

# HADLOW PARISH COUNCIL

## Minutes of the Meeting of Hadlow Parish Council duly convened and held on

Tuesday 27 September 2022 at 8.00pm

(Meeting was deferred from scheduled date 12/9/2022 due to the period of mourning for the late Queen Elizabeth II)

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**Present:** Cllrs N Collins (Chairman), O Baldock, E & L Bright, D Carey, M Harvey, J Massy,

**Also in attendance:** M Stepkowski (Clerk & Minute Taker), Hadlow Park Residents Association Representative.

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**4455 To receive apologies, reason, and approval of absences**

Approved Council absences: J Newman, S Richardson, S O'Shea.

Other absences: TMBC Cllrs J Anderson, J Sergison & H Rogers, KCC Cllr S Hudson

**4456 To receive Declarations of Interest**

None

**4457 To resolve that the Minutes of 11/07/2022 are a correct record**

**Resolved** to approve the Minutes of 11/07/2022 as a correct record. Proposed Cllr Baldock, seconded Cllr E Bright and carried unanimously.

**4458 To resolve that P&E Minutes of 23/08/2022 are a correct record**

**Resolved** to approve the P&E Minutes of 23/08/2022. Proposed Cllr Harvey, seconded Cllr E Bright and carried unanimously.

**4459 To receive an update on progress of resolutions from the last meeting held 11/07/2022**

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.

Works had been completed and the costs financed through S106 monies received from planning application TM/07/03517/FL in the sum of £ 10736.00.

Minute 4448 To receive report from PCSO & Community Warden

The damage to the fence between the Williams Field playground and horses' field had been reported to the police. Although the culprit had not been identified, a member of the public who had used it to access the horse's field had been spoken to by the police.

#### **4460 To receive oral reports from TMBC & KCC Councillors**

KCC Cllr Hudson's report was read to the meeting by the Clerk:

*"The last couple of weeks have been quiet due to the sad death of HM the Queen. All meetings were suspended and are being added into an already busy calendar over the next few weeks. At the Environment & Transport Cabinet committee earlier in the month, I along with many colleagues voted to send the bus subsidies cuts decision back to full Council for further consideration, in light of the cost-of-living crisis affecting us all. This meeting will take place on 20<sup>th</sup> October now. I also chaired the recent Regulation committee where we discussed ongoing issues with public rights of way application delays, and some long-term fly tipping enforcement across the County.*

*I have managed to get the Highways team to look at all the Highway improvement plans for all the parishes I represent, and they should be in touch shortly (if they haven't done so already) to arrange a meeting with the parish council to give updates and to get some action on your wish list.*

*I have started up my Community Fridge again, and this runs every Tuesday evening, alternating between Wateringbury Village Hall and Jubilee Hall, East Peckham. Tonight's fridge is in Wateringbury. Wateringbury starts at 8.30pm, and East Peckham is 6pm. This is a great way to get some food reaching the end of its sell by date, but perfectly edible, and at £5 for a decent bag, helps with the current financial situation, in which many of us find ourselves."*

Litter Enforcement: TMBC Cllr Lark confirmed that the new litter enforcement officers started work in October. The contract had been given to a company not only to fine people for littering but to educate at no cost to the electorate. The Clerk to provide litter hotspots within the Parish

It was also confirmed that the Saturday Bulky Waste Collection was now obsolete but batteries and small electrical appliances could still be collected from roadside with the black bin collection.

TMBC rate to book for collection of larger goods had been reviewed and collection charges reduced in some circumstances.

#### **4461 To receive report from PCSO & Community Warden**

The following roles had changed, and replacement Officers noted:  
Tonbridge & Malling CSU Inspector – DI Mark Stubberfield  
PCSO for Hadlow Parish – Naomi Houghton

"My Community Voice Kent" is a messaging service that helps Kent and Medway residents, businesses and community groups to keep in touch with their local policing teams. The service sends updates about your local area directly from the police officers themselves.  
Noted.

#### **4462 To receive Chairman & Clerk's Report**

The Chair noted the TMBC Local Plan Regulation 18 Consultation had started and he along with other Councillors was studying the detail in preparation for Council response.

The Clerk reported on the following:

Allotment Renewal for 2022-23 letters and the new Terms of Agreement had been sent to all existing tenants.

