

# Goudhurst Parish Council

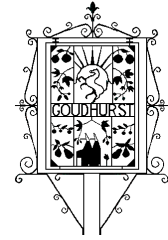


## Council Meeting 08.08.23

MEETING  
8 August 2023 19:00

PUBLISHED  
1 August 2023

# Goudhurst Parish Council



To: Members of Goudhurst Parish Council

I summon you to a Meeting of Goudhurst Parish Council on Tuesday 08 August 2023 at 7.00pm in Goudhurst Village Hall, where business detailed on this agenda will be discussed.

**Goudhurst Parish Council recognises that there are continuing risks associated with COVID-19 and is supportive of individuals wearing masks in meetings and maintaining a social distance. In order to keep everyone safe, please do not attend a meeting if you have COVID-19 symptoms or have tested positive for COVID-19 in the past 5 days. We will continue to review the risks and will comply with any future controls recommended or mandated by HM Government.**

Members of the Public and the Press are welcome to attend this meeting and to ask questions or raise issues of local interest prior to the start of the meeting. Thereafter they are welcome to stay and observe the rest of the Meeting; members of the public are not permitted to speak during the remainder of the meeting except by special invitation of the Chairman, Public Bodies (Admission to Meetings) Act 1960, s1. Please note, Council cannot lawfully decide on items of business not specified on the published agenda although the Chairman may decide to refer any issues raised for further discussion (LGA 1972 Sch 12, 10 (2)(b)).

Please inform the Clerk if you intend to film or record the Meeting.

A handwritten signature in black ink, appearing to read 'C. Reed', is written over a light-colored rectangular background.

Claire Reed  
Clerk to Goudhurst Parish Council  
25 July 2023

Parish Council Office - The Hop Bine, Ranters Lane, Goudhurst, TN17 1HN  
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Quorum for Council: 4 Members

# Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>
Goudhurst Village Hall	8/08/23	

7pm - prior to the start of the meeting. Questions and comments from members of the press and public.

This is an opportunity for members of the public to ask questions or raise issues of local interest. Thereafter they are welcome to stay and observe the rest of the Meeting (members of the public are not permitted to speak during the remainder of the meeting except by special invitation of the Chairman) Public Bodies (Admission to Meetings) Act 1960, s1. Please note, Council cannot lawfully decide on items of business not specified on the published agenda although the Chairman may decide to refer any issues raised for further discussion (LGA 1972 Sch 12 10 (2)(b)).

1. Council to co-opt a new member of the council for Goudhurst Ward.
2. To receive apologies for absence and to approve the reasons given.
3. Declarations of Interest
4. To approve and sign as a correct record the Minutes of the Parish Council Meeting held on Tuesday 11 July 2023, available to members prior to the meeting via Board Intelligence.  
  
Members are reminded that only issues relating to material accuracy can be discussed.
5. To receive reports from County and Borough Councillors (limited to 10 minutes in total).
6. Chairman's Report
7. Clerk's Report
8. Accounts
  - 8.1. To approve payments for August 2023.

# Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>
Goudhurst Village Hall	8/08/23	

## 9. Resolutions

9.1. Council to consider and make a decision on the future location of Council meetings in light of the increase in hire charges for use of the Village Hall.

9.2. Council to consider and make a decision on whether Members can claim travel expenses when on Council business.

9.3. Members to receive an update on the Council's involvement with the Hop Pickers Line Heritage Group and to decide on any action needed.

9.4. Council to resolve to adopt the new Internal Financial Control Policy & Procedures as reviewed by Finance Committee members.

9.5. Council to resolve to adopt the new Terms & Conditions for use of the Village Green.

9.6. Council to resolve to adopt the revised Terms & Conditions for the use of the Chequer Field as reviewed by the Youth & Housing Committee.

9.7. Council to resolve to adopt the updated Privacy Notice.

# Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>
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## 10. Committee Reports

10.1. Council to adopt the minutes of the Youth & Housing Committee meeting held on 25 July 2023 and to note decisions made.

Cllr Phil Kirkby was elected as Committee Chair and Cllr David Knight as Vice-Chair.

To purchase a new memorial bench to replace the decaying bench in the Play Area.

The terms & conditions for use of the Chequer Field were reviewed and approved with a minor change to condition 3.

To apply for an FA grass pitch maintenance fund grant.

To purchase a pitch inspection kit (£250).

That the Committee's priorities are the construction of a youth shelter and pitch improvements at the Chequer Field.

To request s.106 monies from the Old Parsonage development for improvements to the Village Green, including a youth shelter.

10.2. Members to receive an update on Committee priorities.

10.2.1. Amenities Committee

10.2.2. Burial Authority

10.2.3. Finance Committee

10.2.4. Highways Committee

10.2.5. Youth & Housing Committee

10.3. Planning Committee

10.3.1. Members to note Committee recommendations and TWBC decisions in July 2023

11. To resolve to close the meeting to members of the public and press.

In accordance with Public Bodies (Admission to Meetings) Act 1960, s2 members of the public and press will be excluded for consideration of item 10 owing to the confidential nature of the business to be transacted.

11.1. Staffing update, council to decide on any action needed.

# Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>
Goudhurst Village Hall	8/08/23	

## 12. Items for information

12.1. Date of next Meeting: Parish Council Meeting, Tuesday 12 September 2023 at 7.00pm in Goudhurst Village Hall.

# Goudhurst Parish Council



MINUTES OF A MEETING OF GOUDHURST PARISH COUNCIL  
on Tuesday 11 July 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 (Chairman), Edward Hodgskin, Suzie Kember, Phil Kirkby, Geoff Mason, Ed Read-Cutting and Paul Wareham.

**Officers present:** Claire Reed, Clerk; Rebecca Barden, Assistant Clerk.

**Others present:** Julia Kigge.

### APOLOGIES

210/23 Apologies were received from Cllr David Knight (TWBC meeting), Caroline Richards (holiday) and Alison Webster (TWBC meeting).

### DISCLOSURES OF INTEREST

211/23 There were none.

### MINUTES OF THE LAST MEETING

212/23 It was **resolved** that the minutes of the Parish Council Meeting held on 13 June 2023 and the minutes of the Extraordinary Parish Council Meeting held on 27 June 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

213/23 There were no reports.

### QUESTIONS FROM THE PUBLIC AND PRESS

214/23 There were none.

### CHAIRMAN'S REPORT

Cllr Antony Harris reported:

215/23 **Councillor Convention.** The Chairman updated members on the Councillor Convention held at Tunbridge Wells Borough Council on 02 June. His report can be found at Appendix 1.

