

HILDENBOROUGH PARISH COUNCIL

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

Telephone: 07818 329029

Email: clerk@hildenboroughparishcouncil.gov.uk

Website: www.hildenboroughparishcouncil.gov.uk

MINUTES OF THE PARISH COUNCIL MEETING

HELD

Wednesday 10th June 2026 19.30

Council Members in Attendance:

Cllr Sklavenitis (Chair), Cllr Wynne (Vice Chair), Cllr Wills (Planning Chair), Cllr Haugh, Cllr Batchelor, Cllr Leeson and Cllr Connor

Other Persons in Attendance:

Cllr Harry Rayner KCC and Louise Jenner RFO & Parish Clerk.

Public Session

Cllr Harry Rayner Update

Cllr Rayner advised that he had been contacted by a resident regarding road safety concerns on the B245 Tonbridge Road in Hildenborough, particularly near the Brookmead junction. He confirmed that KCC Highways Officers will continue to work with Hildenborough Parish Council to incorporate these concerns into the Highways Improvement Plan.

Cllr Rayner reported that he had met with KCC Officers following a query regarding the War Memorial and associated specialist cleaning and repair works. Officers confirmed that funding is available through the charity *Hildenborough War Memorial Trust Fund* (charity no. 223942). It was agreed that the remaining balance (approximately £1,500) would be transferred to Hildenborough Parish Council once the necessary documentation is completed, which is expected shortly. The Trust will then be closed and dissolved. Officers also confirmed that the Parish Council may proceed with accepting the best value quotation.

Cllr Rayner advised that a resident had reported a damaged footpath in Knowsley Way, presenting a safety risk. He contacted KCC Highways Officers, who confirmed that a high-risk reinstatement defect would be raised. A crew attended promptly to make the area safe while longer-term remedial works are arranged. The resident subsequently confirmed that the pathway was made safe shortly after the issue was raised.

Cllr Rayner reported that he had attended the Kent Flood Risk and Water Management Committee, where he requested that the Chairman liaise with the Environment Agency and Volker Stevin to arrange a site visit to “The Bund” flood defences in Hildenborough, enabling Members to view the contribution made by KCC.

Cllr Rayner advised that KCC Officers had attended Riding Lane on Monday 18 May and reprogrammed the school warning lights.

Cllr Rayner referred to a Training Bulletin circulated to Clerks and Area Committee Chairs for onward distribution to staff, Chairs, and Councillors.

Cllr Rayner urged Parish Councils to engage with Tonbridge and Malling