

Goudhurst Parish Council



MINUTES OF A VIRTUAL OPEN MEETING OF GOUDHURST PARISH COUNCIL

By Zoom Conference call on Monday 14 December 2020 at 7.30 pm

Participants: Councillors David Boniface, Craig Broom, Chris Ditton, Alan Foster, Antony Harris (Chairman), Philip Kirkby, David Knight, Barry Noakes, Jayne Russell (joined at 20.15) and Guy Sutton.
County Councillor Seán Holden and Borough Councillor Linda Hall until 8.00pm.
Claire Reed, Clerk and Anthony Farnfield, Deputy Clerk.

STATUS OF THE MEETING

304/20 Following Minute 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 IN THIS MEETING

305/20 Cllrs Caroline Richards and Peter Wood (unwell).

DISCLOSURES OF INTEREST

306/20 There were none.

MINUTES OF THE LAST MEETING

307/20 It was **resolved** that the Minutes of the Parish Council meeting held on 09 November 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. Cllr David Boniface raised the matter of the wording of minute 237/20 of the Minutes of the Parish Council meeting held on 12 October 2020 being incomplete, in his opinion. It was agreed that the additional wording, *'The resident also noted that, in their opinion, Council should seek further legal advice on the issue of parking on the Village Green'* will be added to the minute. The Minutes of the Parish Council meeting held on 12 October 2020 will be added to the agenda for approval at the Meeting of the Parish Council on 11 January 2021.

QUESTIONS AND STATEMENTS FROM THE PUBLIC AND THE PRESS

308/20 There were none.

REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

309/20 County Cllr Seán Holden briefed Council. A successful live test of the new movable barriers on the M20 was carried out over the weekend of 12 and 13 December. This is part of the ongoing preparations to keep Kent moving once the transition period ends, following the UK's departure from the EU, on 31 December 2020.
It was noted that Kent remains in Tier 3 of the local COVID restrictions despite opposition from some Kent MPs.

- 310/20 Borough Councillor Dr Linda Hall briefed Council. TWBC is holding meetings via video conferencing which is proving problematic for some Councillors. It was **noted** that TWBC will be placing new signs on all their Council owned disabled toilet facilities to support the Crones and Colitis UK campaign 'not every Disability is Visible'.
When asked, Borough Councillor Dr Linda Hall confirmed that her Motion on Notice for the TWBC meeting on 16 December 2020, regarding rural broadband, had been withdrawn from the agenda.

BUDGET AND PRECEPT 2021/22

- 311/20 It was **noted** that there is a 2% decrease in the Goudhurst Tax base for the 2021/22 tax year. It was unanimously **resolved** that Council's Budget and Precept should be set at £195,000. This represents a 0.2% increase over the 2020/2021 Budget and Precept. In terms of Council Tax bills, this would increase the Goudhurst Band D Equivalent of £143.02 in 2020-21 to £146.24 in 2021/22, an increase of 2.3%. That is £3.22 a year or 6p a week. **Action: Clerks**

CLERKS' REPORT

- 312/20 *E-newsletter update.* It was **noted** that there are currently 364 subscribers to the e-newsletter and that the first edition had an open rate of 73.5%.
- 313/20 *Loo of the Year Awards 2020.* It was **noted** that the Public Conveniences on Balcombes Hill had been received a Platinum Grade in this year's national awards. In addition Mrs Laura Napper and her team at Tenterden Twilight Clearing had been awarded the 'Washroom Cleaner of the Year Award' for all their hard work in keeping the facility open. It was **agreed** that Clerk will send a letter of congratulation from the Parish Council to Laura and her team.
- 314/20 *Training.* Clerks are awaiting details of KALC training courses for 2021 and will send these to Councillors as soon as they are received. Cllr David Knight is to attend a KALC course for Members 'Getting in Front of the Camera' on 28 January 2021.

