Goudhurst Parish Council



MINUTES OF THE ANNUAL MEETING OF GOUDHURST PARISH COUNCIL

on Monday 09 May 2022 at 7.30pm in Goudhurst Village Hall

PARTICIPANTS

Councillors Craig Broom, Chris Ditton, Alan Foster, Antony Harris (Chairman), Phil Kirkby, David Knight, Barry Noakes, Mrs Caroline Richards, Guy Sutton and Mrs Alison Webster. Claire Reed, Clerk; Anthony Farnfield, Deputy Clerk & RFO and Mrs Panetta Horn, Finance Officer.

ELECTION OF THE CHAIRMAN

025/22 It was resolved to elect Cllr Antony Harris as Chairman of the council.

APOLOGIES

026/22 Were accepted from Cllr David Boniface (holiday) and Mrs Jayne Russell (working). Borough Cllr Dr Linda Hall (illness).

DISCLOSURES OF INTEREST

027/22 There were none.

ELECTION OF THE VICE-CHAIRMAN

028/22 It was proposed by Cllr Alan Foster that Cllr Phil Kirkby be elected as Vice-Chairman. This was seconded by Cllr Craig Broom and **resolved** by Council.

COMMITTEE MEMBERSHIP

- 029/22 It was **resolved** to reinstate the following Standing Committees with the published terms of reference:
 - Amenities Committee
 - Burial Authority
 - **Business & Communications Committee**
 - **Finance Committee**
 - Highways Committee
 - Planning Committee

Youth & Housing Committee.

- 030/22 It was **resolved** to separate the Policy and Staffing Committee into two separate Committees; Staffing Committee and Policy Committee. Confirmed membership of all committees can be found at appendix 3.
- 031/22 It was **resolved** to appoint representatives to: Goudhurst Village Hall Committee Hop Pickers Line Kilndown Recreational Hall Trust Kilndown Millennium Green Trust Kilndown Quarry Centre KALC Area Committee

Dorothy Bathurst's Charity Goudhurst Education Foundation River Teise Sub Group Goudhurst for Ukraine Details of appointed representatives can be found in appendix 3.

MINUTES OF THE LAST MEETING

032/22 It was **resolved** that the Minutes of the Parish Council meeting held on 11 April 2022, 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

033/22 There were none.

REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

- 034/22 There was no report from our County Member.
- 035/21 Borough Cllr David Knight reported:

Borough Elections. At the recent local elections, the Conservative Party lost 9 seats therefore the division of seats between parties at Tunbridge Wells Borough Council now stands at; Liberal Democrats, 16; Conservative Party, 13; Tunbridge Wells Alliance, 9; Labour Party, 7 and 3 Independents.

Refugees from Ukraine. So far there have been 267 matches between refugees seeking accommodation and hosts in the Borough. Tunbridge Wells Borough Council have set up a dedicated website to support hosts and refugees. This can be found at: https://twhelpsukraine.info/.

Kent Connect to Support. KCC have launched a new website (kent.connecttosupport.org) to help people find accessible, easy to navigate information and advice on care and support.

The Amelia Scott. The centre was opened on 28 April by Amelia Scott's great niece. The centre brings together culture and services with an art gallery, museum, library, exhibition and performance space, visitor information, council advisors and a café.

036/22 Council received the draft minutes of the Annual Parish Meetings.

CLERKS REPORT

- 037/22 *NALC Campaigning.* Council considered the request from NALC to submit issues specific to smaller councils that it would like NALC to campaign on. Council agreed that matters relating to Planning and the provision of remote meetings were current issues to be addressed. **Action: Clerk.**
- 038/22 *Civility and Respect*. Council **resolved** to write to Greg Clark MP asking him to support the Early Day Motion relating to Civility and Respect in local government. **Action: Clerk.**
- 039/22 *Training*. Councillors were reminded to contact the Clerk with any training needs or to book courses run by KALC/ NALC details of which are regularly sent to Councillors.
- 040/22 *KALC Subscription for 2022-23*. It was **resolved** to approve the expenditure of £1,010.78 to renew Council's KALC subscription for 2022-23.

