

## HADLOW PARISH COUNCIL

### Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 13 July 2015 at 7.30pm at Golden Green Village Hall

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

**Also in Attendance:** Melanie Stepkowski – Parish Clerk, TMBC Cllrs H Rogers, J Anderson, A Hughes (Reporter), G Gill (Hadlow Park Association), D De Mattos (BdR Engineering) 4 members of the public.

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3363	<b>Apologies for Absence</b> Apologies for absence received and approved by Council: Cllr R Morley (Holiday), TMBC Cllrs Janet Sergison (TMBC Planning Site Visit), & KCC Cllr M Balfour (Meeting).	
3364	<b>Minutes of the Meeting of 8 June 2015 for approval</b> These were confirmed and signed as a correct record subject to noting Cllr S Richardson had attended the meeting. Proposed Cllr Carey, seconded Cllr J Newman and carried unanimously.	
3365	<b>Matters Arising from the Minutes of 8 June 2015 – updates only on matters not currently on the agenda</b> Minute 3357 Bus Stop Designated Parking on Hope Ave – Cllr Jones had had a discussion with the Burger Van driver about parking in the bus stop bay; it was suggested the van be parked further down the road to ensure the buses had full access to the bay.	
3366	<b>Declarations of Members' Interests</b> None.	
3367	<b>Chairman's Announcements</b> It appears that the Youth Club accrued some significant utility debts pertaining to the Hy-Arts Centre building which have not yet been resolved. The Youth Club are currently looking for external funding in order to continue to operate, to affiliate to Kent Youth, and to pay for standard youth club insurance to cover the public and personal liability of their volunteers. It is very important that the youth club continues to have a safe and secure place in the village to meet well into the future, and also because the building was built on Parish Council land, it is actually owned by, and is the ultimate responsibility of, the Parish Council. As a very substantial community asset owned by the parishioners of Hadlow and Golden Green, it requires effective management. The Parish Council is ultimately responsible for the building and has an over-riding duty of care to all sectors of the community, including young people, to ensure that community assets are used effectively and properly. Following a request by the Village Hall Chairman, the Parish Council has secured the building and encouraged the Youth Club to continue to meet on three evenings a week, one of those being a boxing session, and at other times on an ad-hoc basis as required.	

	<p>The Parish Council has taken professional advice, surveyed and checked the building for safety, insured the building, fixed the toilet, set up regular professional cleaning, marketed the future hiring out of the building, and changed various utility contracts to significantly reduce costs. The Youth Club Volunteers have been very helpful indeed in rationalising the storage facilities and assisting in innumerable ways with the changeover in responsibility.</p> <p>The Parish Council has put in place a recovery plan to sustainably manage the building as originally planned, open for youth activities by various groups, and specifically Hadlow Youth Club, in the evenings, at no cost to them, with the costs of operating the building being defrayed by hiring out the hall to a variety of organisations during the day. Clearly some maintenance will be required to make up for any back-log in upkeep. In the longer term it is essential that the books can be made to balance sufficiently so that the activities will not be a drain on parishioners' pockets and that any necessary expenditure on operating the building for youth and community activities will be appropriate value for money, as in the original funding vision. The Parish Council wants to see the capital expenditure invested in this building from all the funders, including itself, backed up by effective professional financial control systems, and believes that proper management, which the Parish Council is in a position to supply, is now required to ensure that the use of the building becomes fully effective and sustainable in the future.</p> <p>As the Youth Club may not currently be able to pay for insurance to cover the personal liability of their volunteers, it has been suggested, on an interim basis only, that if the Volunteers wish to register as volunteering for the Parish Council, rather than the Youth Club, then they would then be able to be covered by the Parish Council insurance. This would involve some paperwork and administration. The Parish Council has not yet received a response to this suggestion, and this suggestion is probably unlikely to be a long term solution to the Youth Club's financial difficulties. It is of course up to the Youth Club if it wishes to take this interim suggestion up, until it can obtain funding to pay for its own insurance, but it may allow the Youth Club to continue to open for the next few weeks while it stabilises its financial position.</p> <p>No parishioners' money has been spent on paying off the debts of the Youth Club, or on compensating the Village Hall for the losses that they have incurred.</p> <p>However the Parish is very keen to see the original vision of this very important village asset continue to be delivered, to be sustainably used for Youth Activities, and also wider Community use as appropriate. This building represents substantial capital investment in the parish and it is now time for the parish council itself to play a leading role in helping this building fulfil its original promise in what will hopefully be a very bright future.</p>	
3368	<p><b>TMBC Councillors Report</b></p> <p>Cllr Anderson thanked the Chairman for the update and clarification with regards to the position of the Hy-Arts Centre and youth provision. She re-iterated the importance and need for youth services within the parish.</p> <p>Street Sign Cleaning - Cllr Anderson reported that her portfolio had doubled and she was now Cabinet Member for Housing and Environmental Services. Wearing her second hat she reported that there was to be a purge on street sign cleaning and she would be grateful if the public could contact her about any signage that required attention.</p> <p>Chinese Lanterns and Balloons – These were an environmental concern and hazardous to animals and she asked people to refrain from using them.</p>	

