

HILDENBOROUGH PARISH COUNCIL

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

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Dear Councillor,

You are summoned to the Parish Council Meeting to be held in the Finzi Room of Hildenborough Village Hall, Riding Lane on **Wednesday 10th June 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 served 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 to exceed 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 10th June 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 13th May 2026 for agreement and signature if a true record.**
6. **Clerk's Report – to include maintenance contractor's progress report and other information and actions.**
7. **FINANCE**
 - 7.1 **To receive, approve and sign a report detailing bank reconciliation prepared by the RFO for May 2026.**
 - 7.2 **To review and approve items of payments and receipts in May and June 2026.**
 - 7.3 **7.3.1 To ratify the Annual Governance and Accountability Return (AGAR) 2025/26**
 - 7.3.2 **Annual Internal Audit Report 2025/26**

7.3.3 Section 1 Annual Governance Statement 2025/26

7.3.4 Section 2 Accounting Statements 2025/26

7.3.5 Display of Public Rights between 15 June and 27 July 2026

- 7.4 To review the report provided by the Independent Internal Auditor.**
- 7.5 To review the Councillor expenditure policy.**
- 7.6 To consider the Chairs yearly expenditure allowance in line with the Councillor expenditure policy.**
- 7.7 To consider and approve an amendment to the council's Financial Regulations 2025/26 to add a new provision under section 6.6 (Delegated Authority of the Clerk/RFO to Authorise Payments).**
The proposed addition (6.6.iii) would permit the Clerk/RFO to authorise payment of items previously approved by the council or a duly authorised committee, where payment falls due and is necessary to allow works or services to progress without delay, provided that a record of all such payments is submitted to the next appropriate meeting of the council for information

8 OPEN SPACES

- 8.1 To review the quotation provided by Medway Valley Countryside Partnership for the installation of a viewing platform at the Recreation Ground.**
- 8.2 The Open Spaces Committee reviewed the results of the recent resident engagement survey, noting 71 responses with strong support for the installation of a Speed Indicator Device (SID). The Committee recommends that the Parish Council proceeds with the purchase of the SID from KCC.**

The Highways budget for 2026–2027 is £4,000. Last year, the full Highways budget of £7,000 remained unspent. The RFO therefore recommends a virement of £7,000 from the General Reserves to fund the SID, should Councillors be minded to approve the purchase.

- 8.3 To consider the recommendation of the Open Spaces Committee to adopt the updated Parish Infrastructure Statement, incorporating the following additions agreed at the committee's last meeting:**
- Solar panels for the Village Hall**
 - Electric vehicle charging points for the recreation ground car park**
- 8.4 To approve the purchase of a new lawn mower, at a cost of up to £500 + VAT, for use by the maintenance team.**
- 8.5 To review the application received for the use of the Recreation Ground for a party on 19th July 2026.**

9. PLANNING

- 9.1 To note planning applications considered and commented on the Council's behalf from planning meeting held on Monday.**
- 9.2 To review changes made to the TMBC constitution regarding area planning committees and to produce and agree a response if appropriate.**
- 9.3 To consider Special Motion:**

Motion: Proposed Amendment to the Planning Committee Terms of Reference

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 responses to planning applications, the Planning Committee is granted delegated authority to commission professional planning or legal advice up to a maximum of £3,000 (net of VAT) in aggregate per authorisation period. This sum may be allocated across multiple commissions, multiple advisers, and multiple applications or planning matters as the committee sees fit.

The delegated authority operates through two routes as set out below. Both routes draw from the same £3,000 aggregate cap for the authorisation period.

3a(i) — Committee Route (standard)

The Planning Committee may resolve to commission advice from the council’s approved contractor list by a majority vote of members present at the relevant meeting. In the event of a tied vote, the Planning Committee Chair shall hold the casting vote.

To satisfy the requirements of Financial Regulation 5.5, the Planning Committee shall maintain an approved contractor list of specialist advisers across relevant disciplines, from whom indicative pricing has been obtained in advance. This list shall be formally adopted by full council and reviewed regularly. Commissions under this delegated authority shall be made by call-off from the approved contractor list in accordance with the below-threshold procurement framework of the Procurement Act 2023, which permits councils to commission from a closed group of pre-selected suppliers without advertising or obtaining three separate quotes at the point of each commission. Where a required specialism is not covered by the approved contractor list, the Clerk shall seek indicative pricing before any commission is agreed.

3a(ii) — Urgent Route (Clerk and two members)

Where it is not practicable to convene a Planning Committee meeting within the applicable consultation deadline, the Clerk may authorise a commission of professional advice up to the remaining balance of the £3,000 aggregate cap, subject to the agreement of at least two members of the council. The Clerk shall record the basis on which the urgent route was used, the advice commissioned, the adviser instructed, and the cost incurred. This shall be reported to the Planning Committee at its next meeting.

The urgent route may only be used where the Clerk is satisfied, having consulted with the Planning Committee Chair, that convening a committee meeting within the consultation deadline is not reasonably practicable.

Reset and accountability

The delegated authority operates on a single-use accountability and reset mechanism. Once the £3,000 aggregate has been committed (whether through the committee route, the urgent route, or a combination of both), the authority cannot be exercised again until it has been formally re-authorised by the full Parish Council.

At the next full Parish Council meeting following any use of the delegated authority, the Planning Committee shall report: the advice sought; the adviser(s) instructed; the cost incurred; and the rationale for exercising the authority. The full Parish Council will then vote to re-authorise the £3,000 delegated limit for future use. The full Parish Council retains the right to decline re-authorisation, thereby suspending this delegated authority until further notice.”

Proposer: Cllr Wills | Seconder: Cllr Leeson

9.4 To approve the proposed panel of advisers across relevant disciplines, from whom indicative pricing has been obtained.

9.5 To review the documents provided by TMBC on the Sustainable Settlement information and approve the draft reply.

10 ITEMS FOR CONSIDERATION

10.1 To consider whether the Council wishes to make a financial pledge to Kent ACRE in support of their proposed service for village halls and community buildings. The service includes advice and guidance on governance, compliance, funding applications, trustee support, and related operational matters. Councillors are asked to consider the request, note the guidance previously provided by Kent ACRE regarding crowdfunding pledges, and determine whether the Council wishes to make a pledge and, if so, the amount and legal power under which it would be made.

10.2 To Review the cost for new IT equipment and set up costs provided by the Parish Council IT provider Flotek.

10.3 To review the subscription costs for Claude.

10.4 To review the quotation for the Fire extinguisher testing at the Pavilion.

10.5 To review the “damage only” proforma received from Kent Highways for the recording of minor accidents within Hildenborough, and for the Council to approve that a copy of the required information be added to the Parish Council website and social media.

11 ITEMS FOR INFORMATION ONLY

11. Correspondence

- Road Safety & Active Travel Group Seminar points and useful contacts
- KALC Meeting Summary – 27th March 2026
- KALC Meeting Minutes – 23rd April 2026
- KALC June Newsletter
- LGR Implementation Plan presentation for Cumbria (KALC)
- TMBC Letter to Kent Association of Local Council on LGR
- Safer Neighbourhoods Team TMS Protection
- TMBC Council to explore possible new management approach for Haysden Country Park, press release.
- Rural Housing Week Seminar - 7th July

11.1 KALC - T&M Area Committee Meeting

11.2 Parish Panel Partnership

11.3 Village Hall representative

11.4 Police - report received

11.5 Representative for Farmers’ Market for July 2026

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

12. Confidential Items