

HADLOW PARISH COUNCIL

Minutes of the virtual meeting of Hadlow Parish Council duly convened and held on
Monday 14 December 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), KCC Cllr Balfour, TMBC Cllr's Anderson, Sergison, Rogers, Mrs Tippin (Representative Hadlow Park Association).

4214 To receive apologies, reasons and approval of absences

Approved Council absences: Cllr Mitchell

Other absences: PCSO & Community Warden.

4215 To receive Declarations of Interest

None.

4216 To resolve that the Minutes of 9 November 2020 are a correct record

Resolved to approve the Minutes of 9 November 2020 as a correct record. Proposed Cllr Newman seconded Cllr E Bright and carried unanimously.

4217 To receive an update on progress of resolutions from the last meeting

None.

4218 To receive oral reports from TMBC & KCC Councillors

Cllr Anderson confirmed that the Christmas bin collection schedule is now on the TMBC website and social media feeds but no bin tags or letters to households providing the information would be available on this occasion. Collections on Friday 25 December would be being collected Monday 28 December and all other collections as of Monday 28 December until Friday 8 January would be collected one day later. The Clerk would put the information on Parish noticeboards.

Cllr Rogers reported that TMBC had a new Social Media Officer and improvements to the social media sites were underway. He also confirmed that there was a Self-Isolating Track & Trace Grant available and information could be found on the Borough website.

Planning Enforcement – Residents who had expressed concerns over a current development within Golden Green were advised by the Chair of Council to contact TMBC Planning Enforcement Officers.

KCC Cllr Balfour expressed concerns over the long term financial costs to the County not currently covered by government assistance. He noted the increase in social care referrals particularly related to the elderly and young and the lack of additional funds required to support these programmes.

M20 – he raised concerns as to traffic jams on the M20 which could possibly increase with Brexit.

Flooding – Cllr Balfour wished Parishes and Town to be well equipped for flooding and the winter season. It is important he felt that communities take care of each other and their neighbours.

In response to questions related to Covid testing in schools he was aware that areas such as Thanet were scheduled for secondary school testing due to the high volume of cases to date but was unclear as to the plan for Tonbridge secondary schools and test centres.

Cllr Sergison confirmed that both herself and Ms Pax were working on the Parish Flood Plan which would be incorporated into the Parish Emergency Plan.

4219 To receive report from PCSO & Community Warden

No report provided.

4220 To receive reports from Chairman and Clerk

The Clerk reported:

- Open Spaces Equipment; sent for annual inspection and repair.
- Hy-Arts Toilet; two quotes awaited to replace.
- COVID Signage; additional signage installed at both playgrounds and the allotments.
- KCC Members Fund; Cllr Balfour thanked for supporting the Council with a grant to cover the costs related to improving the surfacing at the play areas.
- Cemetery taps; these had been upgraded in accordance with current safety requirements.
- Wardens Truck; a date to replace recalled air bags was still awaited and had been chased on several occasions.
- Voluntary Assistance Programme; Christmas Cards from Hadlow Primary students together with shortbread baked and supplied by Weathered & Worn were to be distributed to those on the list wishing them seasons greetings. The programme continued to assist those in need and numbers requesting help had started to rise since the beginning of winter period. However, this remained manageable at Council level due to many buddies continuing to assist their designated person throughout the year. The Clerk wished to thank Cllrs Bright and Newman for continuing to call users and manage their needs.
- Draft Parish Infrastructure Spend Plan for S106; it was hoped to prepare this during January.

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

4221 Public Time & Parish Matters

Christmas Lights – There were reduced lights in the high street this year due to column failure which was being addressed by Kent County Council.

Victoria Road Ditches TMBC Cllr Rogers confirmed that some major cleaning of the ditches along Victoria Road had been completed he believed by Hadlow Place Farm in response to flood concerns raised by Hayes Farm. A discussion on general ditch clearing was then held on the pros and cons in relation to ditch clearing and the possible effects of doing this close to rivers. Cllr Carey commented that risk assessments ahead of any clearing close to rivers are important to ensure there was a balanced approach taken to retain water upstream and in ditches to help reduce the peak flow down-stream into areas already at high risk of flooding.

