

Goudhurst Parish Council



MINUTES OF A MEETING OF GOUDHURST PARISH COUNCIL at The Jessel Room, Goudhurst Parish Hall on Monday 14 October 2019 at 7.30 pm

PRESENT: Councillors Philip Kirkby (Acting Chairman), David Boniface, Craig Broom, Chris Ditton, Alan Foster, Antony Harris, David Knight, Barry Noakes, Mrs Caroline Richards, and Peter Wood.
County Cllr Seán Holden for Item xx.
Mrs Claire Reed Assistant Clerk.

APOLOGIES FOR ABSENCE

204/19 were accepted from Cllr Mrs Jayne Russell.

DISCLOSURES OF INTEREST

205/19 Cllr Guy Sutton declared an interest should there be any discussions about Community Land Trust proposals at Kilndown as he is a nearby landowner.

MINUTES OF THE LAST MEETING

206/19 It was **resolved** that the Minutes of the Parish Council meeting held on 09 September 2019, copies of which had been previously distributed to Members, be signed by the Acting Chairman as a correct record.

QUESTIONS AND STATEMENTS FROM THE PUBLIC AND THE PRESS

Defibrillators. Kilndown resident Ms Georgia Reed-Cutting briefed Council on progress with establishing the SECamb owned defibrillator in the renovated and newly established red phone kiosk at The Plain, Goudhurst. See Minute 210/19 under Amenities Committee.

REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

207/19 Borough Cllr Barry Noakes reported that the TWBC Calverley Square proposal has been voted out. There was no report from Borough Cllr Dr Linda Hall.

AMENITIES COMMITTEE

The Chairman of the Amenities Committee presented the Minutes of a Committee meeting held on 24 September 2019.

208/19 *The Village Green (the Upper Glebe Field) Renovation.* It was **resolved** that the quotation from Capel Groundcare for the renovation of a large part of the Village Green be accepted. It was **noted** that another contractor had also been invited to submit a bid but had not responded. It was **further noted** that Council has an offer of a grant of 50% of the cost of this project. The plan is that work should start before the end of October and the area being renovated will be ready for use once the grass has established in the Spring of 2020. Council however noted comments by members of the public about the possibility of rolling the area to be improved but the Committee was of the opinion that this would not have the effect required of improving the whole facility for all users of the Green.

