

# HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on  
Monday 09 December 2019 at 7.30pm in Old School Hall

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

**Also in attendance:** Melanie Stepkowski (Clerk), KCC Cllr Balfour, TMBC Cllr Sergison , L Tippin OBE (HPRA).

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**4080 To receive apologies, reasons and approval of absences**

Cllr Morley & C Barbary, TMBC Cllr's Anderson & Rogers (other business).

**4081 To receive declarations of interests**

None.

**4082 To resolve that the minutes of 11 November are a correct record**

**Resolved** to approve the minutes of 11 November as a correct record. Proposed Cllr Newman, seconded Cllr Barrett and carried unanimously.

**4083 To receive an update on progress of resolutions from the last meeting**

Minute 4072 HOS – Clerk confirmed a new date of 20/12/19 had been set for installation of new acoustic panels. Payment to Higham Roofing would be made once the KCC library works had been signed off. Clerk to liaise with Cllr Balfour in regards to the KCC payment of this matter.

Minute 4075 TMBC Local Plan Post Submission Consultation – Cllr Massy explained that after reading all the data it seemed that there would not be enough capacity at the local primary schools to facilitate additional children from new developments and therefore proposals were to use Section 106 monies for Hadlow to fund places within Tonbridge district. She had drafted Councils response raising concerns as to congestion particularly on Court Lane and Carpenters Lane, transportation issues for families whose children would be unable to attend local schools and the resulting pollution caused by families having to drive their children to school. Council approved the response.

**4084 To receive oral reports from TMBC & KCC Councillors**

Cllr Balfour confirmed that in his new role he would be working with members of the KCC Property Services to improve systems.

Environment – this was top of the KCC agenda. In response to questions about the lack of electric charging ports within Kent, Cllr Balfour confirmed KCC were looking at sustainable initiatives including hydrogen transportation.

Cllr Sergison reminded members that TMBC was in purdah until the election, therefore she was unable to provide a report.

*(Cllr Rogers was excused from the meeting to attend to other business)*

#### **4085 To receive report from PCSO & Community Warden**

Local monthly crime update: These were noted with 1x burglary, 1 x criminal damage to a motor vehicle, 1 x vehicle interference, 1 x burglary non dwelling. Two items of anti-social behaviour.

Community Warden Report – this was read in her absence: she congratulated Council of the success of the Community Christmas Fair. The Warden continued to work closely with the PCSO and vulnerable members of the Community but was pleased to confirm Hadlow remained settled and calm. She would be working until Christmas Eve and wished everyone a very festive holiday and happy New Year.

#### **4086 To receive Chairman's & Clerk's Reports**

Community Christmas Fair – Clerked thanked everyone for their support. It had been a great success and all groups involved managed to raise funds. The office had received many messages of thanks and congratulations from both Council members and the public. It was agreed that funds raised by commercial stalls would be donated to the Scouts for the use of their marquees at the event.

Agenda Amendment – Clerk noted and would amend the December Agenda in relation to item 11 b) in order that it read “to approve November accounts” and not December. The date of next meeting to be changed to read 13 January and not 9 December. Noted

#### **4087 Public Time and Parish Matters**

To consider May Vault – members were asked to approve the quotation in the sum of £950 net to survey the Vault as requested by Historic England before they can consider de-designation.

**RESOLVED to approve** the quotation from Adrian Cox Associates in the sum of £950 net. Proposed Cllr Collins, seconded Cllr E Bright and carried unanimously. The Clerk asked to continue investigating ownership of the listed wall, to see whether the Diocese had any knowledge of ownership and to consider a survey in the new year if the wall presented a danger to the public as Council had responsibility for public safety within the churchyard. Costs could be defrayed at a later date once ownership had been confirmed.

The Two Brewers Signage – there had been concerns raised as to the multitude of bright signs. The Clerk would address the matter in the new year.

Community Breakfast – Cllr Sergison as a regular attendee praised the project and was pleased to see those attending increase and coming from all sectors of the village. The meeting was reminded that the next breakfast was on Sunday 5 January and there was to be a puppet show so people asked to bring along their children and grandchildren.

KCC Highways Action Pack – Cllr Newman provided Council with a Highways Action Pack which provided details of how to put forward a wish list of items/works the Parish would like to see completed outside of standard works.

Trees – there has been a couple tree enquiries relating to roads recently and Cllr Carey as our voluntary Tree Warden assured the meeting that all relevant landowners have been made aware of the issues including Hadlow College. Tree enquiries can be sent to <https://www.kent.gov.uk/roads-and-travel/report-a-problem> or in an emergency call 03000418181.

Christmas Tree in the Square – St Mary’s Church wish to thank Council for the splendid Christmas Tree in the square and for donating the tree used for the Christmas Fair to the church at the end of the event.

#### **4088 Correspondence**

None.