Community Warden Cllr Barrett had been made aware of concerns by some residents as to limited visits by the Community Warden. The Clerk confirmed that there had been changes in positions' but visits continued within our Parish with home visits taking place where required. The Wardens continued to patrol and inform residents of issues via both social media and the local newsletter. However, the concerns would be raised with the Community Services offices.

Ash Dieback continues to spread throughout the County and although the Parish Council continues to monitor its trees and remove where necessary there may well be other hotspots throughout the Parish. Cllr Carey's offer to walk through the Parish identifying any trees with the disease and referring his findings to relevant parties was accepted.

TMBC closure of Public Conveniences (Court Lane) as of 1 April 2021. The Chair reminded members of the opportunity provided to Council from TMBC to adopt the public conveniences on the corner of Court Lane and Councils resolution to decline the offer as documented in previous minutes. The closure was therefore duly noted.

Parish Office Christmas Closure – the Clerk asked members of the public and Councillors to visit the parish office by appointment only over the coming weeks to ensure the safety of both staff and public. The Office would close from Tuesday 22nd December at midday and reopen on Tuesday 5 January 2021.

Advent Windows – Trail maps for the Advent Windows were available at several outlets including the Old School Hall atrium, Parish noticeboards and St Mary's Church.

4222 Correspondence – None.

4223 To consider planning applications as received

- **TM/20/02676/TPOC** - T1 Oak - remove deadwood, T2 Oak - thin overall canopy by 20%, T3 Oak - reduce overall canopy by 3 metres to 1.5 metres above old pruning wounds, T4 Oak - reduce overall canopy by 3 metres and thin by 15%, T5 Oak – reduce overall canopy by 3 metres and thin by 15% and T6 Oak - thin overall canopy by 15%. Maryland 9 Hadlow Park Hadlow Tonbridge Kent TN11 0HX.

HPC Agreed.

- **TM/20/02731/LDP** - Lawful Development Certificate Proposed: Erection of a swimming pool outbuilding within the curtilage of the residential dwelling. Pear Tree Farm Matthews Lane Hadlow Tonbridge Kent TN11 0JG.

HPC Agreed.

- **TM/20/02735/FL** - Single storey side and rear extension to existing dwelling. 20 Tainter Road Hadlow Tonbridge Kent TN11 0HL

HPC Agreed.

- **Planning Appeal Ref: APP/H2265/W/20/3251984: App: TM/19/02210/FL** – Erection of detached live-work unit with associated hard and soft landscaping. Land Parcel K491841 West of Cinders Barn, Ashes Lane
Noted.

There were two additional applications considered that were not on the agenda but considered due to expediency.

- **TM/20/02490/LB** – Replacement windows and door. Hartlake Farmhouse, Hartlake Road, Golden Green, TN11 0BL.

HPC Agreed.

- **TM/20/02565/TPOC** – T1 Sycamore – reduce by 25%, T2 Lime – reduce by 25% and G6 Sycamores x 6 – reduce by 25%. Aran, 1 Hadlow Park, Hadlow, TN11 0HY

HPC Agreed.

(TMBC Cllrs & Mrs Tippin were excused from the meeting)

4224 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 and Minutes of 5 May 2020

RESOLVED to approve F&GP Minutes of 5 May (retrospective). Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.

It was noted that the F&GP Minutes of 3 November were signed by Council at the HPC meeting held on 9 November 2020.

- b) **To authorise** payments to date

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

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

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

- d) **To resolve** donation to YMCA in relation to Olympia Boxing Sessions at Hy- Arts Centre £500

RESOLVED to donate £500 to YMCA in relation to Olympia Boxing Sessions at Hy-Arts Centre. Proposed Cllr L Bright, seconded Cllr Harvey and carried unanimously.

e) **To resolve** Annual investment strategy

RESOLVED not to invest any funds at the current time and to review at year end and prepare Annual investment strategy if appropriate at that time. Proposed Cllr L Bright, seconded Cllr Richardson and carried unanimously.

f) **To resolve** employment of additional staff member in 2021.

RESOLVED to employ additional staff member as part time facilities administrator (Spinal Pay Points 6-8 in accordance with Job description & specification drafted by the Parish Office). Proposed Cllr L Bright, seconded Cllr Richardson and carried unanimously.

It was noted that the Clerk will provide Council with Recruitment Policy and draft advert for position in January before taking any further steps towards recruitment.

g) **To resolve** staff salaries for 2021-22 and aligning with NJC Spinal Point as recommended by Council Financial Auditor.

