

**HADLOW PARISH COUNCIL  
FINANCE & GENERAL PURPOSE**

**Minutes of the Meeting of Wednesday 4 September 2013**

**Present:** Cllrs S Richardson (Chairman), N Collins, D Hammond, K Terry, Mrs Bright, Mrs Massy, F Shaw, Mrs Shaw

**In Attendance:** Melanie Stepkowski (Parish Clerk)

		Action
<b>FGP444</b>	<b>Apologies for Absence</b> Cllr D Carey (holiday).	
<b>FGP445</b>	<b>Declarations of Interest</b> Cllr Terry declared a personal interest as his wife is a volunteer for the Citizens Advice Bureau.	
<b>FGP446</b>	<b>Minutes of the Meeting of 3 July 2013</b> These were approved as a correct record. Proposed Cllr Terry seconded Cllr Mrs Bright and carried unanimously.	
<b>FGP447</b>	<p><b>Matters Arising</b></p> <p>Minute 436 – Christmas Illuminations: The proposed purchase of lights and lease of new design had been completed.</p> <p>Minute 438 Asset Register – (i) Hadlow Amateur Dramatic Society had provided a copy of their insurance for the garage confirming contents insured for Council files. (ii) Cricket Club had responded to Council letter regarding several matters related to both grounds and club house maintenance. It was agreed to study the lease between the Council and Cricket Club with regards to whether or not it was a full repairing lease as concerns had been raised as to the stability of the clubhouse.</p> <p><b>SUMMARY OF INFORMATION RE HADLOW CRICKET CLUB - M STEPKOWSKI – PARISH CLERK</b> <b>JULY 2013-07-11</b></p> <p><b>LEASE:</b> It is for 999 years starting from the 25<sup>th</sup> day of March 1981. <b>PEPPERCORN RENT:</b> yearly rent five pence which has been paid up until 2013. (correspondence on 11/11/2006 enclosed a cheque for outstanding 30p and extra 70p to cover further 14 years – clerk Hodgson). Letter sent by clerk – Apps on 19/2/2009 suggests that this amount covered until 2013 and that another £1 should be paid in 2014 to pay rent upto 2024 – this calculation is incorrect I believe. <b>VESTED:</b> Trustees are duly appointed trustees of the Club and that the premises hereby demised are vested in them as such trustees upon trust for the members of the Club according to the rules thereof The statutory power of appointing new trustees shall be applicable. (Assume this is similar to the Village Hall in that when the named Trustees pass on their replacements have the same authority?) <b>RESPONSIBILITY:</b> Cricket Club are responsible for: buildings,</p>	<p>Clerk</p> <p>Clerk</p>

hedges, fences, gates in good repair  
Paint with 2 coats of paint of suitable quality all wood, iron and other parts of buildings every third year and internal work to be done in every seventh year.  
All improvements and erections of buildings to be done with Landlords consent  
Not to hold Landlord responsible for any incident happening or injury suffered or damage to or loss of any chattel or property sustained on the Landlord against any such liability as may arise  
**RESPONSIBILITY: LANDLORD (PARISH COUNCIL) –**  
Examine condition of premises giving previous notice in writing.  
Notice in writing to Cricket Club any specified repairs deemed necessary (10 days for them to organise works or landlord may do it)  
**LEASE INSURANCE REQUIREMENT –** demised premises insured at all time throughout the tenancy in the joint names of the Landlord and the Trustees from loss or damage by fire flood and other risks and special perils normally insured under a comprehensive policy on property  
**INSURANCE:** Came & Co Insurance Brokers (Jacob Denman) for hadlow parish council confirmed in an email dated 16/5/2011 that the premium split for the Cricket Pavilion is £245.32 with a replacement value of £105,196.56. On 15/08/2011 a letter received from Came & Co confirmed the Cricket Pavilion sum insured increased with effect from 11 August to £248135.00. It may well be that the invoice to the cricket club should have been amended to accommodate the increase of sum insured but this has not been done as of todays date.  
(The insurance invoice should be sent to the Cricket Club in line with the insurance renewal which is 1 October 2013.)

Mr Jim McIlhatton  
Hadlow Cricket Club President  
11/07/2013  
24 Great Elms  
Hadlow  
TN11 0HT

Dear Jim

Re: Cricket Club Building & Grounds

As you are aware the Parish Council recently did a routine site visit to the Hadlow Cricket Ground with our insurance brokers, Came & Company. There were several items of concern that were identified and to which we wish to bring to your attention:

- Cricket Pavilion Roof – Although we did not enter into the pavilion it was noted that the pavilion roof is in need of attention as it is dipping in the middle and there are missing and broken tiles.

- Cricket Pavilion Wall – There are cracks in the front wall on the left side as you look at the building.

The above noted repairs are of a structural nature and may well require a structural survey completed before any repairs can be done. We trust that the Cricket Club will adhere to the lease and initiate the required works as a matter of urgency and keep the Parish Office informed of progress.

- Green Container – This is not on the parish asset register and we presume belongs to the Hadlow Cricket Club. The container is in a bad state of repair and considered hazardous by the Parish Council and our insurers. We would advise that the container be replaced or repairs completed and must highlight that any claim related to this container would be the Cricket Clubs responsibility as clearly stated in the Lease.
- Grounds Maintenance – There is some rusted corrugated iron that requires removal and the rubbish tip/burning area is deemed unsuitable and potentially hazardous and we would therefore be grateful if this could be removed.

We look forward to hearing from you in the near future with a schedule of works for the above noted.

Yours sincerely



Melanie Stepkowski – Parish Clerk  
On Behalf of Hadlow Parish Council

Review agreement

## HADLOW CRICKET CLUB

President: Mr Jim McIlhatton

Hon Secretary  
Mr Adrian Blacklee  
2 Rochester Road  
Tonbridge  
TN10 4NU  
01732 354639

Hon Treasurer  
Mr Philip Large  
25 Maltings Close  
Hadlow, Tonbridge  
TN11 0DY  
01732 852607

Hon Finance  
Mr A  
28 5

Website: [www.hadlowcc.org.uk](http://www.hadlowcc.org.uk)

email: [hadlowcc@bt](mailto:hadlowcc@bt)

Melanie Stepkowski  
Hadlow Parish Council  
Hadlow

17<sup>th</sup> August 2013

### In regards to: Hadlow Cricket Club Buildings & Grounds

Dear Ms Stepkowski

With reference to your letter dated 11<sup>th</sup> July I have detailed below the Club's response to the points raised:

**Cricket Pavilion Roof:** The roof dip has been like this for as long as I can remember and featured in photographs going back to the 1930's, we do not consider this is a structural issue of concern.

**Cricket Pavilion Tiles:** The missing and loose tiles have recently been replaced, although I would add that they are often loosened following being hit by a ball from the field of play, so this is a regular activity undertaken by the cricket club.

**Container (Brown):** This is a secure container that holds some of the ground maintenance machinery and has been in situ for almost twenty years, we accept that any damage to the container will not be covered by the Building's insurance.

**Cricket Pavilion Wall Crack:** This has been identified as superficial and has been pointed in due course.

**General Ground Maintenance:** These type items will be addressed at the end of the season in early September

If you wish to discuss any of these points further please do not hesitate to contact me.

Your sincerely



Adrian Blacklee

Secretary Hadlow Cricket Club

Ground & Headquarters: Hadlow Common, Common Road, Hadlow, Kent  
Member of the Kent County Village League. Affiliated to the K.C.B. & K.C.C.

Minute 441 Medical Centre – The Clerk was asked to confirm that a written agreement from the Medical Centre had been received with regards to utility charges for both gas and electric on an 'actual

	consumption basis’.	
	Minute 442 Preschool – Hadlow College had agreed via email to the increased rate of £30.00 (thirty pounds) per session starting September 2013.	
<b>FGP448</b>	<p><b>July &amp; August Accounts 2013 Accounts (Receipts, Payments, Bank Reconciliation, Actual against Budget)</b></p> <p>It was noted that the Clerks Report for August had a slight typo error on the first line re Staff Costs it read 223.5%. The correct percentage should have been 36.5%.</p> <p>Recommend to Council approval of July and August Accounts. Proposed Cllr Mrs Bright, seconded Cllr Mrs Massy and carried unanimously.</p>	
<b>FGP449</b>	<p><b>SITA Funding</b> – Funding for the Skate Park had been confirmed in the sum of twenty five thousand pounds. The Contributing Third Party Payment of £2750.00 (two thousand seven hundred and fifty pounds) had been sent with the Project Delivery Plan. The Funding Agreement was now awaited. £10,000.00 (ten thousand pounds) from Reserves would be used to complete the project.</p> <p>With regards to purchase of the ramps, three quotations had been received originally and considered before it was agreed that due to lack of funding the project would have to be scaled down. The three companies were provided with a new Specification and asked to quote once more. Members unanimously agreed in principle to contract Evolution for the works; a current confirmation letter confirming the cost of works as of September would be requested initially ahead of full approval.</p> <p>It was suggested that once the refurbishment was complete a Skate Pro was hired for one day to exhibit the full potential of the park with a competition being held perhaps a month later.</p> <p>Cllr Mrs Bright volunteered to project manage the balance of the project such as contacting local groups to assist with planting of wild flowers etc.</p>	<p>Clerk</p> <p>Clerk</p> <p>LB</p>
<b>FGP450</b>	<p><b>Williams Field Play Equipment</b> – Members agreed unanimously to the Clerk investigating costs to replace the four swing set, its surface area and also the removal of the log trail to be replaced with a birds nest swing. Estimated costs were around £20,000.00 (twenty thousand pounds). The birds nest swing had been accounted for in the Skate Park project at an estimated £5000.00 (five thousand pounds). The remaining costs would come out of Open Spaces Reserves account and funds provided by the Youth Rangers Reserve.</p> <p>It was suggested that the play surfaces cost may be cheaper if done</p>	Clerk

	by a specialist company and not by the play companies – this would be investigated.	
<b>FGP451</b>	<b>Insurance &amp; Asset Register</b> – The cost of insurance with Aviva as of 1 October 2013 for the year would be £5514.98 (five thousand five hundred and fourteen pounds ninety eight pence). It was agreed to accept the three year long term agreement which ensured savings in return of a 5% discount over the period.	Clerk
<b>FGP452</b>  <b>FGP453</b>	<b>Budgets 2014/15 – Special Projects</b>  The Chair reminded members that the deadline for suggested projects for the near future would be the end of September in order that the 2014-15 budget could be prepared in October.  <b>TMBC 2014/15 Basic Allocation</b> – The Clerk had confirmed the records for Hadlow remained correct but also notified them that the existing cemetery may be extended in the near future. Noted	
<b>FGP454</b>	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• Citizens Advice Bureau – A recommendation to Council to support in the sum of fifty pounds.</li> <li>• Victim Support – A recommendation to Council to support in the sum of fifty pounds.</li> <li>• VAT Remittance Advice April-June 2013 – noted.</li> </ul>	Clerk
<b>FGP455</b>	<b>Motion to Exclude the Press and Public (to enable Council Members to consider any items on the agenda in which significant aspects would be of a confidential and financial nature).</b> Proposed Cllr Richardson, seconded Cllr Mrs Massy and carried unanimously.	
<b>FGP456</b>	<b>Future of the Annexe Building</b> – Members were reminded that a survey of the building had been done in 2011 which reported that the replacement of the bitumen felt roof would need to be considered within 5-8 years. Council had decided at that time that no further significant expenditure would be appropriate due to the age of the building. The long term future of the preschool buildings would therefore need to be addressed in consultation with Hadlow College; Cllr’s Richardson and Terry to take the lead. The Clerk would research the agreement between KCC and the Parish Council with regards to parking bays.	KT/SR
<b>FGP457</b>	<b>Parish Bank Accounts – Bank Interest Solutions:</b> After reviewing average monthly expenditure and receipts, it was agreed that it may be advantageous to deposit a proportion of funds into a higher interest account. Cllr Richardson would investigate alternatives to the Lloyds Interest Deposit Accounts.	SR
<b>FGP458</b>	<b>Questions From Members</b> None.	
	There being no further business the meeting closed at 20.45 Date of next meeting: Wednesday 6 November 2013 at 19.30, Old School Hall.	

	Signed ..... Date.....	
--	------------------------	--