[**May 2019 Minutes.**](https://www.hollingbournepc.kentparishes.gov.uk/may-2019-minutes/)

The Minutes of the 2019 Annual General Meeting of Hollingbourne Parish Council and May 2019 monthly meeting that were held on 13th May 2019 and approved at the Hollingbourne Parish Council Meeting in the Cardwell Pavilion on 10th June 2019.

**Minutes of the meeting of Hollingbourne Parish Council AGM and monthly meeting held on Monday 13th May 2019, in the Cardwell Pavilion, Hollingbourne, commencing at 7.30 pm.**

Present: Cllr A Ward (Chairman), Cllr Dr S Bauer, Cllr D Ardley, Cllr M Gray, Cllr A Marshall and  
Cllr C O’Meara.  
Attendance: One member of the public and Mrs V Smith –Parish Clerk.

**ANNUAL GENERAL MEETING:**

1. Apologies for absence: Cllr S Hulme (hopefully arriving late due to work commitments) and Cllr J Cobbett (meeting clash – will be able to attend Parish Meeting).  
2. The election of Chairman: Cllr Ward is happy to remain as the Chairman for a following year, but will review the position at the next AGM as it is only fair that the other Councillors have the opportunity to hold the Chairman’s position. All Parish Councillors were in favour of Cllr Ward remaining Chairman and his suggestions for next year.  
3. The election of Vice Chairman: Cllr S Hulme remains happy to stand as the Vice Chairman, as indicated in his email message to the Clerk, and was duly elected to the role by all of the Parish Councillors in attendance.  
4. Election of Committee Chairmen & Allocation of Committee Places:  
The following Committee Chairs and members were agreed and duly elected to the role by the six Parish Councillors in attendance:  
i. Finance: Chair – Cllr J Cobbett (elected in absentia), Members – Cllr D Ardley and Cllr S Hulme  
ii. Planning: Chair – Cllr C O’Meara and Member – Cllr M Gray  
iii. Environment / Parks: Chair – Dr S Bauer and Members – Cllr A Marshall and Cllr A Ward  
iv. Highways and Infrastructure: Chair – Cllr D Ardley and Member – Cllr C O’Meara  
v. Webmaster: Cllr J Cobbett (elected in absentia)  
5. Main Targets and Concerns of the Parish Council for 2018: To be reviewed at the Finance Meeting, date to be advised.  
6. Any Other Urgent Items: The Parish Council wants the website to remain at its very high standard following the Webmaster’s future departure from the village and this matter will be discussed at following Parish Meetings.

**HOLLINGBOURNE PARISH COUNCIL MEETING MAY 2019:**

Present: Cllr A Ward (Chairman), Cllr Dr S Bauer, Cllr D Ardley, Cllr M Gray, Cllr A Marshall,  
Cllr C O’Meara and Cllr J Cobbett (arriving late due to meeting clash)

Attendance: Cllr Patrik Garten, Maidstone BC (arrived late due to meeting clash), one member of the public and Mrs V Smith –Parish Clerk

1. Apologies for absence: Cllr S Hulme (Vice-Chairman) – Hopefully arriving late due to work commitments and Cllr Mrs S Prendergast (meeting clash)

2. Declarations and Requests  
Declaration of Changes to the Register of Interests – none; Declaration of Interest in items on the Agenda – Cllr Ardley, Cllr Gray and Cllr Marshall are the neighbours of applicants for 19/501766/FULL – 17 Tilefields, Hollingbourne and therefore will not vote on the planning decision, however this planning application had already been decided upon by the Planning Committee whose members did not have a declaration of interest. Requests for Dispensations – none

3. Approval of minutes of last meeting (circulated prior to meeting)  
It was resolved that the minutes of the meeting on 8th April 2019 are a true and accurate record of the meeting.

4. Matters Arising (not covered elsewhere on the agenda) – none  
8a. The matters of the printing of the Parish Council minutes in the Parish Magazine and use of a ‘lengthsman’ within the village were unfortunately not discussed at the Parish Assembly.  
8b. The Clerk is in the process of obtaining quotations for the correction of sign-writing on the blue notice board outside of the Cardwell Pavilion. Action: The Clerk  
15b. The Clerk will liaise with Cllr Marshall with regards to the repairing of the dog fouling notice at the entrance of Millennium Green. Action: The Clerk

