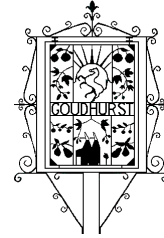


# Goudhurst Parish Council



## Meeting of the Parish Council 13.08.24

MEETING  
13 August 2024 19:30 BST

PUBLISHED  
8 August 2024

## Goudhurst Parish Council



### MINUTES OF THE MEETING OF GOUDHURST PARISH COUNCIL on Tuesday 13<sup>th</sup> August 2024 in Church Rooms Back Lane

Before the meeting was convened, there was public participation from 7.15 to 7.30pm.

#### PARTICIPANTS

**Councillors present:** Cllrs Craig Broom, Antony Harris (Chairman), David Knight (Borough Councillor), Geoff Mason, Ed Read-Cutting, Alison Webster (Vice Chairman), Edward Hodgskin and Paul Wareham

**Others present:** Cllr Thomas Mobbs (Borough Councillor)

**Officers present:** Katrina Hoyle Acting Clerk, Rebecca Barden Assistant Clerk, Panetta Horn RFO

#### APOLOGIES

287/24 Apologies were received from Cllr Phil Kirkby (Vice Chairman) due to family emergency, Cllr Caroline Richards for being away and Cllr Suzie Kember for work commitments.

#### DISCLOSURES OF INTEREST

288/24 Cllr Alison Webster for being a member of the Goudhurst Club Committee.

#### MINUTES OF THE LAST MEETING

289/24 It was **resolved** to sign the Minutes from 9<sup>th</sup> July 2024 as circulated via Board Intelligence

#### REPORTS FROM COUNTY & BOROUGH COUNCILLORS

290/24 Cllr David Knight reports TWBC have become the lease and free holder for Royal Victoria Place, with chain, Nandos taking over the gateway building and Primark taking over BHS store. The Overview and Scrutiny Committee was held 29<sup>th</sup> July where KCC Highways had been invited to attend, but they declined. It was also noted a discussion was taking place regarding the planting of one hundred and sixteen thousand trees within in the Borough. It was also reported, the unauthorised travellers, in Southborough, had been moved on, swiftly.

291/24 Cllr Thomas Mobbs highlights the Central Government Housing targets are being publicly released shortly but with a possible 29% of the target being in the AoB and Green Belt. It was **noted** Cllr Antony Harris asked if Tunbridge will have Christmas tree this year which Cllr David Knight will pick up with the Borough.

#### RFO REPORT

292/24 The Council **noted** the summary of receipts and payments in July 2024.

### Goudhurst Parish Council

#### RFO report to Council

#### Accounts.to (31/07/24)

**These figures were presented to Council at the August 2024 Council meeting.**

Public Works Loan	119,958
Mary Day Garage Rents	483

#### Receipts CCLA in July 2024

514

**Total Receipts** £120,955

**Payments July 2024**

UTB 149,329

CCLA 0

**Total Payments** £149,329

**Cash Balances at Bank as at 31st July 2024**

UTB 14,057

CCLA 152,478

Instant Access 50,272

**Current Balances** £216,807

- 293/24 It is **noted** the Solicitor Fees are significantly higher than originally quoted. RFO and Acting Clerk will continue to chase for a breakdown and query the amount.
- 294/24 It is **noted** an investigation to be had around the damp within the building with a possibility of claiming on the insurance.
- 295/24 It is **noted** the Grant has been delayed until 29<sup>th</sup> August.
- 296/24 Council **resolved** to approve the payments for August 2024 as presented at the meeting and detailed in Appendix
- 297/24 It was **resolved** that Cllrs Geoff Mason and Cllrs Craig Broom would approve the electronic payments on UTB. **Action: RFO**

**RESOLUTIONS**

- 298/24 It was **resolved** to adopt the staffing proposal as recommended by the Staffing Committee. This will take affect from 1<sup>st</sup> September 2024.
- 299/24 It was **resolved** to carry out the recommendation plan from the tree survey.
- 300/24 It was **resolved** Cllr David Knight, Cllr Antony Harris, Cllr Geoff Mason, Cllr Ed Read-Cutting. Alison Webster attending Kilndown APM on Monday 9th September 2024 at 7, for 7.30pm
- 301/24 It was **resolved** the expenditure of up to £500 to support of the A262 Group, by way of reimbursement, for campaign promotional material and literature via the Highways Committee code 5601.

