

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 9 February 2015 at 7.30pm at Old School Hall

Present: Cllrs Mrs Massy (Vice Chairman) E Bright, Mrs Bright, D Carey, N Collins, P Jones, R Morley, S Richardson, C Vernon

Absent: Cllrs D Hammond (Chairman) – holiday, Mrs Shaw & F Shaw – holiday, K Terry (unwell)

Also in Attendance: Melanie Stepkowski – Parish Clerk, KCC Cllr M Balfour, TMBC Cllrs Jill Anderson, Janet Sergison & H Rogers, PCSO's Toni Matthews & Kim Hockey and 4 members of the public

3279	Apologies for Absence Approved by Council: D Hammond, Mrs I & F Shaw, K Terry Apologies noted by Clerk: None.	
3280	Minutes of the Parish Council Meeting of 12 January 2015 Minutes signed as a correct record. Proposed Cllr Mrs Massy, seconded Cllr Bright and carried unanimously.	
3281	Matters Arising from the Minutes of 12 January 2015 None.	
3282	Declaration of Interest None.	
3283	Chairman's Announcements BT Pole at St Mary's Church: The Chair confirmed that after liaising with BT on the subject it seemed they had no intention of erecting a new telephone pole outside the church gates.	
3284	TMBC Councillors Reports <u>BT Broadband Cabinet:</u> The new BT cabinet to facilitate broadband which had been installed close to Walnut Tree Cottage was to be relocated to a site near Leeds Mews after residents complained that it was unsightly in its current position. It was noted that since government had relaxed planning laws for 2013-2018 there was no longer a requirement to gain Planning Permission within a Conservation Area for such items. The Chair thanked residents, Borough and County Councillor for their assistance in this matter. <u>Solar Park, Hartlake Bridge</u> – Cllr Rogers had emailed both TMBC and TWBC planning departments to stress the importance of ensuring all remedial work to the roads was completed before the contractors left site. Cllr Collins reiterated his support for the remedial works to be done.	
3285	KCC Councillors Report Cllr Balfour confirmed that the County Council were focussing on the budget at this time and were pleased that the Borough Councils had been so successful in collection of rates resulting in the County having to draw less from Reserves for the next financial year. <u>Speed Sign</u> – Cllr Balfour asked the Council whether they would commit to a contribution towards the proposed sign within this financial year. He noted that the appropriate KCC	

	<p>departments would have to approve the venture before it could be put into action.</p> <p>Members considered the proposal and it was agreed unanimously in principle to contribute to a speed warning sign on the A26 approach to the village from Tonbridge. The matter would be discussed further once the final costs were confirmed and KCC approval given.</p> <p>The P&E Chair reiterated his members request to see the pedestrian crossing and road safety plans that Hadlow College intended to implement but appreciated that the contribution to the speed sign was a matter of expediency.</p> <p><i>[Cllr Balfour was then excused from the meeting to attend another parish meeting]</i></p>	
3286	<p>Public Time</p> <p><u>Crime Figures</u> – 3 burglary other than dwelling, 1 attempted burglary other than dwelling, 2 thefts from motor vehicles.</p> <p><u>Hadlow Public Convenience and related issues</u> - PCSO Toni Matthews confirmed the police were aware of inappropriate behaviour within the public toilets, underage children drinking alcohol in the village and disturbances on the path next to St Mary’s Church. They continued to monitor the situation and had increased police visits to these areas. There was a proactive response to these matters by the college to the extent that their students were believed to be involved.</p> <p>The Clerk would liaise with the Borough with regards to locking the toilets at night.</p> <p><u>St Mary’s Church Outside Lights</u> – The police were pleased that the lights were now working as it assisted them in doing visual inspections from both ends of the pathway.</p> <p><u>Hadlow College Proposed Crossing</u> – A member of the public enquired as to when the crossing would be installed. The Clerk confirmed this was a TMBC matter and referred him to Cllr Jill Anderson.</p>	
3287	<p>Parish Clerk Report</p> <p>The Parish Office continued to be busy and had met with both fencing contractors and play equipment companies since January meeting.</p> <p><u>Cemetery Extension</u> – a date for planting the new hedgerow had been organised for the end of February and the access area cleared of tree stumps and hedge in preparation of works.</p> <p><u>Hadlow Community Fayre</u> – the office continued to liaise with Mr Mernagh and things were progressing nicely. The Clerk would keep members updated on any related costs paid by the Council.</p> <p><u>Clerk Leave of Absence</u> – One week as of Thursday 12 February. It was noted that in the Clerks absence the Admin Assistant and Cllr Mrs Bright would attend to the office during public time. In case of emergencies the number was posted on the atrium entrance and Mr & Mrs Bright would have the emergency phone.</p>	
3288	<p>Parish Matters</p> <p><u>Victoria Road</u> – the road had been investigated by KCC Highways and their report due. It was noted that the pools of water were now not present.</p> <p><u>Access Trail</u> – Areas of the path were noted as in need of attention as the surrounding vegetation was encroaching on the path making it difficult for disabled access. The matter would be addressed by the next P&E meeting.</p> <p><i>[PCSO’s and several other members of the public were excused from the meeting]</i></p>	

