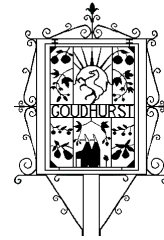


# Goudhurst Parish Council



## Council Meeting 12.12.23

MEETING  
12 December 2023 19:00 GMT

PUBLISHED  
6 December 2023

# Goudhurst Parish Council



To: Members of Goudhurst Parish Council

I summon you to a Meeting of Goudhurst Parish Council on Tuesday 12<sup>th</sup> December 2023 at 7.00pm in The Church Rooms, Back Lane, 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.

Claire Reed  
Clerk to Goudhurst Parish Council  
28 November 2023

Parish Council Office - The Hop Bine, Ranters Lane, Goudhurst, TN17 1HN  
01580 212552 | [clerk@goudhurst-pc.gov.uk](mailto:clerk@goudhurst-pc.gov.uk) | <https://goudhurst-pc.gov.uk> | 07494 117313

Quorum for Council: 4 Members

# Agenda

Location		Date	Time
The Church Rooms, Back Lane		12 Dec 2023	19:00
Item		Time	Page
7pm - prior to the start of the meeting. Questions and comments from members of the press and public.		19:00	-
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	To receive apologies for absence and to approve the reasons given.	19:30	-
2	Declarations of Interest	19:31	-
3	To approve and sign as a correct record the Minutes of the Parish Council Meeting held on Tuesday 14 November 2023, and available to members prior to the meeting via Board Intelligence.	19:32	5
Members are reminded that only issues relating to material accuracy can be discussed.			-
4	To receive reports from County and Borough Councillors (limited to 10 minutes in total).	19:33	-
5	Council 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 13 owing to the commercial sensitivity of the business to be transacted.			-
5.1	To resolve to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a Public Works Loan Board loan of £100,000, over the borrowing term of 10 years, for the purpose of purchasing a council office.		-
5.2	Accounts	19:43	-
5.2.1	Council to resolve to approve the budget and precept for 2024-25 as recommended by the Finance Committee		-
5.2.2	To approve payments for December 2023.		16
6	Chairman's Report	19:48	-
7	Clerk's Report	19:53	19
8	Resolutions		-
8.1	Council to resolve to adopt the new Memorial Management Policy as recommended by the Burial Authority.		20
8.2	Council to consider and make a decision on grant applications received.		23
8.3	Council to consider quotations and resolve to sign a new telephone and fibre broadband contract for the Hop Bine.		38
8.4	Council to receive an update on the proposal to establish a village events calendar and to decide on any action needed.		-

	Item	Time	Page
8.5	To receive an update on plans for the D-Day 80 Celebrations and to decide on any action needed.		-
8.6	Committee Reports		-
8.6.1	Council to adopt the minutes of the Burial Authority meetings held on 21 November 2023 and 28 November 2023 and to note decisions made.		39
	Clerk to draft an action plan for Memorial Safety Testing.		-
	The adoption of the new Grass Management Plan for a trial period of 12 months beginning in March 2024.		-
	To trial no glysophate Roundup in the cemeteries for a period of 12 months to be reviewed in December 2024.		-
	To hold all future Burial Authority meetings in the council's offices, starting at 1pm.		-
8.6.2	Council to adopt the minutes of the Finance Committee meeting held on 21 November 2023 and to note decisions made.		46
	Grants were approved for the Millenium Green.		-
	To award three-year contracts, payable by standing order, to all the existing maintenance contractors with the exception of the St. Mary's contract which should remain as a one-year contract payable against invoice.		-
8.6.3	Council to adopt the minutes of the Amenities Committee meeting held on 28 November 2023 and to note decisions made.		47
	To purchase a new PROW map for Balcombes Hill		-
	To launch Goudhurst Parish In Bloom 2024		-
	To purchase 50 hedgehog highways for distribution to residents		-
	To add the petanque pitch to the residents' survey		-
	To replace the 'Do not feed the ducks' signs on The Plain.		-
	To repaint the red phone kiosk on The Plain		-
	Replace the dead trees on the Village Green		-
	Renew the Legionella Control contract		-
	To switch the street light on The Plain back on		-
	Edited schedules of works for the maintenance contracts were approved		-
9	Planning Committee		-
9.1	Members to note Committee recommendations and TWBC decisions in November 2023	19:58	49
10	Correspondance		-
10.1	Kent Local Flood Risk Management Strategy 2024-2034 Consultation		-
10.2	Community Transport Grant Scheme (KCC)		-
11	Items for information	20:00	-
11.1	Date of next Meeting: Tuesday 09 January 2023 at 7.00pm, Church Rooms.		-

# Goudhurst Parish Council



## MINUTES OF A MEETING OF GOUDHURST PARISH COUNCIL on Tuesday 14 November 2023 at 7.00pm in the Church Rooms

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

### PARTICIPANTS

**Councillors present:** Cllrs Craig Broom, Antony Harris (Chairman), Edward Hodgskin, Suzie Kember, Phil Kirkby, Julia Kiggell, David Knight, Geoff Mason, Paul Wareham and Alison Webster (arrives at 8.15.)

**Officers present:** Claire Reed, Clerk and Panetta Horn, RFO.

**Others present:** None.

### APOLOGIES

431/23 Apologies were received from Cllrs Ed Read-Cutting (working) and Caroline Richards (family commitment).

### DISCLOSURES OF INTEREST

432/23 Cllr Antony Harris declared an interest in the item relating to Board Intelligence.

### MINUTES OF THE LAST MEETING

433/23 It was **resolved** that the minutes of the Parish Council Meeting held on 10 October 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

434/23 There were no reports.

### CHAIRMAN'S REPORT

435/23 The Chairman briefed council, the report can be found at Appendix 1.

436/23 Following the dismissal of the appeal against refusal of planning permission at Crowbourne Orchard, it was **agreed** that the Clerk should write to Mr Guy McNaughton to thank him for organising residents. **Action: Clerk**

437/23 It was **agreed** that Council should consider its capacity to support issues outside of its control that impact on Parish residents. It was **agreed** to add this to the agenda for consideration at the December meeting.

### CLERK'S REPORT

438/23 The Clerk updated council on current projects. The report can be found at Appendix 2.

439/23 Members were reminded to send details of any fly tipping 'hotspots' to the Clerk so they can be passed onto the local policing team. **Action: All**

440/23 It was **noted** that Council's current registrar for the Goudhurst-pc.gov.uk domain has given Council notice to move to a different registrar by 30 November 2023. It was **agreed** that the Clerk should implement the move as soon as possible. **Action: Clerk**

- 441/23 It was **noted** that Council's website needs to be updated to ensure continuing compliance with regulation WCAG 2.1 Level AA. **Action: Clerk to investigate options and report back to Council.**
- 442/23 The Council hosted an ICCM Memorial Management course on 10 November attended by the Clerk and Chair of the Burial Authority. The Clerk is now preparing a Memorial Management policy for consideration by the Burial Authority.
- 443/23 Kent County Council will be hosting parish seminars again on 22 and 29 November and 1 December – the Clerk is awaiting details on how to join and will pass these on the members when received.
- 444/23 A meeting to discuss the Parish Highways Improvement Plan with KCC Highways has been arranged for 21 November. The Clerk and Chair of Highways will attend.
- 445/23 The Clerk was thanked for the arrangements made for Remembrance Sunday.

#### ACCOUNTS

- 446/23 Council **noted** the summary of receipts and payments in October 2023:

##### ***Receipts UTB in October 2023***

Amenities	0
Burial Authority	£1,440.00
Rental – Mary Days garages	£177.00

##### ***Receipts CCLA in September 2023***

	£423.00
<b>Total Receipts</b>	<b>£2,040.00</b>

##### ***Payments in October 2023***

UTB	£19,026.00
CCLA	£0.00
<b>Total</b>	<b>£19,026.00</b>

##### ***Cash Balances at Bank***

UTB at 26 <sup>th</sup> October 2023	£145,070.00
CCLA at 30 <sup>th</sup> September 2023	£98,047.00
<b>Total</b>	<b>£243,117.00</b>

- 447/23 Council **resolved** to approve the payments for November 2023 as presented at the meeting and detailed in Appendix 3.
- 448/23 It was **resolved** that Cllrs Geoff Mason and Suzie Kember would approve the electronic payments on UTB.

