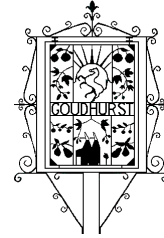


# Goudhurst Parish Council

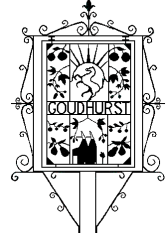


## Council Meeting 09.04.24

MEETING  
9 April 2024 19:00 BST

PUBLISHED  
4 April 2024

# Goudhurst Parish Council



To: Members of Goudhurst Parish Council

I summon you to a Meeting of Goudhurst Parish Council on Tuesday 09 April 2024 at 7.00pm for 7.15pm 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  
02 April 2024

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   | 9 Apr 2024                                      | 19:00 BST |      |  |
| Item  | Owner   | 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.  | Chairman  | 19:15     | -    |  |
| 2 Declarations of Interest  | Chairman  | 19:16     | -    |  |
| 3 To approve and sign as a correct record the Minutes of the Parish Council Meeting held on Tuesday 12 March 2024, and available to members prior to the meeting via Board Intelligence.  | Chairman  | 19:17     | 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).  | Cllrs Sean Holden, David Knight, Alison Webster | 19:19     | -    |  |
| 5 Accounts  | RFO   | 19:29     | 12   |  |
| 5.1 To approve payments for April 2024.   |   | 19:34     | -    |  |
| 6 To receive an update on the purchase of the new council office.   | RFO   | 19:36     | -    |  |
| 7 To receive an update on the development of Council's core values.   | Cllrs Read-Cutting, Hodgskin, Wareham           | 19:41     | -    |  |
| 8 To receive the Residents' Survey results and make a decision on how best to communicate the results with residents.   | Cllr Craig Broom                                | 19:51     | -    |  |
| 9 Resolutions   |   |           | -    |  |
| 9.1 To consider and resolve to adopt the Terms of Reference for the new Staffing Committee.   | Cllr Geoff Mason                                | 20:01     | 14   |  |
| 9.2 To resolve to delegate authority to the Staffing Committee to recruit a replacement Clerk.  | Cllr Geoff Mason                                | 20:11     | -    |  |
| 9.3 To resolve to approve expenditure of up to £750 a week for 12 weeks to employ a locum clerk.  | Cllr Geoff Mason                                | 20:13     | 16   |  |

|        | Item  | Owner                  | Time  | Page |
|--------|---|------------------------|-------|------|
| 9.4    | To consider the offer of CPR training in the Parish and to make a decision including approval of associated expenditure for room hire.  |                        |       | 17   |
| 10     | <b>Committee Reports</b>  |                        |       | -    |
| 10.1   | Council to adopt the minutes of the Burial Authority meeting held on 19 March 2024 and to note the decisions made.  | Cllr Caroline Richards | 20:15 | 18   |
|        | Approval of expenditure for weed control on the ashes plots, the base of St Mary's Church and footpaths running through St Mary's Churchyard  |                        |       | -    |
|        | To increase burial fees by 5% for 2024-25 in line with the increase in precept  |                        |       | -    |
|        | To hold the Burial Authority meetings in June and September at 6pm in the Church Rooms preceded by a review of the cemeteries and for the November and March meetings to be held at 1pm in the Parish Office. |                        |       | -    |
| 10.2   | Council to adopt the minutes of the Finance Committee meeting held on 19 March 2024 and to note the decisions made.   | Cllr Craig Broom       | 20:20 | 21   |
|        | Approval of new schedule of charges for 2024-25   |                        |       | -    |
|        | Approval of grant to Paddock Wood Community Advice Centre   |                        |       | -    |
| 10.3   | Council to adopt the minutes of the Highways Committee meeting held on 26 March 2024 and to note the decisions made.  | Cllr Craig Broom       | 20:25 | -    |
| 10.4   | Planning Committee  | Cllr Craig Broom       |       | -    |
| 10.4.1 | Members to note Committee recommendations and TWBC decisions in March 2024  |                        | 20:30 | 23   |
| 11     | <b>Chairman's Report</b>  | Cllr Antony Harris     | 20:32 | -    |
| 12     | <b>Clerk's Report</b>   | Clerk                  | 20:37 | -    |
| 13     | <b>Correspondence</b>   | Clerk                  | 20:42 | 26   |
| 14     | <b>Items for information</b>  | Chairman               | 20:47 | -    |
| 14.1   | Date of next Meeting: Annual Parish Council Meeting, Tuesday 14 May 2024 at 7.00 for 7.15pm, Church Rooms.  |                        |       | -    |

# Goudhurst Parish Council



## MINUTES OF A MEETING OF GOUDHURST PARISH COUNCIL on Tuesday 12 March at 7.30pm 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), Julia Kiggell, Phil Kirkby, Geoff Mason, Ed Read-Cutting, Paul Wareham and Alison Webster (arrived at 20.18 - working).

**Officers present:** Claire Reed, Clerk; Kat Hoyle, Deputy Clerk and Panetta Horn, RFO.

**Others present:** None

### APOLOGIES

687/23 Apologies were received from Edward Hodgskin (unwell), Suzie Kember (unwell), David Knight (at Lamberhurst) and Caroline Richards (family emergency).

### DISCLOSURES OF INTEREST

688/23 There were none.

### MINUTES OF THE LAST MEETING

689/23 It was **resolved** that the minutes of the Parish Council Meeting held on 13 February 2024, 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

690/23 **County Councillor Sean Holden was not present. Borough Councillors David Knight and Alison Webster were also absent.**

### ACCOUNTS

691/23 Council **noted** the summary of receipts and payments in February 2024.

