

## HADLOW PARISH COUNCIL

### Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 13 June 2016 at 7.30pm at Old School Hall

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**Present:** Cllrs N Collins (Chairman), J Massy, J Newman, S Richardson,  
**Also in Attendance:** Melanie Stepkowski – Parish Clerk, PCSO Matthew, A Hughes (KM Reporter), Member of Hadlow Park Association, G O’Meara (Shared Access) 2 members of the public.

<b>3528</b>	<p><b>Apologies for Absence</b></p> <p>Apologies for absence received and approved by Council: Cllr R Morley (other meeting), D Carey, E Bright, L Bright (holidays), P Jones (personal). Other Apologies Noted: TMBC Cllr’s H Rogers, J Sergison, J Anderson, KCC Cllr Balfour (other meetings), L Simms (Community Warden).</p>	
<b>3529</b>	<p><b>Minutes of the Meeting of 9 May 2016 for approval</b></p> <p>These were confirmed and signed as correct record. Proposed Cllr Collins, seconded Cllr Newman and carried unanimously.</p>	
<b>3530</b>	<p><b>Matters Arising from the Minutes of 9 May 2016 – updates only on matters not currently on agenda</b></p> <p>None.</p>	
<b>3531</b>	<p><b>Declarations of Members’ Interests</b></p> <p>Cllr Collins declared an interest as neighbour in planning application TM/16/01176/FL and abstained from comment.</p>	
<b>3532</b>	<p><b>Chairman’s Announcement</b></p> <p>None.</p>	
<b>3533</b>	<p><b>Report from TMBC Councillors</b></p> <p>No report.</p>	
<b>3534</b>	<p><b>Report from KCC Councillor</b></p> <p>No report.</p>	
<b>3535</b>	<p><b>Report from PCSO</b></p> <p>There had been several incidences of vandalism and anti-social behaviour at Williams Field which were believed to be the same culprits and therefore were being dealt with by one police officer.</p> <p>Members of the public were asked to address any issues directly to the police via 101 and not through the parish office as it could cause delays in action. This also ensured each incident was logged and provided the police with historical data which aided in future police strategic planning. The police acknowledged there were some issues with how long it took for a call to be answered and were trying to resolve the issue. Members of the public could assist by noting the date and time taken for a response and if unacceptable pass this information onto the police via their complaints procedure.</p>	

	Crimes monthly update: 1 x burglary other than dwelling, 3 x theft, 1 attempted theft, 8 criminal damage, 3 x nuisance calls re Marshall Gardens.	
3536	<p><b>Report from Parish Clerk</b></p> <p>Williams Field: There had been several incidences of vandalism to the bow top rail fencing at the play area particularly near the farm gate. Regular inspections continued to be carried out and the brackets joining each panel will be welded at a cost of £400.00. The Council had also been made aware of children sitting and bouncing on the basketball hoop in the ball court in an attempt to break it; a safety inspection had been carried out.</p> <p>Fly tipping at Steers Place had been reported to TMBC.</p> <p>Landscape Services had kindly completed an emergency cut of nettles on the footpath by St Mary's Church in the absence of the Warden and in preparation for the flower festival at the church.</p>	
3537	<p><b>Public Time</b></p> <p>Williams Field: Concerns were raised with regards to the recent spate of vandalism and preventive suggestions made as follows for Council consideration:</p> <ul style="list-style-type: none"> <li>• Remove Evergreens at the side of the ball court to prevent youths using the area for inappropriate behaviour.</li> <li>• Remove youth shelters as they were seen as a safe haven for certain youths to sit and drink/take drugs.</li> </ul> <p>A short discussion was held noting the advantages and disadvantages with regards to the above noted and the Council would look into the matter further. Everyone acknowledged that the actions of just a few youths were ruining the public space for everyone else and the police were urged to assist and act in a timely manner.</p> <p>Bench at Old Carpenters Lane – repairs were required.</p>	
3538	<p><b>Parish Matters</b></p> <p>Ashes Lane – the new 30mph signs had been installed and Highways and the Parish Council had received appreciation from residents.</p> <p>Speed watch – a replacement police speed watch co-ordinator was noted.</p>	
3539	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• Samaritans – thank you letter for donation received.</li> <li>• TMBC Local Plan – Strategic Lane Availability Assessment – Cllrs would attend the meeting at Kings Hill on Tuesday 28 June.</li> </ul>	
3540	<p><b>Planning Applications</b></p> <ul style="list-style-type: none"> <li>• <b>TM/16/01345/FL:</b> Change of use of farm building into farm shop (to replace rented unit at Charcott Farm), including changes to roof covering and window/door openings. Faulkners Farm, Ashes Lane, Hadlow, TN11 9QU. <b>HPC Agreed.</b></li> <li>• <b>TM/16/01566/LB</b> – Replacement windows to front (north east), and rear (south west) elevations at first and second floor levels. Hartlake Cottage, Hartlake Road, Golden Green, TN11 0BL. <b>HPC Agreed.</b></li> <li>• <b>TM/16/01597/TPOC</b> – Fell in sections the group of 9 Lombardy Poplar Pollards at the</li> </ul>	

