

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on
Monday 13 January 2020 at 7.30pm in Golden Green Mission Hall

Present: Cllrs N Collins (Chairman), M Barrett, E Bright, L Bright, D Carey, M Harvey, C Hyams, J Massy, C Mitchell, J Newman.

Also in attendance: Melanie Stepkowski (Clerk & Minute Taker), KCC Cllr Balfour, TMBC Cllr Rogers, Mr Wynne (HPRA), J Hazelden (Website Administrator).

4092 To receive apologies, reasons and approval of absences

Cllr's Morley & Richardson, TMBC Cllr's Anderson & Sergison, PCSO & Community Warden.

4093 To receive Declarations of Interest

None.

4094 To resolve that the Minutes of 9 December 2019 are a correct record

Resolved to approve the Minutes of 9 December 2019 as a correct record. Proposed Cllr Carey, seconded Cllr Harvey and carried unanimously.

4095 To receive an update on progress of resolutions from the last meeting

Minute 4083 HOS – The acoustic panels were pencilled in for installation on the evening of 18 January, but confirmation was still awaited. DMP and Higham Roofing payments were to be sent at the end of the week as KCC had now approved the works that had been completed to date at the library.

Minute 4087 May Vault – Adrian Cox Surveyors had completed their survey and the report was awaited. During the inspection a section of stonework facing to the north wall collapsed and resulted in the parapet stones above this being at risk of collapse. These stones require removal by a suitably equipped contractor by remote means to avoid personal risk and the Clerk was currently gaining a quote for the works.

Minute 4091 Hadlow Community Minibus Agreement with Primary School – discussions were ongoing.

4096 To receive oral reports from TMBC & KCC Councillors

KCC Cllr Balfour had not yet seen the Terms of Reference for the newly launched KCC Select Committee on Affordable Housing but recognised the need for both affordable and social housing within new developments.

(Cllr Balfour was excused from the meeting to attend to other business).

TMBC Cllr Rogers summarised the situation with the new waste & recycling regime conceding that Urbaser had been found wanting. On behalf of both TMBC and Tunbridge Wells Borough Council the TMBC Chief Executive had written to the contractor with regards to implementing penalty fines for not fully adhering to the contract.

Cllr Carey put forward a question on behalf of a resident regarding penalty clauses : are these discretionary? When can these penalties be issued and are fines dependent on future performance? – Cllr Rogers was not in a position to respond.

With regards to the explanations provided by TMBC on why there had been initial problems with waste and recycling, such as routes not planned, no suitable vehicles for some of the narrower pick up points etc: he was asked why these issues had not been resolved in the first month as surely they were fundamental to the contract; Cllr Rogers accepted the statement but had no response.

The Chairman went on to stress that although Parishes had not perhaps formalised their concerns to TMBC over the poor waste service being provided they did find it unacceptable in its present state.

(Cllr Rogers was excused from the meeting)

4097 To receive report from PCSO & Community Warden

No report had been received however it was noted that there had been an increase in burglaries within the area of the Parish. The public were reminded not to keep their car keys close to their front doors.

4098 To receive Chairman’s & Clerk’s Report

The Clerk confirmed that the minibuses were booked for their 10 week inspections at Tunbridge Wells MOT Centre and that in the absence of a primary school caretaker, the weekly vehicle inspections would be scheduled and completed by either a Parish Council volunteer driver from the primary school or the Clerk.

4099 Public Time & Parish Matters

Hadlow Tower Model – members agreed that the model could be installed in the HOS atrium on a trial basis. It was also agreed that as the model was to be the property and responsibility of the Historical Society a letter confirming this status should be kept on file.

4100 Correspondence

None.

4101 To consider planning applications as received

- **TM/19/02517/FL** – Garage conversion. Carrickstarne, Three Elm Lane, Golden Green.
HPC Agreed and suggested that any permission should stipulate that the parking space presently in front of the garage must be retained as the plan states. *(this application had been considered by members via email and the response sent ahead of the HPC meeting for expediency)*
- **TM/19/02945/LDE** – Lawful Development Certificate: Use of “The Piggery” as a separate dwelling house and associated building works to convert the building, having been in situ/carried out for over four years (since November 2011). Building 2, Hazelwood Farm, Maidstone Road, Hadlow
HPC Noted.

