

HADLOW PARISH COUNCIL

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

Present: Cllrs N Collins (Chairman), C Barbary, E Bright, L Bright, D Carey, J Massy, R Morley, S Richardson

Also in Attendance: Melanie Stepkowski (Parish Clerk), A Hughes (KM Reporter), Representative for Hadlow Park Association & two members of the public

3591	<p>Apologies for Absence</p> <p>Apologies for absence received and approved by Council: Cllr J Newman (holiday). Also noted apologies for absence from TMBC Cllrs J Anderson, H Rogers, J Sergison, KCC Cllr M Balfour (other commitments).</p>	
3592	<p>To Resolve that the Minutes of the Parish Council meeting held on 10 October 2016 were a correct record.</p> <p>RESOLVED to approve as a correct record. Proposed Cllr Richardson, seconded Cllr E Bright and carried unanimously.</p>	
3593	<p>Matters Arising from the Minutes of 10 October 2016 – updates only on matters not currently on agenda</p> <p>Minute 3584 Littlefields – The new wall had been completed and Cllr Carey met with KCC Grounds Maintenance contractors to discuss the planting. A border plan would be drawn up ahead of any works.</p>	
3594	<p>Declarations of Members’ Interests</p> <p>None</p>	
3595	<p>Chairman’s Announcement</p> <p>The Chair had attended the Remembrance Sunday service at St Mary’s Church and laid a wreath at the War Memorial on behalf of the Parish Council.</p>	
3596	<p>Report from TMBC Councillor</p> <p>No report</p>	
3597	<p>Report from KCC Councillor</p>	
3598	<p>Report from PCSO</p> <p>The Chair read the crime report: 1 x attempt burglary other than dwelling, 1 x theft from mot vehicle, 1 x theft, 2 x criminal damage. 1 report of nuisance youths knocking on doors and running away.</p> <p>Positive disposal of criminal damage report from earlier in year, community resolution carried out at village hall.</p>	
3599	<p>Report from Parish Clerk</p> <p>Public Toilets – The Parish Office was seeking a volunteer to close the toilets in the village square in the evenings as of December as the current volunteer was relinquishing the duty. The Council wished to thank Kay for her contribution over the last year or so.</p>	

	<p>Williams Field – A youth had been charged with vandalism at Williams Field over the summer and summoned to court.</p> <p>Cemetery Grounds Maintenance – a letter of appreciation for upgrading of the memorial areas was read and noted. The Warden was thanked for his work.</p>	
3600	<p>Public Time</p> <p>None.</p>	
3601	<p>Parish Matters</p> <p>Parish Walks – Council agreed to pay for additional leaflets in principle. The Clerk to seek competitive quote for two hundred of each leaflet after any update amendments were completed.</p> <p>Winter Plan – Volunteers for snow clearance were required and a Health & Safety presentation required. Cllrs Carey, Morley, Richardson, Bright and Barbary signed up. Additional volunteers would be sought.</p> <p>Emergency Plan – Cllr L Bright continued to update in line with the Kent Resilience template. A draft version would be reviewed at next Planning & Environment meeting.</p> <p>Christmas Fairs at St Mary’s Church and Hadlow Primary School on Saturday 3 December were noted. It was hoped to have the Christmas lights in the square and Golden Green turned on during the events.</p>	
3602	<p>Correspondence</p> <p>None.</p>	
3603	<p>Planning Applications</p> <ul style="list-style-type: none"> • TM/16/03268/LB & 03267/FL – To erect a conservatory to the rear of the property. 3 North Frith Park, Hadlow, TN11 9QW. HPC Agreed. • TM/16/03135/LRD – Details of condition 2 (joinery) submitted pursuant to listed building consent application 15/02753/LB. Conversion of existing Oast building to create two 5 bedroom semi-detached dwellings with separate gated access and parking areas (Resubmission of TM/12/03273/LB). Oasthouse and Granary, 50 yards north east of Goose Green Farmhouse, Maidstone Road, Hadlow. HPC Agreed. 	
3604	<p>St Mary’s Churchyard – May Vault update</p> <p>A quotation of c£10k had been received to take down the north facing wall, complete repair works and rebuild. The Clerk would keep the Parochial Church Council updated and seek other alternatives. The Clerk would also seek clarification regarding the demarcation of responsibilities in this matter between the Parish Council and the Parochial Church Council.</p>	
3605	<p>Trees Audit</p> <p>Cllr Carey summarised the recent tree report with regards to inspection carried out on the Horse Chestnut tree in Old School Hall car park, trees within St Mary’s Churchyard and others within the Allotments. Within the churchyard a Weeping Ash tree and Sycamore required deadwood removed and an aerial inspection on the Sycamore. It was agreed that</p>	

