

Goudhurst Parish Council



MINUTES OF A MEETING OF GOUDHURST PARISH COUNCIL
on Tuesday 08 August 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, Julia Kiggell, Phil Kirkby, David Knight, Geoff Mason, Caroline Richards, Paul Wareham and Alison Webster.

Officers present: Claire Reed, Clerk; Panetta Horn, RFO.

CO-OPTION

258/23 It was **resolved** to co-opt Julia Kiggell as member for the Goudhurst ward.

APOLOGIES

259/23 Apologies were received from Cllr Ed Read-Cutting (working).

DISCLOSURES OF INTEREST

260/23 There were none.

MINUTES OF THE LAST MEETING

261/23 It was **resolved** that the minutes of the Parish Council Meeting held on 11 July 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

262/23 Borough Cllr Alison Webster reported:

The A264, Pembury Road which is currently closed so new gas supply pipes can be laid is likely to reopen as soon than expected.

Get to know your councillors. The TW Alliance party are hosting an event at The Forum on 09 September, with Paella. £20 a ticket.

263/23 Borough Cllr David Knight reported:

Crowbourne Orchard, Smiths Lane. The appeal decision is still outstanding but expected in the coming weeks.

Parking charges at Dunorlan Park. These will begin in the autumn.

Bin collection day changes. These are all now fully implemented and have produced an improvement in services.

TWBC Overview and Scrutiny Committee. The committee will be summoning all portfolio holders to detail their individual priorities. Anyone with questions for any of the portfolio holders should forward them to Cllr David Knight.

QUESTIONS FROM THE PUBLIC AND PRESS

264/23 There were none.

CHAIRMAN'S REPORT

Cllr Antony Harris reported:

265/23 **Committee Priorities.** The Chairman would like to include information about each committee's priorities in the September e-newsletter. Chairman to please send the top two priorities to him via email. **Action: Committee Chairs.**

Low Cost Housing options for young people. The chairman has received feedback relating to his article on Low Cost Housing options and the role of housing associations. He will investigate this further.

E-newsletter. The Chairman reminded Councillors to please check if residents are receiving the e-news and to encourage them to sign up if they are not. **Action: All**

Remembrance Sunday Parade. The Goudhurst Royal British Legion Committee would like volunteers to help with the road closures on Sunday Nov 12th for approximately 10 minutes. Clerk will be applying for the closures in September. **Action: Please let the Clerk know if you are able to help.**

Poppy Appeal. The Chairman has found this a wonderful way to meet and engage with the community. If anyone would like a box for door to door collections please contact Peter Rolington as soon as possible. **Action: All**

Membership of the RBL. Anyone interested in joining should contact Ed Bates, Branch Secretary.

CLERK'S REPORT

266/23 The Clerk updated council on current projects. The report can be found at Appendix 1.

ACCOUNTS

267/23 Council **noted** the summary of receipts and payments in June 2023:

Receipts UTB in July 2023

Amenities	£0.00
Burial Authority	£2,615.00
Rental – Mary Days garages	£303.00
Precept	£0.00

Receipts CCLA in July 2023 £0.00

Total Receipts £2,918.00

Payments in July 2023

UTB	£14,902.61
CCLA	£0.00
Total	£14,902.61

Cash Balances at Bank

UTB at 29 July 2023	£80,908.01
CCLA at 30 th June 2023	£96,857.67
Total	£177,765.68

- 268/23 Council **resolved** to approve the payments for August 2023 as presented at the meeting and detailed in Appendix 2.
- 269/23 It was **resolved** that Cllrs Geoff Mason and Caroline Richards would approve the electronic payments on UTB.

