



## 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 Parish Council Meeting held on Wednesday 10<sup>th</sup> July 2019 at 8pm in Long Meadow, Village Hall, Headcorn.

Those present: Cllrs Davies, Dungey, Hancock, James, Pyman, Selby, Thomas, Thorogood, Tull and Walker.

Clerk: Caroline Carmichael

Three members of the public were present.

1.
  - a. **Apologies for absence.** Apologies were received and accepted from Cllrs Evenden & Mather
  - 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 receive

#### a. Community Warden Report

The Community Warden was in attendance at the meeting and gave an update on his recent activity. The main points covered:-

- a. Rogue trading issues have been raised with the Community Protection team and are receiving attention.
- b. The issues with the amount of gas canisters that have been discarded in the village was discussed and it was agreed that we would assist in educating people as to the dangers of such activities. Clerk to action

#### b. Information regarding police issues in the village, as available.

The following police matters were highlighted: -



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- a. The defibrillator case was damaged and needs replacing. No suspects. The Council suggested that a sign that reads "this defibrillator saves lives" may dissuade people from doing it again. Clerk to resolve.
  - b. The PCSO advised that there had been an incident involving dangerous driving by two white vans on the High Street on the evening on June 30<sup>th</sup> 2019 and the matter was being pursued by Kent Police.
  - c. An incident involving ASB in the play area on Days Green is being investigated by Kent police. CCTV footage has been provided from Parish CCTV cameras
4. **The minutes of the meeting held on June 12<sup>th</sup> 2019** were duly approved and signed after clarification that Cllr Tull saw a presentation by the police and crime commissioner and not Peter Rollington of Country Eye.

5. **Matters arising from the last meeting.**

**Country Eye** – the Clerk has received an email from Peter Rollington confirming that after nearly a year they have now appointed a Watch Liaison Officer and once she is trained things will be progressed. The Clerk will follow up.

**Kent Fire and Rescue Service (Hydrants)** – The Clerk was unable to locate a hydrant in Forge Meadows and has again pressed for a copy of the hydrant map, which may confirm the location.

**Alignment to Ashford Borough Council and agree actions required** – it was agreed that this matter would remain on the minutes and monitored for future actions.

**Road name signs** – The Chair confirmed that this matter would be pursued at the next KALC meeting.

**Spires Ash** – The KCC Regulation Panel met on 18<sup>th</sup> June 2019 and the land was granted village green status and is now registered on the town and village greens register under reference VG287.

**Headcorn Cricket and Tennis Club** – The matter is now being discussed outside of this forum and if HPC involvement is required we will bring the matter back to Full Council.

**Lenham Road Lack of Footpath from Hop Pocket Way to Crest Nicholson Site** – The Clerk has received correspondence from Crest Nicholson advising that it is their intention to provide a footway connection to link the existing footway on the north side of Lenham Road and they will be submitting an application.

The Clerk will investigate planning conditions to ascertain what was agreed about provision of this footpath at the time permission was granted.

**Lost for Words Books** – It remains for a picture to be taken of the Chair with the schoolchildren.

**Maidstone Borough Council Local Plan Review** – It is essential that we challenge the numbers/formula being used by MBC in setting the future housing requirement. The Clerk has drafted a letter which remains with the Chair for consideration. The Chair agreed to meet with the Clerk to discuss. Once ready the letter will be sent to Alison Broom at MBC and copied to



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Borough Councillors and our MP, Helen Whately requesting that MBC confront the Government regarding the formula in use.

**Speeding and Traffic Incidents, Hawkenbury** – The Clerk confirmed that this matter has been added to the Highways Improvement Plan and would be discussed with KCC at the meeting on July 25<sup>th</sup> 2019

**Shenley Road “Aerodrome” Bus Stop** – further correspondence has been received by KCC and this matter will be discussed at a meeting with them on July 25<sup>th</sup> 2019.

**Traffic Regulation Order Ulcombe Road Headcorn** – As noted at last Full Council meeting, despite a further challenge by the Council there is no movement in the decision to extend the 30 MPH limit. The Council want it noted on record that they have expressed their concerns and the action taken by Highways will only exacerbate the issues we face with development of open spaces that border this road.