#### RESOLUTIONS

- 449/23 It was **resolved** to obtain a further quote for a new telephone and fibre broadband contract for the office. It was further **agreed** to request details from Flotek of customers who would be willing to give a testimonial on services. **Action: Clerk**
- 450/23 It was **resolved** to appoint Microshade VSM as Council's provider of Microsoft 365 and IT support. **Action: Clerk**

- 451/23 It was **resolved** to sign a new 3-year contract with Board Intelligence. **Action: Clerk**
- 452/23 It was **resolved** to appoint the Living Forest to carry out hedge works in the Burial Ground at a cost of £5,405.00. It was noted that works needed to be completed before the nesting season. **Action: Clerk**
- 453/23 It was **resolved** to obtain a further quote for works to remove ivy from the stone walls and mortuary in the Victorian Cemetery. **Action: Clerk**
- 454/23 It was **resolved** to apply to the Land Registry to register the Tattlebury Triangle providing the costs do not exceed £500. Any expenditure over £500 will need the approval of council. **Action: Clerk**
- 455/23 It was **resolved** to support the establishment of a village events calendar. Cllr Edward Hodgskin agreed to arrange a meeting of group representatives in January to discuss what is needed. **Action: Cllr Edward Hodgskin**
- 456/23 It was **resolved** to defer the publishing of the residents' survey pending the completion of further due diligence. **Action: Clerk to agenda for January**
- 457/23 Cllr Edward Hodgskin agreed to liaise with the Royal British Legion (Goudhurst Branch) and brief council on plans at the December meeting. **Action: Cllr Edward Hodgskin**
- 458/23 It was **resolved** to adopt the KALC Community Awards Scheme 2024.
- 459/23 It was **resolved** to appoint Cllr Julia Kiggell as Council's representative to the Cranbrook Schools Review Project

#### YOUTH & HOUSING COMMITTEE

- 460/23 It was **resolved** to adopt the minutes of the Youth & Housing Committee meeting held on 24 October 2023. The following decision were noted:
- To obtain a further quote for a MVHR system for the Chequer Field.
  - To defer a decision on the design of a Youth shelter pending the outcome of the public consultation.
  - To apply for match funding for a new AED for the Village Green/ Church Rooms.

***It was resolved to extend the meeting by 15 minutes to 21.45***

#### PLANNING COMMITTEE

- 461/23 ***Recent planning Applications;*** Please see Appendix 4.

#### CORRESPONDENCE

- 462/23 ***Response from Carlos Hone regarding planning permission at 15 Lurkins Rise.*** It was agreed to write back to Mr Hone concerning material planning considerations which were ignored (overshadowing/ loss of light). **Action: Cllrs Craig Broom and David Knight**
- 463/23 ***Email regarding the West Kent Rural Grant Scheme.*** No decision.
- 464/23 ***Correspondence from a resident.*** It was **noted** that Cllr Antony Harris had acknowledged the latest letter and suggested a meeting which had been turned down.
- 465/23 A letter has been received from South East water regarding ***maintenance works at Bewl Water*** which has been forwarded to members.
- 466/23 Membership invitation from the ***Rural Services Network, Market Town Group***. It was **agreed** not to join the group.
- 467/23 Letter from KCC regarding ***16 days action against domestic abuse***.
- 468/23 Information regarding ***Community Transport Grants*** available. Information passed to the Highways Committee for consideration.
- 469/23 It was noted that the Chief Executive of ***KALC*** has written regarding rejection of the motions submitted by Council for the forthcoming AGM.

- 470/23 **Public Sector Decarbonisation Fund.** Information was received 24 hours before the deadline so no action was taken.
- 471/23 The Clerk has received information regarding the **Bedgebury Master Plan** which has been shared with members.
- 472/23 It was **noted** that the working group were still awaiting the outcome due diligence around the potential purchase of a community asset.
- 473/23 The RFO briefed members on potential funding available through the Community Ownership Fund.

NEXT PARISH COUNCIL MEETING

474/23 Parish Council Meeting on Tuesday 12 December 2023 at 7.00pm in the Church Rooms.

The meeting closed at 9.45pm

Claire Reed, Clerk



## **Appendix 1 to Minutes of a Council Meeting held on 14 November 2023**

### **Chairman's Report – November 23**

**Matter arising October report** (NDP timetable, Glebe mowing etc, wasps at Bus Stop).

#### **KALC**

Next TW **Area Committee** Thursday Nov 23<sup>rd</sup> at The Club Goudhurst.

GPC councillors welcome to help meet and greet.

Parts of agenda may be of interest incl. KALC Planning/NDP Expert, (will circulate when received).

The **KALC AGM** Sat 18 Nov at Ditton, agenda expected shortly, can be interesting.

#### **Traveller site.**

Clerk has written to TWBC for confirmation of enforcement timetable.

#### **Parish Council – Scope of interest.**

See Chairman's piece November e-News.

*"Do we stick just to our limited brief or also try to voice and represent the opinion of the community where we can".*

Feedback and cooperation with local Parishes.

**Cranbrook High Weald Closure** and local educational options.

Request GPC support local area working group.

**Letter received from resident** (and response)

#### **Planning and the TW Agreement.**

with some new Chairman settling in, KALC group reforming to agree priorities.

## **Appendix 2 to Minutes of a Council Meeting held on 14 November 2023**

### **Clerks Report to Council 14 November 2023**

#### **Project Updates**

Renovations to the public toilets following December's arson attack are now complete and the toilets have reopened. There are still a few items to be rectified and these are in progress. Due to the builders' delay, we have missed the inspection date for this year's Loo of the Year. The application fee has been rolled forward to next year.

The new cycle stands have been installed in Balcombes Hill carpark and at Goudhurst Club.

We are still awaiting a quote for the combination of all CCTV systems with remote access. Clerk has chased. We continue to have requests for footage, the Clerk will add a note to the website detailing on what grounds footage can be released i.e. to the police and, if deemed appropriate, insurance companies.

The issue of the cess pit on the Lower Glebe field has been raised with the current land agents who have passed it to the Diocese. Rev Rachel has also contacted the Diocese to ask for reassurance that the cess pit is functioning properly, we await a response.

The new defibrillator and cabinet for Goudhurst has been delivered and is awaiting installation – Mrs Read-Cutting is kindly managing this on behalf of the council. Power will be redirected to the red phone box so that the heated cabinet can be installed. Discussions continue regarding the use of the adjacent modern phone box.

The council has secured match funding from the government for an additional AED for the Village Green which will be affixed to the Church Rooms, this was at the request of the Goudhurst Dynamos.

Council has also secured an FA grant for the grass pitch at the Chequer Field, this will allow council to spend £19k on pitch improvements over the next 6 years.

A new memorial bench has been installed in the the south west corner of the Burial Ground and a further bench will be installed 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.

A revised scheme of works for maintenance of hedges in the Burial Ground has been sent to contractors and the quotations received are to be considered by Council this evening. The hedges need a heavy cutback as some graves are disappearing under them. There is also a need to clear the area at the bottom of the burial ground as the PROW to the bottom of the Lower Glebe field is almost impassable owing to overgrowth and a build-up of detritus. Once cleared, more signage will be needed to advise visitors not to dispose of items in this area.

Following the dismissal of the Planning Appeal for application 22/01066, The Mobile Home at Crowbourne Orchard Smiths Lane (and associated enforcement notice), Clerk has written to Planning Enforcement to request information regarding the timetable for enforcement to ensure the site is returned to green belt by the March 2024 deadline.

A further quotation for a new ventilation system at the Chequer Pavilion has been requested by the Youth & Housing Committee before a decision on the way forward can be made and a contractor appointed.

## **Appendix 2 to Minutes of a Council Meeting held on 14 November 2023**

The Christmas Shopping event will take place on 02 December between 12 (Church from 3) and 8pm. A meeting to decide on action needed took place in October with all parties attending. GPC is the overarching organisers and will provide insurance, Risk Assessments, medical cover, organise the restriction of parking on the south side of the High Street and has organised the road closure for the top of Balcombes Hill. GPC will also pay for advertising banners, provide electricity and Christmas lighting and organise marshals for the road closure/ pedestrian safety.

The policy update timetable is slightly behind schedule but it is anticipated that this will be caught up by the new year.

The new Assistant Clerk will start with council on 20 November. She will be working 20 hours a week.

Claire Reed  
Clerk

### Appendix 3 to Minutes of a Council Meeting held on 14 November 2023

#### Accounts Payable November 2023

Payment Ref	Invoice Number	Supplier	Description	Gross	Net	VAT Code	Authorisation Ref
23209		Kent County Playing Fields	Annual Subscription	20.00	20.00	z	Clerk
23210	246167	SLCC	Annual Membership adjustment for Clerk	41.25	41.25	z	Clerk
23211	2255016	Mazars	External Audit Fees	756.00	630.00	s	Contract
23212	8071543439	KALC	Training Course -Making the Planning system Work	39.22	32.68	s	Clerk
23213		RBL	Remembrance Day Wreaths	50.00	50.00	z	Clerk
23214	40705	Envirocure	L8 Testing Chq Field and Balcombes Toilets	61.50	51.25	S	Contract
23215	10092	Cool Plumbings	Fixing Urinal Sensor	80.00	80.00	z	Clerk
23216		Pearson's	50% cost for clearance of Tattlebury Triangle	180.00	150.00	s	Contract
23217	139596	Pear Technology	Footpath mapping update	57.00	47.50	s	Clerk
23218		Claire Read	Minor Expenses - Mileage	39.39	39.39	z	Contract
23219	1827	Fernshire tree service	Lights on chestnut tree by Pond	930.00	775.00	S	Council
23220	8223899499	KALC	Dynamic Councillor Course - JK	60.00	50.00	S	Clerk

