

HADLOW PARISH COUNCIL

Minutes of the meeting of Hadlow Parish Council duly convened and held on
Monday 07 January 2013 at 7.30pm at Golden Green Village Hall

Present: Cllrs Mrs Massy (Vice Chairman) 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 and two members of the public.

2931	<p>Apologies for Absence Apologies for absence received and approved by Council: Cllrs Hammond and Morley (holidays), TMBC Cllrs Janet Sergison, Jill Anderson & Howard Rogers (attending other meetings), KCC Cllr Richard Long (other meeting). PCSOs Toni Matthew and Kim Hockey.</p>	
2932	<p>Minutes of the meeting of 10 December 2012 These were confirmed and signed as a correct record subject to admission of additional matter under 2925 Public Time: “it was agreed to send a letter to Ann Barnes, Kent Police Commissioner, congratulating her on her recent election and to inform her how much the Parish Council appreciates the services of our Police Community Support Officers.” Proposed Cllr Mrs Massy, seconded Cllr Bright and carried unanimously.</p>	
2933	<p>Matters Arising from the Minutes <u>Minute 2924 – St Mary’s Christmas Fair</u>: Members congratulated St Mary’s Church on the success of the Christmas Fair which raised an estimated twelve hundred pounds. <u>Minute 2926 Lord Lieutenant of Kent, Viscount De L’Isle MBE – Civic Service</u>: Cllr Shaw had previously agreed to attend providing no other Councillor wished to represent the Council; no other members came forward, therefore it was agreed Mr Shaw would attend the service on behalf of the Parish Council.</p>	
2934	<p>Declaration of Interest <u>Minute 2944 – St Mary’s Church</u> – Cllrs Mr Shaw & Mrs Shaw declared prejudicial interests as members of the Parochial Church Council.</p>	
2935	<p>Chairman’s announcements <u>The Christmas Lights</u> in the High Street had been taken down after “Twelve Night”. Reports on the new lights had been positive with the ‘Star’ being most popular out of the two new styles of illumination. It was also noted that the Hadlow Christmas Lights Display had been commended in a letter written to the Courier. <u>St Mary’s Church</u> – The new Vicar, Reverend Paul White would take up his new post on Tuesday 12 February 2013.</p>	
2936	<p>TMBC Councillors reports – None.</p>	
2937	<p>KCC Councillors report – None.</p>	
2938	<p>Public Time <u>Hoppers Memorial</u>: The Clerk confirmed that PR Signs had been instructed to complete replacement plaques and that this would be completed in due course. <u>Crime Report</u> – The Clerk had met earlier in the day with PCSOs Matthew and Hockey who had confirmed that there had been no major incidents to report since the last parish council meeting.</p>	Clerk

2939	<p>Parish Clerk Report</p> <p>“January is a busy month for the parish office with the following items taking priority:</p> <ol style="list-style-type: none"> 1. Completion of Budget and Precept paperwork for 2013-14 2. Completion of Christmas Lights Match Funding, relevant paperwork such as light expenditure, donation collections etc 3. Completion of Proposed Cemetery Planning Application and delivery to TMBC (with the assistance of Cllrs Carey and Massy) 4. Commence the review of Policies /Regulations such as Finance, Health & Safety, Building & Asset Risk Assessments etc (this will be a joint project between Clerk, Jo and Elaine and can take some time as all documents must be compliant with new legislation. 5. Preparation for Old School Hall toilet floor works/exterior building works 6. Update of documents on website 7. Preparation of agendas etc for meetings and committees – follow up <p>In addition to these, the daily administration duties will continue (hall bookings, burials, upkeep of footpaths, general correspondence etc).</p> <p>The hope is that during February we will be able to start re-organising the parish office with archiving being done, purchasing additional filing cabinets etc. Archiving is essential but may well have to exceed the normal working day to complete, especially as computer files will also need to be reviewed.</p> <p>Quotations for a section of Williams Field fence replacement will also continue before being brought to the attention of Council for approval.</p> <p>The skate park lottery funding application had been unsuccessful but a new application would be prepared for the March round of funding; Cllr Mrs Bright, PCSOs Toni Matthew and Kim Hockey had all volunteered their time to assist the Clerk.</p> <p>Warden – Dave has a regular schedule of works but during the coming months (weather permitting for some activities) will also be completing the following tasks:</p> <ul style="list-style-type: none"> • Removing skirting in HOS toilet block in preparation for new flooring in February • Removing and dealing with fly-tipping matter which was left at cemetery • Re-routing drain pipe attached to HOS ladies toilets in order that there is better soak-away and to prevent damp. • Damp proofing border outside HOS toilets • Installation of new bins at Williams Field • Attending to Access Trail – unsafe trees removed, leaves removed where applicable, tarmac scraped of moss and overgrowing grass etc.”
2940	<p>Parish Matters</p> <p><u>Litter at Williams Field:</u> Cllr Carey acknowledged that the increased schedule for litter picking at Williams Field leading up to Christmas had been advantageous and hoped that the impetus would continue throughout the New Year.</p> <p><u>Williams Field Car Park Lighting:</u> It was confirmed that the lights in Williams Field car-park had now been repaired.</p> <p><u>Golden Green Play Area Car Park:</u> During the Christmas period there had been a lot of activity in the play area and car park during dark hours with beer cans strewn across the area. There had been several reports of disturbance and the police had been notified.</p>

