



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 remotely on Wednesday 10th June 2020 at 7:30pm.

Those in attendance: Cllrs Dungey, Evenden, Hancock, James, Pyman, Selby, Thomas and Walker.

Clerk: Caroline Carmichael
Assistant Clerk: Stefan Christodoulou

It is noted that the Clerk had publicised the meeting and invited attendees to contact the Clerk if they wished to be admitted to the online meeting. There were no requests to join the meeting.

1.
 - a. **Apologies for absence** were received and accepted from Cllrs Davies & Thorogood. It was noted that Cllr Mather was absent.
 - 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) - There was no public questions or comments.
3. **Community Warden Report**

The Chair advised that no report had been received but could advise that the Warden continues to be active in the village and undertaking his usual duties. In addition, he is working as part of the local prescription delivery service.
4. **Information regarding police issues in the village, as available**

The Chair noted that there had been the following incidents: -
Damage at Hogg Bridge Green to gate and CCTV, this matter had been reported to the police and it is hoped that the hard drive in the CCTV will have captured detail. PDW to retrieve hard drive and advise.
The PCSO and Community Warden have been alerted to the issues and the PCSO has agreed that he will visit the site when he is in the village, as there have been complaints about youths loitering there, although nothing has been reported to Kent Police.
The Clerk had received several calls on the matter and stressed the importance of reporting each time.



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5. **The minutes of the meeting held on Wednesday May 13th, 2020** were confirmed as a correct record. The Clerk will deliver the minutes and they will be signed by the Chair and returned for filing in the usual way. This was agreed with Council given the remote nature of the meeting.

6. **Matters arising from previous meeting**
 - Country Eye** – It was agreed at the meeting in May that this matter would be pursued when the current lockdown situation was clearer and business as usual had been resumed. The matter is therefore noted as ongoing.
 - Lenham Road Lack of Footpath from the Crest Nicholson Site** – There is still no progress to report on this matter. The Clerk will continue to press for an answer.
 - Kent Highways – HPC Highways Improvement Plan**

It was agreed that these matters would continue to be pursued by HPC and the Clerk will ask for a face to face meeting with Kent Highways when guidance permits the same

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.

To date there has been no response from KCC.
 - Hawkenbury Road Bridge** – Further correspondence received concerning flooding at this bridge and the lack of a walkway. This will be added to the HIP
 - Speed survey requests for Oak Lane & Lenham Road** – *added to HIP by Clerk and advice will be sought from KCC as to the provider to approach*
 - Hammerstream**

Enforcement matters continue to be an issue at the site and the Clerk is pressing MBC for action.
 - Planning Appeal Hearing the Meadows Lenham Road Headcorn**

The Chair confirmed that Judith Norris has now received confirmation that we have been granted Rule 6 status for the hearing. There is no further news on a rescheduled date.
 - Section 106 payment** - this matter continues, and previous detail received from MBC needs further clarification and the Clerk will continue to press the matter and will escalate it by email to Alison Broom. If we are not successful in the next couple of months, we will seek a face to face meeting including Alison Broom.
 - Parking on Kings Road** – the spaces are now free to be used and the Clerk will press the situation concerning a sign to that effect.
 - Litter Collection issues affecting the roads into the village** – The issue of litter being cleared on the roads continues to be a problem and as suggested at last month’s meeting the Clerk will write to KALC for support in this matter. The Clerk will contact Maidstone Area KALC at this stage.



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Roberts Land – The Chair advised that there had been no further developments on this matter. The Clerk will chase the developer and Whitehead Monckton for updates.

Appointment of an additional Assistant Lengthsman – this matter remains ongoing and will be discussed at the next Staffing Committee meeting scheduled for later this month.

Headcorn Neighbourhood Plan - The Chair that there had been no updates from Dr Driver and she will contact her for an update.

White Horse Crossroads Traffic Light Installation – *The Clerk is to press for the bulbs to be planted on the green as promised* – as we are now past the point for bulbs the Clerk will pursue the developer for a voucher/contribution for other planting in the village.

7. Finance

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

Payments

Schedule of online payments was reviewed and agreed. The detail will be signed by the Chair and returned to the Clerk.

