

# HADLOW PARISH COUNCIL

Minutes of the virtual meeting of Hadlow Parish Council duly convened and held on  
Monday 11 January 2021 at 7.30pm

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

**Also in attendance:** Melanie Stepkowski (Clerk & Minute Taker), KCC Cllr Balfour,  
TMBC Cllr Rogers, Community Warden Sandra Edmonds.

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## **4226 To receive apologies, reason and approval of absences**

Approved Council absences: Cllrs M Barrett, C Mitchell  
Other absences: TMBC Cllrs Anderson and Sergison, PCSO.

## **4227 To receive Declarations of Interest**

None.

## **4228 To resolve that the Minutes of 14 December 2020 are a correct record**

**Resolved** to approve the Minutes of 14 December 2020 as a correct record. Proposed Cllr  
Massy seconded Cllr E Bright and carried unanimously.

## **4229 To receive an update on progress of resolutions from the last meeting**

Minute 4220 Wardens Truck – the air bag had now been replaced.

## **4230 To receive oral reports from TMBC & KCC Councillors**

KCC Cllr Balfour thanked both County and Borough Officers for rising to the additional challenges caused by COVID. There were increased pressures on staff and Highways staff amongst others were being seconded to other priority areas to cope with the current pandemic.

TMBC Cllr Rogers reported that fewer meetings had occurred recently whilst everyone focuses on COVID related issues with only the Finance meeting currently being held. Locally Cllr Anderson was investigating with officer's requests for a footpath on the A26 towards Tonbridge. Cllr Bright confirmed he had also broached the subject with MP Tom Tugendhat and awaited a reply. It was also to be considered as project for the KCC Parish "Wish List", but the Clerk recalled KCC's application form required an Engineers report, works and costings before it could be considered, all of which were costly and time consuming and had therefore not been a priority at the current time.

Fly-tipping at Pierce Mill Lane had totally blocked the road and was scheduled for removal.

Planning Enforcement were looking at the barn development at Golden Green Nursery.

Refuse Collection issues were noted particularly at the Paddock where debris continued to be left on the pavement and road after collection and a request made for the dustbin crew to sweep up after themselves.

#### **4231 To receive report from PCSO & Community Warden**

The Community Warden said she is not as visible as she would like to be around the village now as she is currently covering the whole of the Tonbridge and Malling area. She is, however, contactable by telephone and is continuing with a significant amount of work with people known to be vulnerable. She has been dealing with Hadlow College about the behaviour of students in the village and dealt with issues around the area of Hadlow Surgery and identified the young people involved. There have been issues in the churchyard and the Vicar Paul White has now moved the bench from the churchyard into the church. To improve morale, she has started setting “challenges” every Wednesday to residents in Hadlow and Golden Green: the first of these is rainbow butterflies; they will be advertised on Facebook and other social media pages.

#### **4232 To receive reports from Chairman and Clerk**

Clerk reported on behalf of the Staffing Committee measure implemented for safety and well-being of staff during the National Lock Down

Clerk: - To work solely in the office when required but to also work from home.

Admin Assistant – Not to work in the office but available to do specific projects from home if required.

Warden – To work three days a week to ensure regulatory and other safety checks were completed in addition to other tasks.

The office would remain closed to the public, however enquiries would continue to be dealt with via telephone and email. Where a visit to the office was essential an appointment would be made and all COVID-19 secure safety measures would be in place to reduce risks.

*(KCC Cllr Balfour and Rogers were excused from the meeting to attend to other duties)*

#### **4233 Public Time & Parish Matters**

Victoria House – Separate enquiries by two Councillors regarding the wooden structure in the garden had been made with TMBC Planning Department. No response to date.

Cemetery Lane Development – An enquiry had been made with regards to additional structures on to the traveller’s site known as Alans Hectare, Cemetery Lane. No response to date.

Ash Die Back – Cllr Carey as the Parish Voluntary Tree Warden continued to complete his village walk assessing Ash trees for Ash Die Back. To date he had identified some trees requiring possible treatment at Dean Park close by a public access and the Forestry Ranger had been informed.

At High House Lane by the footpath that leads to Hadlow College Equestrian Centre there was an ash tree copse with large branches coming down and the potential to lose roots. The landowner resided in Borough Green and Cllr Carey would write to them to discuss the matter further. Cllr Carey emphasised that these trees were not, he thought, currently considered ‘dangerous’ but required attention and due to their location, it would be difficult to complete the necessary tree works. Therefore, early action to reduce the danger and to keep tree operative safe was advisable.

*(Community warden was excused from the meeting to attend to other duties)*

In response to an enquiry as to whether any tree works identified with red dots by Hadlow College on land run by them along the Access Trail was scheduled, Cllr Carey was not aware of any works but also was not liaising with the College on this matter.

COVID Vaccinations – Cllr Newman had completed her St John’s Ambulance training in order that she could assist with the government vaccination programme and had an advanced DBS; she therefore offered her services to the Hadlow Hospital Transport Service.

**4234 Correspondence – None.**

**4235 To consider draft Year Planner (Schedule of Meetings) May 2021-April 2022.**

Committee Chairs had reviewed the planner and an additional date for Planning & Environment in May had been added. It would now be sent to full Council for consideration at the February meeting.