AMENITIES COMMITTEE

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

- 041/22 *Green Spaces Management*. Following minute 011/22. A report has been received from the High Weald AONB following a meeting in April. A working group will be established to consider the report and make recommendations to Council. **Action: Cllr Chris Ditton and the Clerk**.
- 042/22 *Glebe Fields Working Group.* The group has not met recently pending the report from the HWAONB.
- 043/22 *Bus shelters*. Following minute 181/21. A specification of works has been drawn up and circulated to contractors. So far no quotations for the works have been received. Clerk will send the specification to additional contractors. **Action: Clerk.**
- 044/22 *Public conveniences*. Following minutes 248/21 and 012/22. It was noted that work to replace the ceiling in the men's facilities has been completed.
- 045/22 *Parish Ponds*. Following minutes 328/21 and 009/22. It was noted that a new pump and filter have been fitted to Quarry pond and a replacement pump, operated by a timer, has been fitted to Goudhurst pond.
- 046/22 *CCTV for St Mary's Church Wall*. It was **noted** that Council is still awaiting a quote from the contractor. **Action: Clerk to follow up**.
- 047/22 *Additional waste bins*. Following minute 153/21. It was **noted** that a response had not been received from TWBC in relation to 'swapping out' some of the bins on the contract that no longer exist with new bins. It was agreed that the Deputy Clerk will follow up with Street Scene at TWBC. **Action: Deputy Clerk**.
- 048/22 *Christmas lighting*. It was **noted** that the Committee is investigating additional lighting for The Plain and will bring a recommendation to Council for approval. **Action: Amenities Committee.**

BURIAL AUTHORITY

The Deputy Clerk reported:

- 049/22 *Income*. It was **noted** that the revenue target for 2021-22 has been met.
- 050/22 Unapproved Items on Graves. Following minute 013/22. Deputy Clerk will be writing to grave owners who have unauthorised items on graves asking them to remove them. Action: Deputy Clerk.
- 051/22 *Memorial Headstone Safety Testing*. Following minute 014/22. Deputy Clerk reported that he aims to bring a clear proposal to Council for approval in June 2022. Action: Deputy Clerk.

BUSINESS AND COMMUNICATIONS COMMITTEE

- 052/22 *Platinum Jubilee Celebrations.* Following Minute 016/22. It was **noted** that invitations to the celebrations have been printed and are to be delivered to every residential property in the Parish by Royal Mail in the week commencing 16 May.
- 053/22 *Jubilee Mugs*. It was **resolved** to approve the expenditure of £3,460 for printed china mugs to be presented to the children of the parish to mark HM the Queen's Platinum Jubilee.
- 054/22 *Goudhurst Open Day 2022.* It was **noted** that the event will take place on Saturday 16 July this year. There will be a meeting of organisers in May to discuss details. **Action: Clerk.**

HIGHWAYS COMMITTEE

055/22 *Electric car charging points*. Following Minute 363/21. It was **noted** that a number of quotations have been received with two still outstanding. The Committee aims to bring a firm proposal to Council for the July meeting. **Action: Highways Committee**.

- 056/22 A21 Safety Improvements. It was **noted** that a letter has been sent to National Highways, copied to the Transport Secretary Grant Shapps MP, Cllr Seán Holden, setting out Council's proposals for safety improvements on the A21. A letter has also been sent to Greg Clark MP requesting that he speaks to the relevant minister and relevant parties in support of the Council's requests.
- 057/22 *Highways Improvement Plan*. The Committee are considering priorities following the results from the recent ATC speed surveys. **Action: Highways Committee**.

PLANNING COMMITTEE

058/21 *Recent planning Applications*; Please see Appendix 1.

