

HADLOW PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Hadlow Parish Council duly convened and held on Monday 13 May 2019 at 7.30pm in Old School Hall

Present: Cllrs N Collins (Chairman), C Barbary, M Barrett, E Bright, L Bright, D Carey, M Harvey, C Hyams, J Massy, R Morley, J Newman,
Also in Attendance: M Stepkowski – Parish Clerk, TMBC Cllrs J Anderson, Janet Sergison & H Rogers, KCC Community Warden Sandra Edmonds and one member of the public.

3993	<p>Welcome & introductions:</p> <p>The Chairman opened the meeting and welcomed the new Council.</p>	
3994	<p>Election of Chairman</p> <p>Resolved to elect Cllr Collins as Chairman. Proposed Cllr E Bright, seconded Cllr Barbary and carried unanimously. Cllr Collins read and signed the Declaration of Acceptance of Office.</p> <p>Resolved to elect Cllr Massy as Vice Chair. Proposed Cllr E Bright, seconded Cllr Hyams and carried unanimously.</p>	
3995	<p>Councillors Acceptance of Office</p> <p>Clerk confirmed she had witnessed the reading and signing of all Councillors Declarations of Acceptance of Office.</p>	
3996	<p>To receive apologies, reasons and approval of absences</p> <p>Apologies and reasons for absence received and approved by Council: S Richardson</p> <p>Other apologies noted: KCC Cllr M Balfour (other meeting), Mrs A Hughes (personal).</p>	
3997	<p>To receive declarations of members' interests</p> <p>None.</p>	
3998	<p>To resolve that the Minutes of the following meetings were a correct record:</p> <ul style="list-style-type: none"> • HPC Minutes of 8 April 2019 • Annual Parish Minutes 11 March 2019 <p>RESOLVED to approve Council Minutes of 11 March 2019 on the proviso they were amended to include Cllr Harvey in relation to May Vault in St Mary's Churchyard (Minute 3991). This was duly completed ahead of the Chairman signing. Proposed Cllr N Collins seconded Cllr L Bright and carried unanimously.</p> <p>RESOLVED to approve Annual Parish Minutes 11 March 2019. Proposed Cllr N Collins seconded Cllr L Bright and carried unanimously.</p>	

3999	<p>To receive an update on progress of resolutions & matters from the last full Council meeting – updates only on matters not currently on agenda</p> <p>Minute 3988 MT135 – Clerk confirmed she had not actioned a notification with regards to the broken sign and stinging nettles. She would contact Public Rights of Way.</p>	
4000	<p>To review the Terms of Reference and appoint of members to existing committees</p> <p>Resolved to approve Terms of Reference for Finance & General Purposes (F&GP) Committee. Proposed Cllr L Bright, seconded Cllr Harvey and carried unanimously.</p> <p>Resolved to appoint Cllr Richardson as Chairman of F&GP. Proposed Cllr L Bright and seconded Cllr Harvey and carried unanimously.</p> <p>Resolved to approve Terms of Reference for Planning & Environment (P&E) Committee. Proposed Cllr E Bright, seconded Cllr Carey and carried unanimously.</p> <p>Resolved to appoint Cllr E Bright as Chairman of P &E.</p> <p>Resolved to approve Terms of Reference for Staffing Committee. Proposed Cllr Collins, seconded Cllr Barbary and carried unanimously.</p> <p>Resolved to appoint Cllr Barbary to the Staffing Committee as Chairman. Proposed Cllr L Bright, seconded Cllr J Massy and carried unanimously.</p> <p><u>Committee membership:</u></p> <p>F&GP members – Cllr’s Richardson, L Bright, Bright, Collins, Massy, Harvey, Barrett.</p> <p>P&E members – Cllr’s Bright, Barrett, Carey, Collins, Harvey, Hyams, Massy, Morley, Newman, Richardson.</p> <p>Staffing members – Cllr’s Barbary, Collins, Massy & Richardson.</p>	
4001	<p>To review appointment of the Council’s representation with outside bodies</p> <p>Kent Association of Local Councils (KALC) – Cllr’s Massy and Hyams TMBC Parish Partnership Panel – Cllr’s Bright & Newman TMBC Transport Panel – Cllr’s Harvey & Morley Golden Green Village Hall – Cllr’s Bright & Collins TMBC Standards Committee – Cllr Newman</p>	-
4002	<p>To note schedule of dates for 2019-20 Council and committee meetings (approved HPC 11/03/2019 Minute 3978)</p> <p>Noted.</p>	

