

Goudhurst Parish Council



MINUTES OF A VIRTUAL MEETING OF GOUDHURST PARISH COUNCIL

By Zoom Conference call on Monday 10 August 2020 at 7.30 pm

Participants: Councillors Antony Harris (Chairman), David Boniface, Craig Broom, Chris Ditton, Alan Foster, Philip Kirkby, David Knight, Guy Sutton and Peter Wood.
County Councillor Sean Holden until 7.45 pm.
Anthony Farnfield as Clerk.

STATUS OF THE MEETING

145/20 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

146/20 Apologies were accepted from Cllrs Barry Noakes (holiday), Mrs Caroline Richards (holiday) and Mrs Jayne Russell (holiday).

DISCLOSURES OF INTEREST

147/20 None were declared.

MINUTES OF THE LAST MEETING

148/20 It was **resolved** that the Minutes of the Parish Council meeting held on 13 July 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

149/20 There were none.

REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

150/20 County Councillor Sean Holden reported briefly on current issues at County Hall. A large number of KCC employees are working from home. The County Council is focused on delivering central government projects including matters related to Care Homes and lorry parking facilities rising from Brexit.

ANNUAL ACCOUNTS 2019-2020 and AUDIT

- 151/20 (a) Council considered and approved the Statement of Internal Control for the year ending 31 March 2020. The Chairman and the Clerk signed the statement on behalf of the Council.
- (b) Council considered and approved the Annual Governance Statement 2019-2020. The Chairman and the Clerk signed and dated the Statement on behalf of the Council.

- 152/20 The Council considered and approved the Accounting Statements and supporting documents as provided by the Responsible Financial Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2019-2020. The Chairman signed and dated the Accounting Statement on behalf of the Council.

CLERKS' REPORT

The Clerk reported on proposals for changes to Committee Memberships and Other Appointments:

- 153/20 *Goudhurst Parish Hall Trust*. Since Cllr Phil Kirkby has resigned his appointment as a nominative Trustee, it was **resolved unanimously** that Cllr Antony Harris should fill the vacancy and thus join Cllr Alan Foster as the two nominative Trustees from the Parish Council. **Action: The Clerk will inform the Goudhurst Parish Hall Trust accordingly.**
- 154/20 *Central Goudhurst (Traffic and Parking) Committee*. It was **resolved** to merge the Central Goudhurst (Traffic and Parking) Committee with the Business and Communications Committee. Cllrs David Boniface, Antony Harris and Barry Noakes are to join the Business and Communications Committee with immediate effect.
- 155/20 *Footpaths Committee*. It was **resolved** to merge the Footpaths Committee with the Amenities Committee. Cllrs Mrs Caroline Richards and Peter Wood are to join the Amenities Committee.

AMENITIES COMMITTEE

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

- 156/20 *Management of Legionella – Chequer Field Pavilion*. It was **noted** that both the risk assessment and the disinfection had been carried out in July at a net cost of £1,044.00. Council now needs quotations for the ongoing management of the Legionella threat at the Pavilion. **Action: The Clerks.**
- 157/20 *Kilndown Quarry Pond – Flooding recovery*. Following Minute 073/20, it was **noted** that the turf laid on the flooded area had made an instant positive impact and was very much appreciated by local residents.
- 158/20 *Kilndown Quarry Pond – Weed clearance*. Following Minute 114/20. It was **noted** that the contractor who has been appointed to clear weed from Quarry Pond has been delayed in carrying out the task due to adverse weather. Subsequently, after only limited success at clearing the weed by hand, he will now apply some approved Roundup.
- 159/20 *Dog fouling in Kilndown*. It was **agreed** to approve delegated expenditure of approximately £80 to purchase a dog waste bag dispenser to be installed in West Road, Kilndown. After further discussions when it was pointed out that Goudhurst village has dog fouling problems as well, it was proposed to purchase five bag dispensers; one for West Road in Kilndown, one for the Millennium Green, one for Goudhurst Village Green, one for the Plain and one for the Lower Glebe. It was **resolved** to agree expenditure of up to £985.00 for this project. Members will remind dog owners that wrapped dog poo can be deposited in local litter bins that are serviced by TWBC. **Action: Clerks.**
- 160/20 *Dog fouling*. It was **noted** that the Clerks have ordered a quantity of stickers “Any Bin will do” for the litter bins across the Parish.
- 161/20 *Goudhurst Village Green. Proposal to plant an avenue of trees along the path on the north side of the Village Green with grant funding from County Cllr Sean Holden*. It was **agreed** that the trees planted should be a native species e.g. Beech. It was further **agreed** that Parishioners, especially those living close to or regularly using the Green, should be consulted on the type of tree to be planted via a vote on the Parish Council website. This will be advertised via the website, Facebook page and via signs placed on the Village Green. **Action: The Clerks.**
- 162/20 *Proposal to install posts on the Green to prevent parking on the recently renovated area*. It was **noted** by Cllr David Boniface that the Friends of Goudhurst Village Green were against the proposal as identifying an area for parking cars is incompatible with the VG status of the land. However, other Members understand that the Friends were split over

