

HADLOW PARISH COUNCIL

Minutes of the annual meeting of Hadlow Parish Council duly convened and held on Monday 14 May 2018 at 7.30pm at Old School Hall

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

Also in Attendance: M Stepkowski (Parish Clerk), E Battain (Admin Assistant), A Hughes (Kent Messenger reporter), Hadlow Park Association representative, 3 members of the public.

3859	<p>Welcome & introductions:</p> <p>Cllr Collins welcomed everyone to the meeting.</p>	
3860	<p>Election of Chairman & Vice Chair</p> <p>Resolved to elect Cllr Collins as Chairman. Proposed Cllr E Bright, seconded Cllr Barbary and carried unanimously. Cllr Collins read and signed the Declaration of Acceptance of Office.</p> <p>Resolved to elect Cllr Massy as Vice Chair. Proposed Cllr E Bright, seconded Cllr Hyams and carried unanimously.</p>	
3861	<p>To receive apologies, reasons and approval of absences</p> <p>Apologies and reasons for absence received and approved by Council: Cllrs R Smith & J Newman. Proposed Cllr Collins, seconded Cllr L Bright and carried.</p> <p>Other apologies noted: TMBC Cllrs Anderson, Sergison & Rogers & KCC Cllr Balfour (meeting), PCSO Toni Matthew.</p>	
3862	<p>To receive declarations of members' interests</p> <p>No declarations made.</p>	
3863	<p>To resolve minutes of the following meetings as a correct record:</p> <ul style="list-style-type: none"> • P&E Minutes 27 March 2018 – Resolved. Proposed Cllr L Bright, seconded Cllr Hyams and carried unanimously. • HPC Minutes 9 April 2018 – Resolved. Proposed Cllr E Bright, seconded Cllr Hyams and carried unanimously. • Annual Parish Minutes 18 April 2018 – Resolved. Proposed Cllr L Bright, seconded Cllr Hyams and carried unanimously. • F&GP Minutes 9 May 2018 – Resolved. Proposed Cllr Richardson, seconded Cllr Massy and carried unanimously. 	
3864	<p>To receive an update on progress of resolutions & matters from the last full Council meeting – updates only on matters not currently on agenda</p> <p>No matters addressed.</p>	
3865	<p>Chairman's announcements</p> <p>An update on progress related to the Borough Local Plan was noted. Members would continue to regularly review the situation and respond where and when appropriate.</p>	
3866	<p>To review the terms of reference and appointment of members to existing committees</p> <p>It was agreed to confirm terms of reference at the first meeting of each committee.</p>	

	<p>Membership of committees was confirmed as follows:</p> <ul style="list-style-type: none"> • P&E (Planning & Environment Committee): Cllrs E & L Bright, Carey, Collins, Hyams, Newman, Massy, Morley, Richardson. • F&GP (Finance Committee): Cllrs E&L Bright, Collins, Richardson, Massy, Smith. • Staffing Committee: Cllrs Collins, Massy, Chair of F&GP (to be established), Hyams. 	
3867	<p>To review appointment of the Council's representation with outside bodies:</p> <ul style="list-style-type: none"> • Kent Association of Local Councils: Cllrs Hyams & Massy • TMBC Partnership Panel: Cllrs E&L Bright • TMBC Transportation Board: Cllrs Collins & Massy • TMBC Joint Standards Committee: Cllr Newman • Golden Green Mission Hall: Cllrs E Bright & Collins 	
3868	<p>To note schedule of dates for 2018-19 Council & committee meetings approved 16/2/18</p> <p>Noted.</p>	
3869	<p>To note arrangements with TMBC Public Rights of Way (PROW) & KCC Highways Shrubs & Borders</p> <p>The schedule of areas under license with PROW and Highways were noted.</p>	
3870	<p>Matters requiring review and resolutions in accordance with Standing Orders:</p> <ul style="list-style-type: none"> • To resolve adoption of amended Standing Orders 2018: Resolved. Proposed Cllr Massy, seconded Cllr Barbary and carried unanimously. • To resolve approval of Reserves Policy: Resolved. Proposed Cllr Richardson, seconded Cllr Bright and carried unanimously. • To resolve approval of asset register as covered by current insurance certificate: Resolved. Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously. • To resolve approval of updated Health & Safety Policy including Risk Assessment: Resolved. Proposed Cllr Massy, seconded Cllr Morley and carried unanimously. <p>The following policies were reviewed annually and approved but required no change:</p> <ul style="list-style-type: none"> • Code of Conduct • Complaints Procedure • Financial Regulations (NALC update awaited) • Statement of Internal Control • Grievance & Disciplinary • Media • CCTV • Publication Scheme (FIA) • Grant & Donation • Tree • Lone Working • Training & Development <p>Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.</p>	
3871	<p>To approve procedures for the co-option of Councillors</p> <p>RESOLVED to approve procedures for the co-option of Councillors. Proposed Cllr Barbary, seconded Cllr Hyams and carried unanimously.</p>	

