

## HADLOW PARISH COUNCIL

### Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 8 June 2015 at 7.30pm at Old School Hall

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**Present:** Cllrs D Carey (Chairman), E Bright, Mrs Bright, N Collins, P Jones, J Massy, J Newman.

**Also in Attendance:** Melanie Stepkowski – Parish Clerk, PCSO Toni Matthew, Mrs Hughes (Reporter), R Prince (Hadlow Park Association), 4 members of the public.

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	There was a minute's silence in memory of the late Billy Mankelow, a young gentleman of the Parish who had been murdered whilst studying in Leeds.	
<b>3347</b>	<b>Apologies for Absence</b> Apologies for absence received and approved by Council: Cllr R Morley (holiday), TMBC Cllrs Janet Sergison, Jill Anderson, Howard Rogers & KCC Cllr M Balfour (attending T&M Planning & Transportation Meeting). PSCO Kim Hockey (on a rest day)	
<b>3348</b>	<b>Minutes of the Meeting of 11 May 2015 for approval</b> These were confirmed and signed as a correct record. Proposed Cllr Carey, seconded Cllr E Bright and carried unanimously.	
<b>3349</b>	<b>Matters Arising from the Minutes of 11 May 2015 – updates only on matters not currently on the agenda</b> None.	
<b>3350</b>	<b>Declarations of Members' Interests</b> Cllr Carey in Minute 3358 as the tutor for the course. Cllr Massy expressed an interest in Minute 3362 Related to St Marys Youth Group as she was a members of the church and also employed as administrator for the church.	
<b>3351</b>	<b>Chairman's Announcements</b> The Chairman congratulated Gladys Tuxford who had turned 100 years old; she joined Mr Jimmy Thirsk who was 101 years. Cllrs Massy and Morley were officially welcomed onto the Parish Council as co-opted members. Cllr Massy would Chair Planning & Environment and also sit on the Finance & General Purposes Committee. The Chair confirmed there were still positions available on Council and encouraged anyone interested to contact the parish office for further information.	
<b>3352</b>	<b>TMBC Councillors Report</b> Cllr Anderson apologised for not being able to attend but in addition to the T&M Planning and Transportation meeting where the Local Plan would be discussed, which could impact on the Parish she also need to see the Planning Director regarding other matters in the village.	

	<p>She was delighted and relieved that Youth services in the Parish were to re-commence and that a satisfactory solution had been found to the problem.</p> <p>Cllr Anderson confirmed that the grants from KCC and TMBC were for Youth services. At times when the Youth Club did not require the facility, it could be put to Community use in order to defray the costs of running the building.</p> <p>She hoped it would be possible for Carol Tanner to make use of the facility, possibly in the office, for urgent counselling purposes when a distressed young person came to her for help with an intransigent problem. To this end, she would need access at unsociable times.</p> <p>In conclusion she had said please let her know if she could help with any other matters which arose.</p>	
<b>3353</b>	<p><b>KCC Councillors Report</b></p> <p>No Report</p>	
<b>3354</b>	<p><b>Report from PCSO</b></p> <p>1 x Theft, 2 x Criminal, 1 x Aggravated shoplifting.</p> <p>PCSO Matthew who had been unfortunately detained had arrived at the meeting to take questions from the public; no questions were asked and she was excused to carry on with her duties.</p>	
<b>3355</b>	<p><b>Public Time</b></p> <p>Village Square Bus Stop – concerns were re-iterated about people parking in the designated bus stop.</p> <p>Hy-Arts Centre – the question as to how the Hadlow Youth Club (HYC) could re-finance itself and set up again was put to Council who were reminded of the debt owed by the Hadlow Youth Club to the Village Hall.</p> <p>The Chairman started by confirming the fact that the Courier had reported inaccurately when it said the Hadlow Youth Club owed monies to the Parish Council. The debt was owed to the Village Hall.</p> <p>He recognised that starting up again would present the HYC with some financial issues but that it was for them to consider and not the Parish Council. The Parish Council would be responsible for the future running of the Hy-Arts Centre with the HYC and other youth and community services being considered to ensure the sustainability of the building for the future.</p> <p>The Parish Council had not been asked or had not offered to cover previous expenses but would pay on-going costs related to the maintenance and upkeep of the building. The Council encouraged HYC to source funding and pay any outstanding monies.</p> <p>Alan’s Hectare – The Chair acknowledged resident’s concerns about development on the land ahead of any planning decision. He referred back to TMBC Cllr Andersons report in which she would be meeting with the Planning Director. He also confirmed that the Parish Council had written to TMBC re-iterating its objections and was also aware that members of the community had written to the Secretary of State.</p> <p>Accident outside The Two Brewers – Mr Prince thanked the Clerk and other members of the community for co-ordinating a diversionary route for traffic whilst the A26 near the pub was closed off due to a collision.</p>	

