

## HADLOW PARISH COUNCIL

### Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 14 March 2016 at 7.30pm at Old School Hall

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

**Also in Attendance:** Melanie Stepkowski – Parish Clerk, PCSO Matthew & Ramsey, A Hughes (KM Reporter), N Cabrera (Member of Hadlow Park Association), one member of the public.

<b>3479</b>	<p><b>Apologies for Absence</b></p> <p>Apologies for absence received and approved by Council: D Carey (holiday). Other Apologies Noted: TMBC Cllr’s J Anderson, H Rogers, J Sergison &amp; KCC Cllr M Balfour (Joint Transportation Meeting).</p>	
<b>3480</b>	<p><b>Minutes of the Meeting of 8 February 2016 for approval</b></p> <p>These were confirmed and signed as correct record. Proposed Cllr Collins, seconded Cllr E Bright and carried unanimously.</p>	
<b>3481</b>	<p><b>Matters Arising from the Minutes</b></p> <p><b>Minute 3465</b> Bag &amp; Flag Exercise was a necessary reminder to all dog owners to clean up; Cllr Collins reported that in Golden Green there was a noticeable improvement for several weeks after the event before matters declined once more.</p>	
<b>3482</b>	<p><b>Declarations of Members’ Interests</b></p> <p>Cllr Jones declared an interest as a member of the Village Hall Management Committee and allotment holder.</p>	
<b>3483</b>	<p><b>Chairman’s Announcements</b></p> <p>The final recommendations on the new electoral arrangements for Kent County Council were noted.</p>	
<b>3484</b>	<p><b>TMBC Councillors Report</b></p> <p>Members had been unable to attend but Cllr Anderson wished to remind the community that free food waste caddies were available via the parish office as part of the TMBC recycling green waste project.</p>	
<b>3485</b>	<p><b>KCC Councillors Report</b></p> <p>No report.</p>	
<b>3486</b>	<p><b>Report from PCSO</b></p> <p>Crime Report: 3 x criminal damage, 1 x attempted burglary. Other matters to report:</p> <p>Due to reports of litter on the Access Trail consisting of empty alcohol vessels, a joint Police Patrol with Hadlow College had been undertaken on 24<sup>th</sup> February and a group of youths who attended the college were dispersed and disciplined by the College. It was noted that youth frequenting this area at night were considered vulnerable particularly if under the influence of alcohol and periodic patrols would be organized throughout the year.</p>	

	Two stores had received license checks had been completed due to reports of youths purchasing alcohol in village, no offences reported at this time.	
<b>3487</b>	<p><b>Clerk's Report</b></p> <p>SpeedWatch – the equipment had been blown over by the wind and repairs had been organised.</p> <p>Truck Insurance – this was due for renewal on 7 April 2016.</p> <p>Roofing – The annual roof maintenance which had included inspection and cleaning of the central gully between the library and Old School Hall had now been completed and paid for; Kent County Council Libraries had agreed to pay a proportion of the fee.</p> <p>The Clerk and Admin Assistant had spent a productive few days archiving folders, destroying out of date personal data and preparing new files for 2016-17.</p>	
<b>3488</b>	<p><b>Public Time</b></p> <p>Hadlow College Lambing Weekend – It was suggested that the event had been extremely successful based on the amount of traffic queued and or parked within the village and surrounding area. The Clerk was asked to informally speak with the College to ensure there was adequate traffic management in force in future years, it was suggested that traffic marshalling on the junction of A26 and Ashes Lane would be prudent.</p> <p>Bus Stop in the Square – it was noted that cars continued to park in the bus bay.</p> <p>The May Vault at St Mary's Churchyard – Mrs Hughes (Local Historian) had accessed data held at Kent Archives with regards to the May Vault accounts and would summarise and provide the parish office with a copy.</p> <p>Cllr L Bright thanked both members and the community for their support throughout her convalescence.</p> <p><i>[PCSO's were excused to attend to their other duties]</i></p>	
<b>3489</b>	<p><b>Parish Matters</b></p> <p>St Mary's Churchyard – part of the railing concrete base required repair.</p> <p>Public Toilets at junction with Court Lane – The parish office had received complaints that the toilets were not being unlocked; this had been investigated and TMBC had notified their contractors that the toilets must be opened first thing in the morning.</p> <p>Broken Fence at Alans Hectare – the fence between the caravans and the public rights of way required repair and Public Rights of Way department had been informed and would contact land owners.</p>	
<b>3490</b>	<p><b>Correspondence</b></p> <p>a) Post Office – the decision to move the facility to new premises with branch modernisation was noted.</p> <p>b) UK Power Networks – it was agreed that the information relating to vulnerable residents being able to sign up to their Priority Services Register (PSR) would be advertised on the website and passed to newsletter editors.</p> <p>c) Kent Association of Local Councils (KALC) – Community Resilience &amp; Emergency Planning Workshops. No additional agenda items proposed.</p>	