	It was noted that Parish Council elections will be in 2019.																																																																
3872	<p>To consider planning applications</p> <ul style="list-style-type: none"> • TM/18/00839/FL – Demolition of commercial storage barn (B8) and private storage barn and erection of a 2 bedroom bungalow. Former Orchard Dene Nursery, High House Lane, Hadlow. HPC Agreed. • TM/18/00981/LB – Conversion of existing coach house into living accommodation. Cobblestones, Church Street, Hadlow, TN11 0DB. HPC Agreed subject to parking restrictions of previous consent 2015 																																																																
3873	<p>To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:</p> <ul style="list-style-type: none"> • Finance & General Purposes Committee. Cllr Richardson proposed approval of the following items: <ul style="list-style-type: none"> a) To resolve to approve April accounts (Income, expenditure, bank reconciliation, actual against budget). RESOLVED to approve April accounts in their entirety. Seconded Cllr L Bright and carried unanimously. b) To resolve to approve cheque and bank transfer payments to date. RESOLVED to approve cheque and bank transfer payments. Seconded Cllr L Bright and carried unanimously. <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 80%;"></th> <th style="width: 10%; text-align: right;">£</th> </tr> </thead> <tbody> <tr> <td>7298</td> <td>King and sons kent Ltd - skip hire x 2</td> <td style="text-align: right;">524.00</td> </tr> <tr> <td>7299</td> <td>Archway Highway Services - HOS carpark lines</td> <td style="text-align: right;">780.00</td> </tr> <tr> <td>7300</td> <td>KALC & NALC annual subs</td> <td style="text-align: right;">1212.74</td> </tr> <tr> <td>7301</td> <td>Window cleaning April 2018</td> <td style="text-align: right;">55.00</td> </tr> <tr> <td>7302</td> <td>Travis Perkins - paving slabs - cemetery inv AIF210</td> <td style="text-align: right;">38.20</td> </tr> <tr> <td>7303</td> <td>JP Glass Ltd - Medical Centre fire door & side window</td> <td style="text-align: right;">1983.75</td> </tr> <tr> <td>7304</td> <td>KCC (KCS) - cleaning supplies & bench for Williams Field play</td> <td style="text-align: right;">295.98</td> </tr> <tr> <td>7305</td> <td>King and sons kent Ltd - skip hire</td> <td style="text-align: right;">250.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">5139.67</td> </tr> <tr> <td></td> <td>Payments made by Bank transfer</td> <td></td> </tr> <tr> <td></td> <td>SLCC - annual membership</td> <td style="text-align: right;">258.00</td> </tr> <tr> <td></td> <td>Manhatton Flooring - HY-arts hall floor refurbishment</td> <td style="text-align: right;">511.50</td> </tr> <tr> <td></td> <td>Manhatton Flooring - HY-arts - supply & fit rear shutter hooks</td> <td style="text-align: right;">118.80</td> </tr> <tr> <td></td> <td>Kent Grassland Services - April grounds maintenance</td> <td style="text-align: right;">1142.40</td> </tr> <tr> <td></td> <td>Zest Commercial Cleaning Ltd - April</td> <td style="text-align: right;">360.00</td> </tr> <tr> <td></td> <td>Clerk Wages Wk 8</td> <td style="text-align: right;">2102.96</td> </tr> <tr> <td></td> <td>Admin Wages Wk8</td> <td style="text-align: right;">683.72</td> </tr> <tr> <td></td> <td>Warden Wages Wk8</td> <td style="text-align: right;">1164.56</td> </tr> <tr> <td></td> <td>PAYE P2</td> <td style="text-align: right;">1154.13</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">7496.07</td> </tr> </tbody> </table>			£	7298	King and sons kent Ltd - skip hire x 2	524.00	7299	Archway Highway Services - HOS carpark lines	780.00	7300	KALC & NALC annual subs	1212.74	7301	Window cleaning April 2018	55.00	7302	Travis Perkins - paving slabs - cemetery inv AIF210	38.20	7303	JP Glass Ltd - Medical Centre fire door & side window	1983.75	7304	KCC (KCS) - cleaning supplies & bench for Williams Field play	295.98	7305	King and sons kent Ltd - skip hire	250.00			5139.67		Payments made by Bank transfer			SLCC - annual membership	258.00		Manhatton Flooring - HY-arts hall floor refurbishment	511.50		Manhatton Flooring - HY-arts - supply & fit rear shutter hooks	118.80		Kent Grassland Services - April grounds maintenance	1142.40		Zest Commercial Cleaning Ltd - April	360.00		Clerk Wages Wk 8	2102.96		Admin Wages Wk8	683.72		Warden Wages Wk8	1164.56		PAYE P2	1154.13			7496.07	
		£																																																															
7298	King and sons kent Ltd - skip hire x 2	524.00																																																															
7299	Archway Highway Services - HOS carpark lines	780.00																																																															
7300	KALC & NALC annual subs	1212.74																																																															
7301	Window cleaning April 2018	55.00																																																															
7302	Travis Perkins - paving slabs - cemetery inv AIF210	38.20																																																															
7303	JP Glass Ltd - Medical Centre fire door & side window	1983.75																																																															
7304	KCC (KCS) - cleaning supplies & bench for Williams Field play	295.98																																																															
7305	King and sons kent Ltd - skip hire	250.00																																																															
		5139.67																																																															
	Payments made by Bank transfer																																																																
	SLCC - annual membership	258.00																																																															
	Manhatton Flooring - HY-arts hall floor refurbishment	511.50																																																															
	Manhatton Flooring - HY-arts - supply & fit rear shutter hooks	118.80																																																															
	Kent Grassland Services - April grounds maintenance	1142.40																																																															
	Zest Commercial Cleaning Ltd - April	360.00																																																															
	Clerk Wages Wk 8	2102.96																																																															
	Admin Wages Wk8	683.72																																																															
	Warden Wages Wk8	1164.56																																																															
	PAYE P2	1154.13																																																															
		7496.07																																																															

