

HADLOW PARISH COUNCIL

Minutes of the Annual Meeting of Hadlow Parish Council duly convened and held on
Monday 11 May 2023 at 7.30pm

Present: Cllrs N Collins (Chairman), E Bright, M Harvey, J Massy, S O'Shea,

Also in attendance: M Stepkowski (Clerk & Minute Taker), TMBC Cllr Lark, Mr & Mrs Denton (representatives of Hadlow Park Residents Association), Mr Kennett & Mr Taylor

4565 Welcome and introduction from the retiring Chairman Cllr Collins

4566 Election of Chair & Vice Chair

Cllr Massy proposed Cllr Collins, seconded by Cllr 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 Bright proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

4567 To welcome and receive Councillors Declarations of Acceptance of Office

The Chair welcomed and introduced the new Council and Declaration of Acceptance of Office was read and signed by all Councillors in attendance.

4568 To receive apologies, reason, and approval of absences

Approved Council absences: Cllrs Baldock, Carey, Newman
Other absences: KCC Cllr S Hudson.

4569 To receive Declarations of Interest

Cllr Massy – TM/23/00769/LDP

4570 To resolve that the Minutes of 11 April 2023 are a correct record

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

Noted that the May 2nd F&GP had been cancelled as not quorate.

4571 To receive an update on progress of resolutions from the last meeting held 11/04/23

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. Confirmed the fly-tipping had been removed.

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

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. **Cllr Carey confirmed it is in correct location by the farm shop.**

A draft advertisement for caretaker – agreed and published, no responses to date.

4572 To receive oral reports from TMBC & KCC Councillors

Elected Borough Councillors for the Bourne Ward: Cllrs James Lark and Steve Crisp.

Cllr Lark reported that the Annual Borough Council meeting was to be held on 17 May. He was also hoping that the Area Planning proposed changes would result in Hadlow applications only be considered by Area 2 rather than the existing split between Area 1 and 2.

4573 To receive report from PCSO & Community Warden

No report.

4574 Public Time & Parish Matters

No report.

4575 To review the terms of reference and appointment of members to existing committees including election of Chairpersons.

Agreed as follows:

F&GP members; Cllrs Collins, E Bright, Harvey, Massy, O'Shea

Chair – Cllr Harvey proposed Cllr O'Shea, seconded Collins and carried unanimously.

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

Chair – Cllr Baldock, proposed Cllr Bright, seconded Cllr Collins and carried unanimously.

Staffing: Collins, Harvey, Newman & one another Councillor to be confirmed.

4576 To review appointment of the Council's representation within outside bodies

Agreed as follows:

Kent Association of Local Councils (KALC) – Cllr Bright

TMBC Parish Partnership Panel (PPP) – Cllr Bright

TMBC Joint Transportation Board – Cllr Baldock

TMBC Joint Standards Committee – Cllr Baldock

Golden Green Mission Hall – Cllrs Bright & Collins

4577 To note schedule of dates for May 2023 to April 2024 (approved 13/12/23 Minute 4535)

Noted.

4578 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:

(1) Finance & General Purposes Committee

In the absence of a meeting the full Council had received and reviewed all documentation in preparation for resolution/

a) To approve policies, plans, risk assessments (Appendix A)

Resolved to approve all documents as listed in appendix a. Proposed Cllr Massy, seconded Cllr Collins and carried unanimously.

- 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.

Resolved to approve the re-stated figure for Box 9 AGAR 2022/23. Proposed Cllr Colins, seconded Cllr Harvey and carried unanimously.

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

The Clerk notified members of insurance cover for all insurable risks which were acknowledged.

- d) **To approve payments to date via cheque/faster payment**

Resolved to approve payments to date and future payments as listed in **Appendix B**. Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

- e) **To approve April accounts** including bank reconciliation, income & expenditure, cost centre report, and trial balance.