	d) The Kent Men Of The Trees – it was agreed to enter the “Trees in the Village Competition”.																																																																
<b>3491</b>	<b>Planning Applications</b> No applications to consider																																																																
<b>3492</b>	<p><b>Financial Matters (not addressed by F&amp;GP meeting)</b></p> <p>a) Fixed Term Deposit – Resolution proposed to roll over £80,000 fixed term deposit at a rate of 0.75% as of March end.</p> <p>It was agreed that the original motion required amendment to alter the figure of £80,000 to £75,000.00. Proposed Cllr Richardson, seconded Bright and carried unanimously.</p> <p>Fixed Term Deposit – Substantive Motion to roll over £75,000 fixed term deposit at a rate of 0.75% as of March end. Proposed Cllr Richardson, seconded Cllr Bright and carried unanimously</p> <p><b>RESOLVED</b> to roll over £75,000 fixed term deposit at a rate of 0.75% as of March end.</p> <p>b) To approve February Accounts (Receipts, Payments, Bank Reconciliation, Actual against Budget,).</p> <p><b>RESOLVED</b> to approve February accounts in their entirety. Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.</p> <p>c) To Approve Authorisation of Cheque Payments.</p> <p><b>RESOLVED</b> to approve Cheque Payments listed below. Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">6806</td> <td style="width: 80%;">R Morley - Hy-Arts Centre shutter repairs</td> <td style="width: 10%; text-align: right; vertical-align: bottom;">50.72</td> </tr> <tr> <td>6807</td> <td>OCS - Sanitary disposal 2016-17</td> <td style="text-align: right; vertical-align: bottom;">59.91</td> </tr> <tr> <td>6808</td> <td>Claygate - Hy-Arts Centre - heating repairs</td> <td style="text-align: right; vertical-align: bottom;">484.80</td> </tr> <tr> <td>6809</td> <td>Clerk's wages - Week 48</td> <td style="text-align: right; vertical-align: bottom;">1698.24</td> </tr> <tr> <td>6810</td> <td>Warden's wages - Week 48</td> <td style="text-align: right; vertical-align: bottom;">1103.92</td> </tr> <tr> <td>6811</td> <td>Admin wages - Week48</td> <td style="text-align: right; vertical-align: bottom;">636.18</td> </tr> <tr> <td>6812</td> <td>PAYE - Week 48</td> <td style="text-align: right; vertical-align: bottom;">1002.41</td> </tr> <tr> <td>6813</td> <td>Daryl Evans - Window cleaning for Jan 2016</td> <td style="text-align: right; vertical-align: bottom;">55.00</td> </tr> <tr> <td>6814</td> <td>New Venture Products - Anti-climb paint for Village Hall</td> <td style="text-align: right; vertical-align: bottom;">208.76</td> </tr> <tr> <td>6815</td> <td>Principal Cloud IT support quarter 11/2/16 to 10/5/16</td> <td style="text-align: right; vertical-align: bottom;">777.80</td> </tr> <tr> <td>6816</td> <td>Action with Communities in Rural Kent - annual sub 2016/17</td> <td style="text-align: right; vertical-align: bottom;">50.00</td> </tr> <tr> <td>6817</td> <td>Golden green mission hall hire 11/01/2016</td> <td style="text-align: right; vertical-align: bottom;">25.00</td> </tr> <tr> <td>6818</td> <td>Mediatek 2 x cemetery extension works map</td> <td style="text-align: right; vertical-align: bottom;">9.60</td> </tr> <tr> <td>6819</td> <td>Medway Insulations Ltd - Asbestos Survey Village Hall</td> <td style="text-align: right; vertical-align: bottom;">564.00</td> </tr> <tr> <td>6820</td> <td>Kent county Council (KCS) - cleaning supplies &amp; notice board HY-Arts</td> <td style="text-align: right; vertical-align: bottom;">272.23</td> </tr> <tr> <td>6821</td> <td>Window cleaning - Feb</td> <td style="text-align: right; vertical-align: bottom;">55.00</td> </tr> <tr> <td>6822</td> <td>Spy Alarms - Medical Centre annual intruder maintenance</td> <td style="text-align: right; vertical-align: bottom;">409.00</td> </tr> <tr> <td>6823</td> <td>Eon - Christmas lights power</td> <td style="text-align: right; vertical-align: bottom;">25.15</td> </tr> <tr> <td>6824</td> <td>Zest cleaning - June, Nov &amp; February</td> <td style="text-align: right; vertical-align: bottom;">847.50</td> </tr> <tr> <td>6825</td> <td>Kings Hill Garage Ltd</td> <td style="text-align: right; vertical-align: bottom;">1026.00</td> </tr> <tr> <td>6826</td> <td>Petty cash</td> <td style="text-align: right; vertical-align: bottom;">107.23</td> </tr> </table>	6806	R Morley - Hy-Arts Centre shutter repairs	50.72	6807	OCS - Sanitary disposal 2016-17	59.91	6808	Claygate - Hy-Arts Centre - heating repairs	484.80	6809	Clerk's wages - Week 48	1698.24	6810	Warden's wages - Week 48	1103.92	6811	Admin wages - Week48	636.18	6812	PAYE - Week 48	1002.41	6813	Daryl Evans - Window cleaning for Jan 2016	55.00	6814	New Venture Products - Anti-climb paint for Village Hall	208.76	6815	Principal Cloud IT support quarter 11/2/16 to 10/5/16	777.80	6816	Action with Communities in Rural Kent - annual sub 2016/17	50.00	6817	Golden green mission hall hire 11/01/2016	25.00	6818	Mediatek 2 x cemetery extension works map	9.60	6819	Medway Insulations Ltd - Asbestos Survey Village Hall	564.00	6820	Kent county Council (KCS) - cleaning supplies & notice board HY-Arts	272.23	6821	Window cleaning - Feb	55.00	6822	Spy Alarms - Medical Centre annual intruder maintenance	409.00	6823	Eon - Christmas lights power	25.15	6824	Zest cleaning - June, Nov & February	847.50	6825	Kings Hill Garage Ltd	1026.00	6826	Petty cash	107.23	
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	<p>6827 Gel Creative - Jan &amp; Feb Website Admin 300.00</p> <p>6828 Zest Cleaning repay inv2561, lost chq 6783 bnk stopped 240.00</p> <p>6829 Warden's wages - Week 52 1104.12</p> <p>6830 Admin wages - Week 52 636.38</p> <p>6831 Clerk's wages - Week 52 1698.44</p> <p>6832 Post Office Ltd PAYE P12 1001.81</p> <p>d) Tonbridge &amp; Malling Citizens Advice – donation request.</p> <p><b>RESOLVED</b> to donate £50 to the Tonbridge &amp; Malling Citizens Advice. Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.</p>	
3493	<p><b>Motion to Council to support the residents of Golden Green in their wish to implement measures to reduce the incidence of speeding traffic on Three Elm Lane. Proposed by Cllrs Collins &amp; Bright.</b></p> <p>This item was deferred until the next meeting.</p>	
3494	<p><b>To receive reports from representatives of the following committees and pass such Resolutions thereon as may be necessary:</b></p> <p><u>Finance &amp; General Purpose Committee</u> – No meeting.</p> <p><u>Planning &amp; Environment Committee</u>: - Nothing to report.</p> <p><u>Staffing Committee</u> – No meeting.</p> <p><u>Community Safety Committee</u> – No meeting.</p> <p><u>Hadlow Village Hall</u>: Cllr Richardson had been unable to attend the recent meeting but confirmed the committee were actively fund raising in order to fund any repair/renewal works. It was hoped that the patio works would be completed early spring.</p> <p><u>Hadlow Hy-Arts Centre</u> – Bookings slowly increasing.</p> <p><u>Golden Green Village Hall</u>: Annual General Meeting to be held on 4th May at 8pm in Golden Green Village Hall.</p> <p><u>Old School Hall</u> – a) Detailed specification for the ventilation system was still awaited before progressing further. The annual roofing works which included removal of moss, cleaning out of drains including the centre gully between Old School Hall and the Library, spraying anti-fungal spray, cleaning the skylight aprons had been completed to a satisfactory standard and therefore the invoice paid. Additional quotations for the next year for roof maintenance were around three thousand pounds, the increased costs were partly related to public buildings health &amp; safety and the possible need for scaffolding.</p> <p>b) Hall hire rate query from Short Mat Bowls Club – it was agreed to defer this matter until item 17. Motion to Exclude the Press and Public due to its financial nature. Proposed Cllr Collins, seconded Cllr J Massy and carried unanimously.</p> <p><u>Annexe</u> – Hadlow College had not confirmed a date for maintenance works and there had still been no written response with regards to the future of the preschool.</p> <p><u>Williams Field</u> – The quotation of £400 per month to mechanically sweep the play tarmac areas was not considered financially affordable at present. The Council would put up additional safety signage asking the public not to use glass bottles.</p> <p><u>Footpaths</u> – The stone required for the Access Trail was due to be ordered by Public Rights of Way at the beginning of April. Hadlow College was once thanked for offering to store the stone until required on site.</p>	