	<p>Flood Training Course – Cllr Rogers confirmed there had been an expression of interest from one resident in Golden Green and that he was also keen to attend. It was noted that one other resident in their area had recently completed the course.</p> <p>Speeding on Ashes Lane – He reported that he had recently attended a site visit to Ashes Lane with KCC Cllr Balfour and Mr Heath ( KCC Traffic Engineer and Safety Scheme Officer) in response to concerns raised from some residents along the lane about speeding and road safety. It had been agreed that the speed limit between High House Lane and the entrance to the A26 should be reduced. The cost of implementation which would include signs at the entrance to Ashes Lane from the A26 and at High House Lane with repeater signage in between was estimated at about four thousand pounds; a majority of this cost related to the Highway Traffic Regulation Order which would be required before any works could be instated. Cllr Rogers said that unfortunately this cost could not be covered by the current KCC budget but due to the increased traffic along the road and to ensure road safety it was felt the project should be accelerated and Cllr Balfour had proposed a donations partnership to which the Parish Council, Hadlow College, North Frith Farm and others would be asked to contribute. Some residents of Ashes Lane then spoke of their concerns.</p> <p>The matter was concluded with Cllr Anderson added her support to the project and the Chairman thanking them all for attending the meeting and putting forward their concerns; Council would deliberate the matter at its next Finance meeting.</p> <p><i>[TMBC Cllrs were then excused from the meeting to attend to other duties]</i></p>	
3369	<p><b>KCC Councillors Report</b></p> <p>In the absence of Cllr Balfour his report on Ashes Lane had been delivered by TMBC Cllr Rogers. There were no other matters addressed.</p>	
3370	<p><b>Report from PCSO</b></p> <p>No report.</p>	
3371	<p><b>Public Time</b></p> <p>A car for sale had been parked in a bay on the approach to the village from Tonbridge for several weeks, an enquiry would be made as to whether this was permissible.</p> <p>Redevelopment of The Harrow Public House site – Mr Harris had purchased the land from Shepherd Neame and gave a brief explanation of the proposed development. He confirmed that engineers on the development had designed soakaways and were aware of previous flood issues in the area; much of the existing tarmac would be removed to improve water drainage. He said that the TMBC Chief Planning Officer had highlighted the same safety concerns as Council members with regards to the proposed entrances onto Cemetery Lane and he would consider redirecting the route though the development. The Chair thanked Mr Harris for attending the meeting and explained that the matter would be considered by Council under the Planning agenda item at which time deliberations would be with Councillors only; he re-iterated that the Parish Council were only able to comment on the application and the final decision would lay with the TMBC Planning Officers.</p>	Clerk
3372	<p><b>Parish Clerk Report</b></p> <p>It was noted that the Council’s insurance brokers, Came &amp; Co had merged with the Stackhouse Poland Group; this would not alter the current business arrangement.</p>	

