

## HADLOW PARISH COUNCIL

### Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 11 February at 7.30pm at Old School Hall

**Present:** Cllrs N Collins (Chairman), C Barbary, E Bright, L Bright, D Carey, M Harvey, C Hyams, J Massy, J Newman, S Richardson, E Wilkins

**Also in Attendance:** M Stepkowski (Parish Clerk), TMBC Cllr Sergison, Sandra Edmonds (Community Warden), A Hughes (KM reporter) and three members of the public including Hadlow Park Association representative.

<b>3958</b>	<p><b>To receive apologies, reasons and approval of absences</b></p> <p>Apologies and reasons for absence received and approved by Council: Cllr's R Morley &amp; R Smith. Other apologies noted: TMBC Cllr Anderson (other meeting) &amp; KCC Cllr Balfour (other meeting).</p>
<b>3959</b>	<p><b>To receive declarations of members' interests</b></p> <p><u>Minute 3966</u> Cllr E Bright declared an interest as friend and neighbour re planning application TM/19/00153/FL and abstained from comment.</p> <p><u>Minute 3965</u> Cllrs Massy and Harvey abstained from comment with regards to St Mary's Church request for council contribution to tree works.</p>
<b>3960</b>	<p><b>To resolve the Minutes of 10 December 2018 as a correct record:</b></p> <p><b>RESOLVED to approve Council Minutes of 10 December 2018.</b> Proposed Cllr E Bright seconded Cllr Hyams and carried unanimously.</p>
<b>3961</b>	<p><b>To receive an update on progress of resolutions &amp; matters from the last full Council meeting</b> – updates only on matters not currently on agenda</p> <p>No matters.</p>
<b>3962</b>	<p><b>To receive oral reports from TMBC &amp; KCC Councillors</b></p> <p><b><u>CLLR JANET SERGISON'S REPORT TO HADLOW PARISH COUNCIL</u></b> <b><u>11 FEBRUARY 2019</u></b></p> <p><u>The Budget</u> and the level of Council Tax for 2019/20 will be determined at the Full Council meeting on 19 February.</p> <p><u>The new Waste Services Contract</u> starts on 1 March and the introduction of new recycling services is due to commence from 30 September 2019. An introductory leaflet about the contract will be sent to all households in the Borough. A website is currently being developed to inform residents of the changes and detailed answers to Frequently Asked Questions will be included.</p> <p>Last year <u>The Committee on Standards in Public Life</u> called for evidence about how local councils are supporting good ethical standards in local government in light of changes over the past 10 years. The Council submitted a formal response and the Chairmen of the Joint Standards Committee also sent a c5000 word paper. The Committee on Standards in Public Life has now published its report - 110 pages, with 26 recommendations. Ms Ritchie from the Borough Council will be leading a "<u>Bag &amp; Flag</u>" on Tuesday 26 February which will be concentrate on School Lane, Carpenters Lane and other hotspots. Volunteers are welcome. We'll meet in the Parish Council's car park at 9 am.</p> <p>The Borough Councillors attended the meeting on Friday, with Tom Tugendhat and Golden Green residents, to discuss concerns regarding the latest quarry proposals and how these will affect our communities in the future.</p>

	<p><u>The Parish Partnership Panel</u> met last Thursday which included the Public Conveniences Review and the submission of the Local Plan.</p>	
<p>3963</p>	<p><b>To receive Clerk's report:</b></p> <p><b>S106 monies</b> – the office is currently obtaining quotes and information in the following areas for consideration by Council with regards to the £18000 S106 monies available:</p> <ul style="list-style-type: none"> <li>• <b>Skate Park</b> – repairs, maintenance and possible additional equipment. Evolution have been on site to complete equipment inspection and confirmed there are no areas of great concern, but remedial works could be completed. They will provide costings for both the remedial works and possible improvements to be considered over the next five years.</li> <li>• <b>CCTV</b> – Awaiting a quotation for new updated cameras</li> <li>• <b>Ballcourt</b> – awaiting second quotation to have ballcourt railings stripped and dipped</li> <li>• <b>Signs</b> – we aware that signage needs updating and a request has been made for additional signage by our Borough Councillor</li> <li>• <b>Open Spaces Equipment</b> – we envisage the Council doing more of the grounds maintenance contract in house over the coming years due to contractor costs. With this in mind and also as we are now going to be cutting grass at cemetery and St Mary's churchyard the purchase of a suitable lawn mower is necessary.</li> <li>• <b>Hy-Arts Centre</b> – as this facility is used as a sports pavilion (baseball) and changing facility we are investigating whether TMBC will accept repairs and refurbishment costs under the 106 section.</li> <li>• <b>Cemetery</b> – improvement to the new ashes plot area, taking into consideration implementing ash vaults to alleviate issues currently experienced with rabbits. The paths around the new ashes plots could also be sealed.</li> </ul> <p><b>Food Hygiene</b> – Both the Clerk and Admin Assistant have completed their foundation food safety course and the certificates will be displayed. With this in mind, the kitchen appliances at the Old School Hall need to be upgraded, in particular the oven and in preparation for any Environmental health inspection. Funding towards this has also been sought.</p> <p><b>Clarion Housing Tender Procurement</b> – The Clerk has attended a training course on contractor procurement and been involved in the contract interviewing sessions throughout a two-day process.</p> <p><b>Kent Men of the Trees</b> – The 2018 Village Tree Competition report is available in the parish office. Sadly, we did not win this year but did receive a positive report.</p> <p><b>Recycling waste &amp; street cleaning service in Tonbridge &amp; Malling</b> – information on how the new system will work will be presented by a TMBC officer at the Annual Parish Meeting to which all residents are encouraged to attend. Residents encouraged to inform Parish office of any questions on this subject ahead of time to ensure the officer can respond fully.</p> <p><b>Parish and Community Council Elections</b> – guidelines and nominee applications are available at TMBC and on the electoral commission website.</p> <p><b>Year End Preparation</b> – We are liaising with our account's provider Rialtas to set a date for year end.</p> <p><b>ROSPA</b> – The Warden continues to do at least two inspections per week of all play areas and is working with the office to complete any remedial works required by 2018 ROSPA report. Most works are already completed and those left to do will mainly require better weather and are considered low risk. Paperwork has been completed accordingly.</p> <p><b>Calendar of Dates</b> – A draft calendar has been prepared for Council approval.</p>	