**Development at the Old School House** – MBC confirmed by email that the name suggested by HPC has been accepted by the developer.

**Street Naming Protocol** – this matter was raised at the last meeting when discussing the naming of the above development. MBC have introduced a new guideline which states:-

**For your information names should have local geographical, historical or cultural relevance to the site. It is not permitted to name roads after anyone living or after someone recently deceased.**

**Written permission is required from the surviving relatives (if applicable) to name a road after someone who is deceased**

Email correspondence has been received from MBC stating “our custom and practice is that we will not agree to naming streets after recently deceased people. It is becoming increasingly common for parish councils to make the suggestion; we advise that this should not occur for at least 3 years and preferably longer”

The Council wish the matter raised with both KALC and our Borough Councillors. Clerk to action.

**Battle of Britain event at Headcorn Aerodrome** – it was noted that the event did not cause the same issues with traffic that it had last year and the HACC are to be commended on the work they had done so as to not repeat the mistakes of last year.

### 6. Finance

**a. To agree Receipts and Payments and Bank Reconciliation**

Schedule of receipts and payments reviewed and agreed by Council, signed by Chairman, Lyn Selby

**b. To consider renewal proposal from BHIB Insurance Brokers for annual insurance or the Parish Council and agree actions required**

The renewal invitation had been circulated to all Councillors and the matter was reviewed with guidance from the Clerk. It was agreed that the invitation represented excellent



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value for money and the invitation include the Long Term Agreement (LTA) should be accepted. Clerk to action.

### 7. Correspondence – To receive and action as required

**JPG Coordinating Team Meeting 6<sup>th</sup> June 2019** – copy of the meeting notes received by the Clerk. It provided a brief outline on:-

- a. The process for the MBC Local Plan Review
- b. Noted that as part of the settlement of the litigation between KCC/MBC a new Strategic Infrastructure Board has been established. It will consist of three members and three officers from each Authority. The inaugural meeting will be in Sept 2019
- c. Noted that outside Consultants would undertake a new survey, in the autumn, of the G&T sites in the Borough. Consulting the settled community is part of the requirement

**MBC Local Plan Review** – invitation to attend the review at 6:30 on Monday 22<sup>nd</sup> July. The Clerk and Cllr Selby will attend.

**KCC Drainage Maintenance Schedule Headcorn** – A copy of the schedule had previously been circulated to Council and it was agreed the detail should be shared with the community and any issues with drains should be reported directly to MBC.

**Headcorn May Fair 2020** – email correspondence received from the PTFA and for a number of reasons the PTFA would not be organising the event for 2020. This decision is driven largely by the change in the Mayday Bank Holiday from Monday 4<sup>th</sup> May to Friday 8<sup>th</sup> May. The Council expressed their disappointment but understood the reasons and were pleased to note that the PTFA intend to be back with an event on May 2021.

The Council asked the Clerk to write to our MP with a request to understand why the Govt. had taken this step when so many events take place on the May Bank Holiday and why no one had been consulted. The Council acknowledged that the change was linked to the need to mark the 75th anniversary of VE Day which takes place on 8 May but felt that due regard had not been paid to all those who arrange events for the Monday.

**VE Day Celebrations May 8<sup>th</sup> 2020** – Cllr Tull raised the question of road closures on this day for street events. It was advised that any such requests would have to be submitted to KCC and it would not involve the Council unless it was an event hosted by HPC.

**Anti-Social Behaviour in the Village** – correspondence received from a Parishioner, who was in attendance at the meeting, about the possibility to establish a forum for the youngsters in the village. Discussions centered particularly on the use of Nitrous Oxide canisters as this has presented a particular issue in recent weeks. A number of suggestions were put forward:-

- a. Make contact with Inspector Nick Hatcher at Kent Police to see if they would be involved
- b. Contact with Community Protection Team at MBC to ascertain appetite for same
- c. Contact YMCA Maidstone to see if they can help/offer advice
- d. The Clerk should alert the community to the problems with these canisters on our Social Media



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- e. Seek input from other Clerks about what services/clubs they have
- f. Possibly consider a "youth gym" at a local venue

The Clerk will make preliminary enquiries and pass any contact or detail on to the Parishioner.