### Appendix 3 to Minutes of a Council Meeting held on 14 November 2023

#### Accounts Payable November 2023

23221	35239	Idea Signs	Christmas Fair Banners	270.00	225.00	s	Clerk
23222	6183	Groundscare	Additional Cut (Monthly invoice of £1600.32 paid by standing order)	267.36	222.80	s	Contract
23223		Fermor	Repairs/Painting of Tree seat on Plain (£425) and Repairs to KD Bus shelter roof (£110)	535.00	535.00	z	Amenities
23224	2246	F&C	Toilet Cleaning to 8/10	1,052.40	877.00	s	Contract
23225	227	GVH	Hop pickers meeting 24/10	15.00	15.00	z	Amenities
23226	232	GVH	Meetings 19 & 26/9	108.00	108.00	z	Council
23227	252	GVH	Hop pickers meeting 19/12	15.00	15.00	z	Amenities
23228	1GP23	RMR	Event Medical Care for Christmas Fair	286.00	286.00	s	Clerk
23229	107466	Living Forest	Work on Oak Tree at Chequers Field	456.00	380.00	s	Amenities
23230	6855413929	KALC	Finance for Councillors Course	48.00	40.00	s	Clerk
23231	6985102169	KALC	Finance for Councillors Course	48.00	40.00	s	Clerk
23232	7175175639	KALC	Dynamic Councillor Course	60.00	50.00	s	Clerk

#### Appendix 4 to Minutes of a Council Meeting held on 14 November 2023

##### Recommendations and Decisions October 2023

Application	Address	Proposal	GPC	TWBC
22/02835	Triggs Oast, Cranbrook Road	Proposed removal of the existing tennis court and the erection of a new detached house and detached garage, with associated works and landscape enhancements.	Refuse, the application fails to meet key policies in Goudhurst NDP and Borough plans and, in terms of section 80, does not appear to meet the criteria for exceptional quality of design.	Withdrawn
23/02520	The Firs, Chicks Lane, Kilndown	Proposed two storey and part single storey rear extension	Approve	
23/02210	Smugley Farm - amended plans	Variation of Condition 2 of Planning Permission 21/04235/FULL (Erection of two replacement dwellings with associated landscaping (amendments to planning permission 18/03451/FULL)) - replacement of detached car barn with family room and inclusion of swimming pool on Plot 2	Approve	
23/02637	Knights Hole, Jarvis Lane	Demolition of existing stables and erection of self-contained annexe (Retrospective)	The Council deprecates the use of retrospective planning applications. Our view is that the size and scale are in keeping with the original building and the materials are similar. We accept that it is not visible from surrounding properties of footpaths.	
23/02684	4 Priors Heath	Single storey infill of enclosed courtyard and changes to fenestration on east elevation	Approve	

#### Appendix 4 to Minutes of a Council Meeting held on 14 November 2023

##### Recommendations and Decisions October 2023

23/02690 & 23/02691/LBC	Old Peacock Cottage, Cranbrook Road	Erection of oak framed garden room to the side following removal of existing extension	Refuse in its current form - the proposed extension does not conserve what is an important building. GPC will support the decision of the conservation architect.	
23/02753	Beech House, North Road	Demolition of existing lean to and conservatory, internal alterations, new dormer to existing roof and the construction of a two-storey side extension with 2 No. dormers	Approve	

# Goudhurst Parish Council

## RFO report to Council

Accounts.to (30/11/23)

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

### Receipts UTB in November 2023

Amenities Income	0
Burial Authority	3,975
Mary Day Garage Rents	

### Receipts CCLA in September 2023

401

### Total Receipts

£4,376

### Payments November 2023

UTB	11,792
CCLA	0

### Total Payments

£11,792

### Cash Balances at Bank

UTB at 30 <sup>th</sup> November 2023	133,956
CCLA at 31st October 2023	98,448

### Current Balances

**232,404**



**Accounts Payable to 05.12.2023 for authorisation**

Payment Ref	Invoice Number	Supplier	Description	Gross	Net	VAT Code
23254		Parish Council Websites	Domain renewal for goudhurst-pc.gov.uk domain name for 2 years from 19/11/23	105.60	88.00	z
23255		Ann Millward	October and November Burial Digitisation	390.00	390.00	z
23257		F&C	October Cleaning of Toilets £674 and Pavilion £190	1,036.80	864.00	s
23258		Surrey Hills	Legal Fees relating to FOI	1,500.00	1,250.00	S
23259		Millennium Green	Grant for playground Inspections £550 and Grant for mowing £2500	3,050.00	3,050.00	Z
23260		Envirocure	L8 Testing Chq Field and Balcombe Toilets	61.50	51.25	S
23261		Millennium Hall	Grant for film club	550.00	550.00	z
23262		Georgina	Reimbursement for Fire extinguisher hire for Coronation service	48.00	40.00	s
23263		Envirocure	Annual Maintenance	119.10	99.25	S
23264		Richard Greenaway	Maintenance at Toilets	110.00	110.00	s
23265		Jackie Clark	Supper for 25 for KALC meeting	275.00	275.00	z
23266		Jackie Clark	Lunch for 10 for Memorial Testing Course. Fee to be reimbursed by Course Organiser	160.00	160.00	z
23267		Pinders	Buildings survey	1,500.00	1,250.00	s
23268		Pam Bonniface	Reimbursement of Christmas fair advertising	42.78	42.78	z
23269		Community heartbeat	Battery for Goudhurst Defib	267.00	222.50	s
23270		Viking	Office stationery supplies	370.62	304.90	S

The Council needs to appoint two Councillors to authorise the November Payments on Unity.

The Bank Reconciliations are required to be signed by a Councillor who is not the Chairman. The reconciliation reports and Bank statements will be brought to the meeting and a volunteer will be asked to sign them off at the end of the meeting.

### **2024-2025 Budget**

The draft budget will be presented to Council at the December meeting for approval. This draft was agreed at the Finance Committee with a percentage increase of 4.5% The tax base has reduced however and so this will actually be a 4.9% increase on the tax bills.

Panetta Horn

RFO

5 December 2023

## **Appendix 2 to Minutes of a Council Meeting held on 12 December 2023**

### **Clerks Report to Council 12 December 2023**

#### **Project Updates**

We are still awaiting a quote for the combination of all CCTV systems with remote access. Clerk has chased. We continue to have requests for footage, the Clerk will add a note to the website detailing on what grounds footage can be released i.e. to the police and, if deemed appropriate, insurance companies.

The new defibrillator and cabinet for Goudhurst has been delivered and is awaiting installation – Mrs Read-Cutting is kindly managing this on behalf of the council. A decision was made by the Amenities Committee to redirected power supply to the red phone box so that the heated cabinet can be installed and to remove the modern box. However, BT have confirmed that the modern box would need to remain if the council wish to spur the supply. The Amenities Committee will discuss this further at their next meeting.

Following an alert that the charity managing the government match funding for AEDs may be subject to fraud proceeding, Clerks are seeking to source alternative funding.

Council has received the first instalment of the FA grant for the grass pitch at the Chequer Field, the funding will allow council to spend £19k on pitch improvements over the next 6 years.

A new 'shared' memorial bench has been installed in the the south west corner of the Burial Ground and a further bench will be installed in the Play Area on Back Lane to replace the rusting picnic bench. The Clerk is currently investigating the best, and most cost effective, way to have uniform plaques produced for the benches.

The major works to the hedges in the Burial Ground have been booked for January/ February 2024. A new hedge management plan for the Lower Glebe Field has been agreed by the Amenities Committee.

New maintenance contracts have been drafted in line with the newly approved grass and hedge maintenance plans. They will be sent to contractors in the New Year for costings.

Following the dismissal of the Planning Appeal for application 22/01066, The Mobile Home at Crowbourn Orchard Smiths Lane (and associated enforcement notice), Clerk has again written to Planning Enforcement to request information regarding the timetable for enforcement to ensure the site is returned to green belt by the March 2024 deadline.

A further quotation for a new ventilation system at the Chequer Pavilion has been requested by the Youth & Housing Committee before a decision on the way forward can be made and a contractor appointed.

The Christmas Shopping event on Saturday 02 December seems to have been a success. The Clerk is awaiting details of a 'mop up' meeting.

The policy update timetable is still slightly behind schedule but it is anticipated that this will be caught up by the new year.

Claire Reed  
Clerk

# Goudhurst Parish Council



## STANDING ORDERS MEMORIAL MANAGEMENT POLICY & PROCEDURE

Reviewed and approved by Council 12 December 2023

To be reviewed December 2025

### 1. Responsibility

- 1.1 Any memorial placed on a grave space remains the property of the owner(s) of the Exclusive Right of Burial. The owner is therefore responsible for its upkeep and maintenance and for ensuring the memorial remains in a safe condition.

*Historically there have been a number of accidents in cemeteries around the UK, some of which have resulted in fatalities, due to memorials being unsafe. Whilst the memorials are the responsibility of the registered grave owner The Burial Authority has a responsibility for ensuring that its sites are safe for both staff to work in and for the public to visit.*

- 1.2 The Burial Authority can take no responsibility for any damage, accidental or otherwise, to any memorial within its cemeteries. Therefore, any person arranging for the installation of a memorial must consider appropriate insurance that will cover repair or replacement of a memorial should it become damaged in the future.