**KALC Area Committee meeting.** All of the Chairmen from TW Parish Councils met for the first time since the elections in May.

### CLERK'S REPORT

216/23 The Clerk updated council on current projects. The report can be found at Appendix 2.

## ACCOUNTS

217/23 Council **noted** the summary of receipts and payments in June 2023:

### **Receipts UTB in May 2023**

Amenities	£0.00
Burial Authority	£825.00
Rental – Mary Days garages	£573.00
Precept	£0.00
Coronation	£2,360.70
<b>Receipts CCLA in June 2023</b>	<b>£308.62</b>
<b>Total Receipts</b>	<b>£4,139.32</b>

### **Payments in May 2023**

UTB	£23,317.51
CCLA	£0.00
<b>Total</b>	<b>£23,317.51</b>

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

UTB	£92,892.61
CCLA	£96,857.67
<b>Total</b>	<b>£189,750.28</b>

218/23 Council **resolved** to approve the payments for July 2023 as presented at the meeting and detailed in Appendix 3.

219/23 It was **resolved** that Cllrs Geoff Mason and Craig Broom would approve the payments on UTB.

## RESOLUTIONS

220/23 It was **resolved** to appoint Cllr Edward Hodgskin as Charity Trustee of Goudhurst Village Hall. **Action: Clerk to inform the Trustees of Goudhurst Village Hall.**

221/23 It was **resolved** to take part in the celebrations to commemorate the 80<sup>th</sup> anniversary of D-Day by lighting the beacon adjacent to Goudhurst Village green. The possibility of other events was proposed and it was **agreed** that this should be discussed further at a later date. The Clerk was asked to contact the Goudhurst Branch of the Royal British Legion (RBL) to coordinate plans. **Action: Clerk to agenda further discussions and to contact Goudhurst RBL.**

222/23 It was **resolved** to approve the expenditure of £1,000 for legal costs.

## HIGHWAYS COMMITTEE

223/23 It was **resolved** to adopt the minutes of the Highways Committee meeting held on 27 June 2023. The following decisions were noted:

Cllr Craig Broom was elected as Chair;

The EV chargers on Balcombes Hill will not be replaced;

A North Road working group will be established to discuss traffic issues and to decide on any action needed.



#### BURIAL AUTHORITY

- 224/23 It was **resolved** to adopt the minutes of the Burial Authority meeting held on 04 July 2023. The following decisions were noted:  
Cllr Caroline Richards was elected as Chair;  
The Clerk has delegated authority to approve memorial applications which comply with the regulations;  
A new memorial bench will be established in the Burial Ground where families can purchase memorial plaques.

#### FINANCE COMMITTEE

- 225/23 It was **resolved** to adopt the minutes of the Finance Committee meeting held on 04 July 2023. The following decisions were noted:  
Cllr Craig Broom was elected as Chair;  
Accounting procedures will be changed to allow for automation of payment lists between the bank and accounting system;  
A new accounts summary report will be presented at the monthly council meeting;  
A new budget line has been added to this year's budget for professional fees;  
Grants to Paddock Wood Community Advice Centre; the KSS Air Ambulance Charity; Tunbridge Wells and District Samaritans and West Kent Neighbourhood Watch Association were approved.

#### PLANNING COMMITTEE

- 226/23 **Recent planning Applications;** Please see Appendix 4.  
227/23 It was **noted** that the appeal against refusal of planning permission for the mobile home at Crowbourne Orchard, Smiths Lane will be heard on Wednesday 12 July at Tunbridge Wells Town Hall at 10am. Cllrs Antony Harris and Craig Broom are registered to speak.

***Under the Public Bodies (Admission to Meetings) Act 1960, it was resolved to excluded members of the public and press from the meeting due to the confidential nature of the business to be transacted.***

#### STAFFING

- 228/23 It was **resolved** to accept the proposal as presented at the meeting. **Action: Clerk**

#### ITEMS FOR INFORMATION

- 229/23 **Meeting Locations.** It was **noted** that a letter had been received from the Village Hall Committee regarding hire costs for 2023-24. It was **agreed** to add meeting cost and locations to the agenda for the August Council Meeting. **Action: Clerk**  
230/23 **IT systems.** The report from Cllr Craig Broom was noted. It was agreed to add the item to the agenda for the August Council Meeting. **Action: Clerk**

#### NEXT PARISH COUNCIL MEETING

- 231/23 Parish Council Meeting on Tuesday 08 August 2023 at 7.00pm in Goudhurst Village Hall.

The meeting closed at 20.50

Claire Reed, Clerk

**Report on TW Councillor Convention 2 June 20203 - AH**

**Work Group Infrastructure 1**

Made up of

2 County Councillors (2 Cons)

3 Borough Councillors (2 Lab, ,1 Lib Dem)

2 Borough Councillors/Parish Councillors (1 Alliance/1 Lab)

1 Parish Councillor (Chairman) Me

With the help of William's introductory remarks (see his slides) we (1<sup>st</sup> Infrastructure) endeavoured to identify some of the key issues that should be part of an **Integrated TW Plan**. We took this approach rather than dealing with the challenges as a collection of individual disconnected points and issues.

Our reasoning seemed to be that TW could have a great future and not just past.

That we had a better opportunity to engage and enthuse the community (as with our table) with an exciting comprehensive and linked up **Plan**; one that recognised the reality of the problems (facing us and probably our country) and try to develop and propose a logical and realistic solution.

Our Plan specifically identified key issues as:

- Social changes, AI, Climate, Mobility, no money, no government etc...
- Aging and slightly growing population in TW
- Too many retirement homes being built, (bringing in the elderly) > aggravating the TW aging profile.
- Departing youth > no accommodation, opportunities, training > reason to stay.
- Insufficient accommodation for the young > being built > to rent or buy.
- No linked together employment and skills plan > developed in partnership with business and employers.
- No linked-up skills and training follow through with education/colleges (in or around TW).
- Declining town centre and empty shops.
- No apparent linked-up retail and hospitality masterplan with full business engagement.

I think we identified that the classical route, dealing with disparate stakeholder organisations separately > KCC, Education, Government, and all sorts of quangos > was almost designed to prevent a comprehensive and thereby successful outcome.

I noted our conclusions (as far as it was possible to hear) were reported back by the Rapporteur was reported as individual points and did not indicate the joined-up nature of our conclusions, so....

## Appendix 2 to Minutes of a Council Meeting held on 11 July 2023

### Clerks Report to Council 11 July 2023

#### Project Updates

Renovations to the public toilets following December's arson attack have begun, they are expected to take 4 weeks to complete. A complaint against the contractor has been lodged with Zurich due to the delays and the contractor rejecting material choices 2 working days before the works were due to start. The toilets have been entered into this year's Loo of the Year competition.

