

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 8 September 2014 at 7.30pm at Old School Hall

Present: Cllrs D Hammond (Chairman), E Bright, Mrs Bright, D Carey, N Collins, P Jones, Mrs Massy, R Morley, S Richardson, K Terry, C Vernon.

Absent: Cllr Mr & Mrs Shaw

Also in Attendance: Melanie Stepkowski – Parish Clerk, KCC Cllr M Balfour, TMBC Cllrs Jill Anderson, Janet Sergison, KCC Officers M Heath (Traffic Engineer), A Furner (Arboricultural Team Leader West Kent), Jamie Watson (Traffic Schemes Team Leader), 55 members of the public also signed their attendance.

3208	Apologies for Absence. Apologies for absence received and approved by Council: None. Apologies noted by Clerk: PCSO's Matthew & Hockey who were not on duty.	
3209	Minutes of the Parish Council Meeting of 2014. Minutes of 14 July 2014 were signed as a correct record. Proposed Cllr Hammond, seconded Cllr Collins and carried unanimously.	
3210	Matters Arising from the Minutes of 9 June 2014 Minute 3202 Speed Watch – The Autumn/Winter 2014 Kent Community Speed Watch (CSW) Newsletter had been published and provided an extensive report showing details of observations including those in Hadlow. (copy available at parish office)	
3211	Declaration of Interest Cllr Terry declared a personal interest as a member of his family was a volunteer at the Citizens Advice Bureau (minute 3220 item 7)	
3212	Chairman's Announcements None.	
3213	TMBC Councillors reports. Cllr Sergison reminded the Council that no invoices had been submitted to the Economic Regeneration Traders Fund. The Clerk confirmed that invoices were still awaited on some of the projects and will aim to complete the return in the coming weeks.	
3214	KCC Councillors report [A Motion was taken to address this item at the beginning of the meeting for purposes of expediency. Proposed Cllr Hammond, seconded Cllr Mrs Bright and carried unanimously] Tree at Junction of Carpenters Lane & A26. The Chairman welcomed everyone to the meeting and explained that KCC members would provide information and details related to the possible removal of the tree after which the public would be given the opportunity to speak. The following KCC representatives introduced themselves: KCC Cllr Matthew Balfour, KCC Officers M Heath (Traffic Engineer), A Furner (Arboricultural Team Leader West Kent), Jamie Watson (Traffic Schemes Team Leader).	

	<p>Mr Heath summarised the situation confirming that the junction of the A26 and Carpenters Lane had been indentified during the past three years as a ‘cluster site’ (crash area) and working in conjunction with Kent Police had concluded that although there was no clear pattern it was apparent that the lack of visibility caused by the mound surrounding the Black Poplar was an issue.</p> <p>Mr Furner provided information about the tree and explained the process of pollarding and how this could possibly weaken the boughs.</p> <p>Cllr Balfour re-iterated the position and assured the public that if the tree was removed then a suitable mature replacement tree would be planted on level ground. This would improve the site line and visibility and was considered a safer alternative.</p> <p>Members of the public were both for and against the removal of the tree and raised concerns and observations such as speed, suggested speed reduction systems, carriageway improvements, tree benefits and risks. KCC were asked to review these suggestions before making a decision.</p> <p>In response to questions related to budgets and costs, members of KCC were unable to provide comparative details. Members of the public asked that these were identified and a clear proposal provided before any decision was finalised.</p> <p>The matter was then brought to a close and the Chairman thanked the public and KCC members for attending and provided the opportunity for those that did not wish to attend the remainder of the meeting to be excused.</p> <p>In response to Cllr Balfour, the Chairman confirmed that the Parish Council would digest all the information and consider a formal written response at their next meeting.</p>	
<p>3215</p>	<p>Public Time</p> <p><u>Unofficial parking on grass verge in village centre</u> – this matter would be forwarded to Kent Highways.</p> <p><u>Parish crime report</u> for 16/06/2014-14/07/2014. (August was not available.) 1 x Criminal Damage, 2 x Theft, 2 x Shoplifting, 4 x Burglary other than dwelling and 1 x report of Anti-social behaviour.</p> <p><u>Williams Field Football Pitch</u> – it was noted that there was a large amount of litter left after the Sunday match. The Clerk would contact the appropriate team.</p> <p><u>Footpath Bridge Faults</u> – FP160 & 153 had slat damage which would be reported to Public Rights of Way.</p> <p><u>Advertising Signs</u> positioned on the junction of Carpenters Lane and A26 were reported as impairing visibility. Kent Highways would be notified of the issue and further advice sought.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>3216</p>	<p>Parish Clerk Report</p> <p>Members were informed that the Hadlow College Preschool Agreement for the year commencing September 2014 had been prepared and would be sent for signature.</p> <p>South East Coast Ambulance Service would be having their Annual Members meeting on 25 September in East Malling – information in the Atrium of Old School Hall.</p>	<p>Clerk</p>
<p>3217</p>	<p>Parish Matters</p> <p>Flood Warnings Area & Environment Agency Information & Questionnaire: Cllr Carey reported that the Environment Agency was currently reviewing the flood warning service and the Parish Council responded to their questionnaire. Seven points of clarification and or</p>	<p>Clerk</p>

	<p>concern had been noted and a response from the Environment Agency pending. The letter was available for public view in the Parish Office.</p> <p>Cllr Balfour's offer of assistance was appreciated but not considered necessary at the present time.</p> <p>On the matter of flooding and the River Bourne a letter from a Golden Green resident was noted. Cllr Carey had walked the area indicated within the letter and observed the current state of the river and vegetation. A response would be sent to the resident in due course.</p>	
3218	<p>Correspondence</p> <p>1. Thank You Letter – A family had written their appreciation and thanks for the display of the Great War in the Old School Hall atrium. The Council also acknowledged the display and expressed their gratitude to Mr Stanley for all his hard work in providing such an excellent display that showed the impact the War had on the Parish. Additional thanks were passed to Mrs Hughes and all the other people who had contributed.</p> <p>The letter also recorded a thank you to members of parish staff for their assistance with a family cemetery matter. Noted.</p>	
3219	<p>Planning Applications</p> <ul style="list-style-type: none"> • TM/00/1599/R26a – Request to extend period for the cessation of operations pursuant to condition (26) TM/00/1599. Stonecastle Farm Quarry, Whetsted Road, Five Oak Green. <p>HPC Agreed, however, we would like to draw your attention to the botanical interest of the site, if and when operations are resumed. The botanical interest includes the presence of the rare arable weed, Shepherd's Needle (<i>Scandix-pecten-veneris</i>) which exists in several populations (confirmed by the Botanical Society of the British Isles) on some of the currently arable fields potentially affected within the future quarry boundary.</p> <ul style="list-style-type: none"> • TM/14/02460/FL – Proposed new additional window to rear elevation of this existing oast building. 1 Boormans Farm Oast, Court Lane, Hadlow, TN11 0JT. <p>HPC Agreed.</p> <ul style="list-style-type: none"> • TM/14/02741/FL – Amendment to planning permission TM/14/01255/FL for the demolition of the existing detached dwelling house together with the residential outbuilding and greenhouse and its replacement with a detached two-storey dwelling house with accommodation in the roof space and a part basement together with a detached triple bay garage with tractor and log store, a detached home office block and the formation of a revised pedestrian and vehicular access. Pear Tree Farm, Matthews Lane, Hadlow, TN11 0JG. <p>No comment was made as information on the TMBC website was incorrect and therefore it was not possible to distinguish where the development was situated and the impact it would have on the area.</p>	
3220	<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>1. End of Year Audit – Auditors Report. A vote of thanks was to be recorded in the minutes on behalf of Council, to the Clerk and her Assistant for preparation and submission of the Annual Return This was noted and appreciation passed to the Parish Office Admin staff.</p>	

2. To recommend approval of Accounts for July and August to include Payments & Receipts, Bank Reconciliation, Actual against Budget.

RESOLVED to approve July and August Payments & Receipts, Bank Reconciliation, Actual against Budget in their entirety. Proposed Cllr Richardson, seconded Cllr Mrs Bright and carried unanimously.

