

Goudhurst Parish Council



Minutes of a Meeting of Goudhurst Parish Council
on Monday 09 August 2021 at 7.30 pm in Kilndown Village Hall

PARTICIPANTS

Councillors Antony Harris (Chairman), David Boniface, Craig Broom, Alan Foster, Phil Kirkby, David Knight, Barry Noakes, Mrs Caroline Richards and Mrs Alison Webster.
County Cllrs Seán Holden (7.50 to 8.05 pm). Anthony Farnfield, Deputy Clerk & RFO. 3 Members of the public.

APOLOGIES

110/21 Were accepted from Cllrs Chris Ditton (urgent family matters), Mrs Jayne Russell (holiday) and Guy Sutton (self-isolating due to COVID-19).
It was noted that Mrs Claire Reed was on annual leave.

DISCLOSURES OF INTEREST

111/21 There were none.

MINUTES OF THE LAST MEETING

112/21 It was **resolved** that the Minutes of the Parish Council meeting held on 12 July 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

113/21 Mr Mike Clark asked for an update on progress with the introduction of fibre broadband in the areas of the Parish that have yet to be upgraded. The matter was dealt with under Minute 128/21.

REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

114/21 Borough Councillor David Knight reported:

Household recycling. The contractor that deals with the household bin emptying has suspended the servicing of the garden waste bins. This is for a 4-week period, but it may be extended. There is a shortage of qualified drivers.

Electoral system. TWBC has circulated a consultation document on changes to the Electoral system and the number of elected Borough Councillors. It was **agreed** that the Chairman will follow up through the KALC Area Committee and/or the Parish Chairmen's regular meetings with Chief Executive of TWBC. The consultation closes on 05 September 2012. **Action: The Chairman**

Tunbridge Wells High Street. It was **noted** that the Tunbridge Wells High St facelift has been completed. It is limited to one-way traffic and Councillors views were that the project is an improvement.

115/21 County Cllr Seán Holden reported:

HGVs across the County remain a problem due to the lack of facilities for long haul drivers. Overnight parking in lay-byes has been virtually eradicated due to the high number of fines being levied.

Anti-social behaviour. There has been an outbreak of anti-social behaviour by young people in Cranbrook where property has been damaged. Appropriate remedial action is in hand.

CLERK'S REPORT

- 116/21 *The Queen's Platinum Jubilee 2022.* The Chairman had asked for this item to be included on the Agenda. The Jubilee is to be held on 2nd to 5th June 2022. It was **resolved** that this should be a Community celebration rather than being a Parish Council event but the Parish Council may provide appropriate support. Mr Richard Vinton, attending this meeting as a Member of the Public, volunteered to be the co-ordinator of the event locally in the Parish. Council accepted Mr Vinton's kind offer with thanks. It was noted that Mr Vinton had carried out a similar role with great success 10 years ago.
- 117/21 *Goudhurst Fete 2022.* Cllr Alan Foster, Chairman of the Goudhurst Parish Hall Trust, informed Council that the Goudhurst Annual Fete will be held on Saturday 11 June 2022.

AMENITIES COMMITTEE with POLICE & NEIGHBOURHOOD WATCH and FOOTPATHS

The Vice Chairman of the Amenities Committee reported:

- 118/21 *Christmas lights at The Plain.* It was **resolved** to approve the expenditure of £725.00 for the purchase of 100m of Christmas lights at The Plain. **Action: Clerk**
- 119/21 *Lurkins Rise Play Area.* It was **resolved** to approve the expenditure of £750.00 for works to a very overgrown hedge and reinstatement of the fence line on the east side of Lurkins Rise Play Area. **Action: The Clerks.**
- 120/21 *The Glebe Fields Working Group.* It was **noted** that invitations to participate in this project have gone to 26 local organisations and residents. A provisional date of 06 September at 7.30pm has been set for the first meeting.