One of the new posts on the Plain (on the driveway to the Hall) has been struck by a vehicle, the owner has contacted the office. Clerks are sourcing quotes for the repairs.

The tree seat on the Plain has been repaired and stained.

Cycle stands to be placed on Balcombes Hill and at the Social Club have been ordered and the invoice appears on this month's payments. There is a 2-week wait for delivery.

CCTV has been installed at the Star & Eagle to monitor the church wall. One of the cameras is currently off line and we are chasing the contractors for a repair date. Clerks are also awaiting a quote to combine all of the cameras onto one system with remote access.

The working group is collating content for the new information board for The Plain and it is hoped this will be ready for production in the coming weeks.

We have had confirmation from Sean Holden that he is willing to support a grant for the Petanque pitch however, due to budget cuts, the grant offered will be £500.

All monies paid for the cleaning on private property have now been recovered from the residents. We are awaiting a date for the court hearing for the perpetrator.

I have written to William Benson, CEO of TWBC to confirm council's support for the proposed ward name change for the new electoral ward encompassing Matfield, Brenchley, Horsmonden, Lamberhurst and Goudhurst. The proposed name is Rural Tunbridge Wells.

Following agreement from council, the Village Hall has been booked every Tuesday evening for the next 3 months. The clerk is awaiting confirmation from the Committee, following their meeting last week, of any discount in the rate to be offered to the council for the block booking.

The Planning Appeal for application 22/01066, The Mobile Home at Crowbourne Orchard Smiths Lane, (and associated enforcement notice) will take place at the Town Hall on Wednesday 12 July. Cllrs Antony Harris and Craig Broom as registered to speak at the hearing and a meeting has been arranged for those Cllrs to meet with TWBC planning officers.

Clerk met with Highways officers last week to discuss the placement of a replacement village sign for North Road. We are awaiting a quotation for the sign.

The pot holes on Balcombes Hill and constant stream of water have been reported to Highways along with the debris collecting at the junction with North Road and Chequers Road.

A new volunteer group has been established to weed and tidy the graves in the Burial Ground and Victorian Cemetery. The group will meet fortnightly on a Wednesday afternoon (2pm) for 'Weedy

## **Appendix 2 to Minutes of a Council Meeting held on 11 July 2023**

Wednesday!' Information will be placed on the Burial Ground noticeboard, in the e-newsletter and in the church newsletter – all volunteers are welcome!

A new blog discussing how the Parish can be 'greener', written by Cllr Geoff Mason, has appeared in the e-newsletter.

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 negotiated a new rate for the emptying of the bin in the burial ground which equates to a saving of circa £1,300, we are awaiting a revised contract.

Claire Reed  
Clerk

**Appendix 3 to Minutes of a Council Meeting held on 11 July 2023**

**Accounts Payable - additional payments for authorisation**

<b>Payment Ref</b>	<b>Supplier</b>	<b>Description</b>	<b>Gross</b>	<b>Net</b>	<b>VAT Code</b>	<b>Vat</b>
23085	Amazon	Stationery and Office Supplies	50.20	41.83	s	8.37
23086	St Mary's Church	Reimbursement for Electricity for Coronation Event	90.02	90.02	Z	0.00
23087	SLCC	Annual Membership - Clerk	279.00	279.00	z	0.00
23088	SLCC	Planning Summit Training	72.00	60.00	s	12.00
23089	KALC	Finance for Councillors Training	48.00	40.00	S	8.00
23090	Loo of the Year	Entry fee for Loo of the Year	207.60	173.00	s	34.60
23091	REED	Expenses (Refreshments £7.65, May and June mileage £11.25)	18.90	18.90	z	0.00
23092	HMRC	June Tax and NI	1,001.57	1,001.57	OTS	0.00
23093	Groundscare	Monthly Maint St Marys	1,600.32	1,333.60	s	266.72
23094	HMRC	May Tax and NI	1,001.57	1,001.57	OTS	0.00
23095	HMRC	July Tax and NI	1,001.57	1,001.57	OTS	0.00

**Appendix 3 to Minutes of a Council Meeting held on 11 July 2023**

23097	Bailey Street Furniture	Purchase of Cycle Rack	573.54	477.95	s	95.59
23098	B&K	Electrical Work at Toilets	559.92	466.60	s	93.32
23099	Envirocure	Monthly Legionella testing	61.50	51.25	s	10.75
23100	Communicorp	Annual subscription	14.00	14.00	Z	0
23101	GVH	Booking for Aug meeting	15.00	15	z	0

**Appendix 4 to Minutes of a Council Meeting held on 11 July 2023**

Application	Address	Proposal	GPC	TWBC
22/03632	Ballards House, Ballards Hill, Goudhurst	Demolition of existing bungalow and detached garage. Creation of two storey dwelling	Approve	Permitted
22/00487	Walled Garden, Bedgebury Pinetum,	Expansion of car park and installation of new foot path	Approve	Permitted
23/00045	Scotney Castle, Hastings Road, Lamberhurst.	Retrospective - resurfacing work to path & replacement fencing to the south of the Old Castle.	Approve	Permitted
23/00054	Hillside Farm , Ranters Lane, Goudhurst, Cranbrook,	Installation of 2 EV charging points	Approve	Permitted
23/00134	The Bramlings, Beaman Close, Goudhurst,	Fenestration alterations	Approve	Permitted
23/00204	Land Opposite Ranters End, Ranters Lane, Goudhurst,	To renew and make permanent, planning permission for the storage of 2 touring caravans when not in use by the applicant and occasional short term use by direct	Refuse and Escalate Policy L10 – Protected View Policy L1 – Development within the AONB	Permitted

**Appendix 4 to Minutes of a Council Meeting held on 11 July 2023**

		family members as overnight accommodation		
23/00207	The Spinney , North Road, Goudhurst, Cranbrook, KENT TN17 1AS	New garage at road level with brick supporting structure under for form domestic storage.	Approve	Permitted
23/00302	Marlingate Farmhouse Bedgebury Road Goudhurst	Non-Material Amendment in relation to 21/01440/FULL - (Addition of an air source heat pump to the northern aspect of the site.)	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
23/00314	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



