

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 11 September 2024

PRESENT: Cllr I Sklavenitis (Chair) Cllr M Coles Cllr C Wynne
Cllr M Connor Cllr L Gabriel Cllr A McNeil
Cllr M Wills

ALSO PRESENT: Ms J Church (Clerk); Cllr Harry Rayner; Liz Faulkner, VolkerStevin; Jamie Blackstone, the Environment Agency.

09/1 Apologies and reasons for absence

Apologies were received from Cllr M Gorman (holiday) and Cllr N Harrowing (family commitment).

09/2 Declaration of Personal or Prejudicial Interests

Cllr Sklavenitis declared an interest in Planning Application numbers 24/00940, 24/00905 and 24/00964.

09/3 Declaration of gifts and hospitality

There were none.

09/4 Election of Vice Chair

No nominations for a new Vice Chair were received and no councillors nominated themselves so the item will be deferred to the next meeting.

09/5 Co-option of new member

The Chair announced that since the last meeting, Cllr Karen Dobson had resigned as a councillor so the Parish Council will be seeking a new member to co-opt onto the council.

ACTION: The clerk to advertise the vacancy on the notice board outside One Stop for fourteen working days. If no requests for an election are made to Tonbridge and Malling Borough Council by the end of the statutory period, the Parish Council will seek to co-opt a new member as soon as possible to fill the vacancy.

09/6 Minutes of the Parish Council Meeting held on Wednesday 10 July 2024 for agreement and signature if a true record

The Minutes were unanimously agreed as a true and fair representation of the meeting held on Wednesday 10th July 2024 and signed by the Chair.

09/7 Matters arising from the Minutes of July's Meeting

There were none.

09/8 Clerk's Report to include Maintenance Contractor's Progress Report

The Clerk's Report and Maintenance Contractor's Report were both noted.

09/9 To approve the draft 2025 Calendar of Meetings

The Calendar of meetings was approved.

09/10 Items to be considered under item 09/18 Confidential Matters below

There were none.

09/11 FINANCE

11.1 To receive and approve 1st Quarter Accounts, April-June 2024

Approved.

11.2 External Auditor Report 2023/24 AGAR. Consider the letter from the External Auditor

The letter from the External Auditor was considered. No points were raised by the external auditor and the letter noted by the Council.

11.3 To receive, approve and sign a report detailing bank reconciliation prepared by the RFO for July and August 2024

The account balances at 31st July and 31st August were agreed as accurate and signed by Cllr Gabriel. The councillors considered the information that once the precept enters the bank account the balance will be over the Financial Services Compensation Scheme protection limit of £85k. However, councillors assessed the risk as minimal due to the robustness of the bank and benign market conditions at this stage and agreed they would act immediately if necessary.

ACCOUNT BALANCES & PAYMENTS for

July 2024

Account Balances at:	31st July 2024
Account	Amount (£)
Unity Trust Bank	17,151.17
Unity Trust Savings	87,516.14
Business 95 Day Account	69,277.53
Total	173,944.84

Income received

Unity Current	0.00
Unity Savings	0.00
Nationwide	0.00
Total	0.00

ACCOUNT BALANCES & PAYMENTS for

August 2024

Account Balances at: 31st August 2024

Account	Amount (£)
Unity Trust Bank	19,620.59
Unity Trust Savings	75,516.14
Business 95 Day Account	69,277.53
Total	164,414.26

Income received: August 2024

Unity	Donation	Picnic Table	780.00
Unity	Grant KCC	Re Opal Project Hild School	1,250.00
Unity	Club Rent	Hildenborough Medical Centre	118.35
Unity Sav			0.00
Nationwide			0.00
Total			2,148.35

11.4 To review and approve items of payments and receipts in July, August and September 2024.

Payments made: July 2024

BANK Trf	Andy Baker	Weekly Inspections etc.	500.00
BANK Trf	3 Counties	Village Green and WW mowing	655.80
BANK Trf	Gillicks	Pavilion Cleaning	105.00
BANK Trf	Microshade	IT - microsoft & email addresses	198.47
BANK Trf	Tree Craft	Tree Management	1,956.00
BANK Trf	S.G. Plumbing & Heating	Tap - Village Green	96.00
BANK Trf	Viking RAJA	Supplies Pavilion	26.00
BANK Trf	Clerk	Expenses - Pavilion	10.24
BANK Trf	KALC	Annual Subscription	2,105.36
DD	EDF	Pavilion Electricity	94.63
DD	Lloyds Corporate Card	Fence/IT/Water/Fees	287.87
DD	Lloyds Corporate Card	IT/Stationery/Fees	73.29
DD	Salary related	NI/tax/expenses/salary/pension	76.28