**OUTDOOR GYM PROPOSAL**

- 302/24 Cllr Alison Webster updated the Council with quotes for the outdoor gym. The proposal includes 7 pieces of equipment. It was **noted** Acting Clerk confirms a plan in being worked on , for the outdoor gym and village shelter, regarding seeking permission from the Diocese and Planning Permission. The Plan will be shared with Youth and Housing and Amenities, before going to full Council.

**NEW PARISH OFFICE**

- 303/24 The RFO updated Council on the progress of the new Office refurbishment. The Office will be moved on 25<sup>th</sup> September 2024
- 304/24 It is **noted** to add a note in the Parish Magazine where the new postal address

**OFFICE PARKING**

- 305/24 It was **resolved** for two spaces to be reserved at the Goudhurst Club at £750 each per year. This is to keep free spaces in the public carpark to allow visitors to the village and reduce any blockages on the main street. Officers, Councillors and Council guests will be permitted to pass in these spaces subject to availability.

## GRASS MANAGEMENT PLAN

306/24 Cllr Geoff Mason updates the Victorian Cemetery has been strimmed. The large shrubs are growing out of graves, which will be removed and neatened. The ashes plots have been treated with weed killer to reset the plots, with the potential to re gravel. St Mary's Church has had areas tweaked, working with the PCC and the banks have been strimmed where possible, to allow ease of access to cars. There are three areas of longer grass in the Victorian Cemetery planned for next year and it is **resolved** for the proposal to be added to the September meeting.

## BURIAL COMMITTEE

307/24 Council **adopted** the minutes of the Youth and Housing Committee, held on 23/07 and **noted** the decisions made:

- It was resolved to obtain quotes for two painting options for the Chequer Field Pavilion. Option A: the whole internal building, and Option B, just the Referee Room. It resolved to organise a deep clean of the building before September.
- It was resolved to set a combined budget allowance of £2000 to allow work to be completed before the next meeting
- It was resolved to proceed with the Village Shelter, as a result of the positive response from the village survey.
- It was agreed, the Clerks would create a project plan to present to the Committee working with the Chairman.
- It was agreed to include the outdoor gym proposal within the plan.
- It was agreed to investigate a trim trail on Lurkins Rise, as a result of, the request for one via the survey
- It was agreed an assessment of the garages and area be carried, with areas of responsibilities divided up to either GPC or the Housing Association
- It was resolved to replace the broken post in the Play Area.
- It was resolved to start a "find and fix" method during the monthly inspections of the Play Area

## AMMENITES

308/24 Council **adopted** the minutes of the Amenities Committee held on 1st July 2024 and **noted** the decisions made.

- It was confirmed the newly installed AEDs were correctly registered on the relevant platforms
- It was determined the PC could not employ a First Responder directly, however it was agreed for SECAM to be approached and a to request the employment of First Responders for the Weald area
- It was agreed for a history of the pond on The Plain to be obtained from a local resident.
- It was noted the duck house is back in situ.
- It was noted Quarry Pond was looking much better having received duck weed treatment, and the dead tree removed.
- It was agreed to investigate the possibility of adding a bench to the Lower Glebe
- It was resolved to move the bike rack to The Plain.
- It was agreed to explore the option of adding a lock to the dog waste bag dispensers
- It was agreed to remove the TWBC car park sign and install a Goudhurst Parish Council one.

## STAFFING COMMITTEE

309/24 Council **adopted** the minutes of the Staffing Committee held on 29th July 2024 and **noted** the decisions made.

- It was resolved to hold meetings every 6 months and at short notice as the need arises.
- The Committee will use WhatsApp and Teams to contact each other.

- It was resolved that all HR issues from office and councillors to be directed through Staffing Committee with the Staffing Committee Chair as the initial point of contact.
- It was resolved that Cllr Edward Hodgskin will continue research through KALC and ACAS into a suitable staff handbook for use at GPC and an HR Advisor and report back
- It was resolved to agree appraisal process following agreement of staff handbook as appraisal process will be included within this
- It was resolved to agree the proposed Staffing Requirement and present to next full Parish Council meeting for sign off
- It was resolved to defer Training Programme for Councillors and Cllr Geoff Mason to liaise with office to agree next steps based on current needs

#### PLANNING COMMITTEE

310/24 Council **noted** the *recent planning Applications shown in the Appex*

#### CHAIRMAN REPORT

311/24 There was none.