3289	Community Country Fayre (Cricket Club) – Application forms for those wishing to apply for a stall were available at the parish office.																																											
3290	Correspondence None																																											
3291	<p>Planning Applications</p> <ul style="list-style-type: none"> • TM/14/04244/RD – Details of materials pursuant to condition 2 of planning permission TM/14/01255/~FL (Demolition of the existing dwelling house and residential outbuilding and greenhouse and construction of replacement two-storey dwelling house and detached triple bay garage and log store, detached stable block and formation of revised pedestrian and vehicular access). Pear Tree Farm, Matthews Lane, Hadlow, TN11 0JG HPC Agreed. • TM/15/00189/FL – Demolition of existing single storey and two storey flat roof extensions to the side of the original house. Construction of new two storey pitched roof extensions with basement to provide additional bedroom and living accommodation. Pittswood House, Ashes Lane, Hadlow, TN11 0AW. HPC Agreed. • TM/15/00003/FL – Single storey front extension. Afalon, 19 Hadlow Park, Hadlow, TN11 0HY. P&E had previously considered and reported (Agreed). 																																											
3292	<p>To receive reports from representatives of the following committees and pass such resolutions thereon as may be necessary</p> <ul style="list-style-type: none"> • <u>Finance & General Purposes Committee</u> <p>1. To recommend approval of Accounts for January to include Payments & Receipts, Bank Reconciliation, Actual against Budget.</p> <p>RESOLVED to approve January Payments & Receipts, Bank Reconciliation, and Actual against Budget in their entirety. Proposed Cllr Richardson, seconded Cllr Mrs Bright and carried unanimously.</p> <p>2. Cheque Payments for Authorization (approved by F&GP plus any additional payments)</p> <table border="0" style="width: 100%;"> <tr><td>6532</td><td>Wages - week 44</td><td></td></tr> <tr><td>6533</td><td>Wages - week 44</td><td></td></tr> <tr><td>6534</td><td>Wages Total for Warden, Clerk, Admin Assist</td><td style="text-align: right;">3145.72</td></tr> <tr><td>6535</td><td>PAYE - week 44</td><td style="text-align: right;">977.31</td></tr> <tr><td>6536</td><td>Swift alarms - annual service & main OSH&Annex</td><td style="text-align: right;">586.68</td></tr> <tr><td>6537</td><td>RG Media & IT - annual main agreement</td><td style="text-align: right;">943.20</td></tr> <tr><td>6538</td><td>Down to Earth – tree work at cemetery</td><td style="text-align: right;">864.00</td></tr> <tr><td>6539</td><td>Swift Alarms - to move sensor in annexe</td><td style="text-align: right;">58.80</td></tr> <tr><td>6540</td><td>Clerk expenses claim - mileage & sundries</td><td style="text-align: right;">56.40</td></tr> <tr><td>6541</td><td>KCC - Road Closure Country Fayre</td><td style="text-align: right;">450.00</td></tr> <tr><td>6542</td><td>Petty cash</td><td style="text-align: right;">125.88</td></tr> <tr><td>6543</td><td>R Rose window cleaning 26 Jan 2015</td><td style="text-align: right;">35.00</td></tr> <tr><td>6544</td><td>Four Jays Group - toilet hire for June Fair</td><td style="text-align: right;">379.20</td></tr> <tr><td>6545</td><td>Zest Commercial cleaning - January 2015</td><td style="text-align: right;">259.20</td></tr> </table>	6532	Wages - week 44		6533	Wages - week 44		6534	Wages Total for Warden, Clerk, Admin Assist	3145.72	6535	PAYE - week 44	977.31	6536	Swift alarms - annual service & main OSH&Annex	586.68	6537	RG Media & IT - annual main agreement	943.20	6538	Down to Earth – tree work at cemetery	864.00	6539	Swift Alarms - to move sensor in annexe	58.80	6540	Clerk expenses claim - mileage & sundries	56.40	6541	KCC - Road Closure Country Fayre	450.00	6542	Petty cash	125.88	6543	R Rose window cleaning 26 Jan 2015	35.00	6544	Four Jays Group - toilet hire for June Fair	379.20	6545	Zest Commercial cleaning - January 2015	259.20	
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6546	KCC - cleaning supplies for preschool	94.14
6547	Gala Lights Ltd - Xmas lights inc. Install & removal	4,987.80
6548	Travis Perkins - open spaces repair & maint equip	66.64
6549	Kings Hill Garage - truck lease Jan - Mar 2015	1,026.00
6550	Wages - week 48	
6551	Wages - week 48	
6552	Wages Total for Warden, Clerk, Admin Assist	3077.52

RESOLVED to approve cheque payments as listed above: Proposed Cllr Richardson, seconded Cllr Carey and carried unanimously.

4. Donation Requests for recommendation to Council: Hadlow Newsletter & The Hamlet – printing costs possible donation.

[Cllr Mrs Massy as the Editor to the Hadlow Newsletter retired from the meeting whilst this matter was discussed and Cllr Carey chaired in her absence]

RESOLVED to accept donations to: Hadlow Newsletter £100 and The Hamlet £100. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.

[Cllr Mrs Massy was invited to return to the meeting, and continued to chair the remainder of the meeting]

Planning & Environment Committee –

1. To recommend approval of quotation for fencing – Williams Field

Cllr Carey updated the meeting on recent events at Williams Field where the horses in the adjacent field had continued to escape and cause a disturbance with the playing area and football pitch. A quotation from Tate Fencing had been received in the sum of £7780 ex vat to continue the existing fence line to the far end of the horse field. This would be to install 2.0m high V Mex welded mesh panel. Other quotations had been sourced but not arrived to date and it was felt imperative to take action as a matter of expediency and to protect public welfare. It was noted that the boundary fence was Parish Council's but that the livestock owners also had an obligation and the Clerk would liaise with them over this matter.

RESOLVED to accept the Tate quotation for 2.0m high V Mex welded mesh panel fencing in the sum of £7780.00 excluding VAT. Proposed Cllr Carey, seconded Cllr Richardson and carried unanimously.

2. To recommend approval of quotation for Hanging Baskets in the Square: summer 2015.

RESOLVED to accept the quotation from Landscape Services to supply ten hanging baskets fully planted and self watering on hire. To hang the baskets and fit new chains to the existing lamp posts and to water the hanging baskets on thirty occasions (delivery and erection end of May beginning of June) for the sum of £2390.75 excluding VAT. Proposed Cllr Carey, seconded Cllr Morley and carried unanimously.

Tree Audit – Climbing Inspection: A Climbing inspection by Down To Earth on the Horse Chestnut tree located within the Old School Hall Car Park and Lombardy Poplar within the Allotments flanking the boundary of A26 had been completed as recommended by the 2014 Tree Audit by Silva Arboriculture.

Horse Chestnut – It was concluded that the tree showed signs of good vitality resulting in future longevity and posed no immediate concerns to the safety of the public users of the car park.

Lombardy Poplar – It was concluded that the presence of a significant large historic tear out

	<p>wound had compromised the structural integrity presenting an abnormal hazard risk and posing concerns to safety of the public users. The recommendation was to do pollarding works to bring the subject tree to an acceptable level of safety for its long term retention and future longevity, as long as the tree was subject to a re-pollarding programme of every 5-7 years depending on seasonal rate of growth and climatic conditions.</p> <p>As a result of the findings noted above Cllr Carey recommended to Council that pollarding of the Lombardy Poplar at the allotments was scheduled immediately regardless of financial considerations and in accordance with Health and Safety requirements.</p> <p>RESOLVED to organise pollarding of the Lombardy Tree at the Allotments on the boundary with the A26 as a matter of expediency in accordance with Councils ‘duty of care’ to the public. Proposed Cllr Carey, seconded Cllr Bright and carried unanimously.</p> <p><u>Staffing Committee</u> – No meeting.</p> <p><u>Community Safety Committee</u> – No meeting.</p> <p><u>Hadlow Village Hall</u> – No meeting.</p> <p><u>Hadlow Youth Club</u> – No meeting.</p> <p><u>Golden Green Village Hall</u> – No meeting but a quote had been received for purchase and installation of Christmas Motifs for Council consideration in March.</p> <p><u>KALC</u> – No meeting.</p> <p><u>TMBC Parish Partnership Panel</u> – No meeting.</p> <p><u>Hadlow Village Transport Representative (Joint Transportation Board)</u> – No meeting.</p> <p><u>TMBC Crime Prevention Panel</u> – No meeting.</p>	
3293	<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 required as there was nothing to report or discuss on following items.</p> <ul style="list-style-type: none"> • Parish Buildings and Land 	
	<p>There being no further business the meeting closed at 20.35</p> <p>Date of next meeting: Monday 9 March 2015 at 7.30pm in Old School Hall</p> <p>Signed Date.....</p>	