Resolved to approve April accounts in their entirety. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

- f) **To approve Direct Debits/Regular Faster Payments for 2023-24 financial year**

Resolved to approve Direct Debits/regular faster payments for 2023-24 financial year. Proposed Cllr O'Shea, seconded Cllr Collins and carried unanimously.

- g) **To approve updated Contracts List** – matter was deferred until July.

- h) **To receive and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2022-23**

Noted and accepted. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

- i) **To approve Annual Governance Statement 2022-23 (Section 1)**

Resolved to approve the Annual Governance Statement 2022-23 (Section 1). Proposed Cllr Massy, seconded Cllr Bright and carried unanimously.

- 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.**

Noted and approved. Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

- k) **To approve The Accounts & Accounting Statements Section 2 of the 2022-23 AGAR**

Resolved to approve The Accounts & Accounting Statements Section 2 of the 2022-23 AGAR. Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

l) To note the period for the exercise of public rights

Resolved to note and accept the period for the exercise of public rights. Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

m) To note Council continues to meet the criteria for General Power of Competence

The Clerk confirmed that the Council no longer met the criteria for General Power of Competence as there were only 8 elected members with a potential membership of 13 which did not equate to two thirds despite the Clerk having CILCA qualifications. **Clerk advised that the loss of the General Power of Competence did not operate retrospectively.**

(2) Planning & Environment Committee

- **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

HPC no objection.

- **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

HPC no objection.

- **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.

HPC no objection.

- **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 TN11 0BA

HPC no objection.

- **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

Hadlow Parish Council does not object in principle to the proposed extension of this property as proposed. However, we are concerned that the current parking arrangements may not comply with the existing consent and that the proposed additional parking may be excessive in the circumstances. We are also concerned that the extension may result in a more intensive use of the property resulting in increased HGV traffic on/off the site. Finally, we are concerned that the proposed screening should also deal with the apparent loss of previous screening in previous years.

- **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

HPC noted.

- **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

HPC noted.

- **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

Hadlow Parish Council strongly objects to this planning application. The application appears to request consent for unlawful development which has already been built on the site, which we have repeatedly objected to and is presumably currently subject to enforcement action. The existing temporary consent is also the subject of an Appeal to the Secretary of State, so in our view this further application is inappropriate at this time until that Appeal has been determined.

- **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

HPC noted.

There being no further business the meeting closed at 20.23

Date of next meeting: Monday 12 June 2023, 7.30pm at Old School Hall

Signed

Cllr N Collins

Date 11/5/2023

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*

Appendix b

Paid in April for May HPC Approval

Zoom - Annl Subscription - (MS reimburse)	143.88
Kent & Sussex Air Ambulance – Donation	50.00
KALC - Annl Subscript Inv8766 + o/s Inv6699 plan Oshea note inv6699 £60 was submitted in April HPC Minutes	1,497.18
Price Kitchens Proforma 666 - HOS Kitch Refurb	5,605.63
MFG - CA65 Fuel (Db Cd)	65.02
May Payments	
Clerks Wages WK8	2585.74
D Clerk Wages Wk8	1622.17
HMRC - PAYE P2	1832.06
Zest - Hall Cleaning Inv5671 April	693.60
Rialtas - Inv30504 year-end alpha+Inv213 Annl Support	1,085.91
Auditing Solutions - Inv930 Internal Audit End Year	408.00
Flash Mobile - Weld repair Signpost Field Inv7797	120.00
D Evans - Window Cleaning May	55.00
Tunbridge Wells MOT - Inv102609 CA65 Driver Window repair	246.49
Commercial Services (KCC) - Inv6398 Remove & dispose xmas tree	102.38
Tekton - InvA1223 02 - 2nd payment kitchen installation	10,224.46
R M Electrical - Inv5987 W/F Village Hall Defib Fitting & Wire	290.00
To be paid after HPC May	
KCS - Inv514 Stationery	263.02
EJP Fire Protect - tbc beacon replacement hyarts	126.00