

HADLOW PARISH COUNCIL

Minutes of the Meeting of Hadlow Parish Council duly convened and held on
Monday 08 April 2024 at 7.30pm

Present: Cllrs M Harvey (Vice Chair), O Baldock, E Bright, D Carey, J Newman, S O'Shea.

(Note: In the absence of the Chairman, the Vice Chair Cllr Harvey convened the meeting)

Also in attendance: M Stepkowski (Clerk & Minute Taker), TMBC Cllr Crisp and 1 member of the public were also in attendance.

4701 To receive apologies, reason, and approval of absences.

Apologies received: Cllr's N Collins (Chairman) & J Massy. KCC Cllr Hudson, TMBC Cllr Lark (other meeting).

4702 To receive Declarations of Interest

None

4703 To resolve the Annual Parish Meeting Minutes of 11 March 2024 are a correct record.

Resolved to approve the **Annual Parish Meeting Minutes** of 11 March 2024 as a correct record. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

4704 To resolve HPC Minutes of 11 March 2024 are a correct record.

Resolved to approve the HPC Minutes of 11 March 2024 as a correct record. Proposed Cllr Baldock, seconded Cllr Newman and carried unanimously.

4705 To receive an update on progress of resolutions from the last meeting held 11 March 2024.

No matters addressed.

4706 To resolve the P&E (Planning & Environment Committee) Meeting Minutes of 26 March 2024 as a correct record.

Resolved to approve the P&E Minutes of 26 March 2024 as a correct record. Proposed Cllr Baldock, seconded Cllr Newman and carried unanimously.

4707 To receive oral reports from TMBC & KCC Councillors

Firstly my apologies for non-attendance, diary conflicts seem to be occurring often these days.

Not too much to report this month. A meeting by the Overview and Scrutiny committee last week delved into the depths of the shortfalls and problems of the new Agile system. Eleanor Hoyle, the director of Housing, Planning and Environment appeared before the committee to answer numerous questions regarding the system and its implementation. It is obvious that there have been problems for both sides, but the planning officers and management are confident of a swift resolution. The elements regarding building control and enforcement will take a little longer. The planning team is now at full strength, and they are aiming at swift consideration and decisions of planning applications going forward.

My other focus is the lack of progress regarding the Dandara development in Court Lane as I want the matter concluded one way or another soon. It is like a sword of Damocles hanging over many residents and we need to know quickly so we can plan the next move. I AM INFORMED THAT THE DECISION IS IMMINENT. As soon as I have news I will relay it to you all.

4708 To receive report from PCSO & Community Warden

No reports

4709 To Receive Clerk & Chairman's report.

The annual policy reviews were due in preparation for the Annual Council Meeting in May. It was agreed to distribute the policies out to individual Councillors to do initial review ahead of the Annual meeting.

4710 Public Time & Parish Matters

a) Britain in Bloom Competition – Lorraine Millard from Hadlow Gardner's Society to give a short presentation. Deferred.

b) A resident raised the following matters of concern:

- Allotment Association: The Clerk confirmed that the Hadlow Allotment Association had been agreed but joining for existing tenants was optional. New tenants would be expected to join. The Clerk awaited the draft Licence for the use of the garage by members of the Association; in addition, the Clerk was asked to write to the Chair of the Allotment Association requesting they formally write to all existing tenants providing information on how the scheme would operate.

- E Scooters: the Chair agreed with the residents concerns but advised him and other parishioners to report such incidents to the police as the Parish Council had no power to act on these matters.

- Street Lamp Column 14 School Lane – structure possibly unsound and despite both resident and Clerk reporting to KCC no evidence of repair. Clerk to add to her task list to chase.

- Tainter Road – Tarmac surfacing: resident was disconcerted about how water now lays and pools on the surfacing which he felt was unsatisfactory. The matter had been previously raised and the Chair advised that HPC would report this once again to KCC highways.

4711 Correspondence

No correspondence addressed.

4712 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:

(1) Finance & General Purposes Committee - Cllr Harvey to report

a) **To resolve payments to date** (appendix a)

Resolved to approve payments to date. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

b) To resolve March accounts in their entirety

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

c) To approve payment to SLCC membership 2024-25

Resolved to approve the payment to Society of Local Council Clerks in the sum of £348.00 (three hundred and forty eight pounds). Proposed Cllr Harvey, seconded Cllr O'Shea and carried unanimously.

d) To review & approve Governance and Management risk register.

Resolved to approve Governance and Management risk register. Proposed Cllr Harvey, seconded Cllr O'Shea and carried unanimously.

e) To ratify acceptance of KCC Community Transport Funding in the sum of £45,000 to replace one of the two minibuses currently running under the Hadlow Community Minibus Scheme in line with terms and conditions of the grant.

RESOLVED to ratify the acceptance of Kent County Council Community Transport Grant in the sum of forty-five thousand pounds to replace one of the existing minibuses on the Hadlow Community Minibus Scheme. Proposed Cllr Harvey, seconded Cllr Newman and carried unanimously.

