

HILDENBOROUGH PARISH COUNCIL

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

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MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

HELD

Wednesday 13th May 2026 19.30

Council Members in Attendance:

Cllr Sklavenitis (Chair), Cllr Wynne (Vice Chair), Cllr McNeil (Finance Chair), Cllr Wills (Planning Chair), Cllr Haugh, Cllr Gabriel, Cllr Batchelor, and Cllr Leeson

Other Persons in Attendance: Sohrab Peerbaccus & Angel Gomez from IAG, Cllr Mark Rhodes TMBC and Louise Jenner RFO & Parish Clerk.

Public Session

Sohrab Peerbaccus & Angel Gomez from Tonbridge and Malling Area IAG

The Council received a verbal presentation from Sohrab Peerbaccus and Angel Gomez of the Tonbridge and Malling Independent Advisory Group (IAG). The IAG is a volunteer led community body working in partnership with Kent Police, providing feedback on new policing policies and offering community perspectives following critical incidents.

Information from the IAG is shared via *My Community Voice*, and their first formal meeting is scheduled for June 2026. Representatives explained that they are actively seeking new members from across the community, with particular interest in engaging teenagers and young adults aged 18–25.

Cllr Gabriel recommended approaching the Tonbridge Explorers Unit and agreed to forward relevant contact details.

The representatives noted that they are currently visiting parish councils across Tonbridge & Malling to raise awareness and build support. Their key objective is to help ensure that the borough remains a safe place to live, work and visit.

Cllr Mark Rhodes

Cllr Rhodes provided an updated to councillors:

- 1) New Waste contract agreed for 12 years with the current supplier.
 - Cllr Batchelor – Was there a performance review for the contractor? Cllr Rhodes will follow up with the answer to this.
 - Cllr Sklavenitis – With the contract being 12 years what happens when LGR occurs and has any provision for this been built into the contract? Cllr Rhodes was unaware if any provision for LGR had been made in the contract.
- 2) New Mayor for Tonbridge and Malling Borough Council appointed Cllr Kim Tanner who is part of Kings Hill Town Council. Cllr Sarah Hudson was appointed as Deputy Mayor.
- 3) Change to Area 1, 2 and 3 Planning Committees. There is now a single Planning Committee with 13 Members. The next meeting is due on 27th May and there is no agenda at present, this will be released two weeks prior to the meeting.

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- The Government carried out a review last year and a consultation this year.
- The Government proposal for change is a deadline of September 2026 and TMBC decided to change before the deadline date.
- The aim result is less meetings as there are often many cancelled area meetings.

1. Apologies and reasons for absence.

Cllr Connor work commitments and Cllr Gorman sporting commitments.

2. Declaration of Personal or Prejudicial Interests.

Cllr Sklavenitis declared an interest in the items noted in the planning meeting and item 13.3 and 13.4. Cllr Gabriel declared an interest in item 12c.

3. Declaration of gifts and hospitality. – None were declared.

4. Minutes of the Meeting held on Wednesday 8th April 2026 for approval and signature, if a true record.

Councillors approved and the minutes signed.

5. Co-option of new Councillors.

None presented.

6. Election of Members and Appointment of Committee Members and Representatives of the Parish Council.

6.1 Election of Chair

Nomination received for Cllr Sklavenitis

Proposed – Cllr Cathy Wynne

Seconded – Cllr Andrew McNeil

RESOLVED: That Cllr Sklavenitis be elected Chair, with all members present in agreement.

6.2 Election of Vice Chair

Nomination received for Cllr Wynne

Proposed – Cllr Ioannis Sklavenitis

Seconded – Cllr Andrew McNeil

RESOLVED: That Cllr Wynne be elected Vice Chair, with all members present in agreement.

6.3 Election of Chair of Finance

Nomination received for Cllr McNeil

Proposed – Cllr Ioannis Sklavenitis

Seconded – Cllr Cathy Wynne

RESOLVED: That Cllr McNeil be elected Chair of Finance, with all members present in agreement.

6.4 Finance Committee Members

Cllr McNeil, Cllr Sklavenitis, Cllr Batchelor, Cllr Haugh, Cllr Wynne

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6.5 Open Spaces Committee Members

Cllr Sklavenitis, Cllr Wynne, Cllr Gabriel, Cllr McNeil, Cllr Connor, Cllr Wills, Cllr Haugh.

6.6 Planning Committee Members

Cllr Sklavenitis, Cllr Gorman, Cllr Wills, Cllr Batchelor, Cllr Haugh, Cllr Leeson.