POLICY AND STAFFING COMMITTEE

- 059/22 *Clerk's Contract of Employment*. It was **agreed** that the Clerk's contract should be reviewed by the newly established Staffing Committee who will bring a recommendation to Council. **Action: Staffing Committee.**
- 060/22 *Grievance Procedures and Discipline Policy*. It was **agreed** that the policies should be reviewed and considered in conjunction with the Clerk's new contract by the Staffing Committee who will bring a recommendation to Council. **Action: Staffing Committee.**
- 061/22 Asset Register. Council received the updated Asset Register.
- 062/22 *Insurance for 2022-23*. It was **noted** that Council had not yet received an updated schedule of insurance for 2022-23. **Action: Clerk to follow up.**
- 063/22 *Emergency Plan*. It was **noted** that the working group had met, chaired by Cllr David Knight, and that another meeting was planned. The date is to be confirmed.

YOUTH AND HOUSING COMMITTEE

Chairman of the Youth and Housing Committee, Cllr Phil Kirkby, reported:

- 064/22 Drainage on the Chequer Field. It was **noted** that a report had been received from the Grounds Management Association who are working in conjunction with the FA. The report has been forwarded to Council's contractor and a meeting will be held between the Chairman of the Committee, the contractor and the Clerk to discuss next steps so that a recommendation can be brought to Council. Action: Clerk and Cllr Phil Kirkby.
- 065/22 *Renovation of Chequer Pavilion*. It was **noted** that so far only one quotation had been received for the deep cleaning of the pavilion so the Committee have been unable to proceed. Once the pavilion is professionally cleaned, a working party of players and parents will be established to repaint the pavilion. **Action: Clerk to follow up with other contractors.**

ACCOUNTS

The Finance Officer reported:

066/22 Accounts for Council's May 2022 meeting. Due to the year-end shut down and the recoding of cost centres, the Finance Officer was not able to complete a bank reconciliation for the end of April. The following figures were reported:

Receipts in April 2022:	£109,552.51
Payments in April 2022:	£11,506.18
Cash balances at Bank on 30 April 2022:	£165,740.29

A complete list of all receipts and payments made by Council in April 2022 follows as a supplementary page in Appendix 2.

- 067/22 *Security of funds*. It was **resolved** to move funds from Council's current account at Unity Trust Bank to the CCLA holding account to create a balance of £85,000. This is to ensure that the funds are covered by the Financial Services Compensation Scheme.
- 068/22 *Paying Contractors*. It was **resolved** to pay Council's contractors who have fixed payments by Standing Order. **Action: Finance Officer.**
- 069/22 *NatWest Account*. It was **noted** that the Finance Officer is looking for an alternative account for the funds currently held in the 'dormant' NatWest account.

ITEMS FOR INFORMATION

067/22 There were none.

NEXT PARISH COUNCIL MEETING

068/22 Parish Council Meeting, Monday 13 June at 7.30 pm in Goudhurst Village Hall

The meeting closed at 21.30 hrs

Application	Address	Proposal	GPC	TWBC
22/00058/LBC	Lamberts, Church Road	Listed Building Consent - Amendments to 20/02120/LBC for 'Single storey rear extension to the north elevation of the house ; Demolition of single storey rear addition; Erection of a brick garden wall; Install a partition wall to separate the kitchen from the utility room.'	Approve	Permitted
22/00063	Lamberts, Church Road	Variation of Condition 2 (Approved Plans) of 20/02119/FULL - Alterations to the appearance of window and door fenestration and the introduction of a solid north-west corner in place of a glazed corner.	Approve	Permitted
21/03508	Permanden, Gore Lane	Stationing of a mobile home for ancillary purposes within the domestic curtilage.	Approve: Concerns are raised over the need for a driveway and the size of the driveway. The mobile home is located very close to the boundary of the neighbouring dwelling with no landscaping proposed to give privacy. Permission should be conditional on the mobile home being removed when familial support for the residents at Permanden is no longer required.	Permitted
22/00349	The Green Cross Inn , Station Road	Variation of Condition 2 (Approved Plans), 3 (Prior Planning Permission for External Alterations) and 4 (Vehicle parking space,	Approve	Permitted

