

# 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 July 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                      Cllr M Gorman  
Cllr M Wills

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

### **07/1 Apologies and reasons for absence**

Apologies were received from Cllr M Rhodes.

### **07/2 Declaration of Personal or Prejudicial Interests**

Cllr Gabriel declared an interest in Planning Application No. 24/00940 and Cllr Sklavenitis declared an interest in Planning Application Nos 24/00940 and 24/00905.

### **07/3 Declaration of gifts and hospitality**

The Parish Council declared a gift of 15 books about the gardens in the Oakhill development donated by Hildenborough Gardeners Society on behalf of Fidelity International.

### **07/4 Minutes of the Parish Council Meeting held on Wednesday 12 June 2024 for agreement and signature if a true record**

The Minutes were agreed and signed by the Chair.

### **07/5 Matters arising from the Minutes of June's Meeting**

There were none.

### **07/6 Clerk's Report**

The Clerk's Report was noted.

### **07/7 Items to be considered under item 07/15 Confidential Matters below**

There were none.

### **07/8 FINANCE**

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

The account balances at 30 June, 2024 were agreed as accurate and signed by Cllr Connor.

**ACCOUNT BALANCES AND PAYMENTS for**

**June 2024 and July 2024**

**Account Balances at: 30th June 2024**

<b>Account</b>	<b>Amount (£)</b>
<b>Unity Trust Bank</b>	<b>15,880.31</b>
<b>Unity Trust Savings</b>	<b>97,516.14</b>
<b>Business 95 Day Account</b>	<b>69,277.53</b>
<b>Total</b>	<b>182,673.98</b>

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

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

**Payments made: June 2024**

BANK TRANS	Andy Baker	Weekly Inspections etc.	677.00	
BANK TRANS	Andy Baker - Shedman	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	Coppards	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	EDF	Electricity - Pavilion	132.64	New
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	
			<b>9,729.58</b>	

**Payments for Approval: July 2024**

BANK TRANS	Andy Baker	Weekly Inspections etc.	500.00	
BANK TRANS	3 Counties	Village Green and WW mowing	655.80	
BANK TRANS	Gillicks	Pavilion Cleaning	105.00	
BANK TRANS	Microshade	IT - microsoft and email addresses	198.47	
BANK TRANS	Tree Craft	Tree Management	1,956.00	
BANK TRANS	S.G. Plumbing & Heating	Tap - Village Green	96.00	
BANK TRANS	Viking RAJA	Supplies Pavilion	26.00	
BANK TRANS	Clerk	Expenses - Pavilion	10.24	
BANK TRANS	KALC	Annual Subscription	2,105.36	
Direct Debit	lloyds Corporate Card	Fence/IT/Water/Fees	287.87	
Direct Debit	Salary related	NI/tax/expenses/salary/pension	76.28	
BANK TRANS	Salary related	NI/tax/expenses/salary/pension	2,544.20	
			<b>8,561.22</b>	

## **07/9 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 Wynne.

- 9.2 To consider Cllr Connor's options for responses to requests for usage of Parish Council-owned Open Spaces for public events e.g. picnics.**

Discussion took place about the criteria that would need to be met by individuals or organisations wishing to hold an event/events on the Parish Council's Open Spaces. It was agreed that it would be best if a standardised procedure be implemented.

**ACTION:** Cllr Connor and Cllr Dobson to compose a draft standard letter of response to requests to hold events on the Open Spaces for consideration at the next Parish Council meeting.

## **07/10 HIGHWAYS**

- 10.1 HIP updates**

No updates have been made to the Highways Improvement Plan because there has been no significant progress on any of the items to record lately.

- 10.2 Request to be sent to Joint Transportation Board clerk to add items concerning TMBC Highways Review and London Road nuisance parking to the agenda for the September meeting.**

It was agreed that a request will be made for Cllr Dobson to attend the Joint Transportation Board as a representative of the Parish Council.

**ACTION:** Cllr Dobson to circulate the previous Parking Review comments to all councillors for them to add any new comments they wish to make. Cllrs Dobson and Sklavenitis to then produce a report based on the comments for presentation at the JTB. A request to be sent to the relevant officer at Tonbridge and Malling Borough Council to make representation at the JTB. Additionally a request to be sent to Cllr Sarah Barker outlining the same.

## **07/11 ITEMS FOR CONSIDERATION**

- 11.1 To receive and approve the Council's updated policy documents**

Approved.

- 11.2 To approve Martin Phillips to undertake annual PAT testing again this year at a cost of approximately £204.**

Approved.

## **07/12 PLANNING**

- 12.1 To note planning applications considered and commented on the Council's behalf received since 28<sup>th</sup> May 2024**

<b>APPLICATION NO.</b>	<b>ADDRESS</b>	<b>PROPOSED APPLICATION</b>	<b>COUNCIL COMMENT</b>
24/00741	1 Grove Wood Cottages, London Road, Hildenborough, Tonbridge TN11 8NJ	Lawful development	No comment
24/00840	41 Hill View Road, Hildenborough, Tonbridge TN11 9DD	Extension	No comment
24/00843	162B, Cedar House, Tonbridge Road, Hildenborough, Tonbridge, TN11 9HP	Details of Condition 2	No comment
24/00853	Brookham, 31 Powder Mills, Leigh, Tonbridge TN11 9AR	Garage conversion	No comment
24/00871	130, Oakhill House, Tonbridge Road, Hildenborough, Tonbridge, TN11 9DZ	Details of Condition 17	No comment
24/00739	47 Ashley Road, Hildenborough, Tonbridge TN11 9ED	Loft conversion	No comment
24/00906	148 Tonbridge Road, Hildenborough, Tonbridge TN11 9HW	Rear extension	No comment
24/00755	STREET RECORD, Mount Pleasant Court, Hildenborough, Tonbridge, TN11 9JP	Tree surgery	No comment
24/00881	1, Stocks Green Road, Hildenborough, Tonbridge, TN11 9AD	Log store	No comment
24/00920	Ross Cottage, 114 Leigh Road, Hildenborough, Tonbridge TN11 9AG	Outbuilding conversion	No comment
24/00789	12a Brookmead, Hildenborough, Tonbridge TN11 9DL	Lawful development	No comment
24/00903	Station House, Rings Hill, Hildenborough, Tonbridge TN11 8IX	Lawful development	No comment