	as such works would probably be only half a day it would be financially beneficial to also consider removal of the dead Ash Tree as part of the same job.																																																										
3606	<p>2017-18 Draft Budget & Financial Arrangements</p> <p>The first draft budget had been completed and Councillors would review at the next Finance & General Purposes meeting in December. The Parish Council was recently advised by TMBC that from 1 April 2017 the Scheme of Financial Arrangements with Parish Councils and the Council Tax Reduction Grants would cease. The loss of that income would therefore need to be considered when preparing the 2017-18 precept demand.</p>																																																										
3607	<p>To receive reports from representatives of the following committees and pass such Resolutions thereon as may be necessary:</p> <p><u>Finance & General Purposes Committee</u> in the absence of a meeting the F&GP Chair proposed:</p> <p>a) To Approve Authorisation of October Accounts, Bank Reconciliation and second quarter report. RESOLVED to approve October Accounts and Report. Proposed Cllr Richardson, seconded Cllr E Bright and carried unanimously.</p> <p>b) Cheque Payments for Council acknowledgement RESOLVED to approve cheque payments in the sum of £15806.40 and a cheque for £600 which was on hold. Proposed Cllr Richardson, seconded Cllr Morley and carried unanimously.</p> <table border="0"> <tr> <td>6953</td> <td>NKM fire protection - medical centre replace panel batteries</td> <td>54.00</td> </tr> <tr> <td>6954</td> <td>Petty cash</td> <td>127.95</td> </tr> <tr> <td>6955</td> <td>Gel Creative - May to August 2016</td> <td>600.00</td> </tr> <tr> <td>6956</td> <td>Clerks wages - week 32</td> <td>1919.45</td> </tr> <tr> <td>6957</td> <td>Wardens wages - week 32</td> <td>1097.94</td> </tr> <tr> <td>6958</td> <td>Admin Assistant - wages week 32</td> <td>587.05</td> </tr> <tr> <td>6959</td> <td>PAYE week 32</td> <td>1105.03</td> </tr> <tr> <td>6960</td> <td>Gel creative - Sept - £600 (written in error so ready for next invoice)</td> <td></td> </tr> <tr> <td>6961</td> <td>Window cleaning - Sept & October 2016</td> <td>110.00</td> </tr> <tr> <td>6962</td> <td>KCC (KCS) - cleaning supplies</td> <td>58.44</td> </tr> <tr> <td>6963</td> <td>Principal Cloud - quarterly network support</td> <td>665.17</td> </tr> <tr> <td>6964</td> <td>Southern water - wastewater 22/3/ to 27/9/2016</td> <td>466.77</td> </tr> <tr> <td>6965</td> <td>Commercial services - grounds maintenance summer works</td> <td>6590.40</td> </tr> <tr> <td>6966</td> <td>Kings Hill Garage Ltd - Truck lease Oct - Dec 2016</td> <td>1026.00</td> </tr> <tr> <td>6967</td> <td>Kent CC (KCS) - 2 heaters, teapot and bench seat</td> <td>363.78</td> </tr> <tr> <td>6968</td> <td>SW Mowers - equipment maintenance & repair (Generator)</td> <td>165.10</td> </tr> <tr> <td>6969</td> <td>Small loads Ltd - shingle for Cemetery & cement for bench</td> <td>95.32</td> </tr> <tr> <td>6970</td> <td>Auditing Solutions Ltd - interim internal audit 2/11/2016</td> <td>504.00</td> </tr> <tr> <td>6971</td> <td>Zest Commercial Cleaning - October 2016</td> <td>270.00</td> </tr> </table> <p>c) Internal Interim Audit Report – noted and the office admin staff congratulated for yet another successful audit.