BANK Trf	Salary related	NI/tax/expenses/salary/pension	2,544.20
			8,729.14

Payments made: August 2024

BANK Trf	Andy Baker	Weekly Inspections etc.	825.00
BANK Trf	3 Counties	Village Green and WW mowing	412.80
BANK Trf	Gillicks	Pavilion Cleaning	175.00
BANK Trf	Microshade	IT - Microsoft and email addresses	198.47
BANK Trf	Viking RAJA	Printer Ink	163.13
BANK Trf	Gaza Timber	Maintenance Supplies	50.64
	Hildenborough Village		
BANK Trf	Hall	Room Rental	232.50
BANK Trf	Business Stream	Waste Water - Pavilion	28.72
BANK Trf	EJP Fire Protection	Fire Equipment Service	54.00
BANK Trf	MPEC	PAT Testing	204.00
BANK Trf	The Play Inspection Co.	Play Equipment inspection	282.60
	NW Landscaping		
BANK Trf	Construct.	Picnic Table Base WW	5,400.00
BANK Trf	NBB Recycled Furniture	Picnic Table WW	935.76
DD	EDF	Pavilion Electricity	95.83
DD	Salary related	NI/tax/expenses/salary/pension	76.28
BANK Trf	Salary related	NI/tax/expenses/salary/pension	2,544.20
			11,678.93

Payments for Approval: September 2024

BANK Trf	Andy Baker	Weekly Inspections etc.	850.00
BANK Trf	Andy Baker	Fence Recreation Ground	800.00
BANK Trf	3 Counties	Village Green and WW mowing	2,500.80
BANK Trf	Gillicks	Pavilion Cleaning	105.00
BANK Trf	Microshade	IT - microsoft and email addresses	198.47
BANK Trf	Gaza Timber	Maintenance Supplies	30.49
BANK Trf	HAGS	Swing Seat	103.20
BANK Trf	R Bayliss	Wet Pour Repair	678.00
BANK Trf	I Sklavenitis	Expenses - WIFI Village Hall	130.35
BANK Trf	Fitzpatrick Woolmer	Pond sign	541.80
BANK Trf	Online Playgrounds	Wet Pour	126.00
BANK Trf	Eventbrite	Training	228.00
BANK Trf	The Play Inspection Co.	Play Equipment inspection	1,430.00
	NW Landscaping		
BANK Trf	Construct.	Picnic Table Securing WW	300.00
	Hildenboro' Primary		
BANK Trf	School	Opal Project	1,250.00
DD	EDF	Pavilion Electricity	63.74
DD	Unity Bank	Charges	25.80
DD	Lloyds Corporate Card	Phone/IT/Stationery/Fees	60.01
DD	BT	WIFI Village Hall	27.54

DD	Salary related	NI/tax/expenses/salary/pension	76.28
BANK Trf	Salary related	NI/tax/expenses/salary/pension	2,544.20
			<u><u>12,069.68</u></u>

11.5 Appoint new bank signatory

Cllr Wynne agreed to take on the role as the new bank signatory.

09/12 OPEN SPACES

12.1 To note the decisions and expenditure agreed at the September Open Spaces Committee Meeting

The decisions and expenditure were noted by the Council.

12.2 The councillors to receive the Maintenance Contractor's Routine Inspection Report, to be signed on behalf of the council by the Chair of Open Spaces.

The Routine Inspection Reports were received and signed by the Chair of Open Spaces.

12.3 To review the Maintenance Contractor's contract that is due for its three month renewal at the end of September.

The Chair motioned the following adjustments to the Maintenance Contractor's contract:

- To add to his tasks cutting back any brambles growing out from the hedge bordering the Recreation Ground car park and Riding Lane;
- The task of watering of the plants on the Village Green be removed from the contract. The task of clearing litter be removed from the contract.
- To reiterate that any hours above 30 per month needs to be agreed by the council.

The motion was approved.

