

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 08 February 2016 at 7.30pm at Old School Hall

Present: Cllrs D Carey (Chairman), E Bright, N Collins, P Jones, J Massy, S Richardson,
Also in Attendance: Melanie Stepkowski – Parish Clerk, TMBC Cllrs M Balfour, PCSO
Matthew & Ramsley, A Hughes (KM Reporter), R Prince (Member of Hadlow Park Association),
D De Mattos (BdR Engineering) and one member of the public.

3463	<p>Apologies for Absence</p> <p>Apologies for absence received and approved by Council: L Bright (illness), J Newman (holiday).</p> <p>Other Apologies Noted: TMBC Cllr’s Anderson, H Rogers, J Sergison (other commitments).</p>	
3464	<p>Minutes of the Meeting of 11 January 2016 for approval</p> <p>These were confirmed and signed as correct record. Proposed Cllr Carey, seconded Cllr Massy and carried unanimously.</p>	
3465	<p>Matters Arising from the Minutes</p> <p>Minute 3454 Bag & Flag Exercise on Tuesday 9 February in highlighted areas of Golden Green and Hadlow. Volunteers to meet at 9am in Old School Hall carpark. Noted.</p>	
3466	<p>Declarations of Members’ Interests</p> <p>Cllr Jones declared an interest as a member of the Village Hall Management Committee and allotment holder.</p>	
3467	<p>Chairman’s Announcements</p> <p>Tonbridge High Street improvement work – access to the project updates were available at www.tonbridgehighstreet.org.</p>	
3468	<p>TMBC Councillors Report</p> <p>No report presented.</p>	
3469	<p>KCC Councillors Report</p> <p>Budgets continued to be reviewed and consideration would be given to devolving responsibilities in the future. The Local Government Settlement was deemed to be disproportionate with Tonbridge & Malling receiving low resources.</p> <p>Preparations for the speed indicator sign to be sited on the A26 close to the Carpenters Lane junction was ongoing.</p> <p><i>[Cllr Balfour was excused from the meeting to attend another appointment]</i></p>	
3470	<p>Report from PCSO</p> <p>Crime Report: 2 x burglary other than dwelling, 2 x attempted burglary, 1 x theft.</p> <p>It was noted that Tonbridge & Malling Borough Council had plans to introduce Automatic Number Plate Recognition (ANPR) cameras into the borough.</p>	

3471	<p>Clerk's Report</p> <p>National Association of Local Councils (NALC) had sent updates for the model Financial Regulations which would be implemented in due course.</p> <p>The 2016 edition of 'The Good Councillors' Guide' was available in the parish office and was considered invaluable to anyone wishing to join the Council.</p>	
3472	<p>Public Time</p> <p>Ruts in verge at Hope Avenue – a resident expressed concerns about vehicles parking on the verges and disturbing the turf. Noted.</p>	
3473	<p>Parish Matters</p> <p>Alan's Hectare – Hadlow Park Association confirmed their representation at the Information Inspectorate Hearing at Kings Hill. The Chair confirmed that Cllr Massy would also be attending on behalf of Hadlow Parish Council.</p> <p>Littlefields Wall – KCC had inspected the wall and considered it safe at the present time. Liaison with the owners of 'The Close' continued and the parish office would be kept updated on progress.</p> <p>Williams Field Dog Walking Area – the ground was very wet and muddy, the area around the gate required attention and perhaps stone or concrete laid. The Clerk would review the matter with the Village Warden.</p> <p>Spring Cottage – drain had been repaired.</p>	
3474	<p>Correspondence</p> <p>No correspondence.</p>	
3475	<p>Planning Applications</p> <ul style="list-style-type: none"> • TM/16/00066/RD - Details of landscaping pursuant to condition 5 of planning permission TM/14/01713/FL (Proposed reconstruction of building following storm damage and retaining residential dwelling on site). Titheward Yard, Three Elm Lane, Golden Green, TN11 0BN. <p>HPC Object on grounds of inappropriate height of the fence and gate in addition to not being in keeping with the openness of the area.</p> <ul style="list-style-type: none"> • TM/16/00118/FL – Two storey side extension, front canopy dormers to front and rear elevations. Damson House, 48 Victoria Road, Golden Green, TN11 0LR. <p>HPC Agreed.</p> <ul style="list-style-type: none"> • TM/16/00079/FL – Part one/part two storey front and side extensions. The Spinney, 24 Hadlow Park, Hadlow, TN11 0HY. <p>HPC Object due to over development of the site; proposed extension sited too close to boundary; proposal out of keeping with site and character of the area; concern that any development will cause damage to existing trees at this site.</p>	

