

HADLOW PARISH COUNCIL

Minutes of the Meeting of Hadlow Parish Council duly convened and held on
Monday 13 May 2024 at 7.30pm

Present: Cllrs Collins (Chair), M Harvey, E Bright, D Carey, J Massy, J Newman, S O'Shea.
Also in attendance: M Stepkowski (Clerk & Minute Taker), Hadlow Park Association Representative, 2 members of the public were also in attendance.

4715 Welcome & introductions from the retiring Chairman
Cllr Collins opened the meeting.

4716 Election of Chair (to sign Declaration of Acceptance of Office) & Vice Chair

Cllr Collins was nominated as Chair with majority nominations. Resolved to elect Cllr Collins as Chair of Council. Proposed Cllr Harvey, Seconded Cllr Bright.

Cllr Collins read and signed the Declaration of Acceptance of Office as Chair.

Cllr Harvey was nominated as Vice Chair with majority nominations. Resolved to elect Cllr Harvey as Vice Chair of Council. Proposed Cllr Collins, seconded Cllr Bright.

4717 To welcome and receive Councillors Declarations of Acceptance of Office

All Members present read and signed Declarations of Acceptance of Office to the Clerk.

4718 To receive apologies, reason, and approval of absences.

Apologies received: Cllr Baldock, KCC Cllr Hudson & TMBC Cllrs Lark and Crisp (other meeting).

4719 To receive Declarations of Interest

None

4720 To resolve that the Minutes of the Parish Council Meeting held 8 April 2024 are a correct record

Before approving the Minutes the Clerk confirmed that the page numbering and date of meeting had been corrected.

Resolved to approve the Minutes of the Parish Council Meeting held 8 April as a correct record. Proposed Cllr S O'Shea, seconded Cllr Newman and carried unanimously.

4721 To receive an update on progress of resolutions from the last meeting held 8 April 2024.

No matters addressed.

4722 To approve Minutes of the Finance General Purposes Meeting held 13 May 2024 are a correct record

The meeting was not quorate and therefore cancelled. However, Cllrs Harvey, Collins and Massy remained and reviewed the April Accounts and Annual Return Papers with the Clerk in preparation for HPC meeting.

4723 To resolve the P&E (Planning & Environment Committee) Meeting Minutes of 23 April 2024 as a correct record.

Resolved to approve the P&E Minutes of 23 April 2024 as a correct record. Proposed Cllr Newman, seconded Cllr Bright and carried unanimously.

4724 To receive oral reports from TMBC & KCC Councillors

The Chair read a summary of report from TMBC Cllr Crisp:

- The cycle path between Hadlow and Tonbridge initiative is struggling to overcome funding obstacles currently.
- TM/22/01474/FL: Land Formerly West Part of Court Lane Nurseries, Court Lane, Hadlow, Tonbridge Kent: Application refused.
- 24/00307/ - Hildenborough, Ashes Lane, Hadlow, TN11 9QU. Refused.

4725 To receive report from PCSO & Community Warden

In the absence of PC Evans who was unable to attend the meeting the Clerk read his report:

With changes to the ward boundaries coming into play, there have been a few changes regarding coverage: I will be taking over the new Bourne Ward and PC Mayers will cover West Peckham and Mereworth. PC Mayers and I will work together.

The Clerk also reported under Police matters: vandalism of signage at Williams Field has been reported to the police; Crime #46/76620/24 and CCTV footage identifying the culprits will be submitted.

No Community Warden report.

4726 Public Time & Parish Matters

Remembrance Soldier Maidstone end of A26 had received minor damage – noted.

D Day Services – Thursday 6 June Proposed services in Golden Green at 10am followed by Hadlow at 11am with Council organised to lay a wreath in Hadlow Cemetery. St Mary's Church to confirm plans. Cllr Newman to ask via social media whether there are any families within our Parish whose family members were part of the D Day landings.

A member of the public reported that the Gough Cooper planning application for 101 houses on land near Hadlow Park had allegedly been withdrawn at the current time.

