



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 June 2019 at 8pm in Long Meadow, Village Hall, Headcorn.

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

Clerk: Caroline Carmichael

Three members of the public were present.

1. Co-option of a new Councillor

The Council heard a presentation from:-

James Thomas

A vote was taken by ballot and James Thomas was duly co-opted.

2.

a. **Apologies for absence.** Apologies were received and accepted from Cllr 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.

3. Public session (minute book closed)

4. To receive

a. Community Warden Report

The Chair reviewed the Community Wardens report and a number of points were noted. No action required by the Council.

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

The Chair reviewed the PCSO report and a number of matters were reported:-

- o There were six crimes noted
- o A number of ASB incidents had been reported and discussed



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Cllr Tull reported that she had been at an independent meeting where she saw a presentation by Peter Rollington on Country Eye. It was agreed the Clerk would continue to follow up on this matter, not least of all as the Council had made a donation to support the service.

The Chair then asked Cllr Davies to report on his attendance at the Parish Police Liaison meeting, the following points were noted:

- All but one of the gang involved in the taking of the ATM from Sainsburys in Headcorn, had been apprehended
- A new inspector (Nick Hatcher) has been appointed to progress the police/parish liaison meetings
- Slides from each meeting would be shared along with minutes
- Cllr Davies raised a number of concerns about incidents in Headcorn and he reported that Kent Police are aware of the issues in the community and it was noted, not negatively, that Headcorn report more incidents than other Parishes (this could be that there are more incidents or that they are just more readily reported). It was further noted that our reports contain more detailed accounts of incidents and this is a positive. Cllr Davies noted at this point that he advises anyone in the community who feels threatened at the time of an incident should use 999. This was supported by Kent Police.
- The use of 101 was discussed and it was noted that non urgent reports could be made at "quieter times" as all calls (999 and 101) are manned by the same staff and at peak times 999 calls will take precedence.
- Operation Ostrich is being reviewed. The rural task force currently has 4 operatives for West Kent division and the only rural task force with a larger number of operatives is Yorkshire.
- Going forward the proposal for these meetings is that they will take place twice a year and the next meeting will be scheduled for Dec/Jan. Date would be confirmed in September

Overall Cllr Davies felt that the format and content of the meeting was improved.

5. **The minutes of the meeting held on May 8th 2019** were duly approved and signed after the correction of a typographical error.
6. **Matters arising from the last meeting.**
Kent Fire and Rescue Service (Hydrants) – The Clerk continues to chase for the map. A resident has reported a hydrant in Forge Meadows that has not been touched for years. The Clerk will investigate and advised KF&RS



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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.

Southern Water – The Clerk and Mr. Tim Thomas (Flood Warden) reported on discussions that took place at the multi-agency flood meeting. SW gave a full update on the completed work and explained that the upgrades already completed have increased capacity above what was forecast and as such the work previously planned in Phase 2 is not required at this stage. This matter will be reviewed should there be any further development in the village.

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

HPC Liaison meeting with MBC – The Chair advised that the Chair at Ulcombe Parish Council had contacted the Clerk and would like to reinstate the combined liaison meetings if there is an appetite to do so. She will revert to the Clerk after the UPC Full Council meeting.

Spires Ash – Letter received from KCC containing the recommendation that the land at Spires Ash be granted village green status. The Regulation panel will be meeting on 18th June 2019.

Headcorn Cricket and Tennis Club – The matter is being perused by Cllr Selby. The Club still wish to meet with the Council to discuss future projects.

Lenham Road Lack of Footpath from Hop Pocket Way to Crest Nicholson Site – There has been no further update from KCC and the matter will be raised at the meeting with KCC on June 20th

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

Air Quality Diffusion Tubes – An update has been received confirming that the readings are now being received from the laboratory. It will take some time to establish a pattern and we will be kept advised.

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

Speeding and Traffic Incidents, Hawkenbury – the Clerk wrote to Kent Highways to put this issue on the Highways Improvement Plan. The Clerk confirmed that this matter has been added to the Highways Improvement Plan and would be discussed with KCC.

Shenley Road "Aerodrome" Bus Stop – further correspondence has been received by KCC and this matter will be discussed at a meeting with them in June.

