

HADLOW PARISH COUNCIL

Minutes of the virtual meeting of Hadlow Parish Council duly convened and held on
Monday 09 November 2020 at 7.30pm

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

Also in attendance: Melanie Stepkowski (Clerk & Minute Taker), Mrs Tippin (Representatives Hadlow Park Association).

4201 To receive apologies, reasons and approval of absences

Approved absences: TMBC Cllrs Anderson, Sergison, Rogers. PCSO & Community Warden.

4202 To receive Declarations of Interest

None.

4203 To resolve that the Minutes of 12 October are a correct record

Resolved to approve the Minutes of 12 October 2020 as a correct record. Proposed Cllr Newman seconded Cllr E Bright and carried unanimously.

4204 To receive an update on progress of resolutions from the last meeting

Minute 4195 Medical Centre Roof Leak – Higham Roofing had started a week's work of roof repairs to rectify issues still pertaining to the original summer works. Safety barriers and signage were in place.

Minute 4196 Defibrillator – Clerk had set up a finance account code but no budget as it was hoped to finance through funding.

4205 To receive oral reports from TMBC & KCC Councillors

No report provided.

4206 To receive report from PCSO & Community Warden

No report provided.

4207 To receive reports from Chairman and Clerk

Voluntary Assistance Programme: Cllrs L Bright and Newman had contacted a majority of those who had signed up for assistance during the Spring and were pleased to confirm that many were still being assisted by their buddies and/or had made alternative plans in preparation for the winter. The handful of people still needing help would be looked after "in house" but if the numbers increased considerably then volunteers were on stand-by. The Parish Office would continue to refer those whose needs exceeded the local programme to relevant agencies. To date no new applications for assistance had been made.

Warden's Truck: A recall of the truck due to issues with the airbag was noted and the vehicle booked at local Mitsubishi garage for repair.

Annual Kent Highways Parish Seminar: Cllr Harvey to attend pm November 17th via MS Teams.

KCC Members Grant: KCC Cllr Balfour supported the Council's grant application towards resurfacing works at Golden Green and the Clerk has completed and sent acceptance of funds paperwork and ordered works through Abacus Playgrounds Company.

4208 Public Time & Parish Matters

Christmas Lights – Mrs Tippin confirmed Hadlow Park Association's intention to donate towards the Christmas lights in the Square.

Advent Windows – Cllr Massy on behalf of St Mary's Church confirmed that only six on the eighteen required windows remained available and all those taken were fairly central to the village making it easier for people to walk around and view. It was hoped that this would coincide with another Christmas festivity in which residents were being encouraged to put Christmas lights in their windows.

KCC Councillor & Crime Commissioner Elections – The elections were due to take place on Thursday 6 May 2021 with some KCC candidates making themselves known well in advance.

Access Trail – It was noted as being muddy this time of year and not so easy for mobility scooters or wheelchairs to use the path through the cow fields although the tarmac area remained in good condition. The Warden to monitor and clear the path where possible.

With regards to scraping back the vegetation from the stone path through the cow field the Clerk had been unable to find a joint agreement in which Hadlow College and the Parish Council were held responsible for the maintenance. Nevertheless she would continue to liaise with the College to see whether improvements could be jointly made to ensure the footpath was accessible.

Possible unauthorised development Cemetery Lane and Common Road: The Clerk advised members that if there were doubts regarding building development the public should address the matter to Tonbridge & Malling Planning Enforcement department.

4209 Correspondence

a) Email expressing concerns as to the litter in the square, suggesting additional bins in the square, poor condition of some shop fronts, possible replacement of shoe collection bag, residential fence adjoining MT131.

It was noted that the Parish Office continued to chase TMBC contractor with regards to litter picking and emptying bins particularly in the village square and things had slightly improved, but the system was still not operating smoothly. The Parish Warden continued to sweep up and litter pick in the absence of Borough contractor. The Clerk to respond providing contact details for those responsible for the shoe collection, and to look into whether the Regeneration Fund was still available to shop owners for improving shop frontals. With regards to the new residential fencing on the Access Trail this had already been reported to KCC Public Rights of Way and a site visit organised.

4210 To approve policies and risk assessments related to Council Facilities and Covid-19 guidelines

RESOLVED to approve updated risk assessments, related policies and Facilities update report taking into consideration Government guidelines dated 5 November 2020. Proposed Cllr Collins, seconded Cllr E Bright and carried unanimously.

The Clerk confirmed that in line with exemptions three hall users would continue to use the halls during the four week lock down restrictions ending early December but the halls had been closed to all other users.

