

HILDENBOROUGH PARISH COUNCIL

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

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Minutes of the Annual Parish Council Meeting held in the Finzi Room of Hildenborough Village Hall, Riding Lane on Wednesday 8 May 2024

PRESENT: Cllr M Coles Cllr K Dobson Cllr N Harrowing
Cllr C Wynne Cllr A McNeil Cllr C Lewis
Cllr I Sklavenitis Cllr L Gabriel Cllr M Connor
Cllr M Wills

ALSO PRESENT: Ms J Church (Clerk); Cllr Harry Rayner; Cllr Mark Rhodes

05/1. Election of Chair – to receive nominations and elect Chair

Cllr I Sklavenitis was nominated by Cllr McNeil, seconded by Cllr Dobson and ratified by the council. Cllr Sklavenitis accepted the Office.

1.1 Declaration of Acceptance of Office

Cllr Sklavenitis signed the Declaration of Acceptance of Office that was witnessed by the Proper Officer.

05/2. Election of Vice Chair – to receive nominations and elect Vice Chair

Cllr K Dobson was nominated by Cllr M Connor and seconded by Cllr N Harrowing and ratified by the council.

05/3 Apologies and reasons for absence.

Apologies were received from Cllr Gorman (previous commitment).

05/4 Declaration of Personal or Prejudicial Interests.

Declarations from Cllr Sklavenitis regarding Planning Applications 24/00551 and 24/00564 and a declaration from Cllr McNeil regarding Item 05/11.

05/5 Declaration of gifts and hospitality.

There were none.

05/6 Appointment of Committee Members and Representatives of the Parish Council.

The following members were appointed as committee members or representatives of the Parish Council:

6.1 Treasurer – Cllr A McNeil

6.2 Finance Committee – Cllrs A McNeil, I Sklavenitis, M Coles, C Lewis, K Dobson

6.3 Open Spaces Group – Cllrs I Sklavenitis, L Gabriel, C Lewis, K Dobson, A McNeil, C Wynne, N Harrowing, M Connor, M Wills.

6.4 Planning Committee – Cllrs K Dobson, I Sklavenitis, N Harrowing, M Gorman, M Wills. Cllr Gabriel stated she would be willing to be a stand-in member when required, with at least 24 hours' notice.

6.5 Pavilion Working Party – Cllrs M Coles, K Dobson, L Gabriel, N Harrowing, C Lewis, A McNeil, I Sklavenitis, M Wills, C Wynne.

6.6 Flood Representative – Cllr C Wynne

6.7 Village Hall Representative - Cllr C Lewis

6.8 Highways Representative – Cllr I Sklavenitis

6.9 Parish Partnership Representative – Cllr C Wynne

6.10 KALC/T&MBC Meetings – Cllr C Wynne

6.11 Centrepiece author – The Clerk

05/7 Minutes of the Meeting held on Wednesday 10 April 2024 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, Cllr I Sklavenitis.

05/8 Matters arising from the Meeting of 10 April.

There were none.

05/9 Clerk's Report – to include maintenance contractor's progress report and other information and actions.

The Clerk's report was noted and there were no actions.

05/10 HIGHWAYS

The ongoing problem of problem/dangerous parking on London Road opposite the Harvest Garage.

Cllr Rayner made the following suggestions:

- For the Parish Council to look at the possibility of including this issue in the parking arrangements being discussed in the Parking Review or the Highways improvement plan
- To look at the possibility of making an application for funds through Vision Zero, where KCC have funds to put towards issues where there are accident blackspots. Cllr Rayner suggested the Clerk contact the relevant Highways Project Officer at KCC to check whether the Parish Council would qualify for funding.
- To ask KCC through the Joint Transportation Board for a survey to be undertaken to see if the problem qualifies for a KCC TRO (Traffic Regulation Order) amendment.

ACTIONS: To explore the above suggestions and to send a letter to Cllr Mark Rhodes in support of his action regarding the potential installation of yellow lines by TMBC and the contact of local businesses at the Harvest site to alert them of the issue around parking. To add the installation of yellow lines to the Highways Improvement Plan.

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.

Cllr Gabriel motioned a donation of £1,250 which was passed by the council. Cllr Rayner to match-fund on condition the donation can be spent before September 2024. Hildenborough CE Primary School suggested this wouldn't be problematic.

ACTION: Clerk to formally notify Hildenborough CE Primary School of the decision and to e-mail Cllr Rayner to request he arrange for application forms to be sent to the school to apply for members grant.

05/12 Items to be considered under item 05/19 Confidential matters below.

There were none.

05/13 FINANCE

The treasurer gave his report, highlighting the current balances within the bank accounts. The Unity Trust Savings balance exceeds that of the FSCS and the council was made aware of this. The Council agreed that the risk was minimal due to upcoming expenditure and the strength of Unity Trust Banks.