	<p>To approve January Accounts (Receipts, Payments, Bank Reconciliation, Actual against Budget, Third Quarter Report)</p> <p>RESOLVED to approve January accounts in their entirety. Proposed Cllr Richardson, seconded Cllr Bright and carried unanimously.</p>	
<p>3476</p>	<p>To Approve Authorisation of Cheque Payments.</p> <p>RESOLVED to approve Cheque Payments listed below. Proposed Cllr Richardson, seconded Cllr Massy and carried unanimously.</p> <p>6797 Cllr Morley - Equipment for making CCTV Cupboards</p> <p>6798 BdR Engineering - Phase 1 works cemetery extension 11099+11105</p> <p>6799 KALC - Planning Conference JM+JN and Chairman Conference</p> <p>6800 Zest - Hall Cleaning HOS</p> <p>6801 Auditing Solutions - Interim Internal Audit</p> <p>6802 BdR Engineering Ph1 estimates Cemetery extension</p> <p>6803 KCC - cleaning supplies various areas</p> <p>6804 Tunbridge Wells Roofing - Gully Inspect, annual drain/skylight clean</p> <p>6805 Spy Alarms - Annual Maintenance inv41366</p>	
<p>3477</p>	<p>To receive reports from representatives of the following committees and pass such Resolutions thereon as may be necessary:</p> <p><u>Finance & General Purpose Committee</u> – No meeting however Cllr Richardson confirmed that a clean interim audit report had been received and the admin staff thanked for their due diligence.</p> <p><u>Planning & Environment Committee:</u> - It was noted that a ‘statement’ had been added to the CCTV Policy indicating keyholders and defining ‘users’.</p> <p>Cllr Morley was thanked for constructing secure cupboards for the CCTV at both the Village Hall and Hy-Arts Centre. He had also completed an instruction sheet for boiler usage at the Hy-Arts Centre.</p> <p>Williams Field swings – Playdale had been emailed and asked for confirmation from the manufacturer that the swing chains were safe; a report was awaited.</p> <p><u>Staffing Committee</u> – Cllr Carey had chaired in the absence of Cllr L Bright:</p> <p>Recommendation to Council to increase Clerks salary scale to NJC (National Joint Council) LC2 Point 35 with additional increase to point 36 upon completing CILCA (Certificate in Local Council Administration).</p> <p>RESOLVED to increase Clerks salary to scale LC2 Point 35 Proposed Cllr Carey, seconded Cllr Richardson and carried unanimously.</p> <p>RESOLVED to increase Clerks salary to scale LC2 Point 36 Proposed Cllr Carey, seconded Cllr Richardson and carried unanimously.</p> <p>Recommendation to Council to increase Clerks salary to point 37 in April 2017.</p> <p>RESOLVED to increase Clerks salary to LC2 Point 37 in April 2017. Proposed Cllr Carey, seconded Cllr Richardson and carried unanimously.</p> <p>Workplace Pension – The staging date was 1 April 2016 and the office was prepared. Existing arrangements for the Clerk would remain. The Clerk and Warden would be registered for NEST and would then have the option to opt out.</p>	