		garages and turning) and Removal of Condition 6 (Landscaping Scheme) of 20/03713/FULL (Change of use and conversion of Public House A4 use (at ground floor) into Residential C3 Use to create a single dwelling with the residential unit above.) - Alterations to include amendments to internal and external layout, altered openings and retention of pea gravel surface.		
22/00418	The Omega , Beaman Close	Variation of Condition 2 (Approved Plans) of 19/02338/FULL (Proposed loft conversion, addition of upper floor side window and, roof lights to the front and rear roof slopes.) - Altered size to roof windows	Approve	Permitted
22/00250	Chicks Farm Chicks Lane	Conversion of redundant agricultural building to a single residential dwelling with a detached garage, installation of sewage treatment unit, ADDRESS: Chicks Farm, Chicks Lane, Kilndown, Cranbrook	Approve	Permitted
22/00497	2 Hillside , Clayhill	New dormer in catslide roof at the front of the property	Approve	Permitted
22/00404	1 South View Terrace, Tiddymotts Lane	Single storey side extension and first floor rear extension	Approve subject to the views of the Conservation Officer.	Permitted

21/04234	Cloud Cottage, North	Erection of a two storey extension to the north	Approve subject to conditions	Refused
	Road	elevation, first floor extension to the south	The development is acceptable to GPC.	
		elevation and addition of rooflights and	However, there is a concern expressed by	
		associated roof alterations.	neighbours over the capacity of existing	
			shared drainage facilities. The proposed	
			addition to Cloud Cottage contains a number	
			of bathrooms which will likely have an	
			impact on the disposal of waste water.	
			Current facilities appear to be inadequate	
			and cannot support the size and scale of the	
			proposals. Suitable conditions should be	
			imposed to ensure this issue is resolved	
			before the commencement of development.	
			The property owner should consider	
			installing their own, independent drainage	
			system to mitigate this issue. The Committee	
			were disappointed by the inaccuracies in the	
			design and access statement namely the	
			misspelling of the village name, adjacent	
			property, postal town and Planning	
			Authority.	
22/00500	Mayfield House ,	Erection of first floor side extension to enlarge	Approve	Permitted
	Maypole Lane	existing family bathroom		
22/00252	Garden View, North Road	Replacement of the existing double garage door	Approve. The Committee expressed concern	Permitted
		with 2 x Anthracite UPVC Opaque Glazing	over the loss of storage on what is a large	
		Panels, 1 x Anthracite UPVC Door, studwork and	site.	
		cladding to close remaining opening and change		

		of use from garage to playroom / study / gym.	
22/00761	2 Clay Cottages , Clayhill	Variation of Condition 3 (External Materials) of 20/01632/FULL - Alterations to tiles	Approve subject to a tile sample being approved by the Conservation Officer.
22/00653	Byways, Curtisden Green Lane	Erection of infill extension to the rear of the property and provision of a roof dormer to rear elevation. Rear ground floor extension, additin of dormer to rear of property, addition of sky lights to roof of property, door added to side of property,	Approve subject to volume rules
22/00704	4 Clay Cottages , Clayhill	Demolition of existing garage and construction of 1no dwelling with associated parking and landscaping	REFUSE: This is an overdevelopment of a very small and constrained site. The Committee has concerns over the mass and scale on the plot. The Committee notes that although the roofline is no higher than the adjoining development, the proximity to it creates a dominating effect. The site is parking for 4 Clay Cottages, if lost, additional cars will need to be parked on the A262 bringing them farther down the hill and impacting on congestion. On viewing the site, cars were parked very close to the site entrance, the loss of parking and additional cars parked on the A262 will radically change the site lines for the entrance. The risk associated with any car attempting to

