

HADLOW PARISH COUNCIL

Minutes of the Meeting of Hadlow Parish Council duly convened and held on Monday 11 May 2026 at 7.30pm

Committee Members Present: Councillors N Collins (Chairperson), E Bright, T Burrows, M Harvey, J Newman, C Vernon

Also in Attendance: M Stepkowski (Parish Clerk & Minute Taker), KCC Cllr Hudson, TMBC Cllr Lark, Hadlow Park Residents Association representative, R & K King & colleague (Hadlow College representatives) & 2 members of the public

5012 Welcome & introductions from the retiring Chair of Council

Cllr Collins welcomed Cllr Charles Vernon to Council as co-opted Councillor. It was acknowledged that Cllr Vernon had read and signed Acceptance of Office.

5013 Election of Chair

Resolved to elect Cllr N Collins as Chair of Council. Proposed Cllr Bright, seconded Cllr Newman and carried unanimously.

The Chair read and signed the Declaration of Acceptance of Office

5014 Election of Vice Chair

Resolved to elect Cllr Harvey as Vice Chair of Council. Proposed Cllr Bright, seconded Cllr Collins and carried unanimously.

5015 Apologies & reasons for absence

Approved Council absences: Cllr's Baldock, Carey & J Massy. Proposed Cllr Collins, seconded Cllr Bright and carried unanimously.

Other absences noted: TMBC Cllr Crisp

5016 Declarations of interests

Cllr Harvey declared an interest in matters related to St Mary's Church as a member of the PCC

5017 Approval of Minutes

Minutes of Council Meeting held on 13 April 2026.

Resolved to approve Minutes of 13 April 2026 as a correct record. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

5018 Matters arising and Updates on Previous Resolutions from the meeting 13April

5007 Chairs Report

Gas Works – Three Elm Lane: completed but the hedge adjoining the playground has been damaged and the Clerk asked to look at the works required to tidy the hedge and request works be completed by the Gas company if necessary.

Clerks Report - Current projects:

Assertion10: . Gov emails are ready for installation in next few weeks. The new website design and uploading of data is ongoing (engaged Aubergine for works)

Medical Centre Windows – installation planned for weekend of Saturday 9 May with Spy Alarms assisting with intruder alarm sensors

Armco Barriers – still awaiting financial contribution decision from KCC

Cemetery Extension – snagging completed and grass seed area has received a second layer of seed. Needs to be watered if the weather remains dry. Burial Software project still in investigation stage as struggling to find a mapping company and burial software that are compatible for Council requirements. Original acceptance of Rialtas Burial Software was cancelled at no cost.

St Mary's Churchyard – still to progress gate piers. 1 Lime Tree removed due to damage to wall and further works to be planned on wall repairs. A second Lime tree is scheduled for urgent removal as it has been found to be unstable. The PCC are working in partnership with the Council on all churchyard matters.

Shutters – Hy Arts: Serviced but issues have remained with the kitchen shutter and Clerk has held back payment to the contractor until matter resolved. Linking kitchen shutters to fire systems has been investigated by parish staff but to date no further progress has been made as neither the shutter supplier or Council fire alarm contractor can link the two systems. Staff continue to source appropriate contractor for works.

Highways Plan and S106 Plan still to be finalised.

5008 S106 meeting still to be confirmed.

5019 Committee Minutes for Approval

- P&E (Planning & Environment Committee) meeting cancelled as meeting not quorate.
- To approve the Minutes of the F&GP (Finance & General Purposes Committee Meeting of 05/05/2026 as a correct record.

Resolved to approve Minutes of F&GP Committee on 05/05/2026 as a correct record. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

5020 Reports

Reports from Kent County Council & Tonbridge & Malling Borough Councillors.

TMBC Cllr Lark confirmed that the Borough Council Annual General Meeting was on Tuesday 12 May and it was proposed to elect Cllr Tanner as the new Mayor and Cllr Hudson as Deputy Mayor.

Local Plan: there had been a meeting to review in detail documents to date with the Regulation 19 Consultation hoped to be available in Autumn.

TMBC Parking Plan: notices had been issued within Hadlow Parish providing details of proposed plan although it was noted the Parish Council had not been notified ahead of time. Cllr Lark to feedback on this matter.

Dandara – Court Lane development: This continued to be monitored by TMBC Planning Enforcement Team

Recent Large Planning Applications – Hadlow: Cllr Lark confirmed that all large developments had been “called in” to Planning Committee but no meeting to date had been set.