	<p>side of the property. Grind out stumps to approx. 300mm below ground level where possible. Native trees will be planted. 11 Monypenny Close, Hadlow, TN11 0LG. <b>HPC Agreed.</b></p> <ul style="list-style-type: none"> <li>• <b>TM/16/01573/FL</b> – Infilling of existing porch. 14 Toby Gardens, Hadlow, TN11 0EW. <b>HPC Agreed.</b></li> <li>• <b>TM/16/01176/FL</b> – Variation of Condition 4 of PP ref: TM/14/02161/FL (Change of use from retail A1 to residential C3 private dwelling. Detached single house) rearranging parking provision. The Old Forge, Three Elm Lane, Golden Green, TN11 0BE <b>HPC Agreed.</b></li> </ul>																																																																									
3541	<p><b>To receive reports from representatives of the following committees and pass such Resolutions thereon as may be necessary:</b></p> <p><u>Finance &amp; General Purpose Committee</u> –</p> <p>a) To Approve Authorisation of May Payments &amp; Receipts, Bank Reconciliation <b>RESOLVED to approve May Accounts.</b> Proposed Cllr Richardson, seconded Cllr Massy and carried unanimously.</p> <p>b) Cheque Payments for Council acknowledgement <b>RESOLVED to approve cheque payments in the sum of £34,047.12</b> Proposed Cllr Richardson, seconded Cllr Massy and carried unanimously.</p> <table border="0" data-bbox="331 1048 1406 1982"> <tr><td>6865</td><td>First highways - Cemetery extension works</td><td>19,958.40</td></tr> <tr><td>6866</td><td>The Samaritans donation</td><td>50.00</td></tr> <tr><td>6867</td><td>King &amp; Sons Kent Ltd - Skip hire at Cemetery</td><td>252.00</td></tr> <tr><td>6868</td><td>Southern water - HOS waste water 9/9/15-21/3/16</td><td>174.67</td></tr> <tr><td>6869</td><td>Golden Green mission hall - hall hire 5/5/2016</td><td>25.00</td></tr> <tr><td>6870</td><td>Hadlow Village Hall - Hy-Arts water bills Sept 2015-feb 2016</td><td>91.20</td></tr> <tr><td>6871</td><td>KCS - cleaning supplies - inv I2524185 dated 31/3/2016</td><td>171.38</td></tr> <tr><td></td><td>Hadlow Village Hall-For chq made payable to Council in error</td><td></td></tr> <tr><td>6872</td><td>TCSC</td><td>75.00</td></tr> <tr><td>6873</td><td>Getmapping plc - annual subscription renewal</td><td>67.20</td></tr> <tr><td>6874</td><td>Kent men of the Trees annual subscription</td><td>25.00</td></tr> <tr><td>6875</td><td>D Evans Window cleaning</td><td>55.00</td></tr> <tr><td>6876</td><td>Farm &amp; Landscape - mow, plow &amp; seed cemetery extension</td><td>990.00</td></tr> <tr><td>6877</td><td>Commercial Services - Grounds maintenance winter works</td><td>4136.40</td></tr> <tr><td>6878</td><td>S J King - Village hall patio works</td><td>539.00</td></tr> <tr><td>6879</td><td>Rialtas Business Solutions (RBS) - Alpha software maintenance</td><td>135.60</td></tr> <tr><td>6880</td><td>BdR Civil &amp; Structural Engineering - Supervision of Cem. Wks</td><td>900.00</td></tr> <tr><td>6881</td><td>Zest Commercial Cleaning Ltd - May hall cleaning</td><td>307.50</td></tr> <tr><td>6882</td><td>Warden Wages Wk12</td><td>825.00</td></tr> <tr><td>6883</td><td>Clerk Wages Wk12</td><td>1819.22</td></tr> <tr><td>6884</td><td>Cancelled Chq</td><td>0.00</td></tr> <tr><td>6885</td><td>Post Office Ltd PAYE</td><td>1094.88</td></tr> <tr><td>6886</td><td>Mediatek - USB's for CCTV</td><td>18.96</td></tr> <tr><td>6887</td><td>TMBC Annl Street Light Maintenance</td><td>72.00</td></tr> </table>	6865	First highways - Cemetery extension works	19,958.40	6866	The Samaritans donation	50.00	6867	King & Sons Kent Ltd - Skip hire at Cemetery	252.00	6868	Southern water - HOS waste water 9/9/15-21/3/16	174.67	6869	Golden Green mission hall - hall hire 5/5/2016	25.00	6870	Hadlow Village Hall - Hy-Arts water bills Sept 2015-feb 2016	91.20	6871	KCS - cleaning supplies - inv I2524185 dated 31/3/2016	171.38		Hadlow Village Hall-For chq made payable to Council in error		6872	TCSC	75.00	6873	Getmapping plc - annual subscription renewal	67.20	6874	Kent men of the Trees annual subscription	25.00	6875	D Evans Window cleaning	55.00	6876	Farm & Landscape - mow, plow & seed cemetery extension	990.00	6877	Commercial Services - Grounds maintenance winter works	4136.40	6878	S J King - Village hall patio works	539.00	6879	Rialtas Business Solutions (RBS) - Alpha software maintenance	135.60	6880	BdR Civil & Structural Engineering - Supervision of Cem. Wks	900.00	6881	Zest Commercial Cleaning Ltd - May hall cleaning	307.50	6882	Warden Wages Wk12	825.00	6883	Clerk Wages Wk12	1819.22	6884	Cancelled Chq	0.00	6885	Post Office Ltd PAYE	1094.88	6886	Mediatek - USB's for CCTV	18.96	6887	TMBC Annl Street Light Maintenance	72.00	
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6888	Admin Assistant - Wk12	608.74
6889	Petty Cash Impress System	144.91
6890	Gel Creative Mar-Apr Website Admin	350.00
6891	Collins - repay bolts for repairs	11.66
6892	Principal - New computer and 3 yr coverage	1088.40
6893	J Gallie - Logo and poster design	60.00

- c) Recommendation to Council to approve Internal Audit Report for 2015-16 Financial Year

**RESOLVED to approve the Internal Audit Report for 2015-16 Financial Year.**

Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.

Members recorded their appreciation to the Clerk and Admin Assistant

- d) CTR (Council Tax Reduction) grants & FAPC (Financial Arrangements with Parish Councils) s136 grants – Consultation response for Council information.

**RESOLVED to complete the consultations agreeing with the suggested changes.**

Proposed Cllr Richardson, seconded Cllr Newman and carried unanimously.

Residents were encouraged to complete both consultations.

- e) CCTV Policy & CCTV Upgrade – To approve amendments to policy in relation to users/authorisers & alternative cameras.

**RESOLVED to amend policy in order that only paid staff members were listed as Authorised User/Operators and held storage cupboard keys.**

With regards to alternative cameras investigations continued.

- f) Signpost Field Swings – To recommend quotation acceptance.

**RESOLVED to attain additional quotations.** Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.

The committee had also looked at a draft Training & Development Policy in which employees training considerations would be addressed by the Staffing Committee and their line manager in the case of the Warden and Admin Assistant and Members training would be considered by F&GP and the Chair of F&GP as the Learning & Development Officer.

Planning & Environment Committee: - Cllr Ed Bright had been elected Chairman.

Staffing Committee – Meeting due in July.

Community Safety - No meeting and any issues addressed straight to full Council

Hadlow Village Hall: Cllr Richardson reported that the Village Hall was going well. There had been mention of purchasing portable fencing for use at the back of the hall but further information was awaited.

Hadlow Hy-Arts Centre – Daytime bookings were on the increase, evening events for the local youth continued to be investigated.

Golden Green Village Hall: The family day had been a success.

Old School Hall: Nothing to report.

Annexe – Correspondence had been received from Hadlow College acknowledging the official end of Agreement and accepting the short term extension.

Footpaths – The Warden continued with his schedule of cutting.

	<p><u>Cemetery Extension</u> – The ground levelling had meant an additional topographical survey was required. An updated report was due from BdR Engineering.</p> <p><u>KALC (Tonbridge &amp; Malling Area)</u> – No report.</p> <p><u>TMBC Parish Partnership Panel</u>: No report.</p> <p><u>TMBC Joint Transportation Board – Hadlow Village Transport Representative</u>: concerns had been raised as to the new pavement works in Tonbridge High Street, highlighting the lack of disabled parking bays and congestion issues caused by no bus stop bays.</p> <p><u>TMBC Crime Prevention Panel</u>: No report.</p> <p><u>Any other meetings or visits that may require a report</u> – none.</p>	
3542	<p><b>Motion to Exclude the Press and Public (to enable Council to consider any items on the agenda in which significant aspects will of a confidential and financial nature).</b></p> <p>Williams Field – Shared Access Funding Opportunity.</p> <p>The Regional Sales Manager of Shared Access gave the committee a brief outline of their proposed communication project and the possible financial benefits to Williams Field.</p> <p><b>RESOLVED to proceed to the next stage and survey of the ground at no cost to the Council. Proposed Cllr Collins, seconded Cllr Newman and carried unanimously.</b></p>	
	<p>There being no further business the meeting closed at 8.50</p> <p>Date of next meeting: Monday 11 July 2016 at 7.30pm at Golden Green Village Hall</p> <p>Signed .....Date.....</p>	