RESOLUTIONS

- 270/23 It was **resolved** to hold the September Council meeting in the Church Rooms. **Action: Clerk to book the meeting.**
- 271/23 It was **resolved** to allow Members to claim travel expenses whilst on Council business, to be reviewed in 6 months.
- 272/23 It was **resolved** to approve the expenditure of up to £100 for meeting expenses for the Hop Pickers Line Heritage Group. It was **noted** that other local councils support with other aspects.
- 273/23 It was **resolved** to adopt the new Internal Financial Control Policy & Procedures.
- 274/23 It was **resolved** to adopt the new Terms & Conditions for use of the Village Green.
- 275/23 It was **resolved** to adopt the revised Terms & Conditions for use of the Chequer Field.
- 276/23 It was **agreed** to defer the adoption of the revised Privacy Notice until the next meeting to allow for further revisions to be made.

YOUTH & HOUSING COMMITTEE

- 277/23 It was **resolved** to adopt the minutes of the Youth & Housing Committee meeting held on 25 July 2023. The following decisions were noted:
- 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.

COMMITTEE PRIORITIES

- 278/23 As per the Chairman's report, it was **agreed** that committee priorities should to be sent to the Chairman by the end of August. It was noted that the Clerk, as a requirement of her CiLCA qualification, has drafted an Action Plan for the council which will be sent to members for feedback. **Action: Clerk**

PLANNING COMMITTEE

- 279/23 **Recent planning Applications;** Please see Appendix 3.

280/23 It was **noted** that the appeal decision against the refusal of planning permission for the mobile home at Crowbourne Orchard, Smiths Lane is still outstanding.

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

281/23 It was **noted** that the Assistant Clerk had tendered her resignation. It was **agreed** that an advert for the vacancy should be posted prior to the Clerk going on leave in the Wealden Advertiser, on the SLCC website and also with KALC. It was **agreed** that Cllrs Craig Broom, Geoff Mason and Phil Kirkby will support the Clerk with the recruitment process. **Action: Clerk**

NEXT PARISH COUNCIL MEETING

282/23 Parish Council Meeting on Tuesday 12 September 2023 at 7.00pm in the Church Rooms.

The meeting closed at 21.30

Claire Reed, Clerk

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

Appendix 2 to Minutes of a Council Meeting held on 08 August 2023

Accounts Payable August 2023

Payment Ref	Invoice Number	Supplier	Description	Gross	Net	VAT Code	Vat	Authorisation Ref
22119		Amazon	Stationery and Office Supplies	50.20	41.83	s	8.37	Clerks Discretion
22120		REED	Office Supplies £7.05 and Mileage £34.20	41.25	41.25	Z	0.00	Clerks Discretion
22121	2040	F&C	Toilet Cleaning to 11/7	865.20	721.00	S	144.20	Contract
22122		TW Samaritans	Grant	500.00	500.00	OTS	0.00	Council June Meeting
22123	7195	BTF	Lease for Glebe	750.00	750.00	Z	0.00	Contract
22124		Millward	30.5 hours Burial Digitisation	366.00	366.00	Z	0.00	Contract
22125	39569	Envirocure	L8 Testing Chq Field and Balcome Toilets	61.50	51.25	S	10.25	Contract
22126	5961266819	Kalc	Planning Conference 30/3	72.00	60.00	s	12.00	Clerks Discretion
22127	4108	Concept Capture	Redaction of documents for subject access request	1,674.00	1,395.00	s	279.00	Council July Meeting
22128		SLCC	Civility and Respect Training	36.00	30.00	S	6.00	Clerks Discretion
22129	7195	Brit Manufacturing	Soil Sampler	273.54	227.95	S	45.59	Council July Meeting
22130		Rebecca Barden	Mileage April to July 41 miles @45p	18.45	18.45	Z	0.00	Clerks Discretion

Appendix 2 to Minutes of a Council Meeting held on 08 August 2023

Accounts Payable August 2023

22131	3253	Atex UK	Memoria Benches for Playground and Burial Ground	1,125.95	938.29	s	187.66	Amenities Committee
22136		HMRC	August Tax and NI	1,222.51	1,222.51	OTS	0.00	Payroll

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. RESUBMISSION	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.	