

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 14 December 2015 at 7.30pm at Old School Hall

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

Also in Attendance: Melanie Stepkowski – Parish Clerk, TMBC Cllrs J Anderson, J Sergison, PCSO’s Kim Hockey & Toni Matthew, A Hughes (KM Reporter), W Griffiths (Member of Hadlow Park Association), Mr & Mrs Dubrow.

3435	<p>Apologies for Absence</p> <p>Apologies for absence received and approved by Council: L Bright (illness), Other Apologies Noted: TMBC Cllr H Rogers, KCC Cllr M Balfour</p>	
3436	<p>Minutes of the Meeting of 9 November 2015 for approval</p> <p>These were confirmed and signed as correct record. Proposed Cllr Carey, seconded Cllr Newman and carried unanimously.</p>	
3437	<p>Matters Arising from the Minutes</p> <p>Minute 3431 Community Right to Bid – Hadlow Tower: The Clerk would update Council on TMBC’s response at the next meeting.</p>	
3438	<p>Declarations of Members’ Interests</p> <p>Cllr Jones declared an interest as a member of the Village Hall Management Committee and allotment holder. Cllr Newman declared an interest in Planning Application TM/15/03595/FL as the applicant was known to her.</p>	
3439	<p>Chairman’s Announcements</p> <p>Christmas Tree Recycling – TMBC reminded residents that Christmas Tree’s were to be put in or alongside their green lidded wheeled bins for composting, but to ensure all decorations were removed first. It was also noted that Christmas cards without glitter could be put in recycle paper bins but those with glitter would go into black bins.</p> <p>Mayor’s Charity Quiz Night – This would take place on Saturday 27 February 2016, 7pm for a prompt start at 7.30pm at Hadlow College. Forms were available at the parish office.</p> <p>River Medway Flood Storage Areas Newsletter – This provided an update on the progress to reduce flood risk from the Rivers Medway, Beult and Teise since the June 2015 newsletter. The Environment Agency had gathered information from the Christmas 2013 flood to update their flood model of the catchment. The Model was completed in August and since then they had been using it to test options to reduce risk. These options included:</p> <ul style="list-style-type: none"> • Flood storage using embankments to store water to reduce water levels to downstream areas. • Walls to keep water away from communities. 	

	<ul style="list-style-type: none"> Channel improvements which may help carry water safely past or around communities. <p>Additional information was available at MedwayFSA@environment-agency.gov.uk</p>	
3440	<p>TMBC Councillors Report</p> <p>Cllr Anderson thanked the Parish Council on behalf of residents for all their hard work during the year.</p> <p>Update on planning issues: Springfield Place – the caravan had been removed. Alan’s Hectare application was progressing.</p> <p>Home composting rolled bags – these were being sold in various stores but TMBC waste services had confirmed they were not acceptable.</p>	
3441	<p>KCC Councillors Report – no report.</p>	
3442	<p>Report from PCSO</p> <p>Crime Report: 1 x theft of motor vehicle, 1 x vehicle interference, 1 x burglary other than dwelling, 1 x criminal damage, 1 x theft. There had been 2 x nuisance youths under Anti-social behaviour notes.</p> <p><i>[PCSO’s were excused from meeting to attend to other duties]</i></p>	
3443	<p>Clerk’s Report</p> <p>The Highway Steward had raised a job to rectify the grating issue by the bus shelter; this will be a permanent fix and should be completed within 28 days.</p> <p>He had also met the contractor working on behalf of the Solar Farm at Hart Lake Road who were instructed to repair the verge erosion.</p> <p>The Clerk thanked the Speedwatch Volunteers that had continued to monitor speed throughout the summer. Numbers of volunteers were low and new comers welcomed.</p>	
3444	<p>Public Time</p> <p>The Council was thanked for the lovely Christmas motifs in the square; this was endorsed by another parishioner present. The Chair said that all views were most welcome but he was pleased to hear there had been so many compliments this year on the display.</p> <p>Man hole – Clerk asked to report clanking manhole opposite the old Prince of Wales public house.</p> <p>Bin Request by bus stop outside Hadlow College – The Vice Chair of Hadlow College Governors offered to look into the matter as did TMBC Cllr J Anderson.</p> <p>HADS (Hadlow Amateur Dramatic Society) – Everyone was encouraged by the Chair to attend the January Panto.</p>	
3445	<p>Parish Matters</p> <p>None.</p>	
3446	<p>Correspondence</p> <ul style="list-style-type: none"> TMBC Review of Holiday Activity Programmes – The Borough were considering withdrawal of direct provision of holiday activity programmes and encouraging other providers to take on the delivery with the Borough continuing to support those families unable to afford the full costs of the programme via the Council’s Leisure 	

