

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 12 June 2024

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

ALSO PRESENT: Ms J Church (Clerk); Cllr Harry Rayner; Stallholder from the Farmers' Market.

06/1 Apologies and reasons for absence

Apologies were received from Cllr M Gorman (prior engagement) and Cllr Wills (work commitment). Apologies were also received from Borough Councillors M Rhodes and K Barton who were attending a meeting at Tonbridge and Malling Borough Council.

06/2 Declaration of Personal or Prejudicial Interests

Cllr Sklavenitis declared an interest in Planning Application no 24/00803.

06/3 Declaration of gifts and hospitality

There were none.

06/4 Minutes of the Annual Parish Council Meeting held on Wednesday 8 May 2024 for agreement and signature if a true record

Cllr Coles motioned the following alterations to the Minutes:

Item 05/1 - Cllr Sklavenitis was nominated by Cllr McNeil and seconded by Cllr Dobson.

Item 05/3 - Apologies were received from Cllr Gorman (previous commitment)

Item 05/10 - "Highways" heading inserted with areas covered underneath

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.

Item 05/11 - 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.

The motion to make the above alterations was agreed.

Once the above alterations were made, the Minutes were approved by the Council as a true and accurate record and signed by the Chair, Cllr I Sklavenitis.

06/5 Matters arising from the Minutes of May’s Meeting

There were none.

06/6 Clerk’s Report

The Clerk’s Report was noted and there were no actions.

06/7 Items to be considered under item 06/15 Confidential Matters below

There were none.

06/8 FINANCE

8.1 To receive, approve and sign a report detailing bank reconciliation prepared by the RFO for May 2024

The account balances at 31 May, 2024 were agreed as accurate and signed by Cllr C Wynne.

ACCOUNT BALANCES AND PAYMENTS for May 2024 and June 2024

Account Balances at:	31st May 2024
Account	Amount (£)
Unity Trust Bank	15,609.89
Unity Trust Savings	106,907.48
Business 95 Day Account	69,277.53
Total	191,794.90

8.2 To review and approve items of payments and receipts in May and June 2024

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

Payments made: May 2024

BANK TRANS	Andy Baker	Weekly Inspections etc.	500.00
BANK TRANS	Parish Council websites	Website hosting and Maintenance	388.80
BANK TRANS	Lionel Robins	Internal Audit	105.00
BANK TRANS	RLSS UK	Westwood Pond Risk Assessment	1,539.20
Direct Debit	EDF	Pavilion Electricity	240.68
Direct Debit	Lloyds Corporate Card	Water/IT/Data Protection	20.88
Direct Debit	Lloyd’s Corporate Card	Water/IT/Data Protection	149.85
Direct Debit	Salary related	NI/tax/expenses/salary/pension	76.28
BANK TRANS	Salary related	NI/tax/expenses/salary/pension	2,544.20
			5,564.89

Payments for Approval: June 2024

BANK TRANS	Andy Baker	Weekly Inspections etc.	677.00
BANK TRANS	Andy Baker – Shed man	Fence - cycle track	400.00
BANK TRANS	3 Counties	Village Green and WW mowing	649.80

BANK TRANS	Gillicks	Pavilion Cleaning	210.00
BANK TRANS	Sturgeons	Pot holes	1,020.00
BANK TRANS	SLCC	GDPR e-learning course	36.00
BANK TRANS	SLCC	Clerk training	144.00
BANK TRANS	Microshade	IT - Microsoft and email addresses	270.47
BANK TRANS	Hildenborough Primary School	Opal Project	1,250.00
BANK TRANS	RWE	West Wood tree work	2,160.00
BANK TRANS	Castle Water	Water Pavilion	39.25
BANK TRANS	Clerk	Expenses - Planters	95.94
Direct Debit	Unity Bank	Quarterly fees	24.00
Direct Debit	Salary related	NI/tax/expenses/salary/pension	76.28
BANK TRANS	Salary related	NI/tax/expenses/salary/pension	2,544.20
			<u>9,596.94</u>

8.3 To consider quote e-mailed from Trueplan Land Surveyors for £2,500 to visit site of footpath to be installed in the Recreation Ground and produce drawings.

It was agreed to defer the item to the next meeting of the Open Spaces Committee as there was not sufficient evidence to agree the quote.

ACTION: The RFO to provide a list of contractors approached for a quote and to obtain a revised, more detailed quote from Trueplan.

8.4 To approve the use of payment by Direct Debit for the WiFi connection the Village Hall.

Approved.

