

HADLOW PARISH COUNCIL

Minutes of the Meeting of Hadlow Parish Council duly convened and held on
Monday 9 October 2023 at 7.30pm

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

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

4618 To receive apologies, reason, and approval of absences.

Approved Council absences: Cllr J Newman

Other absences noted: TMBC Cllr Crisp (other meeting) & Community Warden

4619 To receive Declarations of Interest and confirm Declaration of Acceptance of Office

Cllr Massy as an allotment tenant.

Cllrs Bright and Collins declared interests as Trustees of the Golden Green Mission Hall and did not take part in the donation discussions.

The Clerk confirmed that Cllr Kennett had read and signed his Declaration of Acceptance of Office.

4620 To resolve HPC Minutes of 11 September 2023 are a correct record

Resolved to correct the number in item 4613 of the Minutes of 11 September from:

“Working on estimated numbers within our Parish that equated to around three and a quarter million used by our residents alone”.

To:

“Working on estimated numbers within our Parish that equated to around **three quarters of a million** used by our residents alone.”

Proposed Cllr Carey, seconded Cllr Collins and carried unanimously.

Resolved to approve the Minutes of 11 September with amendment to item 4613 as noted above. Proposed Cllr O'Shea, seconded Cllr Harvey and carried unanimously.

4621 To receive an update on progress of resolutions from the last meeting held 11/09/2023

No matters addressed.

4622 To resolve P&E Minutes of 26 September 2023 are a correct record

Resolved to approve the P&E Minutes of 26 September 2023 are a correct record. Proposed Cllr Bright, seconded Cllr Carey and carried unanimously.

4623 To resolve Staffing Minutes of 2 August and 26 September 2023 are a correct record

Resolved to approve the Staffing Minutes of 2 August 2023 as a correct record. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

The minutes of the 26 September were deferred as not fully completed.

4624 To resolve F&GP Minutes of 03 October 2023 are a correct record

Resolved to approve the F&GP Minutes of 03 October 2023 as a correct record. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

4625 To receive oral reports from TMBC & KCC Councillors

Cllr Lark reported that the Borough planning site was currently not in operation with an anticipated restart of 16 October due to software issues. Applications of concern could be addressed to officers via email.

He confirmed that the Construction Management Plan for the redevelopment of the public toilets in Hadlow village square on junction with Court Lane had received permission to build despite concerns being raised. KCC Highways had not objected as it was only a minor scale development. It was suggested that there should be rigid controls on building deliveries and banksmen on site to co-ordinate movements with stop and go lollipop in force rather than traffic lights. Cllr Lark to report back to Planning officers.

KCC Cllr Hudson reported on concerns raised about the County budget deficit which projected an overspend in 2024-25 of over £120 million and the effect this would have on public services.

Potholes and drain blockages continued to be reported.

She had attended the Joint Transportation Board meeting in September at which S Bullion presented the cycle petition which Highways officers approved in principle.

4626 To receive report from Police & Community Warden

Police report confirmed that there had been prosecutions for stolen motorbikes in the area.

Community Warden report was read in her absence:

“As the Consultation time comes to an end, I am finding myself busier than ever. I would like to thank those who had the patience to either fill out a consultation book or completed the online form. We now have to wait until after Christmas whilst KCC collate the information.

I attended the freshers day at Hadlow college and met many youngsters about to start the new year. I have been out and about in the community and held stands in Tonbridge making residents aware of scams and giving away personal safety devices. Along with my usual welfare visits and groups, & with my area growing ever larger I am extremely busy, which is something I like. Nothing is too much so if you feel you need any form of advice or help, please do not hesitate to call me”

4627 To Receive Clerk & Chairman’s report

Clerk confirmed that the Parish Office would be closed from Tuesday 10 October until Tuesday 24 October to the public. However, in an emergency the public could leave a message on the office phone or email, both of which would be monitored in her absence. A notice on the office door and social media notifying residents had been in situ a week ahead.

4628 Public Time & Parish Matters

October mini-campaign against wet wipes – Cllr Carey reported on the ongoing project locally to educate residents on the harm caused by using wet wipes including: the detrimental effect on the environment, how the wipes that reach the sea break down into micro plastics and rising costs to clear blocked drains. He hoped to visit the local schools to discuss the matter and hoped others would join the campaign.

He noted that despite Private Bills put to government to ban the use of wet wipes to date they had been unsuccessful however the government was now consulting on the issue.

