

Goudhurst Parish Council



MINUTES OF A VIRTUAL MEETING OF GOUDHURST PARISH COUNCIL

By Zoom Conference call on Wednesday 15 April 2020 at 7.30 pm

Participants: Councillors Antony Harris (Chairman), David Boniface, Craig Broom, Chris Ditton, Alan Foster, Philip Kirkby, Mrs Jayne Russell and Guy Sutton.

STATUS OF THE MEETING

001/20 On 04 April 2020 HM Government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely. This meeting was held under those Regulations.

APOLOGIES FOR NON PARTICIPATION

002/20 were accepted from Cllrs David Knight, Caroline Richards (both had communications difficulties) and Peter Wood (unwell).

Also: Anthony Farnfield, Clerk (not able to connect) and Mrs Claire Reed, Assistant Clerk (on leave).

DISCLOSURES OF INTEREST

003/20 None were declared.

MINUTES OF THE LAST MEETING

004/20 It was **resolved** that the Minutes of the Parish Council meeting held on 09 March 2020, copies of which had been previously distributed to Members via Board Intelligence, be signed by the Chairman as a correct record; the actual signing will take place at a later date.

QUESTIONS AND STATEMENTS FROM THE PUBLIC AND THE PRESS

005/20 There were none.

REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

006/20 None received that related to Goudhurst Parish.

AMENITIES COMMITTEE

The Chairman of the Amenities Committee, Cllr Chris Ditton, reported:

007/20 *Goudhurst Village Fete:* Following Minute 405/19, it was **agreed** following discussions with the Goudhurst Parish Hall trustees (this year's organisers of the Fete) that the 2020 Fete be cancelled. However, it was **agreed** that a celebration might be held on the Top Glebe (Village Green) later in the summer should matters relating to the Coronavirus allow.

008/20 *Quarry Pond:* Following minute 407/19, it was **noted** that, because of the 'lockdown', no further progress has been possible in resolving the drainage issues. This will be added to the outstanding projects list. **Action: The Clerks.**

009/20 *Legionella Risk Assessment:* Following Minute 408/09, it was **resolved** to approve expenditure of £490.00 for a Risk Assessment to be carried out on the Public Conveniences, Goudhurst Parish Hall and Chequer Field Pavilion. **Action: The Clerks.**

- 010/20 *Offer from Cllr Sean Holden of £1,000 towards trees:* Following Minute 409/19, it was **agreed** that the Clerks will accept, with thanks, Cllr Sean Holden's offer. Amenities Committee may seek advice from the High Weald Project on the most suitable type of trees and where they might be planted. **Action: Amenities Committee with The Clerks**
- 011/20 *The Plain new railings on the south side of the Pond.* Following Minute 217/19. It was resolved to accept the quote of £1,727.62 from the contractor who had refurbished the Pond railings last year; this ensured a continuity of style.

BUSINESS AND COMMUNICATIONS COMMITTEE

Chairman of the Business and Communications Committee, Cllr Craig Broom, reported:

- 012/20 *Email and Website Host:* Following Minute 412/19. It was noted that the new Parish Council e-mail address, @goudhurst-pc.gov.uk is in use and one or two minor problems have been fixed. The new Parish Council website <https://goudhurst-pc.gov.uk> is well advanced in development but there is more information still to be loaded.
- 013/20 *Communications Plan:* Cllr Craig Broom will make arrangements to visit all the retailers in the Parish once lockdown is lifted and trade resumes normally. **Action: Cllr Craig Broom.**

HIGHWAYS COMMITTEE

Chairman of the Highways Committee, Cllr David Boniface, reported:

- 014/20 *A21 Speed Limit/Crash Frequency Reduction.* Following the discussion on this matter at the Highways Committee on 10 December 2019 when the proposal to invite to a site meeting Greg Clark MP and other MPs whose constituencies lie between Goudhurst and Hastings was raised. It was **agreed** to place this proposal on the Action Points list until such time as the 'lockdown' is lifted and the timing of the proposed meeting is more appropriate. **Action: Chairman Highways Committee and The Clerks.**