3373	<p><b>Parish Matters</b></p> <p>Public Convenience – Hadlow: A partnership had been set up between the Parish Council and TMBC in order that TMBC cleaning contractors would now open the toilets in the morning and a local resident would now undertake the task of closing them in the evenings acting on behalf of the Parish Council. This meant that Councillors, volunteers and staff involved in the agreement would be covered automatically by the Councils insurance policy under the Employers’ and Public Liability sections. The Personal Accident section would also be applied in this particular case. A risk assessment would also be completed.</p> <p>Litter Bins – Signpost Field. It was noted that there were two bins that required emptying on a regular basis. The Clerk would determine whose responsibility it was for collecting the waste and resolve the matter.</p> <p>The Black Poplar, Carpenters Lane – The Chair as the Parish Voluntary Tree Warden had chopped off the shoots which were growing at the base of the tree to improve visibility at the junction.</p> <p>Tree in Border by Carpenters Lane – the tree which was recently planted by KCC was unfortunately not doing well although regularly watered. It was agreed that it had been planted at the wrong time of year; if it did not survive then the KCC tree officer had confirmed it would be replaced.</p> <p>Additional Parking Bays in Village Square – this had been discussed with TMBC but no action schedule to date.</p>							
3374	<p><b>Correspondence</b></p> <p>None.</p>							
3375	<p><b>Planning Applications</b></p> <p><b>TM/15/02023/LDP</b> – Lawful Development Certificate Proposed: Loft conversion with side dormer. Velux windows and hipped to gable roof extension to rear elevation. Bisley House, Dene Park, Shipbourne Road, Hadlow, Tonbridge, Kent, TN11 9NS. <b>HPC Noted.</b></p> <p><b>TM/15/02042/FL</b> – Demolition of existing public house and ancillary buildings and erection of ten 3 and 4 bedroom two storey houses with associated parking, hard and soft landscaping. The Harrow, Maidstone Road, Hadlow, TN11 0HP. <b>HPC Agree in principle to redevelopment of the site but expressed concerns about the density of the development and effect on openness of Green Belt.</b></p>							
3376	<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 July Accounts (Receipts, Payments, Bank Reconciliation, Actual against Budget) <b>RESOLVED</b> to approve July accounts in their entirety. Proposed Cllr Richardson, seconded Cllr E Bright and carried unanimously.</p> <p>b) <b>To Approve Authorisation of Cheque Payments</b></p> <table data-bbox="292 1966 1374 2040"> <tr> <td>6704</td> <td>Petty cash</td> <td>150.00</td> </tr> <tr> <td>6705</td> <td>Aviva - Back dated contribution to clerk's pension 2014/15</td> <td>100.69</td> </tr> </table>	6704	Petty cash	150.00	6705	Aviva - Back dated contribution to clerk's pension 2014/15	100.69	
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6706	Came & co - additional insurance for Hy-Arts Centre	238.00
6707	Metcalfe Briggs Surveyors - Hy-Arts condition survey	630.00
6708	Gel Creative - inv 21257 - May website maintenance	200.00
6709	Cancelled cheque	0.00
6710	Cricket club - bouncy castle (donation)	65.00
6711	Darryl Evans - window cleaning June	55.00
6712	KALC - East facing slips - S137 donation	200.00
6713	Clerks wages - week 16	1,698.24
6714	Wardens wages - week 16	1,103.92
6715	Admin assistant wages - week 16	522.70
6716	Post office - PAYE week 16	991.65
6717	KCC - Peat testing electrical equip - Hy-arts Centre	48.85
6718	Kent Men of trees - annual membership 2015/16	25.00
6719	Pierce farms - annual charge for storage container	1,248.00
6720	KCC commercial services - hanging baskets hire	1,608.90
	New cheque book	
6601	KCC - stationery	67.14
6602	RBS - Alpha accounts software	133.20
6603	Kings Hill Garage Ltd - Truck rental July, Aug & Sept	1,026.00
6604	Young Kent - affiliation and DBS checks	134.00

**RESOLVED** to approve Cheque Payments. Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.

c) Preschool Annual Agreement – This was recommended for acceptance.

**RESOLVED** to approve the Preschool Annual Agreement, proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.

Planning & Environment Committee:

Williams Field – Play Area Update: Mr De Mattos whose structural and engineering company had been engaged by Council to oversee the play installation provided a summary of the issues that had been raised and the solutions set out after consultation with Playdale. The issues raised were:

- Turf – uneven
- Brick edging – although to specification, it was agreed to cut bricks in for a tighter fit on curves.
- Sub base – lack of fines
- Roundabout – installation problems
- Entrance gate – opening inwards therefore within roundabout safety zone

There had been several meetings with both sub-contractors and Playdale and work to resolve the issues had been organised, the surfacing would be guaranteed by Playdale and it was hoped to complete the project within the next week.

*[Mr De Mattos and Mr Harrison were excused from the meeting]*

Staffing Committee: Matters of a confidential nature related to staff would be discussed after a Motion to Exclude Press & Public.

	<p><u>Community Safety Committee</u> - nothing to report</p> <p><u>Hadlow Village Hall</u>: AGM was to be held later in the week and Council representatives would be present.</p> <p><u>Hadlow Hy-Arts Centre &amp; Youth Club</u>: The Chair had invited Hadlow Youth Club members to a meeting but no meeting to date.</p> <p><u>Golden Green Village Hall</u>: Cllr Collins reported that the fair had been a success and funds raised.</p> <p><u>KALC</u>: 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>: Cllr Bright had attended, it was noted that recent reports had implied that if PCSO's retired from their posts there would not be replacements but remaining staff would cover increased areas.</p> <p>'A Love Where You Live' dog fouling event had been held in Hadlow with both School Lane and the Access trail being the main areas of focus. Appreciation and thanks to those who attended was expressed.</p>	
3377	<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 L 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>	
3378	<p>Parish Land And Buildings</p> <ul style="list-style-type: none"> <li>• Hy-Arts – Update on current position was provided and in accordance with the conditional survey Council approved initiation of quotes for repairs roof, drain pipes and external. Proposed Cllr Richardson, seconded Cllr Newman and carried unanimously.</li> <li>• Cemetery Extension – nothing to report</li> <li>• Williams Field – Verti Draining: quotations were considered and contractor agreed. Proposed Cllr Carey, seconded Cllr Richardson and carried unanimously.</li> </ul>	
	<p>There being no further business the meeting closed at 9.28pm Date of next meeting: Monday 14 September 2015 at 7.30pm at Old School Hall</p> <p>Signed ..... Date.....</p>	