5. Chairman’s Report  
a. Cllr Ward thanked everybody for their help in running the Parish Assembly 2019, which was a success with its excellent guest speakers and projector presentations. However, he had received a letter of complaint with regards to the event, some points of which are very valid, especially with regards to the length of speeches, etc. The Clerk will write back to the letter sender, but wanted to confirm for the writer and other attendees at the event that the raffle is important, some of which prizes are kindly entered by local organisations and members of the Parish Council, because it raises a little revenue towards the food and drink at the Parish Assembly which is free of charge to the visitors. The Parish Council also knows that the new bus pilot scheme is a very important concern of the residents of Hollingbourne and ‘Big Conversation’, the organisers of the scheme, were invited to attend and speak at the event together with NuVenture buses. Unfortunately, both parties advised the Clerk that they were not available to come along to the Parish Assembly because they did not have the staff availability or already had commitments.

6. Police Report – (via email)  
a. The report for the Hollingbourne and neighbouring Hucking area taken from www.e-watch.co , since the 23rd March showed ten crime reports, which is far too many, and these being:  
• On Monday 20th of May between 12:01am and 7:51am in M20 Junction 8. An HGV parked in the services was broken into and personal items were stolen.  
• On Monday 20th of May between 3:00am and 6:15am in M20 Junction 8. An HGV had the curtain ripped open and two boxes containing electrical items were taken.  
• Between 11:00pm on Sunday 19th of May and 8:00am on Monday 20th of May in M20 Junction 8. A curtain of an HGV was slashed while parked on the services. Nothing appears to have been taken.  
• On Sunday 19th of May between 12:01am and 11:14am in Athelstan Green. A Land Rover Defender parked in the road was broken into apparently in an attempt to steal it. Nothing appears to have been taken.  
• Between 9:00pm on Saturday 11th of May and 12:00pm on Sunday 12th of May in Tilefields. Someone cut the fence at a site. Nothing appears to have been taken.  
• On Friday 3rd of May around 12:20am in Eyhorne Street. A yellow Caterpillar digger was stolen from a residential back garden.  
• On Thursday 25th of April between 2:00am and 2:30am in M20 Junction 8. Person/s have cut the sides of a lorry whilst it was parked on a taco break.  
• On Saturday 6th of April between 1:45am and 2:15am in M20 Junction 8. Offender(s) have stolen goods from HGV whilst driver was asleep in cab.  
• In Hucking, On Sunday 21st of April between 5:00pm and 5:50pm in Cold Harbour Lane. The rear window of a Toyota Aygo was smashed while it was parked in the road.  
• In Hucking, Between 12:01am on Sunday 31st of March and 12:00pm on Thursday 4th of April in Colyers Wents. A Ford Transit parked in the road was broken into and tools were stolen.  
The Police UK web site advised that 2019 figures for Kent were unavailable.  
b. As per the above reports the Parish Council advised that there had been several break-ins in the Tilefields area, off of the Meadows Trust land on the 12th May. Padlocks had been cut off of sheds and out-houses, but without evidence of goods being taken. It is a good idea to have alarmed padlocks, as on the 29th May at least two more sheds were broken into in the Ashford Road area, but the alarm on one of locks prevented the thief from cutting it off. An excavator has also been stolen from the area between Station Approach and the War Memorial, where the thieves actually cut through the CCTV cables beforehand before they stole the machinery. Unfortunately, at the Parish Assembly the attendees were also advised by the PCSO that the North Downs area would have to now share him with another area within the Maidstone district, due to Police re-organisation.  
c. The Parish Council would like to urge villagers to contact the Crimestoppers on 0800 555 111 if they have information relating to crimes, or other concerns that they would like to anonymously supply to the Police. Crimestoppers is a charity which the Police use frequently. If you own a smart phone, the ‘app’ https://countryeye.co.uk/ is also a very convenient way of reporting matters and concerns to the police and the Parish Council would urge you to use this service.

