

Goudhurst Parish Council



MINUTES OF A MEETING OF GOUDHURST PARISH COUNCIL

on Monday 14 February 2023 at 7.30pm in Goudhurst Village Hall

Before the meeting was convened, there was public participation but no requests to speak had been received.

The meeting was convened

PARTICIPANTS

Councillors present: Cllrs Jill Andrew, David Boniface, Antony Harris (Chairman), David Knight (Borough Councillor), Barry Noakes, Caroline Richards and Alison Webster (arrived at 20.25).

Officers present: Claire Reed, Clerk; Rebecca Barden, Assistant Clerk and Panetta Horn, RFO.

APOLOGIES

281/22 Apologies were accepted from Cllrs Geoff Mason (prior engagement), Alison Webster (working), Craig Broom (family commitment), Phil Kirkby (working), Guy Sutton (holiday) and Oliver Tinkler (no reason given).

DISCLOSURES OF INTEREST

282/22 There were none.

MINUTES OF THE LAST MEETING

284/22 It was **resolved** that the Minutes of the Parish Council Meeting held on 09 January 2023, copies of which had been previously distributed to Members via Board Intelligence, be signed by the Chairman as a correct record.

285/22 **Matters Arising.** A question was raised about how matters arising from previous meetings were followed up to ensure they were not forgotten. It was **noted** that most items are covered under individual committee reports. However, matters arising (not covered elsewhere on the agenda) will be added to the agenda for future meetings.

Action: Clerks

REPORTS FROM COUNTY AND BOROUGH COUNCILLORS

286/22 Cllr David Knight welcomed Mr Paul Wareham, candidate for Kilndown ward.

Borough Cllr David Knight reported:

Parish & Borough elections - 04 May 2023. Voters will be required to show photo ID to vote at the forthcoming elections; for example, a passport or photo driving licence.

There is concern among Borough councillors about disenfranchising voters, especially older residents. Residents without photo ID can obtain a voting certificate from the Borough or they are being encouraged to register for a postal vote. The enforcement of the new requirements is unclear.

My Tunbridge Wells Borough Website. Residents are encouraged to register for an account on the website where the information that appears on the weekly newsletter can be viewed including, nearby planning applications, details of councillors; it is also

possible to link a council tax account so all the information is in one place. **Action: To add to the E-newsletter.**

CHAIRMAN'S ANNOUNCEMENTS

287/22 The chairman, Cllr Antony Harris reported:

22/01066, Crowbourne Orchard, Smiths Lane. A meeting has taken place with Carlos Hone, Head of Planning at TWBC; Cllr Craig Broom, Chairman of GPC Planning Committee and Borough Cllr David Knight regarding enforcement action relating to refused application 22/01066, Crowbourne Orchard, Smiths Lane. The Enforcement notice is currently with TWBC legal. It was **noted** that no appeal had been lodged by the applicant.

KALC run training course - Recruitment of Parish Councillors. Both the Chairman and Clerk attended. It was a very useful course highlighting the need to proactively recruit all year round and making more people aware of how the council operates so they feel more comfortable to stand.

CLERK'S REPORT

287/22 The Clerk, Mrs Claire Reed, reported:

Graffiti. Following minute 263/22. It was **noted** that there have been further incidences of graffiti in Goudhurst village including a large amount on the bus shelter on North Road. It was **noted** that aggressive chemicals will need to be used on the bus shelter and there is concern that these are likely to damage the shelter. Police are aware of the perpetrator and have asked for the cost for cleaning; quotes for the removal of the graffiti have been obtained by the Clerks. Since the damage was reported to the police there have been no more incidences. It was **resolved** to approve the expenditure of £2,000 for the removal of all of the graffiti. It was **noted** that the owners of private property will be invoiced for their proportion of the costs by the RFO. **Action: Clerks and RFO**

Election Training. KALC are hosting online information sessions for prospective Councillors on 21 February and 21 March between 7-8pm. TWBC are holding candidates' briefings online on 28 February between 6.30pm and 8pm and in-person on 3 March between 6.30pm and 8pm.

Duck House. The repaired duck house has been re-floated on Goudhurst pond. The Council expressed thanks to Mr Ed Bates and Mr Alan Foster for their help.