Allotments: Cllr O’Shea was pleased to report Hadlow Community Allotment, based at Hadlow Primary School, received an Outstanding award from the RHS as part of the 'It's Your Neighbourhood Scheme'. As the allotment has received an outstanding award over the last three years the RHS also awarded a National Certificate of Distinction. The community allotment was invited to discuss their achievements on Radio Kent.

Access Trail – Investigations regarding the path parallel to Victoria Road had been concluded by Cllr Carey. It was agreed that the matter should be deferred for the present time.

4629 Correspondence

a) Litter in the village square: concerns raised had been noted by Council and reported to the appropriate Borough department. However, residents were encouraged to use the Borough website to report a fault whenever possible. It was also noted that residents on the Parish voluntary litter pick team continued to work the area and all residents were welcome to join.

b) Donation request: Citizens Advice North & West Kent

Resolved to donate fifty pounds to the Citizens Advice Bureau North & West Kent. Proposed Cllr Massy, seconded Cllr Bright and carried unanimously.

c) Allotment Garage – request for use by allotment holders to store compost and planting soils.

Tenant representatives reported to the Council on their intended use of the garage if Council permitted. Before proceeding further, they were in consultation with the National Allotment Association with the intention of restarting the Allotment Holders Association

within the Parish. Members were supportive of the proposals in principle however wished the Clerk to work with the group to produce a detailed plan.

4630 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

Resolved to approve payments made in September 2023. Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

b) To resolve September accounts in their entirety

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

c) To note the AGAR (Annual Governance and Accountability Return) report for 2023-24

It was noted that AGAR report for 2023-24 had been received and no significant matters addressed in Section 3 by the External Auditors. The Notice of Conclusion had been published on the Council website and noticeboards in line with regulations.

d) To recommend to Council approval of donation in the sum of £1,000 (one thousand pounds) for installation of double-glazing windows at Golden Green Mission Hall.

Resolved to approve a donation in the sum of £1,000 (one thousand pounds) towards the purchase and installation of double-glazing windows at the Golden Green Mission Hall Proposed Cllr Baldock, seconded Cllr Harvey and carried unanimously.

(Cllr Hudson was excused from the meeting to attend to other duties & members of the public)

Planning & Environment Committee – Cllr Baldock to report & update on resolutions from the July and August Meetings. (is this correct?)

No updates on previous meetings were required.

(a) Planning Applications

- **TM/23/01992/LDP** – Construction of garden building for studio/gym. Hofn (formerly Fairlop), Dene Park, Shipbourne Road, Hadlow, TN11 9NS
HPC No Objection.

- **TM/23/02029/TPOC** - Works to be carried out: T1- Aesculus hippocastanum (Horse chestnut) Left boundary by the road: - Reduce in height by approximately 3m down from 18m to 15m, back to the vicinity of previous pruning points and average radial spread by approximately 2.5m from 8.5m to 6m, back to the vicinity of previous pruning points. - Thin crown by no more than 10% - Remove major deadwood. T2- Acer Platanoides (Norway maple) Adjacent to T1: - Reduce the low limb overhanging the adjacent property by approximately 2.5m, from 5m to 2.5m. Reasons for works: TPO woodland area. Reasoning for works is general maintenance for future retention and to improve light into home office – G3 of Tree Preservation Order. Whistlers Wood 18 Hadlow Park Hadlow Tonbridge Kent TN11 0HY

HPC No Objection

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

4632 To receive reports from representatives of external committees and pass such resolutions thereon as may be necessary.

- KALC – Cllr Bright attended the meeting and Minutes available online
- TMBC Parish Partnership Panel – Cllr Bright attended the meeting and Minutes available online
- TMBC Joint Transportation Board – Cllr Baldock attended the meeting and Minutes available online.
- TMBC Standards Committee – No meeting convened.

(Cllr Lark excused from the meeting)

4633 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 Baldock, seconded Cllr Bright and carried unanimously.

a) **To consider** draft budget in advance of receiving tax base figure from TMBC to include the recommendations from F&GP & Staffing Committee

The first draft budget had been reviewed by the Chair of Finance and the Clerk and discussed with Members. It was agreed further work was required including increased funds for staffing.

With costs increasing it was inevitable that the precept would need to be increased for 2024-25 and members hoped that it would not exceed a 7.5% rise.

Rents & Fees: it was agreed that most rents were either fixed due to contractual commitments and or should remain the same. However, costs associated with the allotments were ever increasing with a need for skips to remove waste now the norm; therefore, to balance income against expenditure a proposed rise in rent of allotments from £30 to £45 (per half allotment) was agreed for introduction at the next billing date.

