

## HADLOW PARISH COUNCIL

### Minutes of the meeting of Hadlow Parish Council duly convened and held on Monday 13 May 2013 at 7.30pm at Old School Hall

**Present:** Cllrs D Hammond (Chairman), D Carey, N Collins, R Morley, K Terry, S Richardson, F Shaw, C Vernon, Mrs C Hyams, Mrs Massy, Mrs Shaw

**Also in Attendance:** Melanie Stepkowski – Parish Clerk, Mrs Battain - Admin Assistant and two members of the public.

<b>2989</b>	<p><b>Election of Chairman &amp; Declaration of Acceptance of Office</b> Only one name was proposed and a vote taken with full council support.</p> <p><b>Resolved:</b> Cllr Dave Hammond was elected Chairman of the Council. Proposed Cllr Mrs Shaw, seconded Cllr Morley and carried unanimously.</p> <p>He duly read and signed his Declaration of Acceptance of Office.</p>	
<b>2990</b>	<p><b>Apologies for Absence</b> Apologies for absence received and approved by Council: Cllrs Mr &amp; Mrs Bright (holiday), TMBC Cllrs Janet Sergison, Jill Anderson &amp; Howard Rogers (attending other meetings).</p>	
<b>2991</b>	<p><b>Election of Vice Chairman</b> There was only one member proposed, a vote was taken with full council support for Mrs Massy.</p> <p><b>Resolved:</b> Cllr Mrs Massy would continue as the Vice Chairman. Proposed Cllr Carey, seconded Cllr Mrs Hyams and carried unanimously.</p>	
<b>2992</b>	<p><b>Election of Members to Council Standing Committees</b> These were unanimously agreed as follows: <u>Planning &amp; Environment members:</u> Cllrs Dave Hammond (ex-officio), Mrs Massy (ex-officio), Ed Bright, Nick Collins, David Carey, Carol Hyams, Richard Morley. <u>Finance &amp; General Purposes members:</u> Cllrs Dave Hammond (ex-officio), Mrs Massy (ex-officio), Mrs Bright, David Carey, Nick Collins, Freddie Shaw, Mrs Shaw, Ken Terry, Stephen Richardson. <u>Staff Committee:</u> The committee would be finalised once the election of Finance &amp; General Purposes Chair had taken place at the first meeting. <u>Community Safety:</u> This would continue as part of the standard parish council meetings unless major items arose on a continual basis and the need for a committee substantiated.</p>	
<b>2993</b>	<p><b>Review of the Terms of Reference for Committees</b> It was agreed that each committee would review the terms of reference at the first meeting of that committee. Proposed Cllr Hammond, seconded Cllr Collins.</p>	
<b>2994</b>	<p><b>Election of Representatives to Other Bodies</b> These were unanimously agreed as follows:</p> <ul style="list-style-type: none"> <li>• KALC (T&amp;M Area) – Cllrs Mrs Massy &amp; Mrs Hyams</li> <li>• TMBC Parish Partnership Panel – Cllrs Ed Bright &amp; Ken Terry</li> <li>• TMBC Joint Transportation Board – Cllr Nick Collins</li> <li>• TMBC Crime Prevention Panel – Cllrs Richard Morley &amp; Ed Bright</li> <li>• Hadlow Village Hall – Cllr Mr Richardson</li> <li>• Hy-Arts Centre &amp; Youth Club – Cllr Carey</li> </ul>	

