

**DRAFT AND UNAPPROVED MINUTES FOR HOLLINGBOURNE PARISH COUNCIL ANNUAL
GENERAL MEETING AND MONTHLY MEETING MONDAY, 13TH JUNE 2022**

Minutes of the monthly meeting of Hollingbourne Parish Council held Monday 13th June 2022, 7.30 pm.

Present: Cllr S Hulme (Chair), Cllr A Ward (Vice Chair), Cllr D Ardley, Cllr A Marshall, Cllr M Domican.

In attendance: Cllr P Garten (Maidstone BC), two members of the public (including representative of the Road Safety Working Group), and Mrs V Smith –Parish Clerk.

Apologies for absence: Cllr C O'Meara - delayed due to traffic; Cllr Dr S Bauer - work commitments, and Cllr Mrs S Prendergast (KCC) – clash of meetings.

1. Declarations and Requests:

- a. Declaration of Changes to the Register of Interests – none.
- b. Declaration of Interest in items on the Agenda – none.
- c. Requests for Dispensations – none.

2. Approval of minutes of last meeting. It was agreed that the minutes of the meeting on 9th May 2022 are a true and accurate record of the meeting, with the following exceptions:

11.a. The sentence '*following on from Headcorn having a 'Speed Op', run by the Police, within their village, Cllr Marshall spoke to PCSO Shivan De'Rose about having one in Hollingbourne*', will replace the sentence '~~Cllr Marshall advised that PCSO Shivan De'Rose feels that an extra 'speed operation' run by the Police, to detect and catch speeding road users, would be beneficial for Hollingbourne~~'.

13.a. With regards to 22/501574/FULL Snagbrook Oast, 'Cllr Hulme Abstained' from voting on the decision will be noted in the minutes.

15.f. The word 'gaining' will be replaced with 'amendment', with regards to the deeds of Millennium Green.

3. Matters Arising (not covered elsewhere on the agenda)

7.a. The Clerk will check to see if she needs to sign a Conflict of Interest form with regards to her being the Chair of the Hollingbourne Pre-School. The Clerk doesn't hold any sway over the decisions that the full Parish Council makes, but an enquiry will be made with KALC (Kent Association of Local Councils), just as a precaution.

4. Open forum for members of the public to speak (10 minutes) – Please see item 16 Highways and Infrastructure and item 17.c. Community Events and Engagement.

5. Chair's Report –

- a. The Parish Council wants to sincerely thank all of the residents who volunteered to make the Queen's Platinum Jubilee events and Village Fete such a great success.
- b. The Queen's Jubilee £3 million fund may be available for supporting existing Village Halls. The Parish Council will keep an eye on what grants are available for the benefit of the village and improvements of the publicly owned, Cardwell Pavilion.

6. Minutes within the Village Magazine –

a. The print cut-off date for the magazine is the 10th of the month, for distribution on the 19th of the month. Parish Council meetings take place on the second Monday of each month (there isn't a meeting in August), which would mean that the vast majority of meetings take place after the tenth day of the month. The timeframe for the production of draft unapproved minutes was discussed. Allowing for the checking of the minutes by the Parish, County and Borough Councillors, it was agreed that the earliest opportunity for the draft minutes to be placed upon the Parish website would be the 3rd /4th week of the month. The Parish Council is happy to support the printing of the minutes within the Village Magazine. However, members stated the disapproval of having to pay for extra pages in the magazine for the printing of the minutes, as other societies do not pay.

7. Parish Council Vacancy –

a. The residents interested in the Parish Councillor role are available to attend the October 2022 Parish Council meeting, when a decision can be made.

8. Clerk's Report –

a. There is a large and untidy tree along the pathway towards the Hollingbourne Meadows Trust land, near the entrance to Hasteds. The tree needs to be pollarded and brought back into a reasonable size. The KCC and Maidstone BC are unable to carry out the works on the tree as it is not on their land. The Clerk is not sure if the housing association owns the land, as it is not the Parish Council's, and so will write to them again to see if it is their responsibility. The land may have been sold to the local residents in past years and this needs to be investigated. **Action: The Clerk**

b. The Leeds Castle Foundation has requested that the Chair and Vice-Chair meet with them following a letter that they have received from the simply stated 'Several Hollingbourne Residents'. Disappointingly, the author(s) of the letter have remained anonymous. Residents shouldn't be writing to third parties, especially asking them to then respond back to the Parish Council. The aforementioned letter has not been sent by the Parish Council, however, if residents wish the Parish Council to engage with third parties on their behalf it is appropriate for the Parish Council to be contacted directly about the matter in the first instance. However, Cllr Hulme and Cllr Ward welcome the chance to strengthen their links with the Leeds Castle.

c. The Clerk will contact the Maidstone BC to see if they can inspect the playground equipment inside and outside of the metal fencing. The Clerk will obtain prices for the repair of the gaps in the fencing of the playground, and the replacement of two swing seats. A notice also needs to be placed within the playground advising residents to contact the Parish Council directly if they need to report a problem with the equipment. **Action: The Clerk**

d. The After School Club would like to use the Cardwell Pavilion for lessons two evenings a week (Monday and Tuesday) from the 13th June 2022, which will be very popular with local children and parents.

