



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 12th February 2025 at 7:00pm in Long Meadow, Village Hall, Headcorn.

Those in attendance: -

Councillors: Gould, Mather, Pyman, Oliver, Burr, Thomas, Thorogood, and Coppen.
Clerks: Stefan Christodoulou, Susie Barkess and Jo Mitchell.
Borough Cllrs: Round.
Public: Six.

1.

- a) **Apologies for absence:** Apologies were received from Cllr. Glanfield, Baars, Sexton. Gearing and 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. **To resolve that the minutes of the Council meeting held on Wednesday 8th January 2025 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. HNP sent to MBC together with our chosen preference for the inspector. Initial comments have come back suggesting changes. Happy with changes proposed will revert back to MBC and examiner. Replied to inspector's comments. Working with MBC to iron out some minor issues. Will then go to MBC for final leg of the process.

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 without the ANPR element as it is felt that we can run most of the day-to-day operation ourselves. YPS would handle the fines. The main purpose of this would be met by simply getting rid of traders and commuters from taking the parking and opening it to shoppers. Signs installed – to be removed.

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. It was decided to engage a planning consultant, Mr. Court was suggested and accepted. Mr Court engaged for project. Meeting with Mrs Geary, for Pre-planning advice, the matter will be turned over to Mr Court. Meeting between MBC, Clerks and Mr. Court on 9th September. The Surveys needed by MBC has been relayed to HPC. Ongoing discussion with Mr Court about how to proceed. HPC agreed to asking for planning permission.



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To discuss and agree the implementation of the 'Freedom of Headcorn' award. It was agreed that this should go ahead. Agreement received from recipients. Clerk's Office to give the go ahead for fabrication. Clerks waiting for a prototype to be ready to check that it is all as expected.

To discuss the construction of "No Cold Calling" signs. This has been amended with different wording. To go to the relevant authority for approval. Signs have been approved, quote for signage to be sought, the signs will be put up after the CCTV has been installed.

To discuss the quotes for CCTV – we have received two quotes so far and are awaiting two more. It was agreed that OpenView's offer should be accepted and a meeting with them and some Councillors will be organised to finalise the project. Meeting scheduled for 10th January for Cllrs Gould and Coppin to talk to the CCTV engineer whilst we agree positions of possible cameras. Council were concerned the meeting would be taking place after the Full Council Meeting on 8th January. It was agreed the Clerk's office would investigate the possibility of bringing the CCTV meeting forward. Extra meeting held with CCTV Company, including Cllr Gould. A walk to confirm the camera locations was carried out and a revised quote to include extra cameras will be sent. On the agenda, item 9.

To discuss and approve the quotes received for fencing at Millbank Meadow. We are still waiting for one quote to come in from a contractor who we asked at the last minute. When this comes through it will be sent around to all councillors for another look. Extra quotes received. Decision was taken to go with Tassels. Work completed – to be removed.

4. Finance

(a) To review and agree the following: -

- i. **Schedule of online Payments for January 2025**
Schedule of online payments was reviewed, approved, and signed by the Chair.
- ii. **Income for Month ended January 2025**
There was an income for the month of £3473.54
- iii. **Bank Reconciliation for Month ended 31st January 2025**
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 allowing the May Fair to go ahead on Days Green on Monday 5th May 2025.** The Council approved for the May Fair to go ahead on Days Green, with the condition of no vehicles on the green unless an exemption is granted.
6. **Item: - To discuss and agree quotes received for transfer of the street lighting contract.** The Council agreed to offer the lighting maintenance to Langcorn Electrical to look after our street lights for the next 3 years.
7. **Item: - To discuss and approve installing digital timers for the Christmas Lights.** The quote to install some digital timers was accepted. Work will commence at the earliest opportunity.
8. **Item: - To discuss and approve quote received for installation of additional sockets at the Parish Office.** The quote to install some extra sockets in the Office was accepted. Work will commence at the earliest opportunity.



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9. **Item: - To approve the final price of the CCTV contract.** Now that we have had back all the prices for the equipment and cameras the Council agreed that we should go forward with our update of the Village CCTV. This will be a substantial outlay for the Parish but it is felt that it is long overdue and will give us full coverage of the Village. This should help the Police and cut ASB around Headcorn.
10. **Item: - To discuss and approve the options received for cleaning the toilets on Days Green.** It was agreed that the toilets would reopen on the 3rd of March with the new Cleaners. They would be hired independently not under employment from HPC.
11. **Item: - To discuss and approve the possibility of funding defibrillator training (£50 per person).** This was agreed and to be opened to the Village shops to send some of their workers to attend should they wish to, as they are the ones available near the Defib machines the most often.
12. **To receive the minutes of the following committees for information and to raise any queries arising from them: -**
Planning Committee – 8th January 2025. This was accepted by the Council.
13. **Correspondence: - Email received from Orbit –** The email notified us of the progress with the Deed of Variation to unlock S106 monies for use at Millbank Meadows. This required a payment for legal fees but is progressing and the amount of S106 to reclaim is worth the outlay on the legal fees.
14. **To receive reports: -**
Community Liaison Officer: - CLO report from the last month was received.
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.
15. **To receive reports from any External Meetings attended by Councillors and agree any action required: -** None.
16. **Any other business.**
Cllr Pyman asked to check on the progress of the EV charging pads at Kings Road.
Cllr Burr asked about the bollards in front of the church and if KCC had agreed them.
Clerks Office will check on both.

There being no other matters for discussion, the meeting closed at 9.02pm.

Signed.....


Date..... 12/3/25