13.1 To receive, approve and sign a report detailing bank reconciliation prepared by the RFO for April 2024.

The account balances at 30 April, 2024 were agreed as accurate and signed by Cllr N Harrowing.

Account Balances at:	30th April 2024
Account	Amount (£)
Unity Trust Bank	18,511.65
Unity Trust Savings	106,907.48
Business 95 Day Account	69,277.53
Total	194,696.66

13.2 To review and approve items of payments and receipts in April and May 2024.

The following income and payments were approved for April and May 2024.

Payments made: April 2024			
BANK TRANS	Andy Baker	Weekly Inspections etc.	506.00
BANK TRANS	Rialtas	Accounting Software	230.40
BANK TRANS	Hildenborough Road Races	Trophies	28.19
	St John's Church		
BANK TRANS	Hildenborough	Donation - churchyard maint.	1,500.00
BANK TRANS	Kings Mower Services	Mower & Strimmer maint.	136.19
BANK TRANS	Julia Church	Refreshments APM	10.14
BANK TRANS	Hildenborough Village Hall	Room Hire	223.00
Direct Debit	lloyds Corporate Card	Water/IT/Data Protection	63.55
Direct Debit	Salary related	NI/tax/expenses/salary/pension	76.28
BANK TRANS	Salary related	NI/tax/expenses/salary/pension	2,544.20
			5,317.95

Payments for Approval: May 2024

BANK TRANS	Andy Baker	Weekly Inspections etc.	500.00
		Website hosting and	
BANK TRANS	Parish Council websites	Maintenance	388.80
BANK TRANS	Lionel Robins	Internal Audit	105.00
BANK TRANS	RLSS UK	Westwood Pond Risk Assessment	1,539.20
Direct Debit	Lloyds Corporate Card	Water/IT/Data Protection	20.88
Direct Debit	Salary related	NI/tax/expenses/salary/pension	76.28
BANK TRANS	Salary related	NI/tax/expenses/salary/pension	2,544.20
			<u>5,174.36</u>

13.3 To approve End of Year accounts 2023/24.

Approved.

13.4 To approve the bank signatories for 24/25.

Cllrs. M Coles, K Dobson, A McNeil, C Lewis and I Sklavenitis were approved as bank signatories.

13.5 To approve Risk Assessment of Internal Control.

Approved.

13.6 To approve Statement of Internal Control.

Approved and signed by the Chair.

13.7 To ratify the Annual Governance and Accountability Return (AGAR) 2023/24

13.7.1 Annual Internal Audit Report 2023/24

This was noted by members.

The Internal Auditor's Final report for 2023/24 was also noted and findings considered.

13.7.2 Section 1 Annual Governance Statement 2023/24

RATIFIED: The Annual Governance Statement items were approved, signed by the chair and clerk and ratified by the Council.

13.7.3 Section 2 Accounting Statements 2023/24

RATIFIED: The Accounting Statements for 2023/24 were approved and signed by the chair, having already been signed by the Responsible Financial Officer. They were ratified by the Council.

13.7.4 Display of Public Rights between 3 June and 12 July 2024

The period for the display of Public Rights was approved.

13.8 To approve the updated Assets Register

Approved.

13.9 To approve the amend to the updated Standing Orders

Approved.

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)

Approved.

- 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. Cllr Dobson suggested paying for a bench in West Wood with a little plaque.**

The offer was accepted gratefully by councillors.

ACTION: Add to agenda for further discussion at the next Open Spaces Group meeting.

05/14 OPEN SPACES

- 14.1 The Chair to approve the Maintenance Contractor's weekly Risk Assessment sheets for the previous month.**

Approved.

- 14.2 To confirm receipt of the Maintenance Contractor's Report.**

Receipt confirmed.

- 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.

Approved.

ACTION: To notify the Maintenance Contractor that the employment of an assistant has been approved and to request a date for the installation of the fencing.

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.

Approved.

ACTION: RFO to seek quotes.

14.3.3 To accept the quote from Tree Craft for the annual tree inspection at a cost of £1,595 plus VAT.

Approved.

ACTION: Clerk to write to Tree Craft to accept their quote and request date for the tree inspection to take place.

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)**

All items approved.

14.3.5 To approve the Play Inspection Company carry out its annual inspection of playground equipment at a cost of £282.60

Approved.

14.3.6 To accept the quote from R Bayliss to repair the playground surface at a cost of £565 plus VAT.

Approved.

ACTION: Clerk to notify contractor and request date for carrying out the work.

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.

As the pupils of Hilden Park School may not meet criteria for accessibility by children with physical disabilities, it was agreed to conduct additional research.

ACTION: To conduct further research including the equipment at the playground in Gravesend that features a good range of accessible play equipment.

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.

Cllr C Lewis, who is a member of the Village Hall Committee, gave permission on behalf of the Committee.

ACTION: To ask the RFO to accept the quote from BT for the installation of WiFi in the Village Hall.

