



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

Those in attendance: -

Councillors: Thomas, Thorogood, Coppen, Gould, Pyman, Burr and Gearing.  
Clerks: Susie Barkess and Jo Mitchell.  
Borough Cllrs: Trzebinski and Round  
Public: Three

**1.**

- a) **Apologies for absence:** Apologies were received from Cllr. Mather, Sexton, Newman, Bates, Baars and Glanfield – Cllr Thomas informed the Council that Cllr Newman had handed in his resignation.
- 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 11<sup>th</sup> September 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. Initial comments have come back. On agenda.

**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 finalisation 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. The company is again not sure about deploying ANPR. Meeting to be arranged with Riman to discuss further including the ANPR at the Trader's car park and the EV charging parking spaces in Kings Road.

**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 overview 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 Councillors expressed interest in coming and the matter will be turned over to Mr Court. Mr Court engaged for project.





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Meeting between MBC, Clerks and Mr. Court on 9<sup>th</sup> September. Waiting on update from MBC Planning about surveys etc. needed. Details of surveys required have now been received - Clerks office to make contact with Mr Court to enquire how much these will cost.

**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 – Clerks office to chase for results.

**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. Waiting for the final design from Charmian and ideas for awarding this from the Clerk's Office.

**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. Clerk's Office to chase quotes.

**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 distinction between these possibilities they suggested that Cllrs Baars and Glanfield should meet with Lengthsmen Finnigan to discuss this and make a decision as necessary. In the process of buying.

#### 4. Finance

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

- i. **Schedule of online Payments for September 2024**  
Schedule of online payments was reviewed, approved, and signed by the Chair.
- ii. **Income for Month ended September 2024**  
There was an income for the month of £1,490.65
- iii. **Bank Reconciliation for Month ended 30<sup>th</sup> September 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: - To discuss and agree the Council's contribution for the plans for the Village Christmas Day event on Saturday 30<sup>th</sup> November 2024** – it was agreed for the Clerk's office to arrange to have a tombola stall, either in Foreman's Walk (if permission is granted) or on the apron at Parsonage Meadow. The stall will include a charity box for the Heart of Headcorn and have Christmas music playing.

6. **Item: - To discuss the construction of "No Cold Calling" signs.** The wording of the signs was discussed and Councillors suggested that there were too many words and the





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wording was a little strong. Stuart and Jo will amend the sign and this will be brought back to the next meeting.

**Item: - To discuss the quotes for CCTV** – we have received two quotes so far and are awaiting two more. Cllr Gould questioned what “60 credits” means – Clerks office to enquire and arrange for a presentation to be put together of the proposed system for all Councillors. Clerk’s office to also ask current provider for a refund for the previous 4 months due to lack of service. Subsequent to the meeting the provider had advised they would not be invoicing for the CCTV, however, as payment had already been made for the last 4 months, we are awaiting confirmation from the Provider as to whether they will refund direct or whether to reduce Street Lighting invoices to recoup the funds.

7. **Item: - To discuss the new Church Lane speed bumps and ways forward** – the Council agreed for the current speedbumps to be removed as they are too harsh and difficult for some to walk/drive over. Clerk’s office to also request quotes to add 2 tarmac bumps (as per the original bump).
8. **Item: - To discuss the proposed updates to the HNP to answer questions from the examiner** – the proposed changes were discussed and agreed by the Councillors. Clerk’s office to instruct Dr Rebecca Driver to make the proposed changes and submit to the examiner by the deadline of 18<sup>th</sup> October 2024.
9. **To receive the minutes of the following committees for information and to raise any queries arising from them: -**  
**Planning Committee – 17<sup>th</sup> September 2024.** This was accepted by the Council.  
**Open Spaces Committee – 11<sup>th</sup> September 2024.** This was accepted by the Council.
10. **Correspondence: -**  
Information on consecration of the burial ground – this will be put onto next month’s agenda.
11. **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.
12. **To receive reports from any External Meetings attended by Councillors and agree any action required: -**  
**KALC** – Cllr Pyman was unable to attend this month but the minutes were circulated to all. No action required.



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**Mayor's Garden Party** - Cllr Thomas attended the Mayor's Garden Party on 24<sup>th</sup> September.

**13. Any other business.**

Clerk's office to circulate details of the latest MBC Planning Training to all Councillors.  
Clerk's office to contact Headcorn Doctor's Surgery to ask if a representative could attend the next meeting to answer concerns we are receiving from parishioners.  
It was suggested by Cllr Ziggy Trzebinski that residents report and keep a record of any garden bin collections missed, so that they can request an extension to be added to the end of their paid subscriptions.

There being no other matters for discussion, the meeting closed at 9.20pm.

Signed.....

Date.....

13/11/24