

# Goudhurst Parish Council



## MINUTES OF A MEETING OF GOUDHURST PARISH COUNCIL

on Monday 13 December 2021 at 7.30pm in Goudhurst Village Hall

### PARTICIPANTS

Councillors David Boniface, Craig Broom, Alan Foster, Antony Harris (Chairman), Phil Kirkby, Barry Noakes, Mrs Caroline Richards, Guy Sutton and Mrs Alison Webster.

Also Borough Cllr Dr Linda Hall until 8.00pm and County Cllr Sean Holden until 7.50pm.

Mrs Claire Reed, Clerk and Anthony Farnfield, Deputy Clerk & RFO. Mr Michael Prentis.

### APOLOGIES

235/21 Were accepted from Cllrs Chris Ditton (away on business), David Knight (family bereavement) and Mrs Jayne Russell (unwell).

### DISCLOSURES OF INTEREST

236/21 There were none.

### MINUTES OF THE LAST MEETING

237/21 It was **resolved** that the Minutes of the Parish Council meeting held on 08 November 2021, 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

238/21 There were none.

### REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

239/21 Borough Cllr Dr Linda Hall reported:

**A21 signage.** Cllr Hall has contacted Highways England to report the degradation of the signs pointing towards Goudhurst from the A21 and the overgrown vegetation covering some of the signs.

**Garden Waste Collections.** The 'one off' collections have now been completed. Negotiations with the contractor are ongoing but it is expected the garden waste service will resume in January.

**Christmas waste collections.** The usual schedule will be a day later than usual over the Christmas period. More information can be found on the TWBC website.

**Changes to Electoral Boundaries (Borough).** Early indications from the Local Government Boundary Commission appear to suggest that an additional Parish will be added to the ward. Cllr Hall suggested Council may wish to write again to the Local Government Boundary Commission.

**Hybrid meetings at TWBC.** For the upcoming Borough Council meeting, most councillors will join the meeting via zoom with a limited number joining in person.

- 240/21 A written report was received from Borough Cllr David Knight:  
*Neighbourhood Development Plan.* The Goudhurst NDP was approved by the TWBC Cabinet on Thursday 02 December. It is expected the referendum will take place in late February 2022.  
*By-election in Bidborough & Speldhurst.* The seat was won by The Alliance candidate, Mathew Sankey taking 50% of the vote and winning by 58 votes. This now leaves the Conservatives as the minority group holding 23 out of 48 seats; The Alliance with 6 seats, Liberal Democrats with 13, Labour with 5, and 1 independent.  
*Fires at Crowbourne Orchard.* After complaints by residents, approval has been granted for CCTV to be fitted by the TWBC Street Scene team along Smith's lane. The team will monitor vehicle movements near the site. Unfortunately, due to staff shortages this may not be actioned before Christmas.
- 241/21 County Councillor Seán Holden reported:  
*KCC Meetings during COVID.* Meetings will be held with 1/3 of the members attending in person and all others joining remotely. It was **noted** that Councillors joining the meeting remotely do not have voting rights and cannot table motions.  
*Grant for Plain Lighting.* Cllr Holden supported the recent Christmas Fair with a grant to support Goudhurst in recovering from COVID. The aim of the grant is to bring the Parish together and back out of itself after three lockdowns and the burden of the pandemic both socially and economically.

#### VOLUNTEERING IN THE PARISH

- 242/21 Following minute 229/21. Mr Michael Prentis shared his own experience of volunteering at Sissinghurst Castle Gardens. He explained how specific volunteering opportunities are advertised via the Garden's website and tasks sent to a 'pool' of registered volunteers via WhatsApp. Mr Prentis suggested the Parish Council may like to set up its own 'pool' of registered volunteers who could be contacted if and when volunteers were needed. An example might be to man road closures for the annual Remembrance Parade. It was **agreed** that two or three councillors will take this forward, supported by Mr Prentis.

#### BUDGET AND PRECEPT FOR 2022-23

- 243/21 It was **agreed** to accept the draft budget as presented at the meeting. It was **noted** that the budget will be finalised in February once the actual Q3 figures for 2021-22 are known.
- 244/21 It was **resolved** to set the precept for 2022-23 at £210,000. **Action: RFO.**

#### CLERK'S REPORT

- 245/21 *Loo of the year 2022.* It was **noted** that the public toilets on Balcombes Hill have been awarded the Platinum grade in the latest inspection.
- 246/21 *KALC Community Awards Scheme.* It was **resolved** to adopt the 2022 KALC Community Awards Scheme. Nominations will be submitted by the Clerk. **Action: Clerk.**
- 247/21 *Training.* It was **noted** that the Deputy Clerk has signed up to the Financial Introduction to Local Council Administration (FILCA), delivered by the SLCC. Last month, Cllr Mrs Caroline Richards attended a course entitled, Making Rural Housing More Affordable, hosted by NALC. Clerk attended the SLCC Kent Branch Meeting last week.