BURIAL BOARD

- 121/21 *Fees and Regulations.* It was **resolved** to approve these Fees, Charges and Regulations to be effective from 01 September 2021 to 31 August 2022:

<i>Graves:</i>	<i>2020-21</i>	<i>2021-22</i>
Exclusive right of burial in an earthen grave	£1,400.00	£1,450.00
Interment	£400.00	£450.00
Approval of Monuments	£260.00	£280.00
Additional inscription	£260.00	£280.00

<i>Ashes:</i>	<i>2020-21</i>	<i>2021-22</i>
Exclusive right of burial in the ashes section	£1,100.00	£1,150.00
Interment	£400.00	£450.00
Approval of Monuments	£260.00	£280.00
Additional inscription	£260.00	£280.00

Registration of Change of Ownership of Graves and Ashes Plots: £50.00

- 122/21 *Memorial Benches.* It was **resolved** that it will be Council's policy with immediate effect to only approve the establishment on Parish Council land of new or replacement benches that are made by Memorial Benches UK of Ticehurst. This policy will also be included in Council's Burial Board Regulations. **Action: The Clerks**
- 123/21 *Christ Church Churchyard: mowing arisings from the top area.* Council considered the query raised by Christ Church PCC relating to the arisings from the mowing of the top end of Christ Church Churchyard. The single wheelie bin by the lynch gate is being overloaded. It was **agreed** that Council will suggest to the PCC that they should apply to TWBC for a second wheelie bin or, perhaps for a trial period, agree that the arisings should be left on the ground (as at St Mary's) or that the arisings can be deposited somewhere in the Churchyard. **Action: The Clerks**
- 124/21 *Goudhurst Burial Grounds: Items on Graves.* The Chairman of the Burial Board proposed that Council should review the Regulations relating to items on graves at Goudhurst Burial Grounds. It was **resolved** that they need to be re-written so as to be more precise about what is allowed and what is not allowed on graves in the lawned areas. **Action: Deputy Clerk to draft a re-write of Section 15 of the current Rules and Regulations relating to Goudhurst Burial Grounds.** This draft text is to be reviewed by the Burial Board before being submitted for approval by Council. Following on from this, Council be asked to consider recommendations from the Burial Board for a policy to deal with retrospective removal from graves of not-permitted items. **Action: Deputy Clerk to draft a proposal covering various options.**
- 125/21 *Memorials at Goudhurst Burial Grounds.* The Chairman of the Burial Board proposed that applications to introduce polished black marble memorial headstones in Goudhurst Burial Grounds should no longer be approved. She believes that they do not fit well with the overall effect of the Burial Grounds with monuments of other types of stone. It was **resolved** that Council will arrange an extra Burial Board site meeting so that recommendations can be brought to Council for consideration. **Action: The Clerks**
- 126/21 *Testing of Memorials for stability.* It was **noted** that one memorial, over 100 years old in St Mary's Churchyard, had recently fallen flat for no apparent reason. In informal discussions between a St Mary's Church Warden and the Clerks it had been agreed that Council should approach suitable local Memorial Masons for quotations for an inspection and remedy scheme. Deputy Clerk reported that he has approached 3 such organisations. Two had expressed an interest as they had qualified people to carry out this task; one had indicated that they did not wish to bid. **Action: Deputy Clerk will invite the 2 interested contractors to site meetings so that we can select one or the other.** Members were of the opinion that this is going to be expensive. Deputy Clerk observed that it may be necessary to include the project in our 2022-23 expenditure budget.
- 127/21 *Digitalisation of Burial Records.* Deputy Clerk briefed Members. The St Mary's Burial Records kept in the Parish Council offices consist of a number of old ledgers with hand written records going back to c1880. Some of the plans of the plots are written on cloth. By Minute 365/20 of 11 January 2021 Council agreed expenditure to purchase appropriate digital software from Rialtas (who provide Council's Accounts software). The software is now being purchased. The Clerks believe the transfer of the records (approximately 3,000 of them) will need to be carried out by a part time person with the appropriate skills, patience and interest. It was **resolved** to agree initial expenditure of up to £600.00 to recruit a suitable part time contractor to start the input process so

as to inform decisions about further costs and time to complete the project. **Action: Clerks to bring forward a costed proposal on future work for Council's approval.**

