

HADLOW PARISH COUNCIL

*Councillors: You are hereby summoned to attend a Full Council Meeting
On Monday 13 July 2026 at Old School Hall*

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

On Monday 13 July 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

1. **Apologies & reasons for absence.**
2. **To receive** declarations of interest.
3. **To resolve** HPC Minutes of the meeting held on 8 June 2026 are a correct record
4. **To receive** an update on progress of resolutions & matters from the last meeting not on current agenda.
5. **To resolve P&E** (Planning & Environment Committee) Minutes of 23 June are a correct record
6. **To receive** reports from TMBC & KCC
7. **To receive** report from PC/PCSO & Community Warden
8. **To receive** Chairman & Clerk's report (*appendix a*)
9. **Public time & parish matters**
10. **Correspondence**
11. **To receive** reports from representatives of committees and pass such resolution thereon as may be necessary:

F&GP (Finance & General Purposes Committee) – Cllr Harvey to report

- **To resolve** payments to date from FP 1997 (*appendix b*)
- **To resolve** June accounts (bank reconciliation, income & expenditure, cost centre report, bank statement & trial balance)

P&E Committee – Cllr Baldock

a) **Planning Applications for consideration:**

- TM/26/00949/LDP - Corner Cottage 5 North Frith Park Hadlow Tonbridge Kent TN11 9QW
- TM/26/01028/RD – Dunsmore, 10 Hadlow Park Hadlow Tonbridge Kent TN11 0HX

- TM/26/01054/RD - Land Formerly West Part Of Court Lane Nurseries Court Lane Hadlow Tonbridge Kent
- TM/26/01056/RD - Land Formerly West Part Of Court Lane Nurseries Court Lane Hadlow Tonbridge Kent
- TM/26/01132/TNCA - East Lodge Ashes Lane Hadlow Tonbridge Kent TN11 9QU
- TM/26/01119/FL – Shillingford, 33 Hadlow Park Hadlow Tonbridge Kent TN11 0HX
- TM/26/01017/FL - Easterfield Farm, Three Elm Lane Golden Green Tonbridge Kent TN11 0BA
- TM/26/00812/TNCA - 4 Castle Terrace, High Street Hadlow Tonbridge Kent TN11 0BX
- TM/26/01099/NMA - 27 The Cherry Orchard, Hadlow Tonbridge Kent TN11 0HU
- TM/26/01127/AGN - Pear Tree Farm, Land Matthews Lane Hadlow Tonbridge Kent
- TM/26/01129/LDP - 1 Mill View, Hadlow Tonbridge Kent TN11 0TA
- TM/26/01135/RD - Hadlow Rural Community School, Tonbridge Road Hadlow Tonbridge Kent TN11 0AU
- TM/26/01155/RD - Hadlow Rural Community School, Tonbridge Road Hadlow Tonbridge Kent TN11 0AU
- TM/26/01023/FL - Hadlow Rural Community School, Tonbridge Road Hadlow Tonbridge Kent TN11 0AU

b) Note planning decisions and other planning related matters

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

Kent Association of Local Councils

TMBC Parish Partnership Panel

TMBC Joint Transportation Panel

TMBC Standards Committee

Date of next meeting Monday 14 September 2026 starting at 7.30pm, Old School Hall

M Stepkowski – Parish Clerk

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

Clerk's Progress Report – Outstanding Tasks and Actions

Reporting Period: 8 July 2026

- **High Priority Matters**

Minibus Insurance Renewal The minibus insurance renewal is progressing. Renewal quotations have been obtained and the current policy expiry confirmed. Driver details have been updated to include additional volunteer driver with points on their licence. The insurer has been asked to confirm whether breakdown cover is included and, if not, to provide revised costings including this cover. Approval and payment arrangements remain outstanding prior to renewal before the end of July.

Works Truck Accident Claim A vehicle incident occurred on 7 July 2026 involving the Council's Mitsubishi L200. An independent witness confirms that the third-party driver reversed into the Council vehicle. A repair estimate of approximately £1000 has been obtained. The third party has expressed a preference to settle the matter directly rather than through insurance. Advice is currently awaited from the Council's insurers regarding the recommended claims procedure, after which a recommendation will be brought forward.

Deputy Clerk Appraisal and Hours Review A three-month appraisal is scheduled this week. Work is underway to assess the financial implications of increasing the Deputy Clerk role from four to five days per week, with a report to be presented to Council Staffing Committee before 25 July.

St Mary's Gate Posts Discussions are required with the Parochial Church Council (PCC) regarding responsibilities, funding arrangements and repair options. Quotations will be sought for repair or replacement of the three gate posts within the conservation area.

Armco Barrier Funding A further request for an update has been issued to Kent County Council officers regarding potential funding support. The school safety implications have been emphasised and a response is awaited.

- **Medium Priority Matters**

CCTV System Work continues with 4th Platform and R G Networks to resolve the issue preventing access to the CCTV application on the Clerk's computer. Once resolved, access and functionality will be fully tested.

VOIP Telephone System The supplier is being pursued regarding training that was paid for but has not been delivered. Outstanding support arrangements are also under review.

Accessible Website Project An update is being sought from Aubergine on the delivery timetable for the new accessible website. Accessibility compliance and implementation arrangements remain under review.