#### Receipts UTB in February 2024

|                            |            |
|----------------------------|------------|
| VAT reclaim                | £17,228.35 |
| Burial Authority           | £145.00    |
| Rental – Mary Days garages | £936.00    |

#### Receipts CCLA in January & February 2024

|                       |                   |
|-----------------------|-------------------|
|                       | £895.85           |
| <b>Total Receipts</b> | <b>£19,169.20</b> |

#### Payments in February 2024

|                       |                   |
|-----------------------|-------------------|
| UTB                   | £12,197.92        |
| CCLA                  | £0.00             |
| <b>Total payments</b> | <b>£12,197.92</b> |

### Cash Balances at Bank

|  |                    |
|--|--------------------|
| UTB at 29 <sup>th</sup> February 2024  | £106,556.63        |
| CCLA at 29 <sup>th</sup> February 2024 | £100,216.85        |
| <b>Total</b>                           | <b>£206,741.53</b> |

- 692/23 Council **resolved** to approve the payments for March 2024 as presented at the meeting and detailed in Appendix 1.
- 693/23 It was **resolved** that Cllrs Geoff Mason and Craig Broom would approve the electronic payments on UTB. **Action: RFO**
- 694/23 It was **noted** that the Bank Reconciliations for Q3 need to be checked and signed by nominated councillors. This will be actioned at the forthcoming Finance Committee meeting. **Action: RFO**
- 695/23 It was **noted** that UTB were awaiting proof of address from Cllr David Knight in order to be able to open a new deposit account. Once open, the account should accrue additional funds in the region of £400 a month. **Action: Cllr David Knight**

### CORE VALUES

- 696/23 Council received an update on proposals for new core values for the council. It was **agreed** that the working group will consolidate suggestions and report back at the next meeting. **Action: Cllrs Edward Hodgskin, Ed Read-Cutting and Paul Wareham.**

### RESOLUTIONS

- 697/23 Council **resolved** to establish a separate Staffing Committee and to appoint Cllrs Craig Broom, Edward Hodgskin, Julia Kiggell, and Geoff Mason (Chair) as members of the committee. It was **noted** that the Committee's Terms of Reference will be considered by the newly formed committee and a proposed Terms of Reference will be presented to Council for a decision at the next meeting. **Action: Staffing Committee**

### AMENITIES COMMITTEE

- 698/23 Council resolved to adopt the minutes of the Amenities Committee meeting held on 27 February 2024 and noted the decisions made:
- The Millennium Walk leaflet to be scanned and added to the website with a new QR code to be added to the way markers.
  - To add composite decking to the base of the duck house to aid flotation.
  - To investigate the pond filtration system on Goudhurst Pond.
  - To repair the faulty external light at the public toilets and the indoor light in the Gents' Toilets.
- 699/23 It was noted that a group of volunteers had been assembled to organise Goudhurst Parish in Bloom 2024, Cllr Antony Harris will act as the Council liaison.
- 700/23 It was **noted** that there was an appetite for a village litter pick this spring. It was agreed that Cllr Geoff Mason would liaise with his contacts and supply the office with a proposed date. **Action: Cllr Geoff Mason/ Deputy Clerk.**

### STAFFING COMMITTEE

- 701/23 It was **noted** that the Clerk has reduced her working hours to 30 hours per week, with her day off on Wednesday. The Deputy Clerk has increased her hours to 22 hours a week.

## PLANNING COMMITTEE

- 702/23 **Recent planning Applications;** Please see Appendix 3.
- 703/23 Cllrs Craig Broom and Antony Harris fed back on the KALC Planning Conference that they attended earlier today.
- 704/23 It was **noted** that the Committee had submitted an objection, in support of Horsmonden Parish Council, to the large proposed development at Bassett's Farm in Horsmonden.

## CHAIRMAN'S REPORT

- 705/23 Cllr Antony Harris Briefed council on:
- **Residents' Survey.** A number of responses have been received so far, it is expected that the final figure will be in the region of a 10% response rate.
  - **Closure of High Weald Academy.** There is a campaign for a new non-selective school. Flyers will be sent to local primary schools, less than 7 miles from Cranbrook. It is anticipated that Mascalls will be extended to 12 form entry.
  - **KALC Area Committee Meeting.** There are similar issues in other rural parishes, so it was agreed to coordinate action on common issues with TWBC and KCC.

## REPORTS FROM COUNTY & BOROUGH COUNCILLORS

- 706/23 Cllr Alison Webster reported:
- Borough Ward.** The new Rural Tunbridge Wells ward is the biggest in the borough with 7,500 electors. It will be difficult for members to represent the whole ward.
- Road safety** – Goudhurst and Lamberhurst have the highest number of road casualties in the area, 45 in last year, however 43 occurred on the A21.

## CLERK'S REPORT

- 707/23 It was **noted** that £25 will be donated to the Hospice in the Weald as requested by the owner of the organ which entertained visitors to the Christmas Fair 2023.
- 708/23 There has been a rapid increase in the number of interments in Goudhurst. They have increased from an average of 12 a year in 2019 to 27 in the current tax year.

## CORRESPONDENCE

- 709/23 A letter of thanks has been received from Kilndown Village Trusts following the maintenance grant.
- 710/23 A local business owner has written to the council regarding the purchase of a new Parish Office.

## ITEMS FOR INFORMATION

- 711/23 There were none.

## NEXT PARISH COUNCIL MEETING

- 712/23 Parish Council Meeting on Tuesday 09 April 2024 at 7.00pm for **7.15pm** in the Church Rooms.