Internet – A technical problem had caused local and surrounding area internet failure with the British Telecom Fault Line confirming repairs not expected until 7<sup>th</sup> October. The issue was affecting the commercial centre of Hadlow Village and surrounding areas. Kent County Council Emergency Planning Officer Rob Wiles was in continual communication with the Clerk over the matter and would be raising the issue of why there is not a Vulnerable/Priority List for internet emergencies as there is with other utilities with internet suppliers and the Independent Primary Care Authority.

Fire Alarm & Emergency Light Testing: The six-monthly inspection of Old School Hall, Hy-Arts and Medical Centre had been completed with the following report: Medical Centre Fire Alarm due for upgrade, Hy-Arts kitchen fire break panel to be replaced. The Clerk had approved both works.

#### YMCA Youth Services – Hy-Arts

The following report had been received regarding ongoing youth services at Williams Field.

*“I can confirm that we are still using the hall Tuesdays and Thursdays.*

*We have been running a reduced service over the holidays however will return to normal schedule next week.*

*We run the sessions very relaxed allowing young people to come and go. We have a number of activities available to the group including sports, pool, games consoles, board/card games as well as arts and crafts. We have recently used some basic science to make ice cream with the group which was really successful. Last year we organised a Halloween party which is something that we are planning to do this year also.*

*Young people enjoy the freedom of choice will pick and choose which activities they would like to enjoy. Whilst the weather has been hot so we have been trying to make use of the outside. We have had the opportunity to learn about some of the local insects and used it for an arts and crafts based activities.*

*Numbers have been steadily increasing and we hope that this continues so that we are able to offer more planned activities like we have been able to offer in the past i.e. cooking and some organised trips.*

*We continue to offer tuck for a small fee, which is proving popular.*

*We are engaging with anything from 12-20 young people each session.”*

#### **4463 Public Time & Parish Matters**

A26 Road Closure for Road Maintenance (resurfacing works) – Hadlow Village Square. The Clerk confirmed details could be found on the KCC webpage [www.kent.gov.uk/a26](http://www.kent.gov.uk/a26). Noted.

Overgrown Vegetation – The Forstall. Report of overgrown vegetation on a property in The Forstall would be reported to appropriate authority.

Drains & Gullies – A Hudson the Asset Technical Officer for Drainage & Structures at Kent County Council had confirmed that drains and gullies within Hadlow Parish were scheduled for cleaning during November and December 2022. There were 837 gullies with the Parish. KCC had adopted a risk-based approach to maintaining over 250,000 highway drains across the county and aimed to cleanse all highway drains on a countywide programme every 2 years.

In the meantime, if anyone had concerns of flooding presenting a risk to highway safety or causing internal property flooding the contact number was 03000 418181.

Broken Drains - Cllr Baldock confirmed he had reported to KCC via their Fault Portal broken manhole covers within the Parish. Two repairs had already been completed.

Golden Green Sign – The Chair thanked those involved in organising a replacement village sign at Golden Green.

#### 4464 Correspondence

Kent Buccaneers – pitch improvement requests:

Request One: HPC to consider and approve the extension of the dirt cut-out bases to a full infield cut-out.

**RESOLVED to approve** the extension of the dirt cut-out bases to a full infield cut-out. Proposed Cllr Baldock, seconded Cllr Harvey and carried unanimously.

Request Two: HPC to consider and approve the installation of a permanent perimeter fence around the baseball pitch approximately the same height as the spectator fencing to the sides of the diamond.

**RESOLVED to decline** request for installation of a permanent perimeter fence around the baseball pitch approximately the same height as the spectator fencing to the sides of the diamond. Proposed Cllr Harvey, seconded Cllr Massy and carried by majority

#### 4465 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:

##### Finance & General Purposes Committee

##### a) To resolve Payment to date

**RESOLVED** to approve payments to date. Proposed Cllr L Bright, seconded Cllr Baldock and carried unanimously.

##### b) To resolve July & August accounts (including bank reconciliation, income & expenditure, cost centre report, trial balance, bank statements,)

**RESOLVED** to approve July & August accounts in entirety, proposed Cllr L Bright, seconded Cllr Collins and carried unanimously.

##### Planning & Environment (P&E)

##### a) Parish Council Carbon Calculator – Cllr O’Shea had completed calculator but was unable to attend the meeting. The matter was therefore deferred.

