

HADLOW PARISH COUNCIL

Minutes of the Meeting of Hadlow Parish Council duly convened and held on
Monday 09 September 2024 at 7.30pm

Present: Cllrs N Collins (Chairman), O Baldock, E Bright, D Carey, M Harvey, J Newman,

Also in attendance: M Stepkowski (Clerk & Minute Taker), TMBC Cllr S Crisp & J Lark, Hadlow Park Residents Association Representatives, 1 member of the public was also in attendance.

4745 To receive apologies, reason, and approval of absences.

Approved Council absences: Cllr's J Massy, S O'Shea,

Other absences noted: KCC Cllr Hudson (other meeting)

4746 To receive Declarations of Interest

None.

4747 To resolve HPC Minutes of 10 June 2024 are a correct record

Resolved to approve the Minutes of 10 June 2024 as a correct record. Proposed Cllr Baldock, seconded Cllr Bright and carried unanimously.

4748 To receive an update on progress of resolutions from the last meeting held 10 June 2024

Minute 4741 a) Community Asset: Hadlow Library had been re-registered as Community Asset.

Minute 4741d) Hadlow Allotment Association: The Agreement between the Association and Council had now been completed.

4749 To resolve P&E Minutes of 13 August 2024 are a correct record

Resolved to approve the P&E Minutes of 13 August 2024 are a correct record. Proposed Cllr Baldock, seconded Cllr Harvey and carried unanimously.

4750 To receive oral reports from TMBC & KCC Councillors

Proposed Cycle Path: Cllr Crisp updated members on the recent meeting with KCC in which details of the cycle path phase 1 were discussed. Funding had been approved for the phase between Three Elm Petrol Station and Haywards Farm Shop.

Green Energy Meeting: to be held at Plaxtol Memorial Hall 9.30-1pm on Saturday 14th September. It was an opportunity for residents to put forward questions to experts.

National Planning Policy Framework: Cllr Lark reminded members that the NPPF consultation ended on 24 September 2024 and he urged residents to respond. The consultation seeks views on government proposed approach to revising the National Planning Policy Framework in order to achieve sustainable growth in the planning system. They are also seeking views on a series of wider policy proposals in relation to increasing planning fees, local plan intervention criteria and appropriate thresholds for certain Nationally Significant Infrastructure Projects.

Trial of ANPR (Automatic Number Plate Recognition): This will be trialed in two of the Council's car parks (Haysden Country Park, Tonbridge and Western Road, Borough Green car parks subject to assessment) to protect revenue and better manage the car park. The trial will run for twelve months from installation of the necessary equipment.

It was made apparent that the trial currently did not include a registration scheme for Blue Badge holders' exemption. Parish Councillors expressed their concerns over this matter.

Extended hours of Parking Charges Tonbridge: In relation to the new parking charges within Tonbridge Cllr Newman asked Cllr Lark to raise the subject of how the new charges were affecting those within the voluntary sector and parents collecting children from social clubs; could the Borough confirm whether a review of how the increased charges were affecting social events and shops was to be held. Cllr Lark would pass on the enquiry to appropriate Officers at TMBC.

4751 To receive report from Police & Community Warden

No reports.

4752 To Receive Clerk & Chairman's report

Harvest Celebrations, Sunday 6th October 2024. Noted.

4753 Public Time & Parish Matters

Scout Hut and Land: Cllr Harvey as Scouts Treasurer confirmed that a grant had been received to remove the existing shrubbery and fence alongside School Lane. A like for like replacement of fence (2.4m) would be installed and new vegetation planted in due course. Whilst works were carried out Heras Fencing would be installed for security and safety of the public. School Lane would remain open to the public during the works.

Golden Green Triangle Signpost: Cllr Newman reported that despite KCC Cllr Hudson supporting the replacement of the sign some time ago no action had been taken to date. The Clerk asked to make enquiries.

Housing Permission corner Court Lane (the old public toilets) – Building Update: The area had been fenced off but no other development to date and no updates on the matter received.

Bench at Bus Stop by Park Villas: The current location of the bench is hidden from the bus stop and bus drivers are not able to see waiting passengers and pass on by. The seat also needs repairs. The Clerk confirmed that a resident had reported this to KCC, but she would investigate further.

TMBC Local Plan: As the draft plan had not been adopted before the change of government in May 2024 a further new plan would need to be drafted once the revised national legislation was in force.