The meeting closed at 9.24pm

Claire Reed  
Clerk

**Appendix 1 to Minutes of a Council Meeting held on 12 March 2024**

Accounts Payable March 2024

| Payment Ref | Invoice Number | Supplier           | Description                                  | Gross           | Net            | VAT Code | VAT           | Authorisation Ref |
|-------------|----------------|--------------------|--|-----------------|----------------|----------|---------------|-------------------|
| 24028       | 2459           | F&C                | Cleaning of Balcombes Toilets                | 796.80          | 664.00         | s        | 132.80        | Contract          |
| 24029       |                | Ann Millward       | Burial Digitisation 12 hours @ £15           | 180.00          | 180.00         | z        | 0.00          | Contract          |
| 24030       | 42372 42373    | Envirocure         | Monthly L8 checks                            | 106.00<br>18.00 | 88.33<br>15.00 | s        | 17.67<br>3.00 | Contract          |
| 24031       | 4483           | HugoFox            | Years subs for Planning tracker support      | 144.00          | 120.00         | S        | 24.00         | Contract          |
| 24032       | 35719          | Iden Signs         | Artwork for Millennium walks sign            | 30.00           | 5.00           | s        | 25.00         | Contract          |
| 24033       | 2459           | F&C                | Toilet Cleaning                              | 796.00          | 664.00         | s        | 132.80        | Contract          |
| 24034       | 264            | Signature Plants   | Replace and maintain tree at sports field    | 936.00          | 780.00         | s        | 156.00        | Amenities         |
| 24035       | 70406810       | PHS                | Annual sanitary services                     | 902.11          | 751.76         | S        | 150.35        | Contract          |
| 24036       | 9073792619     | KALC               | 2 Places Annual Planning Conference          | 168.00          | 140.00         | S        | 28.00         | Council           |
| 24037       | 28816          | Grounds Management | 2 places on Football Grounds Maint contracts | 92.00           | 76.66          | s        | 15.34         | Clerk             |
| 24038       | 140974         | Pear Technology    | Parish Map with PROW                         | 114.00          | 95.00          | S        | 19.00         | Clerk             |
| 24039       |                | Richard Greenaway  | Base for bench in play equipment             | 312.68          | 312.68         | Z        | 0.00          | Clerk             |



## Appendix 2 to Minutes of a Council Meeting held on 12 March 2024

### Recommendations and Decisions February 2024

| Application        | Address   | Proposal  | GPC   | TWBC |
|--------------------|---|---|---|------|
| 24/00048           | Bedgebury Cross<br>Stables<br>Bedgebury Road<br>Goudhurst<br>Cranbrook Kent<br>TN17 2RD | Conversion and extension of existing stable building into a single dwelling house, with associated garden land, parking, landscaping and biodiversity enhancements.                                       | Approve with the following conditional, sand school removed and return to pasture before building work commence.  |      |
| 24/00095/LBC       | Riseden Cottage,<br>Ranters Lane,<br>Goudhurst,<br>Cranbrook, Kent,<br>TN17 1HJ         | Listed Building Consent -Replacement extension and conservatory with 2 storey extension to rear/side, replacement porch, alterations to dormer with associated landscaping and internal reconfigurations. | Refuse, due to size and scale and design appearance and materials considered. It is noted the proposed elevations are not complimentary to the existing listed building |      |
| 24/00094           | Riseden Cottage ,<br>Ranters Lane,<br>Goudhurst,<br>Cranbrook, Kent,<br>TN17 1HJ        | Replacement extension and conservatory with 2 storey extension to rear/side, replacement porch, alterations to dormer with associated landscaping.  | Refuse, due to size and scale and design appearance and materials considered. It is noted the proposed elevations are not complimentary to the existing listed building |      |
| 24/00180/SUB       | May Farm Chicks<br>Lane Kilndown<br>Cranbrook Kent                                      | Submission of Details in Relation to Condition 4 - (Landscape scheme) of 23/02881/FULL.   | Approve   |      |
| 24/00266/AGR<br>IC | Royal Oak Farm<br>London Road<br>Flimwell<br>Hawkhurst Kent                             | Prior Notification of agricultural/forestry development - Erection of portal framed building to replace timber structure.   | Approve, subject to TW recommendations  |      |

## Appendix 2 to Minutes of a Council Meeting held on 12 March 2024

### Recommendations and Decisions February 2024

|                    |   |   |   |         |
|--------------------|---|---|---|---------|
| 24/00357           | May Farm Chicks<br>Lane Kilndown<br>Cranbrook Kent                          | External hard landscaping associated with new residential development approved under application ref:22/03361/FULL  | Approve subject to appropriation communication and signage regarding the temporary closure of the public right of way.  |         |
| 24/00388           | Stable Cottage<br>Cranbrook Road<br>Goudhurst<br>Cranbrook Kent<br>TN17 1DY | Removal of flat roof and reinstating catslide roof. Erection of an outdoor kitchen structure. (part-retrospective)  | Approve, although noted many retrospective have been submitted recently   |         |
| 24/00266/AGR<br>IC | Royal Oak Farm<br>London Road<br>Flimwell<br>Hawkhurst Kent                 | Prior Notification of agricultural/forestry development - Erection of portal framed building to replace timber structure  | Approve, subject to TW recommendations  |         |
| 24/00357           | May Farm Chicks<br>Lane Kilndown<br>Cranbrook Kent                          | External hard landscaping associated with new residential development approved under application ref:22/03361/FULL  | Approve subject to appropriation communication and signage regarding the temporary closure of the public right of way.  |         |
| 23/03286           | Pethrick,<br>Cranbrook Road,<br>Goudhurst,<br>Cranbrook,<br>Kent, TN17 1DP  | Demolition of existing rear extension and partial demolition of garage. Erection of single storey side and rear extension. Alterations to external appearance of whole house. | Approve subject to resolution of boundary dispute with neighbour.   | Approve |
| 23/02855           | Lower Ladysden<br>Farm, Winchet<br>Hill                                     | Conversion, extension and partial demolition of an existing agricultural building into two residential dwellings with associated landscaping, amenity land and parking.       | Approve<br>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. | Approve |

## Appendix 2 to Minutes of a Council Meeting held on 12 March 2024

### Recommendations and Decisions February 2024

|          |   |   |   |         |
|----------|---|---|---|---------|
| 23/03487 | Lidwells Stables,<br>Lidwells Lane,<br>Goudhurst,<br>Cranbrook, Kent,<br>TN17 1JJ | Conversion of stable building to dwelling with extension, external alterations and landscape enhancement. | Approve based on considerations to potential light pollutions for properties over the road. | Approve |
|----------|---|---|---|---------|

# Goudhurst Parish Council

## RFO report to Council

Accounts.to (31/03/24)

These figures will be presented to Council at the April 2024  
Council meeting.