	<p><u>Community Safety Committee</u> - Nothing to report.</p> <p><u>Hadlow Village Hall</u>: Cllr Richardson had attended the last meeting. He confirmed the Council had paid for the Asbestos Survey and once the report was received it would be provided to the Village Hall Committee for their reference. An email from the Village Hall Chairman would be addressed under Motion to Exclude Press and Public.</p> <p><u>Hadlow Hy-Arts Centre</u> - The Agreement between the Parish Council and Lighthouse Youth Group had been signed and sealed. The KCC Jumping Beans and Beat Project continued with numbers gradually increasing.</p> <p>Confirmation had been received that the building would now be used by Bernardo's every other Sunday, with bookings for holiday periods awaited; this was seen as a good use of the facility.</p> <p>Cllr Carey reported that despite Hadlow Youth Club confirming their return date to the centre as 12 January at its AGM, a brief communication was received at the last minute cancelling the attendance but no reason given to date. The Council therefore concluded that the new Agreement had been terminated and informed the club of this decision immediately. An informal meeting had been held with Tonbridge & Malling officers to discuss the current situation and they had agreed to meet separately with the youth club to see whether a viable programme could be put in place for the future; a report was awaited.</p> <p>With regards to the building expenditure to date had been significant and details were available at the parish office. The heating which had broken down had now been repaired with motorised valves replaced and walled thermostats also renewed. Cllr Morley had set up the system to ensure heat regulated for bookings.</p> <p><u>Golden Green Village Hall</u>: No meeting</p> <p><u>Old School Hall</u> – Heat recovery system had been recommended for the hall to alleviate condensation and the quote awaited. The parish surveyor had once more tested for damp and the readings remained low. He had also advised on ventilation for the toilets and kitchen and quotations were awaited.</p> <p><u>Annexe</u> – Hadlow College had asked for permission to carry out non- intrusive works for the benefit of the Preschool. Permission to complete the works was proposed by Cllr Carey, seconded Cllr Collins and carried unanimously.</p> <p><u>Footpaths</u> – Hadlow College had kindly agreed to assist with storing and transporting stone to the Access Trail for repairs.</p> <p><u>Cemetery Extension</u> – Development update and costs – to be discussed under Motion to Exclude Press & Public</p> <p><u>KALC</u>: No representative at meeting.</p> <p><u>TMBC Parish Partnership Panel</u>: Meeting 18 February.</p> <p><u>TMBC Joint Transportation Board</u>: Nothing to report.</p> <p><u>TMBC Crime Prevention Panel</u>: Nothing to report.</p>	
3478	<p>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)</p> <p>Proposed Cllr Carey, seconded Cllr Massy and carried unanimously.</p> <p>The Chair welcomed Mr DeMattos from BdR Civil & Structural Engineering Consultants who were acting a project management for the cemetery extension. It was confirmed that to secure planning permission for March start companies had been invited to provide estimates for Phase 1a which included digging the three catchpits and surfacing from the existing cemetery to the first turn point in the new area. Returned applications were higher than originally expected and an additional company invited to quote but declined.</p>	

	<p>RESOLVED to accept quotation from First Highways Ltd to carry out Phase 1a construction at a cost of £16632.00 plus vat. Proposed Cllr Jones, seconded Cllr Collins and carried unanimously.</p> <p>Hy-Arts Centre – correspondence from resident. Cllr Carey had responded to an initial enquiry from a resident regarding both boxing and the Hadlow Youth Club. A second email had been received and the Chairman would respond once more noting that a majority of the questions were answerable through parish minutes available on the website.</p> <p>Clerk leave of absence Monday 22 February to Friday 26 February – The office would be supervised by the admin assistant on the Monday and on Tuesday and Thursday public times. No communication had been received from Hadlow Youth Club to arrange a date for them to remove personal data from the Hy-Arts Centre, therefore Cllr Massy (Wednesday) and Cllr Carey (Friday) would check the phone and emails so as not to miss any such communication.</p> <p>Village Hall Management Committee – Their Chair had emailed the Council’s representative Cllr Richardson with some concerns. Members addressed the email and a response was sent. It was also suggested that the Village Hall address the community at the Annual Parish Meeting.</p>	
	<p>There being no further business the meeting closed at 9.30pm Date of next meeting: Monday 14 March 2016 at 7.30pm at Old School Hall.</p> <p>SignedDate.....</p>	