TRAFFIC & PARKING COMMITTEE

The Chairman of the Goudhurst Central Traffic & Parking Committee, Cllr Antony Harris, reported:

- 015/20 *Additional Parking Survey:* It was **noted** that the parking survey of households and businesses in the centre of Goudhurst village has been successful in that it has produced much interesting information. The survey needs to be completed once 'lockdown' is lifted. **Action: Councillors**

YOUTH COMMITTEE

The Chairman of the Youth Committee, Cllr Phil Kirkby, reported:

- 016/20 *Back Lane Play Area:* It was **noted** that the current total of funds raised is £22,570. It was **resolved** that an order for replacement equipment should be placed now with our chosen supplier within Council's available funds. That should enable Council to benefit from an early delivery date once 'lockdown' is lifted. It was **noted** that there will be a virtual Youth Committee meeting on Thursday 23 April with the purpose of reviewing overall funding and progress on the project as a whole including replacement surfacing of the Play Area.

PLANNING COMMITTEE

- 017/20 Council **noted** the following Representations from GPC and Decisions from TWBC:

Meeting	Application	Address	GPC Representation	TWBC	Decision
07.01.20	19/03197	Brandfold Terrace, North Rd	Refuse – access & suburb'n	Granted	20.03.20
28.01.20	20/00012	1 Lime Tree Cottage, Cranbrook Rd	Approve	Granted	06.03.20
28.01.20	20/00027	12 Flimwell Close, Flimwell	Refuse – Outside LBD	Refused	16.03.20
11.02.20	20/00237	Jetwells, Cranbrook Rd	Approve	Granted	01.04.20
11.02.20	20/00247	Burgess Stores, High St.	Refuse - Parking	Granted	20.03.20
25.02.20	19/03609	Walled Garden, Bedgebury Pinetum	Approve	Granted	07.04.20
25.02.20	20/00256	Beresford Lodge, Bedgebury Rd	Approve	Refused	03.04.20
25.02.20	19/03540	Wagtail Farm, Jarvis Lane	Refuse – Size, PROW	Granted	01.04.20
10.03.20	20/00614	1 Weavers Cottages, Church Rd	Approve		

10.03.20	20/00516	Priors Heath Oast, Priors Heath	Refuse – Size, use		
10.03.20	20/00399	Northwood View, Kilndown	Approve		
24.03.20	20/00796	Finchcocks Farm, Blue Coat Lane	Excessive glass, light poll.		
24.03.20	20/00580	Forge House, London Road	Approve		

NEIGHBOURHOOD DEVELOPMENT PLAN

018/20 Cllr Antony Harris reported on a conversation on 15 April during a virtual meeting between TWBC Chief Executive William Benson and Town and Parish Council representatives. Mr Benson confirmed that in view of the Coronavirus delays in progressing NDP and other planning matters, Planning Officers should now take account of the Goudhurst NDP. This means that the Goudhurst NDP is considered ‘Made’. It was **agreed** that the Clerk will write to TWBC Head of Planning Services to obtain confirmation of the status of the Goudhurst NDP. **Action: The Clerk.**

POLICE & NEIGHBOURHOOD WATCH

019/20 It was **noted** that PCSO Simon Humphreys has been appointed as PCSO to cover Goudhurst and some adjoining Parishes with immediate effect. PCSO Dave Jenkins retires on 23 April 20.

CLERK’S REPORT

Although the Clerk was not present at this virtual meeting (communications link up problems), the Chairman was aware of these matters:

020/20 *Action Trackers*. It was **agreed** that projects should proceed where possible in the current circumstances. When that is not possible, projects awaiting action should be included on a separate list to be brought forward when action is possible. **Action: The Clerks.**

021/20 *Annual Parish Meetings*. It was **agreed** that the Goudhurst Annual Parish Meeting on Thursday 23 April and the Kilndown Annual Parish Meeting on 20 May 2020 should both be cancelled. **Action: The Clerk.**

ACCOUNTS

022/20 It was **resolved** unanimously that the following payments be made from the UTB account:

U226	CL Reed	Asst Clerk pay & expenses March	£1,034.22
U227	CL Reed	Asst Clerk PAYE & NI March	£74.97
U238	AVB Farnfield	Salary & Expenses for March	£2,360.32
U239	HM Revenue & Customs	Clerk PAYE & NI Mar	£852.87
DD	TWBC	Toilet Block NNDR Apr	£106.38
U240	RJ & L Hillier	Hop Bine rent Apr	£400.00
U241	Groundcare & General Services	Grounds maint contract Mar	£661.68
U242	Capel Groundcare	Grounds maint contract Mar	£1,338.72
U243	John Fermor	Grounds maint contract Mar	£200.00
U244	Tenterden Twilight	Cleaning contract	£615.16
U245	Pearsons Landscapes	Grounds maint contract Mar	£111.60
U246	Microshade	Citrix Inv 12957	£129.48
U247	Paul & Eileen Landon	War Memorial garden upkeep	£30.00
U248	Richard Greenaway	Various small projects	£398.50
U249	Complete Weed Control	Churchyards weed control	£612.00
U250	Pear Technology	Mapping services 2020/21	£68.00
U251	Pear Technology	Mapping services (U251 paid £100.00 short)	£100.00
U252	PHS Group	Toilet Block Services 2020/21	£514.49
U253	Weeks Bakery	Refreshments for KALC TW Parishes meeting	£126.00
U254	Idea Signs	Play Area signs	£30.00
U255	KALC	Annual Membership	£1,196.30
U256	Communicorp	Annual Subscription	£100.00
U257	Neville Latter	Refund over payment Burial Board fee	£130.00

U258	AwCiRK	Annual membership	£80.00
U259	Vikng	Stationery	£24.43
U260	Viking	Stationery	£94.10
U261	TWBC	NNDR Glebe Field 2018/19	£155.84
U262	TWBC	NNDR Glebe Field 2019/20	£245.50
DD	Infinity	Office Communications Apr 369932	£133.80
U263	AVB Farnfield	Salary Apr 20	£2,253.38
U264	CL Reed	Salary Apr 20	£,063.97
U265	HM Revenue & Customs	PAYE & NI	£975.31
DD	Nest	Asst Clerk pension payment	£80.88
DD	Veolia	Burial Grounds bin	£156.44

Payments made from the NatWest account:

DD	BT	Broadband + phone Parish Hall VP85597370	£200.16
DD	E-on	Energy Plain light + K'down defib red kiosk	<u>£23.75</u>

Total £16,678,25

023/20 Receipts in March 2020 were noted:

GUFC	£300.00
Burial Board	£660.00
Reclaim VAT	£7,668.17
Play Area grants received	£1,970.00

024/20 *Bank Reconciliation.* It was resolved to accept the Clerk's explanation of the reconciliation of accounts to the end of March 2020 and it was noted that Council's cash book balance was:

Unity Trust current a/c	£63,216.61	
Nat West current a/c	£23,876.01	
CCLA Public Sector Deposit Fund	<u>£20,531.55</u>	
	£107,624.17	£107,624.17

It was noted that ring fenced funds are:

Back Lane Play Area grants received	£22,570.00	
GPC 19-20 budget ring fenced	£7,000.00	
GPC 20-21 budget ring fenced	<u>£7,000.00</u>	
	£36,570.00	<u>£36,570.00</u>

End March 2020 cash book balance £71,054.17

AUDIT

025/20 *Internal Audit by Mr David Buckett.* His visit has been postponed from 16 April by mutual agreement due to 'Corona virus lockdown'. The Clerks will liaise with Mr Buckett about setting a new date. **Action: The Clerks.**

026/20 *External Audit by PKF Littlejohn.* The annual instruction package for the external audit of the 2019/20 Accounts has been delayed awaiting legislation to change the audit schedule dates.

NEXT PARISH COUNCIL MEETING

027/20 Monday, 11 May 2020. Parish Council Annual Meeting at 7.30 pm. Members should expect that this will be a Virtual Meeting possibly using conference call facilities through Board Intelligence. **Action: The Clerks.**

Anthony Farnfield, Clerk

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