

HADLOW PARISH COUNCIL

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

Monday 11 September 2023 at 7.30pm

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

Also in attendance: M Stepkowski (Clerk & Minute Taker), TMBC Cllr S Crisp & J Lark, Hadlow Park Residents Association Representative, 5 members of the public were also in attendance.

4605 To receive apologies, reason, and approval of absences.

Approved Council absences: Cllr's J Massy, J Newman,

Other absences noted: KCC Cllr Hudson (other meeting)

4606 To receive Declarations of Interest

None.

4607 To resolve HPC Minutes of 10 July 2023 are a correct record

Resolved to approve the Minutes of 10 July as a correct record. Proposed Cllr Baldock, seconded Cllr Bright and carried unanimously.

4608 To receive an update on progress of resolutions from the last meeting held 10/07/2023

No matters addressed.

4609 To resolve P&E Minutes of 25/07/2023 are a correct record

Resolved to approve the P&E Minutes of 25/07/2023 are a correct record. Proposed Cllr Baldock, seconded Cllr Harvey and carried unanimously.

To resolve P&E Minutes of 22/08/2023 are a correct record

Resolved to approve the P&E Minutes of 25/07/2023 are a correct record. Proposed Cllr Harvey, seconded Cllr Carey and carried unanimously.

4610 To receive oral reports from TMBC & KCC Councillors

Read in absence of KCC Cllr Hudson:

Road Safety Audit (RSA) 3 outcomes for the safety cameras on the A26: A review has been completed and the RSA outline three actions: 1.) Reposition a speed camera warning sign so as not to obscure the 40mph speed limit sign. 2.) Cut back some of the overgrown vegetation which was obscuring some of the signs. 3.) Increase the size of some of the speed limit signs.

The scheme designer accepted all actions outlines and they have been actioned.

A plan of proposed additional signage which are predominantly additional black and white camera bellows signs, as well as relocation of the existing blue 'No through road' sign near the driveway to Faulkners Oast is noted.

Cllr Lark updated on his last report about Speedwatch confirming that both Shipbourne and Ightam had started the Speedwatch programme and that he was now looking for Hadlow volunteers to re-instate the existing programme within the Parish and encouraged residents to be involved. The clerk confirmed the existing equipment was still operational.

Cllr Collins confirmed that the Golden Green Speedwatch programme was also in the early stages of being re-instated.

Cllr Crisp updated on his liaison with the brewery about the Two Brewers: a tenant was still required but unless there was more resident support and use of the pub then it was not likely to be successful long term. Consideration as to whether the pub should be added to the Community Asset list was debated and it was agreed the village should be canvassed for their views; co-ordination for this still be finalised, however the Chair of Council confirmed that it doesn't not have to be the Parish Council who list the building and others are welcome to move the matter forward.

4611 To receive report from Police & Community Warden

Reports were read in the absence of the Community Warden and PC Caruana on their behalf by the Clerk.

Community Warden, Diane Wakeling urged residents to complete the "Kent Community Warden Service Review" as the scheme was at risk of being reduced or cancelled.

Rogue Traders: there had been a spate of rogue traders going around offering gardening work and residents gently reminded not to engage with traders who just knock on the door to offer services.

Seniors Pop-In Group would welcome new members to their Thursday morning activities.

The Holiday at Home sessions at St Mary's Church had been most enjoyable and well attended.

PC Caruana reported that he had visited the Friday club for children and young adults with special needs and disabilities and their families at the Hy-Arts Centre and made himself known to the Members.

The Police had recovered a stolen motorbike from Williams Field Recreation Ground and have arrested a local youth twice recently for Theft of motor vehicle one of those arrests being in Hadlow.

4612 To Receive Clerk & Chairman's report

The medical centre boundary wall had been rebuilt.

Teleflex at the Hy-Arts – contractor has been found to do repairs to broken handle at a cost of £550 but there is a 4–5-week delay.

Consultation on Christmas lights in the years to come is being drafted and will be available at the parish office and library in October. Consideration to be given to slowly replacing motifs with Pea Lights to reduce costs and have a consistent display (currently charged by KCC for load testing completion on columns every 3 years and those that fail or that have specific signs already attached are therefore unavailable which presents gaps in the display. Costs for installation of Pea Lights is hoped to be cheaper than those to install and take down motifs).