	<p>Pass Scheme. This was noted and feedback would be given in the fullness of time. Members would be interested in hearing from any voluntary groups considering participation in holiday activity programmes.</p> <ul style="list-style-type: none"> • The Kent Men Of The Trees – Hadlow had once more won a prize tree to the value of £25 in the village 2015 competition. • KCC – Local Bus Service – changes to the bus service operating in Kent were noted. • Post Office - The proposal to move the post office to McColl’s Retail Group in Hadlow was noted. 	
3447	<p>Planning Applications</p> <ul style="list-style-type: none"> • TM/15/03577/FL - Front extension, side extension incorporating rooms in roof and front dormer, single storey rear extension, alterations to openings and external cladding. Twychettes, 22 Hadlow Park, Hadlow, Kent TN11 0HY. HPC Agreed. • TM/15/03567/FL & TM/15/03568/LB - Demolition of garden store and erection of new single storey study extension. Replacement of existing 20C single glazed timber windows with new double glazed timber windows. Easterfield Farm, Three Elm Lane, Golden Green, Kent, TN11 0BA. HPC Agreed. • TM/15/03595/FL - Change of Use of Agricultural Building to a Dwelling House (Class 3), for associated operational development and residential curtilage, open 2 bay garage and wood store as replacement for existing stable. Style Place, Court Lane, Hadlow, TN11 0JU. HPC Agreed subject to the second Bat Survey & National England License for Protected Species, mitigation and enhancement including management of external lighting. • TM/15/03651/LB - Proposed single storey rear/side extension. Demolition of existing garage. Render existing brickwork. Replacement windows (amended to 14/04263/LB). The High House, Court Lane, Hadlow, TN11 0JT. HPC Agreed. • TM/15/03697/FL - To demolish the single storey extensions and construct a two storey side extension. 4 Faulkners Farm Cottages, Ashes Lane, Hadlow, TN11 0AN. HPC Agreed. • TM/15/03822/AGA - Use of building for general agricultural activities including secure machinery storage, protection of perishable plants prior to planting and immediately following harvesting, fertiliser storage etc. Land East of Victoria House, Victoria Road, Golden Green, TN11 0LS. HPC Object to the siting so close to a private residence. 	

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To receive reports from representatives of the following committees and pass such Resolutions thereon as may be necessary:

1. Finance & General Purpose Committee

a) Recommendation from finance to approve November Accounts (Receipts, Payments, Bank Reconciliation, Actual against Budget)

RESOLVED to approve November accounts in their entirety. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.

b) To Approve Authorisation of Cheque Payments

6757	Petty cash	148.00
6758	Wages wk 36 - Admin Assist.	601.28
6759	Wages wk 36 - Warden	1,103.92
6760	Wages wk 36 - Clerk	1,698.24
6761	Post office wk 36 PAYE	978.99
6762	S W Mowers - invoices 2276 & 2277	212.52
6763	Gilbert & Stamper - HOS light replacement/repair	293.52
6764	Commercial Services grounds maintenance 2015	6,355.20
6765	King & Sons Kent Ltd - skip hire inv 700 & 801	504.00
6766	NKM Fire Protection - Fire alarm installation Hy-Arts	864.00
6767	R G Media & I T Services - CCTV/broadband Hy-Arts	740.40
6768	Daryl Evans - October 2015 window cleaning	55.00
6769	KCC - legal fees in relation to Access & car park	153.00
6770	B W May & Son - Electrical repairs - ballcourt lights	264.62
6771	Petty cash	115.75
6772	KCC (KCS) - paper towels for preschool	55.18
6773	SW Mowers - Equipment service & fuel stabiliser	196.07
6774	Spy Alarms - Annex alarm call-out and repair	90.00
6775	Hadlow Village Hall - inv no. 0031/15 water contribution	114.87
6776	Daryl Evans - November 2015 window cleaning	55.00

RESOLVED to approve Cheque Payments. Proposed Cllr Richardson, seconded Cllr Jones and carried unanimously.

c) 2016/17 Budget Process – This was ongoing but the following rises in fees and rents were considered and approved:

Area	2015/16	2016/17
	£	£
Allotments	25.00	27.50
Football Pitches	500.00	525.00
Hy-Arts Centre	10.00	10.00
HOS Reg Users	9.00	9.25
HOS Casual Users	16.50	17.00

Exclusive Right of Burial in a grave would be reduced from 99 years to 45 years.

