

HADLOW PARISH COUNCIL

Councillors: You are hereby summoned to attend the meeting of the Annual Parish Council Meeting on 12 May as detailed below:

Public Notice: I hereby give notice of the Annual Meeting of

Hadlow Parish Council

On Monday 12 May 2025 at 7.30pm

to which the public are welcome to join

*To register attendance for the meeting please contact the Clerk
via email or phone*

clerk@hadlowpc.co.uk or 01732 851878

(Members are reminded to make any declarations of interests prior to the appropriate agenda item)

AGENDA:

1. **Welcome** & introductions from the retiring Chairman
2. **Election of Chair** (*to sign Declaration of Acceptance of Office*) & **Vice Chair**
3. **To welcome** and receive Councillors Declarations of Acceptance of Office
4. **Apologies:** Council to approve apologies & reasons for absence
5. **To receive** declarations of interests
6. **To resolve** the Minutes of the Annual Parish Meeting held on 10th March 2025 as a correct record
7. **To resolve** that the Minutes of the Parish Council Meeting held 14 April 2025 are a correct record
8. **To receive** an update on progress of resolutions from the last full Council meeting
9. **To approve** Minutes of Planning & Environment Committee Meeting held 22 April 2025 are a correct record
10. **To receive** reports from TMBC & KCC Councillors
11. **To receive** report from PCSO & Community Warden
12. **Public Time & Parish Matters**
13. **To review** the terms of reference and appointment of members to existing committees including election of chairpersons.
14. **To review** appointment of the Council's representation within outside bodies:
 - Kent Association of Local Councils (KALC); TMBC Parish Partnership Panel (PPP)
 - TMBC Transportation Board; TMBC Joint Standards Committee
 - Golden Green Mission Hall
15. **To note** schedule of dates for May 2025 until April 2026 (as approved HPC 13/01/2025)
16. **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)
- 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.
- c) **To approve** Asset Register as set out in Box 9 of the AGAR for 2024/25 in line with Council policy to use insurance value for land and buildings (9% index) and acquisition cost where possible for all other assets. Noting that the 2024/25 land and buildings value will be proxy moving forward for the purposes of AGAR.(resolved hpc 14/4/25)
- d) **To note** arrangements are in place for all insurable risks
- e) **To approve** payments to date via cheque/faster payment
- f) **To approve** April Accounts (including bank reconciliation, income & expenditure, cost centre report, trial balance)
- g) **To approve** Direct Debits/Regular Faster Payment for 2025/26
- h) **To approve** updated Contracts List
- i) **To note** the period for the exercise of public rights
- j) **To note** Council no longer meets the criteria for **General Power of Competence**.
- k) **To approve** the appointment of Internal Auditor for 2025/26: Mr M Platten of April Skies Accounting

(2) Planning & Environment Committee

- a) **To resolve** comments for the following Planning Applications:
 - **TM/ 25/00635/PA** - Upward extension and remodelling of existing dwelling. Hofn, Dene Park, Shipbourne Road, Hadlow, Tonbridge, TN11 9NS
 - **25/00684/PA**, 1 Easterfield Cottage, Golden Green. TN110BA (considered for expediency at P&E 22/4/25) No objection.
 - **TM/25/00703/PA** – Single storey ground floor rear extension with rooflight and associated internal and external works. 27 The Cherry Orchard, Hadlow, TN11 0HU
 - **TM/25/00715** – Front porch extension and two storey side extension with hipped roof.1 Great Elms, Hadlow, TN11 0HS
 - **TM/25/00761/PA** – Details of the affordable housing scheme pursuant to the S106 Agreement of Appeal Decision APP/H2265/W/24/3346228 for the erection of 57 residential dwellings (Use Class C3) including affordable housing provision, a new children’s day nursery and pre-school (Use Class E) alongside hard and soft landscaping including access, car parking, public open space, SUDs and associated infrastructure. Land formerly west part of Court Lane Nurseries, Court Lane, Hadlow
- b) **To consider purchase of replacement shipping container as method of storage at Williams Field**

17. 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).

(3) Staffing Committee

To recommend to Council approving engagement of Worknest in relation to advice guidance and acting as responsible officer for HR & Health & Safety Matters

Date of next meeting 9 June at 7.30pm Old School Hall

M Stepkowski – Parish Clerk: 7/05/2025

NB *(Please see the Clerk for the protocol on recording & filming meetings before commencement)*

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*
- *Minibus Policy*