ACTIONS: The Clerk to seek agreement to the adjustments from the Maintenance Contractor to renew the revised contract; Cllrs Wynne and Sklavenitis will arrange to meet the Maintenance Contractor to discuss working practices.

12.4 To consider correspondence received regarding use of the Recreation Ground by a new football club.

The request was considered; however, little details were included so more to be sought regarding the applicant's requirements.

ACTION: The clerk to request further details, regarding how frequently the pitch would be used, the facilities that would be required. The demographic of membership and whether the club has public liability insurance.

12.5 To consider request received from fitness trainer who would like to hire the pavilion during the winter months.

The request was considered, and it was agreed that due to the unsuitability of the pavilion for storage of equipment and fitness classes, the fitness trainer would be offered storage space in the stores adjacent to the pavilion during the winter months.

ACTION: The Clerk to write to the fitness trainer accordingly on behalf of the Parish Council and provide associated rental contract.

12.6 To consider standard response template put together by Cllrs Dobson & Connor for members of the public/organisations wishing to use the Parish Council Open Spaces to carry out group activities.

Councillors considered a draft policy regarding the use of Open Spaces by members of the public that had been written by Cllr Dobson and Cllr Connor but did not yet feature a standard response template.

ACTION: It was agreed that Cllr Sklavenitis would liaise with Cllr Connor to put together a standard response template ready for consideration at the next meeting.

12.7 To ratify suggested response to open spaces usage policy.

This item was deferred until the next parish council meeting.

12.8 To approve the recommendation that the RWE quote for tree work be accepted.

The quote was approved by the Council.

ACTION: The clerk to inform the contractors of the outcome of the Parish Council decision, including instruction to RWE for all the work to be carried out within the next three months.

09/13 HIGHWAYS

13.1 Highways Improvement Plan updates

13.1.1 To discuss installing enhanced Gateway Entry signage to Hildenborough on the B245.

It was agreed to accept Kent County Council's offer to install Gateway Signage.

ACTION: The clerk will write to KCC to notify them of the Parish Council's decision.

13.1.2 To discuss installing 30mph signs along the verge between the Recreation Ground and Riding Lane.

The scheme was approved in principle.

ACTION: The Clerk to seek quotes for the production and installation of signs.

13.1.3 To discuss carrying out community engagement to confirm support for the installation of double yellow lines opposite the Harvest Garage in London Road.

The item was deferred until next month.

09/14 ITEMS FOR CONSIDERATION

14.1 Lithium ion Batteries campaign

Cllr McNeil motioned, for councillors to support the campaign individually if they wished to do so. The motion was passed.

14.2 Local Transport Plan consultation

Cllr Sklavenitis motioned that individual councillors respond to the consultation if they wished to do so. The motion was passed.

09/15 ITEMS FOR DISCUSSION

15.1 Policy for Wi-Fi usage at Hildenborough Village Hall for outside bodies.

Councillor McNeil motioned that the WiFi be available to all users of the Village Hall. The motion was approved.

ACTION: The clerk to contact the Village Hall Committee to notify them that the council are happy for the WiFi username and password to be displayed in the building to enable access by users of the hall. The password to be changed by the Parish Council every six months.

09/16 PLANNING

16.1 To note planning applications considered and commented on the Council's behalf received since 24 June 2024

APPLICATION NO	ADDRESS	PROPOSED APPLICATION	COUNCIL 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	Russettings, 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
24/01099	63 Hilden Park Road, Hildenborough, Tonbridge TN11 9BW	Installation of an Air Source Heat Pump.	No comment
24/01123	Lynden Brook, Riding Lane, Hildenborough, Tonbridge TN11 9QL	Rear extension	No comment
24/01104	Trogmarsh, Leigh Road, Hildenborough, Tonbridge TN11 9AH	Amendment to planning permission	No comment
24/01119	Maxwood, 20 Stock Green Road, Hildenborough TN11 9AD	Rear extension	No comment
24/01102	2 Woodview Crescent, Hildenborough, Tonbridge TN11 9HD	Dropped kerb	No comment
24/01139	Old Florence Place, 152-154 Tonbridge Road, Hildenborough, Tonbridge TN11 9HW	Change of use	Comment
24/01171	The Cock Horse, London Road, Hildenborough, Tonbridge TN11 8NH	Application to vary Condition 8 of planning permission	No comment

