

# HILDENBOROUGH PARISH COUNCIL

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

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## MINUTES OF THE PARISH COUNCIL MEETING

HELD

Wednesday 8<sup>th</sup> April 2026 19.30

### Public Session

The public session was conducted at 8:45pm, having been delayed for the arrival of Cllr Mark Rhodes (TMBC) and Cllr Harry Rayner (KCC) as they had a prior engagement.

### Cllr Mark Rhodes

Cllr Rhodes confirmed planning application 25/01693/PA (Land West of 103 Tonbridge Road) has been referred to the Full Council Meeting on Tuesday 21<sup>st</sup> April.

### Cllr Harry Rayner

Cllr Harry Rayner and Cllr Mark Rhodes attended the online briefing with TMBC for Water supply and planning applications. Cllr Rayner confirmed that the meeting was recorded and should be available to view online in the next few days or to contact TMBC for a recording.

Cllr Rhodes confirmed that South East Water has insufficient infrastructure in place to accommodate the housing target in the Local Plan. South East Water improvement plan covered to 2032 and could supply circa 6800 additional homes.

Cllr Rayner - DEFRA and the Housing and Communities government department may become involved where water supply constraints affect planned development. Cllr Rayner confirmed a Local Plan can only proceed to Regulation 19 if the Local Planning Authority can demonstrate that essential infrastructure, including water provision, is deliverable.

Cllr Rayner – Southern Water (waste) haven't been consulted regarding coping with wastewater. Significant issues are already arising in Borough Green where residents are seeing increased issues with burst sewage pipes. The sewage system in this area is already under pressure as sewage flows to this area from many surrounding areas and is struggling with the current demand.

Cllr Rayner has received contact from a resident concerning the road traffic accidents that have taken place along the B245.

Cllr Rayner confirmed HPC do not need to use the KCC recommended supplier for Parish owned street light repairs.

### **Council Members in Attendance:**

Cllr Sklavenitis (Chair), Cllr Wynne (Vice Chair), Cllr McNeil (Finance Chair), Cllr Wills (Planning Chair), Cllr Haugh, Cllr Batchelor and Cllr Leeson (after being co-opted).

**Other Persons in Attendance:** Cllr Mark Rhodes TMBC, Cllr Harry Rayner KCC, and Louise Jenner RFO & Parish Clerk.

### **1. Apologies and reasons for absence.**

Cllr Gabriel, Cllr Connor, Cllr Gorman.

### **2. Declaration of Personal or Prejudicial Interests.**

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Cllr Leeson declared an interest in item 11.2 due to the item's location.

3. **Declaration of gifts and hospitality.** – None were declared.
4. **Minutes of the Meeting held on Wednesday 11<sup>th</sup> February 2026 for approval and signature, if a true record.** Councillors approved and the minutes signed.
5. **Co-option of new Councillors.**

Mr Jonathan Leeson was present for co-option. He was nominated by Cllr Sklavenitis and seconded by Cllr Haugh. Jonathan Leeson was co-opted with a unanimous vote.

6. **Clerk's Report.** – Noted

## 7. FINANCE

- 7.1 **To receive, approve and sign a report detailing bank reconciliation prepared by the RFO for February and March 2026.**

The Council received and approved the bank reconciliation report prepared by the Responsible Financial Officer (RFO) for February and March 2026

ACCOUNT BALANCES & PAYMENTS for Feb-25 and March

Account Balances at: 28th February 2026

Account	Amount (£)
Unity Trust Bank	3,819.57
Unity Trust Savings	90,391.52
Business 95 Day Account	120,000.00
<b>Total</b>	<b>214,211.09</b>

ACCOUNT BALANCES & PAYMENTS for Mar-26 and April

Account Balances at: 31st March 2026

Account	Amount (£)
Unity Trust Bank	6,561.12
Unity Trust Savings	109,482.33
Business 95 Day Account	123,354.65
<b>Total</b>	<b>239,398.10</b>

- 7.2 **To review and approve items of payments and receipts in March and April 2026.**

The Council reviewed and approved all items of payments and receipts for March and April 2026.