	<p><u>Cemetery Extension</u> – A second old catch pit had been unearthed and was in remarkably good condition, this meant that only two new catch pits would be required and although there would be a small saving on not installing the third the costs would not be that much less as additional works would be required such as flushing out the existing drains, replacing the biscuit top and returning of unused system. Overall however the works were coming along well despite the weather conditions.</p> <p><u>Litter Pick</u> – It was agreed to set the annual litter pick day for Saturday 2 April, meeting at Old School Hall at 10am and finishing at noon. The Clerk would liaise with TMBC to ensure necessary equipment was available for members of the public to use and the event publicised locally.</p> <p><u>KALC</u>: No meeting.</p> <p><u>TMBC Parish Partnership Panel</u>: Minutes were available on the TMBC website.</p> <p><u>TMBC Joint Transportation Board</u>: Meeting coincided with parish meeting.</p> <p><u>TMBC Crime Prevention Panel</u>: Cllrs E Bright and Morley had attended; talks on how the panel would be most beneficial in the future arose but not concluded. Communities were reminded to ensure they note down serial numbers of open space equipment such as lawn mowers, bikes etc and where possible tag them as theft of such equipment tended to rise at this time of year and if recovered police struggled to locate owners.</p> <p><u>Any other meetings or visits that may require a report</u>. Cllrs Morley and Massy had attended a KALC led Planning Conference at which it was suggested that parish’s wanting planning workshops led by their local borough councils should initially contact KALC with their request and it could then be addressed by the Parish Partnership Panel.</p>	
3495	<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 Collins, seconded Cllr Morley and carried unanimously.</p> <p>Short Mat Bowls Hire Rate Enquiry – <b>RESOLVED</b> that the new regular hirer rate set to commence as of 1 April 2016 and which was applied to Short Mat Bowls. The rate was considered necessary to ensure the hall continued to be financially viable and safe for public use.</p>	
	<p>There being no further business the meeting closed at 9.00pm Date of next meeting: Monday 11 April 2016 at 7.30pm at Golden Green Village Hall</p> <p>Signed .....Date.....</p>	