AMENITIES COMMITTEE with POLICE & NEIGHBOURHOOD WATCH and FOOTPATHS

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

- 315/20 *Management Plan for the Village Green.* It was **noted** that the Committee Chairman, Cllr Chris Ditton, is in the process of drafting a management plan for the Village Green. This will be presented to the Amenities Committee at their meeting on 26 January 2021 so that a recommendation can be brought to Council
- 316/20 *Proposal from a resident to install a pedestrian gate in the north east corner of the Village Green.* It was **noted** that a similar proposal was dismissed in 2019 owing to the cost and the difficulty caused to those with wheelchairs, pushchairs or small children. The Committee have asked Clerks to obtain a new quote for a gate set back from the edge of the Green to prevent pedestrians from exiting directly onto the driveway of the neighbouring property.
Action: Clerks
- 317/20 *Cess Pit on the Lower Glebe Field.* It was **noted** that Clerks had contacted the Diocese of Canterbury Land Agent and are awaiting a response from the Diocese. It continues to be an eyesore and something of a risk to the public.
- 318/20 *Improvements to the CCTV coverage in Goudhurst Village.* Cllr David Knight briefed Council on the proposals to improve CCTV coverage in the village and to relocate the cameras currently on The Vine. It was **resolved** to approve the expenditure of £1,654.04 for the works. **Action: Clerks**
- 319/20 *Dog poo bag dispensers.* It was **noted** that the five bag dispensers have now been installed in the Parish. 2 in Kilndown and 3 in Goudhurst. It was further **noted** that additional dog fouling signage and waste bin stickers, advising residents that bags can be placed in any bin, will be installed in the coming weeks.

BURIAL BOARD

- 320/20 *Trees in the Church Yard.* It was **noted** that two replacement cherries for the south side of St Mary's had been purchased but that list B permission needed to be sought from the Diocese. Clerks will request permission via the church warden. **Action: Clerks**
- 321/20 *Evergreen in the Victorian Churchyard.* It was **noted** that a quote has been obtained from The Living Forest for the removal of the large evergreen growing out of a grave. List B permission needs to be sought from the Diocese of Canterbury before the works can take place. **Action: Clerks**

BUSINESS AND COMMUNICATIONS COMMITTEE

Vice Chairman of the Business and Communications Committee, Cllr David Knight, reported:

- 322/20 *Update on Broadband in Kilndown.* The Kilndown Councillors, David Knight and Guy Sutton, will become directors of the Summerhill Community Interest Company so that the Kilndown Openreach order can be signed. **Action: Cllrs David Knight and Guy Sutton.**
- 323/20 *Update on Broadband in Goudhurst.* It was **noted** that Community Project A is over 80% pledged and Project B at 35% pledged so far. Posters encouraging residents and businesses to pledge their vouchers will be displayed at key junctions in the Parish this week. Openreach postcards will be mailed to eligible properties who have not yet pledged their vouchers. The postcards were provided by Openreach free of charge and the mailing costs will be covered under delegated expenditure. Cllr David Knight has created a WhatsApp group for residents who are canvassing residents on behalf of the Council. **Action: Cllrs David Knight and Craig Broom.**

HIGHWAYS COMMITTEE

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

- 324/20 *Update on A21 traffic.* It was **noted** that Baroness Vere of Norbiton; Minister for Roads, Buses and Places had written to the MPs for the A21 between Tunbridge Wells and Hastings. The letter was to inform them that various improvement works which were scheduled to take place after 2025 will now aim to be completed by 2025 following negotiations with the Government and Highways England. However, it is not clear if the section of the A21 through Goudhurst Parish will be included in the works. The matter was passed to Highways Committee for action. **Action: Highways Committee**
- 325/20 *Preparation for snow and ice* – It was **agreed** to ask residents to report any damage to salt bins via the e-newsletter. **Action: Clerk**

POLICY COMMITTEE

- 326/20 *Asset Register.* It was **resolved** to accept the updated Asset Register as an accurate record of the Council's assets.
- 327/20 *Insurance Cover.* It was **noted** that, following updates to the asset register, the Council's insurance schedule had been amended to reflect the changes. It was **resolved** to accept the changes and associated increase in premium (mostly due to the cover for the new Play Area equipment in Back Lane) of £ 114.68 be accepted.
- 328/20 *Risk Assessment.* This was reviewed in detail and it was **resolved** to accept the updated Risk Assessment.
- 329/20 *Banking.* It was **noted** that the additional signatories for Unity Trust Bank; Cllrs Antony Harris, Craig Broom and David Knight were still awaiting internet banking log in details. It was **resolved** to grant the Clerk internet banking access to the UTB account. **Action: Clerks**
- 330/20 *Audit.* It was **resolved** to invite Mr David Buckett to carry out the internal audit of Council's 2020/2021 accounts.
- 331/20 *Standing Orders.* These were reviewed and it was **resolved** to accept the minor amendments to the text..

