

Goudhurst Parish Council



MINUTES OF A VIRTUAL MEETING OF GOUDHURST PARISH COUNCIL

By Zoom Conference call on Monday 14 September 2020 at 7.30 pm

Participants: Councillors Antony Harris (Chairman), David Boniface, Craig Broom, Alan Foster, Philip Kirkby, David Knight, Barry Noakes, Caroline Richards, Jayne Russell and Guy Sutton.
County Councillor Seán Holden until 7.45 pm.
Mr Peter Rolington, Adviser on CCTV matters.
Anthony Farnfield and Claire Reed the Clerks.

STATUS OF THE MEETING

187/20 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

188/20 Apologies were accepted from Cllrs Chris Ditton (holiday) and Peter Wood (unwell).

DISCLOSURES OF INTEREST

189/20 None were declared.

MINUTES OF THE LAST MEETING

190/20 It was **resolved** that the Minutes of the Parish Council meeting held on 10 August 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

191/20 Mr Peter Rolington queried why the CCTV cameras at The Vine have been not functioning for the past few days. **Action:** Amenities Committee to check with Council's CCTV contractor. See Minute 206/20.

REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

192/20 County Cllr Seán Holden briefed Council. KCC has written to HM Government about the recently announced Planning Legislation which proposes significant increases in Housing allocation numbers. KCC is under severe strain in providing services for the large increase of illegal immigrants, particularly unaccompanied children, landing on the Kent Coast. The proposal is that this should be a national matter rather than one for Kent alone.

CLERKS' REPORT

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

- 193/20 *Police & Neighbourhood Watch Committee.* It was **resolved** that the Police & Neighbourhood Watch Committee be merged into the Amenities Committee with immediate effect.
- 194/20 *Housing Committee.* It was **resolved** that the Housing Committee be merged with the Youth Committee with immediate effect.
- 195/20 *Planning Committee.* It was **resolved** that Cllr Craig Broom be appointed Chairman of the Planning Committee.
- 196/20 *Standing Orders revision.* It was **resolved** that the Clerks will update those parts of Standing Orders relating to the revised Committee structure and responsibilities for approval by Council.
- 197/20 *Board Intelligence (BI).* In discussion and at the request of some Members, it was **agreed** that the Clerks will arrange some training on the BI software to enhance their skills.
- 198/20 *Licensing.* The Clerk reported that TWBC is seeking input from the Parishes on amendments to the TWBC Licensing Committee procedures. On a proposal from Cllr Barry Noakes it was **resolved** that this Council need not respond since the proposed changes are minor.

AMENITIES COMMITTEE with POLICE & NEIGHBOURHOOD WATCH and FOOTPATHS

- 199/20 *Management of Legionella – Chequer Field Pavilion.* Following Minute 156/20. The Clerks now have 2 quotes for ongoing management. It was **agreed** that this project needs further consideration by the Amenities Committee. **Action:** Amenities Committee meeting 29 September 2020
- 200/20 *Dog Fouling.* Stickers for the Parish litter bins have been printed and will be distributed. **Action:** The Clerks. Following Minute 159/20, 5 bag dispensers have been ordered but have yet to be delivered.
- 201/20 *Ragwort in the Lower Glebe Field.* Minute 163/20. The field has been mown and the arisings taken away. Several members of the public have expressed appreciation.
- 202/20 *Duck House for Goudhurst Pond.* Minute 164/20. It was **noted** that it has been ordered but has yet to be delivered.
- 203/20 *Balcombes Hill Toilets – Condition of the building.* Minute 167/20. Our insurers passed our report to their loss adjuster. Based on photographs the loss adjuster has responded by pointing out that we are not covered by subsidence. However, it may not be subsidence and the Clerk is to seek further advice from a reputable local building contractor.
- 204/20 *Boundary dispute at The Plain and Pond.* Clerk has written to the owner of the property adjacent to the Pond to suggest a meeting (with social distancing) with the aim of resolving the issue.
- 205/20 *CCTV Policy.* It was **noted** that Assistant Clerk had completed a detailed review of Council's CCTV Policy. It is now up to date and we have clear lines of responsibility. This is particularly important as Council now has new CCTV cameras at the Church Room overlooking the Back Lane Play Area. It was **resolved** to adopt the updated Policy document with immediate effect with those who have access to the data being fully briefed on procedures.
- 206/20 *CCTV reliability.* Following minute 191/20, it was **noted** that the cameras situated on top of the Vine Public House were working intermittently. It was **agreed** that Amenities Committee would seek advice from the Council's CCTV contractor. **Action:** Amenities Committee
- 207/20 *Footpath Committee.* Cllr Mrs Caroline Richards reported on repairs that had been carried out on PROW WC26A and WC27 the invoices for which will be paid under delegated expenditure.

