

Goudhurst Parish Council



MINUTES OF A VIRTUAL MEETING OF GOUDHURST PARISH COUNCIL

By Zoom Conference call on Monday 08 June 2020 at 7.30 pm

Participants: Councillors Antony Harris (Chairman), David Boniface, Craig Broom, Chris Ditton, Alan Foster, Philip Kirkby, David Knight, Barry Noakes, Mrs Caroline Richards, Mrs Jayne Russell, Guy Sutton and Peter Wood.
Anthony Farnfield, Clerk and Mrs Claire Reed, Assistant Clerk.

STATUS OF THE MEETING

067/20 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 IN THIS MEETING

068/20 There were none.

DISCLOSURES OF INTEREST

069/20 None were declared.

MINUTES OF THE LAST MEETING

070/20 It was **resolved** that the Minutes of the Parish Council meeting held on 11 May 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

071/20 There were none.

REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

072/20 None were received.

AMENITIES COMMITTEE

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

073/20 *Kilndown Quarry Pond*. It was **noted** that the excess flood water around the pond has now drained away and that the cause has been located. It was further **noted** that the grass in the affected area is badly damaged and it was **resolved** to allocate up to £950 to renovate the area.

Action: Cllr Chris Ditton

074/20 It was **noted** that the Amenities Committee, under delegated authority, will make a discretionary payment to Pond Life who worked to clear the flooding. **Action: Clerk**

075/20 It was further **noted** that the Amenities Committee have allocated £200 for the purchase of a replacement manhole cover, to provide access to the drain adjacent to the Defibrillator phone box, under delegated authority.

076/20 *Grant from County Councillor Sean Holden for the purchase of trees*. It was **noted** that the grant had been accepted and that advice was being sought on the species and location of the trees.

- 077/20 *The Pond at the Plain.* It was **noted** that maintenance of the grass area between the new post and rail fencing, to the west of the pond, and the pond itself will be added to the existing contract for maintenance of The Plain.
- 078/20 *The Plain (Village Green).* It was **noted** that Clerk had been in contact with the local resident who has blocked off part of the Village Green, adjacent to the pond, thus preventing public access to that area and that the resident was disputing ownership. It was **agreed** that the Clerk will make further enquiries with the Land Registry to clarify the situation. **Action: The Clerks.**

BURIAL BOARD

The Chairman of the Burial Board, Cllr Mrs Caroline Richards, reported:

- 079/20 *Yew Trees in the cemetery on the south side of Back Lane.* It was **noted** that the work to prune the tress had now taken place.
- 080/20 *The tall Scots Pine south east of St Mary's.* It was **noted** that the quotation to carry out the work on the Scots Pine had been accepted but work was yet to commence.

BUSINESS AND COMMUNICATIONS COMMITTEE

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

- 081/20 *Parish Council Website:* It was **noted** that the Goudhurst-pc.gov.uk website is now up and running and is receiving between 30 and 40 hits per day. It was further **noted** that the Neighbourhood Development Plan documents and information have now been moved over to the goudhurst-pc.gov.uk site from the goudhurst.co.uk site.

CENTRAL GOUDHURST TRAFFIC & PARKING COMMITTEE

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

- 082/20 *Meetings:* It was **noted** that the Traffic and Parking Committee plan to reconvene their meetings in September 2020 due to Corona virus restrictions.

FOOTPATHS COMMITTEE

The Chairman of the Footpaths Committee, Cllr Mrs Caroline Richards, reported:

- 083/20 *Millennium Walk Finger Posts:* It was **noted** that two of the posts need to be fixed back into place and that two are missing although one is currently being stored in the old telephone exchange.
Action: Cllr. Mrs Caroline Richards
- 084/20 *Contractor for footpath maintenance:* It was **noted** that a new contractor is needed to assist with the maintenance of the footpaths in the Parish. It was **noted** that the Clerks are drafting a Job Specification. **Action: Clerks**

HIGHWAYS COMMITTEE

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

- 085/20 *Meetings:* It was **noted** that the Highways Committee will hold their first meeting since the lock-down on Monday 23 June 2020.