### Receipts UTB in March 2024

|                       |          |
|-----------------------|----------|
| Misc                  | 100.00   |
| Burial Authority      | 1,500.00 |
| Mary Day Garage Rents | 573.00   |

### Receipts CCLA March 2024

Awaited

|                       |                 |
|-----------------------|-----------------|
| <b>Total Receipts</b> | <u>2,173.00</u> |
|-----------------------|-----------------|

### Payments March 2024

|      |           |
|------|-----------|
| UTB  | 15,729.33 |
| CCLA | 0         |

|                       |                   |
|-----------------------|-------------------|
| <b>Total Payments</b> | <u>£15,729.33</u> |
|-----------------------|-------------------|

### Cash Balances at Bank

|  |            |
|--|------------|
| UTB at 31 <sup>st</sup> March 2024     | 92,940.30  |
| CCLA at 29 <sup>th</sup> February 2024 | 100,216.85 |

|                         |                           |
|-------------------------|---------------------------|
| <b>Current Balances</b> | <u><u>£193,157.15</u></u> |
|-------------------------|---------------------------|

**Accounts Payable to 02.04.2024 for authorisation**

| Invoice Number | Supplier            | Description  | Gross    | Net      | VAT Code | Vat    | Authorisation Ref     |
|----------------|---------------------|--|----------|----------|----------|--------|-----------------------|
| 2515           | F&C                 | Cleaning of Balcombes Toilets- Feb                         | 799.20   | 666.00   | s        | 133.20 | Contract              |
|                | Ann Millward        | March Burial Digitisation 10 hours @ £15                   | 150.00   | 150.00   | z        | 0.00   | Contract              |
| 141184         | Pear Technology     | Annual Mapping Service                                     | 180.00   | 150.00   | S        | 30.00  | Contract              |
|                | Terry Standen       | Grave digging for Reiss burial (Payment made direct to PC) | 50.00    | 50.00    | Z        | 0.00   | Reimbursement         |
|                | Tony Jackman        | Emergency clearance of pond drainage - Kilndown            | 100.00   | 100.00   | Z        | 0.00   | Amenities Committee   |
|                | Richard Greenaway   | Ground Clearance around Mary days Garages                  | 60.00    | 60.00    | Z        | 0.00   | Clerks Discretion     |
| 20525          | Community Heartbeat | Defib and Cabinet  | 1,896.00 | 1,555.00 | s        | 311.00 | March Council Meeting |
| SIN057611      | OLP                 | New Playground Cradle Seat                                 | 135.40   | 112.83   | s        | 22.57  | Amenities Committee   |
|                | GVH                 | Hall Hire for April Hop pickers Meeting                    | 15.00    | 15.00    | z        | 0.00   | Council               |
|                | Claire Reed         | Clerks Expenses March                                      | 59.40    | 59.40    | Z        | 0.00   |                       |

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

Panetta Horn  
RFO  
02 April 2024

# Goudhurst Parish Council



## Staffing Committee

### Terms of Reference

#### General

- I. Membership of the Staffing Committee and its quorum will be determined by Council.
- II. The Committee will be mindful:
  1. of the legal framework for, and good practice in, employment matters
  2. of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
  3. of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
  4. of relevant council protocols and policies

#### Matters for recommendation to council

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

- I. staffing & office requirements including budget allocations
- II. all policy issues relating to staff

#### Matters for delegation to the staffing committee

The Committee will receive reports from the Clerk and will:

- I. be responsible for staff recruitment
- II. confirm individual Contracts of Employment and all terms and conditions
- III. make arrangements for regular objective review of the Clerk's performance by this committee and take necessary action thereon
- IV. decide upon annual salary awards
- V. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk
- VI. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon

- VII. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
- VIII. Consider recommendations from the Appeal Panel and take necessary actions thereon.

Approved by Council 09 May 2022, Minute 030/22

## Clerks paper to Council on Staffing – 09 April 2024

As you are aware, following my resignation last month, I will be leaving GPC on 02 May 2024. I currently work 30 hours a week and recommended to Council that it recruits a locum clerk to cover the period between my leaving and the recruitment of a new permanent clerk. I estimate it will take between 12 – 16 weeks to have a new Clerk in post. I have contacted The Local Council Consultancy (part of SLCC) and they have advised that, depending on need, a locum will cost the council between £25-£40 an hour, inclusive of PAYE, payroll, pension and holiday pay. I have drawn up a list of proposed duties for the locum to ensure continuity and to avoid overloading the Deputy Clerk and the RFO. I am awaiting details of costs but recommend a locum is contracted for 20 hours a week on a hybrid basis with some of the hours to be worked on either Monday, Tuesday or Wednesday when the Deputy Clerk is in the office and some on Friday to provide office cover.

**Recommendation: Council to resolve to approve expenditure of up to £750 a week for 12 weeks to employ a locum clerk.**



# Wealden CFRs

## Community First Responders

Dear Ms Reed

We are members of a team of Community First Responders covering the Wealden area, who work on a voluntary basis for South East Coast Ambulance NHS Trust (SECAMB). As part of our public awareness and education programme, we are offering to run training sessions in use of defibrillators and cardio-pulmonary resuscitation (CPR) and wonder whether you would be interested in setting up a session for people living in and around your parish.

The sessions are free of charge, often held in a village hall or other indoor space large enough to hold about 25 people, and take place on a weekday evening or during the day, at the weekend. Depending on numbers we can run one or two sessions, back to back, with a maximum of 20 attendees per session.

We plan to run a session in your area on 24 June or 1 July 2024 and would be pleased to hear from you as soon as possible if you are interested in holding one for the residents of Goudhurst. Should you wish to discuss arrangements in person, please feel free to call Jo Posnette on

Yours sincerely

Jo Posnette and Jessica Rose-Gould

# Goudhurst Parish Council



## BURIAL AUTHORITY

Minutes of a Meeting held on 19 March 2024 at 1.00pm in The Hop Bine

### PARTICIPANTS

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

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

### APOLOGIES

713/23 Were received from Edward Hodgskin (working) and Phil Kirkby (working).

### DISCLOSURES OF INTEREST

714/23 There were none.

### QUESTIONS FROM THE PUBLIC AND PRESS

715/23 There were none.

### MINUTES OF THE LAST MEETING

716/23 It was **resolved** to approve the minutes of the Burial Authority meetings held on 21 and 28 November 2023, copies of which had been made available to members prior to the meeting via Board Intelligence.