06/9 OPEN SPACES

9.1 The councillors to receive the Maintenance Contractor's weekly Risk Assessment reports, to be signed on behalf of the council by the Chair of Open Spaces

The Risk Assessments were received and signed by Cllr Sklavenitis.

9.2 To review the Maintenance Contractor's contract that is due for its three month renewal at the end of June

The contract renewal was approved. **ACTION:** Clerk to obtain three market comparisons for rates of pay for similar roles at other Parish Councils.

9.3 To approve the following Recommendation from the Open Spaces Group Meeting that took place on 01 May 2024:

"The clerk, in consultation with Cllr Connor, to write a draft response to requests received by the Parish Council to hold commercial or non-commercial activities on any of the Parish Council's Open Spaces. The clerk and Cllr Connor to check the legal implications of holding such activities."

The Recommendation was accepted.

9.4 To review feedback on Village Green meeting with residents and to agree next steps.

Cllr Sklavenitis gave an account of meeting on the Village Green and the discussion around the problem of standing water. **ACTION:** Clerk to obtain a price for a soakaway to be installed on the Village Green, ready for consideration at the next Parish Council meeting.

9.5 To approve the seeking of quotes for the implementation of the following recommendations in the Risk Assessment of the pond in West Wood:

- To replace two existing “Deep Water” signs with new warning signs with pictograms including new signage to advise of slip, trip, steep/slippery bank and deep water
- To include a “What 3 Words” location on the new Information Board
- To install safety station with throw line and reach pole
- To display a telephone number for reporting missing/damaged equipment
- To advise Maintenance Contractor to wear buoyancy aid and notify clerk when working at the pond, if lone working.
- To advise local primary schools to arrange delivery of basic water safety awareness training
- To introduce a bespoke pond-dipping platform with protective fencing to control point of access to the pond
- To introduce signage at the entrance to the play area alerting adults to the presence of deep water

The seeking of quotes by the RFO was approved.

06/10 HIP UPDATES

10.1 To agree the location of three sites in Hildenborough for the positioning of a SID (Speed Indicator Device)

Two sites on the B245 were agreed and also Riding Lane. **ACTION:** The Clerk to notify Kent Highways of the sites identified for updating the HIP.

10.2 To agree roads to suggest to Kent Highways for the potential location of the PVC road safety banner

It was agreed to suggest the B245, specifically the green adjacent to Foxbush, to Kent Highways as the location for the banner.

10.3 To consider whether to ask KHS to add “The installation of double yellow lines on London Road to prevent nuisance parking” to the HIP.

Following receipt of comments from Kent Highways that the location was not suitable for the installation of yellow lines, it was agreed to ask Cllr Rayner if he can assist with a response to Kent Highways from the Parish Council.

ACTION: Clerk to write to Cllr Rayner on behalf of the Parish Council to request his support.

06/11 ITEMS FOR CONSIDERATION

11.1 To receive and approve the Council’s updated policy documents

The updates were agreed, pending further revisions to be made ready for approval at the next Parish Council meeting. **ACTION:** The Clerk and the Chair to agree remaining updates.

11.2 Updated Infrastructure Plan

Approved. **ACTION:** Clerk to send the updated Infrastructure Plan to Tonbridge & Malling Borough Council.

11.3 To consider granting permission for Hildenborough Primary School to have access to the Pavilion for water on their last day of term, 23rd July 2024.

Permission was granted.

06/12 ITEMS FOR DISCUSSION

12.1 To discuss the installation of a cupboard in the Committee Room in the Village Hall to house the new WiFi router securely.

It was agreed that a cupboard was not required to house the new router.

06/13 PLANNING

13.1 To note planning applications considered and commented on the Council's behalf received since 29th April 2024

APPLICATION NO.	ADDRESS	PROPOSED APPLICATION	COUNCIL COMMENT
24/00604	108 Tonbridge Road, Hildenborough, Tonbridge TN11 9EL.	Installation of solar panels	No comment
24/00599	Meadow Bank, Vines Lane, Hildenborough, Tonbridge, TN11 9LT	Single storey extension	No comment
24/00650	Nizel's Ridge Farm, Nizel's Lane, Hildenborough, Tonbridge TN11 8NU.	Details of conditions.	No comment
24/00684	Nizel's Ridge Farm, Nizel's Lane, Hildenborough, Tonbridge TN11 8NU.	Tree felling	No comment
24/00667	Willow Tree Stables, Vines Lane, Hildenborough, Tonbridge TN11 9LT	Erection of outbuilding	No comment
24/00619	36 Hilden Park Road, Hildenborough, Tonbridge TN11 9BL	First and second floor extension	No comment
24/00755	1 Mount Pleasant Court, Hildenborough, Tonbridge, TN11 9JP.	Tree surgery	No comment
24/00735	Pembroke Lodge, 162 Tonbridge Road, Hildenborough, Tonbridge TN11 9HP.	Tree surgery	No comment