**Appendix 4 to Minutes of a Council Meeting held on 11 July 2023**

23/00372/FULL	Land adjacent to the Old Parsonage, Balcombes Hill, Goudhurst	Erection of 14 dwellings with associated landscaping and infrastructure	Approve	
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	
23/00498/FULL	Chingley Manor , London Road, Flimwell, Wadhurst	Conversion of existing barn to residential dwelling with demolition of existing range and with single storey extension. Associated external works including landscaping to areas and domestic curtilage.	Approve	Permitted
23/00505/FULL	The Sacred Heart Roman Catholic Church Beresford Road Goudhurst	Demolition of the sacristy, boiler room and outbuildings, Erection of single storey extension to provide meeting room, kitchen, sacristy and disabled toilet, Provision of improved pedestrian access, Resurfacing of and improved layout of car park	Approve	
23/00535/NMAM D	Whitestocks Farm Bedgebury	Non-Material Amendment in relation to 22/03169/FULL - (Replace the approved hig to gable extension with a smaller dormer	Approve	Permitted

**Appendix 4 to Minutes of a Council Meeting held on 11 July 2023**

	Road Goudhurst	window, clay tile cheeks/roof, oak picture frame front fascia and fixed glazed picture window)		
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	Permitted
23/00795/FULL	Little Meadow, Station Road, Goudhurst, Cranbrook, TN17 1EZ	Removal of Condition 2 of Planning Permission WE/5/51/140 (Erection of an agricultural dwellin) Removal of agricultural occupancy	Defer to TWBC	Permitted
23/00889/FULL	Paines Farm House, Ranters Lane,	Variation of Condition 2 of Planning Permission 21/01971/FULL - Amend approved drawings to replace doors to match consented dining room doors	Approve	Permitted
23/00938/FULL	The Old Parsonage Balcombes Hill Goudhurst	Variation of Condition 2 of Planning Permission 20/03452/FUL - Minor improvements to improve bungalow A accessibility	Approve	

**Appendix 4 to Minutes of a Council Meeting held on 11 July 2023**

23/01072/FULL	First Cottage North Road Goudhurst	Replace and reinstate front door, Restoration of damaged dwarf wall, Installation of metal railings to dwarf wall	Approve subject to the views of the Conservation Officer and conditional on the front wall remaining as existing i.e. brick without rendering	
23/01078/FULL	St Marys Church High Street Goudhurst Cranbrook	Works to a section of stone retaining wall including lowering and repairing on the north west side of the churchyard	Comments: The committee raised recent changes in legislation which allows lorries to be 2 metres longer than the existing regulations. Do the calculations for the lowered section of wall take account of this change and allow for these longer vehicles to safely clear the wall? The committee also raised concerns over the railings, it would like to see the railings installed in sections to prevent a large section being pulled away by the back or end of a lorry or trailer when turning. The committee would also like to see provision for posts to add additional protection for the wall.	

## Appendix 1 to Minutes of a Council Meeting held on 08 August 2023

### Clerks Report to Council 08 August 2023

#### Project Updates

Renovations to the public toilets following December's arson attack continue. Having contacted the contractor for an update Clerks have been informed that completion of the works is delayed as the contractor is waiting for a delivery of tiles. A complaint against the contractor has been lodged with Zurich due to previous delays and the contractor rejecting material choices 2 working days before the works were due to start. The Loo of the Year competition has agreed to delay their inspection until works are complete.

Following the graffiti damage to the public toilets in January, the perpetrator has been ordered by Central Kent Magistrates' Court to pay the Parish Council compensation of £195.00. This is the full amount claimed for cleaning. It is not clear if the perpetrator appeared in court.

The cycle stands to be placed on Balcombes Hill and at the Social Club have arrived and are awaiting installation which should be in the next few weeks.

One of the cameras at the Star & Eagle (church wall) is still off line and we continue to chase the contractor for a repair date. Clerks are also still awaiting a quote to combine all of the cameras onto one system with remote access.

Content for the new information board on The Plain is almost ready to go to the designers, it is hoped this will be complete in the coming weeks.

The Clerk has again contacted the Diocesan land agent to seek repairs/ a solution to the leaking cess pit on the Lower Glebe field – we await a response.

Planning permission to reduce the height of the north west section of the church wall has been granted by TWBC. The new design should prevent any further vehicle damage to the wall. The Planning and Conservation Officers at TWBC took note of the Parish Council's representation and the wall will now be re-modelled without the railings which were of concern to the Planning Committee on the grounds of safety. The PCC's architect has responded to the Council's comments regarding new regulations allowing much longer HGVs and has confirmed that the design takes account of these new longer vehicles. The PCC has selected a contractor for the works and hope they will begin in the autumn. The works are currently within budget.

A new volunteer group has been established to weed and tidy the graves in the Burial Ground and Victorian Cemetery. The group will meet fortnightly on a Wednesday afternoon (2pm) for 'Weedy Wednesday!' Information will be placed on the Burial Ground noticeboard, in the e-newsletter and in the church newsletter – all volunteers are welcome!

The application to install Commonwealth War Grave signage in the Goudhurst cemeteries has finally been approved by the Diocese and is now with the Commonwealth War Graves Commission – it can take up to 12 months for the signs to be installed.

We are still awaiting approval from the Diocese for the removal of a very large self-seeded Cyprus tree growing out of a grave in the Victorian Cemetery – permission has been granted by TWBC and works are scheduled for September. The tree has badly damaged the grave and is beginning to encroach on a nearby war grave.

## Appendix 1 to Minutes of a Council Meeting held on 08 August 2023

Council will host an ICCM memorial testing course in November and in doing so will be given 2 free places on the course. The Clerk and Burial Authority Chair will attend the course so that they can carry out memorial testing going forward.

Two new memorial benches have been ordered, one to be installed in the Burial Ground and another to replace the rusting bench in the Play Area on Back Lane. Families will be able to purchase plaques (via the Burial Authority) to be installed on the benches. This will be a more cost-effective way for families to remember their loved ones and will limit the number of new benches.

The Highways Working Group is due to have their first meeting later this month prior to a new/ updated HIP being submitted to Kent Highways for consideration. We are still awaiting a quote for a replacement Goudhurst Village sign for North Road.

The Planning Appeal for application 22/01066, The Mobile Home at Crowbourne Orchard Smiths Lane (and associated enforcement notice), took place at the Town Hall on Wednesday 12 July. Cllrs Antony Harris and Craig Broom made representation on behalf of the Parish. We await the outcome of the appeal.

The Youth Committee have resolved to apply for an FA grass pitch maintenance grant for works to the Chequer Field, the Clerk will be submitting the application shortly.

A further ventilation contractor has inspected the moisture problem in the Chequer Pavilion and is expected to send recommendations and a quotation in the coming days.

The Clerk has been contacted by TWBC Planning department regarding s106 monies linked to the Old Parsonage development. The monies were originally ringfenced for improvements to the Back Lane Play Area. The Youth Committee has agreed to request the funds be instead allocated to recreational improvements to the Village Green including a youth shelter.