- 332/20 *Financial Regulations*. The RFO introduced the Financial Regulations and highlighted two minor amendments to take account of the additional bank account signatories and the new UTB credit card. It was **resolved** to accept the updated Financial Regulations.
- 333/20 *Council's Policies*. These were reviewed without any changes being suggested. It was **noted** that Clerk will begin a rolling review of all published Council policies in the New Year.
- 334/20 *Annual Grants*. It was **resolved** that in 2021/22 annual grants will be maintained at the 2020/21 rates.
- 335/20 *Committees Responsibilities and Membership*. It was **noted** that this Standing Order was revised in October 2020 to reflect the changes in Committees and Committee memberships. It was **resolved** that no further changes are required.

YOUTH & HOUSING COMMITTEE

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

- 336/20 *Sale of Garages at Mary Days*. Cllr Antony Harris reported that a meeting with Colin Lissenden, Development Director at Town & Country Housing had taken place followed by a telephone call with the CEO Bob Heapy. Mr Heapy has agreed to withdraw the garages at Mary Days from the auction on 15 December to allow the Parish Council and/ or residents to make a bid for the land. It has been agreed that the Parish Council will make a proposal to Town & Country by the end of February 2021. It was **resolved** that Cllr Antony Harris will discuss costs with Mr Heapy at Town & Country and that Cllr Chris Ditton will carry out a visual survey of the site. **Action: Cllrs Antony Harris and Chris Ditton**
- 337/20 *Chequer Field Update*. It was **noted** that all paperwork relating to the transfer of the field to GPC had been signed and returned to our solicitor. The only outstanding document is the Licence to be granted by GPC to KCC by which the Parish allows the School to use the football field; TWBC are following this up with KCC legal.
- 338/20 *Proposal for a Community Garden*. It was **resolved** that the Council would be happy to receive a proposal for a Community Garden on the Parish Council land known as the Lurkins Rise Recreation Area. It was **noted** that any proposal needed community buy in for it to be considered by the Council.

PLANNING COMMITTEE

339/20 Council **noted** the following Representations from GPC and Decisions from TWBC:

Meeting	Application	Address	GPC	TWBC	Decision
25.08.20	20/02240/PAYPH	The Plain, Goudhurst	Approve	No Objection	09.11.20
15.09.20	20/02344	Middle Tree, Beresford Road	Reject - Privacy	Granted	02.11.20
15.09.20	20/02347	Etchinghill Farmyard, Gore Lane	Approve	Granted	06.11.20
15.09.20	20/02456	Blackberry Cottage Rogers Rough Road Kilndown	Approve	Granted	06.11.20
29.09.20	20/02360	Pump House, North Road	Refuse - Over development of site	Refused	09.11.20
29.09.20	20/02653/LBC	Garden Cottage, Home Farm, Bedgebury Rd	Approve - subj. to Conservation Officer report	Granted	30.11.20
29.09.20	20/02420	Riseden Farm, Ranters Lane	Approve	Granted	11.11.20
29.09.20	20/02629	Marlingate Granary, Bedgebury Rd	Defer to next meeting	Refused	09.11.20

14.10.20	20/02629	Marlingate Granary, Bedgebury Rd	Refuse - Damage integrity of listed building	Refused	09.11.20
14.10.20	20/02362	Dallimore Avenue/ Churchill Wood	Approve	Granted	11.12.20
27.10.20	20/02850/LBC	Curfew Cottage, Curtisden Green	Approve	Granted	26.11.20
27.10.20	20/02497/LBC	Beresford Lodge,	Approve - subj. to Conservation Officer report	Granted	27.11.20
27.10.20	20/02255	2 Combourne Cottages, Jarvis Lane	Refuse - No justification in AONB	Granted	30.11.20
10.11.20	20/03079/LBC	Monks, Summerhill	Approve		
10.11.20	20/03057	Bakers Barn & Stables, Ladham Rd	Refuse - unsustainable, represent a new build outside limits to build		
24.11.20	20/03300	Stream Farm House Summerhill	Approve - Ancillary to main dwelling		
24.11.20	20/03301/LBC	Stream Farm House Summerhill	Approve - Ancillary to main dwelling		
24.11.20	20/03148	Lakeview Oast Three Chimneys Farm Bedgebury Road	Approve - Ancillary to main dwelling	Granted	21.12.20
24.11.20	20/02972	Ladysden Barn Winchet Hill	Approve		
24.11.20	20/02594	Apple Tree Farm Jarvis Lane	Refuse - not viable, residential in appearance		
24.11.20	20/03036	Lower Maypole Cottage Maypole Lane	Approve	Granted	17.12.20
24.11.20	20/03129	Little Quarry Farm Station Road	Approve		
24.11.20	20/03354	The Granary Ladham Road	Approve		
24.11.20	20/03160	Land Opposite Ranters End Ranters Lane	Refuse - inappropriate in AONB		
24.11.20	20/03300	Summerhill	Refuse - ancillary to main dwelling		

ACCOUNTS

The Deputy Clerk and Responsible Financial Officer reported.