24/00733`	Riding Farm, Riding Lane, Hildenborough, Tonbridge, TN11 9AN	Erection of eight dwellings	Comment
24/00705	Old Florence Place, 152-154 Tonbridge Road, Hildenborough, Tonbridge, TN11 9HW.	Change of use	Comment
24/00803	Russettings, Riding Lane, Hildenborough, Tonbridge, TN11 9LR	Section 73 application to vary condition 3	No Comment
24/00796	11, Woodfield Avenue, Hildenborough, Tonbridge, TN11 9ES	Replacement of flat roof and parapet.	No Comment
24/00794	Hardwick Park Farm, Coldharbour Lane, Hildenborough, Tonbridge TN11 9LE	Application to determine if prior approval is required for replacement pole barn	No Comment
24/00747	Oakhill House, 4 Langdon Down Road, Hildenborough, Tonbridge TN11 9FE	Details of Condition 4	No Comment
Update with regard to Planning Application 24/00733, Riding Farm, Hildenborough			

The Chair of the Planning Committee spoke about the comments the Planning Committee agreed regarding Planning Application Nos 24/00733 and 24/00705.

13.2 To consider the draft letter produced by members of the Planning Committee in response to the concerns expressed by a local resident regarding the impact of future development in Hildenborough on the village's infrastructure.

The draft letter to the resident was approved. **ACTIONS:** The Clerk to send the letter to the resident; The Planning Committee to discuss whether traffic surveys should be undertaken in order to collate data in preparation for the publication of the Local Plan.

06/14 ITEMS FOR INFORMATION ONLY

14.1 Correspondence

Detailed in newsletters.

14.2 Notes from Member representatives

14.2.1 Village Hall representative

The Village Hall representative was not present at the meeting. The report will be sought at the July Parish Council Meeting.

14.2.2 Parish Partnership Panel report from Cllr Wynne

The report was noted.

14.2.2 KALC

It was noted that KALC have been publishing some interesting bulletins on their Facebook page which the clerk has been sharing on the Parish Council's Facebook page.

14.2.3 Training undertaken during May

The Clerk undertook and passed a course in GDPR

14.2.4 Councillor feedback from 14 May and 11 June visit and representative for Farmers' Market on 09 July 2024.

On 14 May Cllr Dobson received comments regarding the problem of speeding traffic on Riding Lane and the absence of dog waste bins in locations in Hildenborough. On 11 June, Cllr Gorman also received comments regarding speeding on Riding Lane as well as the non-operation of the new wigwags in Riding Lane that have subsequently been repaired, and the subject of litter picking was raised.

ACTION: The clerk to ask Cllr Gorman if he is available to attend the Farmers' Market on 9th July.

14.3 Items for Parish Council Communications

Bring your ID to vote; West Wood pond Risk Assessment; Repairs to fence at the pump cycle track in West Wood.

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

06/15 CONFIDENTIAL ITEMS

There were none

Signed Chair July 10 2024

Public Session

A stallholder from the Farmers' Market spoke about the forthcoming closure of the market at the end of July. He explained that although he had secured new premises at the Village Hall, he was aware there was no provision for WiFi. He therefore requested that the Parish Council extend the recently installed WiFi in the Committee Room to enable access to the WiFi by stallholders when the market is held in the Jim England Room on the ground floor of the Village Hall. The Chair responded to say that the request would be added to the agenda of the next meeting of the Open Spaces Committee on 3rd July and the resident would be notified of the outcome following the meeting. The Parish Council agreed to delegate powers on this decision to the Open Spaces Committee.

Cllr Rayner told the council that the Local Plan was expected to be published in the middle of July. A number of parishes in North-West Kent had banded together with a view to undertaking traffic surveys in order to gather data to enable the councils to comment on the impact of the Local Plan when it comes forward.

Cllr Rayner also explained that in his role as Chair of the Joint Transport Board he is looking at widening the scope of the JTB, for example regarding the extension of the connection of buses and trains in Hildenborough.

Cllr Rayner suggested that the clerk contact Alison Parris, the clerk to the JTB, to ask for early consideration around the items regarding parking in Hildenborough and he will arrange for a representative from HPC to speak at the meeting.