Traffic Regulation Order Ulcombe Road Headcorn – Despite a further challenge there is no movement in the decision to extend the 30 MPH limit. The Council repeated their concerns and it was agreed the Clerk would advise all concerned that HPC remain in objection to this step.

Headcorn Football & Cricket & Tennis Club – the Chair advised that the two clubs have now met and they will involve the Parish Council as necessary.



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7. 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 review Section 1 Annual Governance Statement 2018/19 of the Annual Governance & Accountability Return and signing by the Clerk & Chair

The Clerk took the Council through the governance statement and the Council were in agreement that the Chair and Clerk could sign.

c. To review Section 2 Accounting Statements 2018/19 of the Annual Governance & Accountability Return as certified by the Responsible Financial Officer and signing by the Chair

The Clerk took the Council through the governance statement and the Council were in agreement that the Chair and Clerk could sign.

d. Consider donation to Headcorn Parish Church Flower Festival

The Council reviewed the request and it was agreed that a donation of £30.00 would be made and the sponsorship should read "Headcorn Parish Council and their Parishioners"

8. Correspondence – To receive and action as required

Parking at Gibbs Hill – email correspondence from residents concerning commuter parking at the entrance to Gibbs Hill. The Clerk had acknowledged the correspondence and advised that there would need to be evidence if the matter is to be pursued by MBC. With other areas where restrictions had been applied the evidence was the key and the Clerk had advised how it may be recorded to support the requests.

Headcorn May Fair – a thank you for the Councils support of the event in early May had been received from Headcorn School PTFA.

Disposal of Household Waste – email correspondence received from KALC confirming the outcome of the KCC consultation on the charging for the disposal of non-household waste materials. The Clerk confirmed that the detail had been shared with the community.

London Hearts – email correspondence noting contributions to defibrillators are available from London Hearts. The Council agreed no further defibrillators were needed in Headcorn.

KALC (Maidstone) – agenda received for meeting on June 17th

A vote of thanks – the Clerk had received a note of thanks for all the work undertaken by the Clerk and the Parish Council *by a Parishioner*

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

This item was briefly discussed and then it was agreed it would be further reviewed and carried forward to the meeting in July



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10. To discuss and agree road names for the development on the site of the former Old School House, Station Approach, Headcorn

The detail was review by Council and it was agreed that the Council would like to see this road known as School House Place.

It was further agreed that the Clerk would query the content of the paragraph in bold that 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

Clerk will write to MBC.

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

Planning Committee – May 8th & 20th

Open Spaces – May 15th

It was noted that there should be a correction to Cllr Mather in the nominations for Vice Chair on the Open Spaces minutes, Clerk will correct. There were no other comments received.

**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

Play Scheme Group.

It was agreed that the group would meet in September to discuss the possibility for 2020. Cllr Selby is to seek the views of the Headteacher at the school as to the possibility for use of the school in 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 invite the Chair of the Royal British Legion to attend a meeting with this group in June/July



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Communications Group.

Nothing to report.

Speedwatch Group

The Clerk is to set up a meeting for all parties 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 when they meet with HPC in June

R and B Group

No updates to report at this time

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

The Clerk attended the Annual meeting of the Days Green Board of Trustees and was pleased to report the sincere thanks that was noted to the Parish Council for their excellent care of both Days Green and the village as a whole. No other matters to report.

The Clerk attended the Flood Forum Multi Agency Group meeting and a number of items were covered

- see Southern Water in matters arising
- Hoggs Bridge & School stream issues with clearing of fallen branches and over hanging of pollarded branches. This matter will be taken forward by the representative of the Southeast Rivers Trust.
- It was agreed that the various agencies would undertake a further village walkabout to look at various problem areas – this was arranged for 10th September

Cllr Dungey attended the Village Hall Management Committee and gave an update on the change in the admin structure. No other matters to report.

Cllr Selby reported on her attendance at the recent HACC meeting. The committee are undertaking a streamlining of the planning conditions that apply at the airfield in order to avoid having to enter a completed application for every event at the airfield. Their proposals do not seem unreasonable and the matter is with MBC for review.

It was noted that the Battle of Britain event last year had caused traffic chaos in the village and much has been done to address that for this years event.

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




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There were no matters for discussion.

There being no other matters for discussion the meeting closed at 22:00 hrs.

Signed.......... Date.....10/7/19.....