4754 Correspondence

Millenium Stones: A resident had written to Council providing information about the Millenium Project and enquiring as to whether Council would consider completion on the stone installations that were not completed whilst the project was active.

“The Millennium Project which was aimed at installing granite boundary stones at the six points where two adjacent parishes meet at our parish boundary. Unfortunately, the project was never finalized. Despite the fact that the stones were delivered to the parish, only one was actually installed, two were deposited in the general area of their proposed final destination, one was installed but was knocked into a ditch, presumably by a farm vehicle, and the remaining two were stored.....”

Councillor’s requested the matter be addressed by the Planning & Environment Committee.

4755 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 from June to September 2024. 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 Bright and carried unanimously.

c) To consider Year End Accounts, AGAR Report and Earmark Reserves

Members acknowledged and approved the **AGAR** report for the year end accounts 2023-24 in which it confirmed that Sections 1 and 2 of the Annual Governance and Accountability Return was in accordance with Proper Practices. The minor scope for improvement noted that The Practitioners’ Guide (March 2024), points 5.210 and 5.211 respectively state that “All Parish, Town and Community Councils are eligible to use, and are advised to use, a.gov.uk domain name.

To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official business.

If the Council has not created a generic email address by 31 March 2025, then this could result in either a qualification or other matter on the 2024/25 AGAR.”

Clerk to investigate costs for .gov.uk email accounts and website domains.

Earmark Reserves – to be discussed at October F&GP and HPC.

(2) Planning & Environment Committee (P&E)

(a) Planning Applications

- **24/00821/PA** - Retrospective Application for Levelling Of The Site: Dairy Farm, Common Road, Hadlow, TN11 0JE

HPC noted and raised concerns over the removal of trees to date and any continuation of such removal.

- **24/01317/PA** - Proposed 2 Bay Car Port with Store: Lynwood, Maidstone Road, Hadlow, TN11 0HR

HPC no objection.

- **24/01349/PA -S73** Application For Variation Of Condition 2 Of Listed Building Consent TM/23/02017/LB To Add An Additional Bathroom Within The Loft. Appledale Cottage, Maidstone Road, Hadlow, TN11 0JH
HPC No objection.
- **24/01347/PA -** Application For Variation Of Condition 2 Of Planning Permission TM/23/02016/FL To Add An Additional Bathroom Within The Loft: Appledale Cottage, Maidstone Road, Hadlow, TN11 0JH
HPC No objection.

4756 To receive reports from representatives of external committees and pass such resolutions thereon as may be necessary.

- KALC – Cllr Bright reported on the meeting which was held in July; Minutes available at the Parish Office. Next meeting 26 September (AGM).
- TMBC Parish Partnership Panel – Minutes available on the TMBC website. Cllr Bright confirmed a list of S106 payments as of January 2024 was presented. The next meeting was in November.
- TMBC Joint Transportation Board – Meeting due next Monday.
- TMBC Standards Committee – No meeting convened.

4757 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).

Motion not required.

There being no further business the meeting closed at 8.20pm.