*It has to be understood that memorials are exposed to all types of weather and maintenance in and on the site. Memorial Masons will fix to the best standards of the day however future occurrences such as bad weather may result in memorials becoming damaged or destroyed beyond repair. Your memorial mason will be able to advise of insurance options available to you.*

### 2. Memorial Fixing

- 2.1 All memorials over 625 mm (24.5 inches) in height must be fixed to, and fully compliant with, the current British Standard (BS8415). This extends to ANY memorial over 625 mm (24.5 inches) that is being re-fixed following an interment or removal for any other reason.
- 2.2 Only Monumental Masons on the British Register of Accredited Memorial Masons (BRAMM) or those on the Register of Qualified Memorial Fixers (RQMF) are authorised to carry out re-fixing or repair works at Goudhurst. The Clerk can provide guidance on registered masons.

### 3. Memorial Inspections

- 3.1 All memorials over 625 mm (24.5 inches) in height in all cemeteries will be inspected by trained staff at least once during a rolling 2-year period to assess their safety. This will be done through both a visual assessment and a basic hand test to determine if there is movement in the memorial and to what extent.
- 3.2 The individual undertaking the assessment will make the decision on the memorial's overall safety based on a dynamic risk assessment for which they have been trained.
- 3.3 Once inspected each memorial will fall into one of three categories, detailed as follows:

- **Red** – Memorial is unsafe and poses a risk. It requires require immediate attention to make safe and/or protect the public.
- **Amber** – Memorial is safe but there are minor concerns and it should be reassessed in 12 months' time to ensure it has not deteriorated further.
- **Green** – Memorial is safe and should be re-inspected in 2 years as part of the next round of inspections or as part of any other check that may occur, for example when checking memorials around a planned burial ahead of excavation of the grave.

*The Council has a legal obligation to ensure all of its sites are safe to both visit and work in. In order to be satisfied that this is the case it is essential that Goudhurst Burial Authority carry out regular inspections of memorials on the sites in a bid to avoid injury or death to any of its staff or visitors.*

- 3.4 Staff undertaking the inspections will record the details of every memorial and an assessment of its safety using the categories above. These details will be recorded on the Burials administration system. The details will include:

- Date of Inspection
- Name of Inspector
- Grave Identification (Section, Row and Number)
- Category of Memorial (Red, Amber, Green)
- Details of any Actions Taken

## 4. Actions Post Inspection

- 4.1 Should a Memorial be identified as a 'Red', and fail the inspection, staff will need to take immediate action to make that memorial temporarily safe or cordon it off until permanent repairs can be made by the grave owner. These actions will be based on a number of factors and the best solution will be administered by the memorial inspection team based on their assessment of the memorial and the surrounding area. These actions may include:

- **Laying the memorial flat** – In most cases this will be where a memorial can be laid down on or within an existing kerb set so as not to cause a new trip hazard.
- **Stake and Banded** – The memorial will be fastened tight to a wooden post which will act as a temporary support. The banding will also hold a warning notice. The stake and band will be re-inspected every 12 months to ensure neither have deteriorated.
- **Monolith Conversion** – This involves digging out a depth roughly one third of the overall height of the memorial from the last joint in order that it can be sunk into the ground and made safe. The memorial will have a suitable material wrapped around the part under the ground and a memorial warning notice will be added to the grave. Due to foundations it may be necessary for the memorial to be moved slightly forward into the grave space to avoid existing foundations.
- **Cordoned Off** – In some cases it may be necessary to cordon off a particular memorial or an area containing a number of memorials due to their safety. Warning signs will be attached to any cordon placed around a memorial or group of memorials.

- **Removal** – In extreme cases it may be necessary to remove a memorial from the grave and place into storage if none of the above options are suitable.

*All of the above are regarded as 'Temporary Fixes' and should not be seen as a permanent solution to deal with an unsafe memorial. They are intended to reduce or remove the risk of a memorial causing harm or damage to someone. Prior to taking any of the actions above the memorial will be photographed and details recorded of any existing damage or issues.*

- 4.2 Large memorials over 1.6m (5.2ft) will be visually assessed and if any concerns are recorded the memorial will be cordoned off and arrangements will be made for a specialist contractor to undertake an inspection and provide a detailed report including costs and options to make safe.

## 5. Informing Grave Owners

- 5.1 Goudhurst Burial Authority will endeavour to contact the grave owner when any action has been taken due to a memorial failing a safety inspection. However, if the grave owner is recorded as deceased or the last burial was over 50 years, no correspondence will be sent but a notice will be left on the grave space for a period of not less than 12 months.
- 5.2 Any memorial installed within the previous 6 years that fails an inspection that has been we will contact the memorial mason directly to request repairs be made to ensure the memorial is fully compliant with BS8415.

*The stability guarantee of a memorial is the responsibility of the memorial mason and they may provide a longer guarantee period, 6 years is the standard legal period that must be covered by the installation.*

## 6. Repairs to Memorials

- 6.1 The registered grave owner has a responsibility to ensure a memorial is made safe by being properly re-fixed to the current BS8415 standard by a Memorial Mason on the British Register of Accredited Memorial Masons (BRAMM) or those on the Register of Qualified Memorial Fixers (RQMF).
- 6.2 'Do it yourself' repairs by families will not be permitted. All costs associated with organising for a memorial to be repaired, including the reversal of any works undertaken on behalf of the Burial Authority, remain the responsibility of the grave owner.
- 6.3 Should a grave owner fail to take any action within a reasonable time period, the Burial Authority may look to find a semi-permanent solution. This may be laying the memorial flat, sinking the memorial into the ground (monolith conversion) or another suitable action.

*The Burial Authority needs to maintain its sites to a high standard and will always try to avoid taking any action that may impact on the general grounds maintenance of sites.*

# Goudhurst Parish Council



## GRANT APPLICATION FORM

Name of Group / Organisation:	We Are Beams		
Contact Name:	Marie Moorey		
Position in Organisation:	Fundraising Executive		
Address:	38-40 Allsworth Court, Hextable, Kent, BR8 7RJ		
Telephone:	01322 668501 option 5		
Email:	marie.moorey@wearebeams.org.uk		
Is your organisation a registered charity?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, Charity Number	1054129
Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals? This must be in the name of the organisation / group that it is applying for the grant.			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>Brief Description of your group / organisation's main purpose / activities</p> <p>Beams is a charitable organisation that provides comprehensive support services to families of children and young people with any form of physical, learning, or sensory impairment. Its vision is to take the lead in transforming the lives of disabled children and young people, enabling them to have greater independence and control of their lives and futures.</p> <p>Beams' values are:</p> <ul style="list-style-type: none"> <li>• Parent-driven</li> <li>• Disabled child at the centre of all we do</li> <li>• Responsive to needs quickly</li> <li>• Promoting an inclusive agenda</li> <li>• Beneficiary involvement in the development of services</li> <li>• Regular monitoring and evaluation</li> <li>• Increasing social awareness of disability</li> <li>• Collaborative working</li> </ul> <p>Beams' mission is to provide comprehensive support services to families of children and young people with any form of physical, learning, or sensory impairment. It aims to support the whole family through a menu of services that directly benefit and assist those dealing with the challenges of raising a disabled child.</p>			
<p>Please provide the number, or percentage, of Goudhurst Parish residents that currently use the service (if applicable).</p> <p>We are currently supporting 22 families in the Parish.</p>			

<p>Details of any restrictions placed on who can use / access the organisation's services</p> <p>Anyone with a child with a disability is able to access our service</p>	
<p>Details of the project for which the grant is required</p> <p>We are requesting funding for our Cygent Parenting Programme that we offer which is a valuable resource for families of children with ASD. It is important for parents to understand their child's needs and to have strategies for coping with challenging behaviours. The course also provides an opportunity for parents to connect with other families who are going through similar experiences.</p> <p>Each course accommodates 10 families and the 22 families within your parish will be offered the opportunity to attend. The program is comprehensive and covers a wide range of topics, including:</p> <ul style="list-style-type: none"> <li>• What is ASD?</li> <li>• Communication</li> <li>• Sensory issues</li> <li>• Understanding Behaviour</li> <li>• Managing Behaviour-coping strategies</li> </ul> <p>The follow-up session after a few months is also a valuable addition to the program, as it allows parents to assess their progress and receive further support if needed. It is a well-designed and comprehensive program that provides valuable support to families of children with ASD.</p> <p>We host one full course a term during the day but have begun to host another of an evening to allow parents to attend who may otherwise be working or not have adequate childcare during the day.</p>	
<p>When will the project start? We do not offer retrospective funding.</p>	<p>Cygnets takes place each term throughout the year.</p>
<p>Will your project be completed within six months from receipt of your grant? If not, please explain why below.</p>	<p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>How will this project benefit the parishioners of Goudhurst?</p> <p>The parishioners will be offered a space on the training course to help them understand their children's needs and to have the strategies to cope with challenging behaviours.</p>	



Total Cost of project	Each course costs £500 per family to run.	Amount of Grant requested	£1000
Have you received, applied or intend to apply for funding from any other source for this project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, please give the name(s) of the other funder  We have applied to other parish councils in which our service users reside.	
How much of the total cost do your group / organisation intend to raise yourself and how?	All of the funds will be raised through fundraising activities including applying to trust, foundations and parish councils.		