340/20 It was **resolved** that these payments be made from the UTB account in December 20:

DD	TWBC	Toilet block NNDR Dec	£106.00
DD	Southern Electric	Toilet Block energy Aug-Oct 20	£399.40
DD	Southern Electric	Chequer Field Pav energy Aug-Nov 20	£111.34
DD	Lloyd Bank (UTB)	Credit card minor purchases	£35.38
U501	Capel Ground Care	Grounds maint contract Nov	£1,712.89
U502	John Fermor Landscapes	Grounds maint contract Nov	£200.00
U503	Tenterden Twilight	Cleaning contract Nov	£645.16

U504	Pearson's Landscapes	The Plain grounds maint Nov	£111.60
U505	Paul & Eileen Landon	War Memorial garden maint Oct	£30.00
U506	PKF Littlejohn	Audit Parish Council accounts 2019/20	£720.00
U507	Pankhurst Plant Ltd	Play area matting	£324.00
U508	Tate Fencing Ltd	Play area minor maintenance items	£16.58
U509	RJ&L Hillier	Hop Bine Rent Dec	£400.00
U510	Microshade Business Consultant	Citrix Inv 13879	£149.54
U511	Graham Boulden & Co	Glebe Fields lease rent 2020-21	£750.00
U512	Golden Hill Nurseries	Young Birch trees planted on Top Glebe	£2,256.80
U513	Living Forest Ltd	Scots Pine maint Back Lane	£712.80
U514	Void		
U515	Richard Greenaway	Misc maintenance tasks	£440.00
U516	Theo Sargeant	Tidying the Burial Grounds	£90.00
U517	Claire Reed	Expenses Dec 20	£75.33
U518	Knockout Print Services	Banner for The Plain railings - Broadband	£48.00
U519	AVB Farnfield	Salary Dec 20	£1,932.20
U520	CL Reed	Salary Dec 20	£1,641.14
U521	HM Revenue & Customs	PAYE NI Dec 20	£1,253.26
U522	Kent Assoc Local Councils	Cllr Knight training course	£42.00
U523	Hi-Rez Design & Print	Broadband postcard mailing	£313.92
U524	Community Heartbeat Trust	Replacement defibrillator battery K'down	£223.20
DD	Lloyds Bank	UBS credit card	£232.37
DD	Infinity Technology Solutions	Office phones and broadband Dec	£133.98
DD	Veolia	Burial Grounds bin Nov	£151.92

341/20 *Receipts in November 2020 were noted:*

Burial Board	£1,430.00
CCLA PSDF	£1.55

342/20 *Bank reconciliation.* It was **resolved** to accept the Clerk's explanation of the reconciled accounts to the end of November 2020 with account reconciliation statements and copies of the bank statements and it was **noted** that Council's cash book balance was:

Unity Trust Current a/c	£86,846.65
Nat West Current a/c	£34,501.50
CCLA Public Sector Deposit Fund	<u>£20,569.09</u>
Total	£141,917.24

AUDIT

343/20 Deputy Clerk and RFO reported briefly that Council's 2019/20 AGAR (Annual Governance and Accountability Return) Part 3 had been signed off (Notice of Completion of Audit) by our external Auditor, PKF Littlejohn on 25 November 2020 with only a minor comment relating to the reporting of the value of Council's assets. The Clerk published a Notice of Conclusion of Audit with the certified AGAR Sections 1, 2 and 3 to Council's website before 30 November 2020 as required. It was **resolved** to accept this report.

TUNBRIDGE WELLS AGREEMENT

344/20 It was **resolved** to accept the amendments to the Tunbridge Wells Agreement, copies of which had been previously distributed to Members via Board Intelligence. **Action: Clerk**

NEXT PARISH COUNCIL MEETING

345/20 Monday, 11 January 2021 at 7.30 pm. Members should expect that this will be a Virtual Meeting via Zoom conference call. **Action: The Clerks**

The meeting closed at 21.25 hrs.

Claire Reed, Clerk
Anthony Farnfield, Deputy Clerk and RFO

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