128/21 *Burial Board finances.* Deputy Clerk/RFO presented the figures for the 2020-21 budget against the actual figures to 31 March 2021. There were no surprises. It was **noted** that the budgeted income of £11,000 was exceeded by £1,380.

129/21 *Clean Up Day at St Mary's.* It was **agreed** that the date for this is Saturday, 09 October 2021. **Action: Deputy Clerk will alert Mr Ed Bates (for Mr Will Thompson's giant trailer), The Friends of St Mary's and Goudhurst Scouts.** The event will be publicised in the Parish Council Newsletter and in the Parish Magazine.

BUSINESS AND COMMUNICATIONS COMMITTEE

130/21 *Broadband update for Goudhurst Parish.* Cllr David Knight reported:

Project A: Following Minute 094/21 at Council on 12 July 2021, Project A (which covers approximately 230 houses north of Goudhurst village) needed approximately £38k of GigaBit e-mail vouchers to be returned by residents before it could proceed. By 06 August that figure was just £14k. This is the final week for "Push to Pledge" to get these in which we should be able to do, and we have also had offers to Crowd Fund the final bit if necessary.

Project B: This is effectively 'dead' as a single entity. It did not receive enough vouchers to make it viable. However, Council has asked openreach to look at a 'Heat Map' and so:

Project B2 (an area in the south of the Parish) has been formed and that is now being recosted.

Project B1 (also in the south of the Parish) is made up of approximately 174 houses and has enough vouchers to cover the build cost. The week of 09 to 13 August is the final week for "Push to Pledge" and we are trying to get as many pledges as possible to give a buffer for any dropouts. Then the process is:

- GigaBit emails are sent out
- emails have to be returned/replied to
- The DCMS has to verify the returned vouchers
- Then into delivery

Kilndown is in the delivery phase. Council expects it to be completed in January 2022.

HIGHWAYS COMMITTEE

Chairman, Highways Committee, Cllr David Boniface reported:

131/21 *A21 through Goudhurst and beyond safety improvements.* A meeting has been held which included the MPs (including Greg Clark MP) and Parish Clerks of all parishes between the Scotney Roundabout and Hastings together with Highways England. We await news of the proposals and outcomes.

132/21 *Kent Highways HIP (Highways improvement plan).* This document is drawn up by all Town and Parish Councils across the County. It lists Highways tasks and projects that each Council deems need doing. Chairman Highways Committee **noted** that the Goudhurst experience is that 'nothing gets done' and that the system is unsatisfactory.

133/21 *Lorry Watch.* It was **noted** that the Clerk has carried out good supportive work (risk assessments etc) for the Goudhurst Traffic Action Group in setting up a Lorry Watch scheme in the Parish.

PLANNING COMMITTEE

Chairman Planning Committee, Cllr Craig Broom reported:

134/21 *Recent planning Applications*; please see Appendix 1.

135/21 *Goudhurst Parish Neighbourhood Development Plan (NDP)*. It was **noted** that the Inspector had been highly complementary about the Goudhurst submission. Only a few minor changes were required. The NDP will now go to public referendum, most probably in November 2021, and prior to the TWBC Local Plan.

YOUTH AND HOUSING COMMITTEE

Chairman of the Youth and Housing Committee reported:

136/21 *Mary Day's Garages project*. Council awaits news from the legal advisers on the wording of the covenant relating to the purchase of the garages by Goudhurst Parish Council.

137/21 *Legal documents between Goudhurst Parish Council and Kent County Council* relating to:

- a. Licence for use of the Football Pitch at Chequer Field, and
- b. Licence for car parking on land at Goudhurst and Kilndown C of E Primary School.

