

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on
Monday 13 December 2021 at 7.30pm at Old School Hall

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

Also in attendance: M Stepkowski (Clerk & Minute Taker), KCC Cllr Hudson, Representatives of: Hadlow Park Association, A Hughes, O Baldock

4350 To receive apologies, reason, and approval of absences

Approved Council absences: Cllr's L Bright & S Richardson

Other absences: TMBC Cllr's Sergison, Anderson, Rogers

4351 To receive Declarations of Interest

None.

4352 To resolve that the Minutes of 8 November are a correct record

Resolved to approve the Minutes of 8 November 2021 as a correct record. Proposed Cllr Morley seconded Cllr Bright and carried unanimously.

4353 To receive an update on progress of resolutions from the last meeting

None.

4354 To receive oral reports from TMBC & KCC Councillors

KCC Cllr Hudson reported on the following:

KCC Library Consultation is now open <https://letstalk.kent.gov.uk/>

Cllr Hudson encouraged the community to respond highlighting libraries provide a community hub offering evolving assets such as wifi, photocopying, access to digital books etc.

KCC Members Grant – EMBER had received funds for their Hadlow youth programme but funds were still available. It was agreed that the Clerk would apply for funding to include application for monies towards Dementia Friendly.

Urbaser – Their recruitment drive has meant that more staff have been employed and waste collections are starting to improve. Councillors were still however receiving complaints about incorrect emptying of bins and emptied bins blocking pavements. Cllr Hudson advised members to take down details of dates, times and photos where appropriate as an audit trail would be required before action could possibly be taken.

Christmas Lights – concerns over the cost to Parish Councils for three-year load testing of KCC columns before Parishes can be permitted to erect either flower baskets or Christmas illuminations were noted by Cllr Hudson. The Clerk to provide her with details of explanations provided by KCC in the past in order that she may take up the query with KCC Officers. The same issue had been discussed at Kent Association of Local Councils meeting and KALC would also discuss the matter with KCC officers. It was noted that on occasion KCC are only aware of structural issues with columns when Parish Councils request use of them.

Cllr Carey reported to Cllr Hudson that he had attended the Kent Plan Bee virtual summit which he felt had been an excellent meeting.

In the absence of TMBC Councillors, Cllr Hudson offered to speak with TMBC Enforcement Officer Mr R Edmonds over Councils frustration at not being kept up to date with enforcement matters with little or no feed-back to correspondence. Great concern had been raised as to developments on the 7 plots on the corner of Common Road and junction Maidstone Road and other issues that had been on-going for example Laxton Farm on Common Road.

4355 To receive report from PCSO & Community Warden

No reports.

4356 To receive reports from Chairman and Clerk

The resignations of Mark Barrett (as Parish Councillor) and of the Facilities Administrator whilst within his probation period were noted.

4357 Parish Matters

Parking on Pavements Clerk to speak with PCSO about possibility of a letter drop on cars parked on pavements within the Parish which were blocking access to pedestrians. This action could not be taken by Parish Council directly as it was outside of their remit.

St Mary's Church – 9 Lessons and Carols: Cllr Newman to read a lesson on behalf of Parish Council.

Tommy's – discussion was held as to whether the World War 1 Tommy's should stay in situ throughout the year. It was agreed they should stay in place and be decorated with perhaps poppies closer to Remembrance Sunday as additional tribute and reminder to the public.

4358 Correspondence

- a) **To resolve EROB284** – Empty Grave no longer required by Grant owner; request to sell back to Council: Clerk asked to defer the matter.
- b) **To consider** donation request from Tunbridge Wells Counselling Service

Resolved to donate £50.00 Proposed Cllr Harvey, seconded Cllr Newman and carried unanimously.

4359 Dementia Friendly Hadlow

Sandra Edmonds the Community Warden would be providing guidance and awareness course to Parish Council and public on Monday 10 January at 6.30pm Old School Hall. Those interested asked to sign up at the Parish Office due to COVID restrictions.

4360 To acknowledge and note EROB (Grant Deeds) issued to which Council Seal has been applied during 2021 to date:

RESOLVED to endorse use of the Seal by the Clerk for EROB's on behalf of Council. Proposed Cllr E Bright, seconded Cllr Carey and carried unanimously.