Dementia Friendly Group – a talk to be held Wednesday 15 May at East Peckham and everyone welcome.

Antisocial Behaviour Team as part of the Community Safety Partnership was now fully operational and the public encouraged to report anti-social behaviour issues using the following: 01732 844522 or email: msp@tmbc.gov.uk; full details can be found at <https://orlo.uk/aETqA>. This link enables people to report incidents on their website. Information to be put on local newsletters.

Baseball – it was noted by a resident that the tournaments and monthly games schedules did not seem to be available on the Kent Bucs website. Clerk asked to contact them, and request dates be input.

4727 To review the terms of reference and appointment of members to existing committees including election of chairpersons.

a) Finance & General Purposes (F&GP): Chair Cllr Harvey, Proposed Cllr Collins, seconded Cllr Carey and carried unanimously.

Terms of Reference approved. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

Committee Members: Cllrs' Collins, Baldock, Bright, Newman, Massy, Carey, O'Shea.

b) Planning & Environment (P&E): Chair Cllr Baldock, Proposed Cllr Bright, seconded Cllr Carey and carried unanimously.

Terms of reference approve. Proposed Cllr Massy, seconded Cllr Bright and carried unanimously.

Committee Members: Cllr's Collins, Harvey, Bright, Newman, Massy, Carey, O'Shea

c) Staffing: Chair Cllr O'Shea, Proposed Cllr Collins, seconded Cllr Massy and carried unanimously.

Terms of reference approved. Proposed Cllr O'Shea, seconded Cllr Collins and carried unanimously.

Committee Members: Cllrs Collins, Harvey, O'Shea & Newman

4728 To review appointment of the Council's representation within outside bodies:

- Kent Association of Local Councils (KALC) – Cllr's Bright & Massy
- TMBC Parish Partnership Panel (PPP) – Cllr's Bright & Newman
- TMBC Transportation Board – Cllr Collins & Baldock
- TMBC Joint Standards Committee – Cllr Baldock
- Golden Green Mission Hall – Cllr's Collins & Bright

4729 To note schedule of meeting dates for May 2024 to April 2025

Approved at HPC 08/1/2024 & noted at meeting.

4730 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:

(1) **Finance & General Purposes Committee**

a) **To approve** policies, plans, risk assessments (as detailed in appendix A)

Resolved to approve in their entirety policies, plans, risk assessments (as detailed in appendix a). Proposed Cllr Harvey, seconded Cllr O'Shea.

It was noted that in line with the Councils Investment Strategy Point 4: Management of Parish Council Specified Investments it would be prudent to consider investing funds into a 95-day notice period Lloyds Interest Account with 4% interest per annum. Further investigation to be made before Council consideration.

Also noted was current S137 figure.

- b) **To confirm** we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness as part of our policy review.

Resolved that an adequate system of internal control, including measures designed to prevent and detect fraud and corruption was in place. Proposed Cllr Massy, seconded Cllr Bright and carried unanimously.

Resolved that as part of the policies review the system on internal control was considered and approved as effective. Proposed Cllr Massy, seconded Cllr Bright and carried unanimously.

- c) **To approve** Asset Register as set out in Box 9 of the AGAR for 2023/24 in line with Council policy to use insurance value for land and buildings (9% insurance index) and acquisition cost where possible for all other assets.

The March 2024 Practitioner's Guide states 'the particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year.

Resolved: The method of asset valuation adopted and approved by Hadlow Parish Council will continue as follows - Land & Buildings valued in accordance with sum insured by Insurance Company (indexed) and other assets on acquisition costs and or historic cost were acquisition cost not available. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

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

Council noted the arrangements in place for all insurable risks: a) Council insurance (employers, public liability, land and buildings), b) Truck insurance and c) Minibus insurance.

