

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 12 February 2018 at 7.30pm at Old School Hall

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

Also in Attendance: M Stepkowski (Parish Clerk), E Battain (Admin Assistant), KCC Cllr Balfour, PCSO Matthews, A Hughes (Kent Messenger reporter), Hadlow Park Association representative.

3818	<p>To receive apologies, reasons and approval of absences</p> <p>Apologies and reasons for absence received and approved by Council: Cllrs J Massy, S Phillips & R Smith. Proposed Cllr Collins, seconded Cllr E Bright and carried. Other apologies noted: TMBC Cllrs Anderson, Sergison & Rogers (other meetings and commitments).</p>	
3819	<p>To receive declarations of members' interests</p> <p>Cllr Carey declared an interest with regards to his residence abutting School Lane.</p>	
3820	<p>To resolve minutes of the parish council meeting held on 8 January were a correct record.</p> <p>RESOLVED to approve the minutes of 08/01/2018 as a correct record. Proposed Cllr Collins, seconded Cllr Barbary and carried unanimously.</p>	
3821	<p>To receive an update on progress of resolutions from the last meeting– updates only on matters not currently on agenda</p> <p><u>Minute 3807 Laxton Farm</u> – Clerk asked to chase progress report from TMBC planning department.</p>	JA/CIk
3822	<p>To receive oral reports from TMBC & KCC Councillors</p> <p>KCC Cllr Balfour confirmed budgets were still being considered with both County and Borough Councils possibly increasing taxes. <i>(Parish Cllr Turner joined the meeting)</i> <i>(Cllr Balfour was excused from the meeting)</i></p>	
3823	<p>Report from PCSO</p> <p><i>(PCSO Matthews report was provided after item 3827)</i></p> <p>Email from Community Safety Unit (CSU) Inspector Maxine Martin was noted. PCSO Matthews read the recent crime reports for the local area: 01/11/17-01/12/17: 1 theft from motor vehicle, 2 farm land burglaries, 2 burglary other than dwelling. 01/12/17-01/01/18: 4 burglary other than dwelling, 2 burglary. 01/01/18-12/02/18: 2 theft from motor vehicle, 2 burglary (bogus caller). The PCSO also asked everyone to be mindful of scams particularly as there had been several incidences recently with people pretending to be from the Water Board. The PCSO was thanked for her continued support and presence at the Seniors Pop In Group on Thursdays.</p>	

3824	<p>Clerks report</p> <p>Finance: Yearend accounts completion booked for 4 May and the Internal auditor to complete his year-end audit on Monday 14 May. The Parish Office expected to receive papers related to the External year-end from PK Littlejohn in due course with submission of accounts due in June.</p> <p>In preparation for the above all policies and procedures were being reviewed, asset register and inventory lists updated, any outstanding debtors chased ahead of March end.</p> <p>HOS: Intruder Alarm – annual service for HOS booked.</p> <p>Funding:</p> <ul style="list-style-type: none"> a) Kent Buccaneers Baseball Club – The Council had received £691 from KCC for materials to develop Williams Field baseball pitch which was the balance of funds remaining from a previous programme supported by KCC Cllr Balfour. b) Christmas lights - TMBC had match funded £1088 towards the costs of installation and take down of Christmas motifs in Golden Green and Hadlow. <p>Road Works: Temporary Road Closure – Ashes Lane, Hadlow – from 11 March 2018 for up to 1 day between 10.00hrs and 15.00hrs due to Lambing Day.</p>	
3825	<p>Public time & parish matters</p> <p>No matters under public time.</p> <p>Parish matters: Christmas – ‘Turning on the Lights’ - Cllr Barbary gave a brief review of the meeting she had with the Clerk to discuss the ‘turning on of the lights’ for 2018 and getting the community involved. It was suggested hanging messages on a tree at the St Mary’s Christmas Tree festival with message templates being available via Councils social media. A competition to select five children and adults to turn on the lights; liaise with church and schools for carols by the Christmas tree in the village. The proposed date for the event was Sunday 9 December. Any other ideas or thoughts were welcomed over the coming months.</p> <ul style="list-style-type: none"> a) Annual Litter Pick – Proposed date Sunday 25 March 2018 between 11am-1pm. Confirmation that Scouts could attend awaited. Clerk to discuss with Howard Rogers the possibility of Golden Green participating the same weekend. Cllrs Newman & Carey gave their apologies as they were unavailable on the proposed weekend. b) Annual Parish Meeting – Wednesday 18 April 2018. Cllr Hyams confirmed she would talk with local groups to see if anyone wished to make a presentation. <p><i>(PCSO Matthews arrived)</i></p>	
3826	<p>To receive proposal from Cllr Turner: “Battle’s Over – A Nation’s Tribute 11 November 2018.</p> <p>Cllr Turner asked Council to consider participating in the tribute if the results of a viability session were positive. As part of his study he would investigate:</p> <ul style="list-style-type: none"> 1. Would there be sufficient interest; contact schools and other groups 2. Would people be willing to turn out at 6pm particularly if they had already been to the Remembrance Day Service. 	