Following Clerk's letter to William Benson, CEO of TWBC to confirm council's support for the proposed ward name change for the new electoral ward encompassing Matfield, Brenchley, Horsmonden, Lamberhurst and Goudhurst it has been forwarded to all party leaders at TWBC, asking for their support of the proposed change. Matthew Sanky is the only one to have so far acknowledged by email. An email was sent (by TWBC) to all registered residents in July asking for comments on the proposed name change.

TWBC have published draft proposals for new polling districts, these can be found at: <https://tunbridgewells.gov.uk/polling-review>. There are no proposed changes for Goudhurst Parish Council wards.

The data requested under the recent Subject Access Request has been sent to the applicant. The final cost of the data capture service was £1,395.00, equivalent of £1 per household in the Parish.

Claire Reed  
Clerk

# Goudhurst Parish Council

## RFO report to Council

July 23 Accounts.to (27/07/23)

These figures will be presented to Council at the August 2023  
Council meeting.

### Receipts UTB in July 2023

Amenities Income	0.00
Burial Authority	2615.00
Mary Day Garage Rents	303.00
Precept	0.00

### Receipts CCLA in July 2023

0.00

<b>Total Receipts</b>	<u>2918.00</u>
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### Payments July 2023

UTB	14,902.61
CCLA	0.00
<b>Total</b>	<u>14,902.61</u>

### Cash Balances at Bank

UTB at 29 <sup>th</sup> July 2023	80,908.01
CCLA at 30 <sup>th</sup> June 2023	96,857.67
<b>Total</b>	<u><u>177,765.68</u></u>

**Accounts Payable to 27.07.2023 for authorisation**

Payment Ref	Supplier	Description	Gross	Net	VAT Code	Vat
22119	Amazon	Stationery and Office Supplies	50.20	41.83	s	8.37
22120	REED	Office Supplies £7.05 and Mileage £34.20	41.25	41.25	Z	0.00
22121	F&C	Toilet Cleaning to 11/7	865.20	721.00	S	144.20
22122	TW Samaritans	Grant	500.00	500.00	OTS	0.00
22123	BTF	Lease for Glebe	750.00	750.00	Z	0.00
22124	Millward	30.5 hours Burial Digitisation	366.00	366.00	Z	0.00
22125	Envirocure	L8 Testing Chq Field and Balcombe Toilets	61.50	51.25	S	10.25
22126	Kalc	Planning Conference 30/3	72.00	60.00	s	12.00
22127	Concept Capture	Redaction of documents for subject access request	1,674.00	1,395.00	s	279.00
22128	SLCC	Civility and Respect Training	30.00	24.00	S	6.00
22129	Brit Manufacturing	Soil Sampler for chequer field	273.54	227.95	S	45.59
22130	Rebecca Barden	Mileage April to July 41 miles @ 45p	18.45	18.45	Z	0.00
22131	ATEX UK LTD	2 no. Memorial benches	1,125.95	938.29	s	187.66

**Accounting Procedure**

Councillor Broom and the RFO met to test the new spreadsheet. Unity Trust Bank have advised that Bulk Faster Payments have not yet become available but it is expected to happen by the end of August. Until this time the new process will be on hold.

Panetta Horn  
RFO  
29<sup>th</sup> July 2023

## The future location of Council Meetings

Clerk's Report to Council 08 August 2023

### Background

The Council has received notification from the trustees of Goudhurst Village Hall that the hire charges will increase from 01 August 2023. Currently, the Council has a block booking for every Tuesday evening between 6.30pm – 9.30pm. In December 2022, the trustees agreed a reduced rate of £10 per hour for an annual block booking of the hall, to be reviewed at the end of March 2023. In March 2023, the Clerk was notified that hire charges at the hall would increase as of 01 June 2023 and that the Council would be required to pay the standard rate minus a 10% local discount (£18 per hour). In May 2023, at the request of the Council, the Clerk wrote to the trustees requesting a more favorable rate for another block booking of the hall. The trustees have replied to confirm they are unable to offer such a discount but, as a gesture of good will, will continue to charge £10 an hour for bookings until the end of July 2023. In their letter, the trustees wished to remind the Council that the Jessel Room, where meetings were held prior to COVID restrictions, is still available at £10 per hour.

### For a Decision

Council to consider the costs detailed below and to decide on where future meetings of the council, and its committees, are to be held after September 2023 when the current confirmed bookings end.

### Cost Comparison

<b>Village Hall</b> Current annual cost - block booking	<b>Village Hall</b> Proposed annual cost - block booking	<b>Village Hall</b> Proposed annual cost - scheduled meetings only	<b>Jessel Room</b> annual cost - scheduled meetings only	<b>Church Rooms</b> annual cost - block booking
(3 hrs x £10) x 52 wks	(3 hrs x £18) x 52 wks			
<b>£1,560</b>	<b>£2,808</b>	<b>£1,422</b>	<b>£790</b>	<b>£750</b>
Difference: £0	+£1,248	-£138	-£770	-£810

#### ***Costs are based on:***

12 Planning/ Council meetings of 3 hours (6.30 – 9.30pm)

11 Planning Committee meetings of 1 hour (6.30 – 7.30pm)

16 committee meetings (Amenities, Finance, Highways, Youth) of 2 hours

**Note:** the trustees were previously unwilling to accept 'ad-hoc' bookings in the main hall as it prevents another block booking, I am awaiting a response on whether this is now possible.

### Jessel Room

Under the Public Bodies (Admissions to Meetings) Act 1960, meeting of the council must be open to the public. Under the Equality Act 2010, the council is required to make reasonable adjustments (which may include making physical alternations to premises used for meetings or changing the



premises used for meetings) if it disadvantages disabled persons. *National Association of Local Councils, LTN 5E*. Council should carefully consider whether the limited access to the Jessel room satisfies these requirements.

## **Motion – to permit Members to claim mileage when on council business**

Currently, only the Clerks are able to claim a mileage allowance when travelling on council business at a rate of 0.45p a mile. Recently a member raised the question of whether there should be a mileage allowance for Members, having travelled some distance to attend a KALC organised course.

Regulation 26 of the Local Authorities (Members Allowances) (England) Regulations 2003 allows the council to pay members a travel and/or subsistence allowance for travel or expenses incurred whilst on council business in the following categories:

1. Attendance at a meeting of the council or of any committee or sub-committee of the council, or of anybody to which the council makes appointments or nominations or of any committee or sub-committee of such a body;
2. The attendance at a meeting of any association of authorities of which the council is a member;
3. The performance of duties in connection with a tender process;
4. The performance of any duty which requires the inspection of any premises;
5. The carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the authority or of any of its committees or sub committees.

