



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 12th February 2020 at ~~7:00pm~~ ^{7:30pm} in Long Meadow, Village Hall, Headcorn.

Those present: Cllrs Davies, Dungey, Evenden, Hancock, James, Mather, Pyman, Selby and Walker

Clerk: Caroline Carmichael
Assistant Clerk: Stefan Christodoulou

There were two members of the public present.

1.
 - a. Apologies for absence were received and accepted from Cllrs Thomas and Thorogood.
 - 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 Warden had sent his apologies for the meeting. The report was reviewed by all. It was noted that he continues his sterling work in the village. No other matters were raised for discussion.
 - b. **Information regarding police issues in the village, as available**

The PCSO had sent his apologies for the meeting. The detail in the monthly update was reviewed. Several matters were discussed including fly tipping, Baker Lane had been closed for a week due to large pile including asbestos. No action was required.
4. **The minutes of the meeting held on Wednesday January 22nd, 2020** were duly approved and signed by the Chair.
5. **Matters arising from minutes of the meetings on 8th & 22nd January January 8th, 2020**

Country Eye – this matter remains ongoing and the Council agreed that the Clerk would seek the return of the funds we had paid over in this regard. The money could be returned when they are ready to start the project.



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Lenham Road Lack of Footpath from the Crest Nicholson Site – the Chair noted that there should have been a meeting with Kent Highways, KCC Councillor Prendergast and Crest Nicholson earlier today but it had been cancelled at late notice. The Clerk will write once again to Kent Highways and if no response is received within the week the matter will be escalated to Mr. Simon Jones, Director of Highways, Transportation and Waste.

Whitehorse Cross Road Installation of Permanent Traffic Signals – further detail in reports on external meetings.

Church Lane Parking – an update was given by the Clerk, outlining the work that Cllr Thomas, the Clerk and Assistant Clerk had undertaken. There would be two items on the March agenda to consider the outcome of the findings.

Annual Meeting of the Parish – it was agreed this would be on the agenda in March and Councillors are asked to consider ways to take this forward.

Kent Highways – HPC Highways Improvement Plan

Speed surveys – The Clerk has received a further response from Kent Highways, and it agreed that using the 85th percentile to measure the speed was valid. This gave a result of a speed of 39.9 which Kent Highways state

“Millbank southbound 85% speeds are slightly above the National Police Chiefs Council enforcement threshold of 35 mph”

The Clerk has written again to KCC disagreeing with the conclusion and highlighting that in an accident at 40 MPH there is an 85% chance that any pedestrian would be killed.

If we do not receive a response prior to the next meeting the Clerk will escalate the matter.

Hawkenbury Road Bridge – The Chair advised that the item had been added to the Headcorn HIP as agreed at the last meeting and the matter would be perused with KCC at the next HIP meeting. The Clerk was asked to set up a meeting for March.

Hammerstream

Enforcement matters continue to be an issue at the site and the Clerk is pressing MBC for action.

It was noted that the Clerk had not yet been able to produce a document outlining contentious planning issues on sites in Headcorn, it is hoped that it will be ready in time for the scheduled meeting with MP Helen Whatley on March 27th

Planning Appeal Hearing the Meadows Lenham Road Headcorn

There is not yet a firm date for the hearing, but it is anticipated that it will be early June.

Parish Council presence and representation was discussed at the meeting and it was agreed that the Chair would go back to the planning lawyer (Judith Norris) who had prepared an argument for the Lenham Road Group and establish

- Potential costs to represent the Parish Council at the hearing
- What her view on representation is? Given her comment in correspondence with the PC says representation does not demonstrate value for money for the Parish?

It was also agreed that the Chair would contact Ulcombe Parish Council to ascertain if they would be agreeable to sharing any legal costs involved in representation.



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Section 106 payment - this matter continues, and previous detail received from MBC needs further clarification and the Clerk will continue to press the matter.

Parking on Kings Road – the Clerk confirmed that it was part of the planning conditions for the Ulcombe Road development that 6 spaces be provided for off road parking to compensate for the loss of on road parking at the junction. The Clerk & Councillors will continue to monitor the situation. Cllr Hancock agreed to pay attention to the area when undertaking the Days Green Inspection.

Litter/Fly tipping issues at litter bin in the village – the Clerk advised that after some investigation the person/persons dumping the waste had been identified and had received a fine from MBC for unauthorized disposal of rubbish. Thankfully there has been no repeat of the problem.