3. To recommend approval of cheque payments listed for July and August. £

6428	NKM - Annual Fire Alarm Mnt (HOS)	286.17
6429	Petty Cash	150.00
6430	Hadlow Primary Sch - Drain Cleaning Cont Access Rd	150.00
6431	Golden Green Assoc - Coconuts Fair	33.00
6432	TMBC -Y2 Summer Scheme Contrib 2014	500.00
6433	Travis Perkins - Sanding Equip for Refurb Benches Cemeter	19.30
6434	Hire Station - Posts to Mark Up Cemetery Extension	30.00
	British Gas - Bacs Payment Deposit HOS Boiler vat incl	2950.02
6435	Kings Hill Garage - Truck Lease First Payment	1026.00
6436	Higham Dry Clean - HOS Curtains	150.00
6437	Staff Wages (total 6437-6439)	2807.43
6438	Staff wages	
6439	Staff wages	
6440	Post Office - PAYE Wk20	879.88
6441	Mediatek - Diary and Walking Leaflets Printing	TBC
6442	Pengelly & Rylands - VH/HA Draft Lease	960.00
6443	KCC - Stationary & Cleaning Products	54.52
6444	Godfreys - Equip Parts	36.34
6445	Greenbarnes Ltd - Notice Board (Traders Fund)	686.86
6446	J B Refurbishments - Hall Work including windows/soffits etc	13362.78
6447	Golden Green Association - Hall Hire	20.00
6448	British Gas - New Boiler HOS	2950.02
6449	PKF Littlejohn - Annual External Audit	720.00
6450	Godfreys - Equip Repair and Strimmer Lines	147.00
6451	British Gas - M Centre Boiler Repair	93.58
6452	Travis Perkins - Clean Equip For Bench Maintenance	33.19
6453	R M Electrical - Electrical Wiring Checks M Centreq	300.00
6454	Staff wages (Total 6454 - 6456)	3046.99
6455	Staff wages	
6456	Staff wages	
6457	PAYE - wk24	880.08
6458	Window Cleaning	35.00

6459	Kings Hill Garage - Truck Lease Aug & sept payments	684.00
6460	S W Mowers - New strimmer & equipment repair	329.13
6461	Silva Arboriculture - tree inspection report	965.00
6462	KCC - Cleaning Products	80.29
6463	Gel Creative - website June, July & Aug 2014	362.50
6464	Zest cleaning - Initial clean & August cleaning of hall	367.20

RESOLVED to approve cheque payments as listed: Proposed Cllr Richardson, seconded Cllr Mrs Bright and carried unanimously.

4. Cemetery Fees had been reviewed and a few anomalies corrected but in general prices as of January 2015 would remain as in 2014.

Clerk

CEMETERY CHARGES WITH EFFECT FROM 1 JANUARY 2015

*Burial and interment of cremated remains in Hadlow Cemetery will only be allowed if an Exclusive Right of Burial (EROB) has been purchased. (Note: this refers to the 'exclusive right of burial in a grave space' and **not** the purchase of the land itself which remains the property of Hadlow Parish Council).* **Section 1: Exclusive right of burial in a grave for 99 years**

		<i>Hadlow Resident</i> £	<i>Non-Resident</i> £
(b)	Child Under 16 years	60.00	250.00
(c)	Single depth grave	275.00	800.00
(d)	Double depth grave	550.00	1750.00
(e)	Re-open a grave (for second burial or interment of cremated remains)	165.00	300.00
(f)	Single cremated remains plot	165.00	500.00
(g)	EROB transfers	60.00	60.00

The above charges do not include digging of grave (which should be arranged through the funeral director).

Section 2: Monuments, memorials and inscriptions

		<i>Hadlow Resident</i> £	<i>Non-Resident</i> £
(a)	A memorial tablet & inscription consent to install a headstone memorial or cremation memorial	110.00	200.00
(b)	Memorial with kerbstones consent	165.00	350.00
(c)	Each additional inscription	80.00	80.00

(d)	Erection of plaque on memorial wall in Old Garden of Remembrance	80.00	80.00
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Purchase of EROB entitles the grantee to erect a memorial, however before any memorial can be installed or works undertaken on an existing memorial, an application from the memorial mason (or funeral director) must be submitted on the appropriate Parish Council Memorial Application form for approval by the Parish Office. All memorial work carried out must be in accordance with the relevant Code of Working Practice of The National Association of Memorial Masons/ BRAMM Blue Book and BS8415 and Hadlow Cemetery Regulations.

RESOLVED to accept the Cemetery Charges for the period commencing January 2015. Proposed Cllr Richardson, seconded Cllr Hammond and carried unanimously.

5. Review Contracts, Leases, Other Agreements and Commitments

The renewal premium for insurance through Came & Company Brokers had been received and approved. The period of cover would be from 01 October 2014 to 30 September 2016 with renewal annual payment of £5396.41 Proposed Cllr Richardson, seconded Cllr Mrs Bright and carried unanimously.

Clerk

RESOLVED to accept the renewal annual payment of £5396.41 and Cover from October 2014 until September 2016. Proposed Cllr Collins, seconded Cllr Mrs Bright and carried unanimously.