#### CLERK'S REPORT

312/24 Council **noted** the report received. Please see Appendix

313/24 It was **noted** about Lurkins Rise and investigating a volunteer clear up and clearing the brambles over the paths. It was **agreed** for Borough Councillor David Knight to message Town and County again.

#### ITEMS FOR INFORMATION

314/24 Cllr Alison Webster highlights a competition to go on the website which Cllr Craig Broom will add

#### NEXT PARISH COUNCIL MEETING

315/24 The next Council Meeting is Tuesday 10<sup>th</sup> September 7.30pm at The Church Rooms.

Meeting finished at 21.15

Kat Hoyle  
Acting Clerk  
13<sup>th</sup> August 2024

# Goudhurst Parish Council

## RFO report to Council

Accounts.to (31/07/24)

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

### Receipts UTB in July 2024

Public Works Loan	119,958
Mary Day Garage Rents	483

### Receipts CCLA in July 2024

	514
<b>Total Receipts</b>	<b>£120,955</b>

### Payments July 2024

UTB	149,329
CCLA	0
<b>Total Payments</b>	<b>£149,329</b>

### Cash Balances at Bank as at 31st July 2024

UTB	14,057
CCLA	152,478
Instant Access	50,272
<b>Current Balances</b>	<b>£216,807</b>

24211		Apex	30% interim payment for renovation works due 27th August	8,326.44	6,938.70	s
24187		John Fermor	Work at Kilndown pond	760.00	760.00	z
24188	107956	Living Forest	Tree Survey	576.00	480.00	s
24190		Katrina Hoyle	Expenses Mileage £5.40 Refreshments £14.19	19.59	19.59	z
24209	10517239	Focus	Phone Services to 27/6/24	189.23	157.69	S

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

### **New Office**

Gulliver's have completed work on the damp. Apex have started work fixing the leak around the ventilation pipe on the roof which appears to have been the issue that caused the damp. There will be a meeting between the office and Gulliver's to confirm their findings and determine if there is any possibility of an insurance claim for the work undertaken.

Apex are due to start work on the 12<sup>th</sup> August and be completed by mid September. It is envisaged that the move will take place on Wednesday 25<sup>th</sup> September and that the office will be operational on Thursday 26<sup>th</sup> September.

**Panetta Horn**

**RFO**

**6<sup>th</sup> August 2024**

# Goudhurst Parish Council



## YOUTH & HOUSING COMMITTEE

Minutes of a Meeting held on 23<sup>rd</sup> July 2024 at 7.30pm in the Church Rooms

**Councillors Present:** Cllrs Craig Broom, Phil Kirkby (Chairman), David Knight (Vice Chairman) and Antony Harris (Ex officio)

### TO ELECT A CHAIRMAN

277 /24 Phil Kirkby was elected as Chair and David Knight as Vice Chairman

### MINUTES OF THE LAST MEETING

278/24 It was **resolved** that the minutes of the Youth & Housing Committee meeting held on 23<sup>rd</sup> April 2024 and previously distributed to members via Board Intelligence, be accepted as a correct record.

### QUESTIONS FROM THE PUBLIC AND PRESS

279/24 There were none

### THE CHEQUER FIELD PAVILLION

280/24 It was **resolved** to obtain quotes for two painting options. Option A: the whole internal building, and Option B, just the Referee Room. It **resolved** to organise a deep clean of the building before September. It was **resolved** to set a combined budget allowance of £2000 to allow work to be completed before the next meeting.

### QUESTIONS FROM THE PUBLIC AND PRESS

281/24 There were none

### VILLAGE SHELTER

282/24 It was **resolved** to proceed with the Village Shelter, as a result of the positive response from the village survey. It was **agreed**, the Clerks would create a project plan to present to the Committee working with the Chairman. It was **agreed** to include the outdoor gym proposal within the plan.

### SURVEY RESULTS

283 /24 It was agreed to investigate a trim trail on Lurkins Rise, as a result of the request for one via the survey. **Action:** Acting Clerk to add to the agenda for September and obtain quotes.

### MARY DAYS

284/24 It was **agreed** an assessment of the garages and area be carried, with areas of responsibilities divided up to either GPC or the Housing Association. **Action:** Clerks.