Cllr Lark was excused by the Chair to attend other Parish meetings)

(KCC Cllr Hudson was invited to join the meeting after parish matters as a late comer due to attendance at other parish meetings.)

KCC Cllr Hudson reported that the county Council Constitution was to be reviewed and debated.

She reminded members of changes to the planning procedures and changed to applications that could be “called in to committee”, previously noted at HPC meetings.

Highways Improvement Plan (HIP): Cllr Hudson had supported residents of Golden Green’s request for 30mph roundels and Gateways at four points of the Hamlet. The Parish Council would add these to the HIP Plan. The Clerk confirmed that the draft plan would be reviewed and hopefully submitted by end of June.

In response to a question over Devolution; elections for a Unitary standard was scheduled for May 2027.

5021 Public Time & Parish Matters

Hadlow College representatives introduced themselves and reported that the College wished it students to be more integrated within the local community which was welcomed by the Council. They had recently attended the Senior Pop In Group weekly gathering at the Old School Hall and assisted with the Bingo. It was reported that the Seniors enjoyed the student’s company and fun was had by all.

S106: Mrs Anderson asked the Clerk if the Village Hall could be included in the KCC Infrastructure Plan (S106 Plan) and if so, would quotes for capital improvements works be required. The Clerk confirmed that the Village Hall had been included in the Plan and that quotes and further details were required ahead of the Plans submission at end of June.

Trees between Dandara site (Court Lane) & Access Trail; Cllr Harvey had been asked by a resident to see if the trees had TPO's on them. The clerk confirmed that there were no known TPO's on these trees.

SGN Works – damage to hedge at Signpost Field Recreation Ground caused by the contractors who were using the land adjacent to store equipment was noted and the Caretaker would assess the damage and if necessary, a letter to be sent to SGN requesting the area made good.

Court Lane Drains – Mrs Cox reported that there were several that remained blocked and believed Dandara site was the cause of the issue. The Clerk to investigate.

5022 Correspondence – not addressed.

Governance and Annual Requirements

5023 Review of Committee Structure (Appendix C as on the agenda)

Terms of Reference, Appointment of members. Election of committee chairpersons.

Resolved to approve Terms of Reference for F&GP, P&E & Staffing committee. Proposed Cllr Harvey seconded Cllr Collins and carried unanimously.

Appointed members to F&GP: Cllrs Harvey, Burrows, Bright, Carey, Collins, Vernon.

Resolved to appoint Cllr Harvey as Chair of F&GP Committee. Proposed Cllr Burrows, seconded Cllr Collins and carried unanimously.

Appointed members to P&E: Cllrs Baldock, Burrows, Carey, Bright, Carey, Collins, Harvey, Massy, Newman, Vernon.

Resolved to appoint Cllr Baldock as Chair of P&E Committee. Proposed Cllr Newman, seconded Cllr Bright and carried unanimously.

Appointed members to Staffing committee: Cllr Collins, Cllr Harvey & Cllr Newman. Proposed Cllr Bright, seconded Cllr Burrows and carried unanimously.

5024 Review of Representation on Outside Bodies

Kent Association of Local Councils (KALC), TMBC Parish Partnership Panel (PPP), TMBC Transportation Board, TMBC Joint Standards Committee, Golden Green Mission Hall

Appointed Councillors to outside bodies were:

KALC – Cllr Bright, Cllr Collins

PPP – Cllr Bright & Newman

TMBC Transportation Board – Cllr Baldock

TMBC Joint Standards Committee – Cllr Baldock

5025 Schedule of Council Meeting Dates

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

Noted.

5026 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary

Finance & General Purposes Committee

Annual Governance and Accountability

5027 Approval of Policies, Plans and Risk Assessments (Appendix D as on the agenda)

Resolved to approve Policies, Plans and Risk Assessments as listed in **Appendix D**. Proposed Cllr Collins, seconded Cllr Bright and carried unanimously.

The Emergency Plan to be updated over the summer.

5028 Confirmation of Adequate Internal Controls

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

Resolved to approve The Statement of Internal Control Policy. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

5029 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.

