

HADLOW PARISH COUNCIL

Minutes of the Annual Meeting of Hadlow Parish Council duly convened and held on Monday 08 May 2017 at 7.30pm at Old School Hall

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

Also in Attendance: M Stepkowski (Parish Clerk), KCC Cllr M Balfour, TMBC Cllr J Anderson, A Hughes (KM Reporter), R Prince (Hadlow Park Association), two members of the public.

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| 3687 | <p>Election of Chairman (Declaration of Office) & election Vice Chairman</p> <p>RESOLVED to appoint Cllr Collins as Chairman. Proposed Cllr L Bright, seconded Cllr E Bright and carried unanimously.</p> <p>Cllr Collins took the Chair, read and signed his Declaration of Office.</p> <p>RESOLVED to elect Cllr Massy to the position of Vice Chair. Proposed Cllr E Bright, seconded Cllr Carey and carried unanimously.</p> | |
| 3688 | <p>Apologies for absence</p> <p>Apologies for absence received and approved by Council: Cllr J Newman (personal) Other apologies noted: TMBC Cllr's H Rogers & J Sergison, PCSO's Hockey & Matthew.</p> | |
| 3689 | <p>Declarations of members' interests</p> <p>TM/17/00979/TPOC - Cllr Carey employed by Hadlow College.</p> | |
| 3690 | <p>Review of delegation arrangements with Committees, staff & other local Authorities</p> <p>RESOLVED to elect Cllr E Bright as Chairman of Planning & Environment Committee, (P&E). Proposed Cllr Massy, seconded Cllr Morley and carried unanimously.</p> <p>RESOLVED to elect Cllr Richardson as Chairman of Finance & General Purposes Committee (F&GP). Proposed Cllr L Bright, seconded E Bright and carried unanimously.</p> <p>RESOLVED to elect Cllr L Bright to the Staffing Committee together with the Chairman of Council, Vice Chair and Chairman of F&GP. Proposed Cllr Collins, seconded Cllr Massy and carried.</p> | |
| 3691 | <p>Appointment of new members of Standing Committees & review Committee's terms of reference</p> <p>RESOLVED to appoint to Standing Committees as follows:</p> <p>P&E: Collins, Massy, E Bright, L Bright, Carey, Morley, Newman, Richardson, Hyams. F&GP: Collins, Massy, E Bright, L Bright, Richardson, Smith, Hyams. Staffing: as indicated in minute 3690. Terms of Reference to be reviewed at the first meeting of each committee.</p> | |

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| 3692 | <p>Schedule of dates for 2017-18 Council & Committee meetings</p> <p>Approved at December Council meeting.</p> | |
| 3693 | <p>To resolve minutes of the Annual Parish Meeting held on 19 April 2017 were a correct record.</p> <p>RESOLVED to approve as a correct record. Proposed Cllr L Bright, seconded Cllr JMassy and carried unanimously.</p> | |
| 3694 | <p>To resolve minutes of The Parish Council meeting held on 10 April 2017 were a correct record.</p> <p>RESOLVED to approve the minutes of 10 April as a correct record subject to amending the venue to Golden Green Village Hall. Proposed Cllr Collins, seconded Cllr Barbary and carried unanimously.</p> | |
| 3695 | <p>Matters arising from the minutes of 10 April 2017 – updates only on matters not currently on agenda</p> <p><u>Minute 3679 Allotments</u> – Clerk confirmed that vacant plots had been offered to those on the waiting list, two had confirmed tenancy and two responses awaited. A majority of responses had come as a result of the plots being advertised on the parish Facebook page.</p> | |
| 3696 | <p>Chairman’s announcement</p> <p>The Chairman welcomed Cllr Hyams to Council and confirmed she had read her Declaration of Acceptance of Office to the Clerk.</p> <p>Flood Warding Training – The Chairman had found the event interesting and informative. His report was available at the parish office.</p> | |
| 3697 | <p>Report from TMBC & KCC Councillors</p> <p>TMBC Cllr J Anderson confirmed that the authority had stood down until after the General Election. There were however a couple of meetings in the interim.</p> <p>In response to a member of the public, Cllr M Balfour confirmed that if responsibility for services was devolved to parish council level then suitable financial recompense would be made.</p> <p><i>(Cllr Balfour was excused from the meeting to attend other meeting)</i></p> | |
| 3698 | <p>Report from PCSO</p> <p>Monthly crime report: 1x criminal damage , 1x burglary, 1x vehicle damage, 1 x nuisance youth calls</p> | |
| 3699 | <p>Report from Parish Clerk</p> <p>It was a busy time of year in the parish office with year-end preparation, internal auditor cemetery extension and annexe project.</p> | |
| 3700 | <p>Public time</p> <p>Allotments – plot #10 required attention. The small entrance gate required a new latch. Carpenters Lane – recent works had been completed but materials left on the verge that required removal. Clerk to report. Residents concern over the recent screeding of footways was also noted.</p> <p>Parking Carpenters Lane – resident expressed concern over visibility due to parked cars</p> | |