	<p>Potholes – Hope Avenue and Carpenters Lane were reported by a resident to be in need of repair. This would be noted and passed to Highways for action.</p>	
<b>3356</b>	<p><b>Parish Clerk Report</b></p> <p>The existing play equipment and surfacing at Williams Field had been removed and the surfacing removed. Unfortunately there had been a delay in receiving the new equipment but it was now scheduled to arrive on Thursday. It was hoped to hold a small opening event after completion.</p> <p>Old School Hall – Fire Regulations. An inspection had been completed including the Medical Centre and Annexe. The action plan had seven improvements recommended including signage, re-bated doors in HOS, and an additional fire alarm call point put into the atrium.</p> <p>Freedom of information – the new parish council publication would be completed soon and displayed for public viewing.</p> <p>The Chairman noted that after looking through previous years minutes there was now a significant increase in activity and duties carried out by the Clerk compared to predecessor.</p>	
<b>3357</b>	<p><b>Parish Matters</b></p> <p>Footpath 136 was in need of attention. The Clerk explained that the Warden had been off work the previous week but would attend to the footpath as soon as possible.</p> <p>Bus Stop Designated Parking on Hope Ave – It was noted that new lines had been installed on the corner of Hope Avenue designating a bus stop area. As this is the end of the route for public buses they require a large area to reverse and turn around; the burger van parked in this area and would now need to relocate either further down the road or to a new destination.</p> <p>Access Trail – barbed wire from broken fence sticking up and a possible trip hazard was noted.</p> <p>Surface Water Victoria Road and Three Elm between Twithford and Blackmans Lane; Highways have worked on these areas and the situation had improved.</p> <p>Hartlake Bridge – concern raised as to hazardous parking over the summer months; the Clerk would discuss the matter with the Highways Steward.</p> <p>Open Gardens – Sunday 14 June, 2pm-5.30pm with refreshments at Old School Hall.</p> <p>Golden Green Fete – Sunday 14 June.</p>	
<b>3358</b>	<p><b>Correspondence</b></p> <p>An introduction to the Tree Warden Scheme, Tree Health and Tree Care – course on Saturday 13<sup>th</sup> June at Hadlow College. The course was to be well attended but there were still a few openings.</p>	
<b>3359</b>	<p><b>Planning Applications</b></p> <ul style="list-style-type: none"> <li> <p><b>TM/15/01435/LB:</b> Replacement of kitchen door, steps and new railings. The Close House, 1 Kenward Court, Hadlow, TN11 0DX.  <b>HPC Agreed</b></p> </li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>TM/15/01394/FL:</b> Two storey side and rear extension, first floor side extension and alterations to front door and window openings. New detached garage at rear. 30 Appletons, Hadlow, TN11 0DT. <b>HPC Objected – inappropriate development and out of character with area.</b></li> <li>• <b>TM/15/01476/TPOC:</b> Oak – remove deadwood and epicormic growth. Reduce two low, lateral limbs as specified. 12 Great Elms, Hadlow, TN11 0HT. <b>HPC Agreed.</b></li> <li>• <b>TM/15/01433/FL:</b> Erection of a single storey front extension in-line with existing porch and garage roof line and single-storey rear-side extension. 11 Toby Garden, Hadlow, TN11 0EW. <b>HPC Agreed.</b></li> </ul>																																																																									
3360	<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) Recommendation from finance to approve May Accounts (Receipts, Payments, Bank Reconciliation, Actual against Budget) <b>RESOLVED</b> to approve May accounts in their entirety. Proposed Cllr Richardson, seconded Cllr Jones and carried unanimously.</p> <p>b) <b>To Approve Authorisation of Cheque Payments</b></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 10%;">6680</td><td style="width: 80%;">Travis Perkins - sand and cement – cemetery</td><td style="width: 10%; text-align: right;">86.38</td></tr> <tr><td>6681</td><td>Hire station - replace fuel cans and cemetery hedging tool hire</td><td style="text-align: right;">215.29</td></tr> <tr><td>6682</td><td>Post office - paye week4</td><td style="text-align: right;">919.45</td></tr> <tr><td>6683</td><td>Post office - paye week 8</td><td style="text-align: right;">919.85</td></tr> <tr><td>6684</td><td>Getmapping (Parishonline annual subscription)</td><td style="text-align: right;">67.20</td></tr> <tr><td>6685</td><td>Auditing solutions Ltd - Internal audit fee</td><td style="text-align: right;">984.00</td></tr> <tr><td>6686</td><td>DMH Solutions Ltd - LCRS Win 7/8 (Local Council Risk System)</td><td style="text-align: right;">120.41</td></tr> <tr><td>6687</td><td>The Golden Green Mission Hall Charity - Hall hire</td><td style="text-align: right;">20.00</td></tr> <tr><td>6688</td><td>RG Media &amp; IT Services - supplementary charges - CCTV chgs</td><td style="text-align: right;">1084.80</td></tr> <tr><td>6689</td><td>KALC - £25 New Councillor induction + £72 Councillors conf.