Resolved to approve the Asset Register total of £2,482,384 as set out in Box 9 of the AGAR including land, buildings and other assets. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

5030 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: 4.5 months of working balance.
- The creation, continuation or adjustment of Earmarked Reserves
- The allocation of funds to specific projects or statutory obligations for 2026/27

EMR Existing	25/26 Yr End Bal	Proposed 26/27
Cemetery	£4,123.00	£20,000.00
Community Projects	£1,000.00	£1,000.00
HOS Hall Refurbishment	£2,055.00	£20,000.00
Trees	£3,278.00	£4,000.00
Hy-Arts Refurbishment	£10,000.00	£20,000.00
May Vault	£3,000.00	£3,000.00
Open Spaces	£0.00	£12,000.00
Minibuses Stat Reserve	£20,855	
New Proposed EMR's below		
St Marys Churchyard	£0.00	£15,000.00
Christmas Lights	£0.00	£1,500.00
Vehicles	£0.00	£8,000.00
Computer/IT/CCTV Equip	£0.00	£1,500.00
Software/Surveys/Insp	£0.00	£10,000.00
Elections	£0.00	£2,000.00
TOTAL EMR's 26/27		£118,000.00

General Working Reserve **£95,963.00**

Resolved to set the General Reserves and Earmarked Reserves as set out above. Proposed Cllr Newman, seconded Cllr Burrow and carried unanimously.

5031 Insurance Arrangements

To note that all insurable risks are covered.

Noted that insurable risks are covered.

5032 Financial Approvals

- Payments to date. (Appendix E as on the agenda)

Resolved to approve the payments to date FP 1936 April to 1978 May. Proposed Cllr Harvey, seconded Cllr Newman and carried unanimously.

- April accounts including bank reconciliation, income & expenditure, cost centre report and trial balance.

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

- Direct Debits and Regular payments for 2026/27

Resolved to approve the Direct Debits and Regular payments for 2026/27 Proposed Cllr Harvey, seconded Cllr Newman and carried unanimously.
(note the agenda incorrectly stated 2025/26)

- Updated Contracts List 2026/27

Resolved to approve the updated Contracts List for 2026/27. Proposed Cllr Harvey, seconded Cllr Burrows and carried unanimously.

5033 Review of Legal Agreements and arrangements with other local authorities, not for profit bodies and businesses.

Reviewed and noted Legal Agreements and arrangements with other local authorities, not for profit bodies and businesses.

5034 AGAR 2025/26 – Completion and Approval

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

5035 To note the Internal Audit Report (AGAR page 3)

The Internal Auditor had presented the Audit Report for 2025/26 and completed page 3 of 6 of the AGAR 2025/26.

5036 Section 1 – Annual Governance Statement 2025/26

Council to consider and approve each Assertion 1-10 individually, confirming that the system of internal control has been maintained throughout the financial year.

Resolved to approve Section 1 Annual Governance Statement 2025/26. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

It was noted that Assertion 10 of the Annual Governance Statement “Council to put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review” was marked as “no” as Council were not fully compliant as at 31/03/2026. However, an action plan was in place to comply with Assertion 10 as of 2026; New website, .gov emails and IT Policy. The Clerk would submit the action plan as supplemental to the AGAR return.

5037 Section 2 – Accounting Statements 2025/26

Council to approve the Accounting Statements as prepared and signed by the Responsible Finance Officer (Clerk) on 05/05/2026 and to authorise the Chair to sign Section 2 on behalf of the Council

Resolved to approve the Accounting Statements as prepared and signed by the Responsible Finance Officer on 05/05/2026 and to authorise the Chair to sign Section 2 on behalf of the Council. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

5038 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.

Resolve to publish all AGAR documents in accordance with the Accounts & Audit Regulations 2015 and the Transparency Code. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

5039 Period for the Exercise of Public Rights

To note statutory inspection period for accounts. (This inspection period must be 30 working days in total and commence no later than 1 July 2026)

Noted that the statutory inspection period for accounts has been set for Wednesday 03 June 2026 to Tuesday 14 July 2026.

5040 General Power of Competence

To note that Council no longer meets the criteria. Noted

5041 Appointment of Internal Auditor 2026/27

Resolved to appoint Mr M Platten – April Skies Accounting as Councils Internal Auditor for 2026/27. Proposed Cllr Harvey, seconded Cllr Newman and carried unanimously.