YOUTH COMMITTEE

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

- 086/20 *Back Lane Play Area:* It was **resolved** to approve the expenditure of £47,182.00 for the replacement play equipment and replacement surfacing in Back Lane Play Area. The Council will write to those members of the public who had been co-opted as advisers to the Youth Committee for their work on the project. **Action: Clerks**
- 087/20 *Tenders for this contract:* The Clerks are checking the interpretation of the Tendering legislation with KALC and other sources to ensure Council is compliant. **Action: The Clerks**
- 088/20 *Replacement waste bin for Back Lane Play Area:* It was **resolved** to approve the expenditure of £600.00 for a replacement waste bin in the Play Area. **Action: Clerks**

PLANNING COMMITTEE

089/20 Council **noted** the following Representations from GPC and Decisions from TWBC:

Meeting	Application	Address	GPC	TWBC	Decision
24.03.20	20/00796	Finchcocks Farm, Blue Coats Lane	Excessive glass/light pollution	Granted	11.05.20
24.03.20	20/00580/LAWPRO	Forge House, London Road	Approve	Granted	06.05.20
21.04.20	20/00981	Lower Crowbourne Farmhouse, Station Rd	Approve		
21.04.20	20/01008	2 Combourne Cottages, Jarvis Lane	Refuse - size & position		
28.04.20	19/02916	The Vicarage, Back Lane	Refuse - NDP, design, materials		
12.05.20	20/01082	Bockingfold Farm, Ladham Rd	Approve		
12.05.20	20/00916	Land at Taywell Farm	Approve		
12.05.20	20/01061	Maypole Farm, Maypole Lane	Approve		
12.05.20	20/00957	Woodfield House, Jarvis Lane	Approve		
26.05.20	20/01190	1 Bluecoats Cottages, Blue Coats Lane	Approve		
26.05.20	20/01221/ADJ	Bewl Water	No Objection		

090/20 *Shepherds Lawn, 20/00995/SUB*: It was **noted** that plans to discharge Condition 9 (landscape scheme) of application 14/504444 have been submitted and approved by TWBC. The plans include an application to increase the size of the swimming pool by 10% and to move it 2m west. It was further **noted** that following the withdrawal of application 18/00001, no planning permission is in place for the pool nor is there any enforcement action pending. It was **agreed** that Cllr Barry Noakes would make a representation to TWBC planning enforcement. **Action Cllr Barry Noakes.**

091/20 *The Vicarage, Back Lane*: It was **noted** that St Mary's PCC intend to withdraw application 19/02916 for the extension to the Church office.

092/20 *Blind Lane*: It was **noted** that an officer from TWBC is aware of the works to build a driveway off Blind Lane but no planning permission was deemed necessary. It was **agreed** that Cllr Barry Noakes would raise this with the TWBC Planning department. **Action Cllr Barry Noakes.**

093/20 *Planning Committee Chairman*: It was **noted** that Cllr Barry Noakes has stepped down as Chairman of the Planning Committee after a great number of years' service. It was **agreed** that, as a temporary measure, Members will act as Chairman of the meetings in turn until Council can decide on the appointment of a new Chairman.

NEIGHBOURHOOD DEVELOPMENT PLAN

094/20 Cllr Craig Broom reported that all NDP documents are now available on the Parish Council website. It was **noted** that the steering group are waiting to hear from TWBC what the next steps for the plan are as timescales have changed owing to the COVID-19 lockdown.

CLERK'S REPORT

095/20 *Theft of GPC grounds maintenance equipment at Kilndown Village Hall storage shed*: It was **noted** that the Village Hall committee had claimed on their insurance policy for the stolen equipment. Items belonging to the Parish Council were valued at £539.00. It was **agreed** to accept the £539.00 in payment for the remaining GPC owed equipment currently stored in Kilndown. **Action: The Clerk.**

096/20 *SLCC membership for Assistant Clerk:* It was **agreed** that the Council will cover the membership subscription fee for the Assistant Clerk of approximately £170 per year.