- 209/19 *Glebe Field (the Village Green) – Notices to inform the public of statutory closures.* The Committee approved the wording of notices to inform the public of closures of the path around the Village Green on certain dates for legal reasons. The signs have been ordered and will be displayed on site before the end of October.
- 210/19 *Defibrillators.* During the Statements from the Public part of this meeting, Mrs Georgia Read-Cutting gave a verbal report on the progress of establishing the refurbished red phone kiosk at The Plain and the defibrillator which is to be repositioned from the rear of the Star and Eagle. Cllr Chris Ditton confirmed that work is to be carried out in the coming weeks to level the area of tarmac on the spot where the phone kiosk is to be positioned. Subsequently the refurbished red kiosk has been delivered from one of Mr Stephen Wickham’s barns to The Plain. It was noted that Mrs Read-Cutting plans further training for interested people and her offer to take care of the maintenance of the defibrillator was accepted by Council, Assistant Clerk will check this arrangement with SECamb. Mrs Read-Cutting informed Council that she had arranged for the pupils of Goudhurst and Kilndown CE Primary School to create mosaics for the floor of both the Goudhurst and Kilndown red kiosks. It was agreed that Council will not insure this defibrillator because it is owned by SECamb. It was also agreed that the publicity is important and will be dealt with by Assistant Clerk. However Mrs Read-Cutting has volunteered to arrange an ‘opening ceremony’ for the phone kiosk on 09 November at 11.00 am and she will brief the press. Members thanked Mrs Read-Cutting and Mrs Susan Newsam for their hard work on this project.
- 211/19 *Electric Vehicle Charge Points.* It was **noted** that the markings have been painted on the surface of the two parking bays on the north side of the public lavatories.
- 212/19 *Royal Mail letterboxes.* It was noted that, subsequent to this meeting, Assistant Clerk had once again written to the Royal Mail asking that the letter box removed from the A262 Cranbrook Road, opposite the Goudhurst Inn, to the Taywell Farm shop some 250 yards to the east be moved again to a site offered by Mr Donald Sargeant at the Weald Service Station forecourt. However, Royal Mail had been unwilling to engage in any further discussion siting Data Protection Legislation. KALC has suggested that the Parish Council Chairman should now write to Royal Mail and this was agreed.
- 213/19 *Kent Search and Rescue.* Following a recommendation from the Amenities Committee, it was **resolved** to approve a grant of £500.00 to Kent Search and Rescue. It was **further resolved** that this Council, in accordance with its powers under sections 137 and 139 of the Local Government Act 1972, should incur this expenditure. In the opinion of this Council it is in the interests of the inhabitants of the Parish of Goudhurst and has benefitted them in a manner commensurate with the expenditure of £500.00 for their services earlier in 2019 in the Parish.
- 214/19 *Hedge along the south side of the Village Green.* It was **resolved in principle** that 2 x 3 metre lengths of this hedge should be grubbed out and that new footgate be established in the resulting gap and 2 lengths of Palisade fencing be installed either side of this gate. The justification is that safety will be improved by improving sightlines. There will be a reduction in risk of conflict between pedestrians and vehicles on the approach to the Vicarage. Furthermore it was agreed to establish a footgate at the eastern end of this hedge again to improve safety.
- 215/19 *Extra benches and litter bins on the Village Green and Lower Glebe.* It was **agreed** that members of the Amenities committee will meet on Wednesday 16 October at 9.00 am on the Village Green to look at the potential for installing benches and litter bins to improve the amenity.
- 216/19 *Christ Church Kilndown Church Clock.* It was **noted** that the Clerk has been approached for a Grant from Council towards the cost of repairs. Council awaits further details.
- 217/19 *Replacement fencing on the south side of Goudhurst Pond.* It was **noted** that the Amenities Committee had received a proposal from the Chairman of the Goudhurst Parish Hall Trust to remove the hedge by the Pond and to continue the existing post and rail fencing around the South side of the pond. The Clerk is to obtain quotations for new fencing only.
- 218/19 *Dog Fouling.* It was noted that TWBC has introduced new enforcement procedures. The Clerk will obtain further details of this scheme. In the meantime the Clerk will order additional ‘No Dog Fouling’ notices to replace worn out ones across the Parish.

- 219/19 *Duck House for Goudhurst Pond*. It was **noted** that the Amenities Committee had recommended that Council should invite the original proposer of this project to the next Council meeting to answer further questions and to agree to certain commitments relating to the cost and design of the proposed Duck House and particularly the matter of ongoing maintenance. However, the proposer had indicated that she does not wish to go ahead with the scheme at this time of year and that she will raise the matter again at some time in the future.
- 220/19 *Blocked drains at the Balcombes Hill Toilet Block*. It was **noted** that Cllr Alan Foster has been in contact with Southern Water regarding the occasional blocking of the drains at the Public toilets on Balcombes Hill. It was agreed that when the drains next block, Southern Water are to be contacted, as a money saving procedure, in order for investigation work to be carried out.

BURIAL BOARD

- 221/19 *Yew Trees in the Old Cemetery south of Back Lane*. Minute 158/19. The Clerk is to arrange a site meeting with our Tree contractor (subsequently arranged for 08 November at 10.00 am in Back Lane). This meeting can also cover action to be taken with the diseased Cherry Trees on the south side of St Mary's Church.

CENTRAL GOUDHURST (TRAFFIC & PARKING) COMMITTEE

The Chairman of the Traffic & Parking Committee reported on the Minutes of a Committee meeting held on 16 September 2019:

- 222/19 *Parking and Traffic in Goudhurst with special reference to the Old Parsonage site planning application 19/00280*. The minutes of the meeting on 06 August were reviewed noting the briefing memo of 24 July 2019 sent by Council to Stephen Baughan, Head of TWBC Planning Services. Also the Minutes of the meeting held on 26 July at the Town Hall with Mr Baughan and Mr Peter Hockney, Planning Development Manager. The policy proposals included there were agreed.