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## Payments made: Feb-25

Bacs	Microshade VSM	IT	£234.64
Bacs	WWA	Reg 18 Representation Local Plan	£5,724.00
Bacs	WWA	Professional advice Land West of 103	£1,590.00
Bacs	Kompan	Play equipment at Recreation Ground	£17,986.44
Bacs	Arnold Tarmac Limited	Phase 1 new pathway Recreation Ground	£35,538.00
Bacs	Business Stream	Waste services Oct 25- Jan 26	£56.37
Bacs	Online Playground	Shackles and Algae surface cleaner	£252.80
Bacs	Forvis Mazars	Audit Appointments end March 2025	£504.00
Bacs	Expense Claim Cllr Batchelor	Land Registry Title Deeds	£112.00
Bacs	MPEC Electric	refit for faulty light	£96.00
BANK Trf	S Dill	Admin Support	£892.50
BANK Trf	R Pannett	Maintenance	£250.00
BANK Trf	A&T Boakes	Maintenance	£650.00
BANK Trf	Salary related	Salary related & HMRC	£2,952.64
BANK Trf	HMRC	HMRC January payment	£980.61
BANK Trf	L Jenner refund	Expenses	£30.96
DD	NEST	Pension	£135.59
DD	Unity Bank	Charges	£8.10
Bacs	Zurich	Insurance	£2,499.42 new
Bacs	Castle Water	Water	
			<u>£70,494.07</u>

## Payments for Approval: March

Bacs	Microshade VSM	IT	£222.60
Bacs	Hildenborough Conservation Group	Insurance	£241.94
CC	Lloyds	Credit Card	£726.42
Bacs	Kompan	West Wood Sensory Boards	£4,362.03
DD	EDF Energy	Electric	£37.81
Bacs	Commercial Services	Landscape Service B245	£1,027.15
Bacs	Outdoor Playgrounds	Fenland shackle, chains	£143.88
BANK Trf	Kent Ass of Local Council	Play Park Inspection Training for RP	£84.00
BANK Trf	S Dill	Admin Support	£900.00
BANK Trf	S Dill	Expence - Shackle return post office	£8.60
BANK Trf	R Pannett	Maintenance	£362.50
BANK Trf	A&T Boakes	Maintenance	£760.00
BANK Trf	Cathy Wynne	Keys Cut for new storage cupboard	£20.00
BANK Trf	Salary related	Salary related & HMRC	£3,416.10
BANK Trf	L Jenner refund	Expenses	£38.12
DD	NEST	Pension	£164.81
DD	Unity Bank	Charges	£10.45
			<u>£12,526.41</u>

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Income received: Mar-26			
	HMRC	VAT Return	£2,252.08
	TMBC	S106 Footpath Funding	£31,206.34
	<b>Total</b>		<b>£33,458.42</b>
Payments made: Mar-26			
Bacs	Microshade VSM	IT	£222.60
Bacs	Hildenborough Conservation Group	Insurance	£241.94
Bacs	Kompan	West Wood Sensory Boards	£4,362.03
DD	EDF Energy	Electric	£33.36 corrected
Bacs	Commercial Services	Landscape Service B245	£1,027.15
Bacs	Outdoor Playgrounds	Fenland shackle, chains	£143.88
BANK Trf	Kent Ass of Local Council	Play Park Inspection Training for RP	£84.00
BANK Trf	S Dill	Admin Support	£900.00
BANK Trf	S Dill	Expence - Shackle return post office	£8.60
BANK Trf	R Pannett	Maintenance	£362.50
BANK Trf	A&T Boakes	Maintenance	£760.00
BANK Trf	Cathy Wynne	Keys Cut for new storage cupboard	£20.00
BANK Trf	Salary related	Salary related & HMRC	£3,416.10
BANK Trf	L Jenner refund	Expenses	£38.12
DD	NEST	Pension	£164.81
DD	Unity Bank	Charges	£10.45
DD	Lloyds Bank	Credit Card	£337.17 new
DD	BT Group	Wifi	£29.84 new
DD	Lloyds Bank	Credit Card	£24.48 new
DD	BT Group	Wifi	£29.84 new
			<b>£12,216.87</b>
Payments for Approval: April			
Bacs	Microshade VSM	IT	£222.60
Bacs	Parish Council Websites	Domain Renewal	£36.00
Bacs	Bizzy Bees Cleaning Services	Pavilion	£50.00
Bacs	Gaza Timber	Wood	£56.17
Bacs	Rialtas	Alpha Finance Software	£252.00
Bacs	Zurich	Insurance	£36.00
BANK Trf	S Dill	Admin Support	£900.00
BANK Trf	R Pannett	Maintenance	£400.00
BANK Trf	A&T Boakes	Maintenance	£884.47
BANK Trf	Salary related	Salary related & HMRC	£3,235.18
Bacs	Business Stream	Waste Water	£56.37
DD	NEST	Pension	£151.42
DD	Unity Bank	Charges	£10.30
			<b>£6,290.51</b>

## 7.3 To review and approve the VAT Return

The Council reviewed and approved the VAT return from January – March 2026.