24/01131	Raphael Medical Centre, Coldharbour Lane, Hildenborough Tonbridge TN11 9LE	Tree surgery	Comment
24/01211	38 Bramble Close, Hildenborough, Tonbridge TN11 9HQ	Side extension	No comment
24/01232	56 Tonbridge Road, Hildenborough, Tonbridge TN11 9BT	Rear extension	No comment
24/01243	Manderley, Vines Lane, Hildenborough, Tonbridge TN11 9LT	Side extension and loft conversion	No comment
24/01257	104 Leigh Road, Hildenborough, Tonbridge TN11 9AG	Side and rear extension	Comment

16.1 Councillors to join Planning Committee

Cllr Coles agreed to join the Planning Committee until a new member has been co-opted.

16.2 To consider a renewal application for directional signage for the Oakhill development

The application was considered and approved by the Council.

ACTION: Clerk to notify Kent County Council that approval for the directional signage was approved by the Parish Council on condition that the signage is removed when the new properties have all been sold.

09/17 ITEMS FOR INFORMATION ONLY

17.1 Correspondence

There was none.

17.2 Notes from Member representatives

17.2.1 Village Hall representative

Cllr Lewis's report was noted.

17.2.2 Parish Partnership Panel

Cllr Wynne shared her report of a recent meeting of the Parish Partnership Panel, included the sharing of annual summary of S106 monies, the changes by the new government to planning policy. The new Chief Executive of Tonbridge and Malling Borough Council, Damian Roberts, was introduced and

answered several questions on local policies. Cllr Wynne said a link to view the video of the meeting is available on the TMBC website.

17.2.3 KALC

Cllr Wynne reported that at the July meeting, much of the discussion was around ways to help residents to reduce their carbon footprint. Also, a request for parishes to consider producing a policy for climate change.

17.2.4 Police

The Chair reported that Hildenborough’s Beat Officer, PC Ollie Evans, has moved on to pastures new and has been replaced by PC Thomas Mead.

17.2.5 Speed data collected for Riding Lane and Nizel’s Lane.

The data was noted.

17.2.6 Training undertaken during July and August

The Clerk has undertaken modules 1 and 2 of the ILCA to CILA New Clerk’s Training and Cllr Sklavenitis, Cllr Gorman, the Clerk and the Maintenance Contractor had undertaken a Playground Safety Inspection training event.

17.2.7 Representative for Farmers’ Market on 08 October 2024.

Cllr Gabriel and Cllr Connor will both attend the Farmers’ Market on 8th October.

17.3 Items for Parish Council Communications

Notification of the alteration of a footpath route that runs through a field at the back of Hildenbrook Farm.

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

09/18 CONFIDENTIAL ITEMS

There were none.

The meeting closed at 21:42

Signed

Chair

October 28 2024

Public Session

Liz Faulkner, the Customer Liaison Officer from VolkerStevin and Jamie Blackstone from the Environment Agency showed councillors a short film regarding the work being carried out by VolkerStevin on behalf of the Environment Agency to expand the existing Leigh Flood Storage Area and construct a new embankment to reduce the flood risk in Hildenborough. The next stage of the construction process commenced this week, and Liz explained how the

project is being managed to minimise disruption to local residents and traffic flow in the area and manage waste removal. Jamie said that engineers are undertaking the preparation work required in advance of getting on to the site when Southern Water have completed their work to relocate the pumping station in a month's time. Liz and Jamie will organise a drop-in information session for Hildenborough residents when Southern Water have completed their work. Liz said that VolkerStevin are keen to engage with the community. They are liaising with Stocks Green Primary School, and can offer work experience opportunities and graduate apprenticeship roles within VolkerStevin. They would also like to engage with a local charity.

Cllr Harry Rayner spoke about the anticipated effect legislation being brought in by the new government will have on planning policy and infrastructure projects in Kent. Housing numbers have substantially changed with housing allocations being raised by 60% for Tunbridge Wells and Sevenoaks and 30% for Tonbridge and Malling. There will also be delays to infrastructure projects such as the Lower Thames Crossing which will have an impact on the A2 widening works and Blueberry Hill in Tonbridge and Malling. Although the government has plans for local authorities to improve their local transport services, there is no indication as to how these improvements will be funded. Cllr Rayer said that KCC is looking to cut back expenditure on certain adult services in order to save money.