Members again noted the offer by the TWBC Head of Planning Services to facilitate a meeting with the developers of the Old Parsonage site to obtain land for an additional 8 – 12 parking spaces opposite (to the east of) our existing car park on Balcombes Hill. This had been approved at the Parish Council meeting on 09 September.

It was also noted that Mr Colin Willis (Chairman, Goudhurst Neighbourhood Development Plan) will also follow up with the developer's agents who he met during the NDP process last year.

- 223/19 Follow up action points. It was **resolved** that the committee will:
- Seek a meeting with the TWBC tree officer with the purpose of overcoming environmental and tree preservation objections to the use of some of the Old Parsonage site for public parking. Action – Clerk to arrange a meeting with the Tree Officer.
 - Commission a consultant with the purpose of overcoming any potential safety or highways issues relating to the various proposed parking sites and as to their safe design. It was noted that the Clerk had obtained a list of 50 approved consultants from KCC that specialise in Highways matters. Subsequent to the meeting one Consultant not far from Goudhurst was selected.
 - Validate the number of business and retail staff who park regularly in central Goudhurst in order to confirm the number of out of Goudhurst centre long stay spaces required. Action by Cllrs Antony Harris and Craig Broom before the next meeting.
 - With the aid of the proposed consultant, identify the issues likely to relate to the various potential additional parking sites around Goudhurst village and determine solutions. It was agreed to include in the brief, advice on High Street parking measures, signage etc. Sites that have been identified initially;
 - a. Lower Glebe field - various locations;
 - b. Tattlebury Triangle
 - c. Land to the south of the Balcombes Hill car park
 - d. Land to the south west of the Village Hall
 - e. Corner of Upper Glebe adjacent to Back Lane

- Members also noted that the Goudhurst Social Club is understood to be making available a limited number of parking bays.
- 224/19 It was **agreed** to hold future meetings at 18.30 on the 3rd Monday of the month prior to the Business & Communications Committee meetings that are held at 19.30 on the same evenings until December 2019 and to prepare for Council's Open Meeting on 11 November.
- 225/19 The Chairman of the Traffic & Parking Committee will liaise with the Neighbourhood Development Plan (NDP) group to ensure that the Parking proposals agree with the NDP.

BUSINESS & COMMUNICATIONS COMMITTEE

The Chairman of the Business & Communications Committee reported:

- 226/19 *Broadband in Goudhurst Parish.* It was **noted** that various local schemes are being started up to bring super fast broadband to local areas. One scheme at Summerhill is close to implementation. Another group covering Priors Heath and part of Bedgebury Road is under negotiation with Outreach. Kilndown is at an early stage of launching a scheme. All are likely to be entitled to some form of Government and KCC financial support.
- 227/19 *Communications Plan.* It was **resolved** that Council's communications with the wider world need to be updated and better co-ordinated. This includes our websites, use of e-mail, facebook etc. Assistant Clerk has some previous experience of this and will draw up a draft Plan with the Chairman of this committee.

FOOTPATHS COMMITTEE

The Chairman of the Footpaths Committee reported:

- 228/19 Footpaths Committee met for the first time just before this meeting of Council and the Minutes of that first meeting will be presented to Council on 11 November 2019.

HIGHWAYS COMMITTEE

The Chairman of the Highways Committee reported verbally:

- 229/19 *A21 campaign to lower the speed limit and reduce collision frequency.* Following Minute 184/19. Council has written again to Highways England (HE). Highway Committee reiterated what they had reported previously to Council in that HE appears not to be doing what they have been asked to do and that is considered unsatisfactory.

YOUTH COMMITTEE

The Chairman of the Youth Committee reported verbally:

- 230/19 *Back Lane Play Area by the Church Room: Funding for replacement equipment.* Following Minute 189/19. Proposals and costings are being considered. Further meetings are to be held later in October. It was noted that a higher priority needs to be given to this project.

