

HILDENBOROUGH PARISH COUNCIL

Pavilion and Recreation Ground – Riding Lane – Hildenborough – TN11 9HY

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Minutes of the Parish Council Meeting held in the Finzi Room of Hildenborough Village Hall, Riding Lane on Wednesday 10 January 2024

PRESENT: Cllr M Coles (Chair) Cllr K Dobson (Vice-Chair) Cllr C Lewis
Cllr L Gabriel Cllr N Harrowing Cllr C Wynne
Cllr A McNeil Cllr M Gorman

ALSO PRESENT: Ms J Church (Clerk); Cllr H Rayner

01/1 Apologies and reasons for absence

Cllr Sklavenitis (religious holiday); Cllr Connor (work commitment); Cllr Rhodes (attendance at TMBC meeting).

01/2 Declaration of Personal or Prejudicial Interests

There were none.

01/3 Declaration of gifts and hospitality

There were none.

01/4 Co-option of member to fill vacancy

The candidate was not in attendance to be co-opted onto the parish council.

ACTION: Clerk to write letter to candidate to enquire if they still wish to be a member of the parish council.

01/5 Allocation of new member to committees

Not applicable.

01/6 Minutes of the Parish Council Meeting held on Wednesday 13 December 2023 for agreement and signature if a true record

These were approved by the Council as a true and accurate record and signed by the Chair, M Coles.

01/7 Matters arising from the Minutes of December's Meeting

01.7.1 The issue of parking on the green at Foxbush seems to have stopped lately. Clerk to let the Highways Manager know if the problem resumes again.

01.7.2 Southern Water has been notified of the drain that needs attention close to Foxbush on the B245.

01.7.3 The KHS Planning and Advice Team visited the BP garage where concerns have been raised about vehicles exiting the garage onto a pavement and cycleway. They concluded a 'STOP' sign and associated road markings would not be appropriate but existing lining should be refreshed to current standards if required and the hedge to the left of the exit be kept cut back so as not to impede visibility for motorists exiting the garage. The Highways Improvement Plan has been updated accordingly.

01/8 Clerk's Report

There were no comments.

01/9 Items to be considered under item 01/16 Confidential Matters below

There were none.

01/10 FINANCE

10.1 To receive, approve and sign a report detailing bank reconciliation prepared by the RFO for December 2023

The account balances at 31 December 2023 were agreed as accurate and signed by Cllr L Gabriel.

ACCOUNT BALANCES AND PAYMENTS for December 2023 and January 2024

Account Balances at: 31st December 2023

Account	Amount (£)
Unity Trust Bank	16,786.25
Unity Trust Savings	71,453.37
Business 95 Day Account	66,928.88
Total	155,168.50

Income received

Unity Current		£	
Unity		-	
Savings	Unity Bank	Interest	£
			542.00
	Total		542.00

10.2 To review and approve items of payments and receipts in December 2023 and January 2024

The following income and payments were approved for December 2023 and January 2024.

Payments made: December 2023

BANK TRANS	Andy Baker	Weekly Inspections etc.	517.50	
BANK TRANS	Stocks Green School -OPAL	Donation	1,000.00	
BANK TRANS	We Are Beams	Donation	100.00	
BANK TRANS	Weld Done	Barrier Repair	90.00	
BANK TRANS	RWE	Tree Work	3,600.00	
		Grounds Maintenance VG and		
BANK TRANS	3 Counties Grounds	WW	1,123.20	
BANK TRANS	P Gow	Consultancy	380.83	
BANK TRANS	MPEC	PAT Testing	204.00	
BANK TRANS	1st Hildenborough Guides	War Memorial Plants	82.68	
BANK TRANS	KALC	Training Clerk	60.00	
BANK TRANS	SLCC	Membership	188.00	
Direct Debit	Lloyds Corporate Card	Phone, Stationery,IT, Fees	110.81	
Direct Debit	Unity Bank	Bank Charges	24.90	
Direct Debit	Unity Bank	Bank Charges	0.30	New
Direct Debit	Salary related	NI/tax/expenses/salary/pension	82.20	
BANK TRANS	Salary related	NI/tax/expenses/salary/pension	2,680.34	
			<u>10,244.76</u>	