4003

**To note arrangements with TMBC Public Rights of Way and KCC Highways
Shrubs & Borders**

#	Path #	Cuts	Length	Location
1	MT114	2	358	H/Coll-Highhouse Lane
2	MT113	2	219	Clearhedges Wood Area
3	MT122	2	298	Cricket Club
4	MT123	2	91	Opp Cricket Club down to Valley Drive
5	MT124	2	449	Steers Place-Maidstone Rd
6	MT125	2	811	Maistone Rd (nr pond)- Cemetery Lane
7	MT126	2	466	School Lane
8	MT130	2	120	St Mary's Churchyard upto Forstal
9	MT131	2	748	Access Trail
10	MT132	2	362	Access Trail
11	MT133	2	584	Access Trail
12	MT135	1	292	Blackmans Lane
13	MT136	2	513	off Access T Victoria Road rightside of GG
18	MT136	2	184	Piercemill Lane end and farmers field in between
14	MT137	2	237	Ashes Lane Opp Hannan Metals up a drive
15	MT138	1	636	Divides off one Above towards golf club
16	MT138	2	131	Wooded Area o/s boundary do upon PROW request (Cuckoo Lane)
17	MT140	1	479	College/farm land just check joins Ashes Lane - A26
19	MT117	2	145	Bourne Mill turn right opp way to college

District	Parish	Map_Ref	Site_Name
Tonbridge and Malling	Hadlow	TM230	Mill View
Tonbridge and Malling	Hadlow	TM230	Waterslippe
Tonbridge and Malling	Hadlow	TM246	Carpenters Lane
Tonbridge and Malling	Hadlow	TM246	Hailstone Close
Tonbridge and Malling	Hadlow	TM246	High Street
Tonbridge and Malling	Hadlow	TM246	Kenward Court
Tonbridge and Malling	Hadlow	TM246	Maidstone Road
Tonbridge and Malling	Hadlow	TM246	Maltings Close
Tonbridge and Malling	Hadlow	TM246	The Forstal
Tonbridge and Malling	Hadlow	TM246	Toby Gardens