### PLAY AREA

285/24 It was **resolved** to replace the broken post.

286/24 It was **resolved** to start a "find and fix" method during the monthly inspections

### ITEMS FOR INFORMATION

287/24 It was **noted** about Chequer field uses and the need to update the contracts.



DATE OF NEXT MEETING

288/24 Next Youth & Housing Committee Meeting, Tuesday 22<sup>nd</sup> October 2024

Meeting ended -20.21

K.Hoyle

Acting Clerk

23<sup>rd</sup> July 2024

DRAFT

# Goudhurst Parish Council



## AMENITIES COMMITTEE

Minutes of a Meeting held on 2<sup>nd</sup> July 2024 at 7.30pm in The Church Rooms, Back Lane.

### PARTICIPANTS

*Councillors Present:* Cllrs David Knight (Chairman), Suzie Kember, Antony Harris, Geoff Mason, Caroline Richards, Alison Webster, Paul Wareham and Ed Read-Cutting.

*Officers Present:* Rebecca Barden, Assistant Clerk

### APOLOGIES

219/24 There were none.

### DISCLOSURES OF INTEREST

220/24 There were none.

### TO ELECT A VICE-CHAIR

221/24 Cllr Knight proposed Cllr Webster to be Vice Chair. This was unanimously agreed. **Resolved: Cllr Webster elected as Vice Chair of the Amenities Committee.**

### MINUTES OF THE LAST MEETING

222/24 It was **resolved the minutes of the Amenities Committee meeting held on 28<sup>th</sup> May 2024, and previously distributed to members via Board Intelligence, be accepted as a correct record.**

### TO RESOLVE TO CO-OPT CLLR WAREHAM AS AN ADDITIONAL MEMBER OF THE AMENITIES COMMITTEE

223/24 Cllr Knight proposed that Cllr Wareham be co-opted as an additional member of the Amenities Committee. This was unanimously agreed. **Resolved: Cllr Wareham to be co-opted onto Amenities Committee.**

### QUESTIONS FROM THE PUBLIC AND PRESS

224/24 There were none.

### TO RECEIVE AN UPDATE ON:-

225/24 ***The AED in the old phone box.***

Cllr Knight informed the Committee that the AED had been installed and that it would be registered once the paperwork had been received from B&K Electrical. Cllr Read-Cutting provided a reminder that the AED at the Church Rooms also needed to be registered. **Clerk to ensure that both AEDs are registered once the necessary paperwork has been received.** Cllr Webster gave an update on the AED training that had taken place the previous night. Feedback had been really positive and individuals felt that they had learnt a lot. It was mooted that this should become an annual event. There was also discussion regarding whether any first responders had been appointed, as the first 20 minutes following an attack are critical. It appears that there are currently no first responders. **Resolved:** to advertise the role of first responder (3 individuals) in the Newsletter, Website and via posters for local shops. **Action: Assistant Clerk to advertise the roles.**

