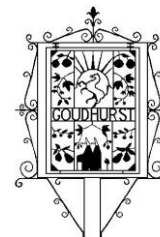


# Goudhurst Parish Council



## MINUTES OF A VIRTUAL MEETING OF GOUDHURST PARISH COUNCIL

By Zoom Conference call on Monday 11 January 2021 at 7.30 pm

**Participants:** Councillors David Boniface, Craig Broom, Chris Ditton, Alan Foster, Antony Harris (Chairman), Philip Kirkby, David Knight, Barry Noakes, Caroline Richards, Jayne Russell and Guy Sutton.  
County Councillor Seán Holden until 8.00pm.  
Claire Reed, Clerk and Anthony Farnfield, Deputy Clerk.  
One member of the public.

### STATUS OF THE MEETING

346/20 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

347/20 Cllr Peter Wood (unwell).

### DISCLOSURES OF INTEREST

348/20 There were none.

### MINUTES OF THE LAST MEETING

349/20 It was **resolved** that the Minutes of the Parish Council meetings held on 12 October 2020 and 14 December 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

350/20 There were none.

### REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

351/20 County Cllr Seán Holden briefed Council. Kent County Council is planning to finalise the budget for the coming financial year (2021-22). The government requires KCC to ring-fence 3% of the budget for Adult Social Care and it is expected there will be a 5% increase in Council Tax.

352/20 The Department of Transport has consulted the County Council on the introduction of 48 Tonne lorries to the County for a 4-year trial period. Councillors are against the proposal and County Cllr Holden will be responding to the Government.

353/20 County Councillor Holden has been working to secure the Vestry Hall in Cranbrook as a COVID-19 testing site.

- 354/20 Borough Councillor Barry Noakes briefed Council. Most Tunbridge Wells Borough Council (TWBC) Committees are now meeting online but there is a shortage of officers to produce council documents and meeting papers.

### **CLERKS' REPORT**

- 355/20 *COVID-19*. It was noted that the vaccine programme for the Weald, which has now begun, is being coordinated by Dr Faye Hinsley of Headcorn surgery. Vaccines will be carried out in both Headcorn surgery and at the aerodrome. Patients over the age of 80 will be given the vaccine first.
- 356/20 *E-newsletter update*. It was **noted** that there are currently 388 subscribers to the e-newsletter and that the January edition had an open rate of 80%.
- 357/20 *Accessible Toilets*. It was **resolved** to support the national campaign by Crohn's and Colitis UK 'Not Every Disability is Visible' and to replace the signage on Council's accessible toilets. **Action: Clerk**
- 358/20 *Training*. It was **noted** that Clerk had emailed details of forthcoming KALC training courses to Councillors. Councillors were reminded to advise Clerk if they wish to attend any courses and any councillors who have not recently attended 'The Dynamic Councillor' were encouraged to do so. **Action: Councillors**
- 359/20 *Laptop for Deputy Clerk*. It was **resolved** to approve the expenditure of £790.00 for a new laptop to enable Deputy Clerk to work more flexibly from home during 'lockdown'.

### **AMENITIES COMMITTEE with POLICE & NEIGHBOURHOOD WATCH and FOOTPATHS**

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

- 360/20 *Kilndown Pond*. It was **noted** that the drainage issues experienced last year have returned. Cllr Chris Ditton and the Council's contractor are working to resolve the problem.
- 361/20 *Goudhurst Pond*. It was **noted** that the contractor is awaiting parts to complete the protective 'cage' for the pump. Cllr Alan Foster has been carrying out remedial works to keep the pump running.
- 362/20 *Memorial Benches*. It was **resolved** to grant permission to the family of the late Dennis Knight to install a new memorial bench outside the Newsagent's on Goudhurst High Street. It was agreed that Cllr Alan Foster would liaise with the Knight family. It was further **resolved** to relocate the Millennium bench, currently installed outside the Newsagent's on Goudhurst High Street, once it has been renovated. **Action: Cllr Alan Foster, Clerks**

### **BURIAL BOARD**

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

- 363/20 *Trees in the Church Yard*. It was **noted** that Clerks are awaiting information from The Living Forest so that list B permission can be sought from the Diocese for the replacement cherries on the south side of St Mary's and the removal of the Cypress tree growing out of a grave in the Victorian Cemetery. **Action: Clerks**
- 364/20 *Damage to the wall of the Victorian Cemetery*. It was **noted** that repair works have not yet been carried out. Cllr Caroline Richards agreed to follow up with the contractors currently works at St Mary's. **Action: Cllr Caroline Richards**
- 365/20 *Burials & Memorial Management Software*. It was **resolved** to approve the expenditure of £1567.00 for new software and officer training to enable the digitisation of burial records and the management of the Goudhurst burial grounds. These records date back to 1880 and Council is still using the old paper recording system. Local Authorities Cemeteries Order 1977 refers together with LGA 1972, s214.