BUSINESS AND COMMUNICATIONS COMMITTEE

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

- 208/20 *Mailing Lists.* The Committee has discussed how several different mailing lists held by Council's Committees could be bought together so as to increase Council's reach in communications with the public without infringing GDPR laws. Assistant Clerk is to attend a Zoom training session on 15 September run by Breakthrough Communications on "Effective Communications and Engagement in a Post Lockdown World."
- 209/20 *Update on Broadband in the Parish.* Cllr David Knight reported that he remains in touch with contacts at BT and Outreach. Greg Clark MP is following up. Council was surprised to hear that Culpeppers, Goudhurst now has fibre broadband.
- 210/20 *Parking problems in Goudhurst.* Cllr Anthony Harris reported on the project to increase the availability of parking places in central Goudhurst. This includes investigating the ownership of various parcels of land.
- 211/20 *Destination Goudhurst.* Cllr Anthony Harris is taking advice from a leading designer and installer of Christmas lights with the objective of implementing better festive lights in Goudhurst High St.
- 212/20 *Friends of St Mary's Church Goudhurst.* The Friends have announced that there may not be a fund raising event leading up Christmas in the Church and the High Street due to COVID-19 restrictions. The Friends are discussing the possibility of a different function that would be permitted under Covid-19 restrictions. Cllr Antony Harris informed Council that he had had an informal meeting with the Chairman of the Goudhurst Parish Hall Committee (Cllr Alan Foster) who had indicated that his committee would support, in principle, any proposals from the Friends.

HIGHWAYS COMMITTEE

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

- 213/20 *Campaign for A21 speed reduction.* It was **noted** that Rt Hon Greg Clark MP had succeeded in getting a response from Highways England (HE) after 9 months of waiting. As a result, a senior HE officer (Peter Phillips) had agreed to meet with this Parish Council. He did not offer a speed limit reduction, but rather, a possibility of traffic calming by means of road engineering. It was decided to develop strategies for the meeting aiming to achieve a speed limit reduction.
- 214/20 *Lorry Watch.* Goudhurst Traffic Action Group (GTAG) has installed signs designed by Goudhurst School Children in and around Goudhurst Village asking drivers to be more careful and HGVs to avoid the village. There will be a GTAG meeting at 3pm on Saturday 12 September on Goudhurst Village Green.
- 215/20 *GPC Highways Improvement Plan.* Mr Paul Green, a resident of the Market Place development, raised issues regarding the warning signs and white lining on the road surface next to The Market Place. Chairman, Highways Committee is following up.
- 216/20 *Footway along A262 Station Road.* The possibility that KCC Public Rights of Way & Access Service could help us obtain funding for our proposed walking route along the verge of Station Road was discussed. Chairman Highways Committee is following up with an updated document.
- 217/20 *A262 Iden Green (Goudhurst) lower speed limit.* It was decided by the committee to accept the speed reduction to 50mph provisionally offered by Kent Highways rather than press for a mixture of 40 and 50.
- 218/20 *Kent Highways Statement on Project Delays.* Following Minute 175/20 relating to delays in the implementation of a 'Pedestrians in the Road' sign at Brandfold on B2079 and advisory 30 mph signs at The Market Place on A262. It was **noted** that Council has received an explanation from a senior officer at Kent Highways "Please be advised that I passed your details on to an engineer and it will be looked at as soon as possible. I understand your frustration, however we are exceptionally busy and are trying to process as much as we can under the current circumstances. The volume of work our team is delivering as a result of the government's Emergency Active Travel Fund is unprecedented (initially £1.6m in 12

weeks, and the potential for a further £6.4m before the end of the financial year) meaning we have had to prioritise those works alongside our programmed list of safety critical schemes. Our main focus has to be on these between now and the end of March 2021, but as advised above your requests have been passed for progression as soon as a resource becomes available.”

“When I met with Goudhurst Parish Council on 9th March 2020 I agreed that these signing schemes could be implemented at our cost, and that we would do this as soon as we could. Unfortunately, it was shortly after this that we were placed in to lockdown, which inevitably placed a delay on works of this type.”

“We do recognise that this is a difficult time and understand the frustration this may cause.”

“Please be assured that your request will be looked at as soon as possible.”