	<p>3. Would there be enough volunteers to run the event</p> <p>4. Where the event would be held</p> <p>5. Would it be a gas beacon/bonfire or other</p> <p>6. Would the church be ringing the bells</p> <p>7. Could a Bugler attend</p> <p>RESOLVED to permit Cllr Turner to complete viability study on behalf of Council to determine whether it would be feasible to participate in the Nations tribute “Battle’s Over” on 11 November. Proposed Cllr Collins, seconded Cllr E Bright and carried unanimously.</p>	
3827	<p>Correspondence</p> <p>a) To consider School Lane vegetation cutting: Two letters had been received from residents and their comments noted.</p> <p>b) To respond to On-Street parking fees & charges in Borough of Tonbridge & Malling. Council resolved to make no comment. Proposed Cllr Collins and carried.</p> <p><i>(PCSO Matthews apologized for arriving late but was held up due to police business; she read her report)</i></p>	
3828	<p>Planning Applications</p> <ul style="list-style-type: none"> • TM/18/00093/FL - Erection of a single dwelling. Middle Barn, Goose Green Farm, Maidstone Road, Hadlow, TN11 0JJ. HPC Object • TM/18/00081/FL - Conversion of disused building and land within its curtilage to a residential dwelling. Honeycroft Farm, Three Elm Lane, Golden Green, TN11 0BS. HPC Agreed on condition no further development within its curtilage. • TM/18/00092/LB & 00091/FL - Installation of a contemporary garden studio. The Granary, Court Lane, Hadlow, TN11 0JU. HPC Agreed • TM/18/00038/FL - Demolition of existing conservatory; construction of a larger orangery on site of the existing conservatory with associated alterations and internal alteration on the first floor. The Hermitage, Tonbridge Road, Hadlow, TN11 0AS. HPC Agreed • TM/18/00151/LDP - Partial garage conversion to create utility room, opening up of existing kitchen, external works to remove garage door and replace with new window plus associated works. 15 North Frith Park, Hadlow, TN11 9QW. It was noted that TMBC had already refused the application. 	
3829	<p>To resolve Parking Plan prior to submission to TMBC</p> <p>Council had completed a review of roads within Hadlow to assist TMBC in their Parking Plan process for Hadlow. Clerk to make further amendments to ensure suggestion of double yellow lines proposed either side of road where the entrances to School Lane path are located and that the same areas had dropped kerbs. Dropped kerbs on Monypenny would also be suggested in the draft plan.</p> <p>RESOLVED to approve the draft plan for submission to TMBC. Proposed Cllr Collins, seconded Cllr Newman and carried.</p>	

3830

Financial recommendations for approval– Cllr Richardson proposed the following resolutions:

- a) To authorise payments: **RESOLVED to approve payments in the sum of £16,966.07** Seconded Cllr Newman and carried.