- e) **To approve** of payments to date via cheque/faster payment (appendix B)

Resolved to approve payments to date via cheque/faster payment as in appendix b. Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

- f) **To approve** April Accounts (including bank reconciliation, income & expenditure, cost centre report, trial balance)

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

- g) **To approve** Direct Debits/Regular Faster Payment for 2024/25 (appendix C)

Resolved to approve the list of Direct Debits/Regular Faster Payments List for 2024-25 as set out in appendix c). Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

- h) **To approve** updated Contracts List (appendix D)

Resolved to approve the updated Contracts List for 2024-25 (appendix d)

- i) To receive** and note the Internal Auditors year-end report and completion of Annual Internal Audit Report as part of the AGAR 2023/24

Council received and noted the Internal Auditors year-end report and completion of Annual Internal Audit Report as part of the AGAR 2023/24.

- j) To approve** Annual Governance Statement 2023/24 (Section 1)

Resolved to approve the Annual Governance Statement 2023/24 (section 1). Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

- k) To note** that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2023/24 as presenting fairly the financial position of the Parish Council.

Noted Clerk as Responsible Finance Officer had signed and dated Section 2 – Accounting Statements for 2023/24 presenting fairly the financial position of this authority before presenting to the Council for approval.

- l) To approve The Accounts & Accounting Statements (Section 2) 2023/24**

Resolved to approve The Accounts & Accounting Statements (Section 2) 2023/24. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

- m) To note the period for the exercise of public rights**

Noted: The period for the exercise of public rights to be announced 31/5/2024 with exercise of public rights to commence on 03/06/2024 ending 12/07/2024.

- n) To note Council no longer meets the criteria for General Power of Competence.**

Noted.

- o) To approve the appointment of Internal Auditor for 2024/25: Mr M Platten of April Skies Accounting**

Resolved to approve the appointment of Internal Auditor for 2024/25 as Mr M Platten of April Skies Accounting.

Council thanked Auditing Solutions who had been appointed by Council in financial year's 2014-15 to 2023-24 as Internal Auditor.

(2) Planning & Environment Committee

a) **To resolve** comments for the following Planning Applications:

- **TM/24/00645/PA - 32, Marshall Gardens, Hadlow, Tonbridge, TN11 0HQ
HPC no objection.**

Not on published agenda but addressed under Clerks Section 101 Delegated Powers for reasons of expediency.

- **TM/24/00681-** The Victorian House, High Street, Hadlow, TN110EF
No objection
- **TM/24/00729 & TM/24/00730/LB – Bells Farm, 501, Bells Farm Road, Hadlow, TN110JR
No objection**

4731 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 Collins, seconded Cllr Harvey and carried unanimously.

Staffing Committee

a) To ratify Caretaker hourly increase to Scale 11 of the NJC Scale from Scale 10 as of week 8 payroll on May 32024.

Resolved to ratify Caretaker hourly rate to Scale 11 of the NJC Scale as of week 8 payment on May 3, 2024. Proposed Cllr O'Shea, seconded Cllr Newman and carried unanimously.

b) Planning & Environment: Asbestos Quotations for consideration and decision

Resolved to approve the Asbestos Quotation received via email 8/05/2024 from Southern Asbestos Svs. Proposed Cllr O'Shea, seconded Cllr Newman and carried unanimously.

**There being no further business the meeting closed at 20.46 Hrs.
Date of next meeting: Monday 10 June 2024 7.30pm at Old School Hall**

Signed

Date

Appendix A

- *Standing Orders & Finance Regulations*
- *Code of Conduct*
- *Investment Strategy*
- *Statement of Internal Control*
- *Reserves Policy*
- *Asset Register & Policy*
- *Expenses Policy*
- *Governance & Management Risk Register – approved by Council 08/4/2024*
- *Temporary Scheme of Delegation 2024-25 (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*
- *Sickness & Absence Policy – approved by Council 08/04/2024*
- *Training & Development Policy*
- *Lone Worker Policy*
- *Home Worker Policy*
- *Recruitment & Selection Policy*
- *Volunteer Scheme*
- *Media Policy*
- *CCTV Policy*
- *Data Protection Policy (GDPR & ICO)/Privacy Notice*
- *Publication Scheme*
- *Tree Policy*
- *Voluntary Work Assessments/Plans*
- *Minibus Policy*