**Mayors Garden Party July 24<sup>th</sup> 2019** – it was agreed that Cllr Tull would attend to represent the Council.

**Footpath, street lights and speed sign Lenham Road** – email correspondence received from a parishioner requesting an update on these matters. The Clerk will respond with update.

**Record of Parishioners Questions** – email received from Parishioner requesting copies of points raised at the planning meetings on May 8<sup>th</sup> and June 12<sup>th</sup>. Clerk to action.

The email further referenced previous correspondence/discussions and the Chair repeated that an invitation had been issued to the writer to discuss matters and it had not been accepted. No further correspondence on this subject would be considered.

**Decline in Insect Numbers** – correspondence received from Broomfield & Kingswood Parish Council concerning the decline in the number of insects worldwide due to urbanization. The Council reviewed the detail and agreed the matter would be highlighted on our Social Media.

**8. To discuss and agree road names for the development on the land at Gibbs Hill Farm, Grigg Lane, Headcorn**

This matter was further discussed and the following names were agreed:-

- Sentinel Way
- Bleinham Place
- Spitfires
- Lancaster Lane

Clerk to advise MBC

**9. To discuss the attendance at the Annual Parish meeting and to agree actions required**

It was agreed that the Clerk would circulate the idea that had been passed to her and the matter would be carried forward to a later meeting.

**10. To adopt Terms of Reference for the Planning and Open Spaces committees.**

The TOR's for both committees were reviewed and adopted by Council.

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

**Planning Committee – June 12<sup>th</sup> 2019**

There were no amendments or comments.

It was noted that Cllr Thomas left the meeting at 22:20



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### 12. To receive Reports from the following Working Groups and action as required:-

#### **Neighbourhood Plan Group.**

The Chair advised that the matter will be taken forward and she is to arrange a meeting with the group.

#### **Finance Group.**

Nothing to report

It was noted that Cllr Thomas returned to the meeting at 22:24

#### **Play Scheme Group.**

Cllr Selby advised that after a discussion with the Headteacher indicates that the plans for the school are not clear that this time. It was still agreed that the group would meet in September to discuss possibilities for 2020.

#### **Special Events Group.**

Nothing to report

#### **Emergency Plan Group.**

The Chair advised that the matter is ongoing

#### **Remembrance Day Parade Group.**

The Clerk will have invited the Chair of the Royal British Legion to attend a meeting with this group on July 29<sup>th</sup>

#### **Communications Group.**

Nothing to report.

#### **Speedwatch Group**

A meeting has been set up for July 25<sup>th</sup> to discuss the way forward.

#### **Days Green Inspection.**

Cllr Mather continues to supply weekly written reports to the Clerk, for circulation to the Chair. There are no actions at present.

#### **Highways Improvement Plan Group**

The matter will be further discussed with KCC at the meeting arranged for July 25<sup>th</sup>

#### **R and B Group**

The matter will be further pursued and it is suggested that the group meet to consider a Plan B. Cllr Selby to arrange a meeting.

### 13. To receive reports from any External Meetings attended by Councillors and agree any action required.

Cllr Dungey and James attended The Patients Participation Group (PPG) meeting and Cllr Dungey briefly outlined the changes that involve participation in the Primary Care Network. It was also noted that there are now 6 GP's at the surgery.





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**14. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for discussion at future meetings.**

The following matters were noted:

There is still one Councillor vacancy and a co-option would take place in August

The Chair advised the Council that the Clerk would be leaving her post in 2020. She has agreed to see the Council through the election in May 2020 and leave by the end of October 2020. The Staffing committee will meet before the next Full Council meeting to discuss the way forward. A date for the meeting was agreed as August 1<sup>st</sup> 2019.

There being no other matters for discussion the meeting closed at 22:40 hrs.

Signed.....

Date.....

14/8/19