AMENITIES COMMITTEE with POLICE & NEIGHBOURHOOD WATCH and FOOTPATHS

- 248/21 *Ceiling in Gents' Toilets*. Following minute 152/21. It was **resolved** to approve the expenditure of £1,300 for repairs to the ceiling in the public conveniences. **Action: Clerk**
- 249/21 *Legionella Control*. It was **resolved** to approve the expenditure of £1,168.00 for the renewal of the annual Legionella Control contract. **Action: Clerk**
- 250/21 *Bench for Quarry Pond*. It was **resolved** to approve the expenditure of £650 for a replacement bench at Quarry Pond, Kilndown. **Action: Clerk**

BURIAL AUTHORITY

Chairman of the Burial Authority, Cllr Mrs Caroline Richards, reported:

- 251/21 *Unauthorised items on graves*. Following minute 215/21. A meeting has been held with one of the families who have unauthorised items on a grave in the Burial Grounds. They were given a copy of the rules and regulations where it is clear that the objects on the grave are not permitted. They have been asked to remove the items although no time scale has been agreed. Deputy Clerk will send a letter from Council confirming the need to remove the items. **Action: Deputy Clerk**.
- 252/21 *Memorial headstone stability testing*. Following minute 155/21. It was **noted** that one quote of approx. £4,000 had been received. The Chairman of the Burial Authority and the Deputy Clerk have arranged to meet a further contractor to seek an alternative quote.
- 253/21 *Cherry trees at St Mary's*. Following minute 437/20. It was **noted** that the replacement trees have still not been introduced. Clerk was asked to chase Golden Hills Nursery. **Action: Clerk**
- 254/21 *Regulations*. It was **resolved** to adopt the revised Burial Authority Regulations. **Action: Clerks**

BUSINESS AND COMMUNICATIONS COMMITTEE

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

- 255/21 *Late Night Shopping 26 November 2021*. Following minute 189/21. It was **noted** that the event was a great success which involved the whole village working together. There will be an event debrief on 13 January 2022.
- 256/21 *Events for 2022*. Three events are planned for 2022; the Queen's Platinum Jubilee Celebrations in June, the Village Fair in September and the Christmas Fair/ late night shopping at the end of November.

HIGHWAYS COMMITTEE

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

- 257/21 *Electric car charging points*. The Council is hoping to join the KCC scheme so that the existing charging points can be replaced with those that charge for the electricity used.
- 258/21 *Part-time 20mph limit on Cranbrook Road*. Kent Highways are looking into the possibility of installing solar powered 'wig wag' signs in the area adjacent to the junction with Beaman Close. There is insufficient mains power in the vicinity of the proposed signs.

POLICY COMMITTEE

- 259/21 *Asset Register*. It was **resolved** that the updated Asset Register accurately reflects Council's assets.
- 260/21 *Risk Assessment*. It was resolved to accept Council's updated Risk Assessment.
- 261/21 *Banking Arrangements*. It was **noted** that there are no changes to Council's current banking arrangements including Council signatories.
- 262/21 *Internal Audit for Audit 2021/22*. It was **resolved** to invite Mr David Buckett to carry out the internal audit of Council's 2021-22 accounts.

- 263/21 *Standing Orders*. It was **noted** that NALC had issued revised model Standing Orders in 2020. Clerk has updated Council's Standing Orders to reflect these changes. It was **resolved** to adopt the revised Standing Orders based on the NALC 2020 model.
- 264/21 *Financial Regulations*. It was **resolved** to accept the revised Financial Regulations.
- 265/21 *Published Policies*. It was **resolved** to accept Council's published policies without any changes being proposed. It was **noted** that the Clerk will begin a rolling review of all published Council policies during 2022.
- 266/21 *Annual Grant to Goudhurst Village Hall*. It was **resolved** to increase the annual maintenance grant to Goudhurst Village Hall from £1750 to £2500.
- 267/21 *Grant to the Weald Family Hub*. It was **resolved** to continue the annual grant to the Weald Family Hub.
- 268/21 *Annual Memberships, grants and Direct Debits*. It was **resolved** that all other grants will be maintained at the 2021/22 rates.
- 269/21 *Clerk's Salary and Pension and Job Description*. It was **resolved** to move the Clerk to point SCP 29 on the NALC pay scales from 01 January 2022. It was **resolved** to increase Council's contributions to the Clerk's pension (NEST) from 3% to 7%. It was **resolved** to adopt Clerk's updated job description.
- 270/21 *Deputy Clerk's Salary*. It was **resolved** to move the Deputy Clerk and RFO to point SCP 34 on the NALC pay scales from 01 January 2022. It was **resolved** to adopt the Deputy Clerk's/ RFO's updated job description.
- 271/21 *Finance Committee*. It was **resolved** to establish a Finance Committee to review 'special project' expenditure. The Terms of Reference and Committee membership are to be agreed at the next Council meeting on 10 January 2022.
- 272/21 *Policy Committee*. It was **resolved** to delegate decision making authority to the Policy & Staffing Committee in line with the Committee's Terms of Reference.