Please tick to confirm you have included the following documents with your application.

1. A copy of your organisations written constitution or details of the aims and purpose. ☒
2. Demonstration of a clear need for the funding. ☒
3. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan. ☒
4. Evidence of any other award towards the project. ☐
5. Any other supporting documentation e.g. quotes, needs analysis or survey results. ☒

**Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.**

**DECLARATION:**

I confirm that the information contained in the application is correct to the best of my knowledge. I agree to that any money awarded by Goudhurst Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Awarding Policy.

I confirm that the proposed project is lawful and confirms to any rules governing our group / organisation. I further agree to provide copies of receipts and invoices as required to Goudhurst Parish Council to confirm details of how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Goudhurst Parish Council and my organisation will not be able to apply for a future grant in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated
- If the proposed project does not proceed or is abandoned for any reason or if the organisation disbands during the period of the grant
- If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated.

I understand that details of the grant awarded will be included on the Parish Council website and Annual Report.

Signed:	M.Moorey
Print Name:	Marie Moorey
Position in the Organisation	Fundraising Executive
Date:	28/11/2023

Please sign the above declaration and return this form together with all supporting documentation required either by post or email to:

Claire Reed  
The Hop Bine  
Risebridge Farm  
Goudhurst Cranbrook  
TN17 1HN

Email: [Clerk@goudhurst-pc.gov.uk](mailto:Clerk@goudhurst-pc.gov.uk)

**Please contact us if you need help with the form or advice about your application.**

**NOTES:**

- Please complete all questions and sign and date the declaration at the end of the form.
- Where a question is not applicable, please enter N/a on the form.
- If you wish to provide additional information or expand on a question, please provide on an attached sheet.
- Please refer to the Council's Grant Awarding Policy for full terms and conditions of grants.
- The deadline for returning completed applications will be advertised. Grant applications will be considered by the Council at the Parish Council meeting following the deadline advertised.
- Submission of this application does not automatically mean that an award will be granted. Goudhurst Parish Council reserves the right to award grants at their discretion.
- Only one project per application will be considered.

# Goudhurst Parish Council



## GRANT APPLICATION FORM

Name of Group / Organisation:	Goudhurst Dynamos Football Club		
Contact Name:	Sarah Keith-Lucas		
Position in Organisation:	Secretary		
Address:			
Telephone:			
Email:			
Is your organisation a registered charity?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, Charity Number	
Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals? This must be in the name of the organisation / group that it is applying for the grant.			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>Brief Description of your group / organisation's main purpose / activities</p> <p>We are a not for profit group run by volunteers giving our local young people a chance to play football in a fun, supportive environment. We have over 100 players registered in the club currently who enjoy regular training sessions as football games within various local leagues.</p>			
<p>Please provide the number, or percentage, of Goudhurst Parish residents that currently use the service (if applicable).</p> <p>N/A</p>			
<p>Details of any restrictions placed on who can use / access the organisation's services</p> <p>N/A</p>			
<p>Details of the project for which the grant is required</p> <p>We want to replace our old worn out 9 a-side goal posts with new ones that are on wheels and can be used easily by the club for training sessions and games. We have fund-raised £900 so far towards the cost of goals and we have around £1080 from the Football Foundation</p>			

When will the project start? We do not offer retrospective funding.		January 2024	
Will your project be completed within six months from receipt of your grant? If not, please explain why below.		Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>	
<p>How will this project benefit the parishioners of Goudhurst?</p> <p>The new goals would hugely benefit the young people and the coaches and volunteers within the club. The current goals are very fiddly to put up and are falling apart. These new goals would take a fraction of the time to erect meaning more time and effort would be given to actually playing football, exercise and social interactions.</p>			
Total Cost of project	£2569	Amount of Grant requested	£589
Have you received, applied or intend to apply for funding from any other source for this project?	Yes <input checked="" type="checkbox"/>  No <input type="checkbox"/>	If yes, please give the name(s) of the other funder  Football Foundation £1080	
How much of the total cost do your group / organisation intend to raise yourself and how?	£900		

Please tick to confirm you have included the following documents with your application.

1. A copy of your organisations written constitution or details of the aims and purpose. ☒
2. Demonstration of a clear need for the funding. ☒
3. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan. ☒
4. Evidence of any other award towards the project. ☒

5. Any other supporting documentation e.g. quotes, needs analysis or survey results.

☐

**Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.**

**DECLARATION:**

I confirm that the information contained in the application is correct to the best of my knowledge. I agree to that any money awarded by Goudhurst Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Awarding Policy.

I confirm that the proposed project is lawful and confirms to any rules governing our group / organisation. I further agree to provide copies of receipts and invoices as required to Goudhurst Parish Council to confirm details of how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Goudhurst Parish Council and my organisation will not be able to apply for a future grant in the following circumstances:

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- If the proposed project does not proceed or is abandoned for any reason or if the organisation disbands during the period of the grant
- If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated.

I understand that details of the grant awarded will be included on the Parish Council website and Annual Report.

Signed: .....

Print Name: .....

Position in the Organisation .....

Date: .....

Please sign the above declaration and return this form together with all supporting documentation required either by post or email to:

Claire Reed  
The Hop Bine  
Risebridge Farm  
Goudhurst Cranbrook  
TN17 1HN

Email: [Clerk@goudhurst-pc.gov.uk](mailto:Clerk@goudhurst-pc.gov.uk)

**Please contact us if you need help with the form or advice about your application.**

**NOTES:**

- Please complete all questions and sign and date the declaration at the end of the form.
- Where a question is not applicable, please enter N/a on the form.
- If you wish to provide additional information or expand on a question, please provide on an attached sheet.
- Please refer to the Council's Grant Awarding Policy for full terms and conditions of grants.
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- Only one project per application will be considered.



# Goudhurst Parish Council



## GRANT APPLICATION FORM

Name of Group / Organisation:	1 <sup>st</sup> Goudhurst Scout Group		
Contact Name:	Chris Reed		
Position in Organisation:	Group Scout Leader		
Address:	The Scout Hut, Tattlebury Lane, Goudhurst, TN17 1BU		
Telephone:			
Email:			
Is your organisation a registered charity?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, Charity Number	303395
Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals? This must be in the name of the organisation / group that it is applying for the grant.			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<p>Brief Description of your group / organisation's main purpose / activities</p> <p>The Group promotes Scouting in the Goudhurst area and follows the aims of the Scout Association - to promote the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local national and international communities.</p>			
<p>Please provide the number, or percentage, of Goudhurst Parish residents that currently use the service (if applicable).</p> <p>The Group has grown to over 70 young people across its Beaver, Cub and Scout sections. It also hosts the Weald District Explorer Scout Unit, which has 15 members, some of whom are from Goudhurst</p>			
<p>Details of any restrictions placed on who can use / access the organisation's services</p> <p>Preference is given to residents of Goudhurst and/or those with siblings already in the group</p>			
<p>Details of the project for which the grant is required</p> <p>Funding equipment for the group enabling us to offer an improved experience to our young people.</p> <p>1 x Kelly Kettle 'Base Camp 1.6ltr   Stainless Steel   Whistles When Boiled   Kettle and Camp Stove in one   Ultra-fast   Wood Fuelled   NO Batteries/Gas   Camping, Fishing, Scouts, Picnics, Emergencies</p>			

<https://amzn.eu/d/9ygSdNS>

£65

12 x DD Hammocks Camping Hammock - Lightweight Double Layer Hammock For Backpacking Hiking And Travel, Easy Set Up

<https://amzn.eu/d/cotsDti>

£30 (each), total £360

2x LIVIVO 5L Litre Stainless Steel Airpot Hot Tea Coffee Drinks Vacuum Flask Jug- Suitable for hot or Cold Drinks up to 24 Hours

<https://amzn.eu/d/bXUgw1q>

£38 (each), total £76

2x LIVIVO 3L Litre Stainless Steel Airpot Hot Tea Coffee Drinks Vacuum Flask Jug- Suitable for hot or Cold Drinks up to 24 Hours

<https://amzn.eu/d/bXUgw1q>

£30 (each), total £60

Beaver craft materials (various)

£200

2x First aid kits

[https://www.spservices.co.uk/item/YouthOutdoorPursuitsFirstAidKitEnhanced\\_25\\_0\\_5432\\_1.html](https://www.spservices.co.uk/item/YouthOutdoorPursuitsFirstAidKitEnhanced_25_0_5432_1.html)

£80.04 (each), total £160.08

When will the project start? We do not offer retrospective funding.

When funding is provided

Will your project be completed within six months from receipt of your grant? If not, please explain why below.

Yes ☒

No ☐

How will this project benefit the parishioners of Goudhurst?

