

Goudhurst Parish Council



MINUTES OF A MEETING OF GOUDHURST PARISH COUNCIL at The Jessel Room in Goudhurst Parish Hall on Monday 09 March 2020 at 7.30 pm

PRESENT: Councillors Antony Harris (Chairman), David Boniface, Craig Broom, Alan Foster, Philip Kirkby, David Knight, Barry Noakes, Mrs Caroline Richards and Mrs Jayne Russell.

Also: Anthony Farnfield, Clerk and Mrs Claire Reed, Assistant Clerk.

APOLOGIES FOR ABSENCE

400/19 were accepted from Cllrs Chris Ditton, Guy Sutton and Peter Wood all away on holiday.

DISCLOSURES OF INTEREST

401/19 None were declared.

MINUTES OF THE LAST MEETING

402/19 It was **resolved** that the Minutes of the Parish Council meeting held on 10 February 2020, copies of which had been previously distributed to Members via Board Intelligence, be signed by the Chairman as a correct record.

QUESTIONS AND STATEMENTS FROM THE PUBLIC AND THE PRESS

403/19 There were none.

REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

404/19 Cllr Barry Noakes had been on annual leave so no report was received from him.

No report was received from County Cllr Seán Holden nor from Borough Cllr Dr Linda Hall.

AMENITIES COMMITTEE

405/19 *Village Fete:* It was **noted** that the date of the fete has been set for 27 June 2020 with the venue to be confirmed. It was **resolved** to allow the fete to take place on the Chequer field if the Village Green is not usable.

406/19 *Incorporation of the Parish Hall:* It was **noted** that the Chairman of the Parish Hall had met with the Clerks to update them on progress. The Parish Hall Committee are in discussion with Wellers solicitors and await a firm quotation for the works.

407/19 *Quarry Pond:* Following minute 378/19, it was **noted** that Pond Life have been appointed on a temporary basis to pump out excess water and to investigate the blocked drains. It was further **noted** that the matter has been raised with Kent Highways and we await a drainage engineer to visit the site. The expenditure of £787.60 was **approved** for the initial pumping and investigations

408/19 *Legionella Risk Assessment:* It was **noted** that the Clerks have requested a quotes from Alpha Environmental and Envirocure for a risk assessment to be carried out on the Public Conveniences, Parish Hall and Chequer Field Pavilion.

409/19 *Offer from Cllr Sean Holden of £1,000 towards trees:* It was **agreed** that this matter should be passed to Amenities committee for a recommendation to Council on the species and location of the proposed trees. **Action: Amenities Committee**

BURIAL BOARD

- 410/19 *The Late Peter Albert White:* It was **resolved** that the fees relating to the internment of the ashes of the late Mr White will be waived.
- 411/19 *Weed Control Contract for 2020/21:* It was **resolved** to accept the quotation from Complete Weed Control of £1,032.00 for the control of weeds in St Mary's and Christ Church churchyards. **Action: Clerks**

BUSINESS AND COMMUNICATIONS COMMITTEE

- 412/19 *Email and Website Host:* The Chairman of the Committee briefed members on the progress of the new email and website host. It was **noted** that the Cabinet Office has approved the use of @goudhurst-pc.gov.uk and it was **agreed** that both the Council email addresses and new website will use this domain. The expenditure of £177.40 for registering the new domain was **agreed**. It was further **noted** that the domain, @goudhurst.org.uk, had been purchased and could be used for the main Goudhurst Village website in the future. It was further **noted** that Cllr Craig Broom and Assistant Clerk are in the process of building the new website with the aiming of 'going live' on 1 April 2020. **Action: Cllr Craig Broom, Assistant Clerk**
- 413/19 *Communications Plan:* It was **noted** that Council will meet on Monday 30 March for a workshop to set Goals and Objectives for the remainder of the Councils term. The workshop will be facilitated by Mr Jim Boot.

