

# Goudhurst Parish Council



MINUTES OF A MEETING OF GOUDHURST PARISH COUNCIL  
on Tuesday 16 May 2023 at 7.00pm 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 Craig Broom, Antony Harris, Suzie Kember, Phil Kirkby, David Knight (Borough Councillor), Geoff Mason, Ed Read-Cutting, Caroline Richards, Paul Wareham and Alison Webster (Borough Councillor) arrived at 20.15.

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

### ELECTION OF THE CHAIRMAN

071/22 It was unanimously **resolved** to elect Cllr Antony Harris as Chairman of the council.

***A minute's silence was held in memory of David Denton who passed away earlier in the week.***

### CO-OPTION

072/23 It was unanimously **resolved** to co-opt Suzie Kember as member for Goudhurst.

### APOLOGIES

073/23 Apologies were received from Cllr Ed Hodgskin (work) and Jill Andrew.

### DISCLOSURES OF INTEREST

074/23 There were none.

### ELECTION OF THE VICE-CHAIRMAN

075/22 It was proposed by Cllr Antony Harris that Cllr Phil Kirkby be elected as Vice-Chairman. This was seconded by Cllr Craig Broom and unanimously **resolved** by Council. It was proposed by Cllr Ed Read-Cutting and seconded by Cllr Phil Kirkby that Cllr Caroline Richards be joint Vice-Chairman. This was unanimously **resolved** by council.

### COMMITTEE MEMBERSHIP

076/22 **Burial Authority.** It was **resolved** to reinstate the Burial Authority with the published terms of reference. It was unanimously **resolved** to appoint the following members to the Burial Authority: Cllrs Edward Hodgskin, Phil Kirkby, Geoff Mason and Caroline Richards. It was **agreed** that the Burial Authority will appoint a chairman at their first meeting.

077/23 **Finance Committee.** It was **resolved** to reinstate the Finance Committee with the published terms of reference. It was unanimously **resolved** to appoint the following members to the committee: Cllrs Craig Broom, Antony Harris, Phil Kirkby, David Knight

and Geoff Mason. It was **agreed** that the Finance Committee will appoint a chairman at the first meeting of the committee.

- 078/23 **Planning Committee.** It was **resolved** to reinstate the Planning Committee with the published terms of reference. It was unanimously **resolved** to appoint the following members to the committee: Cllrs Craig Broom, Edward Hodgskin, Suzie Kember, Ed Read-Cutting, Caroline Richards and Paul Wareham. It was **agreed** that the Planning Committee will appoint a chairman at the first meeting of the committee.
- 079/23 **Amenities Committee.** It was **resolved** to reinstate the Amenities Committee with the published terms of reference. It was unanimously **resolved** to appoint the following members to the committee: Cllrs David Knight, Geoff Mason, Ed Read-Cutting, Caroline Richards and Alison Webster. It was **agreed** that the Amenities Committee will appoint a chairman at the first meeting of the committee.
- 080/23 **Highways Committee.** It was **resolved** to reinstate the Highways Committee and to appoint the following members to the committee: Cllrs Craig Broom, Suzie Kember, Paul Wareham and Alison Webster. It was **agreed** that at the first meeting the Committee members should consider and decide on the purpose of the committee so that a new term of reference can be drafted and presented to council for approval. The committee will also appoint a chairman at the first meeting.
- 081/23 **Youth & Housing Committee.** It was **resolved** to reinstate the Youth & Housing Committee with the published terms of reference. It was unanimously **resolved** to appoint the following members to the committee: Cllrs Craig Broom, David Knight, Phil Kirkby and Alison Webster. It was **agreed** that the Youth & Housing Committee will appoint a chairman at the first meeting of the committee.
- 082/23 **Policy Committee.** It was **resolved** not to reinstate the Policy Committee. Policies will be reviewed on a rolling basis and the Clerk will inform the council of any material changes needed. **Action: Clerk**
- 083/23 **Staffing Working Group.** It was **resolved** to establish a Staffing Working Group to consider staffing matters and to carry out the annual staff appraisals. Council unanimously **resolved** to appoint Cllrs Craig Broom and Geoff Mason to the working group.
- 084/23 **Business Liaison Working Group.** It was **resolved** to establish a Business Liaison Working Group. Council unanimously **resolved** to appoint Cllrs Suzie Kember and Paul Wareham to the working group.