</td><td style="text-align: right;">97.00</td></tr> <tr><td>6690</td><td>Kent County council (KCS) cleaning supplies inv CO55675</td><td style="text-align: right;">71.54</td></tr> <tr><td>6691</td><td>Swift Alarm Supplies Ltd - replacement battery inv 520389</td><td style="text-align: right;">42.00</td></tr> <tr><td>6692</td><td>Ansell Plumbing - Hy Arts centre - toilet repair</td><td style="text-align: right;">477.41</td></tr> <tr><td>6693</td><td>Kent County Council (KCS) - cleaning supplies</td><td style="text-align: right;">155.68</td></tr> <tr><td>6694</td><td>Premier Alarms Ltd – Padlock</td><td style="text-align: right;">127.22</td></tr> <tr><td>6695</td><td>KCC - Fire risk assessment and logbook</td><td style="text-align: right;">372.00</td></tr> <tr><td>6696</td><td>Drainage &amp; Groundwork Partnership - W/Field</td><td style="text-align: right;">120.00</td></tr> <tr><td>6697</td><td>Zest Commercial - Hall Cleaning May</td><td style="text-align: right;">300.00</td></tr> <tr><td>6698</td><td>Travis Perkins Preschool Stopcock</td><td style="text-align: right;">23.53</td></tr> <tr><td>6699</td><td>Clerk wages - Week 12</td><td style="text-align: right;">1713.20</td></tr> <tr><td>6700</td><td>Warden wages - week 12</td><td style="text-align: right;">1103.92</td></tr> <tr><td>6701</td><td>Admin Assist - week 12</td><td style="text-align: right;">410.00</td></tr> <tr><td>6702</td><td>PAYE - week 12</td><td style="text-align: right;">929.93</td></tr> <tr><td>6703</td><td>RG Media &amp; IT Services - Village hall cctv repairs</td><td style="text-align: right;">353.26</td></tr> </table> <p><b>RESOLVED</b> to approve Cheque Payments. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.</p>	6680	Travis Perkins - sand and cement – cemetery	86.38	6681	Hire station - replace fuel cans and cemetery hedging tool hire	215.29	6682	Post office - paye week4	919.45	6683	Post office - paye week 8	919.85	6684	Getmapping (Parishonline annual subscription)	67.20	6685	Auditing solutions Ltd - Internal audit fee	984.00	6686	DMH Solutions Ltd - LCRS Win 7/8 (Local Council Risk System)	120.41	6687	The Golden Green Mission Hall Charity - Hall hire	20.00	6688	RG Media & IT Services - supplementary charges - CCTV chgs	1084.80	6689	KALC - £25 New Councillor induction + £72 Councillors conf.	97.00	6690	Kent County council (KCS) cleaning supplies inv CO55675	71.54	6691	Swift Alarm Supplies Ltd - replacement battery inv 520389	42.00	6692	Ansell Plumbing - Hy Arts centre - toilet repair	477.41	6693	Kent County Council (KCS) - cleaning supplies	155.68	6694	Premier Alarms Ltd – Padlock	127.22	6695	KCC - Fire risk assessment and logbook	372.00	6696	Drainage & Groundwork Partnership - W/Field	120.00	6697	Zest Commercial - Hall Cleaning May	300.00	6698	Travis Perkins Preschool Stopcock	23.53	6699	Clerk wages - Week 12	1713.20	6700	Warden wages - week 12	1103.92	6701	Admin Assist - week 12	410.00	6702	PAYE - week 12	929.93	6703	RG Media & IT Services - Village hall cctv repairs	353.26	
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- c) Recommendation to approve Internal Auditors Report.  
**RESOLVED** to approve the Internal Auditors Report, proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.
- d) Recommendation to approve and sign the Annual Return and Governance Statement.  
**RESOLVED** to approve and sign the Annual Return & Government Statement for the year 2014-15. Proposed Cllr Richardson, seconded Cllr Carey and carried unanimously.
- e) Donation Requests: consideration of financial support of M25 East Facing Slips.  
**RESOLVED** to contribute £200 under Section 137 1972 LGA towards the economic benefits study on east facing slips at an appropriate location in the vicinity of Junction 5 of the M25 on the condition that if the survey work does not proceed then the full amount of £200 will be refunded to the Parish Council. Proposed Cllr Bright, seconded Cllr Newman and carried. Cllr Collins objected to the proposal and requested his decision be minuted.
- f) Minutes of the meeting 8 April 2015 for approval and signature. – Correction of dates on the minutes had been completed after the last F&GP meeting, therefore Council asked to approve. Approval & signing of F&GP Minutes of 8 April 2015. Proposed Cllr Richardson, seconded Cllr Carey and carried unanimously.