Both documents were signed by two authorised Parish Councillors and the signatures witnessed by Deputy Clerk/Finance Officer. **Action: Clerk** is to return the signed documents to the relevant legal team.

ACCOUNTS

The Deputy Clerk and Responsible Finance Officer reported:

138/21 *Accounts for July 2021:*

Receipts in July 2021

Burial Board	<u>£1,130.00</u>
Total	£1,130.00

Payments in July 2021

Unity Trust Bank	£21,965.33
NatWest	<u>£35.00</u>
Total	£22,000.33

Cash balances at Bank 31 July 2021

Unity Trust Bank	£75,371.92
NatWest	£33,773.03
CCLA PSDF	<u>£20,574.53</u>
Total	£129,719.48

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

139/21 *Accounts reporting procedures*. Council **resolved** that the Deputy Clerk and Responsible Finance Officer will, in addition to this monthly summary, present every quarter copies of all bank statements and reconciliations for the relevant month. This is so as to increase the transparency of Council's information for Councillors and the public in line with Local

Government Transparency Code 2015 now that we are subject to limited assurance review.
Action: RFO. This is in addition to the quarterly statement of expenditure against budget.

NEXT PARISH COUNCIL MEETING

140/21 Parish Council meeting on Monday 13 September at 7.30 pm in Goudhurst Parish Hall.

The meeting closed at 21.12 hrs

Anthony Farnfield, Deputy Clerk and Responsible Finance Officer

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

Appendix 1 to Minutes of a Council Meeting held on 09 August 2021

Recommendations and Decisions July 2021

Application	Address	Proposal	GPC	TWBC
21/00427	Bethany School, Jarvis Lane	Construction of a Performing Arts Centre as an extension to an existing school building alongside associated landscaping works and infilling of the old swimming pool to provide additional car parking.	Approve	Granted
21/01225	Shernfold Farmhouse, Church Road	Proposed Greenhouse	Approve	Granted
21/01471	Finchurst Cottage, Summerhill	Proposed 3no. dormers to front and 2no. to rear roof slope. Amendments to application ref 17/03431/FULL.	Approve	Granted
21/01626	Old Post Office Cottage, Curtisden Green Lane	Proposed roof extension and loft conversion to provide second floor living accommodation	Approve	Granted
21/01712/LBC	Little Combourne Oast	Listed Building Consent - Replacement Windows	Approve	Granted
21/01600	Thatchers Hall, Ranters Lane	Revised roof arrangement consisting of replacing the consented gable end on the proposed new extension with a hipped roof (Revision to approved plans ref 20/02540/FULL)	Approve	Granted
21/01713	Lower Maypole Cottage, Maypole Lane	Erection of a log store and potting shed and replacement doors to existing garage. (part retrospective)	No representation submitted	Granted
21/01482	Orchard House, Bedgebury Road	Provision of `In-Ground` swimming pool, patio & plant room.	Approve	Granted

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21/01814	Dunley Cottage, Ballards Hill	Proposed rear ground floor extension and enlargement of existing basement	Approve	Granted
21/01878	The Old Forge Cottage, North Road	Single-storey side extension with extended balcony over, new external staircase to extended balcony with new glazed balustrading; conversion of existing garage to form study and garden store including alterations to fenestration; alterations to existing drive area and widening of crossover	Approve	Granted
21/01791	Little Quarry Farm, Station Road	Siting of 2no. glamping pods as units of tourist accommodation	Refuse: access, undeveloped site, further development?	Granted
21/01347	The Vicarage, Back Lane	Temporary Change of Use for Five Years of an area of domestic garden (C3 use) to a learning and non-residential institution use (an F1 use)	Approve	Granted
21/01585/LBC	Swan Farmhouse, Swan Lane	Installation of a 6kW Solar Photovoltaic system to south facing roof of garage.	Approve	Withdrawn
21/01169	Ranters End, Ranters Lane	Replacement of existing summerhouse with a new, similar styled, summerhouse	Approve	Granted
21/01440	Former Dairy Building, Marlingate Farmhouse, Bedgebury Road	Change of use of former dairy building to provide ancillary residential accommodation for short-term holiday lets	Approve	