It will provide equipment that will be used by the Scout Group on an on-going basis enabling us to enhance the experience we provide to the young people of Goudhurst and ensure they are kept safe.			
Total Cost of project	£921.08	Amount of Grant requested	£921.08
Have you received, applied or intend to apply for funding from any other source for this project?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please give the name(s) of the other funder	
How much of the total cost do your group / organisation intend to raise yourself and how?			

Please tick to confirm you have included the following documents with your application.

1. A copy of your organisations written constitution or details of the aims and purpose. ☒
2. Demonstration of a clear need for the funding. ☒
3. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan. ☒
4. Evidence of any other award towards the project. ☐
5. Any other supporting documentation e.g. quotes, needs analysis or survey results. ☒

**Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.**

**DECLARATION:**

I confirm that the information contained in the application is correct to the best of my knowledge. I agree to that any money awarded by Goudhurst Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Awarding Policy.

I confirm that the proposed project is lawful and confirms to any rules governing our group / organisation. I further agree to provide copies of receipts and invoices as required to Goudhurst Parish Council to confirm details of how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Goudhurst Parish Council and my organisation will not be able to apply for a future grant in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated
- If the proposed project does not proceed or is abandoned for any reason or if the organisation disbands during the period of the grant
- If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated.

I understand that details of the grant awarded will be included on the Parish Council website and Annual Report.

Signed:	C G Reed
Print Name:	Chris Reed
Position in the Organisation	Group Scout Leader
Date:	05.12.23

Please sign the above declaration and return this form together with all supporting documentation required either by post or email to:

Claire Reed  
The Hop Bine  
Risebridge Farm  
Goudhurst Cranbrook  
TN17 1HN

Email: [Clerk@goudhurst-pc.gov.uk](mailto:Clerk@goudhurst-pc.gov.uk)

**Please contact us if you need help with the form or advice about your application.**

**NOTES:**

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- Where a question is not applicable, please enter N/a on the form.
- If you wish to provide additional information or expand on a question, please provide on an attached sheet.
- Please refer to the Council's Grant Awarding Policy for full terms and conditions of grants.
- The deadline for returning completed applications will be advertised. Grant applications will be considered by the Council at the Parish Council meeting following the deadline advertised.
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- Only one project per application will be considered.

## Move to FTTP

Currently the office is working with a standard broadband connection which is slow and unreliable and, coupled with Citrix, can sometimes leave officers unable to work for minutes at a time. The current connection gives average download speeds of 6mbps and upload speeds of 0.4mbps. Clerk has obtained a quotation from Microshade's telecoms partner, Flotek, for FTTP coupled with an upgraded telecoms system which includes additional features as detailed in the attached summary. Council's current provider has also quoted for FTTP however any upgrade to the telecoms system would be at an additional cost.

Monthly costs	Current costs	Current provider (24 mths)	3-year contract	4-year contract	5-year contract	BT
FTTP		37.10			47.00	
FTTC	52.38					
Speed	6MBPS 0.4MBPS	330MBPS 50MBPS	115MBPS 20MBPS	115MBPS 20MBPS	115MBPS 20MBPS	500MBPS 110MBPS
Phone lines	90.29	90.29	Included	Included	63.92	Unlimited minutes
Support	As needed	As needed	Included	Included	Included	24/7
Parts & Labour	As needed	As needed	Included	Included	Included	Included
						Hybrid Backup (4G) Static IP
<b>Total</b>	<b>142.67</b>	<b>127.39</b>	<b>147.32</b>	<b>125.58</b>	<b>110.92</b>	<b>110.00</b>
<b>Set-up costs</b>						
Installation		110.00	Included	Included	Included	Included
Router		310.00	Included	Included	Included	9.95 Complete wi-fi
Hardware	Additional	Additional	Included	Included	Included	Included
Training		Not offered	Included	Included	Included	Not offered
<b>Total</b>		<b>420.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9.95</b>
<b>Total - Year 1</b>	<b>142.67</b>	<b>1,948.68</b>	<b>1,767.84</b>	<b>1,506.96</b>	<b>1,331.04</b>	<b>1,329.95</b>
<b>Ongoing cost per year</b>		<b>1,528.68</b>	<b>1,767.84</b>	<b>1,506.96</b>	<b>1,331.04</b>	<b>1,320.00</b>
			Portable	Portable	Portable	Portable

# Goudhurst Parish Council



## BURIAL AUTHORITY

Minutes of a Meeting held on 21 November at 6.00pm in St Mary's Church

### PARTICIPANTS

**Councillors Present:** Cllrs Antony Harris, Phil Kirkby, Geoff Mason and Caroline Richards.

**Officers Present:** Mrs Claire Reed, Clerk.

### APOLOGIES

475/23 Were received from Edward Hodgskin (working).

### DISCLOSURES OF INTEREST

476/23 There were none.

### MINUTES OF THE LAST MEETING

477/23 It was **resolved** to approve the minutes of the Burial Authority meeting held on 4 July 2023, a copy of which was made available to members prior to the meeting via Board Intelligence.

### QUESTIONS FROM THE PUBLIC AND PRESS

478/23 There were none.

### MEMORIAL APPLICATIONS REQUIRING A COMMITTEE DECISION

479/23 There were none.

### MEMORIAL MANAGEMENT POLICY

480/23 It was **resolved** to recommend the adoption of the policy to the council. The Clerk was asked to consult council's insurance company on liabilities. **Action: Clerk to seek advice of Zurich and agenda for December's Council meeting.**

### MEMORIAL SAFETY TESTING

481/23 It was **agreed** that the Clerk should draft an action plan for Memorial Safety Testing.  
**Action: Clerk**

The meeting was adjourned at 7.00pm

Claire Reed  
Clerk

# Goudhurst Parish Council



## BURIAL AUTHORITY

Minutes of a Meeting held on 28 November at 1.00pm in The Hop Bine

### PARTICIPANTS

**Councillors Present:** Cllrs Antony Harris, Phil Kirkby, Geoff Mason and Caroline Richards.

**Officers Present:** Mrs Claire Reed, Clerk.

### APOLOGIES

489/23 Were received from Edward Hodgskin (working).

### DISCLOSURES OF INTEREST

490/23 There were none.

### QUESTIONS FROM THE PUBLIC AND PRESS

491/23 There were none.

### GRASS MANAGEMENT PLAN

492/23 It was **resolved** to adopt the new Grass Management Plan, as presented at the meeting, for a trial period of 12 months beginning in March 2024 (Appendix 1). **Action: Clerk to inform contractors.**

493/23 It was **noted** that there continues to be a large number of plastic flowers and cellophane in the Burial Grounds despite changes in the regulations. The Clerk was asked to add a sensitive notice to the gates and noticeboard, for a period of 6 months, to remind families of the changes. Cllr Geoff Mason was asked to add the change to his monthly 'Goudhurst Plan Bee' blog. **Action: Clerk & Cllr Geoff Mason.**

### WEED GROWTH

494/23 It was **resolved** to trial No Glyphosate Roundup in the cemeteries for a period of 12 months to be reviewed in December 2024.

495/23 It was **agreed** that the area around the base of church, ashes plots (St Mary's and Burial Ground) and the paths through St Mary's churchyard will be sprayed with in February and as needed thereafter. The Clerk was asked to request a quote for the works from Council's weed control contractor. **Action: Clerk**

496/23 Cllr Geoff Mason agreed to advertise the decision in his monthly 'Goudhurst Plan Bee' blog. **Action: Cllr Geoff Mason**

### MAINTENANCE CONTRACTS

497/23 It was **resolved** to approve the updated maintenance contracts for the cemeteries as presented at the meeting (Appendix 2). **Action: Clerk**

### MEMORIAL BENCHES

498/23 It was **resolved** to add up to 10 memorial plaques to the top rail of the new 'shared' memorial benches in the Burial Ground and Play Area. The Clerk was asked to gain quotations for purchasing and engraving the plaques (5"x2") so that a final price can be established. It was **noted** that the Burial Regulations will need to be updated to note that only plaques approved and purchased are permitted to be added to these new benches. **Action: Clerk**



#### FUTURE MEETINGS

499/23 It was **resolved** to hold all future meetings in the council's offices, starting at 1pm.

#### ITEMS FOR INFORMATION

500/23 It was **noted** that the Clerk had not yet received confirmation of permission to fell the self-seeded Cyprus tree growing out of a grave in the Victorian Cemetery.

#### DATE OF THE NEXT MEETING

Next Burial Authority Meeting, Tuesday 19 March 2023, 1.00pm at The Hop Bine.