Planning & Environment Committee:

Williams Field – Football Pitch Drainage Checks. Drainage and Groundwork Partnership had inspected the pitch and soakaway chamber. Verti drain and top dressing was recommended and installation of 120 metres x 80mm dia land drain with 6-10mm drainage shingle to within 75mm of the surface and top up the trench with root zone. Seed to trenches. A new drainage junction onto existing drain which leads to the soakaway chamber. The excavated soil would be tipped to an area as agreed on site and spread level.

Members recommendation to Council would be:

- a) To gain quotes for the verti drain and top dressing.
- b) To approve the installation of additional drainage as described above at a cost of £2850.00 net to include all plant, labour and materials.

It was agreed to obtain quotes for verti drain and top dressing of the football pitch in line with the drainage measurements.

**RESOLVED** to accept the quotation of £2850.00 net for installation of additional drainage along the back of Hadlow Village Hall in accordance with details above and to include all plant, labour and materials. Proposed Cllr J Massy, seconded Cllr L Bright and carried unanimously.

Alan's Hectare – please see minute 3355.

Planning Enforcement Investigation – Land South of Hoath Cottage, Carpenters Lane. An investigation was to proceed to ensure that the land now encompassed by the new wooden fence was the landowners.

The meeting was reminded that anyone concerned about boundary issues could report them to the parish office who would then pass on the information to the relevant government agency.