POLICY COMMITTEE

The Clerk and the Assistant Clerk withdrew from the Zoom meeting whilst this matter was considered:

219/20 *Changes to the Contracts of Employment of the Clerk and the Assistant Clerk.* In considering a written proposal to Council dated 09 September 2020 it was unanimously **resolved** that from 01 October 2020:

- a. Assistant Clerk will increase her hours from 18 to 30 hours a week
- b. The Clerk will decrease his hours from 37 to 30 hours a week. This means that Council will be employing 1.8 full time equivalents (FTE).
- c. Mrs Claire Reed to be appointed Clerk and Proper Officer
- d. Anthony Farnfield will take the title of Deputy Clerk and be re-appointed Council’s Responsible Financial Officer (RFO). He will continue to be responsible for Burial Board matters. He will provide assistance to the Clerk as required from time to time.
- e. Council will facilitate and cover the cost of Anthony Farnfield working for his CiLCA qualification. Under the same terms Claire Reed will start the CiLCA qualification course by Qtr 1 2022/23 subject to the availability of relevant training.
- f. Following the publication by NALC of agreed revised rates of pay from 01 April 2020, Anthony Farnfield will receive a salary at point SCP32. Claire Reed will receive a salary at point SCP25 from 01 April 2020 and at point 26 on the published scales from 01 October 2020.

220/20 *Staff Performance Reviews.* The matter was deferred until a later date.

YOUTH COMMITTEE with HOUSING

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

221/20 *Back Lane Play Area Opening Ceremony.* The opening ceremony of the new play area is to be held on Saturday 19 September 2020 at noon. Rt Hon Greg Clark will cut the ribbon. Assistant Clerk has a comprehensive risk assessment in place. Following Government advice, numbers attending are limited to groups of 6. Council plans that hand sanitising and other preventative measures such as social distancing are in place.

222/20 *Wicksteed.* It was **noted** that the construction of the replacement Play Area in Back Lane is going well.

223/20 *Additional benches for the Back Lane Play Area.* It was **resolved** to approve expenditure of £900.00 for the purchase of these benches.

PLANNING COMMITTEE

224/20 Council **noted** the following Representations from GPC and Decisions from TWBC:

23.06.20	20/01290 LBC	Stream Farm House, Summerhill	Approve	Granted	06.08.20
23.06.20	20/01544	Nursery Farm, London Rd, Flimwell	Approve	Granted	11.08.20
23.06.20	20/00717/LBC	Butchers Shop, High Street	Approve	Granted	11.08.20

23.06.20	20/01650	1 Bluecoats Cottages, Blue Coats Lane	Approve	Granted	17.08.20
14.07.20	20/01748	Ladham Oast	Refuse - Oast, symmetry, zinc roof	Granted	19.08.20
28.07.20	20/01776 20/01777/LBC	Fountain House, First Floor Unit	Approve	Granted	21.08.20
11.08.20	20/01143/LBC	Little Bewl Bridge Barn Hastings Road	N/A	Withdrawn (Full app. awaiting decision)	06.08.20
11.08.20	20/02010	The Woolpack Winchet Hill	Approve		
11.08.20	20/02026	Etchinghill Farmyard Gore Lane	Refuse -		
11.08.20	20/01956	Land Adjacent Haltwhistle Station Road	Refuse - Access on A262		
11.08.20	20/01142	Little Bewl Bridge Barn Hastings Road	No objection (legal dispute over ownership)		
11.08.20	20/01143/LBC	Little Bewl Bridge Barn Hastings Road	N/A	Withdrawn	06.08.20
25.08.20	20/02240/PAYPH	The Plain, Goudhurst	Approve		
25.08.20	20/02114	4 The Old School, Goudhurst	Approve		
25.08.20	20/01958/LBC	1 Hammonds Farm Cottages, Smiths Lane	Approve		

TUNBRIDGE WELLS AGREEMENT UPDATE

225/20 The Chairman briefed Council on progress that has been made since he has been closely involved in discussions to update the 2012-2016 edition. Council considered the suggested changes to Part 4 of the 2012-2016 edition which were included in the Board Intelligence supporting papers for the meeting. Cllr Barry Noakes **noted** an error in the proposed changes in that TWBC Planning Area committees no longer exist and the Chairman will relay this to TWBC Head of Planning Services. It was **resolved** to approve the suggested changes with the error removed. **Action:** The Clerks with Cllr Charles Mackonochie, Chairman of the Tunbridge Wells KALC Area Committee.

NEIGHBOURHOOD DEVELOPMENT PLAN

226/20 Following Minute 136/20. Cllr Craig Broom reported that a meeting with TWBC had taken place to discuss the areas designated as Green Spaces in the NDP. The discussion established a consensus around the sites and the rationale for inclusion of each site. The NDP will now be updated to reflect this agreement before being submitted to TWBC for regulation 15 in early October.