9. County Councillor's Report – Cllr Mrs S Prendergast (via email)

a. A new Strategic Statement was agreed by the KCC last month entitled 'Framing Kent's Future - Our Council Strategy'. Please see the link <https://www.kent.gov.uk/about-the-council/strategies-and-policies/corporate-policies/our-council-strategy>. This is the KCC top-level council strategy for 2022 to 2026. It sets out the priorities that the KCC will focus on over the next four years to tackle the challenges, and make the most of the opportunities, that the county

is facing. Through delivering these priorities, the aim is to improve life in Kent and build a solid foundation for the county's future success

b. There are no further updates at present with regards to the subsidised buses and the number 13 service. Cllr Mrs Prendergast believes that the final decision will be made following the Environment and Transport Cabinet Committee on 6th July 2022, and will keep the Parish Council and residents informed of the outcome.

10. Borough Councillor's Report – Cllr P Garten

a. Cllr Garten thanked Hollingbourne and the surrounding villages for all of their Queen's Platinum Jubilee events, which were a great success.

b. The Maidstone BC elected its leader for the next two years. Constitutionally the outcome of next year's election will not affect the leader's position although political realities may well do in practice. Initial feedback from cabinet members showed that previous resolutions from committees have not been acted upon effectively by officers and innovative ideas were not pursued. The new executive system is already leading to a culture change within the new Council which is embraced by members and officers alike. It was agreed that the new constitution shall be reviewed in 6 months and various committees may need fine-tuning, to enable them to offer the best level of service.

c. Cllr Garten has been elected as the Chair of the Economic Regeneration and Leisure Policy Advisory Committee.

d. The Woodside, Firs Lane development (21/501554/FULL) application, which has previously been refused by the Planning Department, has now gone to the Planning Inspectorate for appeal. In all cases, Cllr Garten reminded the Parish Council that if they ask for a planning application to be decided at Committee, they need to double check that the Parish Council's response has been listened to. If it has not, refer the matter to Cllr Garten.

e. Cllr Garten was interested on an update of the Village Hall, and its future under the ownership of The Windmill PH. Cllr Domican will contact the Landlord for information and the item will be placed on next month's Parish Council agenda.

f. Cllr P Garten encourages residents to keep up to date with on the Parish website.

11. Police and Crime Report and Neighbourhood Watch Group – Cllr Marshall / PCSO

a. Cllr Marshall received information regarding a resident's daughter being approached along Greenway Court Road, by two motorcyclists, asking for her age, etc, in an intimidating manner. Cllr Marshall advised the resident to report the incident to the Police. The information was also given to the PCSO and placed upon the Neighbourhood Watch report.

b. The PCSO visited the Village Fete, which was beneficial for the residents. The Clerk will contact the PCSO and ask to be copied into any Police events taking place for the residents.

c. The Police have now responded to Cllr Marshall with regards to the 'Speed Op' provision within the village, and will liaise with her directly.

d. All residents are encouraged to join the Neighbourhood Watch Group. To receive notifications from Neighbourhood Watch, group members also need to join e-watch.co - Home. Please see the regularly updated link [Neighbourhood Watch | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](http://Neighbourhood Watch | Hollingbourne Parish Council (hollingbournepc.co.uk)).

e. Information from the Police UK website, for Hollingbourne in the months of April 2022, read as follows:

Date:	Area of crime:	Crime:
Apr '22	Greenway Court Road	Vehicle Crime (1 report) & Anti-Social Behaviour (2 reports)
Apr '22	Hasteds	Other crime (1 report)
Apr '22	Upper Street	Violence and sexual offences (1 report)
Apr '22	Culpeper Close	Violence and sexual offences (2 reports)
Apr '22	Junction 8, Fuel Station	Vehicle crime (3 reports), burglary (1 report), violence and sexual offences (2 reports) & All other crime (1 report). Stop and Search: Article for use in theft (1 report)

f. The Information from the E-Watch website, as per the link from www.e-watch.co for the month of May 2022 within Hollingbourne, and neighbouring villages read:

Date:	Area of crime:	Crime:	Crime Report No.
May '22	M20, Junction 8 services / petrol station	Between 21:00 on 17th of May and 04:00 on 18th of May, somebody cut the curtain of a lorry parked at a service station and stole various items.	46/95829/22
May '22	As above	On 2nd May around 09:23 in M20 Junction 8. Somebody in a grey Vauxhall stole fuel from motorway services. The police have the registration and are continuing their enquiries.	46/82860/22

12. Finance Committee Report

a. Points to note:

- There is a total of £27,224.75 in the Parish Council's current account and £19,665.27 in the deposit account, totalling **£46,890.02** as of the 2nd June 2022. The larger expenses for May 2022, were the Parish Council insurance £1,875.54 and the Upper Street defibrillator £1,453.20.
- A Finance Committee meeting will be held later this month.