Appendix B

List of Faster Payments Approved by Council 13/05/2024		£
1296	C P Garding Svs - Inv2024-02 Grass cutting Signpost & St Mary's	240.00
1297	SMB Records - Inv3055	42.00
1298	Gallagher Came & Co insurance - Truck Insurance 07/4/24-6/4/25	694.16
1299	Giasllo Cars - Truck MOT failure - redone and passed	54.80
1300	Robert Dyas - 2 x kettles (Hyarts and HOS)	29.93
1301	Peregrine Three Elm Petrol Station - CA65 Minibus Diesel	65.75
1302	Peregrine Three Elm Petrol Station - DK19 Minibus Diesel	33.55
1303	Lloyds - Bank Service Charges 10/2-9/3	9.95
1303a	Falon Nameplates - Cemetery Plaque	219.00
1304	Parton CP Garden Svs - St Mary/SPF grnds m	180.00
1305	Zest - Inv6176 Hall Clean April	792.54
1306	Rialtas - Inv585 Close Down Acc	682.80
1307	KALC - Inv9230 Annual Sub	1,481.00
1308	Zoom - Inv6535 Annl Sub (rechg Clerk)	155.88
1309	ICCM - Annl Sub	100.00
1310	Staff Pay Wk 4	5,759.84
1311	HMRC Period 1 Wk4 PAYE	1,743.09
1312	CP Gardening Svs - Inv03 St M/Spst Grass Cut	180.00
1313	KCS Educ - Inv1148 Stationary Files	42.32
1314	Datasharp - Inv167 Copier Reading 30/4/24	36.00
1315	MFG - Fuel DK10 Debit	39.02
1316	Screwfix - Inv857 Caretaker Equip Wellies	17.99
1317	SLCC Membership Subs (cost to be confirmed)	348.00
1318	KALC- Inv9199 Burial Law Management Crse	84.00
1319	4th Platform - Inv9987 ADSL Line Rental	162.07
	4th Platform - Inv9974 Desktop Complete/365	524.80
	4th Platform - Inv012 Skykick	17.82
	4th Platform - Inv005 Cloud Backup	36.00
	Total Cost of 4th Platform	740.69

Appendix C

Direct Debits

<i>RECIPIENT</i>	<i>FREQUENCY</i>
<i>Nest</i>	<i>Monthly</i>
<i>Edfenergy Cust Plc</i>	<i>Quarterly</i>
<i>Dvla-Da14bve</i>	<i>Yearly</i>
<i>Dvla-Ca65wys</i>	<i>Yearly</i>
<i>Dvla-Dk19apu</i>	<i>Yearly</i>
<i>Tfl Congestn Chrge</i>	<i>Unknown</i>
<i>Aviva Pension</i>	<i>Monthly</i>
<i>Castle Water Ltd</i>	<i>Half_Yearly</i>
<i>Castle Water Ltd</i>	<i>Monthly</i>
<i>Quartix Ltd</i>	<i>Quarterly</i>
<i>Scottish Water Bus</i>	<i>Quarterly</i>
<i>Peac Uk Ltd</i>	<i>Quarterly</i>
<i>Ico</i>	<i>Yearly</i>
<i>Totalenergies G&P</i>	<i>Quarterly</i>
<i>Totalenergies G&P</i>	<i>Monthly</i>
<i>Totalenergies G&P</i>	<i>Monthly</i>
<i>Totalenergies G&P</i>	<i>Monthly</i>
<i>Tonbridge And Mal</i>	<i>Monthly</i>
<i>Tonbridge And Mall</i>	<i>Monthly</i>
<i>Tonbridge And Mal</i>	<i>Monthly</i>
<i>Veolia Es Uk Ltd</i>	<i>Monthly</i>
<i>British Telecom</i>	<i>Monthly</i>

