

HILDENBOROUGH PARISH COUNCIL

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

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Dear Councillor,

You are summoned to the Annual Parish Council Meeting to be held in the Finzi Room of Hildenborough Village Hall, Riding Lane on **Wednesday 13th May 2026 7:30pm** at which your attendance is required

All meetings and Agendas are open to the public, except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

Seating for the public will be allocated on a first come first serve basis and cannot be guaranteed. If you would like to attend the meeting in person then please contact the Parish Clerk clerk@hildenboroughparishcouncil.gov.uk

Members of the public may speak under the Public Open Session providing notice has been given of their intent to speak to the Parish Clerk. Speeches will not be permitted longer than 5 minutes unless by a resolution of the Committee.

PUBLIC SESSION: County and Borough Councillors and local residents are invited to make comment, ask questions or put forward ideas during the first 15 mins.

PARISH COUNCIL MEETING AGENDA **WEDNESDAY 13th MAY 2026**

1. **Apologies and reasons for absence.**
2. **Declaration of Personal or Prejudicial Interests.**
3. **Declaration of gifts and hospitality.**
4. **To Co-opt Member onto the Parish Council**
5. **Minutes of the Meeting held on Wednesday 8th April 2026 for agreement and signature if a true record.**
6. **Election of Members and Appointment of Committee Members and Representatives of the Parish Council.**
 - 6.1 **Election of Chair**
 - 6.2 **Election of Vice Chair**
 - 6.3 **Election of Chair of Finance**
 - 6.4 **Finance Committee Members**
 - 6.5 **Open Spaces Committee Members**
 - 6.6 **Planning Committee Members**
 - 6.7 **Pavilion Working Party**
 - 6.8 **Flood Representative**
 - 6.9 **Village Hall Representative**

- 6.10 Highways Representative
- 6.11 Parish Partnership Representative
- 6.12 KALC- T&M Area Committee Meetings
- 6.13 Centrepiece Author
- 6.14 Councillors to sign and return GDPR check list form.

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

8. **FINANCE**

8.1 To receive, approve and sign a report detailing bank reconciliation prepared by the RFO for April 2026.

8.2 To review and approve items of payments and receipts in April and May 2026.

8.3 To approve End of Year accounts 2025/26.

8.4 To approve the bank signatories for 26/27.

8.5 To approve Risk Assessment of Internal Control.

8.6 To approve Statement of Internal Control.

8.7 To approve the list of new items that will be paid by Direct Debit.

8.8 To approve the updated Assets Register

8.9 To review and approve the Reserves Policy.

8.10 To consider the expenditure re-claim form from Cllr Batchelor for 5 Land Registry Title Documents.

9 **OPEN SPACES**

9.1 To review and approve the Local Green Space application forms received from TMBC; deadline date Wednesday 13th May 2026.

9.2 To consider the proposals received on the street light repairs for the adopted parish street lighting.

10. **PLANNING**

10.1 To note planning applications considered and commented on the Council's behalf from planning meeting held on Monday.

10.2 To consider Special Motion:

Insert under Section 3 of Terms of Reference (Planning Committee):

“3a. Delegated Financial Authority for Professional Advice

In order to ensure The Council can provide technically sound and timely response to planning applications, The Planning Committee is granted delegated authority to commission professional planning or legal advice of one off expenditure of up to a maximum of £3,000 (net of VAT) for any planning applications or related planning matters.

This delegated authority works on an accountability and reset mechanism whereby it is a single use authorisation, after which the authority of spending cannot be used again until it has been reset by The Parish Council. As such at the subsequent Parish Council meeting the Planning Committee will detail the advice sought, the cost incurred and the rationale behind the use of the delegated authority. The full Parish Council will then vote to re-authorise the £3,000 delegated limit for future use.

Any decision to use these delegated funds must be agreed upon by a majority of Planning Committee members present at the relevant meeting, consistent with the existing requirement for agreeing to application responses. In the case of a split vote the Planning Committee Chair shall hold the casting vote.”

Proposer: Cllr Wills

Secunder: Cllr Leeson

10.3 To consider and approve authorising Cllr Sklavenitis to engage with neighbouring Parish Councils to explore the feasibility of a collaborative arrangement for a shared planning officer, and to report back to the Council on the level of interest in such a proposal.

11 ITEMS FOR CONSIDERATION

11.1 To consider the quotations received for the PAT testing of equipment within the Pavilion and items used by the RFO & Parish Clerk.

11.2 To consider the list of KCC owed assets within Hildenborough in view of the LGR and future use.

11.3 To consider the list of TMBC owed assets within Hildenborough in view of the LGR and future use.

11.4 To record the application for use of the area around the tennis courts on the recreation ground by Hotshotz.

12 ITEMS FOR INFORMATION ONLY

12. Correspondence

Crash Date for injuries received from KCC

Resident SID feedback – Survey open to 20th May 2026

Cllr Harry Rayner – Email to residents regarding the B245

West Wood Ash Die Back documents to TMBC

KCC War Memorial Update

RSATG Newsletter

12.1 KALC - T&M Area Committee Meeting

- 12.2 Training undertaken during April**
- 12.3 Village Hall representative**
- 12.4 Police - report received**
- 12.5 Representative for Farmers' Market for June 2025**

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

13. Confidential Items

- 13.1 To approve the pay review following the RFO & Parish Clerks Annual Review in view of the recommendation after annual appraisal.**
- 13.2 To approve the RFO & Parish Clerks overtime.**
- 13.3 To consider extending the Admin Support Contract.**
- 13.4 To review the hourly rate offered to the contracted Admin Support.**