</p> <p><i>(Cllr Massy entered the meeting)</i></p>	6953	NKM fire protection - medical centre replace panel batteries	54.00	6954	Petty cash	127.95	6955	Gel Creative - May to August 2016	600.00	6956	Clerks wages - week 32	1919.45	6957	Wardens wages - week 32	1097.94	6958	Admin Assistant - wages week 32	587.05	6959	PAYE week 32	1105.03	6960	Gel creative - Sept - £600 (written in error so ready for next invoice)		6961	Window cleaning - Sept & October 2016	110.00	6962	KCC (KCS) - cleaning supplies	58.44	6963	Principal Cloud - quarterly network support	665.17	6964	Southern water - wastewater 22/3/ to 27/9/2016	466.77	6965	Commercial services - grounds maintenance summer works	6590.40	6966	Kings Hill Garage Ltd - Truck lease Oct - Dec 2016	1026.00	6967	Kent CC (KCS) - 2 heaters, teapot and bench seat	363.78	6968	SW Mowers - equipment maintenance & repair (Generator)	165.10	6969	Small loads Ltd - shingle for Cemetery & cement for bench	95.32	6970	Auditing Solutions Ltd - interim internal audit 2/11/2016	504.00	6971	Zest Commercial Cleaning - October 2016	270.00	
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	<p><u>Planning & Environment Committee:</u> - Cllr Bright confirmed the pedestrian crossing at Hadlow College was progressing. The TMBC Local Plan exhibition remained on display in the Old School Hall until Tuesday 15 November.</p> <p>Cllr Massy took the opportunity to remind everyone that the Christmas Fairs at St Mary's Church and Hadlow Primary School would be on Saturday 3 December. It was hoped to have the Christmas lights in the square turned on during the events. Golden Green lights were also to be scheduled.</p> <p><u>Staffing Committee</u> – Cllr L Bright confirmed meeting in December.</p> <p><u>Community Safety</u> - No meeting.</p> <p><u>Hadlow Village Hall:</u> Annual General Meeting to be held at village hall on Friday 18 November. Noted.</p> <p><u>Hadlow Hy-Arts Centre</u> – Cllr Carey reported that boxing continued on Monday evenings but due to some unforeseen circumstances it had been difficult to maintain weekly attendance.</p> <p>Kent County Council Early Years Services and Hadlow Youth Club had collected their paperwork and filing cabinets previously stored in the Hy-Arts office. An additional visit would be arranged for January to collect other KCC and youth club equipment.</p> <p><u>Golden Green Village Hall:</u> Nothing to report.</p> <p><u>KALC (Tonbridge & Malling Area)</u> – Cllr Massy attended the last meeting at which the Caretakers Scheme was once more discussed. The KALC AGM was on Saturday 19 November but she was unable to attend.</p> <p><u>TMBC Parish Partnership Panel:</u> Meeting Thursday 17 November.</p> <p><u>TMBC Joint Transportation Board – Hadlow Village Transport Representative:</u> Cancelled due to lack of agenda items.</p> <p><u>Any other meetings or visits that may require a report.</u></p> <p>The Clerk had attended the Kent Highways Seminar and took the opportunity to discuss local issues with both the Highway Steward and Traffic Engineer.</p> <p>Cllr Carey had been invited by Hadlow College Landscape Students to view their works on parish assets and receive a copy of their report for Council information when completed.</p>	
3608	<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>The motion was not required as there was no additional information on either agenda items for Council to discuss.</p>	
	<p>There being no further business the meeting closed at 20.36 Date of next meeting: Monday 12 December 2016 at 7.30pm at Old School Hall</p> <p>SignedDate.....</p>	