

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 11 July 2016 at 7.30pm at Golden Green Village Hall

Present: Cllrs N Collins (Chairman), E Bright, L Bright, D Carey, J Newman, S Richardson,
Also in Attendance: Melanie Stepkowski – Parish Clerk, PCSO Hockey, Community Warden L Sams, A Hughes (KM Reporter), R Juddery (Hadlow Park Association), 1 member of the public

3543	Apologies for Absence Apologies for absence received and approved by Council: Cllrs J Massy & R Morley (holiday), P Jones (personal). Other Apologies Noted: TMBC Cllr's H Rogers, J Sergison, J Anderson, KCC Cllr Balfour (other meetings),	
3544	Minutes of the Meeting of 13 June 2016 for approval These were confirmed and signed as correct record subject to correction of item numbering on the last two pages. Proposed Cllr Collins, seconded Cllr Newman and carried unanimously.	
3545	Matters Arising from the Minutes of 9 May 2016 – updates only on matters not currently on agenda Minute 3535 Report from PCSO – The Kent Police Customer Service Manager had responded to the Council's complaint about the time taken to answer 101 calls. He confirmed they were working hard to minimise delays.	
3546	Declarations of Members' Interests Cllr Newman declared an interest as friend in planning application TM/16/01856/LB and abstained from comment.	
3547	Chairman's Announcement The Chair confirmed that the Community Fayre at the Cricket Ground had been rescheduled to Sunday 24 July due to bad weather.	
3548	Report from TMBC Councillors No report.	
3549	Report from KCC Councillor No report.	
3550	Report from PCSO Crimes monthly update: 2 x Theft, 1 x Theft of motor vehicle, 2 x criminal damage, 2 x nuisance calls.	
3551	Report from Parish Clerk <u>The 2016 Good Councillor's Guide</u> was available in the parish office and anyone interested in joining the Council was welcome to have a copy.	

	<p><u>Footpath MT130</u> situated adjacent to St Mary’s Church and leading to the Forstal had been scheduled for path repairs by Public Rights of Way.</p> <p><u>Cemetery</u> – Landscape Services had written to explain that due to the recent spate of rain they were behind schedule but would attend to the cemetery as soon as possible. The Village Warden had also been scheduled to work weeding and tidying the memorial areas on Wednesday.</p> <p><i>(PCSO excused from the meeting to continue her duties)</i></p>	
3552	<p>Public Time</p> <p><u>Parking</u> – Concern was raised as to the parking on the ‘S’ bend between Monypenny and #50 Carpenters Lane. Members were reminded that the road was also a bus route. Additional concern was raised about parking opposite the Two Brewers Pub where cars had parked so far onto the path narrowing access to pedestrians. The Chair acknowledged the concerns which were not unique to Hadlow and confirmed that Council had formulated views upon the parking issues within the Parish and awaited the opportunity to discuss these with TMBC Parking Plan Committee at the appropriate time.</p> <p><u>Allotments</u> – Council was asked to review the Terms and Conditions of Tenancy with particular consideration given to whether or not Polly tunnels, sheds and green houses were permitted providing details of size and shape.</p> <p><u>Overgrown Vegetation</u> – Maltings Close, Carpenters Lane, School Lane. Noted.</p> <p><u>Veolia</u> – Clerk was asked to attain a copy of the works schedule for Hadlow as it was believed they were not fulfilling their duties consistently.</p> <p><u>Refuse Collection</u> – a resident noted that refuse collection on his road and possibly in other areas was out of sync and that if the matter was not addressed over time they may missed altogether. The Clerk would investigate.</p>	
3553	<p>Parish Matters</p> <p>The new borough litter app had been introduced. Noted.</p> <p>Broadband Speeds – since the new cabinets had been installed it was noted that broadband speeds had increased in a majority of areas. However additional increased speed was now been offered by some suppliers and was worth noting.</p>	
3554	<p>Correspondence</p> <p>None.</p>	
3555	<p>Planning Applications</p> <ul style="list-style-type: none"> • TM/16/01483/FL: change of use of an existing commercial storage building (Sui generis use) located within the Hamman Recycling Ltd yard into a B1 light industrial unit and the change of use of an agricultural barn within Orchard Dene Land holding into a class B8 storage unit. Location adjacent Orchard Dene, High House Lane, TN11 0AW. (amendment received in respect of address change and proposal description – Council previously disagreed). HPC Objection still stands. • TM/16/01923/RD – details pursuant to condition 2 (material samples), 3 (site investigation), 6 (landscaping) and 8 (finished floor levels) of planning permission 	