### **For a decision**

To resolve to allow members to claim for travel and/ or subsistence expenses incurred whilst on council business as specified under Regulation 26 of the Local Authorities (Members Allowances) (England) Regulations 2003.

# Goudhurst Parish Council



## Internal Financial Control Policy & Procedures

Adopted by Full Council 08 August 2023, Minute 000/23

*To be reviewed April 2024*

### SCOPE OF RESPONSIBILITY

Goudhurst Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law, the Accounts and Audit Regulations and proper practices and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control, which facilitates the effective exercise of its functions and includes arrangements for the management of risk.

### PURPOSE

Internal control is designed to reduce financial risk to the Council.

The system of internal control is designed to ensure that the Council's activities are carried out properly and as intended and to mitigate risk to a reasonable level. Controls include, but are not limited to, the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risks to the Council's finances; evaluation of the likelihood of those risks being realised and the impact should they be realised and the efficient, effective and economical management of the identified risks.

### THE COUNCIL

All financial decisions made should be in accordance with the Standing Orders and Financial Regulations laid down and approved by the Council and reviewed at least annually. The Council reviews its obligations and objectives and approves budgets for the following year at its December meeting. The December meeting of the Council also approves the level of the precept for the following financial year.

The Council is responsible for understanding the internal control procedures and for checking they are adhered to. The council is also responsible for carrying out regular reviews of its internal controls, systems and procedures.

### FINANCE COMMITTEE

The Council has appointed a Finance Committee of Members who meet at least quarterly each year and monitor progress against budgets, budgetary control and monitor financial systems and procedures. The minutes of the meetings of the Finance Committee are reported to Full Council and approved at the next Finance Committee Meeting.

### THE CLERK

The Council has appointed a Clerk to the Council who is the Council's Proper Officer and acts as the Council's advisor and administrator. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to and reviewed as necessary.

## RESPONSIBLE FINANCIAL OFFICER

There is a separate Responsible Financial Officer (RFO) who is responsible for administering the Council's finances. The RFO also ensures that the Council's financial procedures, control systems and policies are adhered to and reviewed as necessary.

## INTERNAL AUDIT

The Council has appointed an independent, competent Internal Auditor who reports to the Council on the adequacy of its records, systems and procedures, internal controls and risk management, regulations and its review of these matters. The internal audit is undertaken twice a year. The Internal Auditor carries out the necessary checks to give the assurances called for in Section 4 of the Annual Governance and Accountability Return (AGAR).

## EXTERNAL AUDIT

The Council's External Auditor is appointed by the Smaller Authorities' Audit Appointments Ltd (SAAA) and, following submission of the Annual Return by the RFO, submits an annual Certificate of Audit which is presented to the Council.

## REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Council;
- the Clerk to the Council and Responsible Financial Officer who have responsibility for the development and maintenance of the internal control environment and managing risks;
- the independent Internal Auditor who reviews the Council's system of internal control;
- the Council's External Auditor, who makes the final check using the Annual Governance & Accountability Return, a form completed and signed by the Clerk, Responsible Financial Officer, the Chairman and the Internal Auditor. The External Auditor issues an annual Audit Certificate;
- the number of significant issues that are raised during the year.

## INTERNAL FINANCIAL CONTROL PROCEDURES

The Council carries out the following internal control procedures:

### *Monthly:*

- The RFO presents a schedule of payments requiring authorisation, together with the relevant invoices, to the Council at the monthly meeting.
- The Council reviews the list of payments and approves them by resolution. Two Members are nominated to authorise the payments on Unity Trust Bank and the names are recorded in the minutes of the meeting.

### *Quarterly:*

- A member of the Finance Committee (other than the Council Chairman) verifies the bank reconciliations produced by the RFO for all accounts. The Member signs the reconciliations and the original bank statements as evidence of verification. This is reported, including any exceptions, to and noted by the Council.
- The RFO presents, at the Finance Committee meeting, a statement of income and expenditure YTD under each budget heading against that in the agreed budget and provides an explanation of any material variances.

### *Annually:*

- Annual budget review is held in Quarter 3.
- A draft budget for next financial year is prepared in Quarter 3
- The budget is finalised in November/ December and, along with the level of precept to be levied, is approved by the Council at the December meeting.
- The precept request is submitted to Tunbridge Wells Borough Council by the RFO before the end of January.
- Standing Orders, Financial Regulations, the Risk Management Schedule and the Internal Financial Controls & Procedures are reviewed and approved by the Council at least annually in April.
- An Internal Audit is conducted annually, at a minimum, and the report is presented to the Council for consideration.
- The RFO completes the AGAR which is signed off at a meeting of the Council and submits it to the External Auditor.
- The RFO makes arrangements for the exercise of electors' rights in relation to the accounts.

## GENERAL

### *Payments:*

All payments are reported to the Council for approval. Payments are made by the RFO as administrator, or the Clerk in the RFO's absence. Two Members of the Council must authorise every BACS payment or cheque.

### *Income:*

All income is received and banked in the Councils' name in a timely manner and reported to the Council. The Council does not keep petty cash.

### *Risk Assessments / Risk Management:*

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

# Goudhurst Parish Council



## Policy for the use of the Village Green

Adopted by Council 08 August 2023, Minute 000/23

*To be reviewed July 2025*

### Introduction

The Parish Council accepts that people may wish to use Goudhurst Village Green (“the green”) in conjunction with private, community, business or other organised activities and non-incidentals events and is content to give general permission for this to happen, subject to an organiser’s acceptance of this policy.

### Scope

The purpose of this Policy and Procedure is to set out how Goudhurst Parish Council regulates the safe use the green.

### General Guidelines

1. The green is accessible to the public for community outdoor use. There must be no interruption to the public’s use and enjoyment of the green, other than when permission is given for an area to be used for an organised event or non-incidentals activity.
2. Public access, including access for organised activities and non-incidentals events, may be withdrawn from an area for health and safety reasons or when maintenance work is being undertaken.
3. The Parish Council will provide a safe environment but will not patrol the area or supervise any restrictions themselves and encourages event / activity organisers and members of the public to report any incidents of misuse or health & safety concerns.
4. The Parish Council values this space and will enhance and improve it where possible (full details of the management of green spaces are available on request).
5. The Parish Council will always give priority to events which are organised on a community or not-for-profit basis.
6. All damage, rubbish, or other arisings from an event must be repaired or cleared up and removed by the organiser. Where the Parish Council is required to effect repairs or maintenance after an event then these will be charged at £25 per hour plus the cost of materials.
7. The Parish Council reserves the right to refuse permission for a non-incidentals event or other organised activity to take place.