## 7.4 To review the donation request from Air Ambulance Charity Kent Surrey |Sussex.

Following a review of the donation request from Air Ambulance Charity Kent Surrey & Sussex, councillors agreed that the matter would be referred to the Finance Committee meeting in November.

## 7.5 To review the donation request from the Hildenborough Girl Guides.

Following review of the donation request from Hildenborough Girl Guides, councillors agreed to make a £750 donation.

## 7.6 To review the donation request from Hildenborough Indoor Bowls.

Following review of the donation request from Hildenborough Indoor Bowls, councillors agreed to make a £235 donation to cover the cost of a replacement mat.

## 8. POLICY REVIEW

### 8.1 To review and approve Freedom of Information Policy and Model Publication Scheme.

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The policy was reviewed and approved.

## **8.2 To review and approve the Transparency Code.**

The policy was reviewed and approved.

## **9. OPEN SPACES**

### **9.1 Maintenance contractor update. – Within Clerks report. – Noted**

### **9.2 To consider and approve the Open Spaces Committee's recommendation for proceeding with Military Grave Restorers for £1800 for the cleaning and maintenance of the War Memorial as suggested by a resident at the Annual Parish Meeting.**

The Councillors approved the Open Spaces Committee's recommendation. HPC would seek funding from KCC to cover the cost but will proceed with the works if funding isn't provided by KCC.

### **9.3 To consider and approve the Open Spaces Committee's recommendation for proceeding with Military Grave Restorers for £669.64 for the cleaning and maintenance of the Water Fountain at the Village Green.**

The Councillors approved the Open Spaces Committee's recommendation

An additional comment was raised regarding the tap at the Village Green, noting that a hose attachment is required. The Parish Clerk will liaise with the maintenance team to arrange this.

### **9.4 To consider and approve the Open Spaces Committee's recommendation to proceed with the specialist's quotation for the replacement part for the Nest Swing at West Wood.**

Councillors agreed to approve the Open Spaces Committee's recommendation.

### **9.5 To review the Parish maintained Lamp Posts and the associated repairs.**

Cllr Rayner confirmed that the Parish Council is not required to use the approved KCC supplier, as such the Parish Clerk will seek alternative maintenance companies.

### **9.6 To review the installation cost of viewing platform at the Recreation Ground with chestnut palling fencing.**

Councillors agreed to defer this item until further prices for fencing options are obtained.

### **9.7 To consider the Verti drainage costs for the area around the goal mouth at West Wood.**

Councillors discussed the item, agreed that as the ground could be too dry for the treatment to be effective by the time sufficient quotes were obtain. This item be deferred to the autumn when the ground conditions are more suitable.

### **9.8 To consider the cost for the jet washing of the play park equipment at the Recreation Ground and West Wood.**

Councillors reviewed the quotations and approved the quotation received from One Touch Cleaning for £1025.

## **9.9 To consider the cost of the Annual Safety Play Park Inspection reports.**

Councillors reviewed the quotations and approved the quotation received from Playpark Inspection Online for £262.50.

## **10. PLANNING**

### **10.1 To note all planning applications considered and commented on the Council's behalf from planning meeting held on Monday 23<sup>rd</sup> March 2025.**

Noted.

### **10.2 The TMBC Area 1 Planning Committee was scheduled to consider planning application 25/01693/PA (Land West of 103 Tonbridge Road) at its meeting on Thursday, 26th March. Update on meeting.**

Cllrs discussed the application and the Area 1 meeting where the above planning application will be referred to the full council meeting on Tuesday 21<sup>st</sup> April 2026.