The cost of burials for residents of the Parish would not increase, however for non-residents there would be a small increase in fees as follows:

		<i>Non-Resident 2015/16 £</i>	<i>Non-Resident 2016/17 £</i>
(a)	Stillborn – 12 months (inclusive) <i>Child's plot only</i>	NIL	NIL
(b)	1 – 12 years (inclusive) <i>Child's plot only</i>	250.00	300.00
(c)	Over 12 years (single depth grave)	800.00	900.00
(d)	Over 12 years (double depth grave)	1750.00	2000.00
(e)	Re-open a grave (for second burial)	300.00	500.00
(f)	Burial of ashes in existing grave	300.00	500.00

Monuments, memorials and inscriptions – charges to remain as in 2015/16.

	Garden of Rest – Ashes Plots	<i>Non-Resident 2015/16 £</i>	<i>Non-Resident 2016/17 £</i>
	Single width plot ONLY	500.00	600.00
	Grave Transfers by private Statutory Declaration, Probate or Letters of Administration	60.00	100.00

All increases were proposed by Cllr Richardson, seconded Cllr Collins and carried unanimously.

RESOLVED to accept the tables and information above.

d) To approve the following policies and Papers:

Reserves Policy – It was noted that ~Earmarked Reserves were currently: Cemetery Extension £60,000.00, Hall Refurbishment £10,000.00, Annexe/Carpark Alterations £20,000.00. Statutory Reserves £5000.00 KCC Member Grant Scheme – Phase 2 Play Areas.

RESOLVED to adopt the Reserves Policy: Proposed Cllr Richardson, seconded Cllr Massy and carried unanimously.

CCTV Policy – This had been reviewed and approved.

RESOLVED to adopt the CCTV Policy: Proposed Cllr Richardson, seconded Cllr Carey and carried unanimously.

Hall Booking Forms & Youth Group Agreement - It was agreed that further work and revision was required before adoption.

Quotation from HOS roof repairs and general maintenance

Quotation in the sum of £580.00 was approved. Proposed Cllr Richardson, seconded Cllr Bright and carried unanimously.

	<p><u>Quotations in regards to Phase 1 works for Cemetery Extension</u> – Recommend to Council acceptance of quotation to cultivate and re-seed extension to Hadlow Cemetery extension in the sum of £875.00 excluding VAT as part of Phase 1. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.</p> <p>Recommend to Council approval of the quotation for cemetery gates from Tonbridge Fencing Ltd in the sum of £2992.12 excluding VAT, on the condition the installation was done once all Phase 1 cemetery works were completed and no further heavy machinery required to use the entrance. Proposed Cllr Richardson, seconded Cllr Bright and carried unanimously.</p> <p><u>Planning & Environment Committee:</u> - Progress on the May Vault which was a listed vault was reported to Members by the Clerk; Historic England had provided details of various funding avenues but had seemed reluctant to be involved any further at this stage. TMBC Cllr Anderson would assist the Council by seeking further advice. A quotation for repairs to the vault would be sourced as a starting point.</p> <p>Cemetery Extension – A quotation for rabbit protectors for the new hedge was awaited.</p> <p><u>Staffing Committee</u> – No meeting but as one was due members would consider re-convening with a temporary Chair until Cllr Mrs Bright returned from illness.</p> <p><u>Community Safety Committee</u> - Nothing to report.</p> <p><u>Hadlow Village Hall:</u> The stage had been sanded and improved, new curtains installed and the committee continued to make good progress.</p> <p><u>Hadlow Hy-Arts Centre & Youth Club:</u> The Chair had attended a meeting and it was proposed that Hadlow Youth Club would re-open their session on Tuesday 12 January subject to agreement being met on access etc.</p> <p>The Chair congratulated Lighthouse for its success since opening and also confirmed boxing would continue on a Monday.</p> <p>The Clerk would look into why the back light at Hy-Arts was on during daylight hours and also progress the light repairs at the ballcourt.</p> <p><u>Golden Green Village Hall:</u> No meeting but the new Christmas Lights were acknowledged.</p> <p><u>KALC:</u> No meeting.</p> <p><u>TMBC Parish Partnership Panel:</u> Confirmed there was still KCC member grant money available and summarised the meeting. Minutes available at the Parish Office.</p> <p><u>TMBC Joint Transportation Board:</u> The Phase 8 Parking Plan was discussed which largely addressed matters for Tonbridge. Minutes available at the Parish Office.</p> <p><u>TMBC Crime Prevention Panel:</u> Summary of meeting provided and people reminded that the police would be in Tonbridge high street over the Christmas period giving advice about security and prevention of opportunist crimes.</p> <p>Any other meetings or visits that may require a report:</p> <p>The Chair congratulated St Mary’s Church on their Christmas Tree displays which many parish groups had participated in. He also commended the Hadlow Orchestra for their superb performance.</p>	
	<p>There being no further business the meeting closed at 8.54pm Date of next meeting: Monday 11 January 2016 at 7.30pm at Golden Green Village Hall.</p> <p>SignedDate.....</p>	