Government Email Migration Work continues to ensure all .gov.uk email accounts are operational and functioning correctly ahead of completion of the migration process.

Medical Centre Service Charge Review A review of service charges and window replacement costs is being undertaken to identify any discrepancies and determine whether further correspondence or financial adjustments are required.

Cricket Club Building Survey The Cricket Club is being contacted to arrange a meeting to discuss survey findings and agree next steps.

Allotment Garage Roof (Asbestos) Further contractor quotations are being sought before recommendations are prepared.

Allotment Inspections Routine allotment inspections are being scheduled.

Golden Green Mission Hall Records are being updated and cross-referenced against the November 2025 building survey to identify any remaining actions.

Tree Works

- *Approval is being sought for works at 40 Marshall Gardens, after which contractors will be instructed. This does not set a precedent and is considered a one off good will gesture*
- *Contractors are also being chased regarding previously approved tree works at St Mary's which remain outstanding.*

Hand Towels vs Hand Dryer Review *A cost comparison exercise is being undertaken, including installation, running costs, environmental considerations and maintenance requirements.*

- **Cemetery Projects**

Cemetery Mapping and Burial Software *Discussions continue with Epitaph regarding cemetery mapping and burial management software. Compatibility and implementation options are being assessed, with a target decision date of August 2026.*

Cemetery Paths and Extension Access *Quotations are being sought for resurfacing works, a new extension entrance and pathway, together with holly bush removal. A comparative cost report will be presented to Council.*

- **Ongoing and Lower Priority Matters**

Asset Transfers *Ongoing discussions continue with Kent County Council and Tonbridge & Malling Borough Council regarding potential asset transfers.*

Air Pollution and Traffic Survey – *companies were engaged but no further correspondence received despite emailing. To be chased again.*

- **Key Decisions/Actions Required from Council**

1. *Decision on the preferred approach for settling the works truck accident claim once insurance advice is received.*
2. *Consideration of the proposal to increase the Deputy Clerk role from four to five days per week.*
3. *Future funding arrangements for the St Mary's gate post repairs.*
4. *Consideration of forthcoming quotations and recommendations relating to cemetery access improvements, asbestos removal and tree works.*

Overall Status: *High-priority operational matters are progressing to schedule, with several key decisions expected to be brought before Council during July/September 2026.*

Appendix b

FP	Description	£
1997	Spy Alarms o7K3+8Z48Z4 Sensor Removal & Re-Installation MC Windows	619.20
1998	Kent Grasslands Svs - I112+143 Grnds Mntnc April & May	1,668.00
1999	Landall - I123850 Copier Usage 26/4-25/5	54.35
2000	Zest #Commercial - I143 Hall Cleaning HOS&Hy-Arts	897.50
2001	CP Gardening Svs - I26-12 Grnds Mntnce Signpost & St Marys	325.00
2002	Gel Creative - I095 Website Admin Mar-May	500.00
2003	CSGlobal- KCS Cleaning Materials	136.39
2004	A&L Motors - I301/293DK19 Bus Battery Replacement, Truck MOT	513.19
2005	E Battain - I6 Professional Svs Cemetery Matters & Archiving	304.00
2006	HMRC - Month 3 PAYE	2,968.28
2007	Clerk Wages - Mnth 3	3,478.83
2008	Deputy Clerk Wages - Mnth 3	2,104.87
2009	Caretaker Wages - Mnth 3	2,176.82
2010	Admin Wages - Mnth 3	77.28
2011	MFG Three Elm - Fuel DK19 Minibus	50.38
2012	Defib World - Electrode Pads	118.79
2013	Giallo Cars - I622 10 Week Chck Minibus DK19 (oil replacement)	151.20

2014	Garden & Hire - I190 Grounds Equip Parts	16.92
2015	B&M Stores - Weedkiller	57.70
2016	MFG Three Elm - Fuel HV24 Minibus	92.41
2017	Giallo Cars - Minibus 10 Week Check HV24	126.00
2018	MFG Three Elm - Fuel Lawn Mower	9.25
2019	Lloyds Bank - Sv Chg 10/5-9/6	10.90
2020	MFG Three Elm - Fuel DK19 Minibus	43.96
2021	MFG Three Elm - Fuel HV24 Minibus	67.47
2022	Home Bargains - Ant Powder Hy-A	7.47
2023	Dartcharge - Update Account Charge	15.00
2024	MFG Three Elm - Fuel HV24 Minibus	34.05
2025	MFG Three Elm - Fuel DK19 Minibus	51.66
2026	NEST - Staff Pension	256.82
2027	NEST - Staff Pension	322.89
2028	A&L Motors I356 DK19 Minibus MOT	119.46
2029	Landall - I618 Copier Usage	43.57
2030	Zest Commercial - 183 Hall Cleaning June	897.60
2031	CSG Global (KCC Supplies) - Cleaning Products	33.79
2032	CP Gardening Svs - 26-14 Grounds Maintenance June Signpost & St Mary	325.00
2033	4th Platform - Invs602/601/600/581 Computer Quarterly Aug-Oct	1,023.00
2034	Kent Grasslands Svs - I174 Grounds Maintenance June Cem/W/F	834.00
2035	Gallagher Insurance - Both Minibuses	2,334.28