FOOTPATHS COMMITTEE

- 414/19 *Maintenance Contractor:* It was **noted** that a contractor specification has been drawn up for a contractor help maintain the Footpaths and Public Rights of Way (PROW) in the Parish and that this will be distributed shortly. It was further **noted** that letters to landowners reminding them of their legal obligations to keep Footpaths and PROWs clear had been sent and been well received. **Action: Clerks**
- 415/19 *QR Codes:* It was **noted** that the Chairman of the Committee had met with Cllrs Craig Broom and David Knight to investigate the use of QR codes for Footpath information and that she was beginning to contact businesses to discuss the inclusion of their websites in the scheme. The Chairman will arrange to meet Assistant Clerk to look at Mapping Software. **Action: Cllr Mrs Caroline Richards.**

HIGHWAYS COMMITTEE

- 416/19 *Highways Improvement Plan:* It was **noted** that the meeting with Christopher Koningen of Kent Highways to discuss the Parish Highways Improvement Plan on 9 March was successful. It was **noted** that the Highways Committee are still trying to get a copy of the HGV restricted trial Area. **Action: Clerks**

TRAFFIC & PARKING COMMITTEE

The Chairman of the Goudhurst Central Traffic & Parking Committee reported:

- 417/19 *Additional Parking:* It was **noted** that the parking survey of households and businesses in the centre of the village had started and should be completed by the end of March, minute 387/19 refers. It was **agreed** that members of the Council would complete the surveys of their selected area if they had not already done so. **Action: Councillors**

YOUTH COMMITTEE

The Chairman of the Youth Committee reported:

- 418/19 *Back Lane Play Area:* It was **noted** that the current total of funds raised was £21,370. It was further **noted** that the committee were seeking quotations to replace the flooring in the Play Area. **Action: Mrs Laura Sinfield (adviser to this project) is to seek flooring quotations.**
- 419/19 *Chequer Field Football Pitch.* It was **noted** that there is a possibility of a grant from the Football Association under their Pitch Improvement scheme that may be applicable to Chequer Field. It was **agreed** that Clerk should contact our legal adviser with the aim to get TWBC to propose a realistic settlement around the long outstanding transfer of the ownership of Chequer

Field to the Parish Council including compensation due to Council, relating to the not fit for purpose standard of the football pitch at the south end. **Action: Clerk**

PLANNING COMMITTEE

420/19 Council **noted** the following decisions from TWBC published in February 2020:

10.12.19	19/02863	Home Farm, Bedgebury Road	Refuse - insufficient info	Withdrawn	12.02.20
10.12.19	19/02864/LBC	Home Farm, Bedgebury Road	Refuse - insufficient info	Withdrawn	12.02.20
28.01.20	19/03462	The Woolpack, Winchet Hill	Approve	Granted	05.02.20
28.01.20	19/03595/TCA	5 The Old School	Approve	No objection	03.02.20
11.02.20	20/00252	Cloud Cottage, North Road	Approve	Granted	18.02.20

CLERK'S REPORT

- 421/19 *Councillors' Portraits for the new website:* It was **agreed** that Councillors and Clerks will have their photographs taken for inclusion on the new website. The portraits will be taken by a professional photographer. **Action: Clerks to book photographer.**
- 422/19 *Grant to Kent Air Ambulance:* It was **resolved** to approve an annual grant of £250.00 to Kent, Surrey and Sussex Air Ambulance under LGA 1972, s137. **Action: The Clerk.**
- 423/19 *COVID-19:* It was **agreed** that as the current situation is rapidly changing, and following guidance from central Government, measures should be put into place to ensure business continuity. It was **agreed** that Clerks may work from home if needed and that the office phones could be directed to the Clerks homes if need be. **Action: Clerks**

TRAINING

- 424/19 It was **noted** that the Clerk will attend the SLCC Kent Branch Annual Meeting on 18 March 2020 and the CiLCA introduction on 20 March 2020.