whether to reject or support the proposal. It was **agreed** that alternatives needed to be considered and Councillors were asked to send any suggestions to the Clerks. It was further **agreed** that the Friends of the Village Green should be consulted on any proposal and that the Diocese, as landlords, should also be informed. **Action: Councillors.**

- 163/20 *Ragwort in the Lower Glebe Field.* It was **noted** that the lower Glebe has had very little maintenance since Council took the 30-year lease from the Diocese of Canterbury. This year a large amount of Ragwort has appeared and the whole field is overgrown. Some local residents have complained. Council's grounds maintenance contractor had been consulted. He can give the field two cuts over two days and then a specialist weed control contractor needs to spray to treat the weed. It was **resolved** that expenditure of £650.00 to cut and collect the arisings, up to £900.00 for 'clearitaway' contractor to remove the mix of ragwort, brambles, thistles and grass to the tip and £325.00 for the field to be sprayed against further Ragwort. Members requested that a budget provision be made in Council's 2021-2022 budget and beyond for suitable mowing annually to keep the field in good condition.
Action: Clerks
- 164/20 *Duck House for Goudhurst Pond.* It was **resolved** that expenditure of £600 be approved for the purchase of a Buttercup Hexagonal, floating Duck House. Council understands that some Members may wish to contribute to the cost of this project.
- 165/20 *River Teise Sub-group.* It was **noted** that Council had received and accepted an invitation from Kent High Weald Partnership to join a sub-group focussing on improving the River Teise Catchment area. Cllr David Boniface expressed a wish to be involved.
- 166/20 *Chequer Field Pavilion: Damp in the referee's room.* It was **noted** that a quote had been received for the inspection and servicing of the extraction fans in the pavilion. It was **agreed** to proceed with the service of the fans at an approximate cost of £250 (ex VAT) under delegated expenditure.
- 167/20 *Balcombes Hill Toilets – Condition of the building.* It was **noted** that our cleaning contractor had alerted Council to cracks in the internal walls of the toilet block. It was **agreed** that Clerks should seek guidance from our insurers on what action to take.
- 168/20 *Balcombes Hill Toilets – Maintenance of facilities equipment.* Our cleaning contractor has reported a lack of servicing by our facilities maintenance contractor. The air freshener has not been refilled and the gent's urinal is constantly flushing are two examples. The Clerk will seek remedial action soonest.

BURIAL BOARD

In the absence of the Chairman of the Burial Board, the Clerk presented the Minutes of a meeting held on 21 July 2020:

- 169/20 *Burial Board Fees for 2020-2021.* It was **resolved** that for the coming year there should be no increase in the 2019-2020 fees. The fees for September 2020 to August 2021 will be:

Graves:

Exclusive right of burial in an earthen grave	£1,400.00
Interment Fee	£400.00
Approval of Monuments	£260.00
Additional inscription	£260.00

Ashes:

Exclusive right of burial in the ashes section	£1,100.00
Interment Fee	£400.00
Approval of Memorial Tablets	£260.00
Additional inscription	£260.00
Registration of Change of Ownership	£30.00

- 170/20 *Burial Board Regulations*. It was **resolved** that the text: ‘Memorials may not be removed from the Burial Grounds without consultation with the Burial Board.’ be added to the Rules and Regulations.
- 171/20 *Burial Grounds maintenance – The laurel hedge on the north side of the Burial Grounds*. It was **resolved** that Grounds Care & General Maintenance be awarded this contract for 3 cuts annually at £120.00 per cut with arisings removed.
- 172/20 *St Mary’s Clean up Day*. It was **noted** that this will be held on Saturday 17 October 2020 at 9.00 am in Back Lane. The Clerk will liaise with Mr Ed Bates about borrowing the large trailer from Mr Will Thompson to clear the arisings.