#### TRUSTEES OF GOUDHURST VILLAGE HALL

- 085/23 It was **resolved** to appoint Cllr Phil Kirkby and one other, to be decided at the June council meeting, as nominative trustees to Goudhurst Village Hall Committee.

#### APPOINTED REPRESENTATIVES

- 086/22 It was **resolved** to appoint the following representatives to:
- Hop Pickers Line – Cllr Suzie Kember
  - Kilndown Recreational Hall Trust, Kilndown Millennium Green Trust and Kilndown Quarry Centre – Cllrs David Knight, Ed Read-Cutting and Paul Wareham.
  - KALC Area Committee – Cllr Antony Harris
  - Dorothy Bathurst's Charity – Cllr Suzie Kember
  - Goudhurst Education Foundation - Cllr Suzie Kember
  - River Teise Sub Group – Cllr Caroline Richards

## MINUTES OF THE LAST MEETING

087/23 It was **resolved** that the Minutes of the Parish Council Meeting held on 11 April 2023, copies of which had been previously distributed to Members via Board Intelligence, be signed by the Chairman as a correct record.

## REPORTS FROM COUNTY & BOROUGH COUNCILLORS

Members joined Borough Councillor David Knight in congratulating Cllr Alison Webster on her election to the Borough Council.

Councillor David Knight reported:

088/23 **TWBC.** Following the elections on 04 May, the council is comprised of the following members:

- **Liberal Democrats** - 17 seats
- **Conservatives** – 11 Seats
- **Tunbridge Wells Alliance** – 11 Seats
- **Labour** – 8 seats
- **Independent** – 1 seat

The Partnership will be maintained and will continue to focus on 5 key areas 'Focus on Five':

- Safeguarding finances
- Vibrant and safer towns and villages
- Carbon reduction
- Genuinely affordable housing and social rental housing
- Digital access, transparency and local democracy

**Boundary Commission.** The final recommendations have been published. Under the revised recommendations, the parish will be kept together and will be in the new Goudhurst, Lamberhurst & Horsmonden ward, one of 13 new wards, which also encompasses Brenchley and Matfield Parish. The council thanked Cllr David Knight and Jill Andrew for submitting representations on behalf of the Parish.

089/23 Borough Cllr Alison Webster reported:

**Induction at TWBC.** Cllr Webster has had a two-day induction at the Borough and has learnt a great deal about the running of the council and its finances.

**Residents' Survey.** TWBC will shortly be launching a resident's survey to help shape the council's next year in office. A link to the survey will be included in the e-newsletter and on the Parish Council's website. **Action: Clerk**

### ***It was resolved to extend the meeting***

## ACCOUNTS

The Responsible Finance Officer, Mrs Panetta Horn, reported:

090/23 It was noted that the annual accounts shutdown will take place on 19 May and the internal audit will take place on 26 May 2023.

091/23 **Council noted the summary of receipts and payments in April 2023:**

**Receipts UTB in April 2023**

Amenities	£277.03
Burial Authority	£1,130.00
Rental – Mary Days garages	£438.00
Precept	£109,900.00
Coronation	£5,070.28
<b>Receipts CCLA in April 2023</b>	<b>£195.62</b>
<b>Total Receipts</b>	<b>£117,010.93</b>

**Payments in April 2023**

UTB	£40,726.47
CCLA	£195.62
<b>Total</b>	<b>£40,922.09</b>

**Cash Balances at Bank on 31st March 2023**

UTB	£128,296.40
CCLA	£96,168.62
<b>Total</b>	<b>£224,465.02</b>

092/23 It was **noted** that £700 will be required to be taken from the Coronation budget to cover costs, the rest of the expenditure has been covered by sales and donations.

093/23 Council **resolved** to approve the payments for May 2023 as presented at the meeting and detailed in Appendix 1.

094/23 Council **resolved** to move the following unspent budgets into ear-marked reserves for 2023-24:

5908 Ventilation System for Chequer Pavilion – Budget of £5,500 unspent

5909 Memorial Survey and Repairs - Budget of £1,500 unspent

5913 Electric Car Recharge Point - Budget of £8,205 unspent

5914 Speed Reduction Cranbrook Rd (school) - Budget of £6,000 unspent

5916 Speed Reduction Iden Green - Budget of £5,680 unspent

5917 Plain Tree Seat – Budget of £2,300 unspent

5121 Board Intelligence - Budget of £3,000 unspent

Total unspent budgets to move to ear-marked reserves, £32,185

CHAIRMAN’S REPORT

095/23 **Retiring Councillors.** The Chairman proposed writing to the councillors who have now retired from the council to thank them for their contribution. The motion was **carried**.