The meeting closed at 2.00pm

Claire Reed  
Clerk

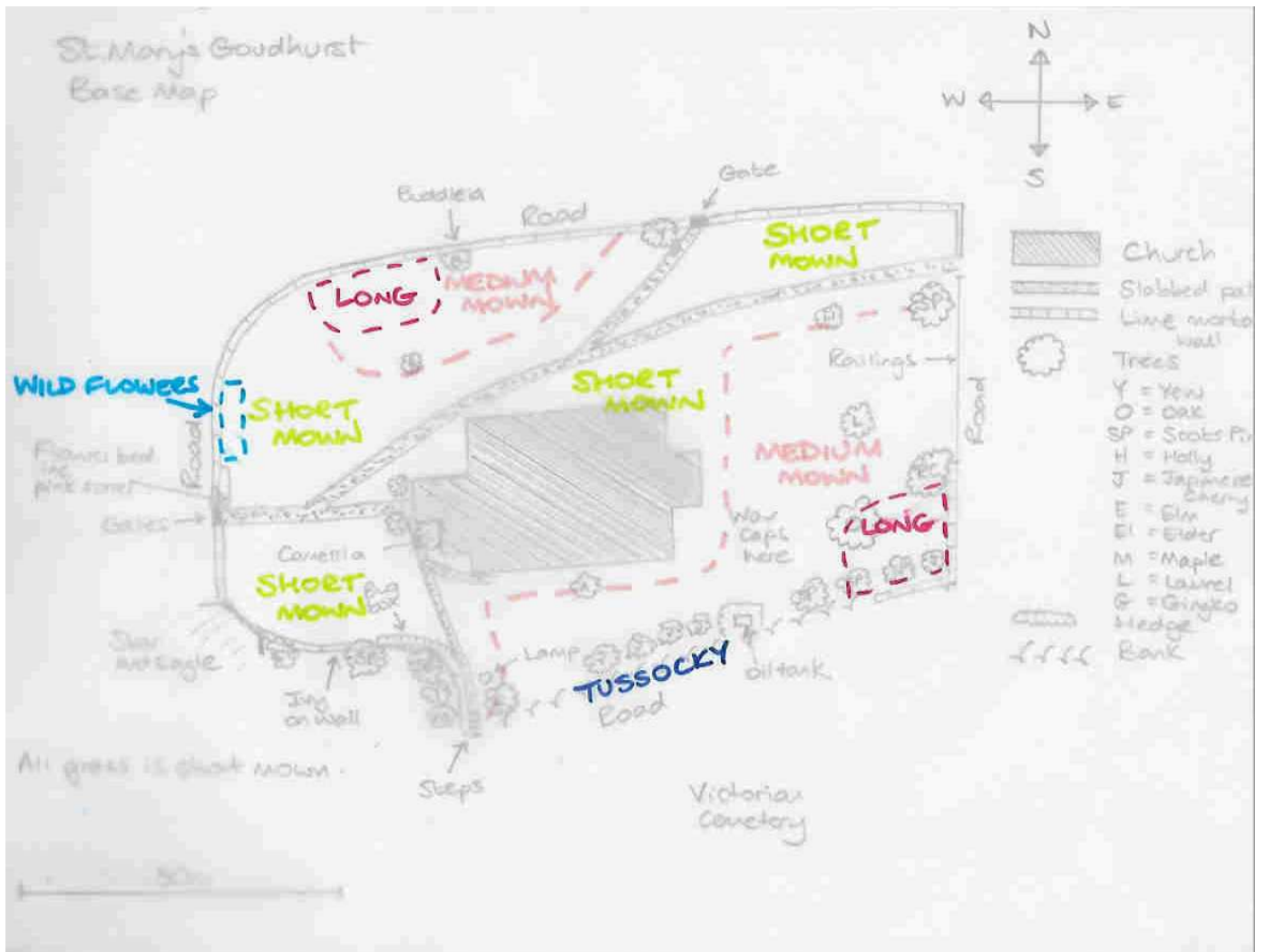
## Appendix 1

### Goudhurst's Plan Bee – Cemeteries Grass Management Plan

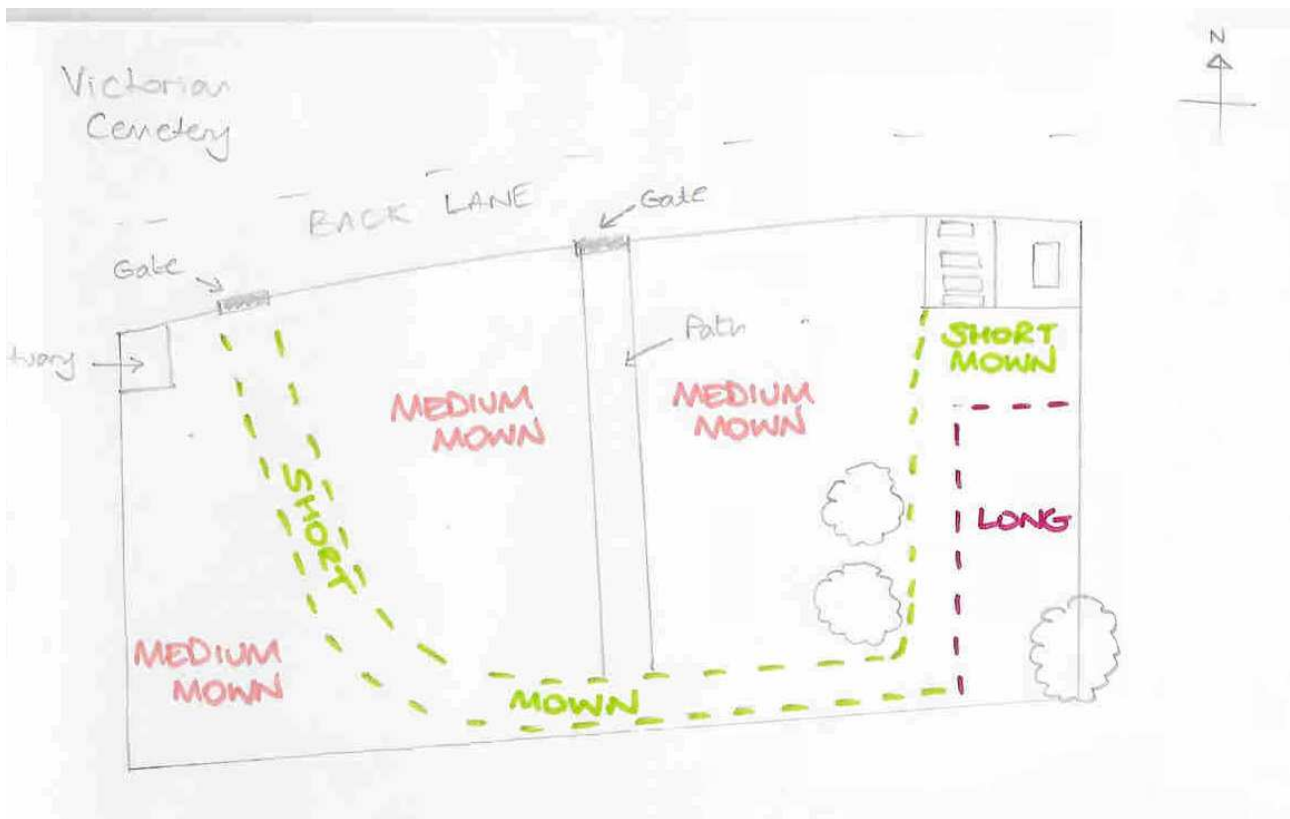
Version 1 November 2023

Area	Cut Length	Arisings	Frequency	Months
Short	No change	Remove all	Every 2 weeks	Mid March – Mid October
Medium	10cm blade	Remove all	Monthly	After bulbs have flowered
Long grass/ meadow	Standard	Remove all	3 times a year	February, July, October
Tussocky bank, south side of St Mary's Church	Standard		Once a year <i>Note: the area immediately adjacent to the road may need additional cut(s) to prevent encroachment on the road.</i>	September

# St Mary's Churchyard



# Victorian Cemetery



## Appendix 2

### St. Mary's Maintenance Contract March to October 2024

#### Conditions of contract

The Contractor is to provide all of the equipment required to undertake the maintenance work.

All arisings are to be removed from site, except mulch cuttings as agreed.

The use of weed killer is not permitted.

The Contractor should take due care when undertaking the work as commensurate with working in a public space.

Special care is required when working around gravestones and monuments to ensure they are not damaged.

The Contractor must advise the Council of any damage or repairs that become evident whilst undertaking the maintenance work or any damage they cause whilst in undertaking their work.

No work is to be carried out on Sundays.

Work around the churches and churchyards should not be undertaken when a wedding or funeral is in process.

Evidence of public liability insurance will be required prior to the awarding of a contract.

Work Required	Frequency	Price
1. Mow and strim in Back Lane Play area adjacent to the Church Rooms.	Every 2 weeks from mid-March to mid-October	
2. Mow and Strim in the Burial Grounds to the South-East of St Mary's Churchyard.	Every 2 weeks from mid-March to mid-October	
3. Mow and Strim in St Mary's Churchyard as per the agreed Cemeteries Grass Management Plan.	See Cemeteries Grass Management Plan	
4. Mow and strim in the Victorian Cemetery as per the agreed Cemeteries Grass Management Plan.	See Cemeteries Grass Management Plan	
5. Cut grass footway on south side of the highway.	Monthly May to September	
6. Maintain stone walls in the Victorian Cemetery and Burial Ground clear of ivy and other plants growing out of them.	As required	
7. Ensure hedge along the much-used path from the Back Lane steps towards the Church is kept tight and tidy so as not to impeded the use of the path. Please leave the Shepherds Crook clear of the closely adjacent hedge.	As required	
8. Trim around ashes tablets on the north side of St. Mary's.	Annually	
9. Maintain hedges in St Mary's Churchyard, the Victoria cemetery and the Burial Ground to avoid encroaching on graves. To include the laurel hedge at the north end of the Burial grounds which should be kept to a height of no more that 4ft. Please do not carry out any work on the yews that are on Parish Council land.	Annually, outside of nesting season	

# Goudhurst Parish Council



## FINANCE COMMITTEE

Minutes of a Meeting held on 21 November 2023 at 7.00pm in the Church Rooms

### PARTICIPANTS

*Councillors Present:* Cllrs Craig Broom (Chairman), Antony Harris, Phil Kirkby, David Knight and Geoff Mason.