Cemetery charges were to be reviewed once the cemetery extension was in use.

Staff Pay – F&GP had approved recommendations from Staffing as follows using NJC Scales:

Clerk SCP39

Deputy Clerk SCP25 (4 days a week)

Caretaker SCP11

b) **To consider** Reserves Policy 24/25 & Investment Strategy

This would be reviewed closer to the end of the financial year, however, Cllr Harvey summarised the Reserve expenditure to date and suggested that there would, if possible, be a need to top up some of the existing Earmarked Reserves but also consider additional ones such as CCTV/Cycle Path/Elections.

c) **To approve** successful candidate for the position of Deputy Clerk

Resolved to approve Mrs Moss for the position of Deputy Clerk working four days a week. Proposed Cllr O’Shea, seconded Cllr Collins and carried unanimously.

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

Date of next meeting: Monday 13 November 2023, 7.30pm at Old School Hall

Signed

Date

Date: 30/09/2023

Hadlow Parish Council

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Time:

Current Bank A/c

List of Payments made between 01/09/2023 and 30/09/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/09/2023	PEAC (UK) Ltd	DD	158.28		Inv2300 Copier Lease
04/09/2023	British Telecom	DD	238.11		Inv159A9 Telephone & Internet
06/09/2023	Accountant	FP1109	250.00		Inv381 Payroll & Pension Set U
06/09/2023	Silva Arboriculture Ltd	FP1110	570.00		Inv22099 Tree Audit Inspect
06/09/2023	CSG Global Education	FP1111	24.96		Inv724 Clean Materials
06/09/2023	Gel Creative	FP1112	400.00		Inv21835 Website Admin J-Aug
06/09/2023	Zest Commercial Cleaning	FP1113	775.20		Inv5839 Hall Cleaning
06/09/2023	D E Window Cleaner	FP1114	55.00		Window Cleaning Sept
06/09/2023	AJGIB Came & Co - Gallagher	FP1115	8,002.50		Inv6200 Cncl Annl Insurance
08/09/2023	Business Stream	DD	57.92		Inv928 Water HOS
11/09/2023	Lloyds TSB	FP1116	10.68		Inv864 Bank Charges
11/09/2023	Total Energies	DD	32.41		Inv841 Electricity Ballcourt
14/09/2023	Amazon UK	FP1117	19.98		Inv301 Noticeboard Magnets
18/09/2023	Commercial Services Trading Lt	FP1118	716.69		Inv7640 Grnds Maint Cemetery
18/09/2023	4th Platform	FP1119	155.89		Inv9120 Domain Host
18/09/2023	Datasharp I Solutions	FP1120	36.00		Inv703 Copier Charges Jul-Aug
18/09/2023	John Knowles Builders Ltd	FP1121	126.00		Inv3 Drain Cover Rep St Mary
18/09/2023	Apogee Corporation Ltd	FP1123	33.07		Inv0152 Copier Charge Aug-Sept
18/09/2023	Aviva Pension	DD	253.84		Cncl Cntb Clerk Pension
18/09/2023	C & C Ground Works & Construct	FP1122	7,260.00		Inv01 MC Wall Rebuild & Dirt R
19/09/2023	A P Motorstore Ltd	FP1124	56.85		Inv659 Bitumen - Road Repair
19/09/2023	Kyzen Media Ltd	FP1125	14.89		Inv518 Call Point Fire Keys
20/09/2023	Tonbridge & Malling B.C.	DD	84.00		Rates Cemetery
21/09/2023	Clerk's Wages	FP1126	2,832.79		Clerks Wages Wk28
21/09/2023	International Copiers	FP1127	240.00		Inv264 Photocopier Collection
21/09/2023	Admin Wages	FP1128	501.44		Admin Wages Wk28 Palm
21/09/2023	Caretaker Wages	FP1129	564.20		Caretaker Wages Part
22/09/2023	Staff D Clk	FP1131	1,459.75		D Clerk Wk28 +
22/09/2023	HMRC	BP1131	1,459.75		PAYE WK28
22/09/2023	I _	FP1131 ERR	-1,459.75		Error Payment Correction
22/09/2023	I	FP1131 COR	1,553.03		D Clerk Pay Wk28 + Final
27/09/2023	Total Energies	DD	33.03		Inv497/23 Ballcourt Lights
28/09/2023	Veolia	DD	54.18		Inv7161 Eurobin Waste
29/09/2023	NEST	DD	879.10		Staff Pension Payments
Total Payments			27,449.79		