## Liability and Insurance

1. Organisers must undertake an assessment prior to their event to identify any risks, including those which are posed to members of the public, and take any necessary steps to mitigate these risks.
2. The organiser is responsible and holds the liability in respect of any activities carried out, or non-incidental events held, on the green
3. The organiser is responsible for planning to insure against any third-party claims which may lie against them (or the organisation if acting as a representative) whilst using the green which is under the responsibility of the Parish Council.
4. The organiser must have, and provide proof, of Public Liability Insurance Cover prior to the commencement of the activity or non-incidental event.

## Restrictions on Usage

1. Green spaces cannot be used or be allowed to be used for any unlawful purpose or in any unlawful way.
2. Bye-laws, where applicable, for the green must be adhered to at all times.
3. Dog fouling must be placed in a bin if provided or, if it cannot be accommodated by a bin, it MUST be removed.
4. Organisers must ensure that litter is placed in a bin provided or, if it cannot be accommodated by a bin, taken away after an event.
5. The playing of Golf is not permitted.
6. Metal detecting is not permitted.
7. The flying of drones is not permitted, unless with the express and written permission of the Parish Council.
8. There are to be no fires including BBQs.
9. No motorised bicycles, motorbikes, motorised scooters or vehicles may be used without the express and written permission of the Parish Council.
10. Aggressive or anti-social behaviour will not be tolerated, and any such incidents should and will be reported to the Police or other relevant authority.
11. Disturbing the soil of the area by the placing of a tent or any temporary structure is not permitted.

## Procedure

Anyone requesting to use the green for a non-incidental event or organised activity should contact the Parish Council office to discuss their proposal.

Organisers will be asked to complete a 'Application for use of the Village Green' form stating when, for how long and for what purpose they wish to use the green.

The application form must be accompanied by a copy of the risk assessment for the proposed activity or event and evidence of an organiser's current Public Liability Insurance cover.

The Parish Council should receive at least 14 days' notice of events or activities which are to be held on its green spaces.

## Financial Contributions

Where permission is given for the village green for the purpose of commercial or business activities the council reserves the right to request a financial contribution towards the upkeep of the areas.

Any contributions received will be ring-fenced in the Council's revenue budget to contribute towards expenditure on the upkeep of its green spaces.



# Goudhurst Parish Council

Application for use of the Village Green.



Company or organisation:

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Contact Name:

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E-mail:

-----

Contact Number:

-----

Proposed date(s) of use:

-----

Time of use: From:

To:

Reason of use:

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Tick to confirm following information has been provided:

Risk assessment	
Proof of Public Liability Insurance	

Signed:

-----

Date: -----

Please return to the Clerk, [Clerk@goudhurst-pc.gov.uk](mailto:Clerk@goudhurst-pc.gov.uk) or by post to The Hop Bine, Risebridge Farm, Ranters Lane, Goudhurst, CRANBROOK TN17 1HN at least 14 days before the event.

# Goudhurst Parish Council



## Chequer Field - Booking Terms and Conditions

Reviewed and Approved by the Youth & Housing Committee 25 July 2023, Minute 244/23

*To be reviewed July 2025*

1. The individual submitting the booking request is responsible for the event and the behaviour of those attending. They shall remain at the function/ event for the duration.
2. The Parish Council reserves the right to refuse any booking request. The Council's decision is final.
3. **Any events must be organised in line with current Government Restrictions.**
4. Children attending the event must be supervised by a responsible adult at all times.
5. The Parish Council reserve the right to cancel any booking due to any cause or circumstance beyond its control. However, the Parish Council shall not be liable for any loss or claim incurred by the hirer, or any other person connected to the booking, as a consequence of such a cancellation.
6. If you wish to cancel a booking, please contact the Clerk as soon as possible.
7. The organiser is responsible for arranging adequate insurance cover which should be available for inspection by the Clerk if requested.
8. Holes should not be made in the playing surface and any items which may cause damage to the surface of the pitch should not be placed on the playing surface. This includes tables and chairs, BBQs and inflatables.
9. Parking is not permitted on the Chequer Field however vehicles may enter the field to drop off items. Vehicles must not be driven on the playing surface.
10. Parking is available in the adjacent school carpark - guests must not park obstructing the field entrance gate and are asked to be considerate towards neighbouring properties.
11. If alcohol is to be served it is the organisers responsibility to ensure the correct licences are in place.
12. Dogs are not permitted onto the field under any circumstances.
13. The field must be vacated by 2130 with activities concluding by 2100.
14. Organisers using the field and/or pavilion are required to return it to the state they found it upon their arrival. Users are responsible for providing their own cleaning equipment.
15. The Parish Council reserves the right to impose a charge for any cleaning or repairs required following use of the Chequer Pavilion and/ or Chequer field. Organisers are expected to report any breakage/ damage to the Clerk immediately.
16. Arrangements for disposal of waste are the responsibility of the event organiser. Rubbish should be taken home and not left on the premises.
17. When leaving the field, the organiser is responsible for ensuring the pavilion and field gate are secured. Any problems should be reported immediately to the Clerk on 07494 117313.
18. Any person not abiding by these Terms and Conditions of Booking will be asked to leave the field and the event may be cancelled.

# Goudhurst Parish Council



## GENERAL PRIVACY NOTICE

Reviewed and Approved by Council August 2023, Minute 000/23  
*To be reviewed July 2025*

### Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

### Who are we?

This Privacy Notice is provided to you by Goudhurst Parish Council which is the data controller for your data.

#### *Other data controllers the council works with:*

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs, CCTV images;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for services such as burials or renting a garage, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation;
- How we use sensitive personal data.

*We may process sensitive personal data including, as appropriate:*

- Information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
- Your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- In order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

*We may process special categories of personal data in the following circumstances:*

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations;
- Where it is needed in the public interest;
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

## **Do we need your consent to process your sensitive personal data?**

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

**The council will comply with data protection law. This says that the personal data we hold about you must be:**

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

**We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;

- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

### **What is the legal basis for processing your personal data?**

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with burial services, or the acceptance of a garage licence.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

### **Sharing your personal data**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community;
- Data capture services for the purpose of responding to a data request.

## **How long do we keep your personal data?**

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 7 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## **Your rights and your personal data**

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

### **The right to access personal data we hold on you**

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

### **The right to correct and update the personal data we hold on you**

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

### **The right to have your personal data erased**

If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

### **The right to object to processing of your personal data or to restrict it to certain purposes only**

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

### **The right to data portability**

You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

## The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

You can withdraw your consent by sending an email to [clerk@goudhurst-pc.gov.uk](mailto:clerk@goudhurst-pc.gov.uk).