24/00962	Bank Wood, Bank Lane, Hildenborough, Tonbridge, TN11 8NR	Felling license consultation	No comment
24/00964	Roughetts, Coldharbour Lane, Hildenborough, Tonbridge TN11 9JX	Details of Condition 4	No comment
24/00982	33 Hill View Road, Hildenborough, Tonbridge TN11 9DD	Erection of extension	No comment
24/00940	Braddan, Riding Lane, Hildenborough, Tonbridge TN11 9LR	Lawful development certificate	No comment
24/00988	Fairhill Court, Riding Lane, Hildenborough, Tonbridge TN11 9QL	Moving windows	No comment
24/00905	Russetings, Riding Lane, Hildenborough, Tonbridge TN11 9LR	Section 3 application	No comment
24/01015	14 Park Avenue, Hildenborough, Tonbridge TN11 9DE	Single storey extension	No comment
24/01017	14 Park Avenue, Hildenborough, Tonbridge TN11 9DE	Lawful development certificate	No comment
24/00974	Bank Wood, Bank Lane, Hildenborough, Tonbridge TN11 8NR	Tree surgery	No comment

**12.2 Update regarding the concerns expressed by a local resident about the resilience of the B245 to potential future development in Hildenborough and the feasibility of carrying out traffic surveys.**

After further discussions it was agreed to notify the resident that the Parish Council will be carrying out further investigations into carrying out surveys to support his claims and will keep him updated with the results of their investigations.

**ACTION:** The clerk to write to resident on behalf of the Parish Council accordingly.

**07/13 ITEMS FOR INFORMATION ONLY**

**13.1 Correspondence**

Cllr Sklavenitis reported that he had written a letter of thanks to the Hildenborough Gardening Society for the installation of the planter of flowers outside the Village Hall.

## **13.2 Notes from Member representatives**

### **13.2.1 Village Hall representative**

The Village Hall representative was not present at the meeting.

### **13.2.2 Parish Partnership Panel**

No meetings of the PPP have taken place since the last Parish Council meeting.

### **13.2.2 KALC**

Cllr Wynne said that a KALC meeting was due to take place on 11<sup>th</sup> July and she will report back at the September Parish Council meeting.

### **13.2.4 Police**

The report of PC Ollie Evans was noted.

**ACTION:** Clerk to ask PC Evans if he will be able to attend a future meeting of the Parish Council to share his report in person. Clerk to also ask PC Evans if he can provide a Kent Police poster to warn residents about a recent spate of van and garage break-ins for sharing on social media.

### **13.2.5 Training undertaken during June**

There was none. The Playground Safety Training course that was due to take place on 2<sup>nd</sup> July had to be postponed until August because the trainer was unwell.

### **13.2.6 Councillor feedback from 09 July visit and representative for Farmers' Market on 13 September 2024.**

A representative from the Parish Council did not attend the Farmers' Market on 09 July. Cllr Dobson will attend on 13<sup>th</sup> September.

**ACTION:** Clerk to advise the Farmers' Market that there will be no representative from the Parish Council attending the market in August.

## **13.3 Items for Parish Council Communications**

The new wheelchair access picnic table in West Wood in memory of Cllr Mike Dobson, once it has been installed in August.

### **07/14 To approve delegation of powers to the General Emergency Committee.**

Approved by the council.

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

### **07/15 CONFIDENTIAL ITEMS**

There were none.

Signed ..... Chair September 11 2024

**Public Session**

Cllr Mark Rhodes sent a report to the meeting that stated that Phase 14 of the Parking Action Plan is to be instigated which means that double yellow lines should be painted at the junctions of Woodview Crescent and Brookmead w/b 14<sup>th</sup> July. Cllr Rhodes also reported that the Local Plan Consultation 18B maps will be live on the Tonbridge & Malling Borough Council website on Monday 15<sup>th</sup> July. The online-only consultation will run from August 5<sup>th</sup> for eight weeks and no login will be required to view the maps.

Cllr Rayner said that he anticipates that the Local Plan will include a lot of new residential developments.

Following a request from Cllr Sklavenitis, Cllr Rayner explained the procedure for sending a representative of the Parish Council to the Joint Transportation Board on 16<sup>TH</sup> September.

In response to a question from Cllr Sklavenitis, Cllr Rayner said that the widespread adjustments the new government will be making to the NPPF (“National Planning Policy Framework”) should not affect Local Plans already in progress, such as the one being produced by TMBC, in his opinion. He said that in the past, governments have permitted those Local Plans already in progress to be permitted under the old rules. However, if the consultation has not yet taken place the Local Plan will have to meet the new regulations. Therefore, as the consultation is due to run from 5th August, before any changes are made to the NPPF, the TMBC Local Plan should be inspected under the old rules.