With regards to the Kent Association of Local Councils Climate Change Questionnaire the Clerk confirmed that Cllr O’Shea had liaised via email with full Council before completing and returning by the due date.

b) **Planning Applications:**

- **TM/22/01841/TRD** - Details of condition 2 (notification of commencement of approved treatment) of TM/21/03291/TPOC (T2 (Applicants ref) - Oak - Fell as close to ground level as possible. Standing in Group G4 of Tree Preservation Order). Dunsmore 10 Hadlow Park Hadlow Tonbridge Kent TN11 0HX

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/22/01841/TRD>;

**HPC noted TMBC decision.**

- **TM/22/01804/LDP** - Lawful Development Certificate Proposed: Single storey rear extensions and single storey side extension. Leavers Barn, Maidstone Road, Hadlow, TN11 0JH

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/22/01804/LDP>;

**HPC noted and no comment.**

- **TM/22/01906/FL** - Single storey rear/side extension. 1 Inkerman Cottages, Maidstone Road, Hadlow, TN11 0DJ

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/22/01906/FL>

**HPC No objection.**

- **TM/22/01916/FL** - Single storey 'wrap-around' extension to front and side. The Grange, Hadlow Park Hadlow, TN11 0HY.

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/22/01916/FL>

**HPC No objection.**

- 4466** To receive reports from representatives of external committees and pass such resolution thereon as may be necessary:

KALC (Kent Association of Local Councils) – Cllr L Bright was unable to travel to meetings and KALC have ceased on-line representation. It was agreed that agendas would be monitored, and an ad hoc representative would be appointed to attend meetings at which items raised were relevant to Hadlow Parish. Clerk to write asking if KALC could consider re-instating online participation at meetings.

TMBC Parish Partnership – Minutes of the meeting available.

TMBC Joint Transportation Board – Postponed.

TMBC Standards Committee – No meeting.

- 4467** **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)

**Motion to Exclude the Press and Public** proposed Cllr Collins, seconded Cllr Harvey and carried unanimously.

Staffing – To resolve Minutes of Meeting held 01/09/2022

**Resolved to approve** the Staffing Minutes of 01/09/2022. Proposed Cllr Collins, seconded Cllr L Bright and carried.

Staffing – To resolve to employee Part Time Deputy Clerk

**Resolved to employ** Part Time Deputy Clerk. Proposed Cllr Collins, seconded Cllr L Bright and carried unanimously

Quotes – To consider quotes and costs related to building repairs and improvements for the Medical Centre, Old School Hall and Hy-Arts Centre

a) Hy-Arts Shiplap Board Replacements quote from Manhattan Flooring £540

**Resolved to approve** the Manhattan Flooring quotation in the sum of £540 for shiplap board replacements at the Hy-Arts Centre. Proposed Cllr Collins, seconded Cllr Massy and carried unanimously.

b) Hy-Arts Centre Rear and Kitchen Electrical Shutter Installation

**Resolved to approve quotation RS10390 in part to include:**

S76 Steel Security Shutter for rear left and right side of Hy-Arts Centre £1955 each side  
FS60 one hour Fire Rated Shutter £2505.00

Proposed Cllr Collins, seconded Cllr Massy and carried unanimously.

**Resolved to approve** costs related to electrical works required in the installation of the rear and kitchen window shutters at the Hy-Arts Centre.

Proposed Cllr Collins, seconded Cllr Massy and carried unanimously.

c) Replacement UPVC windows at Hadlow Medical Centre

The Clerk reported on the meeting held in September with Hadlow Medical Centre partners and the proposal to replace some of the medical centre windows with new UPVC.

**Resolved** that HPC would schedule the works to replace some of the existing windows with new UPVC windows as detailed in JP Glass quotation 019229 on behalf of Hadlow Medical Centre.

Other essential works to the medical centre have been scheduled with regards to upgrading lighting and fuse board.

A forecast of estimated service charges related to the Medical Centre would be prepared by Clerk. A possibility of S106 monies related to refurbishments would be explored.