7. Clerk’s Report –  
a. A defibrillator and its storage box have now been installed on the outside wall of the school, which means that with the machine on the outside of the Village Hall residents at both ends of the village are now catered for. The Clerk has registered the equipment with SECAMB (South East Coast Ambulance Service). The code is known by a handful of village residents, but it is not for public knowledge, as the code for the storage box is given to the 999 caller when the equipment is required. The defibrillators will be furnished with all equipment necessary for their use and be checked monthly by the Parish Council to ensure that the batteries are fully charged. Defibrillators will be placed as a permanent item upon the Parish Meeting agenda. Action: The Clerk  
b. The Clerk will obtain prices for the renewal of sign writing on the blue notice-board outside of the Cardwell Pavilion as some of the information is now out of date. Action: The Clerk  
c. The Clerk has received a Member’s Allowances Scheme Policy for adoption by the Parish Council from Maidstone BC. This will enable to Parish Councillors to obtain a small mileage claim when they attend training sessions and meetings, as up until this time they have not claimed any costs in relation to this matter. The policy has been adopted in accordance to this request and distributed to the Parish Councillors.  
d. The Clerk reported that the end of year accounts are with the newly appointed auditing company, following the previous Internal Auditor’s retirement from the role in 2018. The new accountant has been recommended to the Parish Council following the excellent work that they have done for a local charity. The Clerk will advise the Parish Councillors when the auditor’s report has been received. The Parish Council accounts are scrutinised by an internal auditor before they are submitted to the external auditors who audit Parish Council’s financial accounts, ensuring transparency at all times.

8. County Councillor’s Report – Cllr Mrs S Prendergast (nothing to report at the meeting)

9. Borough Councillor’s Report – Cllr Patrik Garten  
a. Following the Borough Councillor elections on the 2nd May 2019, the Conservatives remain the largest party within the Maidstone BC but they do not have overall control. For the results of the vote please see link <https://www.maidstone.gov.uk/home/primary-services/council-and-democracy/primary-areas/your-councillors?sq_content_src=%2BdXJsPWh0dHBzJTNBJTJGJTJGbWVldGluZ3MubWFpZHN0b25lLmdvdi51ayUy> . The new Leader of the Council is predicted to be agreed upon on Saturday (18.5.19) and leadership of the next committees on Monday (20.5.19).  
b. Cllr Gray asked Cllr Garten whether he could justify his strong opinions regarding Hollingbourne not having a Neighbourhood Plan, following the speech from the representative from CPRE (Campaign for Protection of Rural England) at the Parish Assembly. Cllr Garten said that Hollingbourne is well protected under the Maidstone BC Local Plan, and this is why he had to reassure people at the event that the village was not under the threat of further housing developments. Cllr Ward said that we need to find out the resident’s aspiration for affordable housing. Cllr Garten agreed that affordable housing would rejuvenate the village offering homes to younger people, and a Village Plan would address these possibilities. Procedures for the 2021 Local Plan are already being thought about by Maidstone BC and so it would be a good time for the Parish Council to start thinking about affordable housing in the village and possible sites.  
c. Please see item 11.e. Planning.  
d. Please see Cllr Garten’s latest newsletter on the Parish website <http://www.hollingbournepc.kentparishes.gov.uk/may-2019-newsletter-from-our-borough-councillor/> where issues and information which will be of interest the residents of Hollingbourne are candidly discussed.

10. Planning Committee Report – Cllr A Ward  
a. 19/501945/FULL – ‘Fracombe’, Manor Lane, Hollingbourne  
Proposal: Proposed erection of a two storey front and rear extension with new external cladding and alterations to fenestration. New double garage and drive space. Decision: DNWTO (all in favour)  
b. 19/501694/FULL – 1 Harpswood, Hospital Road, Hollingbourne  
Proposal: Proposed change of use and conversion of out-building to annex accommodation to the main house. Decision: DNWTO (Decision made before the Parish Meeting, due to comments due date (3.5.19) being held beforehand).  
c. 19/501766/FULL – 17 Tilefields, Hollingbourne  
Proposal: Erection of a single storey rear extension with hipped roof and flat roof lights. Expansion of existing side roof dormer with a spiral brick column at ground level to front. Decision: DNWTO (Decision made before the Parish Meeting, due to comments due date (3.5.19) being held beforehand).  
d. UPDATE: 18/504363/FULL – Former Telephone Exchange, Ashford Road, Hollingbourne  
This planning application, which the Planning Department had refused, has now be taken by the applicant to the Planning Inspectorate, ref. APP/U2235/W/19/3226495.  
e. UPDATE: 17/502331/OUT – Land At Woodcut Farm, Ashford Road, Hollingbourne  
Cllr P Garten advised with confidence that the applicants hadn’t made further communication with the Planning Department since their approval in July 2018. Cllr Garten will keep the Parish Council updated on this matter.  
11. Environmental / Parks Committee Report –  
a. Following the success of the Hollingbourne Village Litter Pick Day there is a very strong interest amongst residents to carry out the work regularly and the days that this will take place are to be confirmed by the Parish Council in due course. Prices for equipment will be investigated by the Parish Council to enable regular litter pick events.  
b. Cllr Marshall is obtaining a quotation for use of an excavator to empty the pond on Millennium Green. The pond is at the moment dry, but it is aimed after the pond works to bring it back to its former glory.  
c. Cllr Ward mentioned that he had received an email from a local resident concerned about the disappearance of the seating bench which was along Eyhorne Street between Station Approach and the War Memorial. The bench was in a very bad state of repair and will be replaced in a position closer to the Station Approach. Cllr Garten will help in making enquiries with Maidstone BC about the provision of a bench and litter bin at the entrance of Millennium Green for the Parish Council. The Clerk will investigate with Network Rail, who own the Station Approach land, to make sure that the bench can be placed in that area.  
d. Cllr Dr Bauer asked whether the zip wire in the playground has a ‘maximum weight’ notice upon it. Investigations will be made with regards to this matter.