## The right to lodge a complaint with the Information Commissioner's Office.

You can contact the Information Commissioners Office on 0303 123 1113 or via their website <https://ico.org.uk/global/contact-us/contact-us-public/>.

## Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page: [www.goudhurst-pc.gov.uk](http://www.goudhurst-pc.gov.uk). This Notice was last updated in July 2023.

## Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Clerk to Goudhurst Parish Council  
The Hop Bine  
Risebridge Farm  
Ranters Lane  
Goudhurst  
TN17 1HN

01580 212552

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# Goudhurst Parish Council



## YOUTH & HOUSING COMMITTEE

Minutes of a Meeting held on 27 July 2023 at 7.30pm in Goudhurst Village Hall

**Councillors Present:** Cllrs Craig Broom, Antony Harris, David Knight (Chairman) Alison Webster.

**Officers Present:** Claire Reed, Clerk

**Others Present:** None

### ELECTION OF THE CHAIR

238/23 It was **resolved** to elect Cllr Phil Kirkby as Committee Chair and Cllr David Knight as Vice-Chair.

### APOLOGIES

239/23 Apologies for Absence were received from Cllr Phil Kirkby (unwell) and Steve Hope.

### DISCLOSURES OF INTEREST

240/23 There were none.

### MINUTES OF THE LAST MEETING

241/23 It was **resolved** that the minutes of the Youth & Housing Committee meeting held on 02 May 2023, and previously distributed to members via Board Intelligence, be accepted as a correct record.

### QUESTIONS FROM THE PUBLIC AND PRESS

242/23 There were none.

### MEMORIAL BENCH

243/23 It was **resolved** to purchase a new memorial bench, at a cost of £550, to replace the decaying picnic bench in Back Lane Play Area. Relatives will be offered the opportunity to purchase memorial plaques to add to the bench. The cost of the plaques will be established by the Burial Authority. **Action: Clerk**

### CHEQUER FIELD BOOKING TERMS & CONDITIONS

244/23 It was **resolved** to approve the terms & conditions with the removal of the word COVID from condition 3. **Action: Clerk**

### FA PITCH MAINTENANCE GRANTS

245/23 It was **resolved** to apply for a FA grass pitch maintenance grant to fund improvements to the Chequer Field. It was further **resolved** to recommend to Council that budget provision be made to accrue funds of approximately £50k (ear marked reserves) for a future drainage project on the field. **Action: Clerk/ Finance Committee.**

### PITCH INSPECTION KIT - CHEQUER FIELD

246/23 It was **resolved** to approve expenditure of £250 for a pitch inspection kit. **Action: Clerk**

### VENTILATION AT CHEQUER PAVILION

247/23 It was **resolved** to defer a decision pending further investigation of the moisture problem at the Chequer Pavilion. **Action: Clerk**

FUTURE PROJECTS AND PRIORITIES

248/23 It was **agreed** that the two main projects for the Committee were the construction of a Youth Shelter and Pitch Improvements at the Chequer Field. It was also **agreed** that the feasibility of establishing a Community Land Trust should be investigated.

SECTION 106 MONIES

249/23 It was **resolved** to put forward a request for funds for improvements to the Village Green including a Youth Shelter and recreational activities. **Action: Clerk to inform TWBC Planning.**

DATE OF NEXT MEETING

250/23 Next Youth & Housing Committee Meeting, Tuesday 24 October 2023 at 7.30pm.

The meeting closed at 8.17pm

Claire Reed  
Clerk

### Appendix 3 to Minutes of a Council Meeting held on 08 August 2023

#### Recommendations and Decisions July 2023

Application	Address	Proposal	GPC	TWBC
23/01090	Well House, Cranbrook Road, Goudhurst	Erection of a summer house	Approve subject to LBC	Permitted
23/01552/LBC	Church Cottage, High Street, Goudhurst	Repointing and repairs of chimney	Approve subject to views of Conservation Officer	
23/01533	Chicks Farm, Chicks Lane, Kilndown	Conversion of redundant agricultural building to a 3 bed single storey dwelling, detached garage with roof mounted solar panels, installation of sewage treatment plant, new parking and turning with associated landscaping (alternative scheme to 22/00250/FULL)	Defer	Permitted
23/01616	15 Lurkins Rise, Goudhurst	Two storey side and rear extensions and alterations to fenestration.	Approve	
23/01559	The Chalet , North Road, Goudhurst	Retrospective change of use from office to residential annex	Approve subject to property remaining as an annexe, ancillary to the main dwelling and not a separate, independent dwelling.	
23/01639/LBC	Goudhurst Ex-Servicemans Club, The Plain, Goudhurst	Listed Building Consent - Replacement porch windows	Approve	

### Appendix 3 to Minutes of a Council Meeting held on 08 August 2023

#### Recommendations and Decisions July 2023

23/01801	Pedlars End, The Plain, Goudhurst	Proposed single storey rear extension and garage conversion	Parish Council have concerns over parking issues but defer to TWBC Planning Officer	
23/01856	Lodge Nursery, Lidwells Lane, Goudhurst	Proposed swimming pool and pump cupboard.	Approve	
23/01776/LBC	Paines Farm House, Ranters Lane, Goudhurst	Variation of Condition 2 of 23/01042/LBC - Alternative solution to second floor staircase	Approve subject to the views of the Conservation Officer.	
23/01878	Greentrees , Cranbrook Road, Goudhurst	Single storey extension	Approve	
23/01616	15 Lurkins Rise, Goudhurst	Two storey side and rear extensions and alterations to fenestration.  <b>RESUBMISSION</b>	Refuse. The Committee would be willing to support the application conditional on the rear extension being single-storey. The committee recommend refusal on the basis of mass & scale and being contrary to Goudhurst NDP Policies D1a – respecting/ complementing in scale, massing and form the character of existing buildings in the locality; D1b – respecting established building lines, arrangements of rooflines (including chimneys), front gardens, and boundary treatments. The Committee also note the concern of neighbours with regard to loss of natural light and overshadowing resulting from the proposed two-storey rear extension.	



**WEST KENT**

**West Kent Neighbourhood Watch Association**

The Police Station  
1 Pembury Road  
Tonbridge  
Kent  
TN9 2HS

Claire Reed  
Parish Clerk  
Goudhurst Parish Council

Dear Claire,

On behalf of the West Kent Neighbourhood Watch Association, I would like to say a big thank you to your Councillors for your generous donation.

Thank you for your help in this matter too.

Kind regards,

Marguerite Bernard  
Treasurer