

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 09 May 2016 at 7.30pm at Old School Hall

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

Also in Attendance: Melanie Stepkowski – Parish Clerk, TMBC Cllrs J Anderson & J Sergison, KCC Cllr M Balfour, PCSO’s Hockey & Matthew, L Simms (Community Warden), A Hughes (KM Reporter), Member of Hadlow Park Association, 2 members of the public.

3512	<p>Election of Chairman & Declaration of Acceptance of Office</p> <p>RESOLVED to elect Cllr Nick Collins as Chairman of Council. Proposed Cllr Carey, seconded Cllr E Bright and carried unanimously.</p>	
3513	<p>Apologies for Absence</p> <p>Apologies for absence received and approved by Council: Cllr R Morley (holiday) Other Apologies Noted: TMBC Cllr H Rogers (other meeting).</p>	
3514	<p>Election of Vice Chairman</p> <p>RESOLVED to elect Cllr J Massy as Vice Chairman. Proposed Cllr E Bright, seconded Cllr Carey and carried unanimously.</p>	
3515	<p>Review of delegation arrangements to committees, staff and other local authorities</p> <p>Committee memberships were confirmed as follows:</p> <p><u>Planning & Environment Committee (P&E):</u> Cllrs R Morley, L Bright, E Bright, J Newman, J Massy, D Carey, N Collins, P Jones. The Chair would be elected at the first meeting.</p> <p><u>Finance & General Purposes Committee (F&GP):</u> Cllrs S Richardson, L Bright, E Bright, J Massy, N Collins, D Carey. The Chair would be elected at the first meeting.</p> <p><u>Staffing Committee:</u> Due to the nature of the committee the Chairman, Vice Chairman, Chair of F&GP and one other councillor would sit on the committee. The post of F&GP chair and the one other position would be decided after the next F&GP meeting.</p>	
3516	<p>Review of the Terms of Reference for Committees</p> <p>It was agreed each committee would review Terms of References at their first meeting.</p>	
3517	<p>The Appointment of new members of Standing Committees</p> <p>Standing Committee representatives were as follows:</p> <p>KALC (T&M Area) - Cllr J Massy TMBC Parish Partnership Panel – Cllrs E & L Bright, S Richardson TMBC Transport Panel – N Collins TMBC Crime Prevention – R Morley, E Bright Hadlow Village Hall – Cllr S Richardson Hy-Arts/Youth Club Committee – D Carey, N Collins Golden Green Village Hall – E Bright, N Collins TMBC Standards Committee – L Bright</p>	

3518	<p>Schedule of dates for 2016-17 Council and Committee Meetings</p> <p>These had been approved on 11/01/2016 and were noted.</p>	
3519	<p>Minutes of the Meeting of 11 April 2016 for approval</p> <p>These were confirmed and signed as correct record. Proposed Cllr Collins, seconded Cllr Massy and carried unanimously.</p> <p>Draft Minutes of the Annual Parish Meeting held on 20 April 2016 for accuracy</p> <p>These were read and accuracy confirmed.</p>	
3520	<p>TMBC Councillors Report & KCC Councillor Report</p> <p>TMBC Report: Cllr Anderson confirmed that the public consultation with regards to the proposed introduction of a Local Charge (in respect of Special Expenses) and cessation of FAPC (Financial Arrangements with Parish Councils) grants scheme was launched on 9 May for a six - week period.</p> <p>The proposed withdrawal of CTR (Council Tax Reduction) grants consultation has also been launched on the 9 May and a special meeting of the Parish Partnership Panel had been arranged for 18 May where a short presentation would be given and parish councillors provided an opportunity to ask questions.</p> <p>On the subject of the Hy-Arts Centre, Cllr Anderson asked to be kept advised of events and any issues that arose. Cllr Carey confirmed that a meeting arranged by R Lowe (TMBC officer) during May between the Parish Council and Hadlow Youth Club was still awaited.</p> <p>KCC Report: Cllr Balfour confirmed once more that the planned speed sign for the A26 near Carpenters Lane and speed reduction plan for Ashes Lane were progressing. An overview of speeding matters in Golden Green would take place in due course.</p> <p>He reconfirmed the plan for pot hole blitzing during the summer months.</p> <p><i>(Cllr Balfour was then excused from the meeting to attend another meeting)</i></p>	
3521	<p>Parish Matters</p> <p>The PCSO's were thanked for completing a speed watch session in Golden Green at which three vehicles were stopped for doing over 36mph.</p> <p>Crime Report: 1 Burglary other than Dwelling, 2 Thefts, 2 Criminal Damage, 1 Shoplifting, 1 Attempted Burglary other than Dwelling, 2 Nuisance calls re youths on the roof of the Village Hall/Hy-Arts Centre.</p> <p><i>(PCSO's were excused from the meeting to attend to their duties)</i></p>	
3522	<p>Public Time</p> <p>Village Parking Bays; a resident enquired as to whether the layby opposite 'the Castle' and layby opposite the square could have designated parking lines to ensure the areas were used to appropriate full capacity. TMBC Cllr Anderson said this would have to wait for the Borough parking plan review of Hadlow.</p> <p>Bonfires; The burning of toxic waste should be reported to TMBC. It was noted that no specific laws related to garden bonfires or times at which they could or could not be lit, however if a neighbour is repeatedly causing a problem it could be considered a statutory nuisance and investigated by the borough council.</p>	

