

HADLOW PARISH COUNCIL

**Minutes of the meeting of Hadlow Parish Council duly convened and held on
Monday 14 July 2014 at 7.30pm at Golden Green Village Hall**

Present: Cllrs E Bright, Mrs Bright, D Carey, N Collins, R Morley, C Vernon.

Also in Attendance: Melanie Stepkowski – Parish Clerk, PCSO Matthews, Mrs Hughes, Mrs A Douse (Hadlow Park Association Representative)

3194	Apologies for Absence Apologies for absence received and approved by Council: Cllrs D Hammond (other commitment), P Jones (personal), Mrs Massy (holiday), S Richardson (holiday) , Mr & Mrs Shaw (personal), K Terry (holiday). Apologies noted by Clerk: TMBC Cllr's Jill Anderson, Janet Sergison & KCC Cllr Mathew Balfour (other engagements). In the absence of both the Chairman and Vice Chairman, Cllr Carey chaired the meeting.	
3195	Minutes of the Parish Council Meeting of 9 June 2014. Minutes were signed as a correct record. Proposed Cllr Carey, seconded Cllr Collins and carried unanimously.	
3196	Matters Arising from the Minutes of 9 June 2014 None.	
3197	Declaration of Interest Cllr Carey declared a prejudicial interest as a member of staff at Hadlow College re planning application TM/14/02197/RD.	
3198	Chairman's Announcements Kent Legal Services had provided an Education Law update with regards to new reforms to the SEN Code of Practice 2014. It was noted that the reforms lay a duty upon local authorities, primarily in our area KCC and TMBC to ensure that children, their parents and young people are provided with the information, advice and support necessary to enable them to be involved in discussions and decisions about their individual support and local provision. Members agreed that it was important to keep lines of communication open with KCC and TMBC particularly in ensuring the fulfilment of Sure Starts role.	
3199	TMBC Councillors reports. Cllr Mrs Anderson had via email reminded everyone that the TMBC Community Enhancement Fund was currently open for applications. The submission expiry date was 8 September 2014 and any application would be subject to part funding from the applicant and be a capital project. Online forms were available at www.tmbc.gov.uk/CEF . Flood Warning – Cllr Sergison had attended a recent meeting of Tonbridge Forum and noted that there was funding available for training Flood Wardens; the Clerk would look into arranging such training for Hadlow Wardens and interested parties.	

3200	<p>KCC Councillors report</p> <p>Cllr Balfour and other officers would attend the September meeting to discuss the tree on the corner of Carpenters Lane and the A26.</p>	
3201	<p>Public Time</p> <p>Recognition of services to the Council noted with regards to ex Councillor Ron Pate who had recently passed away.</p>	
3202	<p>Parish Clerk Report</p> <p>Speed Watch - Kent Police had thanked the Hadlow Community Speed Watch Team for the valuable contribution and confirmed a total of 103 new observations of speeding vehicles to Kent's Community Speed Watch Support database during June. It had generated 13 letters of advice, 9 for second detection of mid-range speeding and 4 for high-end speeding.</p> <p>[In response to this information Cllr Collins asked the Clerk if perhaps in recognition of Golden Green's Speedwatch team the police could be asked to provide extra patrols and visibility within their area and perhaps have additional signage noting it as a Speedwatch site and or extra road signage related to speed.]</p> <p>Cemetery Extension – The new land had now been 'marked up' by a surveyor and a meeting with Mr Dumbreck to approve the boundary was imminent. Councillors were encouraged to view the site.</p> <p>Old School Hall Cleaning – a quotation for cleaning the hall was awaited after the resignation of the Ms Nicholls.</p>	
3203	<p>Parish Matters</p> <p>PCSO Matthews provided the monthly Parish crime report: 1 x Criminal Damage, 2 x Theft, 2 x Shoplifting, 4 x Burglary other than dwelling and 1 x report of Anti-social behaviour.</p> <p>She reported that the new owners of the Hadlow Superstore had installed additional CCTV and were proactive with regards to shoplifting.</p> <p>The Harrow Public House – as far as the Council were aware the pub was still up for sale.</p>	Clerk
3204	<p>Correspondence</p> <ol style="list-style-type: none"> 1. Birthday 2015 Honours – Members and the public were asked to let the parish office have names of any possible candidates and relevant information as soon as possible. Citations to be sent by 04/08/2014. 2. Allotments Photography Project – It was agreed that Mr Atkinson could use the allotments for his photography project. Tenants would be made aware of the project and invited to participate. 3. Hadlow Primary School – Request for financial assistance towards access road soakaway cleaning was considered. <p>RESOLVED to contribute £150.00 as the access road was a shared responsibility between the school and parish council. Proposed Cllr Carey, seconded Cllr Morley and carried unanimously.</p> <ol style="list-style-type: none"> 4. Hadlow Primary School – Victory Tea Party would be attended by the Clerk, if anyone knew of any residents or local groups that would like to participate then they could contact either the parish office or school. 	

	<p>5. Victim Support – Thank You letter for the £50 donation was noted.</p> <p>6. Golden Green Association – Thank You letter for the donation of £377 towards the Automatic External Defibrillator was noted.</p> <p>7. London Paramount Entertainment Resort – This was a proposed large entertainment resort close to the Ebbsfleet International Station and the A2. Feedback forms were available on their website: www.londonparamount.info .</p>																									
3205	<p>Planning Applications</p> <p>[Cllr Carey excused himself from the meeting whilst the first application was discussed and Cllr Bright chaired for this item]</p> <ul style="list-style-type: none"> • TM/14/02197/RD - Details of the timetable for the provision of replacement rugby pitch, management of cars and buses, and scheme of community use of the rugby and multi use pitches submitted pursuant to conditions 10, 11 and 15 of planning permission TM/13/01482/FL (Erection of two storey school building together with access, car parking, vehicle circulation area, footway improvements and landscaping, relocate floodlighting within existing sports ground and change of use of agricultural land to a new unlit rugby pitch). Land at Bourne Grange Lane, Hadlow College, Tonbridge Road, Hadlow, TN11 0AL <p>HPC Agree.</p> <p>[Cllr Carey rejoined the meeting and continued to chair]</p> <ul style="list-style-type: none"> • TM/14/02082/LB - Internal alterations. The Prince of Wales, High Street, Hadlow, TN11 0EF <p>HPC Agree.</p> <ul style="list-style-type: none"> • TM/14/02103/LB - Proposed internal and external alterations, new glazed rear link and new infill extensions. Hartlake Oasthouse, Hartlake Road, Golden Green, Kent, TN11 0BL <p>HPC Agree.</p>																									
3206	<p>To receive reports from representatives of the following committees and pass such resolutions thereon as may be necessary</p> <p><u>Finance & General Purposes Committee</u></p> <ol style="list-style-type: none"> 1. To recommend approval of Accounts for June to include Payments & Receipts, Bank Reconciliation. <p>RESOLVED to approve June Payments & Receipts, Bank Reconciliation in their entirety. Proposed Cllr Mrs Bright, seconded Cllr Collins and carried unanimously.</p> <ol style="list-style-type: none"> 2. To recommend approval of cheque payments listed for July. <table border="0" style="width: 100%;"> <tr> <td style="width: 5%;">6405</td> <td style="width: 85%;">Travis Perkins - Rubble bags & valve for toilet repair</td> <td style="width: 10%; text-align: right;">94.56</td> </tr> <tr> <td>6406</td> <td>Rialtas - Accounts software maintenance agreement</td> <td style="text-align: right;">130.80</td> </tr> <tr> <td>6407</td> <td>Kings Hill Garage - truck lease April & May 2014</td> <td style="text-align: right;">576.00</td> </tr> <tr> <td>6408</td> <td>Commercial Services Trading Limited - Winter works</td> <td style="text-align: right;">2668.80</td> </tr> <tr> <td>6409</td> <td>The Stone Shop - War memorial restoration</td> <td style="text-align: right;">840.00</td> </tr> <tr> <td>6410</td> <td>Swift Alarms Supplies Ltd - HOS & Preschool annual contract</td> <td style="text-align: right;">558.74</td> </tr> <tr> <td>6411</td> <td>Wages - Clerk week 16</td> <td style="text-align: right;">1615.53</td> </tr> <tr> <td>6412</td> <td>Wages - cleaner week 16</td> <td style="text-align: right;">168.18</td> </tr> </table>	6405	Travis Perkins - Rubble bags & valve for toilet repair	94.56	6406	Rialtas - Accounts software maintenance agreement	130.80	6407	Kings Hill Garage - truck lease April & May 2014	576.00	6408	Commercial Services Trading Limited - Winter works	2668.80	6409	The Stone Shop - War memorial restoration	840.00	6410	Swift Alarms Supplies Ltd - HOS & Preschool annual contract	558.74	6411	Wages - Clerk week 16	1615.53	6412	Wages - cleaner week 16	168.18	
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6413	Wages - Admin Assist. Week 16	479.52
6414	Wages - Warden week 16	1071.82
6415	PAYE week 16	885.28
6416	Came & Company - additional truck insurance charge	46.48
6417	KCC - annual fire equipment maintenance visit	77.28
6418	Pierce Farms Ltd - Annual rent of storage container	1248.00
6419	The Planshop - Marking out cemetery extension	576.48
6420	TMBC - Summer Play Scheme Contribution	675.95
6421	NKM Fire Protection - Fire alarm annual check	279.67
6422	SLCC - Practitioners Guide - training book	23.00
6423	Kent County Council - Cleaning products	89.47
6424	Mark Wise - Digging ashes plots (part to reimburse)	120.00
6425	R Rose - Window Cleaning July	35.00

The following additional cheques were also approved but not yet completed.

6426	I Shaw – flower festival display	50.00
6427	J Gallie – Walking Leaflet Design	500.00

RESOLVED to approve cheque payments as listed: Proposed Cllr Morley, seconded Cllr Collins and carried unanimously.

3. Review Rents and Fees charged by Council

Review of Fees and rents 2014/15

	2013/14	2014/15
Allotments:	£	£
Half plot w.e.f October	25.00	25.00
Football Pitches:		
Pitch hire w.e.f September	500.00	500.00
Hadlow Old School Hall:		
Hourly charge - regular users	9.00	9.00
Hourly charge - private function	16.50	16.50
Evening session week day - regular users	n/a	n/a
private users	49.50	n/a
Evening session weekend - regular users	n/a	n/a
private users	66.00	66.00
Annexe: rarely hired due to use by preschool		
Room 1	10.00	10.00
Room 2	10.00	10.00

Clerk

Clerk

RESOLVED to accept the proposed rents and fees as set out in the table above. Proposed Cllr Collins, seconded Cllr Carey and carried unanimously.

Cemetery Fees: It was agreed that the decision should be deferred until September in order that comparison information with other burial authorities could be assessed.

	<p>4. Review Contracts, Leases, Other Agreements and Commitments</p> <p>RESOLVED that all contracts and agreements falling under this heading be reviewed individually by F&GP three months before expiry. Proposed Cllr Collins, seconded Cllr Mrs Bright and carried unanimously.</p> <p>5. Preliminary consideration of Special Projects & Budget Papers</p> <p>a) The renewal of Goal Post Sockets at Williams Field: it was agreed to try and approach Lafarge for funding and for the Clerk to liaise with teams, football league and other appropriate bodies before making a final decision.</p> <p>b) Skate Park sound proofing: deferred whilst Clerk investigates costs and possible benefits.</p> <p>6. St Mary’s Church Flower Festival – This matter was approved as part of the cheque payment process. Proposed Cllr Vernon, seconded Cllr Bright and carried unanimously</p> <p>7. Recommend approval of Silva Arboriculture Costs for Tree Audit £965.00</p> <p>RESOLVED to accept Silva Arboriculture quotation in the sum of £965.00. Proposed Cllr Collins, seconded Cllr Mrs Bright and carried unanimously.</p> <p><u>Planning & Environment Committee</u> - Members had looked at the Gatwick Trials and would continue to monitor the situation.</p> <p><u>Staffing Committee</u> – As Chair of the Staffing Committee Cllr Mrs Bright reported that some items on the July agenda had been deferred until the next meeting in September. The resignation of the Cleaner had been the main agenda topic.</p> <p><u>Community Safety Committee</u> – Nothing to report.</p> <p><u>Hadlow Village Hall</u> – No meeting to report.</p> <p><u>Hadlow Youth Club</u> – No meeting to report.</p> <p><u>Golden Green Village Hall</u> – No meeting to report.</p> <p><u>KALC</u> – Meeting due but no representative available.</p> <p><u>TMBC Parish Partnership Panel</u> – Meeting cancelled due to lack of agenda items.</p> <p><u>Hadlow Village Transport Representative</u> (Joint Transportation Board) – Nothing to report.</p> <p><u>TMBC Crime Prevention Panel</u> – Members unavailable to attend the next meeting but Minutes will be circulated to Council and available at Parish Office.</p> <p><u>Any Other Meetings:</u></p> <p>Cllrs Collins and Jones attended a Police and Crime Commissioner event. The new Chief Constable, Alan Pughsley acknowledged the financial restraints the police were now operating under but stressed the importance of local community policing and a visible presence.</p>	
3207	<p>Motion to Exclude the Press and Public (to enable Council to consider any items on the agenda in which significant aspects would be of a confidential and financial nature).</p> <p>Motion not called as there were no confidential matters to discuss.</p>	
	<p>There being no further business the meeting closed at 20.33</p> <p>Date of next meeting: Monday 8 September 2014 at 7.30pm in Old School Hall</p> <p>Signed Date.....</p>	