Staffing Committee: Meeting on Wednesday 10 June at 3pm.

	<p><u>Community Safety Committee</u> - nothing to report</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>: Nothing further to report.</p> <p><u>Golden Green Village Hall</u>: The Annual General Meeting had been held in May</p> <p><u>KALC</u>: Cllr Massy would remain as the representative. No meeting to date.</p> <p><u>TMBC Parish Partnership Panel</u>: Nothing to report, next meeting September.</p> <p><u>TMBC Joint Transportation Board</u>: No meeting to report</p> <p><u>TMBC Crime Prevention Panel</u>: Nothing to report, next meeting 6 July.</p> <p>There were no other meetings to report.</p>	
3361	<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 Richardson 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>	
3362	<p>Parish Land And Buildings</p> <p>1. Hy-Arts Centre</p> <p><u>Surveyors Report</u> – The report was noted and a query as to why the chosen stain on the cladding has been applied would be put to the original project manager Stephanie Ingham. The Clerk would continue to gain quotations for cladding repairs and other necessary works. The quotations would be for individual works and set out line by line in accordance with the survey.</p> <p><u>Building Responsibility</u> – Entrust had written to confirm its approval of Parish Council ownership and running of the building. Parish Solicitor would be contacted to confirm the position and to advise on the way forward.</p> <p><u>Hadlow Youth Club Proposal</u> – The Chair summarised the proposal and members confirmed they had read the papers. There were certain aspects of the proposal which required further information such as mention of C-Cards. Cllr Carey gave a brief explanation of such processes as he understood them but Council agreed further details were required to ensure that both the youth leaders and the Council were acting appropriately and or were the correct bodies to co-ordinate such services. A meeting with both KCC Youth Services and Kent Youth were suggested to ensure Council had a full understanding of the services provided by youth workers.</p> <p>With regards to opening for Hadlow Youth Club it was agreed that Council would open and close the building during a trial period starting Tuesday 9 June until the end of September; at which time all services at the Hy-Arts Centre would be reviewed. HYC would have access to provide standard youth club activities on Tuesday evenings 6.30pm to 10pm and on Friday evenings for the same hours.</p> <p><u>St Marys Youth Group</u> – Council acknowledged their draft proposal and were happy to proceed on a trial basis for one evening a week between 7pm and 10pm starting in September 2015.</p>	

	<p><u>Olympia Boxing (Circle Housing)</u> – This would continue on Monday evenings with Council again opening and closing.</p> <p><u>TMBC Counterweight</u> – This programme had been booked for eleven weeks on a one night a week basis starting Thursday 13 August 2015.</p> <p><u>Beat Project</u> – it was understood from original meetings with KCC that this project would be facilitated at the Hy-Arts Centre which was no longer the case. The Clerk would investigate.</p> <p><u>Office</u> – Decisions on office usage would be considered once the Hy-Arts Building was operational and Council had had time to get a clear picture of requirements. Matters related to Data Protection would need to be clearly identified. However in the interim if Carol Tanner needed to meet with a member of youth in an emergency and out of hours, then council would be happy to open and provide access on these occasions: a council key rota would be prepared.</p> <p><u>Cleaning</u> – The existing contractors at Old School Hall would be used to complete an intensive clean at the building at a cost of £125.00 net. They would then do a weekly clean at a cost of £34.50 net per week. The Clerk would look at consumables to ensure the best way forward, keeping in mind costs.</p> <p>2. Cemetery Extension</p> <p>BdR – A quotation for engineering design and contract management services at a cost of £7450.00 net was proposed for acceptance.</p> <p><b>RESOLVED</b> to accept the quotation from Bdr for engineering design and contract management services for the cemetery extension at a cost of £7450.00. Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.</p>	
	<p>There being no further business the meeting closed at 9.45pm  Date of next meeting: Monday 13 July 2015 at 7.30pm at Golden Green Village Hall</p> <p>Signed ..... Date.....</p>	