	<p>TM/15/00667/FL (Demolition of 19 garages and the erection of two, 2-bedroom dwelling houses). Land adj 66-71 and 73-79 Twyford Road. HPC Objection still stands.</p> <ul style="list-style-type: none"> • TM/16/01907/FL – Conversion of existing roof space to home office and installation of 2 roof lights to rear elevation. 3 Barnes Street Oasts, Three Elm Lane, Golden Green, TN11 0LD. HPC Agreed. • TM/16/01856/LB - Replace existing French doors. Courtyard Cottage, 21 North Frith Park, Hadlow, TN11 9QW. HPC Agreed. 																									
3556	<p>Finance Matters Not Addressed At The Last F&GP Meeting</p> <p>Williams Field – Tree removals: Council to consider and make decision upon removal of Fir Trees beside the Ball Court.</p> <p>The recommendation to remove the trees was considered: Removal of the trees would take up about two thirds of the tree budget and with Ash Die Back on the increase and likely to affect trees within the Parish it was agreed not to approve the recommendation at this point that to try and save the budget where possible. Cllr Carey as the voluntary Tree Warden would attend Williams Field site once more with the Village Warden to see whether remedial safety works could be done between them at no additional cost to Council. It was proposed that the sharp branches be cut back to render them safe and they would also look at cutting back the overhang onto the ball court. The position would then be reviewed once more.</p> <p>Proposed Cllr Carey, seconded Cllr Newman and carried unanimously.</p> <p>It was agreed that consideration to increasing reserves under Open Spaces Trees in the coming years would be prudent due to the Ash Die Back problem.</p>																									
3557	<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> –</p> <p>a) To Approve Authorisation of June Payments & Receipts, Bank Reconciliation, First Quarter Report. RESOLVED to approve June Accounts. Proposed Cllr Richardson, seconded Cllr Bright and carried unanimously.</p> <p>b) Cheque Payments for Council acknowledgement RESOLVED to approve cheque payments in the sum of £8819.27 Proposed Cllr Richardson, seconded Cllr E Bright and carried unanimously.</p> <table border="0" data-bbox="331 1675 1251 1984"> <tr> <td>6892</td> <td>Principal - replacement computer for admin assist.</td> <td>1,088.40</td> </tr> <tr> <td>6893</td> <td>John Gallie - Activities poster and HPC logo designs</td> <td>60.00</td> </tr> <tr> <td>6894</td> <td>KCC inspection services - PEAT testing</td> <td>45.30</td> </tr> <tr> <td>6895</td> <td>Pierce farms Ltd - storage container 1/7/16-30/6/16</td> <td>1248.00</td> </tr> <tr> <td>6896</td> <td>D Evans - window cleaning June</td> <td>55.00</td> </tr> <tr> <td>6897</td> <td>Zest - HOS Cleaning</td> <td>270.00</td> </tr> <tr> <td>6898</td> <td>Flash Welding - Bow top rail w/f & hy-arts</td> <td>480.00</td> </tr> <tr> <td>6899</td> <td>Admin Wages - wk16</td> <td>626.64</td> </tr> </table>	6892	Principal - replacement computer for admin assist.	1,088.40	6893	John Gallie - Activities poster and HPC logo designs	60.00	6894	KCC inspection services - PEAT testing	45.30	6895	Pierce farms Ltd - storage container 1/7/16-30/6/16	1248.00	6896	D Evans - window cleaning June	55.00	6897	Zest - HOS Cleaning	270.00	6898	Flash Welding - Bow top rail w/f & hy-arts	480.00	6899	Admin Wages - wk16	626.64	
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6900	Warden Wages - wk16	1097.94
6901	Clerk Wages - wk16	1882.38
6902	PAYE - Post Office P4	1149.62
6903	KCC - First Aid Kit Warden	63.84
6904	NKM - Fire Alarm Annl Mnt HOS & Hy-Arts	327.67
6905	NKM - Fire Alarm Annl Mnt M Centre	286.17
6906	Petty Cash	138.31

c) Hadlow Parish Council Publication Scheme - F&GP had reviewed and updated the publication in accordance with the Freedom of Information Act; it was therefore recommended to full Council that the updated version be approved.

RESOLVED to approve the updated publication scheme. Proposed Cllr Richardson, seconded Cllr E Bright and carried unanimously.

Planning & Environment Committee: - The Chair of committee Cllr E Bright summarised the last meeting and confirmed a site visit to Williams Field had been completed. It was noted that the new drainage system behind the Village Hall was working well.

Staffing Committee – The July meeting had been convened and it was agreed by the committee and Clerk to re-introduce staff appraisals. Cllr L Bright and Cllr Richardson would lead the appraisals for all staff members including those under the Clerk’s management; this would assist in reducing the Clerk’s workload.

It had been noted that the Clerk’s role had increased in the past few years and methods to reduce the workload would be put into place starting with the reduction of F&GP meetings to four a year. The closure of the office to both councillors and public particularly on a Monday would be strongly enforced.

