

HADLOW PARISH COUNCIL

Councillors: You are hereby summoned to attend the meeting of the Annual Parish Council Meeting on 11 May 2023 as detailed below:

**Public Notice: I hereby give notice of the Annual Meeting of
Hadlow Parish Council
On Thursday 11 May 2023 at 7.30pm**

to which the public are welcome to join

*To register attendance for the meeting please contact the Clerk
via email or phone*

***clerk@hadlowpc.co.uk* or 01732 851878**

(Members are reminded to make any declarations of interests prior to the appropriate agenda item)

AGENDA:

1. **Welcome** & introductions from the retiring Chairman
2. **Election of Chair** (*to sign Declaration of Acceptance of Office*) & **Vice Chair**
3. **To welcome** and receive Councillors Declarations of Acceptance of Office
4. **Apologies:** Council to approve apologies & reasons for absence
5. **To receive** declarations of interests
6. **To resolve** that the Minutes of the Parish Council Meeting held 11 April are a correct record.
7. **To receive** an update on progress of resolutions from the last full Council meeting
8. **To receive** reports from TMBC & KCC Councillors
9. **To receive** report from PCSO & Community Warden
10. **Public Time & Parish Matters**
11. **To review** the terms of reference and appointment of members to existing committees including election of chairpersons.
12. **To review** appointment of the Council's representation within outside bodies:
 - Kent Association of Local Councils (KALC)
 - TMBC Parish Partnership Panel (PPP)
 - TMBC Transportation Board
 - TMBC Joint Standards Committee
 - Golden Green Mission Hall
13. **To note** schedule of dates for May 2023 to April 2024 (approved 13/2/23 Minute 4535)
14. **To receive** reports from representatives of committees and pass such resolutions **thereon as may be necessary:**

(1) Finance & General Purposes Committee

- a) **To approve** policies, plans, risk assessments (as detailed in appendix a)
- b) **To approve** Asset Register as set out in Box 9 of the AGAR for 2022/23 noting the re-statement of the Asset figure for 2021/22 in line with Council policy to use insurance value for land and buildings and acquisition cost where possible for all other assets.
- c) **To note** arrangements are in place for all insurable risks
- d) **To approve** of payments to date via cheque/faster payment
- e) **To approve** April Accounts (including bank reconciliation, income & expenditure, cost centre report, trial balance)
- f) **To approve** Direct Debits/Regular Faster Payment for 2023-24
- g) **To approve** updated Contracts List
- h) **To receive** and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2022-23
- i) **To approve** Annual Governance Statement 2022-23 (Section 1)
- j) **To note** that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2022-23 present fairly the financial position of the Parish Council.
- k) **To approve** The Accounts & Accounting Statements (Section2) 2022-23
- l) **To note** the period for the exercise of public rights
- m) **To note** Council continues to meet the criteria for **General Power of Competence**.

(2) Planning & Environment Committee

- a) **To resolve** that P&E Committee will respond on behalf of Parish Council in regard to Capel Neighbourhood Development Plan (*invitation to comment on the Pre-submission Consultation - Regulation 14*)
- b) To resolve comments for the following Planning Applications:
 - **TM/23/00690/FL** - Section 73 variation of condition 2 of consent TM/21/00896/FL, use of zinc cladding to dormers in place of lead. The Bull Lodges 3 Pierce Mill Lane Hadlow Tonbridge Kent TN11 0LA
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00690/FL;>
 - **TM/23/00719/TNCA** - T1 - Purple Plum - Crown reduce the height by 1.25m and width by 0.8m. T2 - Cherry - Reduce heavily by 35% (2.25m), removing all deadwood. The aim is to rejuvenate a tree that appears to be in decline. T3 - Cherry - Overall crown reduction of 1.25m. T4 - Beech - Crown reduce to previous pruning points (height by 2.5m and laterals by up to 1.5m). The Maltings Carpenters Lane Hadlow Tonbridge Kent
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00719/TNCA;>
 - **TM/23/00734/LB** - Listed Building Application: Change external windows and doors, replace weatherboarded panels to elevations, electrical re-wire, internal changes to create new ensuite bathroom and altered cloak room, thermal upgrade to one room and secondary glazing to Lancet windows. Court House 2 Hadlow Castle High Street Hadlow Tonbridge Kent TN11 0EG.
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00734/LB;>

- **TM/23/00788/LB** - Listed Building Application: Installation of a gas boiler in the kitchen to reinstate the central heating system. 1 Easterfield Cottages Three Elm Lane Golden Green Tonbridge Kent TN110BA.
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00788/LB;>
- **TM/23/00715/FL** - Single storey extension to commercial building to be used for bottled water storage. Hawk Spring Water Victoria Road Golden Green Tonbridge Kent TN11 0LS.
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00715/FL;>
- **TM/23/00742/LDP** - Lawful Development Certificate Proposed: Erection of a detached outbuilding in rear garden for storage/office/gym. 34 Carpenters Lane Hadlow Tonbridge Kent TN11 0EJ.
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00742/LDP;>
- **TM/23/00791/TRD** - Application to discharge condition 2 (notification of commencement of approved treatment) of TM/22/02390/TPOC. Dunsmore 10 Hadlow Park Hadlow Tonbridge Kent TN11 0HX
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00791/TRD;>
- **TM/23/00800/FL** - Section 73 application to vary condition 2 (limited period of time) of TM/14/02816/FL (Change of use of land to a private gypsy and traveller caravan site consisting of 2no. pitches) resubmission of TM/21/01718/FL (currently at appeal). Alans Hectare Cemetery Lane Hadlow Tonbridge Kent TN11 0LT
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00800/FL;>
- **TM/23/00769/LDP**- Lawful Development Certificate Proposed: Create drop kerb off-road parking and a reduced garden. Court Cottage Court Lane Hadlow Tonbridge Kent TN11 0DS
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00769/LDP;>

Date of next meeting 12 June at 7.30pm Old School Hall

M Stepkowski – Parish Clerk: 03/05/2023

NB *(Please see the Clerk for the protocol on recording & filming meetings before commencement)*

Appendix A

- *Standing Orders & Finance Regulations*
- *Investment Strategy*
- *Statement of Internal Control*
- *Reserves Policy*
- *Asset Register & Policy*
- *Temporary Scheme of Delegation 2023-24 (Section101)*
- *Grant & Donations Policy*
- *Health & Safety Policy & (LCRS and other risk assessments)*
- *Grievance Policy*
- *Disciplinary Procedures*
- *Complaints Policy*
- *Equality & Diversity Policy*
- *Anti-Harassment & Bullying Policy*
- *Training & Development Policy*
- *Lone Worker*
- *Recruitment & Selection*
- *Volunteer Scheme*
- *Media Policy*
- *CCTV Policy*
- *Data Protection Policy (GDPR & ICO)*
- *Publication Scheme*
- *Tree Policy*