### MEMORIAL APPLICATIONS

717/23 It was **resolved** to approve the application for a memorial to the late Frank William and Ingeborg Jennette Bass as presented at the meeting.

### WEED CONTROL

718/23 It was **resolved** to approve the expenditure of £360.00 for weed control on the ashes plots, the base of St Mary's Church and footpaths running through St Mary's Churchyard. It was **noted** that the weed killer will be a more natural, no- glyphosate, product.

719/23 The Clerk was asked to obtain a quote from the Council's contractor for weed control (also natural, no- glyphosate) at Christ Church, Kilndown as in previous years. **Action: Clerk**

### MEMORIAL BENCHES

720/23 It was **noted** that a supplier of suitable plaques needed to be found so the cost for memorials on the new benches could be established. **Action: Clerk**

### BURIAL FEES 2024-25

721/23 It was **resolved** to increase burial fees by 5% for 2024-25 in line with the increase in precept. The new fees, valid from 01 April 2024, can be found in appendix 1. **Action: Clerk**

### MEETING DATES

722/23 It was **resolved** to hold the Burial Authority meetings in June and September at 6pm in the Church Rooms preceded by a review of the cemeteries and for the November and March meetings to be held at 1pm in the Parish Office.

### ITEMS FOR INFORMATION

723/23 It was **noted** that the Clerk had finally received confirmation of permission to fell the self-seeded Cyprus tree growing out of a grave in the Victorian Cemetery.

724/23 It was **noted** that work to clear the area at the south end of the Burial Ground had been completed. It was proposed that the gravediggers be asked to deposit any detritus to the west side to prevent obstruction of the PROW to the Lower Glebe field to the east and that a new bin be placed at the bottom of the driveway to prevent rubbish being left in the area as was previously done.

725/23 Works to the hedges in the Burial Grounds are well under way with the remaining works due to take place in April once the ground is firmer and subject to there not being any birds present.

#### DATE OF THE NEXT MEETING

Next Burial Authority Meeting, Tuesday 18 June 2024, 6.00pm in the Church Rooms, preceded by a walk around the Burial Ground at 5.45pm for those available.

The meeting closed at 2.07pm

Claire Reed  
Clerk

## Goudhurst Burial Fees

These charges apply from 01 April 2024 and are valid to 31 March 2025

Goudhurst Parish Council is the statutory Burial Authority for the civil Parish of Goudhurst and has adopted these Regulations in accordance with the powers given to it by the Local Authorities Cemeteries Order 1977.

At the discretion of the Goudhurst Burial Authority, a 50% discount will be applied to these fees if the deceased was a parishioner at the time of their death. Evidence of residency is required.

On application, for those who are local residents of the civil Parish of Goudhurst, no fee is payable in respect of a burial within 16 years of birth.

### GRAVES

|   | <b>Full fee</b> |
|---|-----------------|
| <b>Grant of Exclusive Right of Burial in an earthen grave</b><br>For a period of 35 years                         | £1,575.00       |
| <b>Interment Fee</b><br>The fee does not include digging  | £485.00         |
| <b>Approval for Memorial Headstones and Inscriptions</b><br>Please see the Goudhurst Burial Authority Regulations | £305.00         |
| <b>Approval for an additional inscription</b>   | £305.00         |

### CREMATED REMAINS

|  |           |
|--|-----------|
| <b>Grant of Exclusive Right of Burial in the ashes section</b><br>For a period of 35 years                     | £1,250.00 |
| <b>Interment Fee (Maximum of 2 interments per plot)</b><br>The fee does not include digging                    | £485.00   |
| <b>Approval for Memorial Tablets and Inscriptions</b><br>Please see the Goudhurst Burial Authority Regulations | £305.00   |
| <b>Approval for an additional inscription</b>  | £305.00   |

### BURIAL GRANTS – CHANGE OF OWNERSHIP

|   |        |
|---|--------|
| Registration of Change of Ownership of Graves and Ashes Plots | £55.00 |
|---|--------|

### MEMORIAL BENCHES

|   |        |
|---|--------|
| Approval for the introduction of a memorial bench | £55.00 |
|---|--------|

Payment by BACS to Goudhurst Parish Council: Sort: 60-83-01 Account 20410308

Mrs Claire Reed

Clerk to Goudhurst Parish Council

01580 212552

clerk@goudhurst-pc.gov.uk

# Goudhurst Parish Council



## FINANCE COMMITTEE

Minutes of a Meeting held on 19 March 2024 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 Panetta Horn, RFO.

### APOLOGIES

726/23 There were none.

### DISCLOSURES OF INTEREST

727/23 There were none.

### MINUTES OF THE LAST MEETING

728/23 It was **resolved** that the minutes of the Finance Committee meeting held on 21 November 2023, and previously distributed to members via Board Intelligence, be accepted as a correct record.

### YTD EXPENDITURE AND 2024/25 BUDGET

729/23 The expenditure YTD and YE Forecast was reviewed and noted. The final YE spreadsheet will be circulated in April following the Bank Reconciliation and Riatas shut down.

### 2024/5 BUDGET CONSTRUCTION

730/23 The Budget Construction was reviewed and comments noted. The Councillors agreed some amendments to EMR and accruals were approved. The RFO is to update the spreadsheet and circulate to Council at April meeting.

### DIRECT DEBITS AND STANDING ORDERS

731/23 The current DD and SO for 2024/24 were discussed and noted.

### ASSET REGISTER

732/23 Changes to the Asset Register in 2024 were noted. It was agreed that insurance value for Assets need to reassessed ahead of the insurance renewal in 2024. Action Clerk or RFO

### COUNCIL CONTRACTS

733/23 The RFO produced the first draft of the Schedule of Council Contracts. The contents were noted and the RFO is finalise the document with notice periods and contract end dates.