226/24 ***The Millennium Walk sign posting and discs***

- Cllr Richards had ordered and received the new discs and showed them to the Committee. She plans to walk the route and install each of the new discs. Cllr Knight expressed an interest in helping with this. **Resolved:** Cllr Richards to install the new discs and identify how many new posts would be required. **Action: Assistant Clerk to await instruction from Cllr Richards and order new posts if required and liaise to arrange their installation.**
- 227/24 *The removal and painting of the village sign*  
Cllr Knight informed the Committee that the village sign had been taken down and delivered to A&C Sandblasting. It is thought that the sign should be ready for installation in August. The Council have been advised that the post for the sign will need to be replaced as it has rotted at the base. Quotes have been sought. There were discussions whether to make the re-installation of the sign an event and celebrated. Cllr Webster stated that she would provide the contact details for a contractor who could install the post. **Action: Cllr Webster to provide contact details for Contractor and Assistant Clerk to liaise with contractor regarding the supply and fitting of a new post and the refurbished sign. Assistant Clerk to publicise via poster, newsletter, website.**
- 228/24 *The replacement bench on The Plain*  
Cllr Knight informed the Committee that the replacement bench had been purchased and installed on The Plain. He stated that it looked really smart and that he had written to Richard Greenaway to thank him.
- 229/24 *The water treatment of the pond on The Plain*  
Cllr Knight stated that the water treatment had taken place. Cllr Harris said that he had met with Marion Sergeant who had shown him where the filters and drains for the pond were located. It was agreed that Cllr Read-Cutting would liaise with Marion regarding this. **Action: Cllr Read-Cutting to contact Marion.**
- 230/24 *The Duck House*  
Cllr Knight informed the Committee that the duck house had now been repaired and was awaiting delivery from Richard. Cllr Knight has contacted Ed Bates and asked about the possibility of him re-floating the duck house, perhaps with the help of Alan Foster. **Action: Assistant Clerk to liaise with Richard, Ed and Alan to arrange the re-floating of the duck house as soon as possible.**
- 231/24 TO RESOLVE TO DECIDE HOW TO UTILISE THE MODERN PHONE BOX.  
The use of the phone box as a book exchange was discussed and agreed upon. It was suggested that books could be rotated and shared between those currently in the Social Club book exchange. The issue of responsibility for the books was raised. Cllr Harris asked about replacing the modern box with a more attractively, and more water-tight old-fashioned phone box. Cllr Kember stated that she had seen some which were reasonably priced at a local reclamation yard. **Resolved: To push this item back to the next Amenities Committee of 27<sup>th</sup> August 2024.**
- 232/24 TO RECEIVE FEEDBACK ON THE LITTER BIN COLLECTION FROM TWBC  
Assistant Clerk gave an update on the request for 2 more litter bins from TWBC. **Resolved: To pursue this application. Action: Assistant Clerk to chase TWBC, with the assistance of Cllr Knight if required.**
- 233/24 TO RECEIVE FEEDBACK ON THE INVESTIGATION OF ONE, UNIFIED CCTV SYSTEM AND DECIDE UPON ACTION NEEDED.  
Cllr Knight gave a brief history of the CCTV systems and gave an update that 3 companies had been contacted to discuss the proposal. Each company is interested in quoting for the work. **Resolved: To carry out an audit of what equipment the Parish Council currently has,**

where it is located, type etc. Action: Assistant Clerk to carry out review and feed back to Committee. One unified system to be installed.

- 234/24 TO RECEIVE FEEDBACK ON THE OUTSIDE GYM AND DECIDE ON ANY ACTION REQUIRED.  
Cllr Knight stated that he was awaiting feedback from the residents' survey regarding the desire for an outside gym. The issue of where the gym would be situated and the visual impact and safety concerns were discussed. The type of equipment was also considered critical – a table tennis table was popular. **Resolved: To arrange a site visit with a contractor to discuss options. Councillors to carry out visits to local outdoor gyms to establish use and visual impact. Action: Assistant Clerk to chase Cllr Broom for survey results to determine interest for an outdoor gym. Councillors to liaise and arrange site visits of local outdoor gyms.**
- 235/24 TO DISCUSS FEEDBACK ON THE PETANQUE PITCH AND DECIDE ON ACTION REQUIRED.  
Cllr Knight stated that again, he was awaiting the results from the survey to assess public interest in a petanque pitch. Cllr Harris said that 2 quotes were received last year, and they were £5k and £8k without fencing. **Resolved: to await the analysis of the survey to establish public interest in the installation of a petanque pitch. Action: Assistant Clerk to liaise with Cllr Broom.**
- 236/24 TO DISCUSS THE MAINTENANCE OF THE PUBLIC CAR PARK AT BALCOMBES HILL AND DECIDE ON ANY ACTION REQUIRED.  
Cllr Knight informed the Committee that two individuals had been identified to carry out "caretaking" type duties throughout the Parish. **Resolved: To employ the services of these two individuals to carry out maintenance duties as and when required. Action: Assistant Clerk to contact these individuals when work is required.**  
The Assistant Clerk spoke regarding the history of the car park and identified that the Parish Council owned and was therefore responsible for it. Currently the sign at the car park states that it is owned and run by TWBC. **Resolved: To remove the TWBC sign and replace with a new Goudhurst Parish Council sign. Action: Assistant Clerk to arrange for the removal of the sign and to investigate the sourcing of a new sign and its wording.**
- 237/24 TO DISCUSS THE REQUEST TO SUPPLY A BENCH FOR THE LOWER GLEBE AND DECIDE ON ANY ACTION REQUIRED.  
The Assistant Clerk explained that they had been approached with a request for the supply and installation of a bench for the Lower Glebe near the vegetable patch. Cllr Wareham asked whether the installation of a bench would create issues with regards grass maintenance. **Resolved: To investigate the location for the bench, and obtain quote for installation. Action: Assistant Clerk to visit the site and liaise with contractors to obtain a quote for installing a concrete base and installing the bench.**
- 238/24 TO RESOLVE THE EXPENDITURE OF UP TO £1,120 (£280 PER VISIT), UP TO FOUR VISITS) TO TREAT THE DUCK WEED AT THE QUARRY POND.  
**Resolved: The expenditure of up to £1,120 to treat the duck weed at the Quarry pond be approved. Action: Assistant Clerk to arrange for the first duck weed treatment to take place.**
- 239/24 TO RESOLVE THE EXPENDITURE OF £180 FOR THE REMOVAL OF THE TREE AT THE QUARRY POND.  
Cllr Knight gave an update that the fallen tree and branch can not be removed until the water level at the Quarry pond drops. **Resolved: To obtain a quote from Tony. Action: Assistant Clerk to contact Tony to request a quote for the tree work.**

