

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on
Monday 11 February 2013 at 7.30pm at Old School Hall

Present: Cllrs D Hammond (Chairman), Mrs Massy, K Terry, E Bright, F Shaw, D Carey, N Collins, C Vernon, Mrs I Shaw, Mrs L Bright, Mrs J Massy, Mrs C Hyams

Also in Attendance: Melanie Stepkowski – Parish Clerk, PCSO Kim Hockey, Community Warden John Lees, and four members of the public.

2944	<p>Apologies for Absence Apologies for absence received and approved by Council: TMBC Cllrs Janet Sergison, Jill Anderson & Howard Rogers (attending other meetings), KCC Cllr Richard Long (other meeting).</p>	
2945	<p>Appointment of Co-opted Councillor & Declaration of Acceptance of Office Cllrs Hammond, Mrs Massy, Bright, Mrs Bright, Shaw, Mrs Shaw, Carey, Collins, Mrs Hyams had interviewed an applicant for the post of Co-opted immediately ahead of the meeting. Unfortunately another interested party was not available for interview and had been rescheduled for 11 March 2013; it was agreed to postpone appointment until the March meeting.</p>	
2946	<p>Minutes of the meeting of 7 January 2013 These were confirmed and signed as a correct record subject to the following amendments: Minutes 2934 Declaration of Interests – Amend Minute 2947 to read 2943 Minute 2935 St Mary’s Church – Amend the date from Tuesday 12 to read Tuesday 19 February. Proposed Cllr Hammond, seconded Cllr Mrs Shaw and carried unanimously.</p>	
2947	<p>Matters Arising from the Minutes <u>Minute 2935 The Christmas Lights</u> – Donations continued to be received with a current balance of £424.41 (<i>four hundred and twenty four pounds forty one pence</i>), the present cost to the Parish Council after receiving TMBC match funding would be £2122.59 (<i>two thousand one hundred and twenty two pounds fifty nine pence</i>); however this was only an estimate at this time and once all donations had been received the Clerk would finalise costs.</p>	
2948	<p>Declaration of Interest None.</p>	
2949	<p>Chairman’s announcements <u>Admin Assistant</u>: The Chairman read a letter from Jo Stacey which gave notice of her intention to retire from her post as Admin Assistant as of 31 March 2013. It was noted that as Friday 29 was Good Friday her last day of employment would be Friday 22 March 2013. <u>Annual Parish Meeting 24 April 2013</u>: Proposed speakers for the meeting were The Beat Project (<i>awarded youth services contract for Hadlow for 2013</i>) and Hadlow College (<i>to provide information re their proposed Free School</i>). The Clerk would write and cordially invite them to attend the meeting.</p>	
2950	<p>TMBC Councillors reports – None.</p>	
2951	<p>KCC Councillors report – None.</p>	
2952	<p>Public Time <u>Crime Report</u> – PCSO Hockey confirmed that there had been a few minor car related incidents but overall things were quiet within the Parish.</p>	

	<p><u>Martins ‘Off Licence’ Application</u> – A member of the public confirmed that he had hand delivered to TMBC over one hundred letters of objection to the application. The resident was thanked for informing the Council and the Chair reminded members that the matter was on the agenda for consideration under Planning.</p>	
2953	<p>Parish Clerk Report As the weatherman had predicted snow in January the Snow Volunteer programme had been on alert and a rota placed in the notice board outside the parish office for information purposes; however as of yet there had been no need to act.</p> <p>Donations towards the Christmas lights in the village had continued to come in and the final total would be reported to Council in March.</p> <p>There had been a few reports of street lights being out of action and the relevant parties contacted for repairs; this included the light near the junction of School Lane and Brookfields. The Parish owned street light in Church Lane was now working, however some wiring replacement was still required and a quotation had been sourced.</p> <p>A reminder letter had been sent to regular hall users confirming the hall would be closed the week of 18 February to 22 February in order that the new flooring in the toilets at Old School Hall could be laid.</p> <p>Plans to re-organize the parish office were under way with consideration being given to secure file storage (tambour cabinets), an additional fire proof cabinet for burial records etc. A visit to Maidstone Library Archiving Department would be undertaken by the Parish Clerk and Cllr Collins before any decision was made on how best to bind Council Minutes.</p> <p>During the last month the Warden on top of his daily routine had:</p> <ul style="list-style-type: none"> • Removed all the skirting in HOS toilet area and continued to complete the plastering in preparation for the new flooring. • The Old English Clock had been repaired and the Warden re-fixed it to the HOS wall. • The drain pipe outside the toilets had been rerouted to prevent further damp patches appearing. • The Parish Clerk and Warden were due to inspect the Allotments. Hadlow College would be replacing fencing on one boundary with the Allotments and the Parish Clerk had written to the relevant allotment holders informing them of the works and requesting they keep the area clear. 	
2954	<p>Parish Matters <u>Castle Gardens Cottage at the end of The Forstal</u>: Clerk asked to check with TMBC Planning Department as to whether an application had been made in response to queries made by residents.</p> <p><u>Victoria Road</u>: The verges were reported to be in a rough state of repair partly due to wet weather but also to the amount of vehicles having to move off the tarmac to enable other vehicles to pass, concerns as to both pedestrian and vehicle safety were raised. The Clerk confirmed she had raised this issue with Highways in the past but they were only responsible for the road surface and not the areas to the side; however she would once again mention this to the Highways Steward.</p>	