Insurance for the Village Fete 2023. Mr Richard Vinton has approached the Council regarding insurance for the village fete. The Clerk has sought advice from Council's insurers, Zurich who have stipulated that in order to cover the event the Council must have the final say on what happens at the event, need to risk assess the event, there must be under 500 people attending at any one time and all third parties must have their own public liability insurance. **Action: Clerk to liaise with Mr Richard Vinton.**

ACCOUNTS

The Responsible Finance Officer, Mrs Panetta Horn, reported:

288/22 **Accounts for Council's February 2023 meeting:**

Receipts UTB in January 2023

Burial Authority

£140.00

Rental – Mary Days garages	£933.00
Receipts CCLA in November 2022	
Interest Reinvested	£53.71
Total Receipts	£1,126.71
Payments in January 2023	
UTB	£19,555.68
Natwest	0.00
CCLA	0.00
Total	£19,555.68
Cash Balances at Bank on 31st January 2023	
UTB	£110,115.89
Natwest	£33,773.03
CCLA	£20,848.00
Total	£164,736.92

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

- 289/22 **Closure of the NatWest account.** Minute 069/22 refers. It was **noted** that the NatWest Current Account had been closed on 06 February 2023 and the balance of £33,702.03 has been transferred to Unity Trust Bank. It was **noted** that the current cash balance in UTB is £110,115.89 of which only £85,000 is covered by the Financial Services Compensation Scheme. It was further **noted** that the first half of the precept, £110,000, is due in April.
- 290/22 **Transfer of funds.** It was **resolved** to transfer £75,000 from the UTB current account to Councils CCLA PSDF. Cllrs Phil Kirkby and David Boniface signed the transfer forms witnessed by those present at the meeting. **Action: RFO**

MATTERS ARISING

- 291/22 **Accounts Payable.** It was **resolved** to move to one accounts payment run per month (excluding salaries) following the approval of all payments at the monthly full council meeting. This will bring payments in line with the Financial Regulations and prevent errors/ duplicate payments. It was **agreed** that the RFO should inform contractors of the changes to payment dates. **Action: RFO**
- 292/22 **Circulation of the Bank Reconciliation.** In line with the Financial Regulations, it was **resolved** to cease the circulation of the bank reconciliation to all members and to the publishing with the minutes. The bank reconciliation will only be circulated to the Finance Committee with one member nominated to sign off the reconciliations each quarter. **Action: RFO**
- 293/22 **Terms of Reference for the Finance Committee.** Minute 271/22 refers. It was **resolved** to approve the updated terms of reference for the Finance Committee with the addition

of: 'Any grant applications received will be presented to the Committee for discussion and a decision on the allocation of funds'.

294/22 **Maintenance Contracts for 2023-24.** It was **resolved** to award maintenance contracts to the following contractors;

Contract	Contractor
St Mary's Churchyard, Victorian Cemetery, Burial Grounds and Back Lane play area	Groundscare and General Services Ltd.
Christchurch Churchyards and Quarry Pond	John Fermor
The Plain and pond	Pearson's Landscapes Limited
Chequer Field, Glebe Fields and Lurkins Rise play area	Capel Groundcare

Action: Clerk/ RFO to finalise contract detail and inform the contractors.

295/22 **Repairs to Goudhurst bus shelter.** It was **resolved** to approve the expenditure of £1,250 for repairs to Goudhurst bus shelter. **Action: Clerks**

296/22 **EV Charge Points.** Minutes 202/22, 085/22, 055/22 and 363/21 refer. It was **resolved** to defer a decision on the purchasing of new EV points. Councillors will seek community feedback on the proposal via the Annual Parish Meetings before deciding on any future action. **Action: Cllr David Boniface**

297/22 **Replacement Defibrillator for The Plain.** It was **resolved** to approve the expenditure of £1,555 for a replacement defibrillator and heated cabinet for the phone box on The Plain. It was **noted** that there may be an additional cost for the connection of the electricity supply. **Action: Clerks**

BUSINESS & COMMUNICATIONS COMMITTEE

298/22 Council **resolved** to adopt the minutes of the Business & Communications Committee meeting held on 10 January 2023.

299/22 **Business Networking Event.** It was **noted** that although there was interest in the event, it had been postponed to a later date as feedback showed that a Tuesday or Thursday night was preferable to a Friday. It was **agreed** that the location of the event should be considered carefully. **Action: Cllr Antony Harris.**

Coronation Event. It was noted that there is a working group meeting on Thursday 16 February.

