

# HADLOW PARISH COUNCIL

**Minutes of the virtual Annual Meeting of Hadlow Parish Council duly convened and held on**  
Monday 11 May 2020 at 7.30pm

---

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

**Also in attendance:** Melanie Stepkowski (Clerk & Minute Taker), TMBC Cllr H Rogers

---

## **4141 Welcome & introductions from the retiring Chairman**

## **4142 Election of Chair**

**RESOLVED** to elect Cllr Nick Collins as Chairman of Council. Proposed Cllr E Bright, seconded Cllr Morley and carried unanimously.

*Cllr Collins read and signed his Declaration of Office as Chairman.*

**RESOLVED** to elect Cllr Janice Massy as Vice Chair. Proposed Cllr L Bright, seconded Cllr E Bright and carried.

## **4143 To receive apologies, reason and approval of absences**

**Approved** absences: TMBC Cllr's Anderson & Sergison, KCC Cllr Balfour, PCSO & Community Warden.

It was noted that Cllr Hyams had resigned from Council.

## **4144 To receive Declarations of Interest**

None.

## **4145 To resolve that the Minutes of the Annual Parish Meeting of 9 March 2020 and the Council minutes of 20 April 2020 are a correct record**

**RESOLVED** to approve the Minutes of the Annual Parish Meeting 9 March 2020 as a correct record. Proposed Cllr Collins, seconded Cllr Mitchell and carried unanimously.

**RESOLVED** to approve the Council Minutes of 20 April 2020 as a correct record. Proposed Cllr Collins and seconded Cllr E Bright and carried unanimously.

## **4146 To receive an update on progress of resolutions from the last meeting**

None.

## **4147 To review the terms of reference and appointment of members to existing committees including election of chairpersons.**

1. Planning & Environment Committee (P&E)

**RESOLVED** to appoint Cllr Harvey as P&E Chair. Proposed Cllr E Bright, seconded Cllr Newman and carried unanimously.

**RESOLVED** to approve Terms of Reference for Planning & Environment Committee. Proposed Cllr E Bright, seconded Cllr Newman and carried unanimously.

(appendix a)

2. Finance & General Purposes Committee (F&GP)

**RESOLVED** to appoint Cllr L Bright as F&GP Chair. Proposed Cllr Massy, seconded Cllr E Bright and carried unanimously.

**RESOLVED** to approve Terms of Reference for Finance & General Purposes Committee. Proposed Cllr Massy, seconded Cllr E Bright and carried unanimously.

(appendix b)

3. Members of Staffing Committee (Terms of Reference state that Chair of Council, Vice Chair, F&GP Chair plus one other member of Council only may be appointed to this committee)

**RESOLVED** to appoint Cllr Mitchell as Chair of Staffing Committee. Proposed Cllr Collins, seconded Cllr L Bright and carried unanimously.

**RESOLVED to approve Terms of Reference for Staffing Committee**

(appendix c)

**4148 To review appointment of the Council's representation within outside bodies:**

- Kent Association of Local Councils (KALC) – Cllr Massy
- TMBC Parish Partnership Panel (PPP) – Cllr's E Bright & Newman
- TMBC Transportation Board – Cllr Morley with Cllr Harvey as emergency back up
- TMBC Joint Standards Committee – Cllr Richardson
- Golden Green Mission Hall – Cllr's E Bright & Collins

**4149 To note Schedule of dates for May 2020-April 2021 (previously approved 13/1/20)**

Noted.

**4150 To note arrangements with TMBC under license with Public Rights of Way & KCC**

Noted. (appendix d)

**4151 Matters requiring review in accordance with Standing Orders:**

*The documents below were reviewed by F&GP and recommended to Council for approval*

- Health & Safety Policy (*current*)
- Standing Orders *adopted 14/5/2018*
- Financial Regulations adopted 11/11/2019 Minute 4078E
- Code of Conduct adopted 09/07/2012
- Grant & Donation Policy *adopted 8/5/2017*
- Lone Working Policy *adopted 11/9/17*

- Training & Development Policy *adopted 11/9/17*
- Grievance Policy *adopted 13/5/19*
- Complaints Policy adopted 13/5/2013
- Media Policy adopted 11/9/2017
- Tree Policy adopted 12/12/2016
- Publication Scheme & other obligations under Freedom of Information & Data Protection Legislation
- Asset Register
- Council Risk Assessments (*to include H&S & LCRS*)
- Insurance – Truck, Minibuses, HPC
- Subscriptions – confirmed under budget

**RESOLVED** review and approval of : Health & Safety Policy, Standing Orders, Financial Regulations, Code of Conduct , Grant & Donation Policy, Lone Working Policy, Training & Development Policy, Grievance Policy, Complaints Policy, Media Policy, Tree Policy, Publication Scheme & other obligations under Freedom of Information & Data Protection Legislation, Asset Register, Council Risk Assessment (to include H&S & LCRS documents risks), Insurance for Truck, Minibuses and HPC, Subscriptions. Proposed Cllr Harvey, seconded Cllr Newman and carried unanimously.

**4152 To resolve approval of:**

*The documents below were updated and reviewed by F&GP and recommended to Council for approval*

- updated CCTV Policy
- Statement of Internal Control (for signing by Clerk and Chair)
- Disciplinary Procedure
- Reserves Policy 2020-21

**RESOLVED** to approve: CCTV Policy, Statement of Internal Control, Disciplinary Procedure and Reserves Policy with opening balance totalling £13,845 (*Cemetery £6000, Trees £1695, Hy-Arts £6,000, May Vault £150*). Proposed Cllr E Bright, seconded Massy and carried unanimously.

**4153 To consider planning applications as received**

- **TM/20/00721/TNCA** – Unknown (T1) cut back by 2-3m so not overhanging path. 1 Pound House, Maidstone Road, TN11 0DE.
- 
- **HPC** Object to work to the tree as the branches do not impede access and any such works would ruin the shape of a lovely Flowering Cherry Tree.
- 

**4154 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:**

Finance & General Purposes Committee

- a) **To resolve approval of payments to date via cheque/faster payment**

**RESOLVED** to approve payments made by faster payment. Proposed Cllr L Bright, seconded Cllr Massy and carried unanimously. (appendix e)

**b) To resolve approval of April accounts** (bank reconciliation, income & expenditure, cost centre report, trial balance)

**RESOLVED** to approve April accounts in their entirety. Proposed Cllr L Bright, seconded Newman and carried unanimously.

**c) To resolve approval of direct debits/regular faster payment for 20-21**

**RESOLVED** to approve direct debits/regular faster payments for 20-21. Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

**d) To note the updated contracts list** (*deferred*)

**e) To receive and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2019/20**

**RESOLVED** to note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2019/20. Proposed Cllr L Bright, seconded Cllr Richardson and carried unanimously.

**f) To resolve approval of Annual Governance Statement 2019/20 (Section 1)**

**RESOLVED to approval the Annual Governance Statement 2019/20 (Section 1).** Proposed Cllr L Bright, seconded Cllr Harvey and carried unanimously.

**g) To resolve approval of The Accounts & Accounting Statements (Section 2) 2019/20**

**RESOLVED to approve The Accounts & Accounting Statements (Section 2) 2019/20.** Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

#### **4155 Public time and parish matters**

**A Motion was approved to address Public time and parish matters after Declarations of Interest.** Proposed Cllr Collins and carried unanimously.

##### Community Warden Report

Hadlow Parish Council – Annual General Meeting Report

Well what an unusual end to the year, which has almost put everything else that has been done into deep insignificance!

Throughout this year I have worked closely with the Parish council Clerk identifying and addressing areas of Anti-Social Behaviour, especially the Church area and Williams field. Information has been shared with appropriate agencies to help manage these situations and visits to Hadlow College have been increased to help promote information to students on Community Safety.

Work has been carried out with the local PCSO and local families regarding nuisance youths on push bikes and this did have a positive outcome.

Work with local shops to discuss security and support them with youths who were causing a nuisance resulted in visits to the college and discussions directly with the young people. This was done in partnership with the PCSO and to date we have seen this activity stop.

Work with the vulnerable residents continues to increase and due to positive relationships with the GP surgery and Health we are now more aware of where some of the more vulnerable people are living and referrals to relevant agencies have been made to ensure that these people are better supported and are able to have more positive and safe outcomes.

Covid 19 meant that a new project involving Mel, Nicky and myself putting together the Hadlow Volunteer scheme, designing the forms and ensuring to the best of our ability that they were compliant, easy to understand and could reach out to the most vulnerable was required. With Mel at the helm Co ordinating new referrals, myself carrying out Welfare checks and Nicky along with the other 90 volunteers delivering shopping, Food parcels and medication we hope that we achieved our aim of ensuring residents in Hadlow have felt supported, safe and calm in their own homes during this very challenging time.

My plans for 2020.2021 are to work with Mel and the local Community to raise awareness of Dementia and help Hadlow to work towards becoming a Dementia Friendly Village. This I am sure is going to be a huge challenge with the new ways of working but one I am happy to take on.

Sandra Edmonds      KCC Community Warden      6.5.2020

#### TMBC Cllr Rogers

Cllr Rogers confirmed there was to be an Extraordinary meeting of the Cabinet next week to discuss the running of Council during the current extraordinary times. Details were available on their website.

He had also been liaising with KCC Cllr Balfour and explained that the Kent County Council finances were particularly affected by the COVID pandemic with additional costs to assist with PPE and other urgent resources required to battle the disease.

Speed Indicators – it was noted that speeding through Golden Green continued. Cllr Harvey confirmed to Cllr Rogers that he continued to liaise with KCC Cllr Balfour and other officers regarding the installation of portable Speed Indicator Device which was hoped to be used at three sites including Golden Green. There had been a delay in progress due to the current COVID outbreak, but the matter had not been forgotten and it was hoped would progress soon.

(TMBC Cllr Rogers was excused from the meeting. Cllr Janice Massy joined the meeting late due to internet issues; The Chair accepted the apology.)

#### Safety notices and equipment for Parish Office and halls

The Clerk had provided Council with details of equipment and notices that would be necessary to protect both the public and the staff of Council during the current pandemic. Council acknowledged that the Clerk could endorse expenditure on such items up to £500 in line with Finance Regulations.

The Parish Office would remain closed to the public until further notice. The Clerk was still receiving and responding to calls, emails and letters.

**There being no further business the meeting closed at 20.16**

**Date of next meeting: Monday 8 June 2020 Parish Council Meeting, 7.30pm (virtual meeting)**

**Signed**

**Date**

Appendix a

**Committee: PLANNING & ENVIRONMENT COMMITTEE  
TERMS OF REFERENCE 2020**

Chairman: Cllr M Harvey

Members: Cllrs E Bright, Carey, Collins, Massy, Morley, Newman, Richardson

Quorum: 4

Meetings: Tuesdays – one meeting each month except April (Planning Applications also included as part of HPC agendas).

Authority:

- Delegated authority to take decisions on behalf of Council in respect of local planning applications, subject to the Council's Policy Statement in respect of the Metropolitan Green Belt.
- To advise and make recommendations to the Parish Council on environmental matters, including highways, public footpaths, shrubs & borders, street furniture and waste management.

Objectives:

- To assess planning applications within the limits of planning constraints.
- To comment on behalf of the Parish Council on planning applications provided by the Local Planning Authority.
- Major applications that merit special attention will be the subject of a recommendation to the full Parish Council
- To participate in Borough Council or Kent Association of Local Council training sessions on planning.
- To bring to the attention of the Parish Council such applications as may be considered necessary.
- To pass to the parish TMBC Councillors any concerns the Parish Council may have regarding planning issues.
- To review local policy documents and comment on any national consultation papers.
- To review any consultation documents on environmental matters, eg waste management, minerals extraction, etc and advise the Parish Council on appropriate action or comment.

Principles

It is the policy of Hadlow Parish Council to oppose inappropriate development within the Green Belt having regard to National and Local Guidelines.

## Appendix b

### **Committee: FINANCE & GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE 2020-21**

Chairman: Cllr L Bright

Members: Cllrs Barrett, E Bright, Collins, Harvey, Massy

Quorum: 4

Meetings: Minimum of two meetings a year to be held in May and October  
To be attended by the Clerk and to begin at 7.30pm in the Parish Office or by virtual means. Any Councillor may call a discretionary meeting of this committee.