### **BUSINESS AND COMMUNICATIONS COMMITTEE**

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

- 366/20 *Update on Broadband in Goudhurst*. It was **noted** that Kent County Council (KCC) have approved additional top-up funding for the Goudhurst Demand Led Fibre Broadband

project, once approved and verified by the Government Department for Digital, Culture, Media and Sport (DCMS), both Project A and Project B will be fully funded.

367/20 *Destination Goudhurst*. There was no update.

## HIGHWAYS COMMITTEE

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

368/20 *Update on A21 traffic*. It was **noted** that safety improvements scheduled to begin in 2025 have been brought forward and are now expected to be completed by 2025. Cllr David Boniface will draft a letter to Greg Clark MP confirming that Councillors intend to take part in discussions about the problems due to speeding traffic and other dangers on the section of road through Goudhurst Parish near Bewl Water. **Action: Cllr David Boniface**

369/20 *Cranbrook Road Crossing*. It was **noted** that, as expected, a KCC engineer has advised that a lack of a standing area on the north side of Cranbrook Road, at the junction with Beresford Road, would make the introduction of a formal crossing with lights (e.g. Pelican crossing or similar) difficult. However, a 20mph speed limit may be possible at the start and end of the school day. A joint approach will be made to KCC by Goudhurst Traffic Action Group, Goudhurst CE Primary School, and the Parish Council. **Action: Cllr David Boniface**

## YOUTH & HOUSING COMMITTEE

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

370/20 *Sale of Garages at Mary Days*. Cllr Antony Harris reported at the meeting that discussions with Town & Country Housing were ongoing, there was also a brief report from Cllr Chris Ditton on the condition of the garages. In light of the summarised benefits and drawbacks of the scheme it was **resolved** that discussions with Town & Country Housing should continue. **Action: Cllrs Antony Harris and Clerk.**

371/20 *Rehoming of a resident*. It was **noted** that, a few days before Christmas, a resident of Goudhurst and tenant of Town & Country was placed into temporary accommodation following the collapse of the property roof. Council noted the speed in which this was done.

## PLANNING COMMITTEE

372/20 *Reporting of representations*. It was **noted** that the Planning Committee will be changing the way representations are made to TWBC; the Committee are moving to a more formal output which will identify the application location, type of development and any areas of concern, for example; light pollution, traffic or green spaces. The Committee will also begin to consider applications based upon the Parish Neighbourhood Development Plan.

373/20 *Public Access to Planning Applications*. It was **noted** that the Planning Committee have agreed to purchase a widget, under delegated expenditure, which will automatically list on the Parish Council website all planning applications in the Parish as published on the TWBC website. These will appear colour-coded to show active applications and those that have been decided or where decisions have been appealed.

374/20 *Goudhurst Parish Neighbourhood Development Plan*. It was **noted** that the Plan is now at Regulation 15, a six-week public consultation. Once complete, TWBC will appoint an independent examiner to carry out a formal inspection of the plan and any comments received during the consultation. It is expected that the referendum on the Plan will take place in the middle of 2021 – COVID restrictions allowing. The Clerk will publish the necessary notice in the Wealden Advertiser. **Action: The Clerk.**

375/20 Council **noted** the following Representations from GPC and Decisions from TWBC:

Meeting	App. No.	Address	GPC	TWBC	Decision
11.08.20	20/01142	Little Bewl Bridge Barn Hastings Road	No objection	Granted	16.12.20
14.10.20	20/02362	Dallimore Avenue/ Churchill Wood – Bedgebury Pinetum	Approve	Granted	11.12.20
27.10.20	20/03026	Risebridge Bungalow	Approve	Granted	10.12.20

10.11.20	20/03057	Bakers Barn & Stables, Ladhams Rd	Refuse-unsustainable, represent a new build outside limits to build	Granted	23.12.20
24.11.20	20/03300	Stream Farm House Summerhill	Approve - Ancillary to main dwelling	Granted	30.12.20
24.11.20	20/03148	Lakeview Oast, Three Chimneys Farm, Bedgebury Road	Approve - Ancillary to main dwelling	Granted	21.12.20
24.11.20	20/03036	Lower Maypole Cottage Maypole Lane	Approve	Granted	17.12.20
15.12.20	20/02419	Garden Cottage, Home Farm, Bedgebury Road	Approve		
15.12.20	20/03393	9 Beresford Road, Goudhurst	Approve	Granted	09.01.20
15.12.20	20/03104	Bockingfold Farm, Ladhams Road	Approve - Note footpath	Granted	12.01.21
15.12.20	20/03089	Christ Church, Church Road	Approve		
15.12.20	20/03140	Paynets Farm, Cranbrook Road	Approve	Granted	22.12.20
15.12.20	20/03163	Orchard House, Bedgebury Road	Approve		
15.12.20	20/03544	Lapwing Farm, Bedgebury Road	Approve - Con. Control of light pollution		
15.12.20	20/03452	The Old Parsonage, Balcombes Hill	Approve		

