

# HADLOW PARISH COUNCIL

**Minutes of the virtual meeting of Hadlow Parish Council duly convened and held on  
Monday 12 April 2021 at 7.30pm**

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

**Also in attendance:** Melanie Stepkowski (Clerk & Minute Taker), Sandra Edmonds (Community Warden) & 4 members of the public.

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**4261 To receive apologies, reason, and approval of absences**

Approved Council absences: Cllr's M Barrett & R Morley.

Other absences: TMBC Cllrs Anderson, Sergison, Rogers, Hudson (other commitments), KCC Cllr Balfour, PCSO & Mr & Mrs Tippin (Hadlow Park Association)

**4262 To receive Declarations of Interest**

Cllr's Harvey & Massy declared an interest in application TM/21/00841/TNCA as acquaintances and as such did not take part in the vote.

**4263 To resolve that the Minutes of 8 March 2021 are a correct record**

**Resolved** to approve the Minutes of 8 March 2021 as a correct record. Proposed Cllr Massy seconded Cllr L Bright and carried unanimously.

**4264 To receive an update on progress of resolutions from the meeting held 8 March 2021**

Clerk Confirmed that the Kent Buccaneers had provided the following documents for 2021 season taking into account COVID-19 secure measures; Insurance cover for 2020-21, Child Welfare Risk Assessment, Baseball Club Risk Assessment, Schedule of games and practice sessions. Documents still awaited included DBS forms, keyholder form and copy of their updated BBF registration.

**4265 To receive oral reports from TMBC & KCC Councillors**

None.

**4266 To receive report from PCSO & Community Warden**

Sandra, the Community Warden provided her report confirming that the Community Wardens, local PCOS including PCSO Toni Matthews as the Youth Ambassador were liaising with Hadlow College on matters relating to student behaviour within the Parish. The Community Wardens continued to work with those requiring welfare assistance, monitoring ASB's (Anti-Social Behaviour) as reported in addition to patrolling and monitoring to ensure the public at large continued to abide by COVID guidelines.

#### 4267 To receive reports from Chairman and Clerk

The Clerk reported on the following items:

Year End – The year end accounts close down was completed today (Monday 12 April), the internal auditor had been sent all documents requested for his year-end review before the AGAR could be finalised and sent off to the External Auditor.

Hall Opening – The office had prepared updated risk assessments in line with government covid guidance ahead of opening to most regular hall users and ensuring that safety precautions were in place such as hand sanitizer, sign in sheets, one way systems where appropriate, ventilation etc

Williams Field – Play area inspection reports had indicated some low- risk repairs required including caps on field gate, additional bars to the gate, panel strengthening – Flash Welding were to complete the works once the Easter holidays were finished as it was safer to complete welding when the children were in school. Signage quotes for both Williams Field and Signpost Field were awaited.

Litter picks – the volunteers were doing a great job of keeping the Parish clear of litter but there was always more to do and with this in mind the Office had made an enquiry to TMBC to see whether additional equipment could be supplied before looking at other resources as interest in volunteering had increased. TMBC response still awaited.

Speedwatch – A couple of Golden Green residents had expressed an interest in restarting the sites within Golden Green but additional members were still required. Mr Shortland continued to supervise the programme and had ordered new hi vis jackets on behalf of Council.

National Census - this commenced on 21 March and local resident should complete their census before the closing date of 4<sup>th</sup> May 2021.