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| | <p>between Monypenny and #50 Carpenters Lane; he suggested yellow lines. Clerk would liaise with TMBC.</p> <p>School Lane – Clerk to liaise with member of the public over cleaning schedule.</p> | |
| 3701 | <p>Parish matters</p> <p>Cllr Hyams noted that the dog walking area needed the grass cut; it was confirmed that the tractor had broken down but was now repaired and the grass had been cut.</p> | |
| 3702 | <p>Correspondence</p> <p>Citizens Advice Bureau and Air Ambulance had expressed their thanks for the recent council donations.</p> | |
| 3703 | <p>Policy reviews in accordance with Standing Orders:</p> <p>Policies reviewed: Reserves Policy, Asset Register including land & buildings, Grant & Donation Policy. RESOLVED to approve updated Reserves Policy Proposed Cllr Richardson, seconded Cllr E Bright and carried. RESOLVED to approve Asset Register including land & buildings, Proposed Cllr Richardson, seconded Cllr Morley and carried. RESOLVED to approve updated Grant & Donation Policy. Proposed Cllr Richardson, seconded Cllr Barbary and carried.</p> <p>All other policies were noted as being up to date.</p> | |
| 3704 | <p>Planning applications</p> <ul style="list-style-type: none"> • TM/17/00909/FL - Conversion of existing garage with extension above and new garage. 1 Chesfield Close, Hadlow, TN11 0DW. HPC Agreed. • TM/17/00937/PDVLR - Larger single storey rear residential extension. Depth to rear 4.18m, height to eaves 2.5m, maximum height 2.77m. 83 Hope Avenue, Hadlow, TN11 0HE HPC Noted. • TM/17/00720/FL - Erection of teaching greenhouse. Land at Court Lane Nurseries and Farm, Court Lane, Hadlow. HPC Agreed. • TM/17/00975/FL - Adaption to a detached bungalow to suit the needs of a disabled user: single storey rear extension to form open plan kitchen and enlarged bathroom, removal of existing chimney, extension of garage to rear garden to form carer accommodation and summer room adaptations to parking and ramped access to new side entrance. Tresillian, Maidstone Road, Hadlow, TN11 0HR. HPC Agreed. • TM/17/00979/TPOC - 5 Poplar trees to fell to ground level. 10 Monypenny Close, Hadlow, TN11 0LG. HPC Agreed but suggest if Poplars felled then smaller native trees be planted on the property or by agreement with Hadlow College on the other side of the stream. | |