ACCOUNTS

227/20 It was **resolved** that these payments be made from the UTB account in September 20:

DD	TWBC	Toilet block NNDR Sep 20	£106.00
DD	TWBC	Goudhurst Village Green NNDR Sep 20	£62.00
U371	Groundscare & General	Grounds maintenance contract Aug	£1,325.28
U372	Capel Groundcare	Grounds maintenance contract Aug	£1,292.89
U373	Capel Groundcare	Hedge cut south side Village Green	£216.00
U374	John Fermor	Grounds maintenance contract Aug	£1,370
U375	Tenterden Twilight	Balcombes Hill toilet cleaning & Hop Bine Aug	£645.16

U376	Microshade	Citrix Inv 13544	£129.00
U377	Pearsons Landscapes	No visit in Aug	
U378	RJ&L Hillier	Hop Bine rent Sep 20	£400.00
U379	Chata Hygiene	Public toilets nappy bin service	£19.76
U380	Kent Assoc Local Councils	Training – Clerk and Asst Clerk	£120.00
U381	Viking	Stationery	£73.98
U382	Clear It Away	Removal arisings from Lower Glebe	£900.00
U383	SLCC Enterprises	12 th edition Local Council Administration	£123.80
U384	Knockout Print Services	Back Lane Play Area signs	£150.00
U385	HM Revenue & Customs	PAYE & NI arrears	£524.07
U386	Ian Butler	PROW maintenance WC27	£145.00
U387	Ian Butler	PROW maintenance WC26A	£295.00
U388	Glasdon UK Ltd	Litter bin + animal droppings bag dispensers	£1,733.14
U389	Memorial Benches UK	Benches for Back lane Play Area	£934.95
U390	Lisa Gartshore	Flowers from Laura Napper in hospital	£55.00
U391	Bow Design and Print	GTAG stickers Slow Down campaign	£180.00
U392	Aviva Investment Profile	GPC contrib to Clerk's Retirement Fund	£5,000.00
U393	Pond Life	Deposit: Pond pump protection cage	£339.80
U394	Wicksteed	Back Lane Play Area renewal Part 1	£28,906.74
U395	Play Inspection Co.	Handover Inspection Play Area	£438.00
U396	Balanced Audio Visual	CCTV at Church Room Back Lane	£1,599.61
U397	Pankhurst Plant Ltd	Special pedestrian gate Play Area	£420.00
U398	AVB Farnfield	Salary Sep 20 inc arrears	£3,031.60
U399	CL Reed	Salary Sep 20 inc arrears	£1,231.42
U400	HM Revenue & Customs	PAYE & NI Sep 20	£1,424.57
DD	Infinity Technology	Office phones & Broadband Sep	£133.92
DD	Southern Electric	Energy Chequer Field Pavilion Qtr 2	£192.21
DD	Southern Electric	Energy Balcombes Hill Toilets Qtr 2	£163.93
DD	NEST	Asst Clerk's Pension	£44.48

228/20 *Receipts in August 2020 were noted:*

Play Area grant (ring fenced)	£1,108.81
Burial Board	£260.00
CCLA dividend	£3.31
Duck House grant	£250.00

229/20 *Bank reconciliation.* It was **resolved** to accept the Clerk's explanation of the reconciled accounts to the end of August 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	£100,716.78
Nat West Current a/c	£34,513.22
CCLA Public Sector Deposit Fund	<u>£20,562.90</u>
Total	£155,792.90

ANNUAL ACCOUNTS 2019-2020 and AUDIT

230/20 *Internal Audit Report 2019/2020.* The report from our Internal Auditor, Mr David Buckett, was considered. There was a question about our future arrangements with Board Intelligence; that has yet to be decided. Some Members remarked on the thoroughness and great detail covered by Mr Buckett. It was **noted** that the Clerk had responded to our Internal Auditor and that he (the Clerk) will action some minor points raised in the report.

231/20 *External Audit by PKF Littlejohn.* Following Minutes 151/20 and 152/20. It was **noted** that the Clerk had submitted the 2019-20 Annual Governance and Accountability Return (AGAR) to the external Auditor well before the deadline of the end of August 2020. Council had received an acknowledgement on 26 August. It was **noted** that subsequently Clerk had received notice that since our Income/Expenditure had exceeded £200k in the year, we are subject to an intermediate level review. The Auditor requires Council to produce further paperwork and the Clerk has the task in hand.

NEXT PARISH COUNCIL MEETING

232/20 Monday, 12 October 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 21.35 hrs.

Anthony Farnfield, Clerk
Claire Reed, Assistant Clerk

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