The following EROB's issued with Seal were acknowledged and noted.
GOR/01/2021 to GOR/04/2021 (Garden of Rest), Section C11 01/2021 to 03/2021 and
GREM/01/2021 (Garden of Remembrance).

4361 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:

Finance & General Purposes Committee – Cllr L Bright to report:

a) **To resolve to approve F&GP Minutes of 22 November 2021 & update Council on meeting.**

RESOLVED to approve F&GP Minutes of 22 November 2021. Proposed Cllr Bright, seconded Cllr Harvey and carried unanimously.

b) **To resolve payments to date.**

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

c) **To resolve November** accounts (bank reconciliation, income & expenditure, cost centre report, bank statements, trial balance).

RESOLVED to approve November accounts. Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

d) **To resolve to approve staff pay as of April 2022 as part of the budget process as recommend by Staffing Committee**

RESOLVED to approve staff pay as recommended and documented in Minutes of Staffing Committee. Proposed Cllr Bright, seconded Cllr Harvey and carried unanimously.

e) **To resolve to approve the 2022-23 Budget**

RESOLVED to approve the 2022-23 Budget in its entirety. Proposed Cllr Bright, seconded Cllr Massy and carried unanimously.

f) **To resolve to approve the Precept Demand for 2022-23**

RESOLVED to approve Precept Demand for 2022-23 in the sum of £126,136 with Tax Base 1553.43. Proposed Cllr Bright, seconded Cllr Harvey and carried unanimously.

g) **To resolve to approve works related to Fire Alarms and Fire Safety equipment as detailed in report from FSL security Ltd system report**

RESOLVED to defer the matter until the Clerk had findings of Fire Risk Assessment from KCC and possibly another quote. Proposed Cllr Collins, seconded Cllr Bright and carried unanimously.

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

Planning & Environment Committee

a) **To resolve** the Minutes of the meeting held 23 November 2021

Resolved to approve the Minutes of 23 November 2021. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

Cllr Harvey reported on further correspondence received by the applicants of Little Goblands Farm application TM/21/02847/FL; outlining the proportionate increase in the existing house and other details. Cllr Harvey had responded confirming that Council were only a statutory consultee and therefore not qualified to consider mathematical calculations for the application and would therefore not be reconsidering their initial response but would leave the matter with TMBC planning officers.

b) **Baseball – update on planning application for backstop fencing, storage container, agreement.**

Clerk confirmed that no further progress had been made to date and further action would be reviewed in the New Year.

c) **To resolve Minibus Agreement with Hadlow Rural Community School**

RESOLVED to approve the Minibus Agreement with Hadlow Rural Community School which facilitated ad hoc minibus use in emergency cases if and where possible with it being a reciprocal arrangement. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

d) **To consider planning application as received:**

- **TM/21/03144/FL** – Proposed detached carport. 1 Pierce Mill Cottages, Pierce Mill Lane, Hadlow, TN11 0LA.
HPC Agreed.
- **TM/21/03053/LDE** – Use of land as residential garden curtilage. 2 Twyford Road, Hadlow, TN11 0HH
HPC noted.

KALC (Kent Association of Local Councils) – Cllr Massy reported on the meeting and Minutes available at Parish Office.

TMBC Parish Partnership Panel – Cllr E Bright to attend upcoming meeting.

TMBC Joint Transportation Panel – no meeting.

TMBC Standards Committee - no report.

4362 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).

Proposed Cllr Collins, seconded Cllr Harvey and carried unanimously.

To resolve the Minutes of the meeting held 22 November 2021

Staffing Committee Members were asked to approve the Minutes.

RESOLVED to approve the Minutes of the Staffing Committee. Proposed Cllr Collins, seconded Cllr Massy and carried unanimously.