#### PLANNING COMMITTEE

- 273/21 *Recent planning Applications*; Please see Appendix 1.
- 274/21 *21/02124 Apple Tree Farm, Mile Lane*. It was **noted** that the application for an egg processing shed had been approved. Goudhurst Parish Council's objections have been addressed in the planning conditions.

#### YOUTH AND HOUSING COMMITTEE

Chairman of the Youth and Housing Committee reported:

- 275/21 *Mary Day's Garages project*. Following minute 227/21. It was **noted** that the sale is progressing and is expected to complete early in the New Year.
- 276/21 *Chequer Field Update*. It was **noted** that the drainage report has now been received and advice is being sought. The Youth & Housing Committee will investigate option for improving the playing surface and any funding available. **Action: Youth Committee.**

## ACCOUNTS

The Deputy Clerk and Responsible Finance Officer reported:

**277/21 *Accounts for Council's December 2021 meeting:***

### Receipts in November 2021:

Burial Authority	£505.00
CCLA PSDF	<u>0.45</u>
Total	£505.45

### Payments in November 2021:

UTB	£13,831.17
NatWest	<u>0.00</u>
Total:	£13,831.17

### Cash balances at Bank 30 Nov 2021:

UTB	£116,999.34
NatWest	£33,773.03
CCLA PSDF	<u>£20,575.90</u>
Total	£171,348.27

These figures of Receipts, Payments and Cash Balances to the end of November were presented to Council (Board Intelligence (BI)) and supported by full Reconciliation documentation with Bank Statements and Council's entries in the Rialtas accounting software.

A complete list of all payments made by Council in November 2021 follows as a supplementary page in Appendix 2.

There were no queries relating to the accounts.

## ITEMS FOR INFORMATION

**278/21 *Glebe Field Working Group.*** There is a meeting scheduled for 11 January 2021 at 6.30pm in the Village Hall.

**279/21** The Chairman thanked the Clerks and Committee Chairman on behalf of the Council for all of their hard work over the past year.

## NEXT PARISH COUNCIL MEETING

**280/21** Parish Council Meeting on Monday 10 January 2022, 7.30pm in Goudhurst Village Hall.

The meeting closed at 21.25 hrs

Claire Reed, Clerk

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

## Appendix 1 to Minutes of a Council Meeting held on 13 December 2021

### Recommendations and Decisions November 2021

Application	Address	Proposal	GPC	TWBC
20/03079/LBC	Monks, Summerhill	Urgent and essential structural repairs to the timbers on the rear elevation; dismantle the timber structure to then decide how to proceed; Repairs and restrap to metal strap joining two timbers at roof level on side elevation.	Approve	Granted
21/02124	Apple Tree Farm, Mile Lane	Erection of an egg processing shed (part retrospective).	<b>REFUSE</b> Overly large for the projected use, no business plan submitted, previous application inappropriate in both scale and design.	Granted
21/03378	9 Beresford Road	Variation of Condition 3 (External Materials) of 20/03393/FULL - Dormer cladding - delay on delivery, Kitchen Velux windows - 2 larger roof lights to be used instead of 4 smaller.	Not discussed	Granted
21/03517/LBC	Lamberts, Church Road	Listed Building Consent: Structural repairs to existing oak frame in four locations.	Approve subject to the views of the conservation officer.	
21/03553	Church House, High Street	Replacing Garage doors.		Withdrawn
21/03554/LBC	Church House, High Street	Listed Building Consent: Replacing Garage doors.		Withdrawn
21/03479	The Omega , Beaman Close	The installation of two small 50cm x 100 cm Velux roof lights onto the east facing elevation of the house roof.	<b>Refuse</b> - privacy	
21/03651	The Orchard, Jarvis Lane	Detached 2 bedroom, 2 storey dwelling house (Resubmission of 20/03005/FULL).	<b>Refuse</b> - Unsustainable, outside limits to build, AONB. <b>Category Y</b>	