SCHEDULE OF CHARGES FOR COUNCIL SERVICES FOR 2024/25

734/23 It was **resolved** to approve the following schedule of charges subject to the terms of the licence agreement for Mary Days. Post Meeting note: Agreement states that Mary Days licence fees can be amended with two weeks notice. The increase will apply to the next payments due 20.06.24.

| Fee Payer | Purpose   | Existing Amount | New Amount |
|-----------|---|-----------------|------------|
| Dynomos   | Use of Chqr Field   | 800             | Unchanged  |
| School    | Use of Chqr Field   | £500            | Unchanged  |
| Residents | Small Garage Rental   | £135            | £145       |
| Residents | Large Garage Rental   | £168            | £180       |
| Burials   | Grant of Exclusive Right of Burial – Earthen grave for 35 years | £1,500          | £1,575     |
| Burials   | Interment Fee   | £460            | £485       |
| Burials   | Approval for Memorial Headstones and Inscriptions               | £290            | £305       |
| Burials   | Approval for additional inscriptions                            | £290            | £305       |
| Burials   | Grant of Exclusive Right of Burial – Ashes Section for 35 years | £1190           | £1250      |
| Burials   | Change of ownership   | £50             | £55        |
| Burials   | Approval for Memorial Bench                                     | £50             | £55        |

GRANT REQUESTS

735/23 It was **resolved** to approve the following grant request for 2023-24:

- Paddock Wood Community Advice Centre - £500

It was determined that there was insufficient information in the grant application from the Village Hall for £5,400 and the RFO is to respond to them, requesting the additional information and asking them to resubmit.

DATE OF THE NEXT MEETING

Next Finance Committee Meeting, Tuesday 18 June 2024, 7.00 pm in the Church Rooms.

Panetta Horn  
RFO

## Appendix 1 to Minutes of a Council Meeting held on 09 April 2024

### Recommendations and Decisions March 2024

| Application             | Address  | Proposal  | GPC   | TWBC    |
|-------------------------|--|---|---|---------|
| 24/00048                | Bedgebury Cross Stables<br>Bedgebury Road<br>Goudhurst<br>Cranbrook Kent<br>TN17 2RD | Conversion and extension of existing stable building into a single dwelling house, with associated garden land, parking, landscaping and biodiversity enhancements                              | Approve with the following conditional, sand school removed and return to pasture before building work commence.  | Approve |
| 24/00094 & 24/00095/LBC | Riseden Cottage,<br>Ranters Lane,<br>Goudhurst,<br>Cranbrook, Kent,<br>TN17 1HJ      | Replacement extension and conservatory with 2 storey extension to rear/side, replacement porch, alterations to dormer with associated landscaping   | Refuse, due to size and scale and design appearance and materials considered. It is noted the proposed elevations are not complimentary to the existing listed building | Approve |
| 24/00458                | Brandfold Farm<br>North Road<br>Goudhurst<br>Cranbrook Kent<br>TN17 1JJ              | Variation of Condition 2 of Planning Permission 20/03588/FULL - Alterations to fenestration on all elevations at ground & first floor levels, changes to rooflights on north & south elevations | Refuse, it is noted the refusal will refer to points 8,9,10, 13 and 19 of the original approval notice. Cllr Craig Broom to write and submit                            |         |
| 24/00100                | Chequer Tree<br>Farm House, Mile<br>Lane, Goudhurst,<br>Cranbrook, Kent,<br>TN17 2NU | Addition of electronic gate with side-wings   | Approve   |         |
| 24/00508                | 17 Beresford<br>Close Kilndown   | Air source heat pump  | Approve   |         |

## Appendix 1 to Minutes of a Council Meeting held on 09 April 2024

### Recommendations and Decisions March 2024

|                    |   |  |  |  |
|--------------------|---|--|--|--|
|                    | Cranbrook Kent<br>TN17 2SB  |  |  |  |
| 24/00546           | The Studio Chicks<br>Cottage Chicks<br>Lane Kilndown<br>Cranbrook | Change of use for short terms lets or<br>holiday accommodation (retrospective)   | Approve  |  |
| 24/00549/SUB       | Triggs Farm<br>Cranbrook Road<br>Goudhurst<br>Cranbrook Kent      | Submission of Details in relation to<br>Condition 13 - (Sustainable Surface Water<br>Drainage Scheme - SUDS) of<br>21/02855/FULL | Approve  |  |
| 24/00591/SUB       | Chicks Farm<br>Chicks Lane<br>Kilndown<br>Cranbrook Kent          | Submission of Details in Relation to<br>Condition 7 - (External lighting) of<br>23/01533/FULL                                    | Approve  |  |
| 24/00629/LDC<br>EX | Bobs Acres<br>Summerhill<br>Goudhurst<br>Cranbrook Kent           | Lawful Development Certificate (Existing) -<br>Use of building and curtilage as dwelling<br>house Class C3                       | Approval subject to officer agreement. The<br>documentation appears to suggest that the building<br>has been in use as required by law and qualifies. We<br>do not have any information other than that in the<br>application to understand if this valid. Additional<br>information may be available to officers. |  |
| 24/00597/SUB       | Nursery Farm<br>Oast London<br>Road Flimwell<br>Wadhurst Kent     | Submission of Details in relation to<br>Condition 3 - (External Materials) of<br>20/02631/FULL                                   | Approve  |  |
| 24/00680           | Higlers Rogers<br>Rough Road                                      | Front porch, rear extension, replacement &<br>repositioned side porch, alteration of front                                       | Approve  |  |



**Appendix 1 to Minutes of a Council Meeting held on 09 April 2024**

Recommendations and Decisions March 2024

|          |  |   |         |  |
|----------|--|---|---------|--|
|          | Kilndown<br>Cranbrook Kent   | elevation doors to window & creation of side window, chimney removal & replacement flue, and solar panels |         |  |
| 24/00764 | Christ Church<br>Church Road<br>Kilndown<br>Cranbrook Kent<br>TN17 2RZ | Single-storey extension & installation of cesspool  | Approve |  |

