

HILDENBOROUGH PARISH COUNCIL

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

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Members of the Parish Council are summoned to the Annual Parish Council Meeting to be held in the Finzi Room of Hildenborough Village Hall, Riding Lane on **Wednesday 8 May 2024 at 7.30pm**

Julia Church

PUBLIC SESSION: County and Borough Councillors and local residents are invited to make comment, ask questions or put forward ideas during the first 15 mins.

ANNUAL PARISH COUNCIL MEETING AGENDA **WEDNESDAY 8 MAY 2024**

- 05/1. Election of Chair – to receive nominations and elect Chair**
 - 1.1 Declaration of Acceptance of Office**
- 05/2. Election of Vice Chair – to receive nominations and elect Vice Chair**
 - 2.1 Declaration of Acceptance of Office**
- 05/3 Apologies and reasons for absence.**
- 05/4 Declaration of Personal or Prejudicial Interests.**
- 05/5 Declaration of gifts and hospitality.**
- 05/6 Appointment of Committee Members and Representatives of the Parish Council.**
 - 6.1 Treasurer**
 - 6.2 Finance Committee**
 - 6.3 Open Spaces Group**
 - 6.4 Planning Committee**
 - 6.5 Pavilion Working Party**
 - 6.6 Flood Representative**
 - 6.7 Village Hall Representative**
 - 6.8 Highways Representative**
 - 6.9 Parish Partnership Representative**
 - 6.10 KALC/T&MBC Meetings**
 - 6.11 Centrepiece author**
- 05/7 Minutes of the Meeting held on Wednesday 10 April 2024 for agreement and signature if a true record.**
- 05/8 Matters arising from the Meeting of 10 April.**
- 05/9 Clerk's Report – to include maintenance contractor's progress report and other information and actions.**
- 05/10 The ongoing problem of problem/dangerous parking on London Road opposite the Harvest Garage.**
- 05/11 The request for funding from Hildenborough CE Primary School towards the cost of groundworks to enable the school to embark on the OPAL play based approach to physical activity.**
- 05/12 Items to be considered under item 05/19 Confidential matters below.**
- 05/13 FINANCE**

- 13.1 To receive, approve and sign a report detailing bank reconciliation prepared by the RFO for April 2024.
- 13.2 To review and approve items of payments and receipts in April and May 2024.
- 13.3 To approve End of Year accounts 2023/24.
- 13.4 To approve the bank signatories for 24/25.
- 13.5 To approve Risk Assessment of Internal Control.
- 13.6 To approve Statement of Internal Control.
- 13.7 To ratify the Annual Governance and Accountability Return (AGAR) 2023/24
 - 13.7.1 Annual Internal Audit Report 2023/24
 - 13.7.2 Section 1 Annual Governance Statement 2023/24
 - 13.7.3 Section 2 Accounting Statements 2023/24
 - 13.7.4 Display of Public Rights between 3 June and 12 July 2024
- 13.8 To approve the updated Assets Register
- 13.9 To approve the amend to the updated Standing Orders
- 13.10 To approve the cost of the Clerk undertaking a SLCC (Society of Local Council Clerks) course in GDPR (£36) and the ILCA to CiLCA one year course to build on the knowledge gained from completing the ILCA (Introduction to Local Council Administration) course (£120)
- 13.11 To consider the offer made by members of the family of the late Cllr Michael Dobson, who was Hildenborough borough councillor for over 40 years and served as Chairman of our Parish Council for 5 years, to pay for a bench in his memory.

05/14 OPEN SPACES

- 14.1 The Chair to approve the Maintenance Contractor's weekly Risk Assessment sheets for the previous month.
- 14.2 To confirm receipt of the Maintenance Contractor's Report.
- 14.3 To consider the recommendations from the Open Spaces Group Meeting of 1 May 2024:
 - 14.3.1 To approve the employment of an assistant for the Maintenance Contractor at a cost of £400 for two days to help install replacement fencing at the playground in the Recreation Ground and the pump cycle track in West Wood.
 - 14.3.2 To seek quotes for the employment of a consultant to assist with creating the specification for the construction of a new footpath around the perimeter of the Recreation Ground.
 - 14.3.3 To accept the quote from Tree Craft for the annual tree inspection at a cost of £1,595 plus VAT.
 - 14.3.4 To consider the addition of the following items to the updated Infrastructure Plan:
 - Construction of a new pavilion in the Recreation Ground (£500,000 estimate)
 - Pump cycle track improvements (£10,000 estimate)
 - Potential safety measures at West Wood pond (£10,000 estimate)
 - Drainage of the Village Green (£40,000 estimate)
 - 14.3.5 To approve the Play Inspection Company carry out its annual inspection of playground equipment at a cost of £282.60
 - 14.3.6 To accept the quote from R Bayliss to repair the playground surface at a cost of £565 plus VAT.

14.3.7 To write to Hilden Park School to ask for their recommendations regarding the provision of accessible playground equipment for children with disabilities.

05/15 ITEMS FOR CONSIDERATION:

15.1 To seek permission from the Village Hall Committee to pay for the installation of an internet connection to be managed and used by the Parish Council during its council meetings in the hall.

15.2 Adoption of Special Motions:

15.2.1 Special Motion 1

15.2.2 Special Motion 2

05/16 ITEMS FOR DISCUSSION

16.1 Responses from KCC on Highway Improvement Plan and further development:

16.1.1 Nizel's Lane

16.1.2 Riding Lane

16.1.3 B245

16.2 Inclusion of the new Pavilion Working Party in the review of the Terms of Reference to be approved at the June Parish Council meeting.

05/17 PLANNING

17.1 To note planning applications considered and commented on the Council's behalf received since 15 April 2024.

Application No	Address	Proposal	Council Comment
24/00470	Park View, 53 Mount Pleasant, Hildenborough, Tonbridge TN11 9JJ.	Details of conditions	No comment
24/00428	49 Stacey Road, Tonbridge, TN10 3AP.	Dropped kerb	No comment
24/00448	Dove Cottage, Lower Street, Hildenborough, Tonbridge, TN11 8PT	Double garage	No comment
24/00422	The Oast House, Riding Lane, Hildenborough, Tonbridge TN11 9LH.	Solar panels	No comment
24/00551	Braddan, Riding Lane, Hildenborough, Tonbridge, TN11 9LR.	Pool house	No comment
24/00538	130, Oakhill House, Tonbridge Road, Hildenborough, Tonbridge, TN11 9DZ.	Details of conditions	No comment
24/00524	156, Tonbridge Road, Hildenborough, Tonbridge TN11 9HW.	Change of use	Comment.

24/00564	Braddan, Riding Lane, Hildenborough, Tonbridge, TN11 9LR.	Double garage and home office	No comment
24/00562	12, Oakhurst Park Gardens, Hildenborough, Tonbridge, TN11 8BF	Tree surgery	No comment

05/18 ITEMS FOR INFORMATION ONLY

18.1 Correspondence – detailed in newsletter.

18.2 Notes from Member representatives:

18.2.1 KALC T&M Area Committee Meeting – report by Cllr Wynne

18.2.2 Training undertaken during April

18.2.3 Village Hall representative

18.2.4 Police

18.2.5 Representative for Farmers' Market on 11 June 2024

18.3 Items for publication on Facebook

The Chair to move that the press and public to be excluded from the remainder of the meeting.

05/19 CONFIDENTIAL ITEMS