4211 To consider planning applications as received

- **TM/20/02222/LRD** – Details of condition 4 (drawings) submitted pursuant to Listed Building Consent TM/18/01273/LB: (New front door & porch & internal alterations including infilling of archway opening). Titheward, Three Elm Lane, Golden Green, TN11 0BA.
HPC Agreed.
- **TM/20/02292/FL** – Rear single storey extension to living area extending 6 metres out from rear wall of a residential property that has not had any previous extensions. 75 Hope Avenue, Hadlow, TN11 0HD.
HPC Agreed.

4212 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:

Finance & General Purposes Committee

a) **To resolve** and sign the F&GP Minutes of 3 November 2020

RESOLVED to approve F&GP Minutes of 3 November 2020. Proposed Cllr L Bright, seconded Cllr Massy and carried unanimously.

b) **To authorise** payments to date

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

c) **To approve** October accounts (bank reconciliation, income & expenditure, cost centre report and trial balance)

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

d) **To approve** updated Summary of Contracts & Annual Agreements

RESOLVED to approve updated Summary of Contracts and Annual Agreements. Proposed Cllr L Bright, seconded Cllr Harvey and carried unanimously.

(It was noted that this had been a deferral from Annual Parish Council meeting)

Planning & Environment

a) **To resolve and sign** the Minutes of the meeting of Tuesday 27 October 2020

RESOLVED to approve the P&E Minutes of Tuesday 27 October 2020. Proposed Cllr E Bright, seconded Cllr Newman and carried.

(It was noted that the HPC agenda had incorrectly dated the meeting as 29 October)

Staffing Committee

To resolve and sign the Staffing Committee Minutes of 3 November 2020

The matter was deferred in order that the Clerk could consider whether it was appropriate to sign these Minutes at full Council due to their private nature.

KALC (Kent Association of Local Councils) – Meeting in December.

TMBC Parish Partnership – Meeting to be held Thursday 12 November.

Joint Transportation Board – No report.

Joint Standards Committee – Cllr Richardson attended the meeting and the Minutes would be available on the TMBC website.

(Mrs Tippins was excused from the meeting & Cllr Carey joined the meeting and expressed his apologies for joining late)

4213 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).

A motion was not taken and the matters were deferred until December meeting in order to provide the Clerk with additional time to prepare papers for Council's consideration.

- a) To consider and approve employment of additional staff member in 2021
- b) To consider and approve staff salaries for 2021-22
- c) To consider and approve in principal Draft Budget 2021-22

There being no further business the meeting closed at 20.22

Date of next meeting: Monday 14 December 2020, 7.30pm (via Zoom)

Signed

Date

Appendix A

**List of Faster Payments and bank transfers Approved
by HPC 9 November 2020**

	Chq Payment		
	14/10/20	British Telecom Phone Box in the Square - Transfer	1.00
		Faster Payments	
292	22/10/20	Clerk's wages week 32 (adj for new NJC scale rates Ap-Oct)	2695.57
293	22/10/20	Admin Assistant wages week 32	622.75
294	22/10/20	Warden's wages week 32	1,232.32
295	22/10/20	PAYE HMRC period 7	1521.02
296	28/10/20	Home Bargains - Clerk Covid spray bottles	3.95
297	28/10/20	Three Elm Station - Warden - equip fuel	19.00
298	04/11/20	Zest Commercial - Hall cleaning September	526.80
299	04/11/20	D Evans - Window clean Oct & Nov	110.00
300	04/11/20	Flas h Welding - Lockable Post HOS carpark - 50% paid prim sch	594.00
301	04/11/20	Play Inspection Company - Quarterly inspection play areas	237.60
302	04/11/20	Commercial Services - Cemetery path spraying	257.40
303	04/11/20	British Gas - Careplan Old School Hall	395.17
304	04/11/20	Fenland Leisure (online playgrounds) - Swing parts	163.02
305	04/11/20	King & Sons Kent - 3 # Skip hire cemetery & allotment	810.00
306	04/11/20	PFK Littlejohn - AGAR year end audit 31/03/20	960.00
307	04/11/20	Kent County Council - Cleaning products	138.70
308	04/11/20	RBL - Poppy wreath and donation S106 monies	50.00
309	04/11/20	Lambournes - minibus loler tail lift service	135.36
310	04/11/20	Weddle & Co - COVID play area signage	384.00
311	04/11/20	4th Platform - Quarterly IT charges	542.71
		Total Expenditure	11,400.37