

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 11 November 2013 at 7.30pm at Old School Hall

Present: Cllrs D Hammond (Chairman), E Bright, Mrs Bright, D Carey, N Collins, Mrs Massy, R Morley, K Terry, C Vernon

Also in Attendance: Melanie Stepkowski – Parish Clerk, KCC Cllr Matthew Balfour, PCSO Toni Matthew, Community Warden John Lees, Mrs A Hughes, Bob Greenhead.

3071	<p>Apologies for Absence</p> <p>Apologies for absence received and approved by Council: Cllrs F Shaw, Mrs Shaw (personal), S Richardson (business).</p> <p>Apologies noted by Clerk: TMBC Cllrs Janet Sergison & Jill Anderson (other engagements), PCSO Hockey.</p>	
3072	<p>KCC Councillors report</p> <p><i>(A Motion was taken to move this item up the agenda for purpose of expediency as Cllr Balfour was required at another meeting, proposed Cllr Hammond, seconded Cllr Carey and carried unanimously).</i></p> <p>Cllr Balfour said that the consultation period for the Children’s Centre (Sure Start) had now ended and the decision was due.</p> <p>He reminded the meeting that KCC had embarked on a major transformation programme called “Facing the Challenge”. This was in response both to financial realities and the changes they wanted to make to improve the service offered to residents of Kent. He encouraged Council, whose thoughts on the proposals were valued, to refer to the website and three specific documents which had previously been sent via email.</p> <p><i>(Cllr Balfour then excused himself from the meeting).</i></p>	
3073	<p>Minutes of the Parish Council Meeting of 7 October 2013</p> <p>It was noted that the agenda should have read Minutes of the Meeting 7 October and not 9 September. Minutes were signed as a correct record. Proposed Cllr D Hammond, seconded Cllr Morley and carried unanimously.</p>	
3074	<p>Matters Arising from the Minutes of 7 October 2013</p> <p><u>Minute 3059 School Parking</u> – The Clerk had met with Mrs Hockey (Hadlow Primary School Head Teacher) to discuss the problem of parents parking in the Old School Hall car park and to consider alternative parking within the school premises. A further meeting would be organised with Mr Doel, the KCC Area Planning & Development Officer (Mid Kent).</p> <p><u>Minute 3061 Chairman’s announcements – Resignation of Councillor.</u> There had been an expression of interest sent to the parish office earlier in the day but no other applications had been received. The position would be advertised in the December Parish Newsletter.</p>	Clerk
3075	<p>Declaration of Interest</p> <p>Cllr Hammond declared an interest in planning application TM/13/03190/LB as a resident of the complex.</p>	

3076	<p>Chairman’s announcements</p> <p><u>St Mary’s Church - service of nine lessons and carols at 6.30pm on Sunday 22 December.</u> Council had been invited to give a reading but on this occasion the invitation had been declined.</p> <p><u>Southern Water Services Sewer Repairs on Carpenters Lane</u> – this work started on 6 November and was scheduled for upto to 16 working days between Hoath Cottage and Hope Farm, with emergency 30mph speed restrictions. Noted.</p> <p><u>Opening Event of Wheeled Sports Facility at Williams Field</u> – The Chairman thanked all those that had attended and made the opening such a success, including the Mayor and Mayoress of Tonbridge & Malling. He also expressed the Councils appreciation to all those that had funded the project and assisted in the project.</p>	
3077	<p>TMBC Councillors reports.</p> <p>No report as Councillors unable to attend.</p>	
3078	<p>Public Time</p> <p>PCSO Matthew confirmed there had been a spate of burglaries within the Tonbridge area but not particularly in the Hadlow Parish. She reminded the meeting about the importance of securing windows and doors. The Police were highlighting the importance of security at this time of year in local newsletters.</p>	
3079	<p>Parish Clerk Report</p> <p><u>Cemetery Guidelines – Amendment</u> The Clerk noted that there had been a lack of clarity in the Cemetery Guidelines in relation to the length of individual graves. The following amendment to the Guidelines was proposed and accepted by Council to be introduced with immediate effect:</p> <p>‘No Kerb surround will exceed three feet in width and the overall length of the memorial and kerb surround shall not exceed seven feet (900 mm x 2100 mm) and will be made of the same type of material as the headstone. The following are strictly NOT allowed:- Railings, footstones, kerb and border stones, chains or other structures enclosing graves or parts of graves’.</p> <p><u>Regeneration Meeting with Cabinet Member John Balcombe</u></p> <p>TMBC were arranging meetings between Mr Balcombe and local traders to discuss both positive and negative issues arising such as parking, trade, marketing etc as part of the Regeneration process.</p>	Clerk
3080	<p>Parish Matters</p> <p><u>‘Meet the Commissioner’ event</u> had been attended by Cllr Terry who reported that concerns had been raised as to cuts to the police budget and its affect on criminal behaviour. He noted that the statistics although not always easy to interpret showed a year on year increase in crime, but on a more positive note crime in Kent was still lower than many other regions in the country.</p> <p><u>Wheeled Sports Facility and Play Area Project</u> – Phase 1 was now completed with the opening of the Wheeled Sports Facility and Phase 2 was in progression with plantin being considered for the area between the ramps and residents of Marshall Gardens. The Woodland Trust was offering a selection of trees free of charge and Council were asked whether they were happy for Cllr Bright to go ahead with an order; members were in full agreement. It was also agreed that if the supply outweighed the demand, the surplus trees could be offered to other groups.</p> <p><u>Remembrance Service</u> – Cllr Mrs Massy confirmed that this had been well attended and that the Monument and surrounding cemetery was in a good condition.</p>	

	<i>(PCSO Toni Matthew & John Lees excused themselves and retired from the meeting)</i>	
3081	<p>Correspondence</p> <p>Love Where You Live ‘Environmental Champions Awards 2013’ – No nominations had been sent to the parish office ahead of the deadline.</p>	
3082	<p>Planning Applications</p> <ul style="list-style-type: none"> • TM/13/02856/FL - Installation of a solar tube between two dormer windows to rear elevation of the property. The Pheasantry, High House Lane, Hadlow, TN11 9RA HPC Agreed. • TM/13/02901/LB - Internal alterations, removal of existing flues and installation of a new wood burning stove flue. The Drays, Court Lane, Hadlow, TN11 0JU HPC Agreed. • TM/13/03187/FL - Erect new conservatory to the rear of the property. 22 Bourne Park, Three Elm Lane, Golden Green, TN11 0AZ HPC Agreed. • TM/13/03186/FL - Conversion of existing 1st floor of garage to residential usage with external staircase rather than existing internal stairs. Robin House, Ashes Lane, Hadlow, TN11 9QU HPC Object; Excessive development in the Green Belt • TM/13/03190/LB - Replacement aluminium windows in flat numbers 24-46 (overlooking Carpenters Lane). 1-46 The Maltings, Carpenters Lane, Hadlow, TN11 0DQ HPC Agreed. • TM/13/03258/FL - Extension to garage. Bourne Garth, Blackmans Lane, Hadlow, TN11 0AX HPC Object 	
3083	<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>(i) To Approve Authorisation of Payments & Receipts, Bank Reconciliation for October 2013. RESOLVED to accept October Payments & Receipts, Bank Reconciliation in their entirety. Proposed Cllr Collins, seconded Cllr Mrs Massy and carried unanimously.</p> <p>(ii) Recommendation to approve Addendum to Medical Centre Lease This was due to changes to the method of charging gas and electric, backdated to 01/04/2013. RESOLVED to approve the Addendum to Medical Centre Lease backdated to 01/04/2013. Proposed Cllr Mrs Bright, seconded Cllr Bright</p> <p>(iii) Recommendation re ‘Right to Bid’ – Library This had been discussed at both P&E and F&GP and it was noted that the Parish Council did not wish to take over responsibility of the library service within Hadlow; however it was felt prudent</p>	

to take the first step to have the asset included on the formal register of assets of community value held by the Borough Council, a factor being the shared utility facilities between the library and parish council owned buildings.

RESOLVED to approve the application to have the asset included on the formal register of assets of community value held by the Borough Council. Proposed Cllr Mrs Bright, seconded Cllr Carey and carried unanimously.

(iv) Recommendations regarding Donation Requests

Homestart South-West Kent – this was declined as there was no clear information confirming that parish residents had benefited from the service.

RESOLVED to decline the donation request. Proposed Cllr Mrs Bright, seconded Cllr Carey and carried unanimously.

(v) Recommendation to accept Budget Principles and 2014/15 Special Projects

RESOLVED to approve the following principles into the Finance & General Purposes ‘Terms of Reference’:

- **An annual review and updating of its medium term financial framework (3 to 5 years)**
- **Maintain and make the best possible use of its assets**
- **In consultation with the community develop Council assets to provide additional services and facilities**
- **Endeavour to attract funding from various sources including available grant funding**
- **Ensure that annual spending is within budget except in exceptional circumstances when unforeseen issues occur**
- **Endeavour to ensure that Hadlow Parish Council’s Precept continues to deliver value for money**

Special Projects – The replacement of windows within the hall, toilets and parish office were approved in principle for the sum of £5100.00 but further enquiries were to be made about suitable safety glass and the cost of replacement windows in the medical centre. Works would be carried out as part of the next fiscal year and costs clarified closer to the time.

Proposed Cllr Hammond, seconded Cllr Collins and carried.

(vi) Recommendation to approve the amended Annual Agreement between the Parish Council and Hadlow College Preschool

RESOLVED to approve the amended Annual Agreement with minor wording alterations plus the following:

- with extension to hours of exclusive use to 8.00am – 6.00pm from 8.00am to 5.00pm
- to add on 2b last line ‘in so far as this remains financially viable’
- to include the new daily rate of £30

Proposed Cllr Collins, seconded Cllr Terry and carried.

	<p><u>Planning & Environment Committee</u></p> <p>(i) To approve purchase of two additional Christmas Lights rather than lease on the condition the full TMBC Capital Christmas Display Grant was received.</p> <p>The Chair confirmed that written confirmation from TMBC confirming it had awarded a Capital Grant for Christmas Lights to the parish had been received.</p> <p>RESOLVED to purchase two additional Christmas Lights rather than lease.</p> <p>Proposed Cllr Morley, seconded Cllr Carey and carried unanimously.</p> <p>Cllr Carey asked members to note that there had been an email collaboration from KCC and TMBC which invited communities to bid for small grants (£3,000 to £10,000) to mark the centenary of the First World War. The Clerk would ensure this was sent to other groups in the village who may have an interest such as the Primary School, WI, Historical Society etc.</p> <p><i>(Mr Greenhead excused himself and retired from the meeting)</i></p> <p><u>Staffing Committee</u> – to be discussed under Motion to Exclude the Press and Public at the end of the agenda.</p> <p><u>Community Safety Committee</u> – Nothing to report.</p> <p><u>Hadlow Village Hall</u> – No response had been received to the letter addressing repairs at the hall. There had not been an AGM therefore Cllr Richardson was still unable to attend the meetings as Parish Council representative.</p> <p><u>Hadlow Youth Club</u> – Cllr Carey referred to KCC Cllr Balfours report on the long term service outcome of the Sure Start programme. He hoped that the Youth Club would go from strength to strength especially with the development of the Wheeled Sports Facility.</p> <p><u>Golden Green Village Hall</u> – Nothing to report.</p> <p><u>KALC</u> – Cllr Mrs Massy had been unwell and unable to attend the last meeting, minutes would however be circulated once received.</p> <p><u>TMBC Parish Partnership Panel</u> – Meeting due later in the week.</p> <p><u>Hadlow Village Transport Representative (Joint Transportation Board)</u> – Nothing to report.</p> <p><u>TMBC Crime Prevention Panel</u> – Meeting due in following weeks.</p> <p><u>Any Other Meetings:</u></p> <p>Trees in the Village Competition - Hadlow was considered to be outstanding and had been awarded the Chairman’s prize of £35 together with a tree of our choice to the value of £25. Sincere thanks went to Cllr David Carey as the Village’s Voluntary Tree Warden for all his work. With regards to planting the selected tree the Village Warden would assist Cllr Carey and a locally grown Chestnut Stake and biodegradable tie would be used. The press would be invited to the ceremony.</p> <p><i>(Mrs Hughes excused herself and retired from the meeting)</i></p>	
3084	<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 Terry, seconded Cllr Mrs Bright and carried unanimously.</p> <p><u>Staffing Committee</u> Cllr Terry circulated Minutes of 23/10/2013 detailing recommendations to full Council and summarised the meeting. He confirmed all staff appraisals had been completed and asked the Chairman to comment on the Clerk’s appraisal: The Chairman confirmed he had</p>	Clerk

	<p>been happy with the overall running of the office and felt that Clerk and Admin Assistant were working well together to fulfil tasks within the office and overall staff were working well as a team</p> <p>1. Recommendation to Council to approved proposed pay increases for Council Staff Members as of 1 April 2014.</p> <p>RESOLVED: to approved a 2% wage increase for the Parish Warden, Admin Assistant and Cleaner. Proposed Cllr Terry, seconded Cllr Collins and carried unanimously.</p> <p>RESOLVED: to approve the Parish Clerk pay scale of LC2 Point 31 based on the 1 April 2013 revised scale which would be adjusted accordingly once the 2014 scales were received later in the year from the National Joint Council and SLCC). Proposed Cllr Terry, seconded Cllr Bright and carried unanimously.</p> <p>The distribution of Christmas Vouchers in the 2013/14 Budget were also approved in the following amounts: Parish Clerk - £100, Admin Assistant £50, Parish Warden £50, Cleaner £50.</p> <p>2. Recommendation to Council to approve the updated Health & Safety Policy as viewed by Staffing Committee 23/10/2013.</p> <p>RESOLVED: to approve the updated Health & Safety Policy dated 23/10/2013. Proposed Cllr Terry, seconded Cllr Hammond and carried unanimously.</p> <p>With regards to backing up of data the Clerk was asked to ensure memory sticks were encrypted; DBS (CRB) checks - the Clerk had previously been unsuccessful in seeking advice from KCC and other bodies on this matter.</p> <p>3. Recommendation to Council to approve the Admin Assistants Staff Contract dated 01/04/2013.</p> <p>RESOLVED: to approve the Admin Assistants Staff Contract dated 01/04/2013. Proposed Cllr Terry, seconded Cllr Mrs Bright and carried unanimously.</p>	
	<p>There being no further business the meeting closed at 21.00</p> <p>Date of next meeting: Monday 9 December 2013 at 7.30pm in Old School Hall. (<i>Refreshments available at 7pm</i>)</p> <p>Signed Date.....</p>	