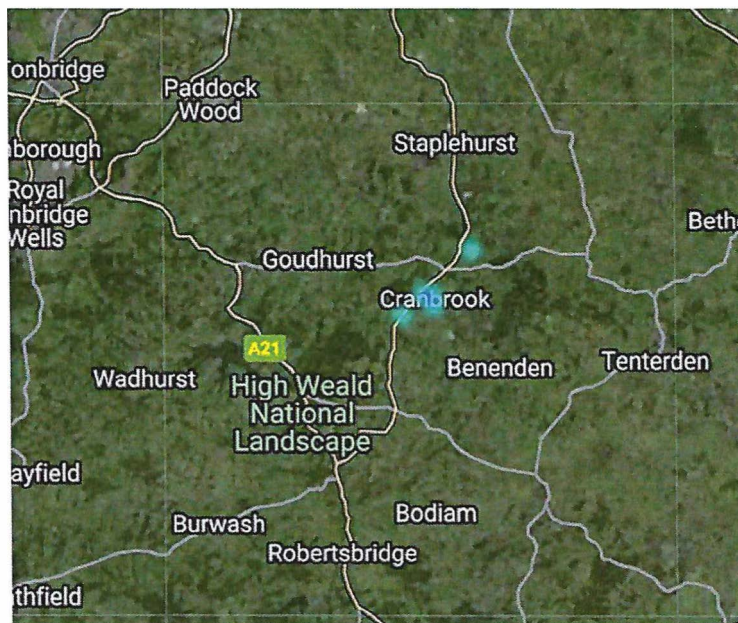
**Dear Fellow Chairman and Parish Clerks,**

You may know that we have been developing a campaign for a new non selective secondary school within the High Weald.

We have engaged with several of you, with KCC, with alternate Academy Trusts, and our MP (Helen Grant from Maidstone)

We have been told that we now need to get parents to sign up to put pressure on KCC and the Department of Education to look at the issue we have.

This map shows the blue 'Cold Spots' that are at least 10Km from a secondary school, collected by an independent agency 'School Dash', illustrating the plight of our children when they leave primary school.



The High Weald falls at the extreme edge of Tunbridge Wells, Maidstone, Ashford and Weald, and as these are all centres of activity, the rural areas are being stripped of medical services, banks, education, policing.

In this envelope are 10 posters and 100 flyers for shops, primary schools, toddlers, playgroups, to inform parents of the lack of a local school. Please distribute them as best you can.

I hope you can contribute to our efforts as you are within 7 miles of Cranbrook and this affects your children.

Perhaps this is the start of a movement to unite rural areas into a force for change.

Please contact me if you have questions or comments.

Best regards

Kim Fletcher

Chairman, Cranbrook and Sissinghurst Parish Council, 01892 811111

<https://consult.tunbridgewells.gov.uk/kpse/event/58E85FB9-7EF3-4189-A108-4D3461DD6F03/section/s170487813885211#s170487813885211>

Heading : Education infrastructure provision

*4.40 Options have been considered by the Council as to how that 3 FE provision can be met. This assessment has considered whether the need can be met through existing Secondary Schools found locally (not just Mascalls Academy), or whether a standalone school is necessary.*

4.42 In regard to the expansion of existing school sites to accommodate the 3 FE pupil yield, the main site most sustainably located for PWeC is Mascalls Academy, run by the Leigh Academies Trust (LAT). Mascalls Academy already has a PAN of 270, which is 9 FE, and therefore the addition of a further 3 FE would result in a school of 12 FE in size which would result in the school being one of the largest in West Kent.

4.43 The County Council is not the Admission Authority for Mascalls Academy and has no legal interest in any of the land and property at the school. KCC confirm that the guideline site areas are for new schools that are designed and built in an efficient way, existing schools do not always benefit from having originally been built with expansion in mind. Therefore, it is not always possible for expansion on site to be provided without demolition and re-provision of existing accommodation. This is something which KCC have confirmed that the LAT are interested in, particularly given their previous representations to the Borough Council regarding disposal of land at the academy for residential development to fund modernisation of the academy.

4.44 The practicalities of expansion are therefore an important consideration. KCC confirm that it is not preferable for a secondary school to operate with odd numbers of classes as they do not tend to work from a curriculum and staffing perspective. Whilst LAT has stated that they are willing to consider expansion there would be other aspects to consider, such as parking and drop off and traffic and bus movements, including any off-site highway works. *The County Council would expect the full cost of the expansion to be secured from s106 as the County Council cannot incur costs that would be solely attributed to growth and have indicated that they are agreeable to allow feasibility of the 3 FE expansion of Mascalls to be undertaken. The LAT have indicated that there is capacity, with additional land (currently in the ownership of one of the local developers) to expand to meet this need.*

4.46 The only other school in the Borough that could potentially accommodate any increase would be Skinners Kent Academy in Royal Tunbridge Wells. A 1 FE expansion would be necessary to accommodate the non-PWeC growth in the Local Plan. It is considered that it would be incredibly challenging to accommodate necessary additional buildings over and above this 1 FE expansion on that site i.e. expansion of 2-3 FE. The transport implications would also be more complex. The impact on the Pembury Road and Colts Hill junction of the A21 from the additional movements would need to be factored into the scheme and mitigated. Growth associated with the SLP and committed developments at North Farm/Kingstanding Way, Royal Tunbridge Wells already have mitigation committed for improvements to the Pembury Road.

**Please support Cranbrook with a petition to have a new school in the Weald by publicising the save weald schooling movement, which will be sent to you next week**

**Please publicise the QR code on your websites, networks, newsletters, urge your primaries, pre schools and PTAs to join in.**