List of cheque payments for approval HPC 12/02/2018

	£
7252 R G Media & IT services - annual maintenance contract 2018	1296.00
7253 Thom Atkinson - photography of wall hangings in Old school Hall	180.00
7254 Principal Cloud - quarterly net. Support & annual domain host	825.14
7255 Spy alarms - annual maintenance contract HOS	490.80
7256 Kent men of the trees - annual membership 2017-18	25.00
7257 Samaritans donation for 2017-18	50.00
7258 Window cleaning - January 2018	55.00
7259 Commercial services - landscape services winter works - final	1862.69
7260 Kent Tree Wardens - donation	25.00
7261 Kent Pond Wardens - donation	25.00
7262 J Penfold Heating & Plumbing Ltd - HOS ball valve replacement	78.00
7263 Impress P/Cash	132.02
7264 Cannon Hygiene - Feb18-Jan19 hygiene units	84.48
7265 Kings Hill Garage - vehicle lease Jan-March	1026.00
7266 Kent County Council - stationery and cleaning products	100.44
7267 Zest Commercial Cleaning - HOS & Hy-Arts cleaning	457.50
7268 KALC - Planning Conference Cllrs Bright,Morley,Collins	216.00
7269 Zest Commercial Cleaning - HOS & Hy-Arts cleaning Nov late pay	450.00
7270 King & Sons Kent Ltd - cemetery skip inv1573	262.00
Payments made by Bank transfer	
HMRC PAYE P10 (tax period:06/01-05/02)	1094.81
Clerks Wages Wk44	2001.59
Admin Wages Wk44	258.00
Warden Wages Wk44	1136.10
HMRC PAYE P11 (tax period:6/02-5/03)	1095.01
Clerks Wages Wk48	2001.39
Admin Wages Wk48	602.00
Warden Wages Wk48	1136.10

- b) To note income: Noted.

- c) To approve January accounts: **RESOLVED to approve January accounts in their entirety.** Seconded Cllr E Bright and carried.

- d) To approve JP Glass quotation for replacement fire door/window at medical centre. **RESOLVED to approve JP Glass quotation 009622 in the sum of £1643.88 net for replacement fire door/window at the medical centre.** Seconded Cllr L Bright and carried.

	<p>e) To approve Metcalf & Briggs Surveyors quotation for Condition Survey HOS. RESOLVED to approve Metcalf & Briggs Surveyors Condition Survey & Planned Maintenance Schedule in the sum of £795.00 net.</p>	
3831	<p>To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:</p> <p><u>Planning & Environment Committee (P&E):</u> - Cllr E Bright proposed acceptance of P&E Minutes of 24/01/2018. RESOLVED to approve P&E Minutes of 24/01/2018. Seconded Cllr Collins and carried. He reported to Council that he and Cllrs Morley and Collins were booked on the Planning Conference in Lenham. Cllr Hyams requested she be included in the booking.</p> <p><u>KALC (Tonbridge & Malling Area)</u> – No meeting.</p> <p><u>TMBC Parish Partnership Panel:</u> Meeting to be held on Thursday at which the Crime Commissioner was attending and all members encouraged to participate in the meeting.</p> <p><u>TMBC Joint Transportation Board: Hadlow Village Transport Representative:</u> No meeting.</p>	
3832	<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/or financial nature).</p> <p>Motion to exclude the press and public was proposed Cllr Collins, seconded Cllr Barbary and carried.</p> <p>a) To receive proposal from Cllr Smith regarding Council administration. The proposal was postponed due to Cllr Smith being absent from the meeting.</p> <p>b) To approve 2018-2019 Draft Year Planner</p> <p>RESOLVED to approve the 2018-2019 draft Year Planner in its entirety. Proposed Cllr Richardson, seconded Cllr E Bright and carried. (Cllr Hyams objected to the Finance and General Purposes meetings being reduced from four to two a year and wished her view documented).</p>	
	<p>There being no further business the meeting closed at 21.07 Date of next meeting: Monday 12 March 2018 at 7.30pm at Old School Hall</p> <p>SignedDate.....</p>	