- **TM/19/02949/LB** – Replacement windows and repair/refurbishment of existing front balcony deck structure. Hartlake Oasthouse, Hartlake Road, Golden Green, TN11 0BL.
HPC Agreed.
- **TM/19/02915/PDVLR** – Prior Notification for Residential Extension (Part1, Class A), depth to rear 5.8m, height 3.5m, height to eaves 2.4m. Replace conservatory with extension of same footprint and matching materials to the host dwelling. Afalon, 19 Hadlow Park, Hadlow, TN11 0HY.
HPC Noted.

4102 To approve Year Planner May 2020-April 2021

RESOLVED to approve the Year Planner. Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

4103 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:

Finance & General Purposes Committee

- a) **To authorise** payments including delayed payment to Higham Roofing & DMP
RESOLVED to approve payments as detailed below in their entirety.

7485	DMP - inv 11627 HOS project man. Fee part	2488.15
7486	Kings Hill Garage - truck lease Jan to March 20	1026.00
7487	Cash impress	128.65
7488	Clerk's mileage claim - 1/4 to 31/12/2019	192.40
	Payments made by Bank transfer	
110	Chairman - Allowance	100.00
111	Spy Alarms - call out & work HOS roof works	636.00
112	British Gas - CO alarms	29.99
113	Commercial Svcs - Grounds main 4th quarter	3073.80
114	RG Media - CCTV replacement unit in office	506.40
115	Roof Wizard - Hy-arts roof works	780.00
116	Howdens HOS kitchen unit - Cllr Morley	103.19
117	KCC - Xmas lights load testing	936.00
118	HMRC - PAYE period 9	1228.63
119	Clerk's wages - week 40	2200.90
120	Warden's wages - week 40	1224.08
121	Admin Assistant wages - week 40	717.24
122	R M Electrical - work to outdoor lights HOS	385.00
123	Window cleaning - Jan 2020	55.00
124	KCC - Cleaning supplies - inv 3540842	41.28
125	Zest Cleaning co. - Dec	347.76
126	4th Platform - Quarterly billing Feb to Apr 20	542.71
127	Spy Alarms - call out to medical centre	108.00
128	Warden's wages - week 44	1224.28
129	Admin Assistant wages - week 44	368.00
130	clerk's wages - week 44	2201.10
131	HMRC - PAYE period 10	1212.62
132	Spy Alarms - annual main contract - HOS	520.80
	Total Expenditure	22377.98

- b) **To approve December accounts** bank reconciliation, income & expenditure, cost centre report and third quarter report)
RESOLVED to approve December account in their entirety. Proposed Cllr Collins, seconded Cllr L Bright and carried unanimously.

Planning & Environment Committee

- a) **To resolve and sign the Minutes of meeting Tuesday 17 December 2019**
RESOLVED to approve and sign the Minutes of P&E on 17 December 2019.
Proposed Cllr E Bright, seconded Cllr Collins and carried unanimously.
- b) **Minute 3476 TMBC Parking Plan** – A potential meeting following the outcome of the informal and formal consultations to be progressed this year. The Clerk to keep Council informed and ensure that any public consultations are placed on Council social media platforms to ensure residents are well informed.

Kent Association of Local Councils (KALC) – no meeting.

TMBC Parish Partnership Panel (PPP)- no meeting.

TMBC Joint Transportation Panel – no meeting.

- 4104 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 financial nature).

RESOLVED to exclude the Press and Public to discuss finance. Proposed Cllr Newman, seconded Cllr Mitchell and carried unanimously.

Website – Gel Creative summarised the new regulations related to accessibility and the need to update the website to comply. It was considered a good time to review the website content and re-design the site.

RESOLVED to accept Gel Creative quotation dated 4/01/20 in full to include redesign at a cost of £1200, hosting £160 per annum and maintenance plan based on £50 per hour. Proposed Cllr Barrett, seconded Cllr Mitchell and carried unanimously.

There being no further business the meeting closed at 20.55

Date of next meeting: Monday 10 February 2020, 7.30pm at Old School Hall

Signed

Date