13. Planning Committee Report (Call for sites & Local Plan updates)

a. Planning application updates for the months of May/June 2022 were as follows:

Application:	Address:	Proposal:	Decision:

22/502285/FULL	6 Godfrey Meadow	Erection of a timber Garden Room and slabbed patio in the South corner of the rear garden.	DNWTO
22/502237/FULL & 22/502238/LBC	Greenway Court, Greenway Court Rd	Erection of a single storey side extension. Plus, listed building consent.	DNWTO
22/502568/TCA	Manor Cottage, Upper Street	Conservation area notification to remove one Fir tree.	DNWTO
22/501807/FULL	Greenway Court Farm, Greenway Court Road	Change of use of land from residential curtilage to agricultural and demolition of existing agricultural building and stables and erection of 1 no. replacement agricultural store. (resubmission of 21/505487/FULL)	DNWTO

14. Affordable Housing

- a. The Hollingbourne Housing Needs Survey will ~~soon~~ be distributed to all residents via the Maidstone BC and the [Action with Communities in Rural Kent charity](#).

15. Environmental / Parks Committee Report

- a. Cllr Marshall advised that following much consideration and investigation, it would not be suitable for the Parish Council to own the S106 and associated land at the Woodcut Farm site. All Parish Councillors in attendance were in favour of this decision. The management agreement for the land is very complex. The financial and time demands involved in maintaining the land would not be feasible for the Parish Council. Cllr Marshall will write to Clearbell, the developers with regards to this decision. **Action: Cllr Marshall**
- b. Cllr Marshall has placed a new plant barrel upon Tanyard Green, and the flowers are looking beautiful in Jubilee colours.
- c. Cllr Ward is in communication with the Maidstone BC Legal Team with regards to the amendment of the deeds for the Millennium Green. **Action: Cllr Ward**
- d. Cllr Ardley is pursuing the replacement of the concrete post at the entrance to the Lance Memorial Field. **Action: Cllr Ardley**

16. Highways and Infrastructure Committee Report (Speedwatch)– Cllr Ardley

- a. The Road Safety Working Group (RSWG) is confident that the Parish Council will support their proposals upon the Highways Plan for the village. It was discussed and agreed that the best approach would be for the draft document to be shared with the Parish [Council](#) at the earliest convenience (preferably for the July 2022 meeting), from there a submission to KCC could be made by the Parish Council on behalf of the RSWG and the village as a whole. Cllr Garten would like a copy of the final document for his own reference.

17. Community Events and Engagement

- a. The Queen's Platinum Jubilee events were very well received within the village, thanks to the support of the residents and the work of the Parish Councillors.
- b. The 2022 Village Fete was a great success (please see item 5. Chair's report). It was agreed by the Parish Councillors that next year's Village Fete will be held on **Saturday, 10th June 2023**. A review of this year's fete meeting is to be held at The Sugar Loaves PH, 7.30 pm, Monday, 20th June 2022.

c. Cllr Marshall is advertising the '**Hollingbourne in Colour**' competition, which will take place over the **9th and 10th July 2022**. Please see the link [Hollingbourne in Colour Competition | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#) and village noticeboards for further details about this competition.

d. The Parish Councillors are in support of the resident, who independently from the Parish Council, is fund raising and organising the installation of a telephone box library within the village. It was agreed at the Parish Council meeting that the library would probably now be placed on the verge at the entrance to Culpeper Close, which is the original spot where the telephone box once stood. The resident spearheading the project said that he would be happy to maintain the telephone box. Once installed, it would be listed upon the Parish Council asset register and placed upon its insurance. Cllr Ardley will enquire with KCC to see if the phone box can be placed back onto the verge. **Action: Cllr Ardley**

18. Specific issues (update): Defibrillators

a. The defibrillators have been checked at the entrance to the school and the village hall, and the machines are in good working order. Planning permission for the installation of the defibrillator in Upper Street has been approved and Cllr Marshall will liaise with The Dirty Habit PH with regards to this matter. **Action: Cllr Marshall**

Date of next meeting: Monday 11th July 2022, 7.30 pm, at the Cardwell Pavilion, Greenway Court Road, Hollingbourne, ME17 1QQ

Signed as a true record:

Chair:

Date: