

HADLOW PARISH COUNCIL

Minutes of the virtual meeting of Hadlow Parish Council duly convened and held on
Monday 14 September 2020 at 7.30pm

Present: Cllrs N Collins (Chairman), E & L Bright, D Carey, M Harvey, C Mitchell, S Richardson.

Also in attendance: Melanie Stepkowski (Clerk & Minute Taker), KCC Cllr Balfour, TMBC Cllrs Rogers, Anderson & Sergison, Community Warden Sandra Edmonds, Representative Hadlow Park Association.

4178 To receive apologies, reasons and approval of absences

Approved absences: Cllrs M Barrett, R Morley, J Massy, J Newman

4179 To receive Declarations of Interest

None.

4180 To resolve that the Minutes of 13 July 2020 are a correct record

Resolved to approve the Minutes of 13 July 2020 as a correct record. Proposed Cllr Harvey seconded Cllr E Bright and carried unanimously.

4181 To receive an update on progress of resolutions from the last meeting

Minute 4170 Cricket Club – A meeting to review recent building works had been scheduled for October.

4182 To receive oral reports from TMBC & KCC Councillors

KCC Cllr Balfour stated that an emergency budget was in place and that KCC were under considerable financial restraint due to the pandemic and there may well be a withdrawal of some services possible within the next financial year.

He asked Members to provide him with a list of proposed projects to consider under his KCC members fund as soon as possible. Items discussed were Access Trail improvements, cycle path to Tonbridge, speed indicator devices (SID), new speed signs indicating reduced speed limit on the A26 within village confines.

Clerk to investigate with Councillors and submit a project.

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

TMBC Cllr Anderson reminded members that there was an opportunity to respond to the Boundary Commission consultation in which a proposal had been put forward to reduce the numbers of Councillors supporting local areas. The timetable and link could be found in the TMBC 30 June Cabinet meeting minutes.

TMBC Cllr Rogers confirmed the Council were looking at business continuity during and post COVID-19. They were liaising with other agencies and were prepared for any future COVID wave and continued to try and source central government funds to help finance the additional works placed on the Council due to the pandemic.

Planning Area Committees – Area 2 was quiet and Area 1 was currently considering an application for a 70 bed hotel in Tonbridge.

TMBC Licensing Committee meeting scheduled for 15 September had been cancelled.

Local Matters: There had been concerns raised by residents at Bourne Park with the land owner and Cllr Rogers was assisting residents in resolving the issues.

Bell Inn – Concerns raised by what was believed to be one source with regards to noise at events had been addressed by several agencies including Licensing and Environmental Health. On a positive note the pub was being well attended and continued to hold COVID secure events.

- 4183 To receive report from PCSO & Community Warden** – In the absence of the PCSO, Community Warden Sandra Edmonds reported on recent issues: Anti-social behaviour and minor criminal damage at both Williams Field and Old School Hall, all of which had been reported to the police via the PCSO.

Residents concerns about Hadlow College students perhaps not appropriately social distancing and being inconsiderate and taking up the whole pavement whilst within the village would be addressed to the College by the Community Warden.

(TMBC Cllr Anderson was excused from the meeting)

- 4184 To receive reports from Chairman and Clerk**

The office continued to be open on public days and staff constantly reviewing government guidelines and the effects on the Parish.

- 4185 Public Time & Parish Matters**

a) Update on Council facilities due to COVID-19: Risk assessments for Council facilities continued to be reviewed with the ever-changing government guidelines. After reviewing the risks, and taking into consideration the fact that people were ignoring the locked gate and signage and entering by climbing the fencing it was agreed that the play areas would now be re-opened with new signs being installed in line with those on Borough Council play areas highlighting the additional rules for using the children's play areas.

b) Suggested Defibrillator in Phone Box in the Village Square – Cllr Mitchell was in the early stages of liaising with British Telecom. It was agreed that if the project went ahead the box could also be used as an information hub for the Dementia Friendly project and a joint launch be organised.

c) Temporary road closure Court Lane 21-29 September: Noted.

d) TMBC Consultations: Economic Recovery Strategy, Economic Regeneration and the Boundary Commission Consultations were noted.

Other items discussed:

Hadlow Newsletter – it was hoped that the newsletter would be in production starting October. Council would assist in folding and distribution if required.

Annual Litter pick – Suggestions as to how litter picking within the Parish could continue during the pandemic were discussed bearing in mind that no community litter pick would be organised by the Parish Council therefore volunteers would not be covered by Parish Council insurance.

- Individuals to litter pick at own risk but able to borrow equipment from Parish Office on long term basis.
- Cllr Harvey also thought that the Scouts, Cubs and Beavers would soon be able to do a litter pick.
- Cllr E Bright confirmed he would as an individual look after Blackmans Lane and surrounding area to include East Lock (Golden Green). Whilst Cllr Massy continued to look after Williams Field and School Lane.

Accident on Tonbridge Road by Whethered & Worn 13/9 – no information was available

4186 Correspondence

- a) Request HPC liaise with Hadlow College re Broadview Tea Rooms: - TMBC Cllr Rogers confirmed that the local MP Tom Tugendhat had already communicated residents' concerns about the closure of the tea rooms, dog grooming and farm shop at Hadlow College and the information was available on his website <https://www.tomtugendhat.org/hadlow-college-and-west-kent-college>
- b) Williams Field dog walking area – PCSO Josh Vincent was aware of the issues surrounding three dogs that were causing concern at Williams Field, including not being muzzled when allegedly they are supposed to be; digging holes in the dog walking area, intimidating other members of the public. He had addressed all these matters with the dog owner.
- c) To consider Old School Hall Carpark barrier adjustments to provide safe passageway to the primary school

Cost of works was estimated at £495.

RESOLVED Clerk to organise the installation and to discuss shared costs with Hadlow Primary School. Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

4187 To consider planning applications as received

- **TM/20/01822/FL** - Removal of Condition 8 (agricultural occupancy) pursuant to Planning Permission TM/87/0583 (conversion of existing barn to dwelling). Hazelwood Farm Land Maidstone Road Hadlow Tonbridge Kent

HPC Agreed.

- **TM/20/01694/FL** - Removal of clay cladding on house, to be replaced with painted rendering. 2 Twyford Road, Hadlow, TN11 0HH.

HPC Object: In view of Condition 2 of the planning consent granted on 1st August 2019 under reference TM/19/01793/FL, requiring that the external materials used in the extension to the property should match the existing building in order to ensure that the development does not harm the character and appearance of the existing building or visual amenity of the locality (particularly as the immediately adjoining semi-detached property at 4 Twyford Road, Hadlow has matching elevations), we believe it would not be

appropriate to remove or amend that Condition or to grant consent for the current planning application.

Although not necessarily a planning consideration, we are also mindful of the comments and concerns made by the occupier of 4 Twyford Road.

- **TM/2001710/FL** - Single storey rear extension. Ashley House, Maidstone Road, Hadlow, TN11 0DN.

HPC Agreed.

- **TM/20/01755/TNCA** - T1 Gleditsia - To lift the canopy to 2m clearance from ground level, selectively reduce over extended canopy to maintain shape and thin the remaining canopy by no more than 20% and G2 Conifers x2 - fell to ground level and grind stumps to allow for new planting scheme. 12 Kenward Court, Hadlow, TN11 0DX.

HPC Agreed.

- **TM/20/01777/FL** - Convert existing conservatory into ground floor extension and utility room in garage. 6 North Frith Park, Hadlow, TN11 9QW.
- **HPC Agreed.**

4188 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:

Finance & General Purposes

- a) **To approve** payments to date

RESOLVED to approve payments to date (*see appendix a*). Proposed Cllr L Bright, seconded Cllr Richardson and carried unanimously.

- b) **To approve** August accounts (bank reconciliation, income & expenditure, cost centre report and trial balance)

RESOLVED to approve August accounts in their entirety. Proposed Cllr L Bright, seconded Cllr Harvey and carried unanimously.

Planning & Environment

- a) **To resolve and sign** the Minutes of the meeting of Tuesday 25 July 2020

RESOLVED to approve the P&E Minutes of Tuesday 25 July 2020. Proposed Cllr Harvey, seconded Cllr Collins and carried.

- b) **To summarise** Minutes of the last meeting

Minutes confirmed as received and read by members.

Minute 3511 : MT119 - It was noted that after agreeing a response to the consultation on footpath MT119 further information had come to light and although P&E members continued to agree that the current path used by the public should remain they were not adverse to a slight amendment to the route shown in blue on the map sent as part of their final response.

- c) **To update** on works carried out at the Village Hall and query regarding electricity

Cllr Collins confirmed he had attended a meeting with John Clarke from Hadlow Village Hall Management Committee to review works completed in line with the Mason Carey Conditional Survey. From a lay man's point of view

the works seemed to have been carried out to a suitable standard and he was satisfied that the matters addressed in the survey had been completed.

With regards to electricity costs, the Clerk confirmed that all Council equipment was on a separate circuit to the Village Halls equipment but that the CCTV PC had in the past been connected to the Village Hall. How much power the PC had been using was debatable and it was hoped to have a test completed to estimate electricity used but in the mean time it had been agreed with John Clark to monitor electricity bills over the coming months before further discussing any repayment.

KALC (Kent Association of Local Councils – No report.

TMBC Parish Partnership – No report but minutes available online.

Joint Transportation Board – Cllr Harvey to attend the next meeting in the absence of Cllr Morley.

The meeting then thanked the Clerk in the form of a voucher for all her work during the Pandemic, recognising it had meant additional duties.

There being no further business the meeting closed at 21.00

Date of next meeting: Monday 12 October 2020, 7.30pm (location tba)

Signed

Date

Appendix A

List of Faster Payments and bank transfers for approval by HPC 14 September

240	15/7/20	Clerk - Re-imburse Acrobat, Annual Subscription	181.1
241	22/7/20	Warden - Reimburse Equip Fuel & Phone Top Up	38.86
242	22/7/20	NKM Fire Protection - MC Smoke Detect & Hy-Arts Battery	91.80
243	22/7/20	Geosphere - Online Mapping	72.00
244	22/7/20	Golden Green Assoc - Donation Village Post For Triangle	200.00
245	22/7/20	DVLA - Truck Tax	265.00
233 A	22/7/20	Warden - Reimburse Equip Fuel & Truck Fuel - late entry	40.04
246	30/7/20	4th Platform - IT Quarterly Costs	542.71
247	30/7/20	HRMC P4 PAYE	1,227.73
248	30/7/20	Warden Wages WK20	1,232.12
249	30/7/20	Admin Wages WK20	628.62
250	30/7/20	Clerks Wages WK20	2,260.01
251	30/7/20	Rialtas - Trns software to new pc	30.00
252	30/7/20	Down To Earth - Inv10597 Allot/WF/Cricket Gn	2268.00
253	30/7/20	JMK Electrical Services - PAP Testing HyArts & HOS	289.09
254	10/8/20	Window Cleaner - Aug	55.00
255	10/8/20	Kent County Council - Cleaning materials	119.57
256	10/8/20	Menday - Cable Protectors office equip	15.98
257	10/8/20	Battain - Work diaries	17.98
258	10/8/20	Playdale - Swing Chain parts	367.34
259	14/8/20	Dodge - Truck Fuel	30.00
260	18/8/20	Dodge - Equip Fuel - Curtain Cleaning	78.00
261	18/8/20	King & Sons - Skip hire	250.00
262	18/8/20	R M Electrical - Reset wire CCTV Computer to pc fuseboard	65.00
263	18/8/20	Gel Creative - May to July Website admin	400.00
264	18/8/20	Mason Carey - H Village Hall Visual Survey	930.00
265	28/8/20	HMRC P5 - PAYE	1227.93
266	28/8/20	Clerk Wages Wk24	2259.81
267	28/8/20	Admin Wages Wk24	622.75
268	28/8/20	Warden Wages Wk24	1232.12
269	28/8/20	D H Mowers - Stimmer Parts	62.50
270	28/8/20	Wells Plumbing & Heating - Hyarts Toilet etc	689.56
271	28/8/20	Clerk - Cleaning items for Covid safety	136.64
272	4/9/20	Clerk - stamps	11.42
273	4/9/20	Truck fuel	35.00
274	4/9/20	Zest cleaning halls	487.56
275	4/9/20	Window cleaning - Sept	55.00
276	4/9/20	RG Media - CCTV replace vandalised cameras	936.00
277	4/9/20	KCC - Fire extinguisher maintenance	86.35
278	4/9/20	Came & Co annual insurance renewal	6192.31
279	4/9/20	KCC - cleaning materials	54.88

Total Expenditure **25,785.78**