4613 Public Time & Parish Matters

Stables on Common Road: Members asked whether there was any update on plans for the land which had been excavated considerably over the last three weeks or so. Cllr Baldock confirmed that TMBC were investigating the matter and concerns raised about possible water levels, water diversion etc did not as first thought come under the Water Drainage Board remit but that of the Environment Agency (EA); Clerk to notify the EA.

Christmas Events: The Dementia Friendly group wished to hold a stall at Christmas events within the Parish to educate the public about the condition, provide literature on how to cope and the support groups available. If all groups could notify the Parish Office of their Christmas activities, it would also be helpful and ensure no clashes particularly with use of the Old School Hall Carpark.

October Mini-Campaign Against Wet Wipes: Cllr Carey reminded those present that the Parish Council continued in its role to work on environmental change. They would from time to time look at projects on a local level that could improve or address environmental issues. Support from Council had been given to the publishing and educating of residents on the environmental damage caused by Wet Wipes and preventative measures that could be taken.

He reported that Wet Wipes are made from almost 90% primarily single use plastic and on average per person 200 wipes a year are used in the UK. Working on estimated numbers within our Parish that equated to around three quarters of a million used by our residents alone. Not only are the plastics harmful but they are regularly disposed of down wastewater pipes which causes serious drain blockages and is costly to resolve.

Literature and possible talks on the subject would be considered and hopefully delivered as a starting point to local schools, mother and tot groups, nurseries etc within the Parish in the hope that people will reduce the use of these wipes. It was however noted that this is far further reaching issue with wipes being used for a variety of tasks including household cleaning, car washing.

4614 Correspondence – None.

4615 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:

(1) Finance & General Purposes Committee

a) To resolve payments to date via cheque/faster payment

Resolved to approve payments made in July & August 2023. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

b) To resolve July & August accounts in their entirety

Resolved to approve July & August accounts in their entirety. Proposed Cllr Harvey, seconded Cllr O'Shea and carried unanimously.

c) To resolve ratification of Dyna-Rod quote for drainage works at the Hy-Arts Centre

Resolved to ratify the Dyna Rod quote and expenditure for drainage works at the Hy-Arts Centre. Proposed Cllr Harvey, seconded Cllr Baldock and carried unanimously.

It was noted that costs would be funded through S106 funds.

d) To resolve to ratify Minibus Insurance 2023-24 at a cost of £4106.85 and Council insurance with Hiscox at £8002.50

Resolved ratification of Minibus Insurance in the sum of £4106.85 for 2023-24 period. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

Resolved ratification of Council insurance with Hiscox at £8002.50. Proposed Cllr Harvey, seconded Cllr Baldock and carried unanimously.

e) To resolve Evolution Skateparks Ltd quote for maintenance/improvements at Williams Field

Resolved to approve Evolution Skateparks Ltd quotation (052) Complete Unit in the sum of £7728.52 for both priority and secondary works plus replacement of all surfaces on the unit. Proposed Cllr Harvey, seconded Cllr O'Shea and carried unanimously.

4615 Cont/ Planning & Environment Committee – Cllr Baldock to report & update on resolutions from the July and August Meetings.

Minute 3713 a) A26 Allotment Tree – Works approved and completed.

Minute 3713 c) Freehold: A tenant had wished trees cut back to provide more light on their allotment however the recent Tree Inspection did not highlight any issues with the trees concerned and the cost of any tree works in comparison to the income gained by Freehold allotments was not considered commensurate and therefore not a good use of public funds at the current time.

Minute 3713 d) Highways Improvement Plan

Extension of 30mph on Carpenters Lane to Common Road – await up-date.

Wig-Wags – the Clerk asked to reconfirm costs for maintenance and provide to the school as there may well be a cost misunderstanding currently.

Cycle Path – Concerns raised by Members that the cycle path route be completed as one project and not split was noted by Cllr Crisp who was working with other petitioners and KCC on this project. Cllr Hudson has also forwarded an email dated 22/8/23 to Council from West Kent Highway Improvements Programme Manager in which the following was confirmed:

“On Tuesday last week I met with the lead petitioner to discuss the Tonbridge to Hadlow cycle route along the A26.