3523	<p>Correspondence</p> <ul style="list-style-type: none"> • Samaritans – donation request. RESOLVED to donate fifty pounds to the Samaritans under Section 137. Proposed Cllr Richardson, seconded Cllr E Bright and carried unanimously. • Citizens Advice Bureau – A letter of thanks had been sent for the fifty pounds donation. • Footsteps – Approval for trophy cupboard requested. RESOLVED to approve a trophy cupboard for Footsteps trophies under the condition that the Council are not held responsible for breakages or theft. Proposed Cllr Bright, seconded Cllr Newman and carried unanimously. 	
3524	<p>Policy Reviews in accordance with Standing Orders:</p> <ul style="list-style-type: none"> • Code of Conduct (adopted Kent Code of Conduct 09/07/2012, minute 2840) RESOLVED no changes required to the Code of Conduct. Proposed Cllr E Bright, seconded Cllr Massy. • Health & Safety Policy (including Risk Assessment). It was agreed to defer this until both the office and committees had considered it further and the new software used. • Complaints Procedure RESOLVED no changes required to the Complaints Procedure Policy. Proposed Cllr E Bright, seconded Cllr Massy. • Arrangements for holding legal documents – the Clerk confirmed that there were still a few legal documents held by Warners Solicitors in Sevenoaks but that the majority remained in the fire safe cabinet in the parish office. The admin staff were scheduled to review all documents and filing of such items in the coming months and arrange for original documents to be held by the Council’s new solicitors Hedleys. The matter would be reviewed by F&GP. • Arrangements for insurance – This remained with Came & Company on a three-year schedule. • Standing Orders – these remained current since the last update in April 2014. RESOLVED no changes required to the Standing Orders. Proposed Cllr Bright, seconded Cllr Massy. • Financial Regulations – it was noted that these were adopted by Council April 2015 and recent amendments accepted. RESOLVED to accept amended Financial Regulations. • Reserves Policy – this had been approved by Council in December 2015 and no further amendments required. RESOLVED no changes required to the Reserves Policy. Proposed Cllr Bright, seconded Cllr Massy. • Asset Register including land and buildings – The Asset Register was up to date after amendments due to removal of old play equipment and installation of new equipment during 2015; F&GP would review the register format later in the year. RESOLVED to approve the Asset Register. Proposed Cllr Bright, seconded Cllr Massy. • Data Protection Act 1998 (ICO). Registration until April 25 2017 was noted. 	

	<ul style="list-style-type: none"> Grievance & Disciplinary Policy RESOLVED no amendment required to the Grievance & Disciplinary Policy. Proposed Cllr E Bright, seconded Cllr Massy. Press & Media Policy. RESOLVED no amendment required to the Press & Media Policy. Proposed Cllr E Bright, Seconded Cllr Massy. CCTV Policy – this was approved on 14/12/2015. RESOLVED no amendment required to the CCTV Policy. Grant and Donation Policy – this was approved on 11/01/216. RESOLVED no amendment required to the Grant and Donation Policy Freedom of Information – Disclosure. This required updating and F&GP would review at their next meeting. 	
3525	<p>Planning Applications</p> <ul style="list-style-type: none"> TM/16/01115/FL – Proposed first floor side extension. 23 Hope Avenue, Hadlow, TN11 0HB. HPC Agreed. TM/16/00967/FL – Move front door from side to front of house and construct enclosed front porch. 27 Maltings Close, Hadlow, TN11 0DY. HPC Agreed. 	
3526	<p>Christmas Lighting Installation & Take Down – Quotation to be approved £1935 Hadlow Village and £460 Golden Green. RESOLVED to approve Gala Lights Christmas Lighting installation and take down for both Hadlow Village and Golden Green in the sum of £2395.00 plus Vat. Proposed Cllr E Bright, seconded Cllr Jones and carried unanimously.</p>	
3527	<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> – There had been no meeting but all members of HPC had received financial papers and the F&GP Chair summarised the financial situation and year accounts.</p> <p>a) To Approve Authorisation of April Payments & Receipts, Bank Reconciliation RESOLVED to approve April Accounts including Payments & Receipts, Bank Reconciliation. Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.</p> <p>b) To Approve Certified Section 2 (Accounting Statements 2015/16) of the Annual Return. <i>[The Chair confirmed that all Councillors had seen the Annual Return including the Internal Auditors signed section ahead of proposing approval of Section 2.]</i> RESOLVED to approve Certified Section 2 (Accounting Statements 2015/16) of the Annual Return. Proposed Cllr Richardson, seconded Cllr E Bright and carried unanimously.</p> <p>The Chair confirmed cheque payments since the last full council meeting and requested their approval.</p>	