6.7 Pavilion Working Party

Cllr Sklavenitis, Cllr Wynne, Cllr McNeil

6.8 Flood Representative

Cllr Wynne

6.9 Village Hall Representative

Cllr Haugh

6.10 Highways Representative

Cllr Sklavenitis

6.11 Parish Partnership Representative

Cllr Wynne

6.12 KALC- T&M Area Committee Meetings

Cllr Wynne

6.13 Centrepiece Author

RFO & Parish Clerk

6.14 Councillors to sign and return GDPR check list form. – Noted

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

Parish Clerk to inform the cricket club and stall ball club the proposed timeline for the return of the footpath contractor.

8. FINANCE

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

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

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

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

8.3 To approve End of Year accounts 2025/26.

The Council reviewed and approved the end of year accounts.

8.4 To approve the bank signatories for 26/27.

Current Bank Account Signatories:

Ioannis Sklavenitis, Cathy Wynne, Andrew McNeil and David Haugh

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8.5 To approve Risk Assessment of Internal Control.

The Council reviewed and approved the Risk Assessment of Internal Control.

8.6 To approve Statement of Internal Control.

The Council reviewed and approved the statement of Internal Control.

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

The Council approved the below companies to be paid by direct debit.

Castle Water – Pavilion

Castle Water – Village Green

Business Stream – Waste Water

Microshade / Flotek – IT Support

8.8 To approve the updated Assets Register

The Council approved the updated Assets Register.

8.9 To review and approve the Reserves Policy.

Councillors approved the Reserves Policy and noted to add the policy to the Finance Committee agenda for annual review.

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

The Council approved the expenditure claim form.

Councillors discussed implementing an Expenditure Policy. Agreed, a draft policy be prepared for review at the next Parish Council meeting.

9 OPEN SPACES

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

The Council approved the draft assessment response forms for three proposed Local Green Space (Sites: LGS 70,77 & 78) received by HPC from TMBC.

Raised the following questions to be submitted to TMBC:

- Is West Wood already on the assessment list to be consider for LGS status, if not why not?
- How were sites LGS 77 & 78 proposed for consideration as a Local Green Spaces (LGS) site.
- Can the Parish Council propose more Local Green Space for assessment?

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

Councillors agreed to appoint the contractor Streetlights, with approved expenditure of up to £3,000 + VAT. The Parish Clerk will manage the works and associated expenditure with the contractor. It was noted that the two damaged (bent) lamp posts will require a full quotation for repair, to be present at a future meeting for consideration.

10. PLANNING

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

Councillors were provided with a verbal update regarding the following applications, 100 Tonbridge Road, The Angle Centre and 103 Tonbridge Road.

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

Seconder: Cllr Leeson

Councillors discussed the item at length, details and further guidance on quotations and approvals within short time frames were required. The Planning Committee would add this item to their next agenda for further consideration.

The above motion was withdrawn by the proposer.

Cllr Batchelor proposed a counter motion: “The Planning Committee be allowed a spending limit of £3,000 + VAT, delegated for planning-related matters. This authority to remain in place until the next full Parish Council meeting (June 10th). The Planning Committee is bound by agreement that four Planning Committee members must vote in favour of any item of expenditure.”

Proposed by: Cllr Batchelor Seconded by: Cllr Haugh

Vote:

- For (4): Cllr Leeson, Cllr Wills, Cllr Haugh, Cllr Batchelor
- Against (3): Cllr Wynne, Cllr Gabriel, Cllr McNeil
- Abstained (1): Cllr Sklavenitis

Outcome: *The motion was carried.*

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- 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.**

Approved

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.**

Approved

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

Councillors reviewed the list of KCC – owned assets within Hildenborough in the context of the Local Government Reorganisation and potential future use.

Noted items for consideration, grass verges, Library, Princess Christian Farm and the War Memorial.

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

Councillors reviewed the list of Tonbridge & Malling Borough Council–owned assets within Hildenborough in the context of the Local Government Reorganisation and potential future use.

Councillors noted the car park located on Riding Lane.

Following consideration, Councillors agreed the following assets be included as potential HPC acquisition to the Parish Infrastructure Plan:

- The Car Park on Riding Lane
- The War Memorial
- The Library

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

Withdrawn area not required for May half term.

12 ITEMS FOR INFORMATION ONLY

12. Correspondence – Noted

Crash Dater 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 – Meeting notes and verbal report. Noted**

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- 12.2 Training undertaken during April – With Clerk report**
- 12.3 Village Hall representative - Cllr Haugh – Noted**
- 12.4 Police - report received – Noted**
- 12.5 Representative for Farmers’ Market for June 2026 – Cllr Wynne.**

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 recommendations after the 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.**

Meeting End: 21:50