The scheme does seem to be generally feasible for much of the route utilizing an existing old section of the Hadlow Road which is hidden behind vegetation alongside the new A26 which was the primary reason why officers wanted to visit the site so we could survey the existing highway and see what is achievable.

As the petition contained more than 1,000 signatures KCC officers are required to produce an information report to the TMBC Joint Transportation Board meeting in September...”

(a) Planning Applications

- **TM/23/01735/LB** Listed Building Application: Change of existing hung tiles to either a new style or pattern. 1 Easterfield Cottages Three Elm Lane Golden Green Tonbridge Kent TN110BA
HPC no objection.
- **TM/23/01726/ FL** - Installation of three flues, plant equipment and minor external alterations to facilitate school kitchen. Hadlow Rural Community School Tonbridge Road Hadlow Tonbridge Kent TN11 0AU
HPC no objection.
- **TM/23/01729/LB** - Listed Building Application: Removal of casement window and brick panel between living room and garden with exterior raised concrete patio. Construction of new timber door and frame with glazed light. Cobblestones Church Street Hadlow Tonbridge Kent TN11 0DB
HPC no objection.
- **TM/23/01732/TNCA** Felling of Leyland cypress hedge inside front garden (outlined blue on area sketch plan). Rear of hedge has been pruned back to the trunk beyond the point of growing back. Felling of area of dead Leyland cypress hedge along internal side of boundary fence, to be replaced with new Leyland Cypress hedge trees (outlined red on area sketch plan). North Lodge North Frith Park Hadlow Tonbridge Kent TN11 9QW
HPC no objection.

- **TM/23/01734/TPOC** - 3 Oaks trees -lift the crown to 6m from ground level- Lifting the crowns will reduce the risk of trees falling in strong winds and damaging the property and the cables that stretch alongside. Standing in G1 of Tree Preservation Order. The Embers Ashes Lane Hadlow Tonbridge Kent TN11 9QU
HPC no objection.

(b) **To note:** recent TMBC planning decisions and appeals. Noted.

(c) **To receive** Tree Inspection Audit Report (15/8/23) for Williams Field, St Mary's Churchyard, Freehold & Hadlow Allotments, Old School Hall Carpark

The Tree Inspection Audit Report (15/8/23) from Silva Arboriculture was noted.

(d) **To resolve** Down to Earth quotation £961.20 for works noted in the tree inspection report.

Resolved to approve Down To Earth quotation RF18221 £961.20 in relation to works highlighted in the Silva Arboriculture report of 15/8/23. Proposed Cllr Baldock, seconded Cllr Carey and carried unanimously.

(e) **To receive** ROSPA report for Williams Field and Signpost Field recreation grounds and approve any necessary action thereupon.

The report was acknowledged, and any works required are to be actioned in due course.

4616 To receive reports from representatives of external committees and pass such resolutions thereon as may be necessary.

- KALC – Minutes available online but in summary there was a healthy discussion with regards to S106 funds, Local Plan and the planning 21-day protocol. In relation to the 21-day protocol TMBC Cllr Lark requested that any Parish Council consideration of an application to which further consideration was felt important was passed to him as soon as possible in order that he may bring it to the attention of the TMPC Planning Committee.
- TMBC Parish Partnership Panel – Minutes available on the TMBC website and the last meeting had held an informative Climate Change presentation which had been forwarded to full council for information purposes.
- TMBC Joint Transportation Board – Meeting due next Monday.
- TMBC Standards Committee – No meeting convened.

4617 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).

Resolved to exclude the Press and Public to enable Council to consider items in which a significant aspect will be of a confidential and financial nature. Proposed Cllr Bright, seconded Cllr Harvey and carried unanimously.

- a) **To resolve** to ratify engagement of A Thornton Accountant in relation to staff pay and pensions.

Resolved to approve the engagement of A Thornton Accountant to assist the Clerk with staff pay and pension schemes. Proposed Cllr O’Shea, seconded Cllr Harvey and carried unanimously.

- b) Staffing report & update: Resignation of Deputy Clerk, Employment of Caretaker

Cllr O’Shea as Chair of Staffing Committee updated members on both the resignation of the Deputy Clerk and Committee agreement to advertise the post once again on Council website and social media.

The Caretaker was now in post and a most welcome member to the team.

Matters related to staff pay, pensions and employment would be documented as a strictly private addendum to the Minutes.