BUSINESS AND COMMUNICATIONS COMMITTEE

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

- 173/20 *Broadband*. Following Minute 122/20, Cllr David Knight reiterated that the ‘individual local area’ schemes are being merged into one Goudhurst parish on demand scheme by Openreach. Council awaits news from the Department for Digital, Culture, Media and Sport (DCMS).
- 174/20 *Promoting Goudhurst*. It was **noted** that Council hosted a Zoom meeting on Thursday 30 July 2020 at 7.30pm for businesses in the High Street. It was agreed that Goudhurst needs to become a ‘destination’ with a unique selling point. **Action: Cllr Antony Harris** will visit businesses to invite them to a further meeting and deliver a copy of the plan. **Clerks** will to set up the Zoom meeting and email details to invited businesses.

HIGHWAYS COMMITTEE

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

- 175/20 *‘Pedestrians in Road’ sign outside the Tennis Club*. Following Minute 130/20. It was **noted** that Schemes Project Manager at Kent Highways in an e-mail of 22 July 2020 indicated that “he was requesting a highways engineer to work on the projects (a) pedestrians in the B2079 at Brandfold Tennis Club and (b) 30 mph at A262 Market Place with the cost being taken Highways from their small works budget. It was noted that we have not heard further from Highways. **Action: The Clerk will follow up with Highways.**
- 176/20 *A21 Speed Limit reduction proposals*. Following Minute 014/20. It was **noted** that Mr Ted Bennett had obtained support from Greg Clark MP and a response from Mr Peter Phillips, of Highways England (HE) as follows:
- a. Greg Clark is pressing the government to bring forward plans to upgrade the A21.
 - b. Greg Clark has written to senior civil servants in Highways England asking them to engage constructively with us.
 - c. As a result, Mr Phillips has written to re-emphasise that HE will not agree to a speed reduction but that, under the government’s Road Investment Strategy (RIS) 2, “self-enforcing” measures to calm traffic may be available.
 - d. Mr Phillips has offered to meet with us and Kent Police to discuss the issues. Chairman Highways Committee therefore concludes that this, for the time being, replaces the Parish Council’s proposed meeting with all A21 MPs, but will not take place until end of the Covid-19 emergency.

POLICE & NEIGHBOURHOOD WATCH

- 177/20 *CCTV at the Church Rooms*. Having considered two bids, it was **resolved** unanimously to approve expenditure of £1,360.00 + VAT for this scheme.

YOUTH COMMITTEE

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

- 178/20 *Back Lane Play Area*: Following Minute 131/20 I was **noted** that Wicksteed’s contractor will start work on 17 August 2020. Depending on the weather, the Play Area should be

open by mid-September. The grass needs to be well established and growing up through the surface matting and the equipment will have to pass a stringent safety test.

PLANNING COMMITTEE

179/20 Council **noted** the following Representations from GPC and Decisions from TWBC:

12.05.20	20/01082	Bockingfold Farm, Ladham Rd	Approve	Granted	20.07.20
26.05.20	20/01190	1 Bluecoats Cottages, Blue Coats La.	Approve	Granted	06.07.20
09.06.20	20/01341	Forster's Lodge	Refuse, Maintain Hopper Huts	Refused	16.07.20
23.06.20	20/01290 LBC	Stream Farm House, Summerhill	Approve	Granted	06.08.20
14.07.20	20/01748	Ladham Oast	Refuse - Oast, symmetry, zinc roof	Granted	19.08.20
14.07.20	20/01632	2 Clayhill Cottages	Refuse - Mass and Scale		
28.07.20	20/01776	Fountain House, First Floor Unit	Approve	Granted	21.08.20
28.07.20	20/01777/LBC	Fountain House, First Floor Unit	Approve	Granted	21.08.20
28.07.20	20/01808	St Cuby's Yard	Approve - Submersion, planting		
28.07.20	20/01904	3 Finchcocks Farm Cottages	Refuse - Hamlet, materials, scale		

NEIGHBOURHOOD DEVELOPMENT PLAN

180/20 Following Minute 136/20. Cllr Craig Broom reported that the NDP had been updated in line with comments received from TWBC. There is a meeting planned with TWBC on 19 August for a review of the Goudhurst NDP and to discuss the next steps.