#### October

Review budget and precept for next financial year

Review rents, fees, contracts, leases, other agreements

Review chairman's expenses allowance

Consider recommendation from staffing committee with regards to staff pay

Special projects/reserves

#### May

- To review any consultation documents on environmental matters, eg waste management, minerals extraction, etc and advise the Parish Council on appropriate action or comment.
- Review and approve draft Annual Accounts for preceding year and Annual Return (AGAR)
- Review risk assessments
- Review insurance policies and fixed assets register
- Review internal & external Audit reports
- Review all aspects of financial control

#### Authority: Executive and Advisory

- Advise and make recommendations to the Parish Council on financial, legal and asset management matters.
- Negotiate and consider contracts and payments for Parish Council services and property management within the Budget approved by Parish Council and in accordance with Standing Orders.
- Manage the Parish Council's property and assets.

#### Objectives:

- Exercise control of the Parish Council's finances and budgets.
- Prepare draft budgets for submission to the Parish Council.
- Review internal and external audit reports and make any necessary recommendations to Parish Council.
- Review the Parish Council's Insurance Policies and Fixed Assets Register and make appropriate recommendations to Parish Council.
- Investigate any financial matters referred to it by the Parish Council.
- Advise the Parish Council on special project financing and preparing applications for funding.

## Principles

- Ensure that Parish Council's Precept continues to deliver value for money.
- Maintain a medium to long term approach to finances.
- Maintain and make the best possible use of Parish Council assets.
- In consultation with the community develop Parish Council assets to provide additional services and facilities.
- Endeavour to attract funding from various sources including available grant funding.

## Appendix c

### **Committee: STAFFING COMMITTEE TERMS OF REFERENCE 2020-21**

Chairperson Cllr Mitchell

Members: Cllrs Collins, Massy, L Bright

Quorum: 3

Meetings:

- As required with a minimum of one per year to be held in September.
- Meetings to be only for members of the committee and Parish Clerk.
- Other staff to attend by invitation only.
- Exclusion of other Council members, press and public due to confidentiality of matters relating to employees.

Objectives:

- To establish and keep under review the staffing structure in consultation with the finance committee.
- To draft, implement, review, monitor and revise policies for staff.
- To establish and review salary pay scales for all categories of staff.
- To oversee the recruitment of staff.
- To arrange execution of new employment contracts and changes to contracts.
- To establish and review performance management including annual appraisals and staff training programmes.
- To oversee any process leading to dismissal of staff (including redundancy).
- To keep under review staff working conditions and health & safety matters.
- To monitor and address regular and sustained absence.
- To make recommendations on staffing related expenditure to the finance committee.
- To consider any appeal against a decision in respect of pay.
- To consider a grievance or disciplinary matter and any appeal.
- To administer leave requests.



## Appendix d

### **Public Rights of Way Footpaths under License:**

<b>#</b>	<b>Path</b>	<b>#Cuts</b>	<b>Lngth</b>	<b>Location</b>
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	Maidstone Rd (nr pond)- Cemetery Lane
7	MT126	2	466	School Lane
8	MT130	2	120	St Mary's Churchyard up to 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 right-side of GG
18	MT136	2	184	Pierce Mill 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 (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

### **KCC Borders under license**

<b>District</b>	<b>Parish</b>	<b>Map Ref</b>	<b>Site Name</b>
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

## Appendix e

<u>Payment #</u>	<u>Details</u>	<u>Amount</u>
191	Zoom app purchase (clerk)	143.88
192	Gel Creative – website design & admin chg	1585.00
193	D Evans – window cleaning April	55.00
194	KALC – kent assoc annual subscription	1152.00
195	D Cole – disability ramp installed HOS	230.00
196	4 <sup>th</sup> Platform – computer admin may to July	542.71
197	British Gas Careplan – G Hall 3/6-2/6/2021	226.19
198	D Evans – window clean May	55.00
199	Rialtas – year end closedown	672.00
200	Auditing Solutions – final end of year internal audit	402.00
201	The Play Inspection Co – inv41220 quarter report	189.00
202	Weller Hedley’s – add wks agreement minibus inv75674	120.00
203	Gel Creative – inv21533 website admin	450.00