- c) Staffing as part of the budgetary process for 2024/25

Cllr O’Shea confirmed that a Staffing meeting was to be held before the end of September to discuss staffing matters and staffing budgets.

There being no further business the meeting closed at 8.41pm.

Date of next meeting: Monday 9 October 2023, 7.30pm at Old School Hall

Signed

Date

List of Payments made between 01/07/2023 and 31/08/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2023	MFG Fuel Station	FP1056	57.72		DK19 Minibus Fuel
03/07/2023	MFG Fuel Station	FP1055	58.48		CA65 Minibus Fuel
03/07/2023	Stevenson	FP1057	100.00		General Duties Open Spaces
03/07/2023	Tonbridge & Malling B.C.	DD	58.00		Rates Hy-Arts
03/07/2023	DVLA	DD	320.00		Truck Tax DA14BVE
03/07/2023	DVLA	DD	320.00		CA65 Minibus Tax
04/07/2023	British Telecom	DD	237.51		Inv1572B Telephone & Internet
10/07/2023	Business Stream	DD	62.36		Inv609 HOS Water
17/07/2023	Lloyds TSB	PAY	12.50		Bnk Sv Chg July
18/07/2023	Aviva Pension	DD	253.84		Cncl Cntrb Clk Pension
19/07/2023	Dart Charge	19072023	3.00		Dart Charge DK Harry Potter
20/07/2023	Tonbridge & Malling B.C.	DD	84.00		Rates Cemetery
24/07/2023	MFG Fuel Station	DB CD	55.94		DK19 Minibus Fuel
24/07/2023	MFG Fuel Station	DB CD	99.37		CA65 Minibus Fuel
24/07/2023	Adobe Systems	FP1067	238.75		Inv4136 Adobe Annl Sub
24/07/2023	Signs Scott Ltd	FP1074	99.60		Inv3042 Dog Signage
24/07/2023	Flash Mobile Welding Svs	FP1073	216.00		Inv7960 Bin Installation Signp
24/07/2023	Messenger Mobile (Dynorod)	FP1072	3,720.00		Inv6302 Waste Pipe Repair Hy-A
24/07/2023	D E Window Cleaner	FP1071	55.00		Window Cleaning July
25/07/2023	AJG/Came & Co	FP1070	4,106.85		Minibus Insurance 31/7-30/7/24
25/07/2023	Mason Carey Ltd	FP1069	900.00		Inv916 HOS Refurb Prj Man
25/07/2023	Tonbridge & Malling B.C.	FP1068	1,311.86		Inv1485 Election Costs
25/07/2023	Playdale Playgrounds Ltd	FP1065/66	31.08		Inv516&361 Play Equip Repair
25/07/2023	Dart Charge	FP1064	19.00		Dart Charge Acc Minibus (MS)
25/07/2023	CSG Global Education	FP1062	70.72		Inv617 Clean Materials & Stat
25/07/2023	Alfa Tail Lifts Ltd	FP1061	196.20		Inv799&790 Minibus Inspections
25/07/2023	Zest Commercial Cleaning	FP1060	785.40		Inv751 Hall Cleaning
25/07/2023	Tunbridge Wells MOT Ltd	FP1059	119.10		Inv701&752 Minibus MOT/Ins
25/07/2023	Price Kitchens	FP1058	2,802.83		Inv88575 HOS Kitch Refurb Fina
25/07/2023	Total Energies	DD	24.92		Inv6838 Electric Ballcourt
25/07/2023	Total Energies	DD	79.36		Inv610 Electric Hy-Arts
25/07/2023	Total Energies	DD	275.49		Inv849 Electric HOS
26/07/2023	C P Gardening Services -Parton	FP1075	50.00		Inv2023-13 Gardening Svs Allot
27/07/2023	Clerk's Wages	FP1076	2,585.74		Clerks Wages Wk 20
27/07/2023	Deputy Clerk	FP1077	1,622.17		Deputy Clerk Wages WK20
28/07/2023	HMRC	#FP1078	1,832.06		PAYE P4
28/07/2023	Veolia	DD	36.12		Inv6071 Euro Bin Waste
28/07/2023	Apogee Corporation Ltd	DD	-224.79		Inv9414 & cr065 Copier Charges
31/07/2023	EDF Energy	DD	380.23		Inv3053 Unmetered Elect Light
01/08/2023	Tonbridge & Malling B.C.	DD	58.00		Rates Hyarts
01/08/2023	DVLA	DD	165.00		Minibus DK19APU Tax
01/08/2023	Post Office Ltd	1079	6.00		Stamps
03/08/2023	British Telecom	DD	237.21		Inv586M Phone & Internet
07/08/2023	Datasharp I Solutions	FP1080	36.00		Inv78419 Copier Charges BP50
07/08/2023	CSG Global Education	FP1081	349.81		Inv672 Cleaning Materials
07/08/2023	Construction Materials Ltd	FP1082	5,408.21		Inv45409 Baseball Pitch Dirt
07/08/2023	D Ev- Window Cleaners	FP1083	55.00		Window Cleaning August

