

HADLOW PARISH COUNCIL

Minutes of the Meeting of Hadlow Parish Council duly convened and held on
Tuesday 11 April 2023 at 7.30pm

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

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

4552 To receive apologies, reason, and approval of absences

Approved Council absences: Cllr's J Newman, J Massy, Richardson & S O'Shea,
Other absences: TMBC Cllr's J Sergison, J Anderson, P Montague, J Lark, KCC Cllr Hudson

4553 To receive Declarations of Interest

None.

4554 To resolve HPC Minutes of 13/03/2023 are a correct record

Resolved to approve HPC Minutes of 13/03/2023 as a correct record. Proposed Cllr Baldock seconded Cllr L Bright and carried unanimously.

4555 To receive an update on progress of resolutions from the last meetings held 13/03/2023

Minute 4547: Give Way Sign had now been re-aligned.

Minute 4551: Refurbishment of Hy-Arts Toilets to start Monday 17 April and the 30% deposit had been paid. The Old School Hall Kitchen refurbishment was to start week commencing 29 May.

4556 To resolve P&E Minutes of 28/03/2023 are a correct record

Resolved to approve the P&E Minutes of 28/03/2023 as a correct record. Proposed Cllr Harvey, seconded Cllr E Bright and carried unanimously.

4557 To receive oral reports from TMBC & KCC Councillors

No reports.

4558 To receive report from PCSO & Community Warden

The Clerk read a report from the Community Warden in her absence:

I have been on annual leave for two weeks out of the 4 this month. However, I am saddened to report that on my return to work I had to report four places of fly tipping. This appears to be on the increase over the bank holiday weekends. If you spot any fly tipping, you can either report it via the 'country eye app' or call me and I'll attend to it. Other than this there is not much to report, I continue to support villagers and vulnerable people in the villages of East Peckham, Hadlow and Golden Green.

4559 To receive Chairman & Clerk's Report

The Chair thanked the retiring members for their support of himself and their commitment to the Council. Special thanks were given to Cllr's L Bright and S Richardson who had stood down. He then extended his thanks to the Clerk and Deputy Clerk.

The Clerk reported that year end close had been completed and associated financial reports would be prepared ahead of the May F&GP Committee meeting for review before the May HPC meeting. The March VAT return was prepared and ready to be sent.

4560 Public Time & Parish Matters

Fly tipping noted in three places: Mathews Lane, Steers Place junction with Common Lane and Court Lane. The Clerk to report. There was also a burnt-out motorbike on the footpath behind Williams Field.

Sign Damage: Cllr Baldock had reported to KCC a knocked down sign near the Rose Revived.

Parish Boundary Marker – Councillors to check that the boundary marker had been put back in situ after the recent car accident that had displaced the stone.

4561 Correspondence

None.

4562 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:

Finance & General Purposes Committee

a) To resolve Payments to date

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

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

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

As Chair of F&GP, Cllr L Bright confirmed that the final review of the 2022-23 Annual accounts would take place at the F&GP meeting on Tuesday 2 May before seeking full Council approval at the next HPC meeting.

Planning & Environment (P&E)

a) Planning Applications:

- **TM/23/00633/LDP** - Lawful Development Certificate Proposed: Replace Velux windows to rear of both 2 and 3 Bell Cottages with a dormer to the rear of both properties. 3 Bell Cottages Three Elm Lane Golden Green Tonbridge Kent TN11 0BB **HPC had no objection.**

- **TM/23/00494/FL** - New 1.5 storey hay barn and lean-to to replace dilapidated existing single storey flat roof barn and field shelter. Malt Cottage Victoria Road Golden Green Tonbridge Kent TN11 0LS
HPC had no objection.
- **TM/23/00542/LDP** - Lawful Development Certificate Proposed: Conversion of garage to one bedroom annex, raise roof height to accommodate additional bedroom with associated internal and external alterations. 19 The Freehold Hadlow Tonbridge Kent TN11 0ES
HPC had no objection.
- **TM/23/00606/FL** - Garden room. 100 Carpenters Lane Hadlow Tonbridge TN11 0ER
HPC had no objection.
- **Appeal: TM/21/01718/FL – Alans Hectare, Cemetery Lane, TN11 0LT**

The Chair of Planning notified members of a letter received in relation to an Appeal to the Planning Inspectorate in relation to TM/21/01718/FL – Alans Hectare, Cemetery Lane, TN11 0LT.

Resolved that Council’s original objections still stood and a letter re-iterating the points made in addition to expressing concerns about the further unauthorised works that have been subsequently completed contrary to planning law be sent to the Planning Inspectorate. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

4563 To receive reports from representatives of external committees and pass such resolutions thereon as may be necessary:

KALC – Cllr L Bright attended the virtual meeting and had put forward questions for the Police well ahead of the meeting addressing local issues. However, there was such a demand to speak to the police that the agenda item was deferred and tabled for Thursday 11 May at which it would be the only agenda item.