Planning & Environment Committee – Cllr Baldock to report

a) Planning Applications

No applications received.

b) To consider: Parish Infrastructure Statement which will outline projects within your parish that could potentially be funded/partially funded by a contribution within a S106 agreement subject to meeting the tests outlined in Section 122 (to be finalised and submitted by 1/6/24)

Members to consider outline projects at the next meeting of Planning & Environment.

4713 To receive reports from representatives of external committees and pass such resolutions thereon as may be necessary.

- KALC – meeting next week.
- TMBC Parish Partnership Panel – meeting due on 30th May.
- TMBC Joint Transportation Board – no meeting.
- TMBC Standards Committee – no meeting.

4714 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 consider items of a confidentiality nature. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

Staffing Committee

a) To resolve Staffing Minutes of 19 March 2024

Resolved to approve the Minutes of the Staffing Committee held on 19 March 2024. Proposed Cllr O'Shea, seconded Cllr Harvey and carried.

- b) **To update** Council on matters related to staffing and addressed at the meeting 19/3/24

Cllr O'Shea as Chair of Staffing Committee reported to Council items discussed by her committee. Key points generated were drafting the Sickness & Absence Policy to include Occupational Sick Pay and ensure all staff contracts were updated in line with the policy.

It had been agreed that any future employee working within open spaces and grounds work would be required to complete an Occupational Health Check before being approved for employment.

The Deputy Clerk contract had been aligned with parts of the Green Book where appropriate.

In response to questions, the Clerk confirmed that Council does have a Lone Worker Policy which will be reviewed with all other policies in preparation for the Annual Meeting of Council in May.

- c) **To ratify** the Deputy Clerks Contract

Resolved to ratify the Deputy Clerks Contract. Proposed Cllr O'Shea, seconded Cllr Newman and carried unanimously.

- d) **To recommend** to Council approval of the Sickness and Absence Policy

Resolved to approve the Sickness and Absence Policy. Proposed Cllr O'Shea, seconded Cllr Baldock and carried unanimously.

- e) **To confirm** to Council that the Deputy Clerk has Section 101 Delegation Powers aligned with Council Policy

Noted.

There being no further business the meeting closed at 20.05 Hrs.

Date of next meeting: Monday 13 May 2024 7.30pm at Old School Hall

Signed

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Date

Appendix a

18/03/2024	Aviva Pension	DD	253.84	Cnlc Con Clk Pension
18/03/2024	Total Energies	DD	485.53	Inv272 HOS Gas
18/03/2024	Lloyds TSB	PAY	15.48	Inv999 Bnk Chg
19/03/2024	Castle Water	DD	6.72	Inv689 Cem Water
22/03/2024	Evolution Skate Parks Ltd	FP1273	7728.52	Inv019 Skatepk Main
22/03/2024	EJP Fire Protection	FP1274	480.00	Inv743 Fire Al Maint
22/03/2024	Wicksteed Leisure Ltd	FP1275	356.4	Inv4724 Playgrnd Insp
22/03/2024	C P Gardening	FP1276	180.00	24-01 GrndsMaint
22/03/2024	Borough Green Garage Ltd	FP1277	114.00	Inv542 Mins InspDK
22/03/2024	N Power	FP1278	60.24	I956 Xmas Lght Elec
22/03/2024	The East Malling Trust	FP1279	650.00	Iv679 PA6 Crse
22/03/2024	Total Energies	DD	36.06	Inv080 Ballct Elec
22/03/2024	Total Energies	DD	513.19	Inv123 HOS Electric
27/03/2024	NEST Pension	DD	208.70	Staff Pension Contb
28/03/2024	Castle Water	DD	117.29	Inv913 Water Allots
28/03/2024	MFG Fuel Station	DEB CD	47.12	CA65 Minibus Fuel
28/03/2024	MFG Fuel Station	DEB CD	47.75	DK19 Minibus Fuel
28/03/2024	MFG Fuel Station	DEB CD	90.94	Truck Fuel
30/03/2024	Veolia	DD	71.03	Inv821 Euro Bin Waste
04/04/2024	Staff Pay WK4	FP1283	5456.28	Wk4
05/04/2024	HMRC	FP1284	1876.46	HMRC
03/04/2024	Pitchcare	Debit Crd	83.94	Grnds Maintenance
To be paid	H&E Tree Services	FP1286	456.00	Inv3671 Allotment
To be paid	Rialtas Inv444	FP1287	230.40	Alpha Software Suppt
To be paid	Rialtas Inv445	FP1288	198.00	Asset Inventory Supp
To be paid	Zest Comm Cleaning	FP1289	957.54	139 Clean Prod. Bulk
To be paid	KCS - Inv096	FP1290	24.49	Copier Paper
To be paid	Datasharp	FP1291	36.00	I959 Copier Readings
To be paid	Borough Green Garage	FP1292	114.00	I666 Ca65 10 Wk Inse
To be paid	Commercial Svs	FP1293	1576.79	I499 Grounds Maint
To be paid	A&L Motors	FP1294	180.00	I527 DK19 Battery
To be paid	E Palmers	FP1295	140.00	Allotment New Step