

# 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 9<sup>th</sup> October 2024

**PRESENT:**

Cllr I Sklavenitis (Chair)	Cllr M Coles	Cllr C Wynne
Cllr M Connor	Cllr L Gabriel	Cllr A McNeil
Cllr M Wills	Cllr M Gorman	Cllr N Harrowing

**ALSO PRESENT:** Ms J Church (Clerk); Cllr Harry Rayner; three candidates for co-option on to the Parish Council.

Before the commencement of the meeting, a minute's silence was held in memory of Cllr Colmar Lewis.

### **10/1 Apologies and reasons for absence**

There were none.

### **10/2 Declaration of Personal or Prejudicial Interests**

Cllr Sklavenitis declared an interest in Planning Application nos. 24/01410 and 24/01453 and also a payment of £135.35 received for WiFi equipment for the Village Hall. Cllr Wills declared an interest in Planning Application number 24/01453.

### **10/3 Declaration of gifts and hospitality**

There were none.

### **10/4 Election of Vice Chair**

There was one nomination, for Cllr Wynne, proposed by Cllr Harrowing and seconded by Cllr Coles. The proposal was agreed unanimously by members.

### **10/5 Co-option of member to fill vacancy**

As there were two candidates for co-option, a vote took place and members voted to co-opt Mandy Pereira. Cllr Pereira was then invited to join the Council.

### **10/6 Allocation of member to committee/s**

Cllr Pereira agreed to become a member of the Planning Committee.

**ACTION:** Clerk to set up Cllr Pereira with a Hildenborough PC e-mail address and send her the agenda for the forthcoming Planning Committee Meeting on 14<sup>th</sup> October.

### **10/7 Minutes of the Parish Council Meeting held on Wednesday 11<sup>th</sup> September 2024 for agreement and signature if a true record**

With regard to Item 11.3 of the September Minutes, Cllr Connor motioned that the wording of the last sentence be changed to say: “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.” The motion was passed by members.

**ACTION:** Clerk to amend the Minutes accordingly and give to the Chair to sign before the next meeting of the Parish Council.

**10/8 Matters arising from the Minutes of September’s Meeting**

There were none.

**10/9 Clerk’s Report to include Maintenance Contractor’s Progress Report**

Cllr Wynne, Chair of Open Spaces, approved the Maintenance Contractor’s Report on behalf of the Council. Cllr Sklavenitis reported to councillors that he and Cllr Wynne had met with the Maintenance Contractor recently. During their meeting they discussed issues relating to budgeting for the expenditure necessary to purchase the items needed to carry out his maintenance duties.

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

There were none.

**10/11 FINANCE**

**11.1 To receive and approve 2nd Quarter Accounts, July-Sept 2024**

Chair of the Finance Committee, Cllr McNeil, pointed out to members that there had been an underspend of £25,000 that had been allocated to the new pavilion project. The accounts were then approved by members.

**11.2 To receive, approve and sign a report detailing bank reconciliation prepared by the RFO for September 2024**

The account balances at 31<sup>st</sup> January 2024 were agreed as accurate and signed by Cllr. Harrowing. The councillors considered that having now received the full precept, the balance in the bank account was just over £154,000, taking it 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**

**September 2024**

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

<b>Account</b>	<b>Amount (£)</b>
<b>Unity Trust Bank</b>	<b>13,112.40</b>
<b>Unity Trust Savings</b>	<b>141,123.51</b>
<b>Business 95 Day Account</b>	<b>69,277.53</b>
<b>Total</b>	<b>223,513.44</b>

**Income received: September 2024**

Unity	HMRC VAT	VAT refund	2,378.99
Unity	TMBC	Precept	68,132.50
Unity	J Jones	Club rent - Fitness	50.00
Unity			
Sav	Unity Interest	Interest	607.37
Nationwide			0.00
	<b>Total</b>		<b><u>71,168.86</u></b>

### 11.3 To review and approve items of payments and receipts in September and October 2024

#### Payments made: 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
			<b><u>12,069.68</u></b>

#### Payments for Approval: October 2024

BANK Trf	Mazars	External Audit	504
BANK Trf	Viking	Printer Ink	75.64
BANK Trf	Gaza Timber	Maintenance Supplies	13.90
BANK Trf	Andy Baker	Weekly Inspections etc.	725.00
BANK Trf	HAGS	Playground Maintenance pieces	176.13
BANK Trf	Microshade	IT - microsoft and email addresses	198.47
BANK Trf	Gillicks	Pavilion Cleaning	140.00
BANK Trf	J Church	Expenses - Timpsons - keys	18.65
BANK Trf	Trueplan	Rec Topographical Survey	1,500.00