Other littering matters were raised, like the clearing on litter on the roads approaching the village where speeds are above 30 MPH. It was noted however that local residents were clearing long stretches outside 30mph signs and hence putting themselves in danger. It was agreed the Clerk would put together a paper on all the issues and research the legal obligation of the Local Authority on this subject. There will be an update at the next meeting.

Alleged breach of planning conditions at the Weavers Headcorn – MBC have confirmed there is no breach of planning conditions. No further action required.

Kerb on Ulcombe Road – after discussions with the Clerk the writer has advised that they do not wish to take this matter forward.

PROW KH590 – The PROW team have advised that they are resolving this issue with the onsite contractor and the route will be cleared as soon as possible. No further action required by the Clerk.

Issues with state of Grigg Lane

- Mud and other debris on Grigg Lane attributed to the Persimmon site. The Clerk will contact the developer once again. Suggest a vehicle wheel cleaning unit installed on site.
- Poor road condition. The Clerk will continue to press Kent Highways on this matter.

VE/May Day Celebration – the Chair advised that the Open Spaces Committee had approved use of Parsonage Meadow.

It was agreed that the Beacon would be installed on Days Green before VE Day and the PC would have a low-key event involving the lighting of the beacon at dusk.

MBC The Challenge to the Government Housing Requirement – HPC has received a copy of the letter sent by MBC to Rt Hon Robert Jenrick MP, Secretary of State for Housing Communities and Local Government. It was noted by other parties that the letter had not been signed by our MP Helen Whately. In a conversation with HPC Chair, Helen confirmed that the reason she was unable to sign the letter was because she is a Minister and as presented, the letter went against Government policy. Had she been consulted the letter could have been written in such a way she would have been able to sign it. She did confirm however that she has had conversations with the Housing Minister about the issues.



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January 22nd, 2020

Precept decision – it was agreed that the detail of the increase in the precept should be publicised by the PC.

IT Equipment at Parish Office – all equipment delivered and installed. No further action required.

Roberts Land - The Clerk confirmed that that the initial fee had been paid and an update had been received from Whitehead Monckton. Further updates will be given as they arise. Cllr Dungey stated that she had been advised that if the land was left unattended because we could not get access to it and it became overgrown and unkempt then a compulsory purchase order could be made. The Clerk and Council were unaware of this and it was agreed that the access to the land is key.

Appointment of an additional Assistant Lengthsman – the Chair confirmed that the post had been advertised and to date there were two applicants. The closing date for applications is 16th February. Further updates will be given as they arise.

Headcorn Neighbourhood Plan - The Chair confirmed that the contract had now been signed and Dr Driver would be taking the matter forward. The Chair will be arranging a meeting for the Headcorn Neighbourhood Plan group to discuss the next steps. It was further noted that the Council will be required to publicise the parishioners survey – that is necessary to provide up to date evidence.

6. Finance

(a) **To agree Receipts and Payments and Bank Reconciliation**

Schedule of receipts and payments were signed by the Chair after having been reviewed and agreed by Council.

(b) **The Parish Council to review and adopt new Financial Regulations**

The Clerk had circulated the detail to the Council and had clarified the position on the points raised by Cllr Dungey. There were no other matters raised and the regulations were adopted by the Council.

(c) **To consider the request from Hi-Kent for reimbursement of hall hire fee for hearing aid clinic in Headcorn**

The Council agreed to the donation of £72.

(d) **To consider a request from Isabel Westrop to sponsor her for an international social action project**

This request was reviewed and debated, and a vote was taken to support a donation of £50. There were 7 votes in favour and 2 against. The Clerk will take the matter forward.

It was also noted that the Clerk could suggest that the individual approach the Village Hall Trustees about the sponsorship.



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(e) **To consider renewal of Council membership to Action with Communities in Rural Kent**

The Clerk had previously circulated the detail and it was agreed that our membership would be renewed. Clerk to action.

7. **Correspondence – to receive and action as required**

Headcorn Parish Council Burial Ground – correspondence received from a Parishioner about the removal of a wreath from a grave before Candlemas on February 2nd. The Clerk had written to the Parishioner to apologise for any upset this had caused but explained that the area had been tidied at the end of January because it was looking unkempt after all the high winds and rain we have had. The Clerk also suggested that in future years the writer could remind the Council that the wreath needs to remain in place until Candlemas.

The Chair pointed out that the burial ground, albeit situated behind the Methodist Church, was a non-denomination burial ground.

