

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 12 May 2014 at 7.30pm at Old School Hall

Present: Cllrs D Hammond (Chairman), E Bright, Mrs Bright, D Carey, P Jones, S Richardson, F Shaw, Mrs Massy, Mrs Shaw

Also in Attendance: Melanie Stepkowski – Parish Clerk, Mr & Mrs Hughes, D Ayres, R Prince (Hadlow Park Association), A Longford

3158	Election of Chairman & Declaration of Acceptance of Office Only one name was proposed and a vote taken with full council support. Resolved: Cllr Dave Hammond was elected Chairman of the Council. Proposed Cllr Bright, seconded Cllr Mrs Massy and carried unanimously. He duly read and signed his Declaration of Acceptance of Office.	
3159	Apologies for Absence Apologies for absence received and approved by Council: Cllrs Terry, Morley, Collins (holiday), TMBC Cllrs Janet Sergison, Jill Anderson & Howard Rogers (attending other meetings), KCC Cllr M Balfour (other meeting), PCSO's T Matthews (not on duty), K Hockey (other duties).	
3160	Election of Vice Chairman There was only one member proposed, a vote was taken with full council support for Mrs Massy. Resolved: Cllr Mrs Massy would continue as the Vice Chairman. Proposed Cllr Bright, seconded Cllr D Carey and carried unanimously.	
3161	Review of Delegation Arrangements to Committees, Staff & Other Local Authorities Members continued with current arrangements except for the following: Staffing Committee – Cllr Terry replaced by Cllr P Jones Planning & Environment Committee – Cllr Mrs Bright replaced by Cllr P Jones Members were reminded that the Chairman and Vice Chair were ex-officio's on all Council committees. (Attached Appendix 1)	
3162	Review of the Terms of Reference For Committees These would be amended to register the changes of membership and each Committee would review the Terms during their first meeting of the new year.	
3163	The Appointment of New Members of Standing Committees The only changes were as noted in 3161.	
3164	Schedule of Dates for 2014-15 Council and Committee Meetings These had been formally approved at the Parish Council Meeting on 9 December 2013 and no amendments were made.	

3165	<p>Minutes of the Meeting of 14 April 2014</p> <p>These were confirmed and signed as a correct record. Proposed Cllr Hammond, seconded Cllr Bright and carried unanimously.</p>	
3166	<p>Matters Arising</p> <p>Minute 3148 Solar Farm – It was noted that there two solar farm applications under consideration by Tunbridge Wells Borough Council, one of which was close to our Parish Boundary; as this particular application may have a transport impact on local roads further investigation would be completed before commenting on the application.</p> <p>Minute 3155 Tuck Lease – It was noted that the brand new Vehicle would be arriving during May.</p>	
3167	<p>Draft Minutes of the Annual Parish Meeting 23rd April 2014 for Initial Comment</p> <p>These were confirmed as in order subject to amending the location to Hadlow Village Hall. Their approval and signing would be done at the next Annual Parish Meeting.</p>	
3168	<p>Chairman’s Announcement</p> <p>Title Deed Number TT23961 (Ordnance Survey Map reference TQ6350SE) had been registered with the Land Registry in regards to land acquired to extend the cemetery. The original would be held by Warners Solicitors in Sevenoaks.</p>	
3169	<p>Clerk’s Report</p> <p><u>The parish office</u> remains a hive of activity with the Internal Audit and Annual Return being completed during May for Council approval in addition to general administration.</p> <p><u>Meetings:</u> A meeting with Came & Co Brokers to discuss the Parish Council insurance and asset register was attended by the Parish Clerk and the Chairman of Finance & General Purposes (Cllr Richardson). The new skate park and cemetery land was noted and as of October an additional fee of £105.76 would be added to insurance cover against any skate park damages.</p> <p><u>Old School Hall:</u> Bookings are good with regular hirers using the hall most days and private parties being booked in the free periods.</p> <p><u>Repairs & Maintenance:</u> The allotment side entrance stairwell and hand rail have been repaired and improved, in addition a new tap was installed. The fire exit door to the Annexe building was repaired and a work order for replacement fan in the toilets organised.</p> <p><u>Open Spaces</u> under license:</p> <p>a) The footpaths cutting schedule has been received from Public Rights of Way with the license requiring only one cut on most paths. There will obviously be a need for further cuts which the Warden will complete when and where possible. He starts this work as on Monday 12 May. The invoice to PROW for works during 2014 has been sent out.</p> <p>b) Shrubs and Borders: These are maintained under license and the invoice for works is being progressed. However yet again this year there has been a reduction in finances for works.</p> <p><u>Enquiries:</u></p>	