#### 4268 To resolve when to cease Virtual Meetings in light of Government letter dated 25/3/21

A letter from Luke Hall MP, Minister of State for Regional Growth and Local Government **had been received confirming The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) expired as of & May 2021. The letter went on to say:**

*“.....While I appreciate that a greater number of authorities will be subject to elections this year due to the postponement of the 2020 elections, those councils who are not subject to elections could also consider conducting their annual meetings prior to 7 May, and therefore do so remotely while the express provision in current regulations apply. As you will know, councils who are subject to elections are statutorily required to hold their annual meeting within 21 days of the elections. The Government’s roadmap proposes that organised indoor meetings (e.g. performances, conferences) are permitted from 17 May, subject to Covid secure guidelines and capacity rules. On this basis, councils should consider the extent to which their annual meetings (and any other meetings) can operate on the same basis as other local institutions in their area, taking into account their individual circumstances and requirements.*

*If your council is concerned about holding physical meetings you may want to consider resuming these after 17 May, at which point it is anticipated that a much greater range of indoor activity can resume in line with the Roadmap, such as allowing up to 1,000 people to attend performances or sporting events in indoor venues, or up to half-capacity (whichever is lower).*

*Finally, while you do have a legal obligation to ensure that the members of the public can access most of your meetings, I would encourage you to continue to provide remote access to minimise the need for the public to attend meetings physically until at least 21 June, at which point it is anticipated that all restrictions on indoor gatherings will have been lifted in line with the Roadmap. However, it is for individual local authorities to satisfy themselves that they have met the requirements for public access.....”*

Taking the letter into account, the limited numbers that could attend a Council meeting within the hall under COVID-19 secure measures, the general health and safety of both the public and Councillors the following was resolved:

**RESOLVED to continue both full Council Meetings and Committee Meetings virtually on Zoom until 12 July Parish Council Meeting or later if government guidelines restricted such meetings.** Proposed Cllr Collins, seconded Cllr L Bright and carried unanimously.

#### **4369 Public Time & Parish Matters**

Defibrillator – Village Square Phone Box: In light of the recent resignation from Councillor of Clare Mitchell, Cllr L Bright volunteered to take on the project with full Council approval.

Hadlow Community Rural School – The possibility of a change in the relationship between Hadlow College and the school was discussed. It was understood that consideration to providing the school with part of the sports field to develop their own agricultural and rural learning was a possibility. Council had received no other information on the matter from the school, college or parents and will continue to monitor the situation.

Litter – Cllr Newman had questioned TMBC about the lack of litter picking within the Parish by Ubase. A response had been received acknowledging issues with the contract and confirming an additional contractor had been acquired to resolve littering issues along the fast speed roads. Council agreed the matter required additional investigation and would request the matter be addressed by the Parish Partnership Panel.

Dementia Friendly Group – The Community Warden confirmed that the programme had been delayed in our Parish due to Covid, however she was now in a position to engage with the community to set up a Dementia Friendly Communities Committee at which she hoped to have a Parish Council representative; Cllr Newman re-confirmed her commitment to the programme and would represent Council on the committee which was due to meet alongside East Peckham’s Committee at a “Teams” Awareness Session on Wednesday 26 May.

Recent Sale of 7 Plots of Land on Common Road – Council confirmed to the public that they were aware of the sale and recent developments. Cllr Harvey confirmed that the Parish Council was only a consultee on planning applications and held no powers but could and would address any matters of unauthorised occupation or development within the Parish to TMBC Planning Enforcement.

#### **4370 Correspondence – available for inspection by Members before or after the meeting. Members of the public are free to view correspondence at the discretion of the Clerk or Chairman**

a) **To consider:** BdR (Civil and Structural Engineering) Ltd – Request Council review and provide feedback on proposals for proposed Traffic Regulation Order to extend the existing 30 mph speed limit further north along Carpenters Lane

**RESOLVED to fully support BdR (Civil and Structural Engineering) Ltd proposed Traffic Regulation Order to extend the existing 30mph speed limit further north along**

**Carpenters Lane to encompass the new development on land South of Hoath Cottage.**  
Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

*(Sandra Edmonds was excused from the meeting)*

**b) To Note: Notice of the publication of the Tunbridge Wells Borough Local Plan –**  
Consultation Period 9.00am on 26 March to 5.00pm on 4 June 2021

**RESOLVED to respond to the Tunbridge Wells Borough Local Plan in relation to the proposed developments on the border between Hadlow Parish and Capel and other developments within Paddock Wood; final draft letter being written and approved at Planning & Environment Meeting being held on 25 May.** Proposed Cllr Harvey, seconded Cllr Carey and carried unanimously.