240/24 TO DISCUSS AND APPROVE MOVING THE BIKE RACK ON BALCOMBES HILL.  
Cllr Knight explained that comments had been received that the bike rack was largely unused. A discussion took place and it was concluded that the bike rack would be much more useful on The Plain. **Resolved: To move the bike rack from Balcombess Hill car park to the The Plain. Action: The Assistant Clerk to liaise with Richard to obtain a quote to install the bike rack on The Plain.**

241/24 TO DISCUSS THE EXISTING DOG WASTE BAG DISPENSERS AND DECIDE ANY ACTION NEEDED  
The Clerk updated the Committee on the request from the Pre-School for the dog waste bags to continue to be provided. There was discussion regarding the theft of the bags. **Resolved: Assistant Clerk to investigate whether the lock on the dispensers could be changed to prevent the thefts. Action: Assistant Clerk to contact supplier of dispenser and discuss the issue.**

#### ITEMS FOR INFORMATION

242/24 ***Map For the Website***

The Assistant Clerk stated that the new map was now on the website and thanked Cllr Webster for help and Cllr Broom for uploading the map onto the website

243/24 ***Planters for the Public Toilets***

The Assistant Clerk gave an update on the situation regarding the removal of the planters from the public toilets. After discussion it was decided not to re-instate the planters at the present time due to the high level of maintenance that they require. This situation can be re-visited in the future.

#### DATE OF THE NEXT MEETING

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

The meeting closed at 8.44pm

Rebecca Barden

Assistant Clerk

2<sup>nd</sup> July 2024

**Appendix to Minutes of a Council Meeting held on 13<sup>th</sup> August 2024**

Recommendations and Decisions July 2024

Application	Address	Proposal	GPC	TWBC
23/03454/FULL	The Stables, Bedgebury Road, Goudhurst, Cranbrook, Kent, TN17 2QR	Demolition of existing buildings and erection of a detached dwelling with associated landscape and ecological enhancement works, including removal of hardstanding and menage and partial change of use of paddock to garden curtilage.	Refuse, based on size and scale of the proposal, along with being detrimental to the landscape and neighbouring properties within the conservation area. In addition, the suggestion materials proposed are also against the characteristics the other surrounding dwellings. The Council noted and repeat the comments made by the Conservation Officer.	Approved
24/01027/FULL	Smugley Farm Bedgebury Road Goudhurst Cranbrook Kent TN17 2QU	Variation of Condition 2 of Planning Permission 23/02210/FULL - Amendments to overall design of dwelling	Refuse	Approve
24/01163/LBC	Hammonds Barn Smiths Lane Goudhurst Cranbrook Kent TN17 1EU	Listed Building Consent - Internal repositioning of woodburning stove from upstairs to downstairs, with associated external relocation of flue	Approval subject to the agreement of the conservation officer.,	Approved
24/01189/LBC	Nursery Farm Oast Flimwell Wadhurst East Sussex TN5 7QA	Listed Building Consent - Two-storey extension, including changes to fenestration on all elevations, removal of internal walls on ground floor & creation of internal walls to first-floor, amendments to Oast access	Approval subject to the agreement of the Conservation officers The changes to an existing scheme are minor	Approved

