

# HADLOW PARISH COUNCIL

**Minutes of the Annual Meeting of Hadlow Parish Council duly convened and held on  
Monday 09 May 2022 at 7.30pm**

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**Present:** Cllrs N Collins (Chairman), O Baldock, E & L Bright, D Carey, M Harvey, S O'Shea, S Richardson

**Also in attendance:** Elaine Battain (Admin Assist. & Minute Taker), TMBC Cllr J Anderson , Mr & Mrs Denton (Hadlow Park Residents Association) 2 other Hadlow Park residents, S Rhodes & another member of the public.

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## **4414 Welcome and introduction from the retiring Chairman Cllr Collins**

### **4415 Election of Chair & Vice Chair**

Cllr L Bright proposed Cllr Collins, seconded by Cllr E Bright and carried unanimously. There were no other nominations. Cllr Collins read and signed the Declaration of Acceptance of Office.

Nominations requested for Vice Chair, Cllr Collins proposed Cllr Harvey and Cllr L Bright proposed Cllr Baldock. A split vote by show of hands lead to Cllr Baldock standing down and Cllr Harvey was duly elected Vice Chair

### **4416 To receive apologies, reason, and approval of absences**

Approved Council absences: J Massy, J Newman

Other absences: KCC Cllrs S Hudson, TMBC Cllrs J Sergison & P Montague

### **4417 To receive Declarations of Interest**

None

### **4418 To resolve that the Minutes of 11 April 2022 are a correct record**

**Resolved** to approve the Minutes of 11 April as a correct record. Proposed Cllr Baldock, seconded Cllr E Bright and carried unanimously.

### **4419 To resolve that F&GP Minutes of 03 May 2022 are a correct record**

**Resolved** to approve the F&GP Minutes of 03 May 2022. Proposed Cllr L Bright, seconded Cllr O'Shea and carried unanimously.

### **4420 To receive an update on progress of resolutions from the last meeting held 11/04/22**

**Minute 4383 To consider request from Hadlow Village Hall Management Committee for Bow Top Rail fencing to be installed at the back of the hall.**

(See F&GP report at 4428, m) Deferred to P&E.

No other update on progress of earlier resolutions.

**4421 To receive oral reports from TMBC & KCC Councillors**

TMBC Cllr Anderson recorded a vote of thanks to the Parish Council.

**4422 To receive report from PCSO & Community Warden**

Report noted as received from Community Warden Diane

**4423 Public Time & Parish Matters**

Baseball Williams Field – two of the Hadlow Park residents present at the meeting raised their concerns regarding the increased use of William’s Field recreation ground by the baseball club. And in particular; the frequency of games, the noise from music and that the understood conditions of use concerning hours (11am to 5pm) 3 Sundays out of 4 etc. were being breached. The tournament which took place over the recent bank holiday weekend for 3 days from 8am in the morning to late in the evening giving cause for many concerns. The resident went to talk to the team and felt the person to whom he spoke was disinterested. However, a visiting team did agree to turn the music down. With the addition of the youth diamond, they expressed concern that the baseball is growing out of control, other members of the public are unable to use the field when the club are playing and that the club is not adhering to the existing agreement. Cllrs Collins and Harvey, acknowledged these concerns, explained that the Council is in the process of redrafting the Agreement and will review the position taking residents’ concerns into account. However, only one written and one verbal complaint had so far been received thus far. Council had done it’s best to have a presence at the tournament including the Caretaker and a Councillor attending for some of the time.

A26 speed cameras – S Rhodes asked when these would be in operation. Cllr Anderson said she understood this should be within the next month or so.

**4424 To review the terms of reference and appointment of members to existing committees**

**Agreed as follows:**

F&GP members; Cllrs Collins, E Bright, L Bright, Harvey, Richardson & O’Shea

P&E members; Cllrs Collins, E Bright, Carey, Harvey, Newman, Baldock & O’Shea

Staffing; Collins, Harvey & Newman

Chairs will be elected and terms of reference reviewed when committees first meet.

**4425 To review appointment of the Council’s representation within outside bodies**

**Agreed as follows:**

Kent Association of Local Councils (KALC) – Cllr Massy (to be agreed)

TMBC Parish Partnership Panel (PPP) – Cllrs E Bright & Newman

TMBC Joint Transportation Board – Cllr Baldock

TMBC Joint Standards Committee – Cllr Richardson

Golden Green Mission Hall – Cllrs E Bright & Collins

**4426 To note schedule of dates for May 2022 to April 2023 with change from 10 April 2023 to 17 April 2023 due to Easter bank holiday.**

**Noted.**

**4427 To note arrangements with KCC under licence for shrubs and borders.**

**Noted.**

**4428 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:**

**Finance & General Purposes Committee**

a) **To recommend** to Council approval of policies, plans, risk assessments as detailed in the minutes of 3 May 2022 and to include a further amendment to the Standing Orders.