**Coronation Celebrations.** The Chairman proposed writing to the sponsors and volunteers to thank them for their contribution to the event. The motion was **carried**.

#### CLERK'S REPORT

096/23 The Clerk, Mrs Claire Reed, updated council on current projects. The report can be found at Appendix 2.

#### MATTERS ARISING (RESOLUTIONS)

- 097/23 Council **resolved** to approve the proposed meeting dates for 2023-24. These will be published on the Parish Council website and on parish noticeboards.
- 098/23 Council **agreed** that the issue of a parking order for Balcombes Hill car park should be considered by the Highways Committee. **Action: Clerks to agenda for Highways.**
- 099/23 Council **resolved** to accept the current CCTV code of practice without any amendments.
- 100/23 Council **resolved** to accept the current Freedom of Information Publication Scheme without any amendments.
- 101/23 Council **resolved** to adopt the new Health & Safety Policy.
- 102/23 Council **resolved** to adopt the new Equality & Diversity Policy.
- 103/23 Council **resolved** to adopt the updated Code of Conduct for members.
- 104/23 Council **resolved** to adopt the new Dignity at Work Policy.
- 105/23 Council **resolved** to sign the Civility & Respect Pledge.

#### YOUTH & HOUSING COMMITTEE

106/23 Council **resolved** to adopt the minutes of the Youth & Housing Committee meeting held on 02 May 2023.

#### PLANNING COMMITTEE

107/23 **Recent planning Applications;** Please see Appendix 3.

#### ITEMS FOR INFORMATION

108/23 There were none.

#### NEXT PARISH COUNCIL MEETING

109/23 Parish Council Meeting on Tuesday 13 June 2023 at 7.00pm in Goudhurst Village Hall.

The meeting closed at 21.50

Claire Reed, Clerk

Appendix 1 to Minutes of a Council Meeting held on 16 May 2023

**Accounts Payable to 11.05.2023**

Payment Ref	Invoice Number	Supplier	Description	Gross	Net	VAT Code	Vat	Authorisation Ref	Code	Unity	Bank Rec
23001	68895989	PHS	Annual Supply sanitaryware for Toilets	583.48	486.23	S	97.25	Contract		430927106	
23002	N/A	Ann Millward	25.5 hours @ £12 Digitisation burial records	306.00	306.00	z	0.00	Contract		835750230	
23003	60	Bears	Final Balance Music for coronation	995.00	995.00	Z	0.00	Coronation		PAID	
23004	232425	Capel	April Monthly Maintenance	1,641.41	1,367.84	S	273.57	Contract		360811449	
			Lurkins Rise		621.18						
			Chequers Field		746.66						
23005	2223323	Capel	Grave Clearance	408.00	340.00	s	68.00	Clerks Discretion		213387045	
23006	14562014	CH Events	Film License for coronation	361.73	361.73	z	0.00	030/23		384796050	
23007	N/A	Clerks Expenses	April Expenses	136.25				Clerks Discretion		811805133	
			Mileage April		32.40	z		Clerks Discretion			
			Refreshments		78.05	z		Clerks Discretion			
			Mail Chimp	25.80	21.50	s	4.30	Clerks Discretion			
			HP	22.49	18.74	s	3.75	Contract			
23008	N/A	Asst Clerk	Mileage April	14.85	14.85	z	0.00	Clerks Discretion		843898577	
23009	16359	ICCM	Annual membership (Cemetries advice)	95.00	95.00	z	0.00	Clerks Discretion		979283702	
23010	38348	Envirocure	Annual L8 tests & Risk Assessment Chequer field	218.40	182.00	s	36.40	Contract		492542606	
23011	38349	Envirocure	Annual L8 tests & Calorifer blowdown Chequer field	300.00	250.00	s	50.00	Contract		992177809	
23012		Fermor	Maintenance Kilndown - April	620.00	620.00	z	0.00	Contract		337954465	
23013	1885	F&C	Cleaning Toilets to 18/4	883.20	736.00	s	147.20	Contract		337954465	
23014	6383240619	KALC	Social Media Training	44.40	37.00	s	7.40	Clerks Discretion		731861719	
23015	8707	KALC	Annual Membership fee	1,238.74	1,032.28	s	206.46	Subscription		980006591	
23016	1027	Cool Plumbing	Attempt to unblock toilets	60.00	60.00	z	0.00	Clerks Discretion		511335951	
23017	581	MI	Drain clearance at Toilets	255.00	175.00	s	80.00	Clerks Discretion		178021909	
23018	27883	Rialtas	Cemetries annual software subscription	446.39	372.16	s	74.43	Contract		276527372	
23019	278200	Rialtas	Alpha - Accounting softward subscription	172.17	143.47	s	28.70	Contract		£618.56	
23020	881/0423	Stuart Mason Veg. Mgmt	Grit and snow clearance Dec- Mar	288.00	240.00	s	48.00	Clerks Discretion		31475558	
23021	N/A	Risebridge	Contribution to Oil	279.11	279.11	z	0.00	Contract		841901542	
23022	1762	JS Facilities Management	Security for Coronation Marquee	1,382.40	1,552.00	S	230.40	Council Meeting April		222907263	VAT 323836307
23023	7013	Groundscare	April Maintenance St. Marys Less credit of £350	1600.32 - Pay 1250.32	1,333.60	S	266.72	Contract		984946006	
23024	4205	Pearsons	April Maintenance The Plain	198.00	165.00	s	33.00	Contract		193529100	
23025	343112	Iden Signs	Road Signs	100.80	84.00		16.80	Clerks Discretion		25622065	