PLANNING COMMITTEE

Council **noted** the following Decisions from TWBC published in September 2019:

231/19 DECISIONS

- 18/02775 The Vine High Street Goudhurst
Retrospective: levelling of front garden, construction of timber retaining wall, chestnut hurdle fencing and erection of hop poles with low voltage lighting.
Granted Permission
- 19/01865 8 John Stacy Heights High Ridge Goudhurst
Change of use from overnight carers accommodation to office accommodation.
Granted Permission
- 19/01684 The Old Vicarage Rogers Rough Road Kilndown
Addition to existing single storey rear extension, with alterations to finishes of wall and roof materials on whole extension and addition of roof lights; alterations to areas of roof on ground floor projections and change in external materials; replacement windows and fenestration alterations; landscaping of garden and provision of decked areas.
Granted Permission

- 19/01735 Delaware Beresford Road Goudhurst
Erection of log cabin.
Granted Permission
- 19/02194 Beech House North Road Goudhurst
Provision of white painted weatherboard to front first floor elevation.
Granted Permission
- 19/01864 Bakers Oast Ladham Road Goudhurst
Single storey rear extension, internal alternations and remodelling and the addition of roof lights to existing roof pitches; alternation to fenestration.
Granted Permission
- 19/02173 Nursery House Bedgebury Road Goudhurst
The conversion (change of use) and extension of existing barn, following the demolition of the single storey dwelling and lean-to- structure and the creation of ancillary parking and amenity space.
Granted Permission
- 19/01731 5 Cliffe Cottages North Road Goudhurst
LBC – Replacement of modern floor of concrete and slab to damp proof membrane, insulation, screed and underfloor heating with engineered oak flooring above.
Granted Permission
- 19/02070 Glendoon Colliers Green Road Cranbrook
Demolition of existing stables and store, and erection of two stable buildings and proposed extensions to the existing dwelling, including addition of first floor, and one and half story side extension.
Granted Permission
- 232/19 **APPLICATIONS** considered by the Parish Council Planning Committee in September 2019 with the representations here approved by Council:
- 18/02775 The Vine, High Street, Goudhurst
Retrospective: levelling of front garden, construction of timber retaining wall, chestnut hurdle fencing and erection of hop poles with low voltage lighting.
Granted Permission
- 19/01865 8 John Stacy Heights, High Ridge, Goudhurst
Change of use from overnight carers accommodation to office accommodation.
Granted Permission
- 19/01684 The Old Vicarage, Rogers Rough Road, Kilndown
Addition to existing single storey rear extension, with alterations to finishes of wall and roof materials on whole extension and addition of roof lights; alterations to areas of roof on ground floor projections and change in external materials; replacement windows and fenestration alterations; landscaping of garden and provision of decked areas.
Granted Permission
- 19/01735 Delaware, Beresford Road, Goudhurst
Erection of log cabin.
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- 19/02194 Beech House, North Road, Goudhurst
Provision of white painted weatherboard to front first floor elevation.
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Single storey rear extension, internal alternations and remodelling and the addition of roof lights to existing roof pitches; alternation to fenestration.
Granted Permission
- 19/02173 Nursery House, Bedgebury Road, Goudhurst
The conversion (change of use) and extension of existing barn, following the demolition of the single storey dwelling and lean-to- structure and the creation of ancillary parking and amenity space.
Granted Permission

