

## HADLOW PARISH COUNCIL

### Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 11 May 2015 at 7.30pm at Old School Hall

---

**Present:** Cllrs D Carey (Chairman), E Bright, Mrs Bright, N Collins, P Jones, J Newman  
**Also in Attendance:** Melanie Stepkowski – Parish Clerk, J Massy (Ex Vice Chairman), Mrs Hughes (Reporter), N Cabrera (Hadlow Park Association), 2 members of the public.

---

3330	<p><b>Election of Chairman &amp; Declaration of Acceptance of Office</b></p> <p><b>In the absence of the previous Chairman, Mrs Massy as the previous Vice Chairman opened the meeting and welcomed the new Council before asking for nominations for Chairman.</b></p> <p>Only one name was proposed and a vote taken with full Council support.</p> <p><b>Resolved:</b> Cllr David Carey was elected Chairman of the Council. Proposed Cllr Bright, seconded Cllr Jones and carried unanimously.</p> <p>The Chairman and Councillors present duly read and signed their Declarations of Acceptance of Office in front of the Clerk.</p> <p>Mrs Massy invited Cllr Carey to take the Chair which he accepted.</p>	
3331	<p><b>Apologies for Absence</b></p> <p>Apologies for absence received and approved by Council: D Hammond (Ex-Chairman), Cllr Richardson (business), TMBC Cllrs Janet Sergison, Jill Anderson &amp; Howard Rogers (attending initial Members Meeting), KCC Cllr M Balfour (other meeting).</p>	
3332	<p><b>Election of Vice Chairman</b></p> <p>There was only one member proposed, a vote was taken with full council support for Cllr Collins.</p> <p><b>Resolved:</b> Cllr Collins would take office as the Vice Chairman. Proposed Cllr Bright, seconded Cllr Mrs Bright and carried unanimously.</p>	
3333	<p><b>Review of Delegation Arrangements to Committees, Staff &amp; Other Local Authorities</b></p> <p>Staffing Committee – Chairman, Vice Chairman, F&amp;GP Chair to be announced, Cllr Mrs Bright.</p> <p>Planning &amp; Environment Committee – Cllrs E Bright, Mrs Bright, D Carey, N Collins, P Jones, J Newman.</p> <p>Finance &amp; General Purposes Committee – Cllrs E Bright, Mrs Bright, D Carey, N Collins, S Richardson.</p> <p>Members were reminded that the Chairman and Vice Chair were ex-officio's on all Council committees.</p>	
3334	<p><b>Review of the Terms of Reference For Committees</b></p> <p>These were reviewed for Staffing, Planning &amp; Environment and Finance &amp; General Purposes – only changes to be made were membership details.</p>	

	<b>RESOLVED</b> to accept the Terms of Reference for Staffing, Planning & Environment and Finance & General Purposes. Proposed Cllr Carey, seconded Cllr Mrs Bright and carried unanimously. (Appendix 1,2,3)	
<b>3335</b>	<b>The Appointment of New Members of Standing Committees</b> Other Local Authorities KALC (T&M Area) – to be agreed at later date. TMBC Parish Partnership Panel – Cllrs Bright and Mrs Bright TMBC Transport Panel – Cllrs Collins and Bright TMBC Crime Prevention Panel – Cllrs Bright and Jones Hadlow Village Hall – Cllr Richardson Hy/Arts Cente/Youth Club Committee – Cllrs Carey and Jones Golden Green Village Hall – Cllrs Bright and Collins TMBC Standards Committee (invite only) – Cllr Mrs Bright	
<b>3336</b>	<b>Schedule of Dates for 2015-165 Council and Committee Meetings</b> These had been formally approved at the Parish Council Meeting on 12 January 2015 and no amendments were made. (Appendix 4)	
<b>3337</b>	<b>Minutes of the Meeting of 13 April 2015 for approval</b> These were confirmed and signed as a correct record. <i>[It was noted that the Clerk had made amendments to Minutes ahead of the meeting to correct the following:</i> <i>3312 – 9 January 2015 changed to read 9 March 2015</i> <i>3319 – Monday 12 May changed to read Monday 11 May</i> <i>Final paragraph – Monday 12 May changed to read Monday 11 May.]</i> Proposed Cllr Carey, seconded Cllr Bright and carried unanimously. <b>Minutes of the Extraordinary Meeting of 29 April 2015 for approval</b> These were confirmed and signed as a correct record. Proposed Cllr Carey, seconded Cllr Mrs Bright and carried unanimously	
<b>3338</b>	<b>TMBC Councillors Report &amp; KCC Councillors Report</b> No Reports. The Chair confirmed the re-election of Cllrs Howard Rogers, Janet Sergison and Jill Anderson for the new Ward of Hadlow and East Peckham. KCC Cllr Mathew Balfour was also re-elected.	
<b>3339</b>	<b>Parish Matters</b> Hadlow Place Farm (Off Sherenden Road) Tudeley – the temporary access road was no longer required for initial transport entry and the Clerk asked to ensure reminders were sent with regards to drain clearance and road sweeping.	
<b>3340</b>	<b>Public Time</b> Nothing from the public.	
<b>3341</b>	<b>Correspondence</b> None.	

3342	<p><b>Policy Reviews in accordance with Standing Orders</b></p> <ul style="list-style-type: none"> <li>• Code of Conduct - adopted 09/07/2012 – this was reviewed and no amendments required and therefore readopted.</li> <li>• Health &amp; Safety Policy (including Risk Assessment) – adopted on 23/10/2013, reviewed at meeting and updates approved. RESOLVED to adopted the Health &amp; Safety Policy including Risk Assessment to incorporate updates since its initial adoption on 23/10/2013. Proposed Cllr Carey and seconded Cllr Mrs Bright</li> <li>• <b>Complaints Procedure</b> (adopted in 13/5/2013) - this was reviewed and no amendments required and therefore readopted.</li> <li>• <b>Arrangements for holding legal documents</b> – It was agreed that all legal papers should be placed with Hedleys Solicitors.</li> <li>• <b>Arrangements for insurance</b> – The Council continued to use Came &amp; Company Brokers and the Clerk confirmed insurance for the parish vehicle, land &amp; buildings was up to date.</li> </ul> <p><b>To note the following policies and procedures as current and up to date:</b></p> <ul style="list-style-type: none"> <li>• <b>Standing Orders</b> – updated &amp; adopted 13/4/2015.</li> <li>• <b>Financial Regulations</b> – updated &amp; adopted 13/4/2015</li> <li>• <b>Asset Register including land and buildings</b> - updated and approved 13/4/2015</li> <li>• <b>Data Protection Act 1998 (ICO)</b> – paid and registered until April 2016</li> <li>• <b>Grievance &amp; Disciplinary</b> – updated and approved 10/11/2014</li> <li>• <b>Press &amp; Media Policy</b> – updated and approved 13/4/2015</li> </ul>	
3343	<p><b>Planning Applications</b></p> <ul style="list-style-type: none"> <li>• <b>TM/15/00877/FL</b> – Proposed change of use of land for use as a 120kw ground mounted solar array. <b>HPC Agreed.</b></li> <li>• <b>TM/15/01182/FL</b> – Replacement of existing dwelling with a new 4 bedroom family detached house and new in and out driveway. <b>HPC Agreed but the presence or absence of protected species might be checked.</b></li> <li>• <b>TM/15/01165/FL</b> – Proposed front two storey extension. Leavers Oast Cottage, Stanford Lane, TN11 0JN. <b>HPC Agreed.</b></li> <li>• <b>TM/15/00560/FL</b> – Single storey rear extension. 10 Bell Cottages, Three Elm Lane, Golden Green, TN11 0BB <b>HPC Agreed.</b></li> <li>• <b>TM/15/01238/FL</b> – Ground floor extension to front of dwelling and first floor extension above bay window at rear of property. 15 Sherenden Park, Golden Green, TN11 0LQ. <b>HPC Agreed.</b></li> </ul>	
3344	<p><b>To receive reports from representatives of the following committees and pass such Resolutions thereon as may be necessary:</b></p> <p><u>1. Finance &amp; General Purpose Committee</u></p> <p>a) Approve the Statement of Internal Control for 2014-15 <b>RESOLVED</b> to approve Statement of Internal Control for 2014-15 Proposed Cllr Carey, seconded Cllr Mrs Bright and carried unanimously.</p> <p>b) <b>To Approve Authorisation of April Payments &amp; Receipts, Bank Reconciliation</b></p>	

6661	Kings Hill Garage - Truck lease April - June 2015	1,026.00
6662	The Stone Shop - VAT for tomb restoration work	100.92
6663	KALC - 2015-16 annual membership subscription	1,172.74
	Donation to 6th Tonbridge Scouts - towards senior citizens	
6664	lunch	100.00
6665	RG Media & IT Services - upgrade to CCTV systems	2,940.00
6666	Cash for petty cash	115.54
6667	British Gas - preschool boiler repair	168.98
6668	Mediatek - leaflets	834.00
6669	Down to Earth - Allotment tree pollarding	1,243.20
6670	SLCC - Annual membership	210.00
6671	RM Electrical - works at Medical Centre	165.00
6672	Commercial Svs – Winter works grnds mntn	2,768.40
6673	Zest Commercial Cleaning - April Hall cleaning	270.00
6674	Cannon - OCS Group Sanitary disposal	2.08
6675	Gel Creative - Website Admin	350.00
6676	R M Electrical - HOS fit new light bulbs in ceiling	70.00
6677	Clerks wages - week 8	1,698.44
6678	Wardens wages - week 8	1,104.12
6679	Assistant admin - week 8	512.50

**RESOLVED** to approve April Payments & Receipts, Bank Reconciliation in their entirety. Proposed Cllr Carey, seconded Cllr Collins and carried unanimously.

c) List of Payments made by Direct Debit as of May 2015

**RESOLVED** to accept list of payment by direct debit as of May 2015

Planning & Environment Committee:

As the Ex-Chairman of the committee Cllr Carey put forward the following:

Goal Posts – the Chair confirmed everyone had seen the information related to new goal posts for Williams Field and asked for members to approve the quotation from Landscape Services.

**RESOLVED** to approve Landscape Services Quotation in the sum of £2499.06 excluding VAT for installation of new goal posts at Williams Field. Proposed Cllr Carey, seconded Cllr Jones and carried unanimously.

The Clerk confirmed she was liaising with grounds maintenance with regards to the drainage system on the pitches at Williams Field and other possible works required to ensure sustainability for the up-coming season.

Staffing Committee: The previous Chair reported ‘During the last year we have lost one member of staff due to resignation. Her duties have been put out to contract. A 2.5% pay increase was awarded to the remaining staff with the Parish Clerk increasing her grade. It has been a busy but productive year. It was decided to put staff assessment’s on hold as they are not a productive use of the staffs time. Instead the Chair of this committee is readily available to discuss any problems the staff may have or changes they may wish to make. I would like to take this chance to thank the members of staff for their hard work and loyalty to the Parish Council. I hope they will find the new council as supportive as the previous one’.

	<p><u>KALC</u>: Nothing to report.</p> <p><u>TMBC Parish Partnership Panel</u>: Nothing to report, next meeting 18 June.</p> <p><u>TMBC Joint Transportation Board</u>: Cllr Collins attended last meeting, nothing to report.</p> <p><u>TMBC Crime Prevention Panel</u>: Nothing to report, next meeting 6 July.</p> <p><u>Hadlow Village Hall</u>: Nothing to report still await the AGM.</p> <p><u>Hadlow Hy-Arts Centre &amp; Youth Club</u>: No meeting to date.</p> <p><u>Golden Green Village Hall</u>: The Annual General Meeting had been held in May and the existing Chairman re-elected.</p>	
3345	<p><b>Motion to Exclude the Press and Public (to enable Council to consider any items in which significant aspects would be of a confidential and financial nature)</b></p> <p>Proposed Cllr Carey, seconded Cllr Bright and carried unanimously.</p> <p>The Chair thanked members of the public for their attendance and excused them from the remainder of the meeting.</p>	
3346	<p><b>Hy-Arts Centre – To respond to letter from the Village Hall Chairman with regards to Hy-Arts Building utilities and Entrust responsibilities.</b></p> <p>It was agreed to respond to the Village Hall Chairman’s request that the Parish Council take responsibility from the Village Hall for the Hy-Arts Centre. The response would explain that no further discussions related to utilities could be held until the Village Hall Chairman signed the Voluntary Revocation letter. The letter would then be sent in addition to a letter from Council accepting responsibility for the Hy-Arts Centre to Entrust. Once Entrust agreed the changes the Council would be in a position to address the matter of utilities with the Village Hall.</p> <p><b>Meeting with Youth Club Leader</b> – Council acknowledged the Clerks report on the meeting.</p>	
	<p>There being no further business the meeting closed at 20.30 Date of next meeting: Monday 8 June 2015 at 7.30pm at Old School Hall</p> <p>Signed ..... Date.....</p>	