DD	EDF	Pavilion Electricity	45.21
DD	Lloyds Corporate Card	Phone/Open Spaces/HMRC/Fees	312.23
DD	BT	WIFI Village Hall	27.54
DD	Unity Bank	Charges	8.85
DD	Salary related	NI/tax/expenses/salary/pension	76.28
BANK Trf	Salary related	NI/tax/expenses/salary/pension	2,544.20
			<b><u>6,366.10</u></b>

## 10/12 OPEN SPACES

### 12.1 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.

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

The item was deferred until the next meeting.

## 10/13 HIGHWAYS

### 13.1 Highways Improvement Plan updates

It was reported that the repair works to the dropped kerbs in Brookmead had been carried out and the designs for the new Gateway feature on the B245 were awaiting approval from the principal designer at KCC.

#### 13.1.1 To consider the quotes for 30mph signs on Riding Lane.

Following a recommendation from Kent Highways, members agreed to install warning message signs instead of 30mph signs on Riding Lane.

**ACTION:** For the Clerk to obtain three quotes for speed warning signs for consideration at the next Parish Council meeting.

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

Members agreed to proceed with a community engagement exercise by distributing letters to neighbouring residents, inviting people to comment on the proposal using social media, and to invite comments from visitors to the Farmers Market.

**ACTION:** Clerk to create a community engagement document ready for councillors to consider at the next Parish Council meeting.

## 10/14 ITEMS FOR CONSIDERATION

### 14.1 Proposals for motions to KALC AGM

No proposals were reported as having been made before the 07 October deadline.

**14.2 To nominate a representative of the Parish Council to sit as a trustee of Leigh United Charities**

Cllr Coles nominated herself, seconded by Cllr Harrowing and members agreed the nomination.

**10/16 PLANNING**

**16.1 To note planning applications considered and commented on the Council's behalf received since 27 August 2024**

The Chair of the Planning Committee told members that the Committee was in the process of familiarising itself with the new government's revised National Planning Policy Framework. He also pointed out to members that documents relating to Planning Applications can be accessed easily via hyperlinks within the agendas and Minutes when the Excel documents are circulated to councillors.

APPLICATION NO	ADDRESS	PROPOSED APPLICATION	COUNCIL COMMENT
24/01315	Nizels Ridge Farm, Nizels Lane, Hildenborough, Tonbridge TN11 8NU	Tree Surgery	No comment
24/01322	Bank Wood, Bank Lane, Hildenborough, Tonbridge TN11 8NR	Heat pump installation	No comment
24/01346	Land between Morley's Road and Nizel's Lane south west of Tonbridge Bypass, Hildenborough, Tonbridge.	Retrospective application re 3 x advertising signs	Comment
24/01364	16 Brookmead, Hildenborough, Tonbridge TN11 9DL	Erection of two semi-detached houses	Comment
24/01453	Middlepond Stables, Riding Lane, Hildenborough, Tonbridge, TN11 9LL	Creation of dwelling	Two councillors declared an interest therefore as the meeting was no longer quorate no comment could be made.
24/01432	78 Mount Pleasant, Hildenborough, Tonbridge TN11 9JJ	Tree surgery	No Comment
24/01422	High Barn, High Barn Farm, Tonbridge Road, Hildenborough, Tonbridge, TN11 9JR.	Tree surgery	No Comment
24/01412	Oakhill House, 130 Tonbridge Road, Hildenborough, Tonbridge TN11 9DZ	Installation of roof covering	No Comment

24/01410	High Barn House, 100 Tonbridge Road, Hildenborough, Tonbridge TN11 9BT.	Single-storey extension	No Comment
24/01426	4 Stocks Green Road, Hildenborough, Tonbridge TN11 9AD	Amendment to planning permission regarding roof	No Comment
24/01476	Farm Cottage, Riding Lane, Hildenborough, Tonbridge TN11 9LN	Two-storey rear extension	No Comment
24/01477	Farm Cottage, Riding Lane, Hildenborough, Tonbridge TN11 9LN	Two-storey rear extension	No Comment
24/01488	Limes Farm Oast, Mill Lane, Hildenborough, Tonbridge TN11 9LX	Two storey extension	No Comment
24/01502	Limes Farm Oast, Mill Lane, Hildenborough, Tonbridge TN11 9LX	Two store extension	No Comment
24/01462	Hardwick Park Farm, Coldharbour Lane, Hildenborough, Tonbridge TN11 9LE	Proposed erection of building	No Comment

**16.2 To consider the recommendation of the Planning Committee to employ the services of Colin Miles from Highways & Transport Planning to provide a general survey of the Highways situation in Hildenborough and to report to the Planning Committee his recommendations.**

Cllr Sklavenitis motioned that councillors accept Mr Miles's proposal and to ask him to include the Watts Cross junction and other local traffic pinch points in his observations.