AMENITIES COMMITTEE

300/22 Council **resolved** to adopt the minutes of the Amenities Committee meeting held on 24 January 2023.

YOUTH & HOUSING COMMITTEE

301/22 Council **resolved** to adopt the minutes of the Youth & Housing Committee meeting held on 07 February 2023.

Social Housing. Cllr David Knight briefed members on his recent success in speeding up repairs to a Town & Country property in the Parish. It was **noted** that some of the housing stock is in poor condition and often residents are not receiving the correct help

and support from the housing association. It was **agreed** that anyone with such difficulties should be signposted to the Borough Councillors for support.

BURIAL AUTHORITY

Chairman of the Burial Authority, Cllr Caroline Richards reported:

302/22 **Rules and Regulations.** It was **noted** that the Chairman of the Burial Authority and the Clerks have recently attended a KALC run course on cemetery management. The Chairman and Clerk have also visited the manager of Tunbridge Wells cemetery and crematorium and are working on a revised version of the Burial Ground regulations for approval at the next meeting of the Burial Authority on 28 February 2023.

Unauthorised Items on Graves. Minute 196/22 refers. Letters have been sent to all holders of the Exclusive Right of Burial asking them to remove the items and giving a deadline of 28 February 2023. The Burial Authority will carry out an inspection on 28 February to ascertain how many items remain.

Duration of ERB. There is a proposal to reduce the term of the grant of the Exclusive Right of Burial from 100 years to 35 years. This will be considered and a decision made by the Burial Authority at the next meeting.

Digitisation of records The Clerk was asked to assess the current status of the project and report back to the Burial Authority.

STAFFING COMMITTEE

Cllr Jill Andrew reported:

303/22 **Performance Management.** It was **noted** that the Staffing Committee has prepared a template for the meetings which are due to take place from 22nd February onwards.

Action: Staffing Committee.

HIGHWAYS COMMITTEE

Chairman of the Highways Committee, Cllr David Boniface reported:

304/22 **Highways Improvement Plan.** Kent Highways are slowly progressing projects.

PLANNING COMMITTEE

305/22 **Recent planning Applications;** Please see Appendix 1.

ITEMS FOR INFORMATION

306/22 **Business Event.** It was **noted** that the meeting is still listed on the Parish Council website and needs to be removed. **Action: Clerks**

307/22 **Survey Monkey.** Minute 267/22 refers. It was noted that the subscription has now been cancelled.

308/22 **Goudhurst Living Room.** Minute 268/22 refers. Cllr Jill Andrew advised that no one is making use of this scheme and that it will most likely end in March.

309/22 **Boundary Commission proposals.** Minutes 261/22, 239/22, 238/22, 217/22, 218/22, 208/22 refer. It was **agreed** that Goudhurst and Kilndown villages need to be kept in the same ward. It was **noted** that the Boundary Commission decision on the location of the new boundaries for borough council elections has been deferred until May 2023. Cllr Jill Andrew agreed to revisit the council's submissions and draft a further submission to the Boundary Commission with the Clerk. **Action: Cllr Jill Andrew and Clerk.**

NEXT PARISH COUNCIL MEETING

310/22 Parish Council Meeting, Tuesday 14 March 2023 at 7.30pm in Goudhurst Village Hall.

The meeting closed at 21.28

Claire Reed, Clerk

Appendix 1 to Minutes of a Council Meeting held on 14 February 2023

Recommendations and Decisions January 2023

Application	Address	Proposal	GPC	TWBC
22/03072	The Stables, Bedgebury Road	Demolition of existing buildings and erection of a detached single storey dwelling with associated landscape and ecological enhancement works, including removal of hardstanding and ménage.	Refusal - The application is for demolition and a new build and not the conversion of an existing redundant building which would possibly be viewed differently. As such the application represents, and new build which, with the change of location and orientation be more prominent in the landscape and more visible from the public footpath. The development is in the AONB and outside the limits-to-build.	Permitted
22/03204	Riseden Farm, Ranters Lane, Goudhurst	Demolition of existing outbuilding and replacement with new outbuilding comprising two enclosed parking spaces with third open car barn, with room above.	Approve	Permitted
22/03391/LBC	Lamberts, Church Road, Goudhurst	LBC - Carry out urgent structural repairs to strengthen the existing south wall of cellar 1 located on eastern side of property by building a new reinforced brick buttress on a reinforced pad foundation.	Approve	Permitted
22/03260	Three Chimneys Farmhouse, Bedgebury Rd	LBC Conversion of part of building to annex/holiday accommodation and associated works and the installation of a new treatment plant	Approve	Permitted
22/03632	Ballards House, Ballards Hill, Goudhurst	Demolition of existing bungalow and detached garage. Creation of two storey dwelling	Approve	

