420.51
- iii. **Bank Reconciliation for Month ended 31<sup>st</sup> July and August 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.

**5. Item: -** Following the Election of the Council on 8<sup>th</sup> May 2024, the following Policies and Procedures to be formally Adopted:

- Standing Orders
- Financial Regulations
- Kent Code of Conduct
- Membership of Other Bodies
- Terms of Reference:
  - Open Spaces Committee
  - Planning & Licensing Committee
  - Staffing Committee
- Calendar of Meeting Dates
- Risk Assessments:
  - Open Spaces
  - Finance
- Community Asset Register
- Insured Risks – Policy Schedule
- Best Value Statement
- Vision and Values Statement
- Equal Opportunities Policy
- Complaints Policy
- Data Protection
- Grievance Policy



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- Capability Policy
- Capability/Disciplinary Procedure
- Personal Harassment Policy and Procedure
- Sickness Absence Policy
- Health and Safety Policy
- Communications and Media Policy
- Suggested Principals for Use of Social Media
- Policy for Granting of the Honorary Freedom of the Parish
- Public Participation and Questions Policy
- Learning and Development
- Document Retention Policy
- Respect, Bullying and Intimidation
- Open Spaces Policies:
  - Trees
  - Lighting Strategy
- CCTV Policy
- Co-option Policy
- Councillor Competencies
- Travel and Expenses Policy

The Council Adopted these policies and procedures.

6. **To discuss and agree the implementation of the 'Freedom of Headcorn' award.** It was agreed that this should go ahead. After consent is obtained from the recipients this has to go back to Council for ratification and then the award will be made at a small celebration, with an "Official" award at one of our Village/Parish Council events.
7. **To discuss pollution in North Street and the possibility of adding a pollution monitoring tube.** After the meeting the Clerk's Office found that there is already a pollution tube in North Street. The results from the pollution tubes will be passed around to council.
8. **To discuss the possibility of holding a Circus on one of our greens next year, following an approach from DeVito's Circus.** The Council agreed that any form of outdoor entertainment planned for the Village would not be appropriate in April and May due to the usual condition of the Greens and the high likelihood of the ground being too waterlogged.
9. **To discuss the possibility of the replacement of the Days Green toilet drains.** The Council agreed that should the toilets be made over to us then they would like to see repairs carried out. In anticipation of this the Clerk's Office will secure quotes to this effect.



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10. **To discuss and agree applying for Membership of Resolve (see e-mail from CLO 21.08.2024).** It was agreed that this should go ahead as providing extra resources for the CLO and the Clerk's Office would be good. The subscription cost was not prohibitive either.
11. **To discuss and approve quote for PA system.** After the quote was shown round to Council there was some discussion on whether this was more orientated towards music rather than Public Address. Given the Clerk's Office not having the expertise to make this distinguish between these possibilities they suggested that Cllrs Baars and Glanfield should meet with Lengthsmen Finnigan to discuss this and make a decision as necessary.
12. **To receive the minutes of the following committees for information and to raise any queries arising from them: -**  
**Planning Committee – 16<sup>th</sup> July and 20<sup>th</sup> August 2024.** This was accepted by the Council.  
**Open Spaces Committee – 10<sup>th</sup> July and 14<sup>th</sup> August 2024.** This was accepted by the Council.
13. **Correspondence: -**  
**Land registry** – the Land Registry changes for the Traders carpark have come through and now it's officially registered as belonging to HPC  
**South East in Bloom** – News came from the South East Rail that with our help in the regeneration of the flower beds, Headcorn Station is through to the last three of south east stations of bloom.  
**Road name** – MBC have asked HPC for suggestions as to the name of a new development the Council will consider it over the weekend and the Clerk's Office will send the ideas back to MBC for validation.  
**Covenant** – there is a covenant on the houses at Becket Court where in they should be offered to residents of Headcorn first at the point where they are to be sold. The residents would like to dissolve this covenant and have asked for MBC and HPC's consent. It was agreed that at this time it would be better to keep the covenant, whilst Cllr Trzebinski.
14. **To receive reports: -**  
**Community Liaison Officer:** - CLO report from the last month was received. CLO to attend next month.  
**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.



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

**KALC** – Cllr Pyman attended the KALC meeting this month and told us about their initiative to have dementia friendly communities. The suggestion was to have a coffee morning, Cllr Pyman will send us the extra information to expand on this.

**Memorial Service** - Cllrs Thomas and Thorogood attended the memorial service at Sutton Valence for a fallen RAF Pilot. Clerks Office to contact the organisers to see if a donation would be appropriate.

**Cluster Meeting** – The Clerks Office attended the quarterly Cluster meeting with MBC and Kent Police to discuss issues in Headcorn. This was informative with more help promised from both MBC and the Police to tackle ASB in the Village.

**16. Any other business.**

Several points were raised. Most of them are already being dealt with by various authorities. Such as Police issues and ASB issues. The Clerks Office will chase all outstanding items bought up and Borough Cllr Trzebinski will take up the Law and ASB issues with the Police. The EV charging points will be chased again, Issues with disabled access and the Model Show fireworks will be bought up at HACC. The newly repaired leak on North Street is already Leaking again and the Bell Bollard needs to have a proper reinstatement, both of these will be taken up with KCC to see if improvements will/can be made.

There being no other matters for discussion, the meeting closed at 9.30pm.

Signed..... Date.....