RESOLVED to approve staff salaries for 2021-22 and aligning with NJC Spinal Point as follows:

Parish Warden SCP 5

Facilities Administrator SCP 6-8 (depending on experience)

Administration Assistant SCP 14

Parish Clerk SCP 36

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

h) **To resolve** Budget 2021-22

Resolved to approve the 2021-22 budget with Tax Base 1523.2 and Precept request of £122,510.00 Proposed Cllr L Bright, seconded Cllr Richardson and carried unanimously.

Planning & Environment

a) **To resolve and sign** the Minutes of the meeting of Tuesday 24 November 2020

RESOLVED to approve the P&E Minutes of Tuesday 24 November 2020.

Proposed Cllr Harvey, seconded Cllr E Bright and carried.

b) **To resolve** whether any further development at Williams Field will be permitted in relation to Baseball.

RESOLVED that no further development at Williams Field will be permitted in relation to Baseball. Proposed Cllr Harvey, seconded Cllr Barrett and carried unanimously.

c) **To resolve** whether to respond to KCC Consultations related to minerals and waste planning authority: 1. Statement of Community Involvement 2020 and 2. Safeguarding Supplementary Planning Document 2020.

RESOLVED that Cllr Collins would review both documents and advise Council on the 11 January meeting. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

The P&E Chair also brought to the attention of the meeting the KCC Climate Adaptation survey for Kent & Medway and confirmed Cllr Carey would draft HPC response ahead of the January meeting for approval.

Staffing Committee

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

(In the absence of the Staffing Chair Cllr L Bright put the motion to Council)

RESOLVED to approve and sign the Staffing Committee Minutes of 3 November 2020. Proposed Cllr L Bright, seconded Cllr Collins and carried.

KALC (Kent Association of Local Councils) – Cllr Massy summarised both the AGM and local area meeting. Minutes available at the Parish Office.

TMBC Parish Partnership – Minutes available at the Parish Office

Joint Transportation Board – Representative not in attendance but Minutes available at the Parish Office.

Joint Standards Committee – No report.

4225 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).

No motion required.

There being no further business the meeting closed at 21.18

Date of next meeting: Monday 11 January 2021, 7.30pm (via Zoom)

Signed

Date

Appendix a

312	18/11/20	Drainage & Groundworks Ltd - Report on W/F drainage	120.00
313	18/11/20	Three Elm Petrol Station- Truck fuel (MS)	30.00
314	18/11/20	Robert Dyas - Safety chains (NC)	64.01
315	18/11/20	TLC - Appliance cord for laminator (J Mend)	3.58
316	18/11/20	Tate Fencing 5714 - W/F & Cricket grnd fencing & Warden phone top up £20 (DD)	177.25
317	18/11/20	Santander Salt - Salt for winter programme	168.00
318	19/11/20	Clerks Wages Wk36	2314.48
319	19/11/2020	Admin Wages Wk36	511.13
320	19/11/2020	Warden Wages Wk36	1232.12
321	20/11/2020	HMRC PAYE	1264.39
322	25/11/2020	Tate Fencing Inv6300 - Ref Clk - Cricket field completion of fence	213.98
323	01/12/2020	Screw fix - lighting pole for HOS car park	27.68
324	11/12/2020	Mason Carey Ltd - Roofing Inspect 3 - project wks	222.00
325	11/12/2020	Wellers Law Group - License to Assign MC	644.40
326	11/12/2020	Commercial Services - Spray cemetery paths	289.80
327	11/12/2020	Weddle & Co - COVID signage allotments & play areas	360.00
328	11/12/2020	Zest Commercial Cleaning - November cleaning	306.36
329	11/12/2020	KALC - Contra cancelled courses and older	144.00
330	11/12/2020	4th Platform Ltd - Webcam & pc equipment + setup	909.60
331	11/12/2020	Window cleaning - December	55.00
332	11/12/2020	Clerk - post office secure delivery to Solicitor + Screwfix carpart light pole	6.70
333	11/12/2020	Cllr Mitchel for Advent window display	776.75
334	11/12/2020	PHS Group - Inv288 Sanitary disposal 17/12/20-16/12/21	38.88
Total			9880.11