	<ul style="list-style-type: none"> <li>Golden Green Village Hall – Cllrs Nick Collins &amp; Ed Bright</li> <li>TMBC Standards Committee – Under Review</li> </ul>	
2995	<p><b>Schedule of Dates for 2013-14 Council and Committee Meetings</b>  These had been formally approved at the Parish Council Meeting on 8 October 2012 and no amendments were made. The October HPC meeting to remain as 7<sup>th</sup>.</p>	
2996	<p><b>Minutes of the Meeting of 15 April 2013</b>  These were confirmed and signed as a correct record subject to altering R Stephenson to S Richardson. Proposed Cllr Hammond, seconded Cllr Terry and carried unanimously.</p>	
2997	<p><b>Matters Arising</b>  Minute 2941 KCC Councillors Report – It was noted that Mr Balfour had been elected as KCC Councillor for the Malling Rural East Division; however no official confirmation had been received.</p>	
2998	<p><b>Draft Minutes of the Annual Parish Meeting 24<sup>th</sup> April 2012 for initial comment</b>  These were confirmed as in order subject to an additional line ‘Cllr Terry thanked Mr Hannan’.</p>	
2999	<p><b>Chairman’s Announcement</b>  Tonbridge &amp; Malling Borough Council had written to inform residents that they were in the process of establishing a new Leisure Trust to manage leisure facilities in the future. Anyone who was interested could contact Robert Styles (Chief Leisure Officer).</p>	
3000	<p><b>Clerk’s Report</b>  <i>(Appendix 1 attached)</i></p>	
3001	<p><b>Report from TMBC Councillors</b>  Nothing to report.</p>	
3002	<p><b>Report from KCC Councillor</b>  Nothing to report.</p>	
3003	<p><b>Parish Matters</b></p> <ul style="list-style-type: none"> <li>(i) Access Trail – Cllr Terry noted that the trail was in good condition.</li> <li>(ii) Hadlow Cemetery – Cllr Hyams noted that the grounds maintenance was up to date and the cemetery looked good.</li> <li>(iii) KCC Library – Cllr Richardson reported on an explorative meeting held on 8 May with regard to the future of Hadlow library services. <i>(Appendix 2 attached)</i></li> </ul>	
3004	<p><b>Public Time</b>  Nothing to report.</p>	
3005	<p><b>Correspondence</b></p> <p>Fields In Trust – Council may apply for a grant of up to twenty five thousand pounds (£25k) for improvements to Williams Field. There are specific criteria such as:</p> <ul style="list-style-type: none"> <li>being within ten miles of a land fill operation – Hadlow complies</li> <li>other contribution by third party – Hadlow has access to this funding</li> </ul> <p>Council agreed to move forward with an application and further details would be discussed at the next Planning &amp; Environment meeting before approval could be sought by full Council in June. It was noted that the application deadline was 17 June 2013.</p>	
3006	<p><b>Policy Reviews in accordance with Standing Orders</b></p> <ul style="list-style-type: none"> <li>Code of Conduct: It was noted that the Kent Code of Conduct was adopted by</li> </ul>	

	<p>council on 09/07/2012.</p> <ul style="list-style-type: none"> <li>• Standing Orders: Adopted 10/12/02012.</li> <li>• Financial Regulations: These had been adopted on 14/02/2011 and approval required to amendments on page 4 and pg 11.</li> </ul> <p><b>RESOLVED:</b> to approve the following amendments. Proposed Cllr Hammond, seconded Cllr Collins and carried.</p> <p><b>Page 4 (5.4)</b> additional lines:  ‘Bank reconciliation is undertaken by a non cheque signing councillor on a regular basis in addition to that done for the monthly payments and statements signed’</p> <p><b>Page 11 (19.1)</b>  ‘It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.’</p> <p><b>Will be amended to read</b>  ‘It shall be the duty of the Council to review the Financial Regulations of the Council on a biannual basis’.</p> <ul style="list-style-type: none"> <li>• Asset Register including land and buildings – Council approved the updated register after viewing the inventory summary. The Council insurance brokers had been notified of the increase and wish to discuss this with the Parish clerk as it may impact upon the premium.  With regards to the cricket club’s enquiry as to whether the pavilion contents insurance could be added to the Parish Council insurance, the Clerk was asked to enquire into historical break ins at the pavilion before approaching Came &amp; Company.</li> <li>• Complaints Procedure for Approval: The procedures had been previously circulated to Council (March 2013).  <b>RESOLVED</b> to accept the updated Complaints Procedure in its entirety. Proposed Cllr Hammond, seconded Cllr Collins and carried unanimously</li> <li>• Freedom of Information Act 2000 – this had been updated in December 2012 and Council members provided with a copy.</li> <li>• Data Protection Act 1998 – the April subscription had been paid.</li> <li>• Policies Currently Under Review: Grievance &amp; Disciplinary, Health &amp; Safety. Noted.</li> </ul>	
3007	<p><b>To receive reports from representatives of the following committees and pass such Resolutions thereon as may be necessary:</b></p> <p><u>Finance &amp; General Purpose Committee</u></p> <ol style="list-style-type: none"> <li>a) Internal Auditors Report – Noted</li> <li>b) To Approve the Annual Return and Sign. Proposed Cllr Collins, seconded Cllr Terry and carried unanimously.</li> <li>c) To Approve Authorisation of April Payments and Receipts. Proposed Cllr Collins, seconded Cllr Mrs Hyams and carried unanimously.</li> </ol> <p><u>Planning &amp; Environment Committee:</u> Cllr Carey declared a potential personal interest with regard to two of the applications; Goldhill Mill – ex student and Spring Hill –</p>	

acquaintance. He reminded members that there would be a lot of work in the coming year, particularly with the cemetery extension and upcoming contract renewal for grounds maintenance.