23026	N/A	Microshade	Increases for April and May - Standing order not updated with increase	23.50				Contract		279230044	
23027	38615	Envirocure	Monthly L8 Control Tasks at chequers Field	61.50	51.25	S	10.25	Contract		238880344	
23028	16639	Community Heartbeat	G5 Battery 4 Defib	354.00	295.00	S	59.00	Clerks Discretion		487400135	
23029	131	Sarah Gorbutt	Six Fold band for Coronation	250.00	250.00	z	0.00	Council Meeting April		603757023	
23030	VAT	Craig Bloom	Reimbursement of RaffleTicjets4U for Coronation	114.53	95.44	S	19.09	Council Meeting April		720199108	
23031	Vat 970223732	Chris Smith	Reimbursement of Stationery Express Poster printing for Coronation	64.00	53.33	s	10.67	Council Meeting April			
23032	VAT	Antony Harris	Reimbursement of Coronation mug	30.00	25.00	S	5.00	council Meeting April			
23033		Pearsons	May Maintenance The Plain	198.00	165.00	s	33.00	Contract		279654865	
23034		Fermor	Maintenance Kilndown - May	620.00	620.00	z	0	Contract		751835922	
23035		Capel	May Maintenance Chequer Field, Lurkins Rise and Glebe	1,641.41	1,367.84	s	273.568	Contract		25825274	
23036		F&C	Toilet Cleaning to 16/5	1,045.20	871.00	s	174.2	Contract		377697176	
23037		Living Forest	Pruning Oak and Cherry Tree in Playground	243.90	203.25	s	40.62	Amenities Committee		44995738	

Not entered Account details awaited

Not entered Account details awaited

New standing orders

		Fermor	Monthly Maint Kilndown	620.00	620.00	f	620.00	15/6 -15/12		645191513	
		Capel	Monthly Maint Cheqr Field and Lurkins Rise	1,641.41	1,367.84	s	273.57	15/6 -15/3/24		690001967	
		Pearsons	Monthly Maint Plan	198.00	165.00	s	33.00	15/6 - 15/3/24		504661260	

## Appendix 2 to Minutes of a Council Meeting held on 16 May 2023

### Clerks Report to Council 16 May 2023

Over the past few weeks I have spent most of my time working on Coronation preparations, preparing a (new) councillor briefing and inducting and onboarding new councillors. I have also spent quite a bit of time on Burial Authority matters including arranging the legal transfer of burial rights.

#### Project Updates

The works to Goudhurst bus shelter and noticeboard have been completed and the damaged posts on the Plain have been replaced. This project has been drawn out due to delays in sourcing the materials, having to wait for the posts to fully dry out before they can be painted and scheduling delays.

I have spoken to Sevenoaks Town Council regarding their trail created by TrailTale and will feedback to the relevant committee in more detail.

Renovations to the public toilets following December's arson attack are due to take place soon, Clerks are chasing Zurich's contractor (and Zurich) for a date.

Quotations have been sought for a replacement bench for The Plain and for cycle racks however we are awaiting a council decision on next steps.

CCTV has been installed on the Star & Eagle which is trained on the church wall. A planning application has been submitted to TWBC for a redesign of the wall which will be considered by the Planning Committee at their meeting on 23 May 2023.