Regular Faster Payments

Appendix C cont/

RECIPIENTS

4th Platform Ltd
A&L Motors
Acad Mapping
Aig /Came & Co
Alfa Tail Lifts
All Brickwork & Gr
Amanda Thornton
Apogee
Bennix Plumbing
Blueskies
Borough Green Gara
Bracketts
Brookside
Castle Water
Commercial Service
Community Heartbea
Community Transpor
Craig Parton
Csg Global Educati
Datasharp I-Soluti
Direct Electrical
Down To Earth Tree
Drainage & Groundw
E.On
Ejp Fire Protectio
Elliott J Palmer
Elm Fencing
Evolution Skate Pa
Flash Mobile Weld
Gala Lights Ltd
Gel Creative
G Parton
H&E Tree Services
Hadlow Village Hal
Higham Roofing & C
Hmrc - Accounts Of
Iccm
James Menday
J Moss
Kalc
Kidman's Ltd
King & Sons Kent L
Knockout Print Ser

REFERENCE

Computer
Mechanical
Mapping Surveys
Insurance Broker
Minibus Lift Inspections
Ground Works
Accountant
Computers/Copier
Boilers/Plumbing
Internal Auditor
Minibus Mechanical
Land/Build Valuations
Xmas Tree V. Square
Water
Grounds Maintenance
Debrillators
Section 19 Permits
Grounds Maintenance
Stationery/Clean Prod
Copier
Peat Testing
Tree Works
Ground Works
Xmas Motif Electricity
Fire Alarms
Grounds Maintenance
Fencing
Skatepark Inspect/Repair
Welding Works
Xmas Lights
Website
Caretaker
Tree Works
Hyarts Electricity
Roofing
Paye
Cemetery Guidance
Peat Testing
Deputy Clerk
Council Advice
Open Spaces Equip Inspect
Skips
Signs & Noticeboards

Langcorn Electrica
 London Hearts
 Maitec Drainage
 Mason Carey Ltd
 Mazars Llp
 Melanie Stepkowski
 Quartix Ltd
 R G Media & It Ser
 R M Electrical
 Rialtas Business S
 Screwfix Direct Lt
 Silva Arboricultur
 Smb Records Manag
 Southern Asbestos
 Spy Alarms Ltd
 Tate & Tonbridge F
 Tonbridge & Mallin
 Travis Perkins
 Tv Licensing Autho
 Wellers Hedleys
 Wicksteed Leisure
 Zest Commercial Cl

Major Electrical Works
 Defibrillators
 Drainage
 Surveyor
 Annual Return Financial
 Clerk
 Minibus Tracker
 Cctv
 Electrical Works
 Accounts Software
 Account Card Maintenance
 Tree Inspections
 Paper Waste Console
 Asbestos Surveys
 Intruder Alarm
 Fencing
 Rates & Other
 Open Spaces Equip/Maint
 Tv License Hyarts
 Solicitor
 Playground Inspection
 Hall Cleaning

Appendix D)

Contracts/Agreement/Regular Contractors

4th Platform
 PEAC Solutions
 Data Sharp
 RBS Software (Rialtas)
 A Thornton Accounting
 Gel Creative
 ICO (Information Commissioners Office)
 Came & Company
 Gallagher
 R G Networks
 British Telecom
 Quartix - Real Time Vehicle Tracking
 EJP - Fire Alarm & Emergency Lighting
 Spy Alarms Ltd
 Miltons Plumbing & Heating
 Total Gas & Power
 EDF
 Landscape services
 C Parton Grounds Maintenance
 Wicksteed
 PHS (Personal Hygiene Services Ltd)
 Zest Commercial
 Veolia

Computer support
 Photocopier lease
 Copier support
 Financial Accounts Packages
 Accountant
 Website Admin

 Insurance Broker
 Insurances
 CCTV Maintenance
 Telephone & Internet
 Minibus Tracker
 Fire & Emergency Light Maint
 Intruder Alarms
 Boiler Maintenance & Plumbing
 Utilities Gas and Electric
 Lonewood Way Street Light
 Grounds Maintenance
 Grounds Maintenance
 Play Inspections
 Hygiene Services
 Hall Cleaning
 Waste