Date of next meeting: Monday 14 October 2024, 7.30pm at Old School Hall

Signed

Date

Appendix a

Payments HPC Approved for part of June, July, August and September

1343	Timpson - Cricket Club Key for office holding - Debit Cd	19.00
1344	CP Gardening Svs - Inv2024-05 St Mary Signpost Grass Cutting	360.00
1345	Screwfix - Inv838 Floodlight to replace vandalised one Ballcourt	139.98
1346	Auditing Solutions - Inv8495 Year End Audit 2023-24	600.00
1347	Weller Hedleys - Inv215 Allotment Assoc - Agreement Garage	1,440.00
1348	Hadlow Village Hall - Inv10/6/24 Gas and Water from 03/2023-10/6/2024	1,125.30
1349	B&M - Cleaning Materials Debit Card	58.13
1350	Incorrect numbering 1161 Staff Pay Wk12	5680.56
1351	Incorrect numbering 1160 HMRC	1763.91
1352	Incorrect numbering 1159 S E Car Keys Inv9825	216.00
1353	Peregrine MFG - Fuel CA65 Minibus- Debit Card	54.97
1354	Peregrine MFG - Fuel DK19 Minibus- Debit Card	55.75
1355	Amazon - Inv32281 Self Adhesive Labels	18.14
1356	S Hari - Refund Booking Cancellation HOS Inv542	102.00
1357	Down To Earth - Inv948 St Marys Tree Works	756.00
1358	Zest - Inv6261 Hall Cleaning	742.56
1359	Data Sharp - Inv856 Copier Readings 03/06to28/06/24	36.00
1360	R M Electrical - Inv6072 LED light replacement vandalism ballpark	160.00
1361	KCS Education CSG Global Inv 1249 Calendar Diary 2025	12.98
1362	A Thornton - Accountant Week 56 2023-24 & Wk4-12 2024/25	294.00
1363	Southern Asbestos - Invs 160&142 Asbestos Sur HOS, MC,HYA, Cricket	1308.00
1364	SP Mol Tools - Inv6188 3 Blade Brush Cutter Attachment	93.94
1365	Lloyds Bank Charges - Inv643 10/5 to 9/6	9.65
1366	Inv8820 - Dart Charge Auto Top Up	10.00
1367	MFG Three Elm Petrol Station - CA65 Minibus Fuel	62.86
1368	MFG Three Elm Petrol Station - DK19 Minibus Fuel	79.89
1369	Staff Wages Wk16	5739.63
1370	HMRC Wk16	1785.40
1371	Adobe Annual Subscription	238.75
1372	HMRC 2023/24 NI Employers Clerk reconciliation underpayment	132.48
1373	S Vanns - DK19 Minibus Fuel refund (invoiced under group mileage)	70.18
1374	Screwfix - Inv5758 Wheelbarrow & Gardening Gloves	76.47
1375	AJGIBL Gallagher - Minibus Insurance Invs 535751654&1183	2081.27
1376	Dart Charge - Inv820 Top UP	10.00
1377	MFG - Equipment Fuel 29/7 Debit Card	15.61

1378	Landall - Inv155 Copier Usage	39.60
1379	CP Gardening - Inv06 St Marys & Signpost Grass Cut July	480.00
1380	Zest Commercial Cleaning - Inv6297	901.92
1381	Miltons Plumbing - Inv3397 GG, 3398 HOS: Boiler Servicing (refund £90)	270.00
	Refund Received in Bank 29/8/2024	-90.00
1382	Borough Green Garage - Inv352 MOT CA65 Minibus	59.00
1383	King & Sons Kent Ltd - Inv6127 Skip Cemetery	340.00
1384	CVM World - Proforma new bus Deposit 1	27527.00
1385	Halfords - AdBlue Minibus DK19	20.00
1386	Lloyds - Bank Svs Chgs Inv110 June to July	11.75
1387/	Nest - Staff Pensions	177.48
1388	Staff Wages - Wk 20	5752.61
1389	HMRC - PAYE Wk20	1774.68
1390	West Kent Mediation - Donation HPC approved Minute 4742d)	50.00
1391	KALC - INv529& 7779 Playgnd Insp Crse (caretaker)/Clks Conf.	252.00
1392	4th Platform - Computer Package /Skykick etc Invs300/293/272/260	780.88
1393	Borough Green Garage - Inv761&740 Minibus 10 Wk Safety checks	228.00
1394	Flash Mobile - Inv758 St Marys' Make Safe Gate Pillars	240.00
1395	Miltons Plumbing - Inv3478 Hy-Arts Boiler repairs	163.72
1396	Air Ambulance Donation - HPC Minute 4742 d)	50.00
1397	AV Statutory Inspections - Inv284 LOLER Minibuses	210.00
1398	Falon Nameplates - Inv668 Cemetery Plaques (contra sales inv535)	218.40
1399	Down To Earth - Inv2082 Cherry Tree HOS Carpark	420.00
1400	Mazars - Inv905 External Audit 23/24	756.00
1401	Gel Creative - Inv936 Website Admin June-Aug	400.00
1402	A&L Motors - Inv693&686 CA65 Break Pads, DK19 Service	344.88
1403	Amazon - Inv868 Cheng du Xin - Faucet Allotments Db Cd	7.69
1404	Peregrine MFG - CA65 Fuel	44.90
1405	Peregrine MFG - DK19 Fuel	52.46
1406	Peregrine MFG - Truck Fuel	89.15
1407	4th Platform - Inv375 Domain Hosting Net	137.31
1408	CP Gardening - Inv2024-07 Aug St Mary's & Signpost Aug Grass Cutting	240.00
1409	4 th Platform – Inv375 Domain VAT amount	27.46