**RESOLVED** to approve, proposed Cllr L Bright, seconded Cllr Baldock and carried unanimously.

b) **To recommend** to Council approval of review of inventory of land and other assets including buildings and office equipment (Asset register 1 April 2022)

**RESOLVED** to approve, proposed Cllr L Bright, seconded Cllr Richardson and carried unanimously.

c) **To note** arrangements are in place for all insurable risks.

**Noted.**

d) **To recommend** to Council approval of payments to date via cheque /faster payment

**RESOLVED** to approve, proposed Cllr L Bright, seconded Cllr Harvey and carried unanimously.

e) **To recommend** to Council approval of April accounts (including bank reconciliation income & expenditure, cost centre report, trial balance

**RESOLVED** to approve, proposed Cllr L Bright, seconded Cllr Baldock and carried unanimously.

f) **To recommend** to Council approval of direct debits/regular faster payments for 2022/23

**RESOLVED** to approve, proposed Cllr L Bright, seconded Cllr Richardson and carried unanimously.

g) **To recommend** to Council approval of the updated Contracts List.

**RESOLVED** to approve, proposed Cllr L Bright, seconded Cllr Richardson and carried unanimously.

h) **To note** S137 expenditure allowance for 2022-23 £8.41 in accordance with the Local Government Act 1972.

**Noted.**

i) **To receive and note** the Internal Audit yearend report and completion of the Annual Internal Audit Report for 2021-22

**Report noted**, and Cllr L Bright thanked the Parish office staff for their efforts in achieving a no exceptions report.

j) **To recommend** approval of Annual Governance Statement 2020/21 (Section 1)

**RESOLVED** to approve Annual Governance Statement 2020/21 (Section 1), proposed Cllr L Bright, seconded Cllr Harvey and carried unanimously.

k) **To note** that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2020/21 present fairly the financial position of the Parish Council.

**Noted**

l) **To recommend** approval of the Accounts and Accounting statements (Section 2) 2020/21.

**RESOLVED** to approve the Accounts and Accounting statements (Section 2) 2020/21, proposed Cllr L Bright, seconded Cllr Richardson and carried unanimously.

m) **To consider** additional fencing quote and suggested contribution of funds by the Village Hall Management Committee.

Deferred to next P&E committee meeting 24<sup>th</sup> May 2022

#### Planning & Environment

**To consider** planning applications as received:

- **TM/22/00671/FL:** Installation of an extract duct to serve school kitchen. Hadlow Rural Community School Tonbridge Road Hadlow Tonbridge Kent TN11 0AU

**HPC Agreed.**

- **TM/22/00783/FL** – Single storey rear extension: new roof to form additional living accommodation; changes to external fenestration, 30 Great Elms Hadlow Tonbridge Kent TN11 0HT

**HPC Agreed.**

**There being no further business the meeting closed at 20.20**

**Date of next meeting: Monday 13 June 2022, 7.30pm at Old School Hall**

**Signed**

**Cllr N Collins**

**Date 13/6/2022**

## Appendix A

### Faster Payments

707	Silva Arbor - Inv2018 Tree Inspec	1034.00
708	King & Sons Kent - Skip allotment #2	290.00
709	Timpsons - Container keys (NC)	30.00
710	Screwfix - Inv9920 Bolts (WF bench instal)	11.68
711	Tunbridge Wells MOT Centre - Truck MOT	45.00
712	Down To Earth - Inv694 Tree Works	575.40
713	EE Shop & Carphone Whse- Work Mobiles (MS)	643.97
714	Mediatek - Inv909	140.00
715	SLCC - Annual Subscription Inv372-1 A-Mch	327.00
716	E Tunbridge Garden Design - flow box Dementia	239.96
717	Capel Cottage Nursery - Dementia Plants	156.12
718	Gel Creative	160.00
719	Evans - Window Clean May	55.00
720	Flash Mobile Welding - Inv7170 W/F fence rep	99.00
721	Zest - Hall Cleaning Inv5194 Apr	665.76
722	Ebay - Wk Mobile Cases (LP)	9.90