**4271 To review and resolve** where necessary Policies & Procedure in preparation for the Annual Parish Council Meeting.

#### **Reviewed, unchanged and approved**

- Tree policy
- Training & Development Policy
- Lone working Policy
- CCTV policy
- Financial Regulations
- Code of Conduct
- Complaints Policy

**RESOLVED to approve the above noted policies.** Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

#### **Revised policies approved**

- Grievance
- Disciplinary
- Grant & Donation policy
- Standing orders
- Publication Scheme
- Data Protection Policy
- Statement of internal control

**RESOLVED to approve the above noted policies.** Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

#### **Adoption of NALC employment policies approved**

- Equality and Diversity
- Anti-Harassment and Bullying
- Recruitment and Selection

**RESOLVED to approve the above noted policies.** Proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

**4272 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:**

Finance & General Purposes Committee

a) **To resolve** proposed payments to date

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

Bank Statements - It was noted that Cllr Newman was now a signatory and therefore in line with procedures unable to continue being the bank statement signatory; this role was now to be undertaken by Cllr E Bright who was not a cheque signatory.

b) **To approve** March accounts (bank reconciliation, income & expenditure, cost centre report and trial balance, 4<sup>th</sup> Quarter report)

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

c) **To consider** donation requests from: TMBC Y2 Programme, YMCA Youth Group, Air Ambulance, The Counselling Centre.

**RESOLVED to donate two hundred and fifty pounds to TMBC Y2 Programme.** Proposed Cllr L Bright, seconded Cllr Massy and carried unanimously.

**RESOLVED to donate five hundred pounds to the YMCA Youth Group – towards materials, labour and other associated costs for youth work carried out at the Hy-Arts Centre.** Proposed Cllr L Bright, seconded Cllr Massy and carried unanimously.

**RESOLVED to donate fifty pounds to Air Ambulance under Section 137.** Proposed Cllr L Bright, seconded Cllr Massy and carried unanimously.

**RESOLVED to donate fifty pounds to The Counselling Centre under Section 137.** Proposed Cllr L Bright, seconded Cllr Massy and carried unanimously.

Planning & Environment

a) **To approve** Minutes of the meeting held 30 March 2021.

**RESOLVED to approve P&E Minutes of 30 March.** Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

b) **To consider** whether to write to Planning Inspectorate relating to the appeal for Land West of Laxton Farm, Common Road. (deadline 4 May).

In preparation for the meeting a possible response had been drafted which was read at the meeting:

*“Hadlow Parish Council wishes to express its support for TMBC’s enforcement action on the land west of Laxton Farm, Common Road, Hadlow, Tonbridge, Kent, Enforcement Reference 20/00023/USEH, and TMBC's repeated attempts to control the ongoing unauthorised development on this land.”*

*Hadlow Parish Council wishes to express its lack of support for the appeal APP/H2265/C/21/3268771 against the above enforcement lodged by Mrs V. Harris on all the grounds raised.*

**RESOLVED to approve the draft letter and send to the Planning Inspectorate.**  
Proposed Cllr Harvey, seconded Cllr Newman and carried unanimously.

c) **To consider** planning applications as received:

- **TM/21/00904/TNCA** - Small leave Lime trees x13 (G1) to lightly reduce only the lateral spread of each crown by no more than 1-1.5m and lift low crown evenly to provide 3m clearance North Frith Park Hadlow, TN11 9QW.

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/21/00904/TNCA>

**HPC Agreed.**

- **TM/21/00841/TNCA** - Sycamores - Up to five root balls with multiple trunks, over 10m high. To be felled and partially replaced with Laurel Hedge. Ouseley House, Maidstone Road, Hadlow, TN11 0DN.