A grant application has been submitted to KCC for a pétanque court.

All of the graffiti in Goudhurst has now been removed, clerks have chased the police regarding the prosecution of the perpetrator, they are drawing up the charges to go to court.

A small decayed oak tree on the Village Green has been felled and works to reduce the cherry have also taken place. All Queen's Green Canopy plaques have now been installed. We have made an application to Canterbury Diocese to fell a large self-seeded Cyprus tree growing out of the ground in the Victorian Cemetery and another Cyprus will have its canopy reduced to improve light and the view across the valley. Quotes have been received for hedge cutting on the east boundary hedge in the burial ground however works are on hold until the autumn owing to the nesting season. These works are also being considered as part of the green spaces action plan.

An application was made in January to install Commonwealth War Grave signage in the Goudhurst cemeteries. Unfortunately, this is still with the Diocese awaiting approval. Clerks continue to chase.

Clerks have investigated a more cost effective and reliable service for emptying the bin in the burial ground. Currently the council pays £154 a month for the large industrial bin to be emptied which is often almost empty. The contractor often has access issues so the bin can remain unemptied for many weeks. The RFO has found a local contractor, used by Brenchley, who will empty a bin for a fraction of the cost (£12) however, Council will need to purchase, and have installed, a new waste bin.



## **Appendix 2 to Minutes of a Council Meeting held on 16 May 2023**

The new top dressing has been applied to the Chequer Field pitch and the field is now back in use. The Clerk has attended a webinar regarding available funding streams from the FA for pitch maintenance and improvement. We are awaiting a decision from Council on further action. The new gate, part funded by the Parish Council, has been installed – the school are very grateful for the assistance with the project.

Clerks have been looking into the possibility of purchasing a speed gun and for new batteries for the SIDs. The Assistant Clerk is also investigating the establishment of a Parking Order for Balcombes Hill carpark which will require a decision from council on whether to proceed as there will be legal costs.

The Planning and Enforcement Appeals for the Smiths Lane site are scheduled to take place on the 12 July at 10am in the Town Hall. Cllrs Craig Broom and Antony Harris are registered to attend on behalf of the parish.

Claire Reed  
Clerk

### Appendix 3 to Minutes of a Council Meeting held on 16 May 2023

#### Recommendations and Decisions April 2023

Application	Address	Proposal	GPC	TWBC
23/00314	Marlingate Farmhouse Bedgebury Road Goudhurst Cranbrook Kent	Installation of 39 PV panels, demolition of asbestos roof and sheet cladding, installation of metal roof and timber cladding to existing barn	Approve	Permitted
23/00451	Paines Farm House Ranters Lane Goudhurst Cranbrook Kent	Variation of Condition 2 of 21/01972/LBC (Listed Building Consent - Extensions and alterations to existing dwelling and garage. Including associated landscape works) - Change proposed cladding material on the rear elevation of the proposed extensions	Approve	Permitted
23/00307	Paines Farm House Ranters Lane Goudhurst Cranbrook Kent	Variation of Condition 2 of Planning Permission 21/01971/FULL (Extensions and alterations to existing dwelling and garage. Including associated landscape works) - Change proposed cladding material on the rear elevation of the proposed extensions	Approve	Permitted
23/00640/PNQCLA	Combourne Farm Jarvis Lane Goudhurst Cranbrook Kent	Prior Notification for the Change of Use of a Building and Land within its curtilage from an Agricultural Use to a Use falling within Class C3 (2 no. Dwelling houses) and Building Operations reasonably necessary to convert the building	Approve	

**Appendix 3 to Minutes of a Council Meeting held on 16 May 2023**

Recommendations and Decisions April 2023

23/00477/FULL	Marlingate Farmhouse Bedgebury Road Goudhurst Cranbrook Kent	Creation of new access and driveway, closure of existing vehicular access, removal of outbuilding with associated landscaping alterations	Defer to Highways	
23/00669/FULL	The Barn, London Road, Flimwell, Wadhurst, Kent,	Change of use of eastern bay of building for storage for use by brewery to create mixed use of building (brewery and tap room). Minor change to hours of opening of associated taproom	Approve	
23/00728/FULL	Lodge Nursery, Lidwells Lane, Goudhurst, Cranbrook	Conversion of outbuilding to new dwelling with extension, demolition of separate annex polytunnels, creation of separate access, landscape enhancements (Alternative to 22/00894/FULL)	Approve	