**Chairman@cspc.org.uk**

CHILDREN IN YEAR 6 BY PRIMARY SCHOOL, WITHIN A 7 MILE RADIUS OF CRANBROOK  
IRRESPECTIVE OF BOROUGH COUNCIL AREA

| URN   | Name  | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
|---|---|------|------|------|------|------|------|------|------|
| 114524  | Ticehurst and Fimwell Church of England Primary School                      | 15   | 13   | 18   | 10   | 10   | 17   | 13   | 16   |
| 114529  | Bodiam Church of England Primary School                                     | 8    | 9    | 12   | 12   | 14   | 11   | 11   | 19   |
| 118282  | Sandhurst Primary School  | 22   | 18   | 16   | 25   | 26   | 26   | 32   | 25   |
| 118291  | Headcorn Primary School   | 30   | 30   | 30   | 31   | 32   | 34   | 31   | 30   |
| 118313  | Staplehurst School  | 67   | 57   | 64   | 62   | 55   | 46   | 50   | 65   |
| 118597  | Benenden Church of England Primary School                                   | 22   | 17   | 15   | 16   | 28   | 30   | 27   | 30   |
| 118600  | Cranbrook Church of England Primary School                                  | 18   | 21   | 23   | 29   | 14   | 20   | 28   | 30   |
| 118601  | Goudhurst and Kilndown Church of England Primary School                     | 30   | 30   | 30   | 30   | 30   | 29   | 31   | 29   |
| 118602  | Hawkhurst Church of England Primary School                                  | 28   | 27   | 30   | 26   | 29   | 22   | 30   | 30   |
| 118604  | Lamberhurst St Mary's CofE (Voluntary Controlled) Primary School            | 20   | 29   | 21   | 30   | 28   | 29   | 29   | 29   |
| 118636  | St Margaret's, Collier Street Church of England Voluntary Controlled School | 18   | 15   | 18   | 15   | 16   | 19   | 17   | 17   |
| 118701  | Frittenden Church of England Primary School                                 | 14   | 11   | 9    | 15   | 14   | 16   | 13   | 17   |
| 118716  | Collers Green Church of England Primary School                              | 12   | 16   | 17   | 16   | 15   | 15   | 16   | 16   |
| 118717  | Sissinghurst Voluntary Aided Church of England Primary School               | 18   | 18   | 20   | 25   | 26   | 20   | 21   | 29   |
| 142689  | Brenchley and Matfield Church of England Primary School                     | 0    | 30   | 21   | 23   | 18   | 28   | 28   | 31   |
| 143788  | St Michael's Church of England Primary School                               | 0    | 22   | 22   | 28   | 26   | 23   | 20   | 19   |
| 147280  | Horsmonden Primary Academy  | 0    | 0    | 0    | 0    | 26   | 31   | 21   | 30   |
| 147563  | Rolvenden Primary School  | 0    | 0    | 0    | 0    | 13   | 10   | 16   | 16   |
| 148116  | Marden Primary Academy  | 0    | 0    | 0    | 0    | 0    | 39   | 40   | 38   |
| 148741  | Hurst Green Church of England Primary School and Nursery                    | 0    | 0    | 0    | 0    | 0    | 0    | 25   | 14   |
| 149623  | John Mayne Church of England Primary School                                 | 0    | 0    | 0    | 0    | 0    | 0    | 0    | 0    |
| total number of year 6 children within 7 mile radius of Cranbrook |   | 322  | 363  | 366  | 393  | 420  | 465  | 499  | 530  |



## Help us bring your child's school closer to home

The Weald is recognised as a **COLD SPOT** for secondary schooling by the Department for Education. Our children don't have the local, non-selective secondary school they need.

## WITH YOUR HELP WE CAN CHANGE THIS MAKE A STAND: SIGN OUR PETITION



Use the QR code or visit [www.supportwealdschooling.co.uk](http://www.supportwealdschooling.co.uk) to add your signature

### Without this new school:

- Your child will have to travel many miles to / from school  
*Their schoolfriends may live a long way away*
- Your child will have to use a school bus  
*This will mean they will miss out on afterschool activities*
- Your child could be sent to a large school up to 10 miles away in:  
*Tenterden, Wadhurst, Maidstone or Paddock Wood*

## ACT NOW & TELL YOUR FRIENDS

### FIND OUT MORE AT

[www.supportwealdschooling.co.uk](http://www.supportwealdschooling.co.uk) | Facebook Page - Support Weald Schooling  
& your Parish Council website

## Claire Reed

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**From:** Laura Toop  
**Sent:** 20 March 2024 18:05  
**To:** Beneden Parish Council; Bidborough Parish Council; Brenchley & Matfield Parish; Capel Parish Council; Cranbrook & Sissinghurst Parish Council; Frittenden Parish Council; Goudhurst Parish Council; Hawkhurst Parish Council; Horsemonden Parish Council; Lamberhurst Parish Council; Paddock Wood Town Council; Pembury Parish Council; Rusthall Parish Council; Sandhurst Parish Council; Southborough Town Council; Speldhurst Parish Council  
**Cc:** Laura Horn 46057276; Simon Fuller 46054879; Laura Toop  
**Subject:** Follow-Up and Next Steps from Our 'Unity in Community' Meeting: 19.03.24  
**Attachments:** IAG & PC\_InsightImpactInfluence\_190324.pdf; IAG TW District\_Unity in Community\_190324.pdf

Dear All,

Firstly, let me express my sincere gratitude for your participation in yesterday's 'Unity in Community' meeting. It was invaluable to gain firsthand insights into the unique challenges and concerns across the district.

I've attached a document summarizing the key points raised during our discussion. This summary is organized into sections reflecting 'Insight – Impact – Influence,' with a dedicated segment on 'Areas for further consideration & understanding.' Here, I've distilled your feedback into five key themes: Community Policing Model, Social Housing Policies, Drug-Related Challenges, Engaging Traveller Communities, and Increasing Resources & Visibility. These insights will be instrumental in guiding the IAG discussions and shaping targeted strategies for the Tunbridge Wells District.

I encourage you to review the attached summary and share any additional thoughts or feedback. Your perspectives are crucial as we refine our approach and focus areas.

In addition, I have included the follow-up actions I've taken from our session to ensure we maintain momentum. Further discussions on these actions and your feedback will be part of our next steps, for which details will be shared soon.

Thank you once again for your time and valuable contributions. Your engagement is not only appreciated but essential as we work together towards enhancing community safety. Please don't hesitate to reach out with any questions or further input.

Best regards,

Laura

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**Laura Toop**  
**IAG Chair, Tunbridge Wells District**

[Independent Advisory Group \(IAG\) | Independent Advisory Group \(IAG\) | Kent Police](#)



# Kent Police

**I** Independent  
**A** Advisory  
**G** Group

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