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07/08/2023	Tekton Joinery & Construction	FP1084	3,713.39		Inv22306 Kitchen Refurb 20% Fi
07/08/2023	Zest Commercial Cleaning	FP1085	734.40		Inv5780 Hall Cleaning
07/08/2023	Screw fix	FP1086	30.25		Inv8389&397 Toilet Repair Kit
07/08/2023	4th Platform	FP1087	740.69		Invs30/21/03/92 Computer Maint
07/08/2023	Dow n To Earth Trees Ltd	FP1088	960.00		Inv9670 Allotment Tree Work
07/08/2023	SMB Records Management	FP1089	42.00		Inv2492 Hygiene Console
07/08/2023	Tool Station	FP1090	5.39		Playground Equip Socket
09/08/2023	Business Stream	DD	61.93		Inv802 Water HOS
14/08/2023	Lloyds TSB	PAY	12.20		Inv9455 Bank Charges Jun-July
15/08/2023	Quartix Ltd	DD	57.60		Inv0969 Minibus Tracker Costs
15/08/2023	Best One	DEB	8.47		Defib Packaging for post
16/08/2023	Aviva Pension	DD	253.84		Cncl Cntb Clk Pension
16/08/2023	Post Office	FP1093	8.19		Stamps for Defib
18/08/2023	Total Energies	DD	12.72		Inv266&613 HOS Gas
18/08/2023	Post Office	FP1094	12.00		Stamps
21/08/2023	Tonbridge & Malling B.C.	DD	84.00		Rates Cemetery
24/08/2023	Miltons Plumbing & Heating Ltd	FP1095	389.57		1062/98/96/95 Boiler Services
24/08/2023	Deputy Clerk	FP1096	1,648.97		Deputy Clerk Wages Wk24
24/08/2023	Clerk's Wages	FP1097	2,906.87		Clerks Wages Wk24 & Backpay
24/08/2023	Apogee Corporation Ltd	FP1098	33.07		Inv5742 Copier Charges
24/08/2023	Community Heartbeat	FP1099	106.74		Inv834 Defib Electrodes Equip
24/08/2023	ACAD Mapping	FP1100	2,040.00		Inv5175 Boundary Survey Freeho
24/08/2023	Evolution Skate Parks Ltd	FP1101	1,002.00		Inv015 Annl Skatepark Maintena
24/08/2023	Chittenden	FP1102	-20.00		Inv216 Deposit Refund HOS
24/08/2023	Chittenden	CORRECTION	20.00		Inv216 refund correction
24/08/2023	Chittenden	FP1102 MS	20.00		Inv216 Refund HOS Deposit (ms)
24/08/2023	RM Electrical	FP1103	410.00		Inv6004 HOS Hall Maintenance
24/08/2023	Wicksteed Leisure Ltd	FP1104	216.00		Inv624 Playground Inspections
24/08/2023	Commercial Services Trading Lt	FP1105	5,111.22		Invs345&436 Grounds Maintenanc
24/08/2023	Datasharp I Solutions	FP1106	36.00		Inv78419 Copier Print Charges
24/08/2023	MFG Fuel Station	FP1107	35.00		Fuel Minibus DK19
24/08/2023	MFG Fuel Station	FP1107A	33.58		Fuel Minibus CA65
25/08/2023	HMRC	FP1108	1,943.29		APYE Wk24
29/08/2023	Veolia	DD	36.12		Inv56071 Euro Bin Waste

Total Payments	<u>52,077.14</u>
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