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21/02117	Cloud Cottage, North Road	Proposed double storey rear extension, first floor side extension involving alterations to existing roof, rooflights to rear and pitched dormer roof to side	Approve	
21/01611	Bockingfold Farm, Ladham Road	The part demolition and part conversion of redundant buildings into a single dwelling, together with the provision of new woodland, pond and other planting. to	Approve conditional on improved capacity of drainage for waste water	
		include a pottery/hobbies room, revised driveway entrance arrangement, and changes to window design.		
21/01775	Dovecote Barn, Smiths Lane	Erection of pitched roof to provide increased storage for bedroom and bathroom	Approve subject to the new proposal satisfying the officer's requirements.	
20/03005	The Orchard, Jarvis Lane	Proposed new dwelling house	REFUSE Unsustainable location, outside LTB, no HWAONB management plan, no agricultural justification, does not address issues of climate change in design.	
21/01524	Rose Cottage, North Road	Removal of existing roof; Erection of first floor extension and ground floor front and rear extensions. Application of external render; Associated internal alterations.	REFUSE Mass and scale would be overpowering in the landscape, inadequate parking, design not in keeping, does not address issues of climate change in design.	Refused

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21/02124	Apple Tree Farm, Mile Lane	Erection of an egg processing shed (part retrospective)	REFUSE Overly large for the projected use, no business plan submitted, previous application inappropriate in both scale and design.	
21/02205	Stable Cottage, Cranbrook Road	Retrospective: creation of a flat roof element (alternative scheme element to Planning Permission Ref: 19/01335/FULL)	Approve	
21/02184	Mill House, Church Road	Single storey rear flat roof extension with roof light and associated alterations	Approve	
21/02185/LBC	Mill House, Church Road	Single storey rear flat roof extension with roof light and associated alterations	Approve	

Appendix 1 to Minutes of a Council Meeting held on 09 August 2021

Recommendations and Decisions July 2021

21/02158	Gatehouse, Ranters Lane	Erection of a pre made wood three sided shed	Approve	
21/01849	2 Bluecoats Cottages, Blue Coats Lane	Erection of single storey side and rear extensions, a porch canopy and altered fenestration	Approve	
21/02146	The Spinney, North Road	Creation of a deck to rear of property	Approve	

Appendix 2 to Minutes of a Council Meeting held on 09 August 2021

Date: 04/08/2021

Goudhurst Parish Council Current Year

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Unity Trust Current A/c

List of Payments made between 01/07/2021 and 31/07/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2021	Tunbridge Wells Borough Council	DD	106.00		NNDR Balcombes Hill toilets
01/07/2021	Tunbridge Wells Borough Council	DD	62.00		NNDR Top Glebe Village Green
01/07/2021	Tunbridge Wells Borough Council	DD	-106.00		Reverse NNDR Toilets Jul
09/07/2021	Nest	DD	107.63		Contrib to Clerk Pension
12/07/2021	GroundsCare & General Services	U835	1,325.28		Grounds maint contract
12/07/2021	Capel Ground Care	U836	1,380.74		Grounds maint contract Jun
12/07/2021	Capel Ground Care	U837	240.00		Extra mowing Lower Glebe
12/07/2021	John Fermor	U838	400.00		Grounds maint contract Jun
12/07/2021	Tenterden Twilight Commercial	U839	774.19		Cleaning services Jun
12/07/2021	Pearson's Landscapes	U840	111.60		The Plain maint Jun
12/07/2021	Microshade Business Consultant	U841	156.74		Citrix Inv 14613
12/07/2021	Robert Hillier	U842	400.00		Hop Bine office rent Jul
12/07/2021	Wallgate Limited	U843	798.00		Toilets WallGate Servic 21-22
12/07/2021	Nicholas Belton	U844	47.00		Welding Play Area bench repair
12/07/2021	Staplehurst Nurseries Ltd	U845	79.92		Hanging baskets G'hurst open da
12/07/2021	Tsohost	U846	49.99		Council's e-mail address
12/07/2021	Stationery Express Cranbrook	U847	115.00		Open Day Banners & Posters
12/07/2021	Ian Butler	U848	40.00		Clearing strimming WC35A
12/07/2021	National Pen Promotional	U849	80.34		Stationery
12/07/2021	Elaine Bright	U850	108.00		War Memorial Garden maint Jul
12/07/2021	Ian Butler	U851	42.50		PROW maint WC34 and WC42
12/07/2021	National Assoc Local Councils	U852	77.27		Broom Future Com'tiess trng