2955	<p>Correspondence</p> <p>(i) St Mary's Church – Letter of thanks for the donation under S137 monies towards the replacement boiler - noted.</p> <p>(ii) Anne Barnes (Kent Police & Crime Commissioner) – a letter thanking the Parish for their support – noted.</p> <p>(iii) Hadlow Seniors Pop In Club – Letter of thanks for donation made from the Hadlow Charities Account.</p>	
2956	<p>Planning Applications</p> <p>TM/13/00146/RD – Details pursuant to condition 3 (landscaping and boundary scheme) of planning permission TM/12/01245/FL (Demolition of existing barn and new building to replace building granted under TM/10/00286/FL for meeting room and offices space, and additional parking area). Latters House, High Street, Hadlow, TN11 0EF. HPC Agreed.</p> <p>TM/13/00162/TNCA – Goat Willow – trim and pollard; Cherry Prunus – remove; Plum Prunus – remove; Leylandii and Sycamore – remove; Common yew – trim lower branches; Maple – remove; Thorn – remove broken branches and reduce to shape; Common Yew – remove lower branches and reduce by 30% to shape. Hadlow Castle, High Street, Hadlow, TN11 0EG. HPC Agreed but replacement trees should be planted.</p>	
2957	<p>To receive reports from representatives of the following committees and pass such resolutions thereon as may be necessary</p> <p><u>Finance & General Purposes Committee</u></p> <p>(i) To Approve Authorisation of Payments and Receipts for January.</p> <p>RESOLVED to approve January Payments and Receipts in their entirety. Proposed Cllr Collins, seconded Cllr Mrs Massy and carried unanimously.</p> <p>(ii) To Approve Actual against Budget as of 31 January 2013.</p> <p>RESOLVED to approve actual accounts against budget in their entirety. Proposed Cllr Collins, seconded Cllr Mrs Bright and carried unanimously.</p> <p>Members had been provided with a report detailing various account codes movements which was duly noted and the Clerk thanked for its clarity. <i>(filed with monthly accounts)</i>.</p> <p><u>Planning & Environment Committee</u></p> <p>(i) Recommendation to Council: To approve Tate Fencing quotation AH/24225R (Williams Field), including the cut down and clearing of existing brambles, undergrowth and 3 no trees growing along the fence line.</p> <p>To take down and clear away existing chainlink fencing</p> <p>To supply and install 2.40m high V mesh panel fencing</p> <p>RESOLVED to accept Tate Fencing quotation AH/24225R for the sum of £7057.00 net. <i>(Seven Thousand and fifty seven pounds)</i>.</p> <p>(ii) Recommendation to Council: To approve East Peckham Building Services quotation for works in accordance with 10 year maintenance summary – 2011 Survey Report.</p> <p>RESOLVED to accept East Peckham Building Services quotation reference D66/11/12/HADLOWPARISH for the following items:</p>	

- Exterior hall windows (2), old entrance door - redecorate with Dulux Weathershield exterior system and make good. £675.00 (*six hundred and seventy five pounds*).
- Treat/replace wood rot areas of the Atrium and redecorate work area £885.00 (*eight hundred and eighty five pounds*).

(iii) TMBC – Current & Future Infrastructure Provision in Tonbridge & Malling.