	<p>c) To resolve to approve direct debits and regular faster payments for 2018-19 & note contracts list.</p> <p>Resolved to approve direct debits & regular faster payments for 2018-19. Seconded Cllr Barbary and carried unanimously. The annual contracts list was noted.</p> <p>d) To resolve to approve the use of the Council’s Common Seal on Deeds of Grant of Exclusive Right of Burial issued on behalf of the Parish Council by the Parish Clerk.</p> <p>The above was Resolved subject to minuting the use of the Common Seal on Deeds of Grant of Exclusive Right of Burial at future Parish Council meetings where the Seal on the Deed will be counter signed by two Councillors. Seconded Cllr L Bright and carried unanimously.</p> <p>e) To resolve to approve Annual Accounts 2017-18 & the Annual Return</p> <p>RESOLVED to approve the Annual accounts 2017-18 and Section 2 Accounting Statements of the Annual Return. Seconded Cllr E Bright and carried unanimously.</p> <p>Members noted that the Internal Auditor had signed off the Annual Internal Audit Report that forms part of the Annual Return.</p> <p>f) To resolve to approve Marchants quotation in the sum of £5480 for Heritage Buff Bauxite chippings for top surface of cemetery extension drive and associated paths.</p> <p>RESOLVED to approve Marchants quotation in the sum of £5480 for Heritage Buff Bauxite chippings for top surface of cemetery extension drive and associated paths. Seconded Cllr Massy and carried unanimously.</p> <p>g) To note Section 137 expenditure limit for 2018-19 as £7.86 - noted.</p> <p>h) To resolve after consideration of request from Sport England for Parish Council (as Freeholder of Williams Field) to administer any funds Sport England award to Kent Buccaneers.</p> <p>RESOLVED to administer any funds Sport England award to Kent Buccaneers. Seconded Cllr Massy and carried unanimously.</p> <p>i) To resolve approval of £750 to fund a 6ft high Tommy (WWI) aluminium outline to be positioned within Golden Green.</p> <p>RESOLVED to approve £750 for a 6ft high Tommy outline to be positioned within Golden Green. Seconded Cllr Morley and carried unanimously.</p>	
3874	<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 reported on the meeting and confirmed that a response to the Stonecastle Quarry application had been sent highlighting Council and resident’s concerns. It was also noted that Tarmac will be at the 26 June P&E meeting to discuss their proposals for Stonecastle Quarry. Members and the public were asked to let the Clerk have any questions for Tarmac by Wednesday 20 June in order that they were able to respond at the meeting.</p> <p><u>Staffing Committee</u> – no meeting.</p> <p><u>KALC (Tonbridge & Malling Area)</u> – Cllr Massy reported on the last meeting at which TMBC leader Nick Heslop was in attendance. He gave an informal chat about Borough issues including the Local Plan and the constraints of the timetable issued by the government</p>	

	<p>in order that the original draft Local Plan would remain in situ. He discussed the effect on infrastructures related to proposed increase in developments. The minutes of the meeting would be available at the parish office. The Clerk was asked to put the Local Plan on the next P&E agenda to enable further discussion on possible effects of infrastructure and the reduction of farm land within the Parish if the Local Plan and the Kent Minerals and Waste Disposal Plan approved both the proposed housing and quarry sites applied for within the Parish.</p> <p><u>TMBC Parish Partnership Panel: No meeting.</u></p> <p><u>TMBC Joint Transportation Board: Hadlow Village Transport Representative: Meeting clashed with Council meeting.</u></p>	
	<p>There being no further business the meeting closed at 20.22 Date of next meeting: Monday 11 June 2018 at 7.30pm at Old School Hall, Hadlow.</p> <p>SignedDate.....</p>	