MBC Members Grant – the Council discussed the grant and agreed that the Clerk may apply to Borough Councillor Karen Chappell Tay for a sum to purchase a tree for the village. Clerk will action.

Cinnamon Trust – the Chair highlighted correspondence that had been received from the trust. They are the only specialist national charity for people in their last years and their much loved, much needed companion animals. They were looking for volunteers in the Headcorn area.

A network of 15,000 volunteers "hold hands" with owners to provide vital loving care for their pets. We keep them together – for example, we'll walk a dog every day for a housebound owner, we'll foster pets when owners need hospital care, we'll fetch the cat food, or even clean out the bird cage, etc.

The Clerk had publicised the matter on our social media and the Trust had confirmed that they had been able to match a volunteer to a Headcorn resident who needed help to walk her dog.

Chartway Development on Ulcombe Road – email correspondence received from a Mill Bank resident with concerns that the houses on the development were closer to her boundary than agreed. The Clerk put her in touch with the developer who has agreed to undertake a measuring exercise that will put her mind at rest. The Clerk will follow up to ensure that the matter is completed, and all is in order. Another resident had also written with a similar concern.

Bluebird Care – email correspondence detailing grants available for local groups. The Clerk circulated the email to relevant groups and is aware of one that has applied.

KALC Spring Newsletter

- The Chair highlighted the upcoming courses
- The Keep Kent Clean Campaign
- KALC survey of their services that will be completed by the Chair and Clerk in time for the deadline of March 27th



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KALC subsidised defibrillators – email correspondence received outlining this year's offer. The Council agreed given the number of defibrillators we currently have that no further action is required.

Household waste collection issues – a local resident called to the Parish Office seeking help following a catalogue of issues with MBC/Biffa regarding collection of waste. The Assistant Clerk contacted MBC outlining all the issues and we can report that all seems to have been resolved and regular collections are now taking place. The Chair reported that her family had had problems with collection, and she was aware of similar problems in homes on the outer edges of the village.

Emergency Tree Plan for the UK – this Woodland Trust document was sent to HPC by the officers at MBC. The Clerk's office has contacted the Woodland Trust to:

- Ask for a speaker for the Annual Meeting of the Parish
- To enlist help/advice on the planting at Roberts Land

The Clerk will give updates as they arise.

Traffic Congestion at Station – email correspondence received about the congestion that the buses cause at the Station. The Clerk explained to the writer that: -

- Station Road is a private road and KCC have no jurisdiction over it
- The buses are operated by a third party

The Clerk stated that she would write to the station and Arriva pointing out the concerns of the writer.

MBC Wilding Event – the detail of the proposed date for this event (March 13th) will be published on our social media suggesting that any landowners interesting in attending should contact MBC directly. Councillors agreed to speak to any landowners known to them and pass on the detail. No further action required.

KALC Maidstone Area Meeting – the next meeting is Monday 17th February. Cllrs Pyman and Selby will attend.

Lord Lieutenant of Kent's Civic Service 2020 - Email correspondence noting that this is being held at Canterbury Cathedral on Tuesday 17th March 2020 commencing at 11.00 am. Councillors who wish to attend should let the Clerk know. The Chair and Mr. Selby will be attending.

8. **Addition of speed survey requests for Oak Lane & Lenham Road to the HPC Highways Improvement Plan and agree HPC will meet the cost of these surveys**

The Clerk advised that the Parish Council have now had at least half a dozen separate parishioners either talk to or email her about excessive speed on Oak Lane and the Lenham Road.

The Council had previously agreed to cover the cost of speed surveys for Wheeler Street and Mill Bank, after discussion with Kent Highways they agree to cover the cost of these surveys. The Clerk would like to use the monies that had been set aside to carry our surveys at the above locations.

After some debate it was agreed that the Clerk could proceed.



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9. To consider HPC involvement in the Headcorn Village Website and agree actions required

The Clerk explained that Mrs. Jane Armstrong manages the Headcorn Village Facebook page & the Headcorn Village website <https://www.headcornvillage.org.uk/>

Originally the Parish had a very limited website and was referenced on the village one. HPC supported the website by paying the hosting fee.

Late last year Mrs Armstrong approached the Clerk about allowing advertising on the village website Following further investigation, Mrs Armstrong concluded that it would need a lot more time investment, but she would be prepared to take over the website in its entirety. She would cover the hosting fee from any advertising income she may make.