**Appendix to Minutes of a Council Meeting held on 13<sup>th</sup> August 2024**

Recommendations and Decisions July 2024

24/01188/FULL	Nursery Farm Oast Flimwell Wadhurst East Sussex TN5 7QA	Two-storey extension, including changes to fenestration on all elevations	Approval subject to the agreement of the Conservation officers The changes to an existing scheme are minor	Approved
24/01369/FULL	Rosemary House Rosemary Lane Flimwell Wadhurst Kent TN5 7PT	Replacement garage with first floor home office	Approve	Refuse
24/01225/LBC	Stream Farm House Summerhill Goudhurst Cranbrook Kent TN17 1JT	Variation of Condition 2 of 17/00930/LBC- Update drawings 1307 P004B & 1307 P005B to as built (retrospective)   Stream Farm House Summerhill Goudhurst Cranbrook Kent TN17 1JT	Approve, based on the recommendation of the Conservation Officer	Approve
24/01368/FULL	Hams Travel London Road Flimwell Wadhurst Kent TN5 7PL	Variation of Condition 2 of 22/02865/FULL - Material alterations to approved yard layout	Approve	Approve
24/01505/FULL	The Old Parsonage Balcombes Hill Goudhurst Cranbrook Kent TN17 1AT	Submission of details in relation to Condition 9 of Planning Permission 20/03452/FULL - No contamination	Approve	Approve
24/01613/FULL	Bedgebury Cross Stables Rogers Rough Road Kildown Cranbrook	Self Build: Demolition of stable and erection of dwelling with change of use of land to form garden and	Approve	Approve

## Appendix to Minutes of a Council Meeting held on 13<sup>th</sup> August 2024

### Recommendations and Decisions July 2024

		associated works (Alternative scheme to 24/00048/FULL)		
24/01486/FULL	Winchet Hall Winchet Hill Goudhurst Cranbrook Kent TN17 1JX	Loft conversion with rooflights & roof balcony to front elevation (South), rooflights & gable picture window to side elevation (West) and hidden dormer windows to rear elevation (North)	Approve subject to Planning Officer opinion regarding any possible overlooking	Approve
24/01560/FULL	9 Beresford Close Kilndown Cranbrook Kent TN17 2SB	Two storey side extension & front porch   9 Beresford Close Kilndown Cranbrook Kent TN17 2SB	Approve	
n/a	Proposed Base Station Upgrade at CTIL_106800 26,	Proposed Base Station Upgrade at CTIL_106800 26, Lady Oak Lane, off A21, Flimwell, TN5 7QJ (NGR: 571370 , 132310)	Approve. It is noted the Committee welcome improved signal	
n/a	Public Footpath WC16 at Goudhurst Proposed Diversion	The diversion has been applied for in the interests of the landowner. The legal alignment of part of WC16 passes through land used as an apple orchard and a newly planted woodland. The applicant proposes to divert the path to a farm track slightly to the south along part of the route. The route through the orchard will be maintained, while the rest of the	It was agreed to reply favourably	



**Appendix to Minutes of a Council Meeting held on 13<sup>th</sup> August 2024**

Recommendations and Decisions July 2024

		footpath will run across a made farm track.		

# Goudhurst Parish Council



## STAFFING COMMITTEE

Minutes of a Meeting held on 29<sup>th</sup> July 2024 at 14.00 in the  
Function Room at Goudhurst Club

**Councillors Present:** Cllrs Geoff Mason (Chairman), Edward Hodgskin and Alison Webster

**Officers Present:** There were none.

### APOLOGIES

289/24 There were none

### TO ELECT A CHAIRMAN

290 /24 It was resolved to elect Geoff Mason as Chairman

### DECLARATIONS

291/24 There were none

### STAFFING COMMITTEE OPERATIONS

292/24 It was **resolved** to hold meetings every 6 months and at short notice as the need arises. The Committee will use WhatsApp and Teams to contact each other.

293/24 It was **resolved** that all HR issues from office and councillors to be directed through Staffing Committee with the Staffing Committee Chair as the initial point of contact.

### CREATION OF STAFF HANDBOOK AND HR ADVISOR

294/24 It was **resolved** that Cllr Edward Hodgskin will continue research through KALC and ACAS into a suitable staff handbook for use at GPC and an HR Advisor. Cllr Edward Hodgskin will report back with findings to staffing committee for agreement and then present to office for their approval prior to sign off at full Parish Council meeting.