**Appendix 1 to Minutes of a Council Meeting held on 13 December 2021**

Recommendations and Decisions November 2021

21/03528	The Packing Shed, Gore Lane	Proposed Photo Voltaic free standing units located in the residential curtilage of the barn currently being converted into a single residential dwelling with a revised location (Resubmission of 21/01208/FULL).	Approve	
21/03694	Land Opposite 1 Zion Cottages, Ranters Lane	Demolition of existing stables and storage building; erection of replacement stables and new riding arena; associated soft landscaping.	Approve - should be removed if becomes redundant.	
21/03344	Home Farm, Bedgebury Road	Change of use from equestrian centre and ancillary staff and student accommodation (Use Class F2(c)) to holiday-lets (Use Class Sui Generis and C3), with minor external works, provision of car, cycle parking, refuse storage, hard and soft landscaping and other development works (Part-Retrospective).	Approve with additional landscaping.	Granted

Date: 06/12/2021

## Goudhurst Parish Council Current Year

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Time: 10:37

## Unity Trust Current A/c

## List of Payments made between 01/11/2021 and 30/11/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/11/2021	NEST	DD	× 107.63	+	GPC contrib Clerk's Pension
09/11/2021	UTB Lloyds Debit card	DD	× 48.88	-	Debit card
17/11/2021	EE	DD	× 12.54	+	Clerk's business mobile sim
19/11/2021	GroundsCare & General Services	U980	×1,325.28	+	St Mary's Grounds maint
19/11/2021	Capel Ground Care	U981	×1,529.54	+	Grounds maint contract
19/11/2021	Capel Ground Care	U982	× 244.80	+	Hedge South Vill Grn Vcars Dri
19/11/2021	John Fermor	U983	×400.00	+	Graounds maint contract Oct
19/11/2021	Pearson's Landscapes	U984	× 111.60	+	The Plain & Pond maint Oct
19/11/2021	Tenterden Twilight Commercial	U985	×774.19	+	Cleaning services Oct
19/11/2021	Robert Hillier	U986	×400.00	+	Hop Bine office rent Sep
19/11/2021	Mr & Mrs RS Hillier	U987	×400.00	+	Hop Bine office rent Oct
19/11/2021	Mr & Mrs RS Hillier	U988	×400.00	+	Hop Bine office rent Nov 21
19/11/2021	Mrs C A Smith	U989	×100.00	+	WELcome to Goudhurst booklet
19/11/2021	Breakthrough Communications	U990	×464.40	+	FOI & GDPR info subscrip
19/11/2021	Laura Collins	U991	× 60.00	+	Burial Rec'ds to digital
19/11/2021	Simply Shredding	U992	×78.00	+	Waste paper shredding
19/11/2021	Kent Assoc of Local Councils	U993	×2.00	+	Training cost
19/11/2021	CL Reed	U994	×1,607.94	+	Clerk's salary Nov
19/11/2021	AVB Farnfield	U995	×1,932.20	+	Deputy Clerk salary Nov
19/11/2021	HM Revenue & Customs	U996	× 1,284.88	+	PAYE NI Nov
19/11/2021	Viking Payments	U997	× 142.87	+	Stationery items Nov
29/11/2021	VEOLIA Environmental Services	DD	×156.44	+	Burial Grounds bin Nov
30/11/2021	Microshade Business Consultant	U998	×219.08	+	Inv 15273
30/11/2021	B & K Electrical Contractors	U999	×1,854.00	+	Elec ParHall - Plain Xmas Fair
30/11/2021	SLCC Enterprises Ltd	U1000	× 18.00	+	Clerk Training 22 Nov
30/11/2021	Infinity Technology Solutions	DD	×141.90	+	Office phones & Brordband
30/11/2021	Companies House CIC	CHQ 300002	× 15.00	+	Local Broadband Co
<b>Total Payments</b>			<b>13,831.17</b>	-	



## Unity Trust Current A/c

## Cash Received between 01/11/2021 and 30/11/2021

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
15/11/2021	Cleverly & Spencer	BACS	Memorial Osgood PG983	280.00
01/11/2021	Perigoe (West & Co)	BACS	Memorial Russell PG1064	225.00
			<b>Total Receipts</b>	<b>505.00</b>