#### **4089 To consider planning applications as received**

**TM/19/02497/FL** – Installation of cooling pond. Dene Court Park, Shipbourne Road, Hadlow, TN11 9NS.

**HPC agreed.**

**TM/19/02610/LDP** – Site a mobile home in the garden. Stag Cottage, Puttenden Road, Hadlow, TN11 9QY.

**HPC This was for noting however Council requested a caveat in order that the license be granted for a period of three years and then reviewed.**

#### **4090 To receive reports from representatives of committees and pass such resolution thereon as may be necessary:**

Finance & General Purposes Committee

##### **a) To authorise payments as attached.**

**RESOLVED to approve payments in the total of £22,932.16** Proposed Cllr Richardson, seconded Cllr Harvey and carried unanimously.

7474	Oven Legend - HY-Arts Oven clean	65.00
7475	King & Sons Skip hire for Cemetery	250.00
7476	Oven Legends - Hy-Arts Oven clean	20.00
7477	Kings Hill Garage - Truck lease Apr-Dec 19	3078.00
7478	Golden Green Mission Hall - Hall rent	25.00
7479	Mediatek - posters	28.56
7480	PHS - Hygiene Units 17/12-16/12/20	38.88
7481	Cash impress	149.24
7482	Langcorn Elect Ltd - Cont Sock/Xmas L	1714.36
7483	Gala Lights Ltd - Xmas lights installation	2490.00
7484	Impress	142.79

Payments made by Bank transfer

91	Clerk Wages - Wk36	2201.10
92	4th Platform Nov-Jan IT	542.71
93	Wardens Wages Wk36	1224.08
94	Admin Wages Wkj36	858.92
95	HMRC - PAYE P8	1269.97
96	Commercial Service - 3/4 grounds maint	4517.98
97	Auditing Solutions - Interim Audit	408.00
98	Zest Commercial - Oct Clean	496.80
99	Wellers - Bus Agreement Prim Sch	510.00
100	Hille Ltd - chair leg stoppers	78.48
101	Clerk - reimbursed various misc exps	54.11
102	Clerk - reimbursed minibus fuel	60.02
103	Cllr - reimbursed misc expe - keys/bus equip	48.97
104	Window cleaning - Dec 19	55.00
105	GOPAK - table storage unit	348.25
106	KCC - clean material	85.50
107	Zest Commercial - Nov Clean	471.96
108	Hille Ltd - chair leg stoppers 2nd set	78.48
109	Langcorn Electrical - columns tops	1620.00
	<b>Total Expenditure</b>	<b>22932.16</b>

- b) **To approve November accounts (bank reconciliation, income & expenditure, cost centre report & second quarter report).**

**RESOLVED to approve November accounts.** Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.

- c) **To approve increase in regular hall hire rate for Old School Hall**

**RESOLVED to approve regular hall hire rate of £10 per hour to commence 1 April 2020.** Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.

- d) **To approve 2020-21 Budget & Precept Demand**

**RESOLVED to approve 2020-21 budget with tax base 1525.27 and Precept of £119,995.** Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.

- e) **To approve current Reserves totalling £67,150**

**RESOLVED to approve current Earmarked Reserves in the sum of £67,150 as stated in Reserves Policy.** Proposed Cllr Richardson, seconded Cllr Harvey and carried unanimously.

Cllr Richardson confirmed that the December F^GP meeting had been cancelled due to lack of attendance. With regards to Reserves he reminded members of the expectation that Council should typically hold between 3&12 months expenditure as a general reserve and confirmed that this was the current status.

- a) **To resolve and sign the Minutes of the meeting held Tuesday 26 November 2019.**

**RESOLVED to approve and sign the P&E Minutes of 26 November 2019.**

Proposed Cllr E Bright, seconded Cllr Collins and carried unanimously.

KALC (Kent Association of Local Councils) – Cllrs Massy & Hyams had attended both the KALC AGM and the regional meeting and summarised both meetings to which minutes would be available at the Parish Office. One important topic of conversation had been GDPR and the Clerk asked to continue to review Council procedures in line with new guidance.

TMBC Parish Partnership Panel – Meeting due on Thursday 6 February.

TMBC Joint Transportation Panel – No report.

- 4091 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 approve the Motion to Exclude the Press and Public.** Proposed Cllr Collins, seconded Cllr L Bright and carried unanimously.

- a) **To consider approval of Hadlow Community Minibus Policy Agreement with Primary School.**

The draft Agreement continued to progress using the name Bourne Partnership in relation to Hadlow and Shipbourne Primary Schools with a caveat to be requested to ensure no additional schools are added to the Agreement without further consultation with the Parish Council. Other points were noted and to be actioned by Clerk.

- b) **To consider costs of Christmas Lights and plan for 2020**

Funds had been allocated in the budget but it was agreed additional costs may be incurred in 2020 but these would be met from General Reserve. The Clerk to monitor and review the existing lighting system for Christmas.

**There being no further business the meeting closed at 21.23**

**Date of next meeting: Monday 13 January 2019 at 7.30pm at Golden Green Mission Hall.**

**Signed**

**Date**