Community Safety - No meeting and any issues addressed straight to full Council

Hadlow Village Hall: Cllr Richardson passed on requests to Council from the Village Hall Management Committee for consideration:

- White Lines - Proposed Village Hall Management Committee to mark the Parish Council car park at Williams Field with white lines.

RESOLVED to decline the proposal from the Village Hall Management Committee to mark the Williams Field Car Park with White Lines at the current time. Proposed Cllr L Bright, seconded Cllr Carey.

Members re-iterated their previous suggestion that when holding large events at the Village Hall parking marshals be used.

- Temporary Fencing – Proposed usage of temporary, removal fencing at the back of the Village Hall for events.

RESOLVED to approve the use of temporary fencing at the back of the Village Hall for events on the proviso the Council is notified ahead of the event and agrees to the size of area to be fenced and that all insurances for implementation of the fence are covered by the Village Hall Management Committee and or third party. Proposed Cllr Richardson, seconded Cllr E Bright and carried unanimously.

- Refuse Bins – Proposal to remove the two bins each side of the Village Hall main door.

RESOLVED to decline the removal of the two bins situation each side of the Village Hall main door at this time.

The Clerk was asked to check whether the bins in question were owned by the Parish Council or

	<p>TMBC. It was also noted that if possible the casing should be locked to prevent the bins being used for illicit/inappropriate purposes.</p> <p>Signage – some of the signs that required attention had already been addressed but the new one providing direction from Carpenters Lane was noted to have no signage on the Maidstone side. The Clerk would contact appropriate body to have it rectified.</p> <p>Trees – the trees outside the hall had previously been viewed by the voluntary tree warden who had notified the Village Hall Management Committee that it would be ok for them to prune.</p> <p>Other repairs to the building were noted and the Clerk asked to write to the Village Hall acknowledging the works.</p> <p><u>Hadlow Hy-Arts Centre</u> – Daytime bookings were on the increase, evening events for the local youth continued to be investigated. A replacement fridge had been installed and provided free of charge by Cllr Carey, who confirmed it was running at appropriate temperature. The proposed five day a week booking had hit difficulties but it was hoped these would be resolved, the existing two day booking would continue as would the youth boxing on Monday evenings, Sure Start Children’s Centre on Tuesday mornings, Beat Project for youth on Wednesday evenings.</p> <p>The hinge to front door shutter had been replaced.</p> <p><u>Golden Green Village Hall</u>: Nothing to report.</p> <p><u>Old School Hall</u>: Nothing to report except the ventilation remained an on going matter.</p> <p><u>Annexe</u> – Nothing to report.</p> <p><u>Footpaths</u> – Access Trail vegetation works to be started in the following week, School Lane and the unlicensed footpath by the Paddock to be done before week end. Footpath 114 also to be cut near Stallions Green.</p> <p><i>(Community Warden was excused from the meeting to continue her evening duties)</i></p> <p><u>Cemetery Extension</u> – BdR had confirmed the situation to date with regards to topographical surveys; the tenders for driveway and paths were expected and works due to commence in September.</p> <p><u>KALC (Tonbridge & Malling Area)</u> – No report.</p> <p><u>TMBC Parish Partnership Panel</u>: Meeting due in September.</p> <p><u>TMBC Joint Transportation Board – Hadlow Village Transport Representative</u>: No report.</p> <p><u>TMBC Crime Prevention Panel</u>: No report.</p> <p><u>Any other meetings or visits that may require a report</u>:</p> <p><u>TMBC Local Plan</u> – several members of committee had attended the meeting which provided a summary of works to date and future consultations. Areas within the Parish had been considered suitable for various types of development but TMBC remained at consultation and investigatory stages. It was noted that Green Belt boundaries may well be redrawn as part of the process.</p> <p><u>Councillors Conference</u> - Cllrs Richardson and Newman had attended and provided members with a summary of the event.</p> <p><u>Youth Work at Hy-Arts Centre</u> – A meeting with KCC and TMBC officers and Councillor had been cancelled and would be re-scheduled due to unforeseen circumstances effecting both the Clerk and Chairman of Council.</p>	
3558	<p>Motion to Exclude the Press and Public (to enable Council to consider any items on the agenda in which significant aspects will of a confidential and financial nature).</p> <p>RESOLVED to exclude the Press and Public to enable Council to consider items on the agenda in which significant aspect were of a confidential and financial nature. Proposed Cllr Collins,</p>	

	<p>seconded Cllr L Bright and carried unanimously.</p> <p>Signpost Field – Swing Quotations.</p> <p>RESOLVED to accept quotation S16285 from Abacus Playgrounds in the sum of £4170.00 net. Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.</p> <p>Hy-Arts Centre – Matter related to Terms & Conditions of Use – This matter was deferred.</p>	
	<p>There being no further business the meeting closed at 8.58 Date of next meeting: Monday 12 September 2016 at 7.30pm at Old School Hall</p> <p>SignedDate.....</p>	