12. Highways and Infrastructure Committee Report –  
a. The Speedwatch initiative was discussed at the Parish Assembly when the PCSO and his colleague brought along the equipment to show those in attendance. The PCSO also had carried out his own speed investigation and noticed that a high number of vehicles are breaking the speed limit driving from the Hollingbourne Hill entrance of the village. The Speedwatch initiative will appear on the Parish Meeting agenda within the next few months when an expert from within the Police will explain further how the system works.  
b. Cllr O’Meara has been advised by Highways England that it is unlikely that the metal barriers along the M20 will be removed before October 2019. Updates of works carried out of on the M20 is found on the village website.  
c. Three quotations have been provided to the Parish Council for the replacement of the white finger sign-post at the top of Hollingbourne Hill. A very competitive price has now been sourced for a highly recommended company and Cllr Ardley proposed that they should be authorised to carry out the work. All of the Parish Councillors in attendance agreed upon this and the Clerk will advise Cllr Mrs S Prendergast, KCC, about the costing with regards to the donation that the KCC will give towards the post. The Clerk will also advise the Wormshill Parish Committee and interested parties about the decision. Action: The Clerk

13. Parish Assembly – Cllr Gray  
a. Please see item 5 Chairman’s Report and item 9.b Borough Councillor’s Report.

14. Parks Committee Report – Cllr A Ward / Cllr A Marshall – Please see item 11.

15. Defibrillators – (Please see item 7.a. Clerk’s Report)

16. Fête Sub-Committee Report – Cllr D Ardley & Cllr A Ward  
a. The Fete meeting will be held in The Sugar Loaves PH, on Monday, 20th May 2019 at 8.00 pm, but before this time, on Saturday, 18th May 2019 at 10.00 am, there will be a maintenance day at the Cardwell Pavilion to check the condition of the gazebos, sports event equipment, etc. The Parish Council would love the help of volunteers from the village, particularly to help in running the barbecue, etc. Please let the Clerk know if you are interested in helping via [pchollingbourne@gmail.com](mailto:pchollingbourne@gmail.com) on 07856 180003, or talk to her at the school gate, and your help will be warmly welcomed.

17. Twinning Sub-Committee Report – Cllr J Cobbett  
a. Cllr Cobbett was sad to say that the Twinning Committee has now dissolved as there had been total silence from Templeuve since November 2018. Funds in the Twinning Committee’s bank account were now going to be handed back to the Parish Council. £250 had been donated to the Twinning Committee by the Parish Council in February 2015, but the money being returned by the Committee is £479.97 and this will be ‘ring-fenced’ within the Parish Council’s finances for any possible rebirth of the Twinning arrangement. With this in mind Cllr Ward advised Cllr Cobbett to hold fire on formally giving notice of terminating the relationship with Templeuve.

18. Finance Committee Report –  
a. There is £51,441.32 in the Parish Council’s combined bank accounts as of the 2nd May 2019, following the precept payment of £24,418.71 made by Maidstone BC. The Parish Councillors authorised the cheques drawn by the Clerk.  
b. The Clerk advised that her laptop had now broken and the maintenance company had advised that to attempt to repair the 12 year old device would not be financially viable. The Clerk needs a laptop to work and so Cllr Cobbett proposed that a budget of £700-£800 be allowed for its replacement, all Councillors in attendance were in favour.  
c. Please see item 8.d. (Clerk’s Report).

**Date of next meeting: Monday 10th June 2019, 7.30 pm, Cardwell Pavilion, Hollingbourne**

Signed as a true record:                                                                                                                 Chairman: Date: