

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 13 October 2014 at 7.30pm at Golden Green Village Hall

Present: Cllrs Mrs Massy (Vice Chairman), D Carey, N Collins, P Jones, R Morley, S Richardson, K Terry, F Shaw, Mrs Shaw

Absent: n/a

Also in Attendance: Melanie Stepkowski – Parish Clerk, KCC Cllr M Balfour, TMBC Cllrs Jill Anderson, Janet Sergison, Anne Hughes & 2 members of the public

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| 3222 | <p>Apologies for Absence. Apologies for absence received and approved by Council: Cllrs D Hammond (holiday), Mr & Mrs Bright (holiday), C Vernon (work commitment) Apologies noted by Clerk: TMBC Cllr Rogers (overseas on business)</p> | |
| 3223 | <p>Minutes of the Parish Council Meeting of 8 September 2014. Minutes of 8 September 2014 were signed as a correct record. Proposed Cllr Mrs Massy, seconded Cllr Terry and carried unanimously.</p> | |
| 3224 | <p>Matters Arising from the Minutes of 8 September 2014</p> <p><u>Unofficial parking on grass verge in village centre</u> – Highways confirmed that they believe the piece of land identified was not owned by KCC.</p> <p><u>Williams Field Football Pitch</u> – Teams had been notified about litter and asked to ensure litter and football tape was disposed of appropriately.</p> <p><u>Footpath Bridge Faults</u> – FP160 & 153 had slat damage reported to Public Rights of Way.</p> <p><u>Advertising Signs</u> positioned on the junction of Carpenters Lane and A26 were reported as impairing visibility. TMBC Cllr Sergison had reported the matter to appropriate authority.</p> <p>Minute 3216 Hadlow College Preschool Agreement – This had now been signed by both the College and Parish Council.</p> <p>Minute 3217 Flood Warnings Area & Environment Agency Information & Questionnaire: Response received with clarification related to concerns/questions raised. Cllr Carey confirmed that a response had been sent to Mrs Pope and that he had now walked the areas of concern by the river and taken photos of trees in the river that may need removal; the information would be sent to the Environment Agency.</p> | |
| 3225 | <p>Declaration of Interest</p> <p>Minute 3232 Consideration of Bench - Cllr Carey declared an interest as his house was in close proximity to one of the suggested sites and abstained from voting.</p> <p>Minute 3235 Village Hall Lease - Cllr Mr & Mrs Shaw declared prejudicial interests as members of the Village Hall committee and retired from the meeting whilst Council deliberated and concluded its discussion with regards to amendments to the draft Village Hall and Hy-Arts lease.</p> | |
| 3226 | <p>Chairman's Announcements</p> <p>The resignation of the Primary School's caretaker was noted.</p> | |