			reverse onto, or from, the A262 was considered to be high.
22/00937	High Views , Ballards Hill	Proposed swimming pool, additional landscaping around proposed works	Approve. The site is far from adjoining properties such that noise should not be a problem.
22/00821	May Farm , Chicks Lane,	Conversion and partial demolition of an agricultural buildings to a single dwelling, wider landscaping enhancements.	Approve conditional on a design that doesn't use fossil fuels for heating as per Goudhurst Neighbourhood Development Plan policy D3. Materials should be reviewed and supported by the Conservation and Environment Officers.
22/01026	Marlingate Farmhouse , Bedgebury Road	Erection of single storey extension, internal alterations to the ground, first and second floor, including insulating the roof and the installation of 5 conservation rooflights to the main roof.	Approve
22/01027/LBC	Marlingate Farmhouse , Bedgebury Road	Listed Building Consent - Erection of single storey extension, internal alterations to the ground, first and second floor, including insulating the roof and the installation of 5 conservation rooflights to the main roof.	Approve

Date: 07/06/2022

Time: 14:24

Goudhurst Parish Council Current Year

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Bank Reconciliation up to 30/04/2022 for Cashbook No 4 - Unity Trust Current A/c

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/04/2022	DD	63.50		63.50		R 📕	Tunbridge Wells Borough Counci
01/04/2022			135.00	135.00		R 📕	Receipt(s) Banked
01/04/2022			1,312.51	1,312.51		R 📕	Receipt(s) Banked
08/04/2022			800.00	800.00		R 📕	Receipt(s) Banked
08/04/2022			450.00	450.00		R 📕	Receipt(s) Banked
11/04/2022	DD	182.50		182.50		R 📕	Lloyds Bank
12/04/2022			125.00	125.00		R 📕	Receipt(s) Banked
19/04/2022	DD	20.78		20.78		R 📕	EE
19/04/2022	DD	216.00		216.00		R 📕	ВТ
19/04/2022			950.00	950.00		R 📕	Receipt(s) Banked
21/04/2022			500.00	500.00		R 📕	Receipt(s) Banked
25/04/2022	BACS	60.00		60.00		R 📕	Kent Assoc of Local Councils
25/04/2022	BACS	100.00		100.00		R 📕	Pearson's Landscapes
25/04/2022	BACS	61.00		61.00		R 📕	Envirocure Ltd
25/04/2022	BACS	111.60		111.60		R 📕	Pearson's Landscapes
25/04/2022	BACS	61.00		61.00		R 📕	Envirocure Ltd
25/04/2022	BACS	38.04		38.04		R 📕	NPower Ltd
25/04/2022	BACS	1,495.94		1,495.94		R 📕	Capel Ground Care
25/04/2022	BACS	695.77		695.77		R 📕	GroundsCare & General Services
25/04/2022	BACS	158.95		158.95		R 📕	Blinds Direct
25/04/2022	BACS	583.48		583.48		R 📕	PHS Group
25/04/2022	BACS	600.00		600.00		R 📕	Robert Hillier
25/04/2022	BACS	702.00		702.00		R 📕	Traffic Survey Partners
25/04/2022	BACS	774.19		774.19		R 📕	Tenterden Twilight Commercial
25/04/2022	BACS	100.00		100.00		R 📕	communicorp
25/04/2022	BACS	55.00		55.00		R 📕	Anthony Farnfield
25/04/2022	BACS	200.00		200.00		R 📕	John Fermor Landscapes
25/04/2022	BACS	1,909.97		1,909.97		R 📕	C L Reed
25/04/2022	BACS	1,389.60		1,389.60		R 📕	AVB Farnfield
25/04/2022	BACS	168.00		168.00		R 📕	Pear Technology Services Ltd
26/04/2022	DD	38.04		38.04		R 📕	NPower Ltd
27/04/2022			280.00	280.00		R 📕	Receipt(s) Banked
28/04/2022	DD	156.44		156.44		R 📕	VEOLIA Environmental Services
28/04/2022	DD	141.77		141.77		R 📕	Infinity Technology Solutions
29/04/2022	BACS	1,422.61		1,422.61		R 📕	HMRC
29/04/2022			105,000.00	105,000.00		R 📕	Receipt(s) Banked
		11,506.18	109,552.51				