**ACTION:** Clerk to instruct Mr Miles accordingly and to arrange a suitable date for him to visit Hildenborough and share his recommendations with the Planning Committee.

**10/17 ITEMS FOR INFORMATION ONLY**

**17.1 Correspondence**

There was none.

**17.2 Finance Conference Report by RFO**

The report was noted by members.

**17.3 Notes from Member representatives**

**17.3.1 Village Hall representative**

The Chair of the Village Hall Committee said that the hall was in a strong position financially and it was hoped the rewiring of the hall would be completed by the end of the year. Cllr Sklavenitis requested that the process for joining the Village Hall Management Committee be sent to him.

**17.3.2 Parish Partnership Panel**

Nothing to report this month.

**17.3.3 KALC**

Cllr Wynne reported on the recent AGM where the main focus was about Climate Change. Speakers had shared views about projects taking place in other parts of Kent, for example, TMBC have received a grant to implement carbon reduction initiatives at Larkfield Leisure Centre to achieve a Net Zero target.

**17.3.4 Police**

PC Tom Mead's report was noted.

**17.3.5 Training undertaken during September**

There was no training to report this month.

**17.3.6 Councillor feedback from 08 October and representative for Farmers' Market on 12 November 2024.**

Cllrs Connor and Gabriel reported that they had attended the Farmers' Market where a local resident had expressed concerns relating to the Oakhill development and whether or not a covenant was in place to protect a "buffer zone" of vegetation to protect neighbouring residents' privacy. Cllr Sklavenitis motioned that the topic be added to the next Planning Meeting agenda.

Cllr Gabriel volunteered to attend the Farmers' Market on 12 November.

**ACTION:** Clerk to add to the agenda for the 28 October Planning Committee Meeting that members discuss and review the documentation for Berkeley Homes with a view to formulating a letter to Berkeley Homes and TMBC to clarify what planning protections for the buffer zone are in place.

**17.4 Items for Parish Council Communications**

TMBC's thermal camera for use by residents wishing to check the insulation of their homes; information regarding the Money Hub acquired by the RFO at a recent Finance Conference; introduction to the new member of Hildenborough Parish Council, Cllr Pereira; the Environment Agency film regarding the progress being made on the Leigh expansion and Hildenborough embankment scheme.

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

**10/18 CONFIDENTIAL ITEMS**

There were none.

**The meeting closed at 21:10**

Signed ..... Chair 13 November 2024

**Public Session**

Cllr Harry Rayner reported that a number of people had contacted him to seek the introduction of speed limits on Watts Cross Road. Cllr Rayner suggested that if Hildenborough PC were willing to assist financially in collating evidence with regard to speeding, it would help to elevate Hildenborough higher on the list of speed reduction initiatives being considered by KCC. Cllr Rayner also said that unauthorised "Emergency" road closures by utility companies were on the increase, causing regular traffic congestion issues across the county. This is often due to the utility companies not notifying the council of repairs due to be carried out that have been in the pipeline for some time and are not strictly emergencies. Emergency closures are only meant to be in operation for a maximum of two hours but this time limit is often exceeded. Cllr Rayner said it would be helpful if Hildenborough PC could help KCC to clamp down on utility companies misusing the "Emergency" classification for works by reporting to KCC any closures that have not been planned in advance.

Cllr Rayner reported that Councillors can attend any meeting of the Joint Transportation Board if they give six weeks' notice. He recommended that HPC always arrange for a member to attend the JTB in case the issue of new parking restrictions, for example, is discussed that affects the residents of Hildenborough.

Cllr Coles queried if road markings for parking on the B245 that were removed when the road was resurfaced would be replaced soon. Cllr Rayner said that although the rules for road markings had changed recently, this was an issue that Hildenborough PC could raise at a meeting of the JTB.

Cllr Connor asked Cllr Rayner about issues concerning the management of waste sites. Cllr Rayner advised that this was a TMBC matter so Cllr Connor will raise the matter with a Borough councillor when they next attend a meeting of the Parish Council.