- 19/01731 5 Cliffe Cottages, North Road, Goudhurst
LBC – Replacement of modern floor of concrete and slab to damp proof membrane, insulation, screed and underfloor heating with engineered oak flooring above.
Granted Permission
- 19/02070 Glendoon, Colliers Green Road, Cranbrook
Demolition of existing stables and store, and erection of two stable buildings and proposed extensions to the existing dwelling, including addition of first floor, and one and half story side extension.
Granted Permission
- 19/02338 The Omega, Beaman Close, Goudhurst
Proposed loft conversion, addition of upper floor side window and, roof lights to the front and rear roof slopes.
Recommend approval
The impact of this proposal on the locality and the AONB will be minimal.
Delegate
- 19/01970 1 Tranquil Villas, Cranbrook Road, Goudhurst
Insertion of a dormer window to the rear elevation. (Retrospective)
Recommend approval
On the assumption that this proposal does not lead to an unacceptable level of overlooking on the properties behind, GPC is content that approval is granted. If overlooking is an issue, the windows should be obscure glazed.
Delegate
- 19/02373 The Barn, Shear Farm, North Road, Goudhurst
Proposed replacement dwelling with landscape enhancements.
Recommend refusal
This scheme would appear to be larger than the withdrawn one (18/03552) to which GPC objected because of its intrusive scale and the impact on the neighbouring property.
Delegate
- 19/01795 Goudhurst Veterinary Surgery, Bedgebury Road, Goudhurst
Provision of extractor unit.
Recommend approval
This proposal will have no impact whatever, and the application is presumably only necessary because Permitted Development rights were removed when the use of the premises was changed.
Delegate
- 19/02093 Forge Farm, Bedgebury Road, Goudhurst
Improvements to existing road access to agricultural building.
Recommend approval
Since this scheme entails the shortening of the proposed track and it's repositioning behind existing and proposed screening, the outcome should be an improvement.
Delegate
- 19/02291 Combwell Priory, London Road, Flimwell
Listed Building Consent - Replacement of existing flat roof with pitched roof to accommodate 2 bedrooms and bathrooms, with associated internal alterations; replacement of windows on rear elevation with timber casements.
- 19/02290 Combwell Priory, London Road, Flimwell
Replacement of existing flat roof with pitched roof to accommodate 2 bedrooms and bathrooms, with associated internal alterations; replacement of windows on rear elevation with timber casements.
Recommend approval, subject to the views of the conservation officer.
It is not possible to assess this application without attending and viewing the existing situation.
- 19/02261 Forstal Wood House, Jarvis Lane, Goudhurst
Erection of a solar panel array within the domestic curtilage.

Recommend approval

In this well-screened location, the impact of this proposal will be negligible.

Delegate

NEIGHBOURHOOD DEVELOPMENT PLAN

233/19 It was **noted** that there will be a review by the Neighbourhood Development Plan Group on 12 November 2019 in the Jessel Room immediately after the Planning Committee meeting. Members will approve our Neighbourhood Development Plan and move to the next stage which is another public consultation hosted by TWBC. All of the files can now be found on our website <http://ndp.goudhurst.co.uk/ndp-plan-documents/> The plan document is 'Draft Plan 1.9' and there is a summary document which contains policies and policy intent which is maybe more accessible.

POLICY AND STAFF COMMITTEE

234/19 It was **resolved** to confirm the appointment of Assistant Clerk Mrs Claire Reed who will have completed her 3 month probation period on 23 October 2019. There will be a review of her salary at the next Policy and Staff Committee on 19 November 2019.

ACCOUNTS

235/19 It was **resolved** unanimously that the following payments be made:

U054	CL Reed	Asst Clerk September pay	£1,082.41
U055	HM Revenue & Customs	Asst Clerk PAYE & NI Sep	£174.77
U056	PKF Littlejohn LLP	Audit Council's Accounts 2018/19	£720.00
U057	AVB Farnfield	Clerk's pay & expenses Sep 19	£2,293.84
U058	HM Revenue & Customs	Clerk PAYE & NI	£852.87
U059	RJ&L Hillier	The Hop Bine Rent Oct 19	£400.00
U060	Grounds Care & General Services	Grounds maint contract Sep	£1,235.52
U061	Capel Ground Care	Grounds maint contract Sep	£1,254.72
U062	John Fermor Landscapes	Grounds maint contract Sep	£400.00
U063	Capel Ground Care	Deposit resurfacing To Glebe contract	£1,800.00
U064	Pearsons Landscapes	The Plain Grounds maint Sep	£111.60
U065	Tenterden Twilight	Cleaning Services Sep 19	£648.14
U066	Iden Signs	Letter box notice Inv 28740	£18.00
U067	Iden Signs	Chequer Field no parking notice	£30.20
U068	Iden Signs	Toilet block notices	£67.20
U069	Iden Signs	Extra Toilet block sign	£16.80
U070	Richard Greenaway	Misc maintenance tasks	£568.56
U071	TWBC	Election costs May 2019	£454.95
U072	Complete Weed Control(Kent)	Weed Control St Mary's & Christ Church	£612.00
U073	Hurstway Construction	Deliver red phone kiosk (defibrillator)	£424.63
U074	G M Monk Ltd	Toilet block electrics maint	£193.07
U075	Viking Payments	Stationery	£160.48
U076	John Lewis (reimburse AVBF)	Litter bins for office	£79.78
U077	Communicorp	Clerk & Councils magazine subscrip	£12.00
U078	Goudhurst Parish Hall	Hire Jessel Room NDP meeting	£20.00
U079	Chata Hygiene	Toilet Block nappy bin	£72.00
U080	Viking Payments	Stationery	£101.45
U081	Kent Search & Rescue	Grant 2019/20 (S137 payment)	£500.00
U082	Graham Boulden & Co	Glebe Field rent to Diocese 2 years	£1,500.00
U083	Graham Boulden & Co	Glebe NNDR 2018 & 2019	£485.50
U084	Graham Boulden & Co	Glebe Field water bills 2018 & 2019	£43.90
U085	JM Surface Renovations	Red phone kiosk refurb (Defibrillator)	£382.60
U086	CL Reed	Asst Clerk October salary	£1,186.10
U087	HM Revenue & Customs	Asst Clerk PAYE & NI	£400.24
DD	TWBC	NNDR Public Lavatories Oct	£104.00

DD	Infinity Technology Solutions	Office Phone & B'band Inv 363903	£138.32
DD	Veolia	Burial Grounds bin	£152.35

236/19 *Receipts in September 2019*

Reclaim of VAT Oct 2018 to Mar 2019	£7,822.39
CCLA dividend	£12.14
Precept 2 nd half 2019/2020	£90,814.50
Burial Board	£1,800.00

237/19 *Bank reconciliation.* It was **noted** that, due to a Broadband fault at The Hop Bine lasting 6 days leading up to this meeting, the Responsible Financial Officer was unable to present a detailed reconciliation of Accounts to the end of September. However, it was **noted** that Council's cash book balance at 30 September was:

Unity trust Current a/c	£138,087.88
Nat West Current a/c	£2,901.03
CCLA Public Sector Deposit Fund	<u>£20,458.52</u>
	£161,447.43

AUDIT

238/19 The Clerk reported to Council that in September he had received a query from PKF Littlejohn LLP, our external Auditor, relating to the AGAR (Annual Governance and Accountability Return) for the year ended 31 March 2019. Littlejohn maintained that a cheque for £500.00 drawn on Council's NatWest account in order to open a new account with Unity Trust Bank was expenditure. This meant that they required boxes 6, 7 and 8 of Councils 2019 figures to be adjusted by £500.00. Council's view was that this is incorrect since the £500.00 was a transfer of funds between Council's accounts. Following discussions, Littlejohn accepted Council's view and agreed that the £500.00 had always been Council's money.

239/19 It was **resolved** to approve Council's 2018/19 AGAR as signed off by PKF Littlejohn LLP with the comment that Council had failed to make proper provision during the 2019/20 year for the exercise of public rights. The notice regarding the period for the exercise of public rights was not published before the start of the period (announcement date and first day of the period were both 17 June). As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2019/20 and ensure that it makes proper provision for the exercise of public rights during 2020/21. Accounts and Audit Regulations 2015, Reg 15 refers.

KENT ASSOCIATION OF LOCAL COUNCILS

240/19 KALC 72nd Annual General Meeting. Saturday 30 November 2019 at Ditton. 09.30 to 14.00hrs with lunch. To decide who will attend to represent Goudhurst Parish Council.

NEXT PARISH COUNCIL MEETING

241/19 09 December 2019. Parish Council Meeting in the Jessel Room at 7.30 pm.

The meeting closed at 9.30 pm

Anthony Farnfield, Clerk

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