	<p>Tree on corner of Carpenters Lane and A26 – Discussions as to whether or not the tree should be removed for safety reasons is still being considered by TMBC and KCC. The statutory process ensures that the Parish is consulted and asked for comment before a final decision made.</p> <p>The Harrow Public House – the parish office is not aware of any planning application or of any change of use.</p> <p><u>Traders Fund</u>: The hanging baskets for the village square have been ordered and due for installation around the end of May. The walking leaflets are progressing and the notice boards are still to be ordered. The Xmas Tree motifs have been purchased.</p>	
3170	<p>Report from TMBC Councillors & KCC Councillor</p> <p>Nothing to report.</p>	
3171	<p>Parish Matters</p> <p>(i) School Fair – Cllr Mrs Bright reported that the Fair had been well attended and the Coconut Shire run by Parish Council on behalf of the School had raised an estimated £80.00.</p> <p>It was proposed that the Parish Council donated the cost of £22 for the Coconuts.</p> <p>RESOLVED to pay the £22 for Coconuts. Proposed Cllr Mrs Bright, seconded Cllr Carey and carried unanimously.</p> <p>(ii) Storage Unit HOS – damage to the plastic door had been noted. Terry noted that the trail was in good condition.</p> <p>(iii) Outside Gym Equipment – Possible future installation of such equipment at Williams Field would be investigated, however it was noted that the project for upgrading of existing play equipment had only just been initiated and would need to be completed before any other project could be considered.</p> <p>(iv) Footpath Clearance – The Clerk confirmed that the cutting schedule for footpaths under license had started and School Lane and the Access Trail would take priority. It was also noted that the Parish Council was only paid to cut the licensed paths once in the year although additional cuts would be required.</p> <p>(v) Secure Mail Storage Container Request – In response to an enquiry as to whether a secure box for storing the local postman’s round could be installed at Williams Field, the Clerk asked that the Post Office submit an application providing details before it could be considered by Council.</p> <p>(vi) Common Lane Resurfacing – It was noted that the works were due to start on 21 May and the road would be closed whilst the resurfacing work was done.</p> <p>(vii) Verge Cutting Schedule - The Clerk confirmed she was liaising with Kent County Council and that the verges were due for cutting.</p> <p>(viii) Allotment Tap Repair – Cllr Bright was thanked for repairing the leaking tap over the last weekend.</p> <p>(ix) Fallen Tree on A26 – The Warden would be asked to cut this back.</p> <p>(x) Hadlow Bar & Grill Signage – The Clerk would notify the Highways Steward of the repeated concerns raised as to blocked visibility on the Junction of Ashes Lane and the A26 due to the restaurants signage boards.</p>	

<p>3172</p>	<p>Public Time</p> <ol style="list-style-type: none"> 1. Allotment Matters: Flooding – The Chairman with his Hadlow College Hat on agreed to meet with Mr Ayres to consider ditching between the college field and parish allotments to aid in flood prevention in the future. 2. Allotment Material Removal – The old fence panel and post needed to be removed from the Allotments. Noted. 3. Paths – The Clerk confirmed that regular cuts of the main paths would be done throughout the summer. Notices reminding tenants to use main paths rather than tenants small paths when moving large equipment would be issued in the future if issues continued. 4. Crime Report – 5 x Criminal Damage, 4 x Damage to Vehicle, 1 x Attempt Burglary Other Than Dwelling, 1 x Burglary Other Than Dwelling. 3 x Nuisance Youth Calls, 2 x Nuisance Vehicle Calls. 5. Parking Plan Review – It was confirmed that issues related to parking in Carpenters Lane would be addressed as part of the TMBC Parking Plan Review. 6. Dog Fouling – This continued to be an issue particularly on School Lane despite stencils and signage. 7. Cemetery Water – The Clerk confirmed that a sign had been placed by the tap in the cemetery asking people not to turn off the stand pipe. 8. Bus Stops – vehicles obstructing bus stops was not a matter for Parish Council, however repeated requests for traffic warden visits continued. This would be addressed at a Parking Plan Review meeting. The Chairman also confirmed that he had a meeting with Aviva (wearing several hats) and would mention the matter in addition to requests for works to be done on bus stops to ensure they were appropriately set out and maintained. 	
<p>3173</p>	<p>Correspondence</p> <ol style="list-style-type: none"> 1. KALC – DEFRA’s Civil Society Partnership Network Core Group – This group works with Defra officials and Ministers on a wide range of policy and corporate issues. Interested parties to apply by Friday 16 May 2014. Noted. 2. Local Works on behalf of Sevenoaks Town Council – Proposal: “That the government take the necessary action to allow a percentage of Business Rates to be paid direct to Parish and Town Councils for the benefit of local economic growth. Cllr Mrs Bright believed that the Parish Council had already responded. 	
<p>3174</p>	<p>Policy Reviews in accordance with Standing Orders</p> <ul style="list-style-type: none"> • Freedom of Information Act 2001 – Council was asked to approve the updated Model Publication Scheme for the year ended 31/03/2014. RESOLVED to accept the revised Freedom of Information Statement for the year 2013/14. Proposed Cllr Mrs Shaw, seconded Cllr Mrs Massy and carried unanimously. • Propose Adoption of SLCC Model Policy & Procedures for Grievance and Disciplinary • Members were respectfully reminded that with regards to Disciplinary there was a minimum period before an employee qualified for the right to claim Unfair 	