### CLOSING OF MEETING

295/24 It was **resolved** close the meeting, in accordance with Public Bodies (Admission to Meetings) Act1960, s2 members of the public and press will be excluded for consideration of items 8 to 10 owing to the sensitivity of the business to be transacted

### STAFFING APPRAISALS

296/24 It was **resolved** to agree appraisal process following agreement of staff handbook as appraisal process will be included within this.

### STAFFING REVIEW AND REQUIREMENTS

297/24 It was **resolved** to agree the proposed Staffing Requirement and present to next full Parish Council meeting for sign off

### COUNCILLOR TRAINING

298/24 It was **resolved** to defer Training Programme for Councillors and Cllr Geoff Mason to liaise with office to agree next steps based on current needs

OPENING OF THE MEETING

299/24 It was **resolved** to re-open the meeting to the Public and Press.

DATE OF THE NEXT MEETING

300/24 Next meeting 2pm Monday 12 August at Goudhurst Village Club.

ITEMS FOR INFORMATION

301/24 There were none.

Meeting closed.

Written by Acting Clerk, from notes taken by Cllr Geoff Mason.

DRAFT

## Clerk's Report

### **IT System**

By now Councillors should be in their new email systems. For anyone experiencing issues, please contact the office.

Updates have been sent via emails but to sum up:

The Clerk has shared her outlook diary which shows availability, meetings, and focus. If you would like specific time, please feel free to add matters into my diary, or you can set up a teams meeting for a face to face appointment. You can also use Teams as a form of live chat if you want instant answers when we are in the office and available. You can also call us via Teams too, If anyone needs training on how Teams works, please contact the office and we shall organise for you.

The Council Portal link has also been sent to Councillors. The holiday calendar, working diary and key contact lists are already available and this folder will continue to be updated.

### **The Office Phone**

Due to an external fault, with issues high up the supply chain, the phone is still having problems at time of writing. Due to this, the office has made the decision to change suppliers and update the phone system early. These are scheduled to be installed on 8<sup>th</sup> August. Notices have been put online and, on the website/social media, regarding using the Clerk's mobile phone, which is being answered out of hours if it rings.

### **Committees**

The budget process will begin soon with the RFO in the next few weeks so please can all Committee Chairs, and all members begin to consider their priorities and aims for next year. It would also be helpful to consider any outstanding projects which need to be raised again for this year and a review of the Committee progress as a whole. The Clerk would like to hold a meeting with you to review this, and will be in touch to organise early September. This is to understand Office support and focus and to ensure we resource the support you need.

### **Councillor Vacancy**

Councillors have received information on this, but to confirm applicants are requested to submit a short, personal statement to [clerk@goudhurst-pc.gov.uk](mailto:clerk@goudhurst-pc.gov.uk) by **Sunday 1<sup>st</sup> September**. All candidates are encouraged to attend the Parish Council Meeting, held on Tuesday 10<sup>th</sup> September at 7.30 at the Church Rooms, Back Lane where the Council will co-opt on their new member. Once co-opted on, the new member will complete their Acceptance of Office, and be invited to attend the meeting in their new role.

## **Office Open Day**

The Office would like to hold an Office Open Day, to launch our new office to parishioners. This would be a great opportunity, to showcase what the PC has achieved so far this year, and what the plans are for next. In addition, there will be an educational PR piece/exhibition regarding what the Parish/Borough/County Councils roles and responsibilities are with the premise of seeking help and information from the correct source. A date to this to be discussed and confirmed. It would be great a few Councillors could attend, and any thoughts as to how the event is shaped would be very welcome.

## **Open Hours of the Office**

The office have discussed this, at length and, depending on the outcome of the staffing proposal, we would like to keep the office closed on a Friday, and be open Monday – Thursday. We will start with allowing a completely open door, for all Councillors and members of the public, but will assess if it becomes too much and taking too much of our time.

Having looked at the rota/shift patterns, the only way we could have the office open on a Friday, is by having a member of staff solo working for an entire day, which is not ideal from a safe guarding stance.

To help this, we propose once a month, the office is open on a Saturday Morning, (say 9 to 12 or 1), manned by a member of staff and one council member who work on a shift basis, so you would only have to do it once a year. Thoughts welcome.