	<p>Cheque Payments:</p> <table border="0"> <tr><td>6849</td><td>Clerks Wages Wk 8</td><td>1819.22</td></tr> <tr><td>6850</td><td>Wardens Wages Wk 8</td><td>1097.94</td></tr> <tr><td>6851</td><td>Admin Wages Wk 8</td><td>583.60</td></tr> <tr><td>6852</td><td>Post Office Ltd (PAYE P2)</td><td>1078.40</td></tr> <tr><td>6853</td><td>Kings Hill Garage Ltd Truck Lease April to June</td><td>1026.00</td></tr> <tr><td>6854</td><td>King & Sons Kent Ltd Inv0886</td><td>262.00</td></tr> <tr><td>6855</td><td>Unipar Services LLP Inv22334 Speedwatch Tripod</td><td>79.20</td></tr> <tr><td>6856</td><td>Kent County Playing Fields Annl Subscript</td><td>20.00</td></tr> <tr><td>6857</td><td>Flash Mobile Welding Svs Inv3991 Ballcourt Rails Repair</td><td>426.00</td></tr> <tr><td>6858</td><td>Mediatek Inv116471 Cemetery Plan Copy</td><td>13.14</td></tr> <tr><td>6859</td><td>SLCC Annl Membership</td><td>235.00</td></tr> <tr><td>6860</td><td>Rialtus - Yr End Accounts Inv24836</td><td>240.00</td></tr> <tr><td>6861</td><td>D Evans Window Cleaning May</td><td>55.00</td></tr> <tr><td>6862</td><td>Zest Commercial Cleaning - HOS April</td><td>300.00</td></tr> <tr><td>6863</td><td>Principal Inv Q538259 New Router for Parish Office</td><td>270.00</td></tr> <tr><td>6864</td><td>Claygate Heating repayment stopped chq Inv0601</td><td>484.80</td></tr> </table> <p>RESOLVED to approve cheque payment numbers 6849 to 6864. Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.</p> <p><u>Planning & Environment Committee:</u> - no meeting.</p> <p><u>Staffing Committee</u> – No meeting.</p> <p><u>KALC:</u> No meeting, Cllr Carey to attend May meeting in the absence of Cllr Massy.</p> <p><u>TMBC Parish Partnership Panel:</u> Cllrs Bright and Richardson would attend the next meeting as matters related to Borough and Parish Council financial arrangements would be on the agenda.</p> <p><u>TMBC Crime Prevention Panel:</u> No meeting.</p> <p><u>TMBC Joint Transportation Board – Hadlow Village Transport Representative:</u> recent meetings had clashed with Council meeting therefore not attended.</p> <p><u>Hadlow Village Hall:</u> Cllr Richardson reported that the Village Hall Management Committee continued to work through the maintenance schedule and were actively fund raising with several events arranged such as the Greek Night, and Quiz Night.</p> <p><u>Hadlow Youth Club</u> – No meeting.</p> <p><u>Golden Green Village Hall:</u> AGM completed and Cllr Collins reported that the hall remained solvent. A comprehensive building survey had also been commissioned and repairs scheduled for completion during Summer 2016.</p>	6849	Clerks Wages Wk 8	1819.22	6850	Wardens Wages Wk 8	1097.94	6851	Admin Wages Wk 8	583.60	6852	Post Office Ltd (PAYE P2)	1078.40	6853	Kings Hill Garage Ltd Truck Lease April to June	1026.00	6854	King & Sons Kent Ltd Inv0886	262.00	6855	Unipar Services LLP Inv22334 Speedwatch Tripod	79.20	6856	Kent County Playing Fields Annl Subscript	20.00	6857	Flash Mobile Welding Svs Inv3991 Ballcourt Rails Repair	426.00	6858	Mediatek Inv116471 Cemetery Plan Copy	13.14	6859	SLCC Annl Membership	235.00	6860	Rialtus - Yr End Accounts Inv24836	240.00	6861	D Evans Window Cleaning May	55.00	6862	Zest Commercial Cleaning - HOS April	300.00	6863	Principal Inv Q538259 New Router for Parish Office	270.00	6864	Claygate Heating repayment stopped chq Inv0601	484.80	
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	<p>There being no further business the meeting closed at 8.23pm Date of next meeting: Monday 13 June 2016 at 7.30pm at Old School Hall</p> <p>SignedDate.....</p>																																																	