CLERK'S REPORT

181/20 *Air Conditioner for The Hop Bine.* The Parish Council office suffered temperatures of 33C for several consecutive days in mid-August. It was **resolved** to purchase a portable air conditioner with appropriate cooling capacity at a cost of £542.00 + VAT. The cost of the installation of the equipment will be covered by our land lord.

ACCOUNTS

182/20 It was **resolved** that these payments be made from the UTB account in August 20:

DD	TWBC	Toilet block NNDR Aug 20	£106.00
DD	TWBC	Goudhurst Village Green NNDR Aug 20	£62.00
U340	Richard Greenaway	Minor maintenance items	£117.00
U341	Groundscare & General	Grounds maintenance contract Jul	£2,735.04
U342	Capel Groundcare	Grounds maintenance contract Jul	£1,292.89
U343	John Fermor	Grounds maintenance contract Jul	£550.00
U344	Tenterden Twilight	Balcombes Hill toilet cleaning Jul	£702.22
U345	Pearson's Landscapes	The Plain maintenance Jul	£111.60
U346	Microshade	Citrix Inv 13434	£129.48
U347	RJ&L Hillier	Hop Bine rent Aug 20	£400.00
U348	Paul & Eileen Landon	Goudhurst War Memorial garden maint	£36.00
U349	Reader Business Ltd	Wasp control Chequer Field	£40.00
U350	Loo of the Year	Tenterden Twilight entry 2020	£201.60
U351	Void		
U352	Void		
U353	Beric Appliances (AVBF)	Air Conditioner for Parish Council office	£650.00
U354	Mead Sport & Leisure	Kilndown Fishing Club insurance 20-21	£257.60
U355	Knockout Print	Waste Bin stickers	£180.00
U356	Capel Groundcare	Lower Glebe mowing (Ragwort)	£600.00
U357	AVB Farnfield	Salary August 20	£2,253.38
U358	CL Reed	Salary August 20	£1,063.77
U359	HM Revenue & Customs	PAYE & NI Aug 20	£975.61

U360	AVB Farnfield	Clerk's minor expenses Jul	£62.75
U361	CL Reed	Asst Clerk minor expenses	£22.93
DD	Infinity	Office phones & Broadband	£133.81

Payments from the NatWest Business Current Account in July 2020:

DD	Information Commissioner	GPC Annual Registration fee	£35.00
DD	South East Water	Water: Chequer Field pavilion	£300.22
DD	Southern Electric	Energy Public toilets Balcombes Hill Qtr 1 2020	£176.67
DD	BT	Broadband at Goudhurst Parish Hall	£180.26

183/20 *Receipts in July 2020 were noted:*

Play Area grant (ring fenced)	£35.00
Burial Board	£460.00
CCLA dividend	£5.13
Kilndown Fishing Club	£40.00

184/20 *Bank reconciliation.* It was **resolved** to accept the Clerk's explanation of the reconciled accounts to the end of July 2020 and it was **noted** that Council's cash book balance was:

Unity Trust Current a/c	£104,126.98
Nat West Current a/c	£33,404.41
CCLA Public Sector Deposit Fund	<u>£20,559.59</u>
Total	£158,090.98

AUDIT of 2019/20 ACCOUNTS

185/20 *Audit;* It was **noted** that the annual Internal Audit by Mr David Buckett took place on Thursday 23 July 2020.

NEXT PARISH COUNCIL MEETING

186/20 Monday, 14 September 2020. Parish Council Meeting at 7.30 pm. Members should expect that this will be a Virtual Meeting using Zoom conference call facilities via Board Intelligence. **Action: The Clerks.**

The meeting closed at 21.20 hrs.

Anthony Farnfield, Clerk
Claire Reed, Assistant Clerk

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