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| | <ul style="list-style-type: none"> • TM/16/02197/FL - Single storey side extension and two storey rear extension. Revisions to proposals to include two storey rear extension and omit previously proposed roof conversion). Bluebell Barn, Stanford Lane, Hadlow, TN11 0JN. HPC Object as inappropriate further development of an ex-agricultural building. • TM/17/00808/LDP - Lawful Development Certificate Proposed: Erection of wooden 4 bay garage. Bourne Nursery, Blackmans Lane, Hadlow, TN11 0AX. Noted. • TM/1700981/LDP - Lawful Development Certificate Proposed: Erection of an incidental outbuilding and the provision of hardstanding. Pittswood House, Ashes Lane, Hadlow, TN11 0AW. Noted. <p>It was also noted that Prior Demolition Notification for the demolition of prefabricated classroom building (The Annexe, School Lane, TN11 0EH) had been issued.</p> <p><i>(TMBC Cllr Anderson and two members of the public were excused from the meeting)</i></p> | |
| 3705 | <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> –</p> <p>a) To Approve April Accounts, (Income, expenditure & bank reconciliation). RESOLVED to approve April Accounts. Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.</p> <p>b) To Approve Cheque Payments to date & list of Direct Debits as of April 2017 RESOLVED to approve cheque payments Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously. RESOLVED to approve Direct Debits as of April 2017. Proposed Cllr Richardson, seconded Cllr Massy and carried unanimously.</p> <p>c) To Consider, Approve & Resolve Annual Accounts & Annual Return. RESOLVED to approve the report from Internal Auditor, Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously. RESOLVED to approve the Annual Accounts, Proposed Cllr Richardson, seconded Cllr Smith and carried unanimously. RESOLVED to approve the Annual Return. Proposed Cllr Richardson, seconded Cllr Smith and carried unanimously.</p> <p><i>(R Prince was excused from the meeting)</i></p> <p>d) Approval of Quotation from Ability in sum of £699.00 plus VAT for isolation of gas and water supplies as part of Annexe demolition project RESOLVED to approve Quotation from Ability in the sum of £699.00 plus VAT for isolation of gas and water supplies as part of Annexe demolition project. Proposed Cllr Richardson, seconded Cllr E Bright and carried unanimously.</p> <p>e) Approval of Quotation for Tree Works, Williams Field in the sum of £2516 RESOLVED to accept Down To Earth quotation for tree works at Williams Field in the sum of £2516 net. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.</p> | |

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| | <p><u>Planning & Environment Committee</u>: - Cllr E Bright summarised the meeting and recommended acceptance of Minutes dated 28 March 2017. <i>(previously signed at April HPC meeting)</i>.</p> <p><u>Staffing Committee</u> – Next meeting in June.</p> <p><u>KALC (Tonbridge & Malling Area)</u> – No meeting</p> <p><u>TMBC Parish Partnership Panel</u>: Next meeting in July.</p> <p><u>TMBC Joint Transportation Board – Hadlow Village Transport Representative</u>: Meeting clashed with HPC</p> <p><u>Any other meetings or visits that may require a report</u>. No reports.</p> | |
| 3706 | <p>Motion to exclude the press and public (to enable Council to consider any items on the agenda in which significant aspects will be 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 aspects will be of a confidential and financial nature.</p> <p>Proposed Cllr Collins, seconded Cllr Massy and carried unanimously.</p> <p>Land and Buildings – Draft Contract for Phase 1B Cemetery Extension.</p> <p>RESOLVED to approve the JCT Contract and Variation Order #001 prepared by BdR with Loughman Ltd in the sum of £55,824.29. Variation Order #002 would place D De Mattos as Contractor Administrator. Proposed Cllr Collins, seconded Cllr E Bright and carried unanimously.</p> <p>RESOLVED to approve the issue of a purchase order in the sum of £4420.00 plus VAT for the second part of Phase 1B with Marchants Ltd. Proposed Cllr Collins, seconded Cllr E Bright and carried unanimously.</p> | |
| | <p>There being no further business the meeting closed at 21.05 Date of next meeting: Monday 12 June 2017 at 7.30pm at Old School Hall</p> <p>SignedDate.....</p> | |