- TM/13/00851/FL - Retrospective application: Engineering operations consisting of excavating seven existing ponds to form one larger pond and backfilling four ponds with silt and spoil from on site excavation works to form new meadows. Goldhill Mill, Three Elm Lane, Golden Green, TN11 0BA

**HPC Comment: The Parish Council was concerned that consultation with the planning authority and appropriate external bodies (e.g. KRAG, English Nature) did not take place before development work started. Despite this now being a retrospective application, consultations should still be made with appropriate organisations with a view to maximising the environmental benefit of any remaining work to be done and any appropriate mitigation required for works already completed**

- TM/13/00983/FL - First floor side extension and two storey rear extensions. Robin House, Ashes Lane, Hadlow, TN11 9QU

**HPC Agreed.**

- TM/13/01042/FL - Erection of two bay, oak framed car port. Spring Hill, 26 Hadlow Park, Hadlow, TN11 0HY

**HPC Agreed.**

- TM/13/01014/FL - Extension and garage. Hazelwood Orchard, Maidstone Road, Hadlow, TN11 0JH

**HPC Agreed with appropriate planning control to prevent commercial use in the future.**

Tree on Corner of Carpenters Lane and A26 – A meeting attended by the Parish Chairman, Cllr Carey, the Parish Clerk, KCC Highways Tree Officer (Aubrey Furner) & KCC Traffic Engineer (Michael Heath) had discussed the future of the tree on the corner of Carpenters Lane. Highways had received a request from a member of the public for the tree to be removed due to lack of visibility. There had been a few accidents in the area in the past, two of which were perceived to be caused due to lack of visibility exiting Carpenters Lane.

A balanced debate on the best way forward explored the following:

- 1) If the tree remained it would require pollarding at five year intervals which may not enhance its beauty but would be costly. The tree was considered quite old and would eventually die.
- 2) To keep the tree and reduce the size of the mound – the tree would not remain stable under this condition.
- 3) Safety of the public – this would be paramount in any decision.
- 4) Removal of the tree – as there is a TPO on the tree there would be an obligation to plant another more suitable tree (with the mound being reduced) within close proximity, bearing in mind the need for visibility.
- 5) Culvert – There was a culvert system directly by the tree which could not be explained and the Traffic Engineer would investigate this before any further action is taken.

	<p>6) Conclusion – After a healthy debate it was agreed that as this could be a contentious issue, with members of the public either for or against the removal of the tree, a planning application would be made for the trees removal to enable public debate before any decision is reached. This application would however only be made once further information was gained as to the culverts use.</p> <p><u>Staffing Committee:</u> To meet in June.</p> <p><b>Resolved: Motion to Exclude the Press and Public (to enable Council to consider a matter in which significant aspects would be of a confidential nature).</b></p> <p>(This item was held to the end of the agenda)</p> <p>Resolved: It was agreed that the Council would write to KCC with regards to the role of the Community Warden. Proposed Cllr Hammond, seconded Cllr Mrs Massy and carried unanimously.</p> <p><u>KALC:</u> The AGM had been held the previous week. Amongst various topics it was noted that the Voluntary Fire Hydrant Scheme had been well received. <i>(The minutes were available at the Parish Office).</i></p> <p><u>TMBC Parish Partnership Panel:</u> Nothing to report.</p> <p><u>TMBC Joint Transportation Board:</u> Nothing to report.</p> <p><u>TMBC Crime Prevention Panel:</u> Nothing to report.</p> <p><u>Hadlow Village Hall:</u> The hall chairman confirmed bookings remained good. A distribution box (related to the stage) required replacement at a cost of £150.00 and donations would be welcomed.</p> <p><u>Hadlow Hy-Arts Centre &amp; Youth Club:</u> No meeting to date.</p> <p><u>Golden Green Village Hall:</u> The Annual General Meeting had been held on 1st May. The hall remained solvent and would be celebrating its 100<sup>th</sup> year in October.</p>	
<p><b>3008</b></p>	<p><b>Any Other Business</b></p> <p>It had been noted by a resident that there were possibly now two mobile homes at Laxton Farm, Common Lane. The Clerk would request an update from the Planning Inspectorate on the current appeal.</p> <p>Parish Council Website – Cllr Mrs Massy encouraged members to view the new design and let the parish office have their comments.</p>	
	<p>There being no further business the meeting closed at 21.00  Date of next meeting: Monday 1 June 2013 at 7.30pm in <u>Hadlow Village Hall.</u></p> <p>Signed ..... Date.....</p>	