### **10.3 To consider the proposal provided by WWA for their retainer servicers which will allow the planning committee to obtain timely advise without requiring them to seek individual approvals in response to speculative or complex development applications.**

Councillors discussed the item at length, considering how best to ensure the village is effectively represented, and weighing the detailed arguments both for and against entering into a retainer service agreement. Councillors acknowledged that the Parish is likely to see an increase in planning applications requiring detailed technical responses, which are beyond the capability and capacity of the Parish Planning Committee.

Some Councillors expressed concern that the cost impact of paid professional advice is unknown and questioned whether it would make a meaningful difference to the outcome of the applications. Others emphasised the importance of ensuring that the village is represented with robust responses to planning applications.

It was noted that a retainer service would allow the Planning Committee to seek professional advice without needing to refer each matter to a full Parish Council meeting. Councillors also noted that the Planning Committee does not currently have spending powers. Should the Planning Committee wish to obtain delegated powers to undertake expenditure, an amendment to the Standing Orders and terms of reference would be required, supported by a clear motion setting out the scope and purpose of such spending powers.

Cllr Batchelor proposed that the Parish Council proceed with the WWA proposal for their retainer services for £1000 per month plus VAT, plus disbursements for 12 months and with the fee agreement being reviewed after 6 months. The proposal was seconded by Cllr Haugh.

Vote:

- 4 in favour: Cllr Batchelor, Cllr Wills, Cllr Haugh and Cllr McNeil
- 1 against: Cllr Wynne
- 1 abstention: Cllr Sklavenitis

### **10.4 Local Plan update.**

Regulation 19 is due for submission to the inspectorate in December 2026.

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## **11. ITEMS FOR CONSIDERATION**

### **11.1 Councillors invited to a Site Visit of the Hildenborough Embankment Scheme – dates 29<sup>th</sup> April or 6<sup>th</sup> May (Wednesdays only) and to confirm if the invitation is extended to flood wardens.**

Councillors agreed the date of 6th May for the embankment site visit. It was confirmed that an invitation would be extended to the flood wardens. The Parish Clerk to liaise with Volker Stevin and all attendees to confirm the visit details and timings.

### **11.2 To consider the KCC cost for the Speed Indicator Device and the resident survey questionnaire for publication.**

Councillors agreed that the required survey could now be published. It was further agreed the Parish Clerk to seek confirmation whether the speed data was collected by the device and could be downloaded. Also, explore whether alternative suppliers were available due to the high cost of the KCC items, including pursuing the possibility of a contribution towards the cost from Members' Grants.

### **11.3 For Councillors to consider the flood warden documents being added to the parish council website, with sensitive information redacted.**

Councillors agreed the documents and approved they be added to the website.

### **11.4 To consider the suggestions received form residents for the unused land at West Wood.**

The Open Spaces committee having discussed the three residents' suggestions received, proposed all three items be added to the Parish Infrastructure Plan.  
Agreed

### **11.5 To consider the costs for new items to be purchased for the Litter Picking Group.**

Councillors agreed to the purchase of seven new hoops and one new kart at a total cost of £470.84, plus delivery and VAT.

### **11.6 To consider the annual membership for the Campaign to Protect Rural England.**

Councillors agreed the annual membership of £60.

### **11.7 To consider the annual membership for Kent Association of Local Councils.**

Councillors agreed the annual membership of £2000 + VAT.

## **12. ITEMS FOR INFORMATION ONLY**

### **12.1 Correspondence – Noted**

- Data Protection Registration Certificate
- KALC March Newsletter
- KALC April Newsletter
- KALC AGM Slides March 2026
- TMBC response to Hildenborough Conservation Group for coppicing.

### **12.2 KALC Meeting – No meeting**

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**12.3 Parish Partnership Panel – No Meeting**

**12.4 Village Hall representative – Cllr Haugh** – The Village Hall are progressing their end of year accounts preparations. The water leak in the corridor, located as from an old cold water tank installed when the Kitchen provided hot school meals. The Village Hall plan to install a new hot water system for the Kitchen.

**12.5 Police Report – PC Mead Report – Noted**

**12.6 Representative for Farmers' Market – May 2026 – Cllr Wynne.**

**12.7 Training – ILCA module 1 and 2 completed. – Noted**

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

**13. Confidential Items**

**13.1 Overtime approval for the Parish Clerk. – Approved**

**Meeting End 21.41**