5042 P&E (Planning & Environment Committee) – Cllr Baldock to report

a) To resolve comments for the following planning applications:

- **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.
HPC No objection but note this is a Listed Building
- **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.
HPC No objection
- **TM/26/00581/FL** - Rosewood, High Street, Hadlow, TN11 0EF. Demolition of existing extensions and a garage and construction of two-storey rear extension
HPC No objection
- **TM/26/00753/TNCA** – St Marys Church, Church Street, Hadlow, TN11 0DB. 1 x Lime Tree Fell.
HPC No objection

- **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.
HPC No objection

There being no further business the meeting closed at 20.40

Date of next meeting: Monday 8 June 2026, 7.30pm at Old School Hall

Signed

Date

Appendix C - Committee Terms of Reference 2026/27

Finance & General Purposes Committee

Chair: Cllr Harvey, Members: Cllrs Collins, Bright, Carey, Burrows, Vernon.

Meetings: Minimum of two meetings a year to be held in May and October

Agenda Items:

October

Review budget and precept for next financial year

Review rents, fees, contracts, leases, other agreements

Review chairman's expenses allowance

Consider recommendation from staffing committee with regards to staff pay

Special projects/reserves

May

Review and approve draft Annual Accounts for preceding year and Annual Return (AGAR)

Review risk assessments

Review insurance policies and fixed assets register

Review internal & external Audit reports

Review all aspects of financial control

Planning & Environment Committee

Chair: Cllr Baldock, Members: Cllrs' Bright, Burrows, Carey, Collins, Harvey, Massy, Newman, Vernon

Meetings: Tuesdays – one meeting each month except April & December (Planning Applications also included as part of HPC agendas).

Agenda Items:

- Delegated authority to take decisions on behalf of Council in respect of local planning applications, subject to the Council's Policy Statement in respect of the Metropolitan Green Belt.
- To advise and make recommendations to the Parish Council on environmental matters, including highways, public footpaths, shrubs & borders, street furniture and waste management.

Staffing Committee

Chair: Cllr Harvey, Members: Cllrs Collins & Newman

Meetings:

- As required with a minimum of one per year to be held in September.
- Meetings to be only for members of the committee and Parish Clerk.
- Other staff to attend by invitation only.
- Exclusion of other Council members, press and public due to confidentiality of matters relating to employees.

Appendix D Policies and Procedures

- Standing Orders & Finance Regulations
- Code of Conduct
- Investment Strategy
- Statement of Internal Control
- Reserves Policy
- Asset Register & Policy
- Expenses Policy – no policy currently
- 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 – no policy currently
- Recruitment & Selection Policy
- Volunteer Scheme
- Media Policy
- CCTV Policy
- Data Protection Policy (GDPR & ICO)/Privacy Notice
- Information Technology (IT) Policy
- Publication Scheme
- Tree Policy
- Voluntary Work Assessments
- Minibus Policy

Appendix E

Faster Payments To Date List 1936 (April) to 1973 (May)

Faster Payment regular recipients – Provided to members

Criteria:

Vehicles: Repairs, Maintenance, Purchase

Assets Purchase/Equipment

General Repairs, Maintenance, Decorating, Welding

Donations agreed as part of budget

Ground Works

Financial: Insurance, Accountant – Payroll, Internal & External Audit, VAT Advice

Surveys & H&S Testing

Electrical & Plumbing

Open Spaces Equipment/Xmas Tree

Office Equipment & Stationery

Cleaning

Cemetery – Grave Digger/Grnds/Masonry

Staff & Professional Services

Direct Debits List

TOTALENERGIES	HOS Gas	Monthly
TOTALENERGIES	HOS Electricity	Monthly
TOTALENERGIES	Hy-Arts Electricity	Monthly
TOTALENERGIES	Ballcourt Electricity	Monthly
NEST	D Clerk & Caretaker Cncl Pension	Monthly
EDFENERGY CUST PLC	Xmas Lights - Street Columns	Quarterly
DVLA-DA14BVE	Truck Tax	
DVLA-DK19APU	Minibus Tax	
DVLA-HV24BPK	Minibus Tax	
AVIVA PENSION	Clerks Pension	Monthly
TALKMOBILE	Caretaker Work Mobile	Monthly
BT GROUP PLC	This will be cancelled for 2026/27	Monthly
CASTLE WATER LTD	Allotments Water	Half early
CASTLE WATER LTD	Cemetery Water	Monthly
QUARTIX LTD	Minibus Tracker	Quarterly
SCOTTISH WATER BUS	HOS Water	Quarterly
PEAC UK LTD	Photocopier Lease	Quarterly
INFORMATION COMMIS	ICO	
TONBRIDGE AND MAL	Hy-Arts Rates	Monthly
TONBRIDGE AND MAL	Cemetery Rates	Monthly
VEOLIA ES UK LTD	HOS Waste Eurobin	Monthly