

HADLOW PARISH COUNCIL

Councillors: You are hereby summoned to attend a Full Council Meeting (AGM)

On Monday 11 May 2026 at Old School Hall

Councillors please attend at 7pm to interview prospective co-opted Councillor

Public Notes: There will be a meeting of the Parish Council (AGM)

On Monday 11 May 2026 at 7.30pm Old School Hall

Contact the Clerk if you wish to attend or require further information

clerk@hadlowpc.co.uk or telephone 01732 851878

AGENDA

Supporting Papers will under a separate file and available to the public

1. Welcome and Introduction from the Retiring Chair

2. Election of Chair

Signing of the Declaration of Acceptance of Office

3. Election of Vice Chair

4. Apologies & reasons for absence.

Council to approve apologies and reasons for absence

5. Declarations of interest

6. Approval of Minutes

Minutes of the Council Meeting held on 13 April 2026 (Appendix A)

7. Matters arising and Updates on Previous Resolutions from the meeting 13 April 2026

8. Committee Minutes for Approval

P&E (Planning & Environment Committee) Meeting of 21/04/2026 was cancelled due to meeting being inquorate

F&GP Meeting of 05/05/2026 as a correct record (Appendix B)

9. Reports

Reports from Kent County Council and Tonbridge and Malling Borough Council Councillors.
Report from PCSO and Community Warden.

10. Public Time and Parish Matters

11. Correspondence

Governance and Annual Requirements

12. Review of Committee Structure

Terms of reference. Appointment of members. Election of committee chairpersons.
(Appendix C)

13. Review of Representation on Outside Bodies

Kent Association of Local Councils; TMBC Parish Partnership Panel; TMBC Transportation Board; TMBC Joint Standards Committee; Golden Green Mission Hall.

14. Schedule of Council Meeting Dates

To note approved by Council Minute 4977 HPC 09/02/2026.

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

16. Finance & General Purposes Committee

Annual Governance and Accountability

17. Approval of Policies, Plans and Risk Assessments (Appendix D)

18. Confirmation of Adequate Internal Controls

Including fraud and corruption prevention measures and review of effectiveness as part of our policy review.

19. Approval of Asset Register

As set out in Box 9 of the AGAR for 2025/26. Insurance value for land and buildings using the 24/25 Proxy figure (as agreed by Council 14/4/25) for AGAR purposes. Acquisition cost for all other assets.

20. Review of Reserves and Earmarked Reserves for 2026/27

Council to consider the level of General Reserves and Earmarked Reserves in line with the Reserves Policy, and to approve:

The adequacy of General Reserves for 2026/27. The creation, continuation or adjustment of Earmarked Reserves. The allocation of funds to specific projects or statutory obligations for 2026/27

21. Insurance Arrangements

To note that all insurable risks are covered.

22. Financial Approvals

Payments to date; April accounts including bank reconciliation, income and expenditure, cost centre report and trial balance; Direct Debits and regular payments for 2026/27; Updated contracts list. (Appendix E)

23. Review of Legal Agreements and arrangements with other local authorities, not-for-profit bodies and businesses

24. AGAR 2025/26 – Completion and Approval

Council to review and approve each section of the Annual Governance & Accountability Return (AGAR) for 2025/26: (Appendix F)

25. To Note the Internal Audit Report (AGAR Page 3)

Council to receive and note the completed Internal Auditor's Report for 2025/26.

26. Section 1 – Annual Governance Statement 2025/26

Council to consider and approve each assertion (1–10), confirming that the system of internal control has been maintained throughout the financial year.

27. Section 2 – Accounting Statements 2025/26

Council to approve the Accounting Statements as prepared and signed by the Responsible Financial Officer on 5/5/2026 and to authorise the Chair to sign Section 2 on behalf of the Council.

28. To Approve Publication Requirements

Council to confirm that all AGAR documents will be published in accordance with the Accounts & Audit Regulations 2015 and the Transparency Code.

29. Period for the Exercise of Public Rights

To note statutory inspection period for accounts.

30. General Power of Competence

To note that the Council no longer meets the criteria.

31. Appointment of Internal Auditor 2026/27

Mr M Platten, April Skies Accounting.

P&E Committee – Cllr Baldock

a) Planning Applications for consideration:

- TM/26/00471/FL - Weathered And Worn High Street Hadlow Tonbridge Kent TN11 0EF. Construction of external staircase with associated balustrading. Removal of internal staircase. Replacement windows and doors
- TM/26/00702/NMA - 24 The Freehold Hadlow Tonbridge Kent TN11 0ES. Non-Material Amendment to planning permission 25/01322/FL to change the proposed extension brickwork to a painted smooth render finish to match the existing house.
- TM/26/00581/FL - Rosewood, High Street, Hadlow, TN11 0EF. Demolition of existing extensions and a garage and construction of two-storey rear extension
- TM/26/00753/TNCA – St Marys Church, Church Street, Hadlow, TN11 0DB. 1 x Lime Tree Fell.
- TM/26/00799/TNCA - Stable Cottage 4 North Frith Park Hadlow Tonbridge Kent TN11 9QW. 1x Lime - prune regrowth back to previous pollard points as part of cyclical

Date of next meeting Monday 8 June 2026 starting at 7.30pm

M Stepkowski – Parish Clerk

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