ACCOUNTS

425/19 It was **resolved** unanimously that the following payments be made:

U210	AVB Farnfield	Clerk's pay & allowances Feb	£2,269.13
U211	HM Revenue & Customs	Clerk PAYE & NI Feb	£852.67
U212	RJ & L Hillier	Hop Bine Rent Mar 20	£400.00
U213	Capel Ground Care	Grounds maint contracts Feb	£1,374.72
U214	Tenterden Twilight	Cleaning Contract Feb 20	£687.76
U215	Pearson's Landscapes	The Plain grounds maint Feb	£111.60
U216	Microshade Business Consultant	Citrix Inv 12847	£129.48
U217	KALC	Inv 1258817907 Cllr Knight training	£72.00
U218	PCC Goudhurst	Room hire Hop Pickers Group	£20.00
U219	GM Monk Ltd	Toilet Block lighting check	£303.98
U220	Hurstway Construction	Chequer pavilion gutter maint	£570
U221	B&K Electrical Contractors	Hop Bine office cabling	£96.00
U222	TLJ Bovey	Kilndown Pond flood investigation	£787.00
U223	B&K Electrical Contractors	Chequer Pavilion electrics maint	£564.18
U224	Stationery Express	Play Area fund raising costs	£38.40
U225	KALC	Inv 1278849993 Clerk training	£72.00
U226	CL Reed	Asst Clerk pay & expenses Mar	£1,034.22
U227	HM Revenue & Customs	Asst Clerk PAYE & NI Mar	£74.97
U228	Tsohosts (reimburse C Broom)	Register new e-mail address	£57.46
U229	Tsohosts (reimburse C Broom)	Register new e-mail address	£119.94
U230	Simply Shredding	Shredding old documents safely	£150.00
U231	CL Reed	Asst Clerk expenses Mar	£29.40
U232	RJ Wood	PROW maint Mar	£97.50

U233	The Living Forest	Tree Maint Quarry Pond & Christ Church	£145.80
U234	Richard Greenaway	Post box for Hop Bine office	£85.00
U235	Richard Greenaway	Repair notice board and bench maint	£93.75
U236	Kent Surrey Sussex Air Ambulance	Annual Grant (S137)	£250.00
U237	CL Reed	Reimburse subscription to Zoom	£14.39
DD	NEST	CL Reed NEST Employer contribution	£34.66
DD	NEST	CL Reed NEST Member contribution	£46.22
DD	Infinity Technology Solutions	Phone + Bband Mar Inv 368905	£133.80
DD	Veolia	Burial Grounds bin Mar	£131.20

426/19 *Payment U236.* It was **resolved** that this Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur this expenditure. In the opinion of this Council it is in the interests of the inhabitants of the Parish of Goudhurst and will benefit them in a manner commensurate with the expenditure of £250.00 for the Air Ambulance to receive a grant for their work in providing this vital emergency air ambulance service.

427/19 *Receipts in February 2020 were noted:*

Burial Board	£1,820.00
CCLA dividend	£12.41
G&K Primary School use of Chequer Field	£500.00
GUFC Junior Dynamos use of Chequer Field	£850.00
Play Area grants received (ring fenced NatWest a/c)	£20,600.00

428/19 *Bank reconciliation.* It was **resolved** to accept the Clerk's explanation of the reconciliation of accounts to the end of February 2020 and it was **noted** that Council's cash book balance was:

Unity trust Current a/c	£62,776.40	
Nat West Current a/c	£1,589.04	
CCLA Public Sector Deposit Fund	<u>£20,520.34</u>	
Total	£84,885.78	
Plus	£20,600.00	ring fenced

429/19 *Audit:* It was **noted** that the annual internal audit by Mr David Buckett is scheduled to take place on 16 April 2020.

430/19 *Unity Trust Bank.* Following Minute 319/19. It was **noted** that the addition of Cllrs Antony Harris, Craig broom and David Knight to the list of approved bank signatories is progressing.

ITEMS FOR INFORMATION

431/19 The Tunbridge Wells Area KALC meeting will be hosted by Goudhurst in the Parish Hall on 11 March 2020 at 7.00 for 7.30pm. All are welcome to attend.

NEXT PARISH COUNCIL MEETING

432/19 Wednesday, 15 April 2020. Parish Council Meeting in the Jessel Room at 7.30 pm.

The meeting closed at 9.30 pm

Anthony Farnfield, Clerk
Claire Reed, Assistant Clerk

These Minutes are subject to approval at the next meeting of Council