15.2 Adoption of Special Motions:

15.2.1 Special Motion 1

Passed

15.2.2 Special Motion 2

Cllr McNeil suggested movement from £5,000 to £3,000 (net of VAT) as the maximum sum for a quote to be approved by the Open Spaces Committee. In addition, Cllr Mc Neil suggested the movement from £5,000 to £3,000 (net of VAT) as the sum above which the Parish Council may delegate specific items of expenditure but these must be previously voted upon and specific powers delegated at the Parish Council Meeting .

Cllr McNeil also moved the addition of the following paragraph:

“The committee may not accept quotes totalling over £10,000 in any one meeting. The Parish Council may waive the £10,000 total limit but this must

be previously voted upon and specific powers delegated at the Parish Council Meeting.”

following the paragraph concerning the delegation of specific items of expenditure above the £3,000 (net of VAT) limit.

Passed.

ACTION: Clerk to update the Standing Orders and Terms of Reference in accordance with Special Motion 1 and 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

The council moved that the additions to the HIP go on the agenda of the next Parish Council meeting.

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.

Agreed.

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

Cllr. Dobson said the main planning application spoken about at some length by the Planning Committee was Planning Application 24/00524. It was agreed that a letter sent to the Parish Council by a resident, expressing his concerns regarding the pressure on the infrastructure of Hildenborough in the event of further development, which he spoke about at the last Parish Council meeting, will be discussed at the Planning Meeting taking place on 28th May.

ACTION: Clerk to forward resident's anonymised letter to Cllr Rayner and Cllr Rhodes. Clerk to also send the Planning Meeting agenda to Cllr Rayner who would like to attend the meeting.

05/18 ITEMS FOR INFORMATION ONLY

18.1 Correspondence

Detailed in newsletters.

18.2 Notes from Member representatives:

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

- Cllr Wynne told the council that the main speaker at the Meeting was from Kent Fire and Rescue Service regarding home visits to assess, fit new smoke alarms etc. for anyone in the village who may be eligible.
- The KALC website is currently being updated with data being collated from different parish councils in order to share experience and expertise.
- Another big item on the agenda was Climate Change and whether or not Parish Councils had a Climate Change policy.

Cllr Dobson motioned that anything relevant from KALC should be shared on the Hildenborough Parish Council Facebook page. The motion was passed.

18.2.2 Training undertaken during April

There was none.

18.2.3 Village Hall representative

Cllr Lewis reported that it has been a very successful year for the Village Hall financially which has enabled them to invest in re-wiring the building. Cllr Sklavenitis asked Cllr Lewis to send thanks to the Village Hall Committee for all their hard work.

18.2.4 Police

Receipt of PC Ollie Evans's report was acknowledged. In it, the report stated that from 03/04/2024 to 03/05/2024 there were 12 crimes reported in the Parish including the attempted theft of two motorcycles. PC Evans is working with the Neighbourhood Task Force to continue to tackle any drug use in the

area, as residents often raise concerns with regarding this around Riding Park/Riding Lane.

18.2.5 Representative for Farmers’ Market on 11 June 2024

Cllr Dobson indicated that she plans to attend.

18.3 Items for publication on Facebook

To share the Kent Solar Initiative; the new plants on the Village Green; home visits by Kent Fire and Rescue Service.

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

05/19 CONFIDENTIAL ITEMS

There were none

The meeting closed at 9.15pm.

The Parish Council vote that the minutes above are a true reflection of the meeting. Signed on behalf of the Parish Council by the Chair.

Signed Chair June 12 2024

Public Session

Cllr Rhodes told the meeting that the proposed car park at the castle in Tonbridge would not be going ahead but existing parking charges would be extended until 8pm and would also include Sundays and Bank Holidays (except for Christmas Day, Boxing Day and New Year’s Day). Cllr Rhodes also spoke about the potential for installing yellow lines in London Road, opposite the Harvest Garage, to tackle the problem of obstructive parking, and said he would speak to the Parking Manager at TMBC about this matter.

Cllr Rayner said that KCC are continuing to look carefully at areas that are voluntarily supported by the council such as the bus service where there will be a reduction in support as passenger numbers have declined by a third across Kent. The new government when it comes in will be looking at a BSIP (“Bus Service Improvement Programme”) style programme to generate the necessary funding to support public transport. Cllr Rayner explained that KCC’s only mandated requirement for public transport is for getting children to school. The council is also looking at the contracts for household waste recycling centres.

A representative of Hildenborough CE Primary School shared more detail about the OPAL (“Outdoor Play and Learning”) Project being introduced at the school to improve the quality of play in a sustainable way. The meeting heard how significant groundworks costing £6,500 will need to be undertaken in the school grounds in order to install the play equipment and there will also be a requirement for storage. The school’s PTA are making a significant contribution towards the cost of the

project and the school is seeking a £2,500 donation from the Parish Council towards the cost of storage equipment. Cllr Rayner responded to say that he would be willing to match-fund any donation the council agree to make towards the requested sum of £2,500.