4004	<p>Matters requiring review and resolutions in accordance with Standing Orders:</p> <ul style="list-style-type: none"> • To resolve adoption of amended Standing Orders 2019 as recommended by F&GP RESOLVED to approve amended Standing Orders 2019> Proposed Cllr Massy, seconded Cllr L Bright and carried unanimously. • To resolve approval of Reserves Policy as recommended by F&GP RESOLVED to approve Reserves Policy. Proposed Cllr Harvey, seconded Cllr L Bright and carried unanimously. • To resolve approval of Asset Register as covered by current insurance certificate RESOLVED to approve Asset Register with buildings at £1,472,692 and other fixed assets of £272,013 with total fixed assets of £1,744,704.72 Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously. • To resolve approval of updated Health & Safety Policy (<i>including Risk Assessment</i>) Resolved to approve Health & Safety Policy including Risk Assessment. Proposed Cllr Morley, seconded Cllr Hyams and carried unanimously. • To resolve approval of Grievance & Disciplinary RESOLVED to approve Grievance Policy. Proposed Cllr Hyams, seconded Cllr Bright and carried unanimously. It was agreed that the current Disciplinary Policy would be updated by the Clerk for Council consideration at the next meeting. Position to note in respect of other policies • Code of Conduct (<i>adopted Kent Code of Conduct 09/07/2012, minute 2840, reviewed annually</i>) • Complaints Procedure (<i>adopted 13/5/2013, reviewed annually</i>) • Financial Regulations (<i>adopted 13/4/15- checks for updates completed April 2019 – no changes reviewed annually</i>) • Statement of Internal Control (<i>adopted 8/04/2019 Minute 3990 & reviewed annually</i>) • Media Policy (<i>adopted 11/09/2017 & reviewed annually</i>) • CCTV Policy (<i>adopted 13/6/2016 & reviewed 03/05/2018</i>) – <i>requires further review</i> • Publication Scheme (FIA) (<i>updated May 2018</i>) – <i>require further review</i> • Grant and Donation Policy (<i>adopted 8/05/2017 reviewed annually</i>) • Tree Policy (<i>adopted 12/12/2016 & reviewed annually</i>) • Lone Working Policy (<i>adopted 11/9/17 reviewed annually</i>) • Training & Development Policy (<i>adopted 11/9/17 reviewed annually</i>) <p>The above were noted as previously adopted and requiring amendments where stated.</p>	
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4005	<p>To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:</p> <ul style="list-style-type: none"> • Finance & General Purposes Committee <p>a) To resolve to approve April accounts (Income, expenditure, bank reconciliation, actual against budget). RESOLVED to approve April Accounts. Proposed Cllr L Bright, seconded Cllr Massy and carried unanimously.</p> <p>b) To resolve to approve cheque & bank transfer payments to date. RESOLVED to approve cheque and bank transfer payments as listed below. Proposed Cllr L Bright, seconded Cllr Harvey and carried unanimously.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;"></th> <th style="text-align: left; width: 60%;">Cheque payments</th> <th style="text-align: right; width: 25%;">£</th> </tr> </thead> <tbody> <tr> <td>7429</td> <td>Impress</td> <td style="text-align: right;">143.29</td> </tr> <tr> <td>7430</td> <td>King and sons - skip hire</td> <td style="text-align: right;">250.00</td> </tr> <tr> <td>7431</td> <td>Kent County playing fields - annual subs</td> <td style="text-align: right;"><u>20.00</u></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><u>413.29</u></td> </tr> <tr> <td></td> <td>Payments made by Bank transfer</td> <td></td> </tr> <tr> <td>30/4/19</td> <td>Zest commercial cleaning - April cleaning</td> <td style="text-align: right;">422.28</td> </tr> <tr> <td>30/4/19</td> <td>ICCM - annual membership</td> <td style="text-align: right;">95.00</td> </tr> <tr> <td>30/4/19</td> <td>4th Platform - Antivirus 3 Year</td> <td style="text-align: right;">47.50</td> </tr> <tr> <td>12/4/19</td> <td>PAYE - HMRC Month 1</td> <td style="text-align: right;">1,295.75</td> </tr> <tr> <td>11/4/19</td> <td>Admin wages - week 4</td> <td style="text-align: right;">800.22</td> </tr> <tr> <td>11/4/19</td> <td>Warden wages - week 4</td> <td style="text-align: right;">1,224.28</td> </tr> <tr> <td>11/4/19</td> <td>Clerk's wages - week 4</td> <td style="text-align: right;">2,201.10</td> </tr> <tr> <td>10/5/19</td> <td>Admin wages - week 8</td> <td style="text-align: right;">714.10</td> </tr> <tr> <td>10/5/19</td> <td>Warden wages - week 8</td> <td style="text-align: right;">1,224.08</td> </tr> <tr> <td>10/5/19</td> <td>Clerk's wages - week 8</td> <td style="text-align: right;">2,201.10</td> </tr> <tr> <td>10/5/19</td> <td>PAYE - HMRC Month 2</td> <td style="text-align: right;">1,238.11</td> </tr> <tr> <td>9/5/19</td> <td>British Gas - Hy-arts careplan for boiler</td> <td style="text-align: right;">471.60</td> </tr> <tr> <td>9/5/19</td> <td>British Gas - Golden Green careplan for boiler</td> <td style="text-align: right;">219.60</td> </tr> <tr> <td>9/5/19</td> <td>KCC - cleaning and stationary supplies</td> <td style="text-align: right;">169.06</td> </tr> <tr> <td>9/5/19</td> <td>Window cleaning - May</td> <td style="text-align: right;">£55.00</td> </tr> <tr> <td>7/8/19</td> <td>Full Circle Leisure Ltd - Skatepark repairs</td> <td style="text-align: right;">1,916.78</td> </tr> <tr> <td>7/8/19</td> <td>Full Circle Leisure Ltd - Skatepark vandalism</td> <td style="text-align: right;">540.45</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;"><u>14,836.01</u></td> </tr> </tbody> </table> <p>c) To resolve to approve direct debits and regular faster payments for 2018-19 & note contracts list. RESOLVED to approve direct debits and regular faster payments as scheduled for 2019-20 and note contracts list. Proposed Cllr Harvey, seconded Cllr L Bright and carried unanimously.</p> <p>d) To resolve to approve Annual Governance Statement 18/19 (Section 1) RESOLVED to approve the Annual Governance Statement 18/19 (section 1) of the Annual Return. Proposed Cllr Collins, seconded Cllr L Bright and carried unanimously.</p>		Cheque payments	£	7429	Impress	143.29	7430	King and sons - skip hire	250.00	7431	Kent County playing fields - annual subs	<u>20.00</u>			<u>413.29</u>		Payments made by Bank transfer		30/4/19	Zest commercial cleaning - April cleaning	422.28	30/4/19	ICCM - annual membership	95.00	30/4/19	4th Platform - Antivirus 3 Year	47.50	12/4/19	PAYE - HMRC Month 1	1,295.75	11/4/19	Admin wages - week 4	800.22	11/4/19	Warden wages - week 4	1,224.28	11/4/19	Clerk's wages - week 4	2,201.10	10/5/19	Admin wages - week 8	714.10	10/5/19	Warden wages - week 8	1,224.08	10/5/19	Clerk's wages - week 8	2,201.10	10/5/19	PAYE - HMRC Month 2	1,238.11	9/5/19	British Gas - Hy-arts careplan for boiler	471.60	9/5/19	British Gas - Golden Green careplan for boiler	219.60	9/5/19	KCC - cleaning and stationary supplies	169.06	9/5/19	Window cleaning - May	£55.00	7/8/19	Full Circle Leisure Ltd - Skatepark repairs	1,916.78	7/8/19	Full Circle Leisure Ltd - Skatepark vandalism	540.45			<u>14,836.01</u>
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	<p>e) To resolve to approve The Accounts & Accounting Statements (Section 2) 18/19</p> <p>RESOLVED to approve The Accounts & Accounting Statements (section 2) of the Annual Return for 18/19. Proposed Cllr Collins, seconded Cllr Massy and carried unanimously.</p> <p>f) To resolve to approve donations</p> <p>RESOLVED to approve £500 donation to YMCA to be spent on services to the youth at Hy-Arts Centre, Hadlow. Proposed Cllr Harvey, seconded Cllr Barbary and carried unanimously.</p> <ul style="list-style-type: none"> • Planning & Environment Committee: No meeting. • Staffing Committee: No meeting. • KALC (Tonbridge & Malling Areas): meeting due later in the month. • TMBC Parish Partnership Panel: Meets in June. • TMBC Joint Transportation Panel: Hadlow parking plan on the next agenda. It was noted that the Hadlow proposal to reduce speed through the village could possibly be addressed by this committee. 	
	<p>There being no further business the meeting closed at 20.15</p> <p>Date of next meeting: Parish Council Meeting, Monday 10 June at 7.30pm at Old School Hall.</p> <p>SignedDate.....</p>	