ACCOUNTS

097/20 It was **resolved** that these payments be made from the UTB account in June 20:

DD	TWBC	Toilet block NNDR Jun 20	£106.00
DD	TWBC	Goudhurst Village Greed NNDR Jun 20	£63.50
U285	TWBC	Amenity lorry G'hurst & Curt'den Green 19/20	£1068.98
U286	Groundscare & General	Grounds maintenance contract May	£1,987.92
U287	Capel Groundcare	Grounds maintenance contract May	£1,292.89
U288	John Fermor	Grounds maintenance contract May	£400.00
U289	Tenterden Twilight	Balcombes Hill toilet cleaning May	£585.16
U290	Pearson's Landscapes	The Plain maintenance May	£111.60
U291	Microshade	Citrix Inv 13192	£129.48
U292	Rialtas RBS	Alpha Accounts software 2020/21	£140.80
U293	Paul & Eileen Landon	Goudhurst War Memorial garden maint May	£35.00
U294	RJ&L Hillier	Hop Bine rent Jun 20	£400.00
U295	Marian Sargeant	Supply & maint St Mary's flower bed	£95.00
U296	KALC	Clerk training 18 Jun – Working in virtual world	£60.00
U297	Mark Taylor	2 x second hand filing cabinets	£100.00
U298	The Living Forest	Yew tree restoration work	£904.80
U299	Tony Bovey	Kilndown Pond work ex-gratia payment	£200.00
U300	TWBC	Amenity vehicle Kilndown 2019/20	£534.49
U301	Capel Groundcare	Hedge cutting south side Village Green 2020/21	£216.00
U302	Capel Groundcare	Installation of goalposts, Village Green	£504.00
U303	CL Reed	Salary June 20	£1063.77
U304	AVB Farnfield	Salary June 20	£2253.38
U305	HM Revenue & Customs	PAYE & NI	£975.51
U306	SLCC	Asst Clerk SLCC Membership 2020-21	£173.00
U307	KALC	Asst Clerk Training - Working in Virtual World	£60.00
U308	CL Reed	Expenses in May 20	28.93

Payments from the NatWest Business Current Account:

DD	Southern Electric	Energy Chequer Field pavilion Qtr 1 2020	£62.54
DD	Southern Electric	Energy Public toilets Balcombes Hill Qtr 1 2020	£176.67

098/20 *Receipts in May 2020 were noted:*

Play Area grant (ring fenced)	£0.00
Burial Board	£1010.00
CCLA dividend	£6.62

099/20 *Bank reconciliation.* It was **resolved** to accept the Clerk's explanation of the reconciliation of accounts to the end of May 2020 and it was **noted** that Council's cash book balance was:

Unity Trust Current a/c	£131,893.45
Nat West Current a/c	£34,074.10
CCLA Public Sector Deposit Fund	<u>£20,548.52</u>
Total	£186,516.07

- 100/20 *Audit*; It was **noted** that following the postponement of the annual audit due to COVID-19, the Clerk will negotiate a revised date with our auditor, Mr David Buckett, when relevant parts of ‘lockdown’ are lifted.
- 101/20 *Unity Trust Bank – Additional signatories*: Following Minute 430/19, it was **noted** that the additional signatories for Council’s account need to complete and send the requested paperwork to the bank as soon as possible so they may be added to the account.
Action: Cllrs Craig Broom, Antony Harris and David Knight.
- 102/20 *Credit Card*: It was **noted** that the new Unity Trust Bank Credit Card had been received. It carries a limit of £500. The card will only be used for miscellaneous minor business expenses so that the Clerks do not need to pay for items on their personal cards and submit expenses. The Clerk will draft additional clauses in Council’s Financial Regulations to be approved by Council to cover this. **Action: The Clerk**
- 103/20 *Public Conveniences*: It was **noted** that thanks to the hard work of Laura Napper and her team at Twilight Cleaning, the Public conveniences at Balcombes Hill have remained open throughout the lockdown period. It was **agreed** to send a letter of thanks to Laura. **Action: Clerks.**

COVID-19

- 104/20 *Support for local businesses*: It was **noted** that business packs containing posters for shops reopening on the 15 June had been ordered from TWBC and would be distributed to customer facing business in time for reopening. It was further **noted** that personal protective equipment (PPE) had been ordered for the use of the Corona Kindness and Community Cupboard volunteers at a cost of approximately £240. **Action: Clerks**
- 105/20 *Green Spaces*: It was **noted** that advice had been issued by the government regarding the opening of green spaces and that KALC was advising Councils to use a ‘common sense’ approach when assessing risk in these areas.

NEXT PARISH COUNCIL MEETING

- 106/20 Monday, 13 July 2020. Parish Council Meeting at 7.30 pm. Members should expect that this will be a Virtual Meeting using Zoom conference call facilities via Board Intelligence.
Action: The Clerks.

Anthony Farnfield, Clerk
Claire Reed, Assistant Clerk

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