*Officers Present:* Mrs Claire Reed, Clerk; Mrs Panetta Horn, RFO.

### APOLOGIES

482/23 There were none.

### DISCLOSURES OF INTEREST

483/23 There were none.

### MINUTES OF THE LAST MEETING

484/23 It was **resolved** that the minutes of the Finance Committee meeting held on 19 September 2023, and previously distributed to members via Board Intelligence, be accepted as a correct record.

### GRANT REQUESTS

485/23 It was **resolved** to approve the following grant requests for 2023-24:

- Millennium Green maintenance - £2,500
- Millennium Green contribution towards play inspection and repairs to the Kilndown playground - £550

### MAINTENANCE CONTRACTS

486/23 It **resolved** to award three-year contracts, payable by standing order, to all the existing maintenance contractors with the exception of the St. Mary's contract which should remain as a one-year contract payable against invoice.

### DEPOSIT ACCOUNT AT UNITY TRUST BANK

487/23 The forms were unavailable for signing due to a technical issue and it was **agreed** they would be signed at the Council offices by authorised councillors.

### YTD EXPENDITURE AND 2024/25 BUDGET

488/23 The expenditure YTD and Forecast was reviewed and noted. The final figures for the budget were approved to be presented to Council at the December meeting for agreement.

### DATE OF THE NEXT MEETING

Next Finance Committee Meeting, Tuesday 19 March 2023, 7.00 pm in the Church Rooms.

Claire Reed  
Clerk

# Goudhurst Parish Council



## AMENITIES COMMITTEE

Minutes of a Meeting held on 28 November 2023 at 7.30pm in Goudhurst Village Hall

### PARTICIPANTS

*Councillors Present:* Cllrs David Knight, Antony Harris, Julia Kiggell, Geoff Mason, Caroline Richards, Alison Webster (arrived 20.15) and Ed Read-Cutting.

*Officers Present:* Claire Reed, Clerk, Kat Hoyle, Assistant Clerk

### APOLOGIES

495/23 Apologies were accepted from Alison Webster for arriving late due to work commitments.

### DISCLOSURES OF INTEREST

496/23 There were none.

### MINUTES OF THE LAST MEETING

497/23 It was resolved the minutes of the Amenities Committee meeting held on 22nd August 2023, and previously distributed to members via Board Intelligence, be accepted as a correct record.

### QUESTIONS FROM THE PUBLIC AND PRESS

498/23 There were none.

### MATTERS FOR CONSIDERATION

499/23 *Footpath map (PROW) at Balcombes Hill*

It was **resolved** to approve expenditure of £462.50 for a new map. Asst. Clerk to source artwork from Pear Mapping. **Action: Asst. Clerk**

500/23 *Millennium Walk*

Cllr Alison Webster **agreed** to approach David Boniface, regarding the accuracy of the route and condition of the signage. It was agreed to investigate the creation of a specific logo for walk. **Action: Asst. Clerk to source quotes for the logo/posts if needed and Agenda for 27th February 2024**

501/23 *Overgrown trees by the BT lines at Quarry Pond*

It was **agreed** to seek advice from Council's tree surgeon. **Action: Asst. Clerk**

502/23 *Goudhurst in Bloom 2024*

It was **agreed** to launch the competition for 2024. It was **agreed** that the Chair would approach parishioners to establish an organising Committee. It was **Resolved** to change the name to Goudhurst Parish in Bloom. **Action: Clerks to locate existing prize cups**

503/23 *Hedgehog Highways*

It was **resolved** to purchase a box of 50 for £150. **Action: Asst. Clerk**

504/23 *Pétanque Pitch*

It was **resolved** to add the project to the parish survey, before proceeding further

505/23 *"Don't feed the Ducks" Signs at Goudhurst Pond*

It was **resolved** to approve expenditure of up to £200 to replace the signs. **Action: Asst. Clerk.**

- 506/23 *The Village sign on The Plain*  
It was **resolved** to obtain costings to re-paint. **Action: Asst. Clerk to sort.**
- 507/23 *Goudhurst Phone Boxes*  
It was **resolved** to remove the new phone box, with the condition of the Clerk obtaining a quote for spurring off the power for the AED in the red phone box. Post meeting note:  
Power can only be used if the new phone box remains in situ.
- 508/23 *Goudhurst Red Phone Box*  
It was **resolved** to approve expenditure of £500 for painting. **Action: Clerks**
- 509/23 *Goudhurst Village Green Trees*  
It was **resolved** to approve expenditure of £580 to replace the dead trees and re-stake the remaining trees. **Action: Clerks**
- 510/23 *Legionella Control*  
It was **resolved** to approve £1289 for the Legionella Control 2024. Clerks were asked to investigate the feasibility of by passing the cold-water tank in the public toilets. **Action: Clerks to investigate with plumber**
- 511/23 *Street lamp on The Plain*  
It was **resolved** to approve to turn the light back on and re-assess in February 2024.
- 512/23 *Maintenance Contracts*  
It was **resolved** to approve the proposed contract subject to agreed amendments discussed in meeting.
- 513/23 *Litter Bin Audit*  
It was noted a litter bin audit was carried out and the Clerk was asked to speak with TWBC regarding how many collections they contracted to do. It is further noted the bin by the public toilet is not being emptied frequently enough. **Action: Clerks**
- 514/23 *Goudhurst Pond filtration*  
It was noted that no response received from County Councillor Sean Holden. **Action: Clerks**

#### ITEMS FOR INFORMATION

- 515/23 *Parish Council owned bus stop, Kilndown*  
It was noted the residents of Kilndown would like to use the disused Parish Council owned bus stop as a library. **Action: The Clerk to request proposal.**
- 516/23 *The Plain Information Board.*  
Councillor Alison Webster updated the Committee on the progress of the new design for the Information Board. It was noted a new QR code and corresponding webpage will need creating. When the artwork is received, the copy will need proof reading. **Action: Clerk to create webpage.**

#### DATE OF THE NEXT MEETING

Next Amenities Committee Meeting on Tuesday 27<sup>th</sup> February 2024.

The meeting closed at 8.30pm

Kat Hoyle  
Assistant Clerk



## Appendix 4 to Minutes of a Council Meeting held on 12 December 2023

### Recommendations and Decisions November 2023

Application	Address	Proposal	GPC	TWBC
23/00505	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	Permitted
23/02412	7 The Old School	Proposed alterations to conservatory to form garden room.	Approve	Permitted
23/02684	4 Priors Heath	Single storey infill of enclosed courtyard and changes to fenestration on east elevation	Approve	Permitted
23/02690	Old Peacock Cottage , Cranbrook Road	Erection of oak framed garden room to the side following removal of existing extension	Refuse in its current form - the proposed extension does not conserve what is an important building. GPC will support the decision of the conservation architect	Permitted
23/02691/LBC	Old Peacock Cottage , Cranbrook Road	Listed Building Consent - Erection of oak framed garden room to the side following removal of existing extension	Refuse in its current form - the proposed extension does not conserve what is an important building. GPC will support the decision of the conservation architect.	
23/02753	Beech House, North Road	Demolition of existing lean to and conservatory, internal alterations, new dormer to existing roof and the construction of a two storey side extension with 2 No. dormers	Approve  The Council does not consider that the development will impact any neighbours.	

#### Appendix 4 to Minutes of a Council Meeting held on 12 December 2023

##### Recommendations and Decisions November 2023

23/02814/LBC	Iden House , Cranbrook Road	Listed Building Consent - Addition of one dormer window on the west mezzanine roof, Conversion of mezzanine space into shower room	Approve	
23/02813	Iden House , Cranbrook Road	Addition of one dormer window on the west mezzanine roof, Conversion of mezzanine space into shower room	Approve	
23/02845	Summerhill Farm, Summerhill	Erection of 2 No. outbuildings	Approve	
23/02855	Lower Ladysden Farm, Winchet Hill	Conversion, extension and partial demolition of an existing agricultural building into two residential dwellings with associated landscaping, amenity land and parking.	Approve GPC would like to see conditions around the thermal performance of the buildings and the primary heating source should not use fossil fuels as detailed in Goudhurst Neighbourhood Development Plan Policy D3.	
23/02881	May Farm, Chicks Lane	Alterations to existing private access road including: new permeable surfacing, relocation of gates, planting of new trees, hedge and grass	Approve	