6. Preliminary consideration of Special Projects & Budget Papers

- a) Children’s Play Areas – Information related to the proposed development of play areas including a survey were on the Parish website in order that parishioners could give feedback ahead of any further planning.
- b) Cemetery Extension – Cllr Hammond confirmed the land had now been ‘topped’ and would be sprayed in due course. Fencing quotes had been received and both P&E and F&GP viewed.

RESOLVED to approve Tonbridge Fencing quotation for fencing the two boundary lines of the cemetery extension with 800mm high stock fence with 2 line wire on driven chestnut stakes (160m) supplied and erected at a cost of £1400 plus VAT. Proposed Cllr Richardson, seconded Cllr Hammond and carried.

Clerk

With regards to development of the land initially it was thought the Eastern half only would be done, however on reflection it was felt that it would be more cost effective to lay main roadway for the complete area. Proposed Cllr Richardson, seconded Cllr Mrs Massy and carried. Cllr Mrs Massy and Terry would investigate related costs for budget purposes.

c) Village Hall & Hy-Arts Lease – Approval of Repair & Maintenance Costs.

Cllr Richardson updated the meeting on progress to date: F&GP would recommend the approval of J B Refurbishment quotation to Council undertaking certain repairs to the Hy-Arts Centre in order that it remained at a sustainable standard on the condition the Village Hall Committee surrendered the existing Lease and signed the new Lease which included the Hy-Arts building.

As there had been no feedback on the lease from the Village Hall Chairman and due to the lack of response it was proposed individual letters be sent to each Village Hall Member explaining the situation. Proposed Cllr Richardson, seconded Cllr Morley and carried unanimously.

Clerk /SR

	<p>d) Reinvestment – High Interest Deposit Account. A recommendation was made to reinvest £85,000 on a three month basis with Lloyds.</p> <p>RESOLVED to put £85,000 in Lloyds High Interest Deposit Account for three months.</p> <p>e) Any Other – no other matters were raised.</p> <p>7. Donation Requests: Citizens Advice Bureau. A donation of £50 had been approved in the 2014 budget process for the Citizens Advice Bureau, therefore Council approved.</p> <p><u>Planning & Environment Committee</u> – Cllr Carey summarised the last meeting and confirmed that the Old School Hall floor had been treated and all other scheduled works done; it was agreed the hall was in good shape.</p> <p>With regards to the Annual Tree Audit; trees on parish land had now been assessed and a schedule of any necessary works was now in place. Costs for any works were awaited.</p> <p><u>Staffing Committee</u> – A meeting was to be arranged in the near future.</p> <p><u>Community Safety Committee</u> – Information related to the Anti-Social Behaviour, Crime and Policing Act 2014: Community Trigger was available at the Parish Office. Noted.</p> <p><u>Hadlow Village Hall</u> – Await a meeting.</p> <p><u>Hadlow Youth Club</u> – Await a meeting, no communication from Trustees.</p> <p><u>Golden Green Village Hall</u> – No meeting to report.</p> <p><u>KALC</u> – No meeting to report.</p> <p><u>TMBC Parish Partnership Panel</u> – Cllrs Bright and Terry had attended the last meeting at which TMBC Officer Tamsin Ritchie did a presentation on ‘Love Where You Live’. With regards to local crime numbers remained low in comparison to neighbouring Counties. The police were using ‘cluster’ data to assist in ascertaining when and where crime was possibly at its highest and police presence required. Minutes would be available at the Parish Office.</p> <p>Funding opportunities up to £50,000 (match funding) for Village Halls was also noted.</p> <p>Speed Signs on wheelie bins – it was hoped this would be a good visual reminder for motorists to stay within correct speed limits. It was agreed to purchase 100 stickers and offer them to residents along the A26 through Hadlow Village and those living in Golden Green on Three Elm Lane as a pilot. Proposed Cllr Carey, seconded Cllr Bright and carried.</p> <p><u>Hadlow Village Transport Representative</u> (Joint Transportation Board) – Nothing to report.</p> <p><u>TMBC Crime Prevention Panel</u> – nothing to report.</p> <p><u>Any Other Meetings</u>: Hadlow College 2015-2020 Strategic Plan – Cllr Bright had attended and hoped that the community input would be an asset to future plans.</p>	<p>EB</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>3221</p>	<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>Motion not called as there were no confidential matters to discuss.</p>	
	<p>There being no further business the meeting closed at 21.35</p> <p>Date of next meeting: Monday 13 October 2014 at 7.30pm in Golden Green Village Hall</p> <p>Signed Date.....</p>	