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| <p>3227</p> | <p>TMBC Councillors reports.</p> <p>The extraordinary meeting of Tonbridge & Malling Borough Council’s Area 2 Planning Committee, originally provisionally scheduled for Thursday 25 September at 7.30pm at the Council’s offices in Kings Hill would now take place on Tuesday 14 October at 10am at Hadlow Manor Hotel.</p> <p>The Borough Council has taken this step to ensure that as many interested parties, whether they wished to speak at the meeting or simply follow the debate, could be adequately accommodated and in a way that ensured that the Council met its legal obligations for the conduct of the meeting.</p> <p>TM/14/02774/FL - Faulkners Farm, Ashes Lane, Hadlow – the retrospective application will be addressed by the Area 1 Committee at the Angel Centre on 23 October.</p> <p>Cllr Jill Anderson told members she was persistent in her communications with Highways to extend the 30mph area back to Tonbridge side of Blackmans Lane, on the A26.</p> <p>Financial arrangements with parish council approved by cabinet with increase of 1.3% this year.</p> <p>Cllr Janet Sergison confirmed that various grants through the Community Enhancement Fund had been issued including one to the Outdoor Bowls Club in Hadlow.</p> |
| <p>3228</p> | <p>KCC Councillors report’</p> <p><i>[A motion was proposed by the Chair and carried to move both ‘Councillors report’ and ‘Tree Matters’ in order that they were addressed immediately after ‘Apologies’ as KCC Cllr Balfour due to attend another parish meeting]</i></p> <p>Cllr Balfour encouraged everyone to complete the KCC Draft budget plan consultation.</p> <p>With regards to the Leigh Barrier redevelopment, he confirmed KCC had committed funds towards this; however he was not aware of a letter sent to Sir John Stanley by KCC Paul Carter in which it was suggested that perhaps Parish Councils would have to precept and contribute towards the capital costs. He would monitor the matter closely.</p> |
| <p>3229</p> | <p>Tree Matters</p> <ul style="list-style-type: none"> • Tree at Junction of Carpenters Lane & A26 – to confirm response letter to KCC. Councillors debated the matter and the Chair asked Council for their view ensuring before the vote that everyone was aware that there was a possibility that if KCC chose to keep the tree and perhaps alter the splay then it could mean the loss of the four parking bays opposite in order that the A26 could be restructured and remain the correct width to meet A road legislation. <p>RESOLVED that the Parish Council wished to keep the tree and the wording of the letter to KCC needed to say that clearly. Proposed Cllr Terry, seconded Cllr Mrs Massy and carried.</p> <ul style="list-style-type: none"> • Discussion on replacement of Copper Beech which was removed around 2009 by KCC. Cllr Carey summarized the meeting which had been held between himself, the Parish Clerk and KCC tree officer Mr Furner. It was noted that full Council had since seen the email from Mr Furner in which replacement tree options and location were detailed. Council deliberated between sites ‘A, B, C’ with the option of either two species; Upright Purple Beech (<i>Fagus sylvatica</i> ‘Dawyck Purple’) or the Himalayan Birch (<i>Beual utilis</i> ‘Jacquemontil’) <p>RESOLVED to accept location ‘C’ (the Carpenters Lane end of the shrub bed on the western side of the existing Silver Birch to replace the <i>Viburnum Tinus</i>) with a Upright Purple Beech (<i>Fagus sylvatica</i> ‘Dawyck Purple’).</p> <p><i>[KCC Cllr Balfour declared an interest with regards to the tree options as the Dawyck Purple was named after a sport founded by his family. He had also approved grant funding for the replacement tree]</i></p> |

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| 3230 | Public Time - No matters arose. | |
| 3231 | <p>Parish Clerk Report</p> <p>Tonbridge & Malling Youth Forum re-launch was on Thursday 23 October between 6.30 and 8.30pm, further information was available in the Atrium of Old School Hall. This was also advertised on parish website.</p> <p>The Parish office had received a response to Enquiry Ref:17344289 Hartlake Road. The gully cleaning had been completed.</p> <p>It was noted that there had been changes to the South East Water direct debit schedule: HOS water costs reduced from £47 to £35 per month and the cemetery water costs increased from £3 to £6 per month.</p> <p>With regards to grounds maintenance, the parish office had completed a review of costs to ensure Council were still getting value for money. Three companies had expressed an initial interest however only one had followed through and submitted a full quotation with one other only being able to facilitate part of the contract. It was concluded that we currently receive value for money. With regards to summer work costs the parish office had advised Landscape Services of the amount expected to be invoiced.</p> <p>The collection of public feedback from the Monkey Survey for play equipment would be a priority in the parish office and research for funding in addition to budget information preparation.</p> <p>The Clerk had also met with the Highways Steward and Road Engineer to look at the sunken kirb by the Greengrocers. This was considered a secondary repair matter and would be passed over to the relevant water company who had been working previously in the area</p> <p>The blocked gullies in the square were also assessed and Highways would arrange for cleaning. Waterslippe Border – it was confirmed that this is now attended to by KCC grounds maintenance once a year. Any concerns over low hanging branches should be addressed to KCC and not dealt with independently by residents or they could be held accountable.</p> <p>Wheelie Bin Stickers – the Clerk had sourced these but the cheapest company required a cheque ahead of time and this would be made out to an individual. This was not normal procedure and it was agreed to continue to source other alternatives.</p> | Clerk |
| 3232 | <p>Parish Matters</p> <p>The Primary School was currently adapting their Reception area and had asked if the Council would contribute to the project. Members agreed a £100 in principle and the Clerk would request invoices ahead of any payment.</p> <p>Cllr Shaw confirmed that The Russian Choir from St Petersburg would be holding a concert in St Mary’s Church on 16 October at 8pm.</p> <p>The Clerk confirmed that the DCLG Consultation on Planning & Travellers would be on the next P&E agenda.</p> <p>Information on the 2015 Elections and becoming a Parish Councillor were available at the parish office and on the parish website.</p> | Clerk |
| 3233 | <p>Correspondence</p> <ul style="list-style-type: none"> • Letter requesting consideration to a bench in the area of School Lane – This was deliberated and concluded that areas were not suitable at this time. | |

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| | <ul style="list-style-type: none"> • Air Ambulance request for donation – Members agreed to exhibit their poster but not to donate on this occasion. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3234 | <p>Planning Applications</p> <p>TM/14/03157/LB – Internal revisions to create a family bathroom from existing en-suite bathroom and create en-suite shower and bedroom from existing family bathroom. Bourneside Oast, Blackmans Lane, Hadlow, TN11 0AX</p> <p>HPC Agreed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3235 | <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> <p>Cllr Richardson summarised the accounts to date and confirmed the budget was in line.</p> <p>1. To recommend approval of Accounts for September to include Payments & Receipts, Bank Reconciliation, Actual against Budget.</p> <p>RESOLVED to approve September Payments & Receipts, Bank Reconciliation, Actual against Budget in their entirety. Proposed Cllr Richardson, seconded Cllr Jones and carried unanimously.</p> <p>2. To recommend approval of cheque payments listed for September, early October £</p> <table border="0"> <tr> <td>6465</td> <td>Nutwood Flooring - Hall Floor Refurb</td> <td>2136.00</td> </tr> <tr> <td>6466</td> <td>R M Electrical - M Centre Build Wire Checks</td> <td>165.00</td> </tr> <tr> <td>6467</td> <td>Remimburse Warden Work Clothes</td> <td>54.00</td> </tr> <tr> <td>6468</td> <td>D Hood - Tree Audit to replace chq6461</td> <td>965.00</td> </tr> <tr> <td>6469</td> <td>Citizens Advice - Donation</td> <td>50.00</td> </tr> <tr> <td>6470</td> <td>Staff Wages chq6470-6472</td> <td>3197.24</td> </tr> <tr> <td>6471</td> <td></td> <td></td> </tr> <tr> <td>6472</td> <td></td> <td></td> </tr> <tr> <td>6473</td> <td>Post Office - PAYE</td> <td>879.68</td> </tr> <tr> <td>6474</td> <td>Broker Network Year Insurance</td> <td>5396.41</td> </tr> <tr> <td>6475</td> <td>Kent County Playing Fields Annual Subscription</td> <td>20.00</td> </tr> <tr> <td>6476</td> <td>KALC Planning Training 2 Councillors (£72x2)</td> <td>144.00</td> </tr> <tr> <td>6477</td> <td>Mediatek - Walking Leaflets (Traders Fund)-balance</td> <td>100.00</td> </tr> <tr> <td>6478</td> <td>R G Media & IT Services Annual Mntnce Contract CCTV</td> <td>897.60</td> </tr> <tr> <td>6479</td> <td>Zest Commercial Cleaning Sept Hall Clean</td> <td>295.20</td> </tr> <tr> <td>6480</td> <td>Tonbridge Fencing - Cemetery extension fencing</td> <td>1680.00</td> </tr> <tr> <td>6481</td> <td>Travis Perkins - wood filler and varnish</td> <td>25.12</td> </tr> <tr> <td>6482</td> <td>Zest Commercial Cleaning - Preschool carpet clean</td> <td>201.60</td> </tr> <tr> <td>6483</td> <td>SW Mower Ltd - Strimmer repair</td> <td>85.80</td> </tr> <tr> <td>6484</td> <td>Swift Alarm supplies - refit as new windows installed</td> <td>94.80</td> </tr> <tr> <td>6485</td> <td>The Play Inspection Company Annual ROSPA Report</td> <td>215.82</td> </tr> </table> | 6465 | Nutwood Flooring - Hall Floor Refurb | 2136.00 | 6466 | R M Electrical - M Centre Build Wire Checks | 165.00 | 6467 | Remimburse Warden Work Clothes | 54.00 | 6468 | D Hood - Tree Audit to replace chq6461 | 965.00 | 6469 | Citizens Advice - Donation | 50.00 | 6470 | Staff Wages chq6470-6472 | 3197.24 | 6471 | | | 6472 | | | 6473 | Post Office - PAYE | 879.68 | 6474 | Broker Network Year Insurance | 5396.41 | 6475 | Kent County Playing Fields Annual Subscription | 20.00 | 6476 | KALC Planning Training 2 Councillors (£72x2) | 144.00 | 6477 | Mediatek - Walking Leaflets (Traders Fund)-balance | 100.00 | 6478 | R G Media & IT Services Annual Mntnce Contract CCTV | 897.60 | 6479 | Zest Commercial Cleaning Sept Hall Clean | 295.20 | 6480 | Tonbridge Fencing - Cemetery extension fencing | 1680.00 | 6481 | Travis Perkins - wood filler and varnish | 25.12 | 6482 | Zest Commercial Cleaning - Preschool carpet clean | 201.60 | 6483 | SW Mower Ltd - Strimmer repair | 85.80 | 6484 | Swift Alarm supplies - refit as new windows installed | 94.80 | 6485 | The Play Inspection Company Annual ROSPA Report | 215.82 | |
| 6465 | Nutwood Flooring - Hall Floor Refurb | 2136.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6466 | R M Electrical - M Centre Build Wire Checks | 165.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6467 | Remimburse Warden Work Clothes | 54.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6468 | D Hood - Tree Audit to replace chq6461 | 965.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6469 | Citizens Advice - Donation | 50.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6470 | Staff Wages chq6470-6472 | 3197.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6471 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6472 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6473 | Post Office - PAYE | 879.68 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6474 | Broker Network Year Insurance | 5396.41 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6475 | Kent County Playing Fields Annual Subscription | 20.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6476 | KALC Planning Training 2 Councillors (£72x2) | 144.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6477 | Mediatek - Walking Leaflets (Traders Fund)-balance | 100.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6478 | R G Media & IT Services Annual Mntnce Contract CCTV | 897.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6479 | Zest Commercial Cleaning Sept Hall Clean | 295.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6480 | Tonbridge Fencing - Cemetery extension fencing | 1680.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6481 | Travis Perkins - wood filler and varnish | 25.12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6482 | Zest Commercial Cleaning - Preschool carpet clean | 201.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6483 | SW Mower Ltd - Strimmer repair | 85.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6484 | Swift Alarm supplies - refit as new windows installed | 94.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6485 | The Play Inspection Company Annual ROSPA Report | 215.82 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>RESOLVED to approve cheque payments as listed: Proposed Cllr Richardson, seconded Cllr Terry and carried unanimously.</p> <p>3. The Reinvestment of £85,000 in a Lloyds High Interest Deposit Account for three months had been organised.</p> <p>4. Recommendation to donate towards the cost of the World War 1 Exhibition.</p> <p>RESOLVED: To pay £75.00 to Mr Stanley to assist in costs of the World War 1 Exhibition in the Old School Hall.</p> <p><u>Planning & Environment Committee</u> – Cllr Carey summarised the last meeting.</p> <p>1. Wingham Parish Council proposal that Town and Parish Councils should be made statutory consultees in the application process for Vehicle Operator Licence Applications and Renewals was noted but members did not wish to support the application at present.</p> <p>Snow Wardens - He confirmed that Snow Warden invitations and information would be available in the next Newsletter and the Clerk had on behalf of the Council declined the salt/sand mix from KCC as pure salt stocks remained from the previous year.</p> <p><u>Staffing Committee</u> – A meeting was to be arranged in the near future.</p> <p><u>Community Safety Committee</u> – No meeting.</p> <p><u>Hadlow Village Hall</u> – Once the new lease fully prepared an AGM would be called.</p> <p><u>Hadlow Youth Club</u> – No communication or meeting.</p> <p><u>Golden Green Village Hall</u> – No meeting to report.</p> <p><u>KALC</u> – No meeting to report.</p> <p><u>TMBC Parish Partnership Panel</u> –.No meeting to report.</p> <p><u>Hadlow Village Transport Representative</u> (Joint Transportation Board) – Same evening as HPC, next meeting due 1st December.</p> <p><u>TMBC Crime Prevention Panel</u> – Information on Anti Social Behaviour (see September HPC minutes)</p> <p><u>Any Other Meetings:</u> None</p> | |
| 3236 | <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>Proposed Cllr Mrs Massy, seconded Cllr Collins and carried. <i>[The following agenda items were dealt with in reverse order in order that Cllrs Mr & Mrs Shaw could retire from the meeting whilst Council considered matters related to the Village Hall and Hy-Arts proposed new lease]</i></p> <p>1. Village Hall – Cllr Shaw in his capacity as Village Hall Chairman confirmed that at a recent meeting of the Village Hall Committee members had agreed in principle to the signing of the new lease which incorporated both the Village hall and Hy-Arts Building. The agreement was on the condition that previously discussed amendments (May 2014) were incorporated into the final version. The Clerk apologised for not having the amendments to hand before the last Village Hall meeting and assured members that the Parish solicitor was now aware of changes and his response sent to all members excluding Cllrs Mr & Mrs Shaw at present due to their declared interests as members of the Village Hall Committee.</p> <p>With respect to a couple of misinterpretations on both sides the following was clarified:</p> <p>a. Mr Shaw confirmed that the Minutes of the Village Hall Committee meeting on 30/09/2014 should have stated that members were happy to agree to a single lease incorporating both the</p> | |

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| | <p>Village Hall and Hy-Arts buildings once the amendments had been corrected on the draft lease and that the words ‘ it was decided that separate leases were essential’ within the Village Hall minutes were incorrect.</p> <p>b. The Clerk acknowledged that the quotation for the shelters was for their information only as the shelters were a Parish Council asset.</p> <p>c. Patio area – There may have been email miscommunication between some members of Council and the village hall Chair with regards to the ownership of the patio area in front of the village hall. The Clerk confirmed that under the current lease between the Village hall and Council the patio area was the responsibility of the village hall, however under the new suggested lease the Parish Council would undertake ownership of the patio area in front of the hall.</p> <p>d. Possible Amendment 9.5. It was agreed by both sides that this amendment to the lease was no longer required on the proviso that once the new lease was signed, the Parish Council would complete the refurbishment works to the Hy-Arts centre as stated in the quotation QJB14-15298 in the sum of 3781.40 for outside panelling and £401.35 outside 2 bench seats. Mr Shaw confirmed that the Youth Worker Carol Tanner was also happy with this proposal.</p> <p>2. Medical Centre – It was agreed that the Parish Council had a responsibility to ensure its assets were correctly safeguarded and therefore either a three month rental deposit or a guarantor would be required if the current lease arrangement was altered. The Clerk would put this to the Parish Solicitor for further discussion.</p> <p>3. Cemetery Extension – The Clerk had previously emailed information to full Council detailing both costs and specifications related to the Topographical Survey and other related operations required to enable Council to be a position to engage contractors and to assist in the finalising of design layout for the new cemetery extension.</p> <p>RESOLVED: Topographical survey completed, obtain latest Ordnance Survey digital data covering the new area for referencing any utility information, apply for comprehensive utility search, add utility information onto survey to provide an overlay for a net cost of £1504.00 Proposed Cllr Morley, seconded Cllr Jones and carried unanimously.</p> | |
| | <p>There being no further business the meeting closed at 21.30</p> <p>Date of next meeting: Monday 10 November 2014 at 7.30pm in Old School Hall</p> <p>Signed Date.....</p> | |