Payments for Approval: January 2024

BANK TRANS	Andy Baker	Weekly Inspections etc.	506.00	
BANK TRANS	Lionel Robbins	Internal Audit	105.00	
BANK TRANS	Hildenborough Village Hall	Room Bookings	246.50	
BANK TRANS	Business Stream/ Orbit	Waste Water Pavilion	54.77	
Direct Debit	Lloyds Corporate Card	Phone, Stationery,IT, Fees	41.94	
Direct Debit	Salary related	NI/tax/expenses/salary/pension	76.28	
BANK TRANS	Salary related	NI/tax/expenses/salary/pension	2,544.20	
			<u>3,574.69</u>	

10.3 Update on Internal Audit

It was confirmed that all councillors had seen the letter regarding the Internal Audit.

10.4 To receive 3rd quarter accounts October to December 2023

These were approved. Cllr McNeil explained that there was still budget available to fund a new picnic table in West Wood and the installation of dropped kerbs in the Brookmead area of Hildenborough.

01/11 OPEN SPACES

11.1 Chair of Open Spaces Group to approve Maintenance Contractor's Report.

In the absence of the Chair of Open Spaces (Cllr Sklavenitis), the Vice-Chair of the Parish Council, Cllr Dobson, approved the Maintenance Contractor's Report.

11.2 If liability for maintenance by Parish Council is clarified, to approve quotation for remedial work to two “High Risk” trees identified in tree inspection undertaken by Landscape Services for Hildenborough Primary School.

A quotation received from RWE to carry out the work at a cost of £300 was approved.

01/12 ITEMS FOR CONSIDERATION

12.1 To consider recommendations of Open Spaces Committee

The following recommendations were approved by councillors:

- (i) That quotes should be sought to replace ageing/broken playground equipment and for the installation in West Wood of a picnic table and planter with a similar configuration to those on the Village Green. Quotes also to be sought for replacing/refurbishing the benches in West Wood.
- (ii) It was recommended to accept the quote of £300 for tree surgery work to two trees on Parish Council land adjacent to Hildenborough Primary School as stated in Item **01.11.2** above.
- (iii) To recommend the work to the car park height barrier is carried out by Weld Done at a cost of £595 plus VAT.
- (iv) To recommend the Maintenance Contractor, Cllr Sklavenitis and others undergo formal playground inspection training as soon as possible. The Parish Clerk to also undertake the training in order to inspect playground equipment in the event of an emergency.
- (v) Cllr Sklavenitis to invite councillors to an informal discussion to collate ideas regarding the formation of a Pavilion sub-committee ready for consideration at the next Parish Council meeting.
- (vi) To approve, if received, the quotes for repair of streetlight nos. JNAR012 and JRAR018.

With regard to Recommendation (v) above, Cllrs Lewis, Gabriel, Harrowing and Gorman all confirmed they would be happy to be part of a Parish Council working party to help with the formation of a new Pavilion Committee. It was agreed to invite representatives of the Stoolball and Cricket clubs to join the new committee if they so wish. **ACTION:** As Chair of Open Spaces, Cllr Sklavenitis to arrange an initial “brainstorming exercise” with the above-mentioned councillors to discuss the way forward. Cllr Lewis to speak to the Stoolball Club and Cricket Club in the meantime.

01/13 ITEMS FOR DISCUSSION

13.1 Items for publication on Facebook and their author.

ACTION: “Save the Date” regarding the Annual Parish Meeting taking place on Thursday 14th March 2024 to be posted on Facebook.

13.2 Individual designs and quotes for installation of dropped kerbs (if received from KCC).

The clerk confirmed that quotes have been received from Kent County Council for the installation of pairs of dropped kerbs at five locations in the Brookmead area of Hildenborough. The council approved the quotes on the understanding that the work can only be carried out by KCC contractors. **ACTION:** Cllr Rayner will speak to the Director of Highways to clarify whether the Parish Council can seek one or two additional quotes from KCC-approved independent contractors. If not, the Parish Council will instruct KCC to proceed with the work as soon as possible.