2941	<p>Correspondence</p> <p>(i) Golden Green Association – Letter of thanks for the contribution made from the Charities Account towards the Retirees’ New Year Lunch.</p> <p>(ii) Hadlow Cricket Club – Letter of thanks for the contribution made from the Oliver Atkins Bequest to the club; the account was now at a nil balance and would be closed.</p> <p>(iii) Tonbridge & Malling Crime Prevention Panel – Letter of thanks for the contribution made to the Panel; the donation would allow the Panel to purchase additional crime prevention items.</p>	
2942	<p>Planning Applications - None</p>	
2943	<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) <u>A Recommendation to Council to Accept the 2013/14 Budget and Precept</u></p> <p>The Committee had now received all the relevant data from TMBC to complete the calculations for the 2013/14 budget and precept. Various alternatives in the form of four illustrations had been considered as noted in the F&GP minutes of 2 January 2013. The Responsible Finance Officer would make the slight adjustments required to the budget to account for the Council Tax Support Grant of £8665.80.</p> <p>Recommendation to Council; to accept the 2013/14 Budget and Illustration 2 with a precept of £73794.00 Band ‘D’ charge of £51 (same as the previous year).</p> <p><i>(There was a show of hands for the recommendation which resulted in six for and four against; therefore with a majority vote it was agreed to accept Illustration 2.)</i></p> <p>RESOLVED to approve the 2013/14 budget; to approve Illustration 2 with a precept of £73794.00 with Band Charge of £51 Proposed Cllr Collins, seconded Cllr Mrs Shaw.</p> <p>(ii) <u>A Recommendation to Council to Approve the Rental Income for the Medical Centre</u></p> <p>The Council’s surveyor report had now been received. It was noted that the lease provided for an upward only rent review. Recommendation to Council: rent to remain at existing £32250.00 with service charges continuing quarterly.</p> <p>RESOLVED to approve the annual rental income of Thirty Two Thousand, Two Hundred and Fifty Pounds (£32250.00) until the next rental review in June 2015; with service charges continuing quarterly.</p> <p><u>Financial Reports:</u></p> <p>(i) <u>To Approve Authorisation of Payments and Receipts for December</u></p> <p>RESOLVED to approve December Payments and Receipts in their entirety. Proposed Cllr Collins, seconded Cllr Mrs Hyams and carried unanimously.</p> <p>(ii) <u>To Approve Third Quarter Accounts against Budget</u></p> <p>RESOLVED to approve Third Quarter Accounts in their entirety. Proposed Cllr Collins, seconded Cllr Mrs Bright and carried unanimously.</p> <p><u>Other Financial Recommendations to Council:</u></p> <ul style="list-style-type: none"> • Old School Hall Toilet Flooring Replacement: Council had already accepted in principle the original quotation from Hurren & Glynn Carpets & Flooring Ltd subject to tests for humidity. These had now been concluded and there would be an additional cost of one thousand four hundred and ninety five pounds (£1495.00) to fit the required Isolator 	<p>Clerk</p> <p>Clerk</p>

Membrane. The total cost of the works would now be four thousand seven hundred and fifty six pounds (£4756.00) including VAT. Members were therefore asked to accept the revised costs.

Proposed Cllr Collins, seconded Cllr Bright and carried unanimously.

- St Mary's Church Boiler and Pipe work Replacement Donation Request:
(Cllrs Mr & Mrs Shaw retired from the room whilst this item was discussed).

A recommendation to Council to contribute five hundred pounds (£500.00) was approved. Proposed Cllr Collins, seconded Cllr Terry and carried unanimously.

(Cllrs Mr & Mrs Shaw returned to the meeting at the conclusion of the above noted item).

Planning & Environment Committee

There had been no meeting since full council last met; however Cllr Carey provided an update on on-going matters:

- Fields In Trust – Slight amendments to the deed wording had now been completed, the common seal on documents would finalise the item.
- Proposed Cemetery Extension – The modified plans and reports had now been completed and copies provided to full council for approval. The matter of whether bonded gravel of crushed stone paths would be appropriate had been discussed and it was agreed to put both alternatives on the planning documents.

It was now proposed to send the modified documents to TMBC Planning Department; this was fully supported by full council.

Staffing Committee – Nothing to report.

Community Safety Committee – Nothing to report.

Hadlow Village Hall – A meeting was scheduled for February.

Hadlow Youth Club – The meeting scheduled for December had been cancelled as the KCC Youth Worker was unable to attend. Cllr Carey reported that to date no minutes of the previous meeting or accounts had been produced to committee despite assurances being made at a previous meeting from the KCC Youth Worker that these would be prepared for December. He expressed his continued concerns about the situation at the Youth Club, particularly as the KCC programme had now been terminated. The only Youth Club activities continuing were being done on a voluntary basis through the ex KCC youth worker and there seemed to be no further community support except from those members of the existing committee. Although the Parish Council were not directly responsible for the Youth Club Cllr Carey could not as the Parish Council representative assure any sustainability of youth activities within the Hy-Arts Centre. Currently the main source of income was through the Sure Start programme and a meeting had been held. Unfortunately the concerns expressed by Sure Start in relation to continuation of use at the Hy-Arts Centre could only be addressed by the voluntary youth club worker who was unable to attend.

Golden Green Village Hall – No Meeting however events in January included the Retirees' New Year Lunch and a Quiz night on Saturday 26 January.

KALC – No meeting.

TMBC Parish Partnership Panel – No meeting since November but all paperwork circulated to full Council.

	<p><u>Hadlow Village Transport Representative</u> – No meeting. <u>TMBC Crime Prevention Panel</u> – Next meeting in February.</p>	
	<p>There being no further business the meeting closed at 20.20 Date of next meeting: Monday 11 February 2013 at 7.30pm in Old School Hall, Hadlow.</p> <p>Signed Date.....</p>	