Income for Month ended May 31st, 2020

It was noted that the income included the first of the two payment from MBC for the Parish Service Scheme at £4,041.00

Bank Reconciliation for Month ended May 31st, 2020

The bank reconciliation was reviewed and agreed. The detail will be signed by the Chair and returned to the Clerk.

(b) **To review Budget Analysis and agree any actions required.**

The budget was reviewed, and no action is required at this time.

(c) **To review Section 1 Annual Governance Statement 2019/20 of the Annual Governance & Accountability Return and signing by the Clerk & Chair**

The Clerk took the Council through the each of the governance statements and the Council agreed that the Chair and Clerk could sign.

(d) **To review Section 2 Accounting Statements 2019/20 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 Accounting Statement and the Council agreed that the Chair and Clerk could sign.

8. To review the Council's and Clerk's memberships of other bodies.

The list of memberships was reviewed and agreed by Council.



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9. To adopt Terms of Reference for the Planning Committee.

The Chair outlined the minor changes that had been discussed and agreed at planning committee and the Terms of Reference were adopted.

10. Correspondence: - To receive and action as required

ASB Incident at Spires Ash Emails previously circulated concerning an incident involving operatives on the Persimmon Homes Development. Resolved by developer and apology sent to HPC and the Parishioner that reported the matter

COVID 19 Various updates on this subject including

- a. Action that will be taken by MBC/KCC to assess the financial impact of the virus, establishing/dismantling the hubs that have been created to deal with the crisis
- b. How they deal with infrastructure matters such as getting children back to school
- c. Health & Social care

The Annual Meeting of the Parish

KALC have confirmed that we will not need to hold a meeting this year. The matter will be rolled forward to 2021. We will however need to produce an annual report and post it on our website

Update on Planning from MBC

Central Government, through Homes England, has sent out a clear message to district authorities that there shall be no diminution on the work of local plans nor in determining planning applications. MBC's first virtual planning meeting will be held tomorrow, 21st May, however this will be slightly different to the Policy and Resources meeting. Instead of members of the public having to dial-in to join, the meeting will be broadcast and anyone wishing to speak has to register and then send their speech to Debbie Snook in writing. She will then read this to members.

KALC Update on Apologies for Absence from virtual meetings

KALC stated "it is important that business goes on, HOWEVER councillors with inadequate hardware, broadband or knowledge **may** use this as an apology to be approved by those taking part".

HGVs using Shenley Road

Further email from resident concerning the speed of the HGVs that use Shenley Road. It was agreed at the last meeting that this would be added to the Parish Highways Improvement Plan.

Litter on Lenham Road

Email from parishioner concerning the appalling amount of litter discarded on the Lenham Road. This matter is being pursued by the Clerk.

Issues at Persimmon Development Grigg Lane

Parishioners emails to Persimmon Homes were copied to the Clerk and centered on rubbish discarded by the operatives from the site. The matter was quickly addressed by the developer.



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Speeding on Wheeler Street

Email from resident concerning the speed of the vehicles on Wheeler Street. The Clerk explained the steps that the PC were currently taking and advised that a pedestrian crossing is to be installed in that location and this should aid in slowing the traffic

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

Planning Committee – May 27th, 2020

There were no amendments or comments.

- 12. To Receive Reports from the following Working Groups and action as required: -**

Finance Group

The Clerk will be arranging a meeting of the Finance Group to discuss in detail the outcome of the internal audit.

Emergency Plan Group

Nothing to report

Remembrance Day Parade Group

The Clerk will send the road closure request although at this time it is not known whether the parade and service will be permitted to take place due to the COVID 19 restrictions.

Communications Group

Nothing to report

Speedwatch Group

Confirmation has been received from Kent police that the sessions may resume, and we are currently awaiting approval of the site selected by HPC, as we are only allowed to watch from one site at this time. The sessions will begin as soon as we are cleared to do so.

Days Green Inspection

The green is in good order, but the Clerk raised the issue that some of the soft surface fitted around play equipment has lifted and is a trip hazard. So even if COVID restrictions are lifted the area may have to be closed until that is repaired.

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

It was noted that no external meetings have taken place.



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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 Chair gave the Council the sad news that a previous Cllr, John Russell had died. The Clerk will send condolences.

There being no other matters for discussion the meeting closed at 20:59 hrs.

Signed..... Date.....

DRAFT