	<p>Dismissal at a Tribunal which would be implemented within the final draft. In the absence of Cllr Terry his point with regards to probationary periods was addressed; the Clerk confirmed that her contract had included a probationary period and that a probationary period would always be included in new staff contracts.</p> <ul style="list-style-type: none"> • RESOLVED to adopt the SLCC Model Policy & Procedures for both Grievance and Disciplinary to include an additional paragraph with regards to the minimum period before an employee qualified for the right to claim Unfair Dismissal at a Tribunal in the Disciplinary Procedures. Proposed Cllr Bright, seconded Cllr Mrs Bright and carried unanimously. • The following policies and procedures were current and up to date and therefore noted by Council. Code of Conduct (adopted Kent Code of Conduct 09/07/2012) Standing Orders (adopted 10/12/2012, reviewed 13/5/2013 and awaited new legislation re media) Financial Regulations (adopted 14/04/2014) Health & Safety including Risk Assessments (adopted 12/10/2013) Complaints Procedure (adopted 13/05/2013) Asset Register including Land and Buildings (it was noted that Came & Company Insurance Brokers had met with the Parish Clerk and Cllr Richardson the week before and reviewed the Asset Register and insurance premium) Data Protection Act 1998 – Council registered until 25/04/2015. 	
3175	<p>Planning Applications</p> <ul style="list-style-type: none"> • TM/14/01114/FL - Demolition of two existing College buildings and construction of one additional temporary building to be used in connection with the Free School; variation of condition 1 of planning permission TM/13/01715/FL to allow temporary Free School to continue until 30.09.2015; plus variations of conditions 3 and 5 of planning permission TM/07/00482/FL to revise the approved parking layout and landscaping scheme respectively in connection with the adjoining animal management unit. Faulkners Farm, Ashes Lane, Hadlow, TN11 9QU This was not commented on as believed to be duplicate application already addressed. • TM/14/01123/FL - 2 bay car port and store (Oak frame). Lynwood, Maidstone Road, Hadlow, TN11 0HR HPC Agreed. • TM/14/00673/FL - Demolition of existing dwelling and erection of three (x3) two-storey terrace dwellings; formation of a new vehicle access (including closure of the existing access); landscaping; and parking for six cars. 77 Carpenters Lane, Hadlow, TN11 0EL HPC agreed but would like attention to be paid to the boundary with neighbour and for cladding to be in keeping with character of the neighbourhood. • TM/05/723/MR88/RVAR - Request for approval of revised restoration of scheme and aftercare scheme pursuant to conditions 38 & 46 of planning permission TM/05/723/MR88. Poster Park Quarry, Hadlow Road, Tonbridge, TN9 1PD HPC agreed and commented: 	