12/07/2021	HP Inc UK Ltd	DD12JUL	22.49	Printer cartridges
12/07/2021	Zoom Video Comms	DD	14.39	Zoom monthly subscription
12/07/2021	Lloyd Bank	DD	3.00	Debit crd monthly fee
16/07/2021	Castle Water	DD	278.91	Balcombes Hill toilets
19/07/2021	EE Ltd	DD	12.54	Clerk's business mobile July
19/07/2021	BT	DD	197.28	Bband tp Par Hall May-Jul 21
23/07/2021	E.ON UK plc	DD	23.75	Plain light + K'down defib kio
28/07/2021	Stationery Express Cranbrook	U853	13.90	Laminated Covid prints
28/07/2021	Nisbets	U854	136.71	Office sanitising items
28/07/2021	Elite Industrial Supplies	U855	123.45	High Viz vests (pay Clerk)
28/07/2021	John Fermor	U856	380.00	Quarry pond steps repair
28/07/2021	Stationery Express Cranbrook	U857	90.30	Posters for Open Day
28/07/2021	Balanced Audio Visual	U858	1,925.36	CCTV projects
28/07/2021	Graham Boulden & Co	U859	750.00	G'hurst Glebe rent 2020-21
28/07/2021	Claire Reed	U860	23.90	Expenses Jun + Jul
28/07/2021	AVB Farnfield	U861	30.35	Expenses
28/07/2021	National Assoc Local Councils	U862	51.71	Cllr Mrs Richards Planning cou
28/07/2021	AVB Farnfield	U863	1,932.20	Deputy Clerk pay Jul 21
28/07/2021	Claire Reed	U864	1,642.94	Clerk's pay Jul 21
28/07/2021	HM Revenue & Customs	U865	1,249.88	PAYE NI
28/07/2021	East Sussex Medical Events Svc	U866	100.00	Medical cover Open Day
28/07/2021	Access Lock & Safe Co	U867	95.00	Toilet block lock maint
28/07/2021	Wallgate Limited	U868	798.00	Toilets Wallgate service 22-23
28/07/2021	AP and CA Smith	U869	93.77	Open DAy expenses
28/07/2021	Quarry Centre KIIndown	U870	30.00	Burial Board meeting room hire

Continued on Page 2

Date: 04/08/2021

Goudhurst Parish Council Current Year

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Time: 13:39

**Unity Trust Current A/c
List of Payments made between 01/07/2021 and 31/07/2021**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/07/2021	Mark Bickerton	U871	260.00		New Logo drafts
28/07/2021	Aviva Investment Portfolio	U872	5,000.00		Contrib AVBF Pension Fund
28/07/2021	VEOLIA Environmental Services	DD	151.92		Burial Grounds bin
30/07/2021	Infinity Technology Solutions	DD	137.38		Office phones ++ Broadband Jul
Total Payments			<u>21,965.33</u>		