**There being no further business the meeting closed at 21.17**

**Date of next meeting: Monday 10 October 2022, 7.30pm at Golden Green Mission Hall**

**Signed**

**Date**

## Appendix A

### Faster Payments

778	Signs Scott - Inv21769 Signs for open spaces	79.20
779	Salvum - Inv2775 Legionella risk assess HY/MC/HOS	858.00
780	AJG/Came & Co - Council insurance	3,392.38
781	MFG - Truck Fuel (MS)	50.00
782	Clerk - Wages Wk20	2,429.70
783	Admin Wages Wk20	504.23
784	Caretaker Wages Wk20	907.04
785	HMRC - PAYE	1,421.13
786	Tate & Tonbridge Fencing - Inc71311 Bow top V Hall S106	10993.20
787	Alpha Tail Lifts - Inv558348 DK minibus lift inspect	209.70
788	Commercial Services KCC - Inv3190 grounds maint	2604.07
789	KCC - Inv9546 cleaning/stationary materials	160.22
790	Oakland Roofing - Inv4056 p/p roof repairs HOS	790.00
791	Zest Commercial Cleaning - Inv 5318 HOS & Hy	665.76
792	Tunbridge Wells MOT Centre - MOT CA65/DK19APU	90.00
793	4th Platform - Inv63/38/29/612/597 IT admin/new comput	1462.27
794	Golden Green Mission Hall - Hall hire hpc meeting	25.00
795	D Evans - Window cleaning HOS Aug	55.00
796	RG Media - Inv7159+7160 CCTV camera replace + new one	1370.40
797	Acrobat Pro DC Annual subscription 23/7 (MS)	181.10
798	Oakland Roofing - Balance payment Inv4056 roof repair	158.00
799	Citizens Advice - Donation S137	50.00
800	King & Sons Kent - Skip hire cemetery x 3 Inv4687	810.00
801	E Bright - Haywards coconuts GG fair Cnlc donation	63.75
802	Kent County Council - Inv46643 Cleaning materials	74.87
803	Screwfix - Inv5377& 5385 O/S parts	32.92
804	Clerk Wages Wk24	2457.33
805	Admin Wages Wk24	535.35
806	Caretaker Wages Wk24	944.47
807	C P Gardening Services - In 22-10 St Marys grass cutting 30/7	37.50
808	Travis Perkins - InvALB630 - Flag stones cemetery	130.61
809	Wicksteed - Inv18785 Play inspections	216.00

810	Bennix Plumbing & Heating - Invs5773/4/5/6 Annl boiler svcs	90.00
811	HMRC - PAYE	1366.07
812	Tate Fencing - Inv46185 Cemetery ashes plot surrounds	164.80
813	Currys - Fridge Hy-arts (MS)	289.00
814	Currys - Oven Hy-Arts (Dbt cd)	399.00
815	AJG/Came & Co - HPC Insurance 01/10 to 30/9/23	7,359.79
816	PKF Littlejohn - External Audit fees	720.00
817	CP Gardening - Inv22-11 St Marys grass cut & cuttings spread	75.00
818	Land Registry - 3 searches re land at Signpost Field Triangle (NC)	18.00
819	Lexis Nexis - Inv60832S - Local Council Admin Bk Arnold Baker	131.99
820	4th Platform - Inv7759 Domain Hosting Annl	3,474.14
821	Mano Mano Oypla LLP - Letterbox for HOS main door (LP)	13.99
822	Zest Commercial Cleaning - Inv5355 Hall cleaning	729.60
823	EJP Fire Protection - Inv44284 Fire Extinguishers Ins & replac	227.40
824	Screwfix - Inv9759 Eq Pts/4471 Security Chain/	150.23
825	D Evans - Window cleaning Sept	55.00
826	Gel Creative - Inv21738 Web Admin June-Aug	400.00
827	KCC - Inv5450&5449&5192 Clean prod & station	180.85
828	Tate Tonbridge Fencing - Inv71460 V Hall rear fence gatess106/dog area and horse field panel replacement	4,813.20
829	Direct Electrical Testing - Inv408 PAT testing HOS & Hy-A	370.00
830	Tunbridge Wells MOT Ctr - Inv96719 CA65 Air Condit rep	839.86
831	Screwfix - Inv4431 Padlocks Water Allotment	50.97
832	Admin Wages WK28	398.40
833	Caretaker Wages Wk28	944.47
834	Clerk Wages Wk28	2457.13
835	HMRC PAYE	1366.27