**4236 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:**

Finance & General Purposes Committee

a) **To resolve** payments to date

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

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

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

Planning & Environment

- a) **To respond** to Kent County Council Planning Authority Consultation on TW/19/1343/R29 Stonecastle Farm Quarry, Whetsted Road, Five Oak Green (deadline 20/01/21)  
<https://www.kentplanningapplications.co.uk/Planning/Display/KCC/TW/0291/2020?cuuid=86E1DA45-224E-4C43-B130-1773ECE30816>

On behalf of Council Cllr Carey reported on this consultation noting that although the overall concept was good it seemed there had been rather a lot of “cut and paste” when detailing specific types of plants which therefore made the specification inappropriate for this site. This was highlighted by suggesting a Goat Willow when a Grey Willow was considered more practical; issues with the Meadow Mix text were also noted.

It was agreed that Cllr Carey would respond on behalf of Council also taking into consideration Cllr E Bright’s comments that it was no good conditions being put in place unless they are being adhered to and enforced by regular visits by Officers.

- b) **To respond** to Kent County Council Planning Authority Consultation on TM/00/1599/R26C1A. Details of Ecological Mitigation Strategy (Condition 1) & Widening of Haul Road Mitigation Strategy (Condition 3) pursuant to planning permission TM/00/1599/R26C1.

Stonecastle Farm Quarry, Whetsted Road, Five Oak Green, Tonbridge, Kent

<https://www.kentplanningapplications.co.uk/Planning/Display/KCC/TM/0292/2020?cuuid=6266E3AC-BB0B-400F-81C3-43F124E910C1>

Cllr Carey reported on the consultation saying that the overall aim was good but inadequate site information was evident and he suggested they consult further with the Botanical Society of Britain and Ireland. He provided details of where it was apparent not enough on the ground information had been used, e.g. no mention of the Shepherd's Needle which was an important rare plant known to grow within that region.

Cllr Carey to respond on behalf of Council.

- c) Kent County Council regarding the Climate Change Adaptation Survey for Kent and Medway. (deadline 15 January 2021). <https://www.surveymonkey.com/r/95HLHRB>

Cllr Carey reported that this survey had been sent to many organisations and could be perhaps aimed at larger corporations. However, although at present the Council did not have an overarching climate change policy, we were at the early stages of planning for climate change challenges acting on ground level by having an Emergency Plan, supporting Flood Wardens and Voluntary Tree & Pond Warden.

It was agreed that Cllr Carey should complete the survey on behalf of Council providing the details as noted above.

- d) **To consider** planning applications as received:

- TM/20/02401/LRD - Details of condition 2 (joinery details) pursuant to planning permission TM/20/01148/LB (Listed Building Application: Creation of a new opening from the living room into the kitchen; closure of the existing door between the hallway and the living room and replacement of the existing cupboard door with a bookcase door). Barnes Street House, Three Elm Lane, Golden Green TN11 0LB  
**HPC Agreed.**

- **TM/20/02662/LB** - Listed Building Application: Replace broken patio doors from wood to UPVC. 11 Kenward Court Hadlow Tonbridge Kent TN11 0DX  
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/20/02662/LB>  
**HPC Agreed.**

- **TM/20/02917/FL** - Single storey rear flat roof infill extension to provide larger kitchen area. 4 Victoria Road Golden Green Tonbridge Kent TN11 0LP  
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/20/02917/FL>  
**HPC Agreed.**

**Note: TM/20/02591/FL** – First Floor Extension, new entrance with storm porch. 5 Castle Farm Cottages, Court Lane, TN11 0DS – had been approved 6 January by TMBC Planning Dept but not seen or considered by Council.

Staffing Committee – no report.

KALC (Kent Association of Local Councils) – No meeting.

TMBC Parish Partnership – Next meeting 4<sup>th</sup> February, Cllr Newman to attend.

Joint Transportation Board – No meeting.

Joint Standards Committee – No meeting but Code of Conduct training available 12/01/2021 and both the Clerk and Chair to attend online.

**4237 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 20.32**

**Date of next meeting: Monday 8 February 2021, 7.30pm (via Zoom)**

**Signed**

**Date**

Appendix a

Faster Payments December

(323	<i>posted correct in sched Nov but bnk payment was short pd net not gross</i>	<i>£4.61)</i>
335	Abacus Playgrounds - Inv21057 W/F & SPF surfacing edges (grant)	£4,414.00
336	King & Sons Kent Ltd - Inv2472 Skip hire cemetery	£250.00
337	Gala Lights -Inv209&208 Xmas lights installation	£3,288.00
338	Auditing Solutions Ltd - Inv6777 Interim audit	£420.00
399	Tate Fencing & Post Off - Refund Warden Inv479 compost bin	£49.53
340	HMRC PAYE P9	£1,264.39
341	Admin Wages Wk40	£499.38
342	Clerk Wages Wk40	£2,314.48
343	Warden Wages Wk40	£1,232.12
344	Three Elm Petrol Station - Truck Fuel - Warden	£35.00
345	Zest - Inv4621 Hall Cleaning Oct Inv4567	£861.12
346	Evans - Window Cleaning January	£55.00
	<b>TOTAL PAYMENTS</b>	<b>£14,683.02</b>