There being no further business the meeting closed at 20.35

**Date of next meeting: Monday 10 January 2022, 7.30pm in the Old School Hall,
Hadlow**

Signed

Date

Appendix A

FPO	Faster Payments Made In November/December HPC For approval	Amount
556	Handyman Expenses - Water valve, s bend etc HOS toilet repairs	64.02
557	Evans - Window Cleaning Oct & Nov	110.00
558	Tunbridge Wells MOT - 10 week Ins minibuses Inv88681 & 88682	168.00
559	Kent County Council - Inv4285 Photocopier paper	12.00
560	Zest Commercial - Inv4950 Hall Cleaning Oct & Inv4983 Hyarts floor	1085.10
561	Poppy Appeal - Wreath and donation S137 monies	50.00
562	R M Electrical - Inv5891 Hy-Arts upgrade fittings to LED	2875.00
563	Scrapco - Skip Allotments delivery 3/11/21 Inv14502	186.00
564	SMB Records - Shredding Recycle quarterly (1)	42.00
565	Clerk Expenses - Fuel Truck and Minibus	73.67
566	Alpha Tail Lifts - Inv919 & 918 Minibus lift & step inspection 6 month	221.1
567	4th Platform - Sept to Feb 22 IT support	462.43
568	Screwfix - Inv0904 Basin Waste HOS	17.95
569	PHS Group - Inv7051&7052 Sanitary Disposal HOS & Hyarts	20.05
570	Commercial Svs- Grounds Maintenance Inv0651 Apr-July	6061.4
571	4th Platform - Inv6452 Installation IT equip labour hours	408.00
572	Amazon (G Brown) - Netgear Wireless Equip (Hy-Arts & V Hall)	252.97
573	Screwfix - Inv3867 Google Nest Stat for HOS hall	213.86
574	Harris Grave Tending - Inv10273 War Memorial Cleaning	300.00
575	Auditing Solutions - Inv7214 Interim Internal Audit 21-22	432.00
576	Fry Window Controls Ltd - Inv11540 Teleflex HOS	674.11
577	Clerk Wages Wk36	2,367.89
578	Admin Wages Wk36	708.92
579	Grounds/Handymen Wages Wk36	476.00
580	Facilities Wages Wk36	591.83
581	HMRC PAYE P8	1,355.89
582	Clerk - Manutan Ltd COSHH Cabinet Hyarts re-imburse	227.98
583	Caretaker - Ebay Truck Wing Mirror DA14	41.00
584	British Gas Commercial - Inv2488577CO - HOS Boiler Care Plan	407.03
585	Caretaker - Ebay Pool Table Cloth - Repair Materials	36.68
586	Caretaker - Buy-Tech Wifi Plug Booster HOS	39.95
587	Tate Fencing - Inv5429 Fencing Equip W/F	368.10
588	Window Cleaner - December	55.00
589	Screwfix - Inv7035 Cutting Disc O/Spaces equip	7.99
590	R M Electrical - Inv5902 - HOS Nest, office sockets	315.00

591	Kent County Council - Inv4840 Cleaning Supplies both Halls	384.00
592	Silva Arboriculture Ltd - Inv1043 Tree Inspection (Allot/WF/StM/OSH)	495.00
593	Zest Commercial - Inv4994 HOS & Hyarts Cleaning	661.20
594	Gel Creative - Inv21669 Website Admin Sept-Nov	500.00
595	Mediatek - Inv4423 Stationary	133.91
596	FSL Security Ltd - Inv8132 Fire Alarm Maint & Em Light Inspect MC	374.40
	FSL Security Ltd - Inv8131 Fire Alarm Maint & Em Light Inspect HY-A	374.40
	FSL Security Ltd - Inv8130 Fire Alarm Maint & Em Light Inspect HOS	374.40
597	4th Platform - Inv6332 Cloud Backup (cr note 6193)	43.20
	4th Platform - C/N6333 to credit invoice 6332	-36.00
598	Hadlow Village Hall - Hall Hire (Makcare to re-invoice) Inv337/21	100.00
599	PHS Group - Inv2733&2734 HOS & HyA Hygiene Bins	97.20
600	Wellers Hedley - Solicitors Professional Charge Staffing	675.00
	Wellers Hedley - Inv9860 Minibus Agreement (HCRS)	810.00
	Wellers Hedley - Inv809351 Lease MC	1,045.20
601	Harris Grave Tending - Inv10281 Grave Filling/Repair 8	250.00
602	Clerk Wages Wk40	2,367.89
603	Admin Wages Wk40	585.80
604	Caretaker Wages Wk40	862.92
605	PAYE P9	928.55
606	Tunbridge Wells Counselling Centre Donation	50.00
607	RBL Poppy Appeal Wreath & donation	50.00