Appendix 1 to Minutes of a Council Meeting held on 14 February 2023

Recommendations and Decisions January 2023

23/00134	The Bramlings, Beaman Close, Goudhurst,	Fenestration alterations	Approve	
23/00045	Scotney Castle, Hastings Road, Lamberhurst.	Retrospective - resurfacing work to path & replacement fencing to the south of the Old Castle.	Approve	

Date: 09/02/2023

Goudhurst Parish Council Current Year

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Time: 11:36

Bank Reconciliation up to 31/01/2023 for Cashbook No 4 - Unity Trust Current A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
24/11/2022	22288					<input type="checkbox"/>	Nest
31/12/2022			135.00	135.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/01/2023	22363	600.00		600.00		R <input checked="" type="checkbox"/>	Robert Hillier
05/01/2023	22362	1,739.19		1,739.19		R <input checked="" type="checkbox"/>	Capel Ground Care
09/01/2023			135.00	135.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/01/2023	22367	138.88		138.88		R <input checked="" type="checkbox"/>	Lloyds Multipay Card
13/01/2023			225.00	225.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/01/2023	22361	14.33		14.33		R <input checked="" type="checkbox"/>	EE
19/01/2023	22368	285.15		285.15		R <input checked="" type="checkbox"/>	BT
20/01/2023			140.00	140.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/01/2023	22337	180.00		180.00		R <input checked="" type="checkbox"/>	John Fermor
23/01/2023	22338	1,041.90		1,041.90		R <input checked="" type="checkbox"/>	Rebecca Barden
23/01/2023	22339	2,593.74		2,593.74		R <input checked="" type="checkbox"/>	Claire Reed
23/01/2023	22340	694.77		694.77		R <input checked="" type="checkbox"/>	Panetta Horn
23/01/2023	22341	8,501.16		8,501.16		R <input checked="" type="checkbox"/>	HMRC
23/01/2023	22342	1,099.20		1,099.20		R <input checked="" type="checkbox"/>	f&c cleaning services
23/01/2023	22343	622.50		622.50		R <input checked="" type="checkbox"/>	Goudhurst village hall
23/01/2023	22344	300.00		300.00		R <input checked="" type="checkbox"/>	kilndown Quarry Centre
23/01/2023	22346	129.46		129.46		R <input checked="" type="checkbox"/>	Tsohost
23/01/2023	22347	40.23		40.23		R <input checked="" type="checkbox"/>	Rebecca Barden
23/01/2023	22348	57.85		57.85		R <input checked="" type="checkbox"/>	Claire Reed
23/01/2023	22349	88.80		88.80		R <input checked="" type="checkbox"/>	Kent Assoc of Local Councils
23/01/2023	22350	204.00		204.00		R <input checked="" type="checkbox"/>	Ann millward
23/01/2023	22351	96.00		96.00		R <input checked="" type="checkbox"/>	Forge Communications
23/01/2023	22352	172.62		172.62		R <input checked="" type="checkbox"/>	Microshade Business Consultant
23/01/2023	22353	42.26		42.26		R <input checked="" type="checkbox"/>	Castle Water
23/01/2023	22354	30.00		30.00		R <input checked="" type="checkbox"/>	Pearson's Landscapes
23/01/2023	22355	189.00		189.00		R <input checked="" type="checkbox"/>	SLCC Enterprises Ltd
23/01/2023	22338	-0.51		-0.51		R <input checked="" type="checkbox"/>	Rebecca Barden
23/01/2023			270.00	270.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/01/2023	22366	23.14		23.14		R <input checked="" type="checkbox"/>	NPower Ltd
26/01/2023			168.00	168.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
27/01/2023	22358	359.86		359.86		R <input checked="" type="checkbox"/>	Nest
30/01/2023	22359	156.64		156.64		R <input checked="" type="checkbox"/>	VEOLIA Environmental Services
31/01/2023	22360	155.51		155.51		R <input checked="" type="checkbox"/>	Infinity Technology Solutions
		<u>19,555.68</u>	<u>1,073.00</u>				