

# 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

<b>Payment Ref</b>	<b>Invoice Number</b>	<b>Supplier</b>	<b>Description</b>	<b>Gross</b>	<b>Net</b>	<b>VAT Code</b>	<b>Authorisation Ref</b>
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	