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/21/00841/TNCA>

**HPC Agreed but preferred the Sycamores be replaced with medium sized more wildlife friendly trees/shrubs.**

d) **To Consider** Eco Green Communities offering environmental stations to tackle dog fouling and littering.

The matter was deferred.

Staffing Committee

**To approve** the Minutes of the meeting held 24/03/2021.

**RESOLVED to approve the minutes of meeting held 24/3/2021.** Proposed Cllr L Bright, seconded Cllr Massy and carried.

**To recommend** to Council approval of advertisement for Part Time Facilities Administrator

**RESOLVED to approve the advertisement for Part Time Facilities Administrator taking into account the minor amendments suggested by Cllr Harvey.** Proposed Cllr Newman, seconded Cllr L Bright and carried unanimously.

KALC (Kent Association of Local Councils) – Cllr Massy reported confirming the meeting was addressed by the following Speakers: Kent Police Community Safety Unit and the Reading Climate Network. Other matters discussed included the Tonbridge & Malling Borough Council Local Plan which the Inspectorate did not seem likely to approve at the current time. TMBC were considering taking the matter to Judicial Review.

Full Minutes were available on the KALC website and or the Parish Office.

TMBC Parish Partnership – next meeting 10 June 2021.

Joint Transportation Board – No meeting.

Joint Standards Committee – No meeting.

There being no further business the meeting closed at 21.01

Date of next meeting: Monday 5 May 2021, 7.30pm (via Zoom)

**Signed**

**Date**

**Note:** Council resolved to change the date of the next meeting – Annual Parish Council Meeting from 10 May to the 5 May to ensure the meeting was held within the current terms of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)

## Appendix A

### Payments Approved by Council 12/04/2021

King & Sons Cemetery skip inv 3665	270.00
DH Mowers - inv 10 equipment service/maint	460.24
Gel Creative - inv 21606 website support	900.00
Warden truck fuel reimbursement	49.99
Admin Wages Wk48	188.00
Commercial Services - Inv LNS197649 (jul-Sep grnd mnt)	5,099.45
Travis Perkins - Inv537 Material Cemetery edging	275.55
Gel Creative - Inv623 Feb Web Admin	100.00
Screwfix Ord9299 - HOS Paint Materials (Clerk)	45.78
£4.61 balance owing from Dec Screwfix Paym accounted for in Dec list	0.00
Commercial Services - Inv LNS3007 Oct-Nov (grnds mnt)	4928.56
Hadlow Village Hall - CCTV Electricity	462.00
DMH Solutions Ltd - Inv987 H&S Disk	70.80
Zest Commercial Cleaning - Inv4671 Hall Clean	256.68
Tunbridge Wells MOT - DA14BVE Truck	45.00
Hadlow Village Hall - Water Gas Elect 03/20-31/3/21	718.03
Came & Co - Truck Insurance (due 7/4)	562.71
The Play Inspection Co - Play Inspection (end)	190.80
KALC - Annual Subscription	1,391.14
KALC - Cllr Barret Dynamic Cllr Course Inv68115	60.00
Evans - April Window Cleaning	55.00
Olympia Boxing - Inv1153 Donation for boxing at Hy-Arts previous agreed	480.00
PAYE P1	1,294.74
Clerks Wages Wk 4	2,367.89
Admin Wages Wk4	606.00
Warden Wages Wk4	1,233.92
Three Elm Petrol Station - Equip Fuel (Warden)	31.50
Clerk - refund Sundries re Minibus 10-week inspection	11.25
Donation to Y2 Summer Programme	250.00
Donation YMCA running Hy-Arts Youth Grp 3 days a week	500.00
Donation Air Ambulance	50.00
Donation The Counselling Centre	50.00
D Evans Window Cleaning May	55.00
Rialtas Year End	672.00