Goudhurst Parish Council



STANDING ORDERS

COMMITTEES and RESPONSIBILITIES May 2022

Agreed by Council 09.05.22 Minute 029/22

CHAIRMAN: Cllr Antony Harris VICE-CHAIRMAN: Cllr Philip Kirkby

AMENITIES COMMITTEE (Incorporat Chairman: Cllr Chris Ditton	i ng Footpaths, Police & Neighbourhood Watch) Cllrs David Boniface, Phil Kirkby, Mrs Caroline Richards and Mrs Alison Webster.
Vice Chairman: Cllr Alan Foster	Advisers: Mr. Ed Bates and Mr. Peter Rolington Footpaths: Mrs JoJo Bates and Mrs Alison Scott
BUSINESS and COMMUNICATIONS C (Incorporating Central Goudhurst Tr Chairman: Cllr David Knight Vice Chairman: Vacant	
BURIAL AUTHORITY Chairman: Cllr Mrs Caroline Richards Vice Chairman: Vacant	Cllrs Chris Ditton, Phil Kirkby, Barry Noakes and Guy Sutton. Advisers: The Vicar of the United Benefice and Mr. David Nichol.
FINANCE COMMITTEE Chairman: Cllr Antony Harris Vice Chairman: Cllr Phil Kirkby	Cllrs Craig Broom, Chris Ditton, David Knight. Advisors: Mrs Claire Reed (Clerk), Mrs Panetta Horn (RFO).
HIGHWAYS with PUBLIC TRANSPORT Chairman: Cllr David Boniface	Cllrs Craig Broom, Alan Foster, Guy Sutton and Mrs Alison Webster.
Vice Chairman: Cllr Antony Harris	Advisers: Ted Bennett, Mrs Helen Sampson, Colin Wilson and Paul Green.
PLANNING	
Chairman: Cllr Craig Broom	Cllrs Chris Ditton, Antony Harris, Barry Noakes, Mrs Caroline Richards and Mrs Alison Webster.
Vice Chairman: Cllr Alan Foster	Advisor: Mrs Georgia Reed-Cutting.
POLICY COMMITTEE Chairman: Cllr Antony Harris Vice Chairman: Cllr Philip Kirkby	All Other Councillors
STAFFING COMMITTEE Chairman: Cllr Guy Sutton	Cllrs Chris Ditton, Phil Kirkby.

YOUTH AND HOUSING Chairman: Cllr Philp Kirkby Vice Chairman: Cllr David Knight

Cllrs Craig Broom and Mrs Alison Webster. Advisor: Mr. Steve Hope.

For Committee Responsibilities please refer to the relevant Committee's Terms of Reference. The Chairman and Vice Chairmen of the Parish Council are ex-officio on all Committees. The Quorum for all Parish Council Committee meetings is 3 Councillors. Advisers do not have voting rights.

OTHER COMMITTEES & APPOINTMENTS

GOUDHURST VILLAGE HALL COMMITTEE HOP PICKERS LINE REPRESENTATIVE KILNDOWN RECREATION HALL TRUST KILNDOWN MILLENNIUM GREEN TRUST KILNDOWN QUARRY CENTRE KALC AREA COMMITTEE DOROTHY BATHURST'S CHARITY GOUDHURST EDUCATION FOUNDATION RIVER TEISE SUB GROUP CLERK TO THE PARISH COUNCIL DEPUTY CLERK TO THE PARISH COUNCIL FINANCE OFFICER Cllrs Alan Foster and Antony Harris Cllr David Boniface and Mrs Susan Newsam Cllrs Chris Ditton, David Knight, Guy Sutton Cllrs Chris Ditton, David Knight, Guy Sutton Cllrs Chris Ditton, David Knight, Guy Sutton Cllr Antony Harris Cllr Barry Noakes and Anthony Farnfield Cllr Barry Noakes and Anthony Farnfield Cllr David Boniface Mrs Claire Reed Mr Anthony Farnfield MBE Mrs Panetta Horn

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