01/14 PLANNING

14.1 To note planning applications considered and commented on the Council's behalf received since 11 December 2023.

APPLICATION NO.	ADDRESS	PROPOSED APPLICATION	COUNCIL COMMENT
23/03126/FLMIN	114 Ross Cottage, Leigh Road, Hildenborough, Tonbridge, TN11 9AG.	Annex conversion.	Comment
23/01984/TPOC	Sackville School , 109 Tonbridge Road, Hildenborough, Tonbridge, Kent, TN11 9HN.	Tree Surgery	No Comment
23/03006/FLMIN	Merrybrook Estate, Lane East of Riding Lane, Hildenborough.	Installation of fencing and gates.	No Comment
23/03153	53, Park View, Mount Pleasant, Hildenborough, Tonbridge, TN11 9JJ	Erection of two storey dwelling.	No Comment
23/03117	Riding Farm Equestrian Centre, Riding Lane, Hildenborough, Tonbridge, TN11 9LN.	Construction of sand school.	No Comment
23/03142	Fosse Bank School, Noble Tree Road, Hildenborough, Tonbridge TN11 8ND.	Internal alterations to listed building.	No Comment
23/03161	3 Oakhurst Park Gardens, Hildenborough, Tonbridge, Kent TN11 8BF.	Garage conversion .	No Comment
23/03224/TPOC	Nizels Ridge Farm, Nizels Lane, Hildenborough, Tonbridge TN11 8NU.	Tree surgery.	No Comment
23/03274	5 Woodfield Avenue, Hildenborough, Tonbridge TN11 9ES.	Extension.	No Comment

Cllr Dobson spoke of the concerns expressed by the Hildenborough Gardening Society regarding the future of the Tom Stuart-Smith Gardens located within the Berkeley Homes Oakhill Development. **ACTION:** Clerk to compose a letter to send to TMBC on behalf of the Parish Council in support of Hildenborough Gardening Society and the preservation of the gardens.

01/15 ITEMS FOR INFORMATION ONLY

15.1 Correspondence – detailed in newsletter

15.2 Notes from Member representatives

15.2.1 Village Hall representative

Cllr Lewis said that the Village Hall is continuing to trade at a profit and a meeting is being held on 31st January to put together a new three year plan. He will report back at the next Parish Council meeting.

15.2.2 KALC

Cllr Wynne expressed her interest in attending future KALC events.

15.2.3 Training undertaken during December

None to report.

15.2.4 Councillor feedback from 09 January visit and representative for Farmers’ Market on 13 February 2024.

Cllr Connor attended the Farmers’ Market on 09 January and afterwards reported that he had met the event organiser, Janet Richardson and a number of visitors to the market. Local residents shared concerns with him regarding flooding insurance and overgrown hedges on the highway. Cllr Dobson said she could attend on 13 February.

01/16 CONFIDENTIAL ITEMS

There were none.

Signed Chair **February 14 2024**

Public Session

As minuted in Item 01.13.2 above, Cllr Rayner told the Parish Council that he will seek clarification regarding whether or not the council can seek quotes for highways works from independent KCC-approved contractors, where the parish council is required to fund such works, and will report back to the clerk later this week.

Cllr Rayner spoke about the government’s proposals for local government funding and the potential savings to be made in recycling services and other non-children and non-adult services. He said that winter preparations are continuing in the county and the routes for gritting vehicles can be found on the KCC website.

Cllr Rayner also spoke about the implications of border control changes and the effect the changes are likely to have on increasing delays at Kent ports. He then introduced a member of the public who had come to the meeting with a particular concern regarding a local planning application. The Chair explained to him that planning applications for Hildenborough are considered by councillors at the Planning Committee meetings and the agendas are publicised beforehand on the Village notice board and Parish Council website.

01/16 CONFIDENTIAL ITEMS

There were none.