Cllr Carey gave an explanation as to the purpose of the exercise; the T&M Core Strategy runs until 2021 but with changes to the development plan system TMBC are now commencing work on a review. They need to develop an understanding of the various types of infrastructure including current capacity, identified shortfalls and any improvements that would be necessary to support any future growth in the Borough. In particular they wished for Parish Councils to aid specifically in relation to social, community facilities and allotments.

The Parish Council would be looking at base line provision and would be interested in consulting with other community stakeholders before drafting a response. Cllr Carey reminded everyone that there is a parcel of land within Hadlow that had been reserved for future development. He could not clarify how many buildings the land would support however it was felt at present that any development would not require additional allotment capacity as the current allotments did not have a long waiting list. Other amenities within the village that would be affected would be considered in the council's response.

Consideration would also be given to the possibility of infrastructure being funded directly by Parish council, this at present did not look feasible and additional funding would be deemed necessary through developer contributions or other funding streams.

(iv) License Application for Sale of Alcohol 'Off Sales'; Martins Newsagents:

The Parish Council acknowledged that there had been many residents objecting to the application. It was felt that there was no need for further sales of alcohol within the rural community. Antisocial behaviour within the village had been significantly reduced in the last few years and no-one wished to see an increase due to late night purchasing of alcohol. The Clerk would draft a response in accordance with the stipulated points of objection considered by TMBC and also request that if the license was to proceed that the opening hours be limited as a precaution.

Staffing Committee – Committee to meet in June with the purpose of completing staff appraisals.

Community Safety Committee – Nothing to report.

Hadlow Village Hall – Meeting had been postponed due to several members being unable to attend. The Village Hall Chairman confirmed there was a small leak in the roof over the stage.

Hadlow Youth Club – Cllr Carey reported that to date no youth club structured accounts had been made available to either the Chairman or committee.

Golden Green Village Hall – The recent quiz night had been a success. The AGM was due in the next few months.

KALC – Parish Councils within the Tonbridge & Malling Borough were encouraged to join the proposed Joint Standards Committee. With regard to Borough Greens request for KALC members to support a moratorium re: TM/11/01191 Isles Quarry West, 171 Houses Crest

	<p>Nicholson. This had been discussed at the Hadlow Planning & Environment Committee meeting in January and although members sympathised with Borough Green Parish Councils concerns, it was concluded that Hadlow Parish Council were not in a position to comment. <i>(KALC minutes available at parish office).</i></p> <p><u>TMBC Parish Partnership Panel</u> – Nothing to report, meeting due later in the month.</p> <p><u>Hadlow Village Transport Representative</u> – No meeting.</p> <p><u>TMBC Crime Prevention Panel</u> – No meeting.</p> <p><u>Any Other Meeting</u></p> <p>a. Children’s Centre Meeting: Cllr Carey had attended a Children’s Centre Meeting for the Tonbridge & Malling area. It was a well organised meeting with impressive initiatives discussed. The body wished to work closely with other professionals within the community to provide a comprehensive service. Cllr Carey noted that Hadlow was one of the smaller rural communities in Tonbridge & Malling facilitating these services.</p> <p>b. Funding Fair 20 February 2012: Cllr Mrs Bright would be attending in order to find out further information to access funds for the proposed Skate Park at Williams Field. She would look for information for other projects if people expressed an interest.</p>	
2958	<p>Motion to Exclude the Press and Public (to enable Council to consider the next items of the agenda in which significant aspects would be of a confidential and financial nature).</p> <p>Proposed Cllr Hammond, seconded Cllr Mrs Massy and carried unanimously.</p> <p>(i) Staffing: It was proposed that the services provided by Mrs Battain would be continued on a permanent basis at the existing rate with a review of hours and pay at a later date.</p> <p>(ii) Security Breach: The Parish Office had reviewed its security measures and new locks and secure key cabinets installed.</p> <p>(iii) Refurbishment Parish Office: The following actions were agreed:</p> <ul style="list-style-type: none"> •Purchase 4 tambour cabinets. •Purchase a secure fireproof cabinet for safe storage of burial records. •Remove the radiator on the back wall to facilitate the tambour cabinets and a new 70x70cm double convector radiator installed on adjacent wall. •Magna clean unit placed on the return pipe work of the boiler to prolong the life of the heating system. 	
	<p>There being no further business the meeting closed at 21:00. Date of next meeting: Monday 11 March 2013 at 7.30pm in Old School Hall, Hadlow.</p> <p>Signed Date.....</p>	