376/20 *Business Continuity*. It was **resolved** that more detailed risk assessments for items 28 and 29 of the Council's General Risk Assessment (minute 328/20 refers), the loss of the services of the Clerk or Responsible Financial Officer respectively, will be completed. **Action: Cllr Craig Broom and Clerks.**

377/20 *Council efficiency*. It was **resolved** that Councillors will ensure all items for the agenda and accompanying papers for Council and Committee meetings will be sent to the Clerk no later than 12 noon, three clear working days before the meeting. Clerk will request agenda items and papers no later than 7 days before this deadline. It was **agreed** that any items requiring a Council Resolution will be made clear on the report to Council from the relevant Committee Chairman. It was further **agreed** that any questions relating to the agenda papers or committee reports will be raised prior to the meeting via the Council's Board Intelligence portal. Any questions or amendments to minutes will be raised with the Clerk no later than two working days before the meeting.

378/20 *Annual Parish Meeting 2021*. It was **agreed** provisionally to hold a single Annual Parish Meeting for both Goudhurst & Kilndown on Thursday 20 May 2021 in Goudhurst Parish Hall. This will be subject to Government restrictions and changes in legislation.

## ACCOUNTS

The Deputy Clerk and Responsible Financial Officer reported.

379/20 It was **resolved** that these payments be made from Council's UTB account in January 21:

DD	TWBC	Toilet block NNDR Jan	£106.00
U600	Capel Ground Care	Grounds maint contract Dec	£1,673.88
U601	Tenterden Twilight	Cleaning contract Dec	£791.45
U602	Pearson's Landscapes	The Plain grounds maint Dec	£311.46
U603	Microshade Business Consultant	Citrix Inv 13990	£149.54
U604	RJ&L Hillier	Hop Bine Rent Jan	£400.00
U605	Tsohost	e-mail registration 2021	£129.46

U606	Kent Assoc Local Councils	Clerk Facebook training course	£42.00
U607	Kent Assoc Local Councils	Clerk & Cllr Richards Green Agenda	£120.00
U608	Soc Local Council Clerks	Deputy Clerk/RFO Annual Mem'ship	£234.00
U609	Arron Services	Deputy Clerk laptop	£783.54
U610	Knockout Print Services	Toilet block signs x 2	£42.00
U611	AVB Farnfield	Salary Jan	£1,932.20
U612	CL Reed	Salary Jan	£1,640.94
U613	HM Revenue & Customs	PAYE NI	£1,253.26
U614	CL Reed	Expenses Jan	£16.29
DD	EE	Clerk's GPC sim card	£12.00
DD	Lloyds Bank (UTB)	UTB credit card: minor purchases	£80.74
DD	Infinity Technology Solutions	Office phones and broadband Jan	£133.80
DD	Veolia	Burial Grounds bin Dec	£156.44
DD	E-on	Energy: Plain light & K'down kiosk	£24.00
and that these payments be made from Council's NatWest account in January 2021:			
DD	South East Water	Chequer Field water Jun – Dec 2021	£421.75
DD	BT	Phone & Broadband Goudhurst Parish Hall	£143.10

380/20 *Receipts in December 2020 were noted:*  
 Burial Board £530.00  
 Reclaim VAT Oct 19 – Mar 20 £6,321.77

381/20 *Bank reconciliation.* It was **resolved** to accept the RFO's explanation of the reconciled accounts to the end of December 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	£77,869.17
Nat West Current a/c	£34,401.50
CCLA Public Sector Deposit Fund	<u>£20,570.08</u>
Total	£132,840.75

382/20 *Accounts procedures.* Deputy Clerk and Responsible Financial Officer (RFO) briefed Council. Since Council's turnover is now over £200,000.00 annually we can expect that our External Auditor PKF Littlejohn will require our accounts to be presented as Income and Expenditure rather than Receipts and Payments. This may apply to the 2021-22 Accounts. RFO is researching with our Internal Auditor and others on how best to make this change. There will be some costs involved e.g. change of accounting software and training. **Action: RFO to report on progress**

#### **NEXT PARISH COUNCIL MEETING**

383/20 Monday, 08 February 2021 at 7.30 pm. Members should expect that this will be a Virtual Meeting via Zoom conference call. **Action: The Clerk**

The meeting closed at 21.20 hrs.

Claire Reed, Clerk and Anthony Farnfield, Deputy Clerk and RFO

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