	<p>The overall restoration plan is imaginative and of high quality. However where possible it would be highly beneficial to reduce the straight lines and uniformly linear nature of a significant proportion of the waterbody edges to improve long-term biodiversity.</p> <p>Some earlier introduction of the marginal planting than is currently scheduled might also be useful to reduce erosion risk.</p> <p>The use of Small leaved Limes along the ditch side of T1 to be pollarded is queried. While the use of small leaved lime is in general applauded as a native tree, perhaps pollarded willows, or even a few of the <i>Populus nigra betulifolia</i> grown to maturity might be more appropriate for the area of the Medway Valley floodplain.</p> <p>While <i>Populus nigra betulifolia</i> is thought to be a doubtful native to Kent, with only a few possible relict trees, clonal stock could perhaps be obtained from a neighbouring county such as Essex, or Wakehurst in East Sussex, following informal advice, perhaps from the Kent Wildlife Trust or Hadlow College.</p>	
3176	<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) Approve the Statement of Internal Control for 2013-14 RESOLVED to approve Statement of Internal Control for 2013-14 Proposed Cllr Richardson, seconded Cllr Bright.</p> <p>b) Internal Auditors Report – Noted</p> <p>c) To Approve the Annual Return and Sign. RESOLVED to approve the Annual Return Proposed Cllr Richardson, seconded Cllr Mrs Bright and carried unanimously.</p> <p>d) To Approve Authorisation of April Payments & Receipts, Bank Reconciliation. RESOLVED to approve the April Payments & Receipts, Bank Reconciliation. Proposed Cllr Richardson, seconded Cllr Mrs Bright and carried unanimously.</p> <p>e) To Approve estimate for the following:</p> <p>Cleaning the War Memorial at hadlow Cemetery in the sum of £420 plus VAT. RESOLVED to approve the cleaning of the War Memorial at Hadlow Cemetery in the sum of £420.00 plus VAT. Proposed Cllr Richardson, seconded Cllr Bright and carried unanimously.</p> <p>Cleaning and re-enamelling of the 1939-1945 Memorial in the sum of £280 plus VAT. RESOLVED to approve cleaning and re-enamelling of the 1939-1945 Memorial in the sum of £280 plus VAT. Proposed Cllr Richardson, seconded Cllr Bright and carried unanimously.</p> <p>May Payments Schedule: - With regards to this item which had inadvertently been left off the agenda, Cllr Mrs Massy proposed its approval, seconded Cllr Carey and carried unanimously.</p> <p>Cllr Richardson reminded members that in accordance with Financial Regulations the Council needed to consider budgeting for between 3-5 years ahead in future with consideration to projects being submitted in September.</p>	

	<p><u>Planning & Environment Committee</u>: No matters to bring forward.</p> <p><u>Staffing Committee</u>: Nothing to report.</p> <p><u>KALC</u>: Nothing to report.</p> <p><u>TMBC Parish Partnership Panel</u>: Nothing to report, next meeting in June.</p> <p><u>TMBC Joint Transportation Board</u>: Nothing to report.</p> <p><u>TMBC Crime Prevention Panel</u>: Nothing to report, next meeting in June.</p> <p><u>Hadlow Village Hall</u>: Nothing to report.</p> <p><u>Hadlow Hy-Arts Centre & Youth Club</u>: No meeting to date.</p> <p><u>Golden Green Village Hall</u>: The Annual General Meeting had been held on 1st May and the purchase of a Difibrillator approved; the location was still to be decided.</p> <p>T&Malling Seniors Forum – The meeting had been attended by Cllrs Mr & Mrs Bright who found it to be very interesting. There were to be bi-monthly meetings held in Tonbridge to include a number of invited speakers to talk on issues of concern to older residents. Two Open Days were planned one in Tonbridge and the other in Snodland to help promote the programme and encourage membership.</p>	
3177	<p>Motion to Exclude the Press and Public (to enable Council to consider any items on the agenda in which significant aspects would be of a confidential and financial nature)</p> <p>Proposed Cllr Hammond, seconded Cllr Mrs Massy and carried unanimously.</p> <p>The Chair thanked members of the public for their attendance and excused them from the remainder of the meeting.</p>	
3178	<p>Village Hall Lease – Update on the Surrender of existing lease and signing of the new lease.</p> <p>Mr & Mrs Shaw as members of the Village Hall Committee remained within the meeting to discuss the proposed new lease which would incorporate both the Village Hall and Hy-Arts Centre. Cllr Richardson updated the meeting on progress to date and his recent meeting with Mr Shaw as Chairman of the Village Hall.</p> <p>It was agreed that the Parish Council would investigate cost of repairs to bring the Hy-Arts Centre back into good repair. Once costs were known consideration to financing the one off work would be considered by Council. Mr Shaw would take the proposal to the Village Hall Committee. It was agreed that if Council assisted in resolving the maintenance/repair costs on this one occasion then the Village Hall Chairman could see no problems with surrender of the existing lease and signing the new lease.</p>	
	<p>There being no further business the meeting closed at 21.00.</p> <p>Date of next meeting: Monday 9 June 2014 at 7.30pm at Old School Hall</p> <p>Signed Date.....</p>	