The Clerk advised that the Parish Council should not be in the advertising business and suggested that the Parish Council support the request to take over the site and (we) withdraw from the situation.

In fact, there would be a small saving in expenses as the hosting fees are around £150.

The Clerk further advised that the Council specific website does all that the Parish Council is required to do and provide to the community.

The Council unanimously agreed to the proposal.

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

Open Spaces Committee	January 13 th
Planning Committee	January 20 th
Staffing Committee	January 22 nd

There were no amendments or comments.

11. To receive reports from the following working Groups and action as required

Neighbourhood Plan Group – refer to ^{matters arising} external meeting notes

Finance Group – The precept was approved the Extraordinary Meeting of the Council on January 22nd and the subsequent funding request sent to MBC in time for the deadline of 31st January

Play Scheme Group – Cllr Selby has completed the survey and it will be sent out to all families the week after half term.

Special Events Group – nothing to report

Emergency Plan Group – this matter is ongoing

Remembrance Day Parade – nothing to report. Work will start April/May on this years parade



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Communications Group – the group met, and content of the Newsletter was agreed. Cllr Dungey will take the matter forward when the article about the election has been prepared by Cllr Selby.

Speedwatch Group – no update from Kent Police on use of the Go Pro. Cllr Hancock will be completing roadside training in the following week. Given all the complaints about speeding in the village we will need a new campaign to enlist volunteers.

Days Green Inspection – Cllr Hancock had completed the inspection. No matters for action regarding the area. She did however highlight the issues with the potholes on Dawkes Meadow. This is a long-standing issue and it was agreed that the Council would write to the businesses and residents and remind them of their duties in this regard.

Roberts Land Group – see matters arising above.

12. To receive reports from any external meetings attended by Councillors and agree any actions required.

Royal British Legion AGM

Cllr Selby attended the above at the village hall and welcomed all the delegates to Headcorn.

Headcorn Village Hall Management Committee

The meeting was attended by Cllrs Dungey and Selby.

Meeting with Helen Whately MP & Kent Police

The Chair reported a successful update meeting. It was noted that things do seem to have improved but noted that could be linked to the time of year. Kent Police assured the meeting that the focus will remain in place but if we are aware of any specific issues, we should flag them directly to Kent Police.

The key to everything remains reporting of all incidents it is only then that they can truly gauge what is happening – so the message continues to be REPORT IT REPORT IT REPORT IT

Meeting with Chartway Group, Kent Highways & KCC Councillor Shellina Prendergast

Cllr Selby, Clerk and Assistant Clerk attended above meeting that had been hastily convened after the contractor had installed the control boxes for the traffic signals on Days Green, just in front of our village sign. It appears that this was action taken by the contractor as they believed the footpath was not wide enough to accommodate the same. The installation on the footpath had been approved by KCC. After discussion it was agreed that the boxes would be relocated on the opposite corner, Moat Road/Mill Bank.

It was also agreed that the following additional matters would be considered: -

- Position of traffic signal column on pavement on Mill Bank
- A "Keep Clear" box would be added at the entrance to the White Horse Public House



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Lastly it was agreed the green would be restored and some additional planting of bulbs would take place

A further issue was highlighted that arose on the day of the Full Council meeting and the developer had closed the footpath on both side of the A274, pedestrians would have to use the roadway. The matter had been escalated to the developer and KCC and was quickly resolved, but once again the question must be asked of Kent Highways as to how this could happen. Clerk will write to Simon Jones at KCC.

Meeting with MBC – Call for Sites

The Clerk confirmed that a small group met with MBC Officers to discuss the sites bought forward in this exercise. The meeting went well, and all attendees felt that MBC were listening. Only time and actions will tell.

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

The Chair reported on continued issues with litter on the Lenham Road. This matter will be added to the report that the Clerk is preparing with regards to litter issues in the community.

The Chair informed the Council that Dr Robert Hardwick had passed away aged 97. He had given much to the community and spent 51 years on the Parish Council and 23 of those years as Chair. It was agreed by the Council that a memorial tribute would be appropriate. A tree or a bench was suggested. The matter will be discussed at next months meeting.

The Chair noted that correspondence had been received from Kent Highways following the dumping of drain sludge in the ditch in front of the school. It advised that the contractor had dismissed the first operative and the second operative had received a written warning. All operatives had been briefed on the matter and the contractor assured Kent Highways that it would not happen again.

There being no other matters for discussion the meeting closed at 22.15 hrs.

Signed.......... Date.....11-3-2020.....