TMBC Parish Partnership – next meeting in June.

TMBC Joint Transportation – No meeting.

TMBC Standards Committee - no meeting.

4564 A 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).

A motion to exclude the press and public was resolved. Proposed Cllr Collins, seconded Cllr Carey and carried unanimously.

- a) Staffing Committee – The Caretaker had resigned as of 5 April with immediate effect and Council property returned. All necessary security matters in relation to his departure had been completed by the Clerk. A draft advertisement had been drafted for Council approval.

RESOLVED to delegate to the Staffing Committee all aspect of the recruitment process for replacement Caretaker. Proposed Cllr Collins, seconded Cllr L Bright and carried unanimously.

- b) Photocopier: The current photocopier lease would expire in June 2023 and Members are to consider a renewal lease or purchase of photocopier after reviewing a summary of options prepared by the Deputy Clerk.

RESOLVED to approve in principle a photocopier lease with CVC after checking that the lease would cover replacement parts, servicing, repair or exchange of copier if there was a long-term issue. Proposed Cllr Collins, seconded Cllr Harvey and carried unanimously.

RESOLVED to approve in principle a five-year lease with CVC. Proposed Cllr Collins, seconded Cllr E Bright and carried unanimously.

There being no further business the meeting closed at 20.16.

Date of next meeting:

On Thursday 11 May 2023

At Old School Hall

7.30pm

Signed

Date

Appendix A - Faster Payments & Debit Card**£**Paid before year end.

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|---|---------|--------|
| Eazy Link - Minibus Elect Window Repair | 13.89 | |
| Fruugo - Minibus Dash Cam Repair Parts | 24.53 | |
| Halfords - Minibus Wiper Blades | 45.98 | |
| TV Licensing - Hy-Arts valid until Mid-March 2024 | | 159.00 |
| Rialtas - Inv7254 Asset Inventory Sppt/Mnt Annl | 185.76 | |
| Kidmans - InvW163573 Stihl FS55 Strimmer 817871214 | 270.00 | |
| This was on February Minutes (screwfix £28.99 deb cd) | | |
| King & Sons Ltd - Skip Hire Allotment | 300.00 | |
| Wicksteed - Inv972 Play Inspect (late invoice) | 216.00 | |
| Mason Carey - Inv831 Ph1&2 HY&HOS Toilet/Kitch Ref | 1800.00 | |
| MFG - CA65 Minibus Fuel | 62.03 | |
| MFG - DK Minibus Fuel | 58.99 | |
| Impress Petty Cash Year End | 31.25 | |
| London Hearts - Inv14329 Defib Purchase W/Field | 1453.20 | |

To be Paid in April

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| Tunbridge Wells MOT Centre - 923 A65 Clutch Rep&serv | 1424.76 | |
| Tunbridge Wells MOT Centre - Inv008 Truck DA14 MOT | 54.85 | |
| Tunbridge Wells MOT Centre - Inv002 DK19 Full Service | 432.70 | |
| Brookside Garden Centre - Soil W/F Ruts (Cllr Collins) | 14.97 | |
| Gov Land Search - Freehold Allotments (Cllr Collins) | 54.00 | |
| Zest - Hall Cleaning Inv5631 | 629.28 | |
| D Evans - Window Cleaning April | 55.00 | |
| Rialtas - Inv254 Asset Inventory - Annl Supp & Maint | 185.76 | |
| SMB Records - Inv2214 Confidential Waste Disposal | 42.00 | |
| SLCC - Inv950 Clrk Membership Fee | 470.00 | |
| ICCM (Inst Cemet Managme) Inv4503/24 - Annl Memb | 95.00 | |
| B&Q - Inv047&055 Materials for Repairs | 39.00 | |
| Deposit Return - Hall Hire Inv169 | 20.00 | |
| Commercial Services (KCC) - Inv6152 W/F Roll Grnd | 408.00 | |
| Hadlow Village Hall - Gas & Water Jan to March | 732.03 | |
| KCC - Inv0466 Cleaning Materials | 118.34 | |
| Less KCC Credit Note 1096 | -17.82 | |
| Mediatek - Inv4019 Laminating Pouches | 19.19 | |
| KALC - Inv6699 Introduct Planning O'Shea | 60.00 | |
| EJP Fire Protect - Inv246 Fire Alarm & Em Testing | 624.00 | |
| Medical Centre £ | | |
| HOS £160 + Logbooks £20 | | |
| Hy-Arts £160 + Logbooks £20 | | |