<p><b>3964</b></p>	<p><b>Public time &amp; parish matters</b></p> <p>Confidential waste – Cllr Barbary reminded the meeting of news on CO2 emissions and her concerns as to how Council continued to burn such waste. The Clerk acknowledged receipt of quotations for alternative waste methods and this would be considered within the upcoming three-year forecast.</p> <p>Community Warden reported on <b>door step callers</b> within the local area in particular people claiming roof works were required and actually standing on roofs identifying alleged issues to put residents under pressure to accept works. She asked people to not accept works on this basis. She also highlighted the increase in shed thefts at this time of year and the importance of keeping sheds and equipment secure.</p> <p>Police Spring Plan – community events being organised.</p> <p>Parish Matters</p> <p>a) Annual Litter Pick – Saturday 6 Golden Green &amp; Sunday 7 April in Hadlow between 10am - 12 with a Community Breakfast event being held beforehand 8-10am. Information on both events would be in the next Newsletter.</p> <p>b) Annual Parish Meeting – Monday 11 March 7pm Old School Hall – this is the community’s opportunity to forward ideas and questions. The Council meeting will follow the Parish meeting.</p>	
<p><b>3965</b></p>	<p><b>Correspondence</b> – <i>available for inspection by Members before or after the meeting. Members of the public are free to view correspondence at the discretion of the Clerk or Chairman</i></p> <p>a) <b>St Mary’s Church request for tree works</b> to allow additional light into the church and a Council contribution towards the cost of tree works. Clerk recommended discussion at next P&amp;E when other works prioritised by the office would be discussed.</p> <p>a) <b>Local Elections</b> – guidelines and information related to timetable for Parish Council elections: The Chair had attended an information session open to all residents considering joining local and Borough Councils. It was noted that for further information people should contact the Electoral Services whose web link is: <a href="https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-in-england">https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/local-elections-in-england</a></p>	
<p><b>3966</b></p>	<p><b>To consider planning applications</b></p> <ul style="list-style-type: none"> <li>• <b>TM/19/00166/TPOC</b> - Reduction of mature Ash tree. Land rear of 33-75 Carpenters Lane, Hadlow. <b>HPC Agreed.</b></li> <li>• <b>TM/19/00153/FL</b> – Demolition of circa 1960’s front garage and erection of Kentish style double garage in oak. Bourne Garth, Blackmans Lane, Hadlow, TN11 0AX. <b>HPC Agreed</b></li> <li>• <b>TM/19/00212/FL</b> – Construction of side extension and detached garage. East Lodge, Ashes Lane, Hadlow, TN11 9QU. <b>HPC Agreed.</b></li> <li>• <b>TM/19/00214/FL</b> – Erection of detached dwelling with associated hard and soft landscaping. Land parcel K491841 west of Cinders Barn, Ashes Lane, Hadlow. <b>HPC Object due to overdevelopment within Green Belt land.</b></li> </ul>	
<p><b>3967</b></p>	<p><b>Finance</b></p> <p>Cllr Richardson proposed the following resolutions:</p>	

a) **To authorise payments.**

**RESOLVED** to approve cheque and bank transfer payments as below, seconded Cllr L Bright and carried unanimously.

	£
<b>Cheque payments</b>	
7395 Petty cash	141.27
7396 Cllr Barbary - reimbursed cost of Sanata outfit for Xmas fair	33.35
7397 S W mowers - 2 new chains for os equipment - inv 26932	47.00
7398 4th Platform - IT inv Q6376 & balance on o/s invoice 6340	1448.94
7399 Tonbridge Fencing - baseball fencing William's Field (funded)	10800.00
7400 KCC - KCS cleaning materials inv 13309216	127.98
7401 PHS Group - sanitary bin disposal - inv 66348938	38.88
7402 King and sons skip hire - Cemetery inv 2080	250.00
7403 4th Platform - IT inv 1609 Jan to March 2019	413.74
7404 TMBC - food hygiene course	130.00
7405 Keoghs - VAT only invoice (VAT reclaimed)	137.78
7406 Petty cash	143.92
7407 Tonbridge Fencing - baseball fencing William's Field (funded)	1189.20
7408 Mediatek - envelopes	10.32
7409 Fenland Leisure Products Ltd - playground repair products	183.60
7410 Keoghs - VAT only invoice (VAT reclaimed)	216.00
7411 S W mowers - strimmer parts repair not completed - inv 4504	17.50
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	15329.48
<b>Payments made by Bank transfer</b>	
21/12/2018 HMRC PAYE week 40	1137.96
20/12/2018 Clerks wages - week 40	2102.96
20/12/2018 Admin wages - week 40	574.20
20/12/2018 Wardens wages - week 40	1164.56
20/12/2018 Window cleaner - Dec	55.00
03/01/2019 British Gas - additional careplan cover for HOS boiler	108.54
15/01/2019 Spy alarms ltd - annual intruder alarm contract for HOS	504.00
15/01/2019 Zest Commercial cleaning - Sept & Dec invs 3861 & 3958	682.50
15/01/2019 J D Services - emergency plumber - HOS water heater	160.00
17/01/2019 HMRC PAYE week 44	1130.76
17/01/2019 Clerks wages - week 44	2103.16
17/01/2019 Admin wages - week 44	428.50
17/01/2019 Wardens wages - week 44	1164.76
17/01/2019 Window cleaner - January	55.00
07/02/2019 Zest Commercial cleaning - Jan inv 3986	420.00
07/02/2019 Golden Green Mowers x 3 invoices 31/01/2019	249.97
07/02/2019 KCC - cleaning supplies	112.74
	<hr/>
	12154.61
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	<b>24309.22</b>

	<p>b) <b>To approve</b> December &amp; January accounts. <b>RESOLVED</b> to approve December and January accounts in their entirety, seconded Cllr L Bright and carried unanimously.</p> <p>c) <b>To approve updated</b> list of contractors paid direct from bank, seconded Cllr Wilkins and carried unanimously.</p> <p>d) <b>To consider</b> quotation for Old School Hall wood floor works £2000.00 <b>RESOLVED to approve floor works at a cost of £2000</b>, seconded Cllr E Bright and carried unanimously.</p> <p>e) <b>To consider</b> donation towards the lease costs of Hadlow Primary School Community Bus. <b>RESOLVED to donate £1000 towards the school community bus project.</b> Seconded Cllr Collins and carried unanimously.</p> <p>f) <b>To consider</b> donation requests towards Samaritans, Victim Support, The Counselling Centre. <b>RESOLVED to donate £50 to the Samaritans.</b> Seconded Cllr E Bright, <b>£50 Victim Support.</b> Seconded Cllr Barbary, <b>£50 The Counselling Centre.</b> Seconded Cllr Massy and carried unanimously.</p>	
3968	<p><b>To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:</b></p> <p><u>Planning &amp; Environment Committee (P&amp;E):</u> Cllr E Bright reported on the last meeting. He confirmed that a sub-committee had been formed (members as follows: Cllrs E Bright, N Collins, D Carey, S Richardson, M Harvey and Mr Chilvers from Golden Green) to respond to two consultations from KCC: The Minerals Site Plans (Regulation 19 Pre-Submission Consultation and the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30 (Regulation 19 Pre-Submission Consultation). A formal response would be prepared and sent in due course.</p> <p>MP Tom Tugendhat had attended a public meeting in Golden Green to discuss quarrying at Stonecastle Quarry and although he had no direct involvement in the decision making on the site he was willing to support residents where possible.</p> <p><u>KALC (Tonbridge &amp; Malling Area)</u> – Cllrs Massy and Hyams had attended the last meeting and reported on the question and answer session on GDPR. They highlighted the importance of Councillors having Council email addresses which the Clerk confirmed and will action.</p> <p><u>TMBC Parish Partnership Panel:</u> Cllr E Bright attended the meeting and highlighted the consideration being given to the possible affects BREXIT may have on transportation in the short term. Minutes of the meeting would be available at Parish Office.</p> <p><u>TMBC Joint Transportation Board: Hadlow Village Transport Representative:</u> Cllr Collins confirmed a meeting was scheduled for next month.</p>	
3969	<p><b>Motion to Exclude the Press and Public</b> (to enable Council to consider any items on the agenda in which significant aspects will be of a confidential and financial nature). <b>RESOLVED to pass a motion to exclude the press and public.</b> Proposed Cllr Collins, seconded Cllr Harvey and carried unanimously.</p> <p>Old School Hall Roof – members discussed the progress to date and need for meeting with surveyor before any further consideration could be given to quotes.</p>	
	<p>There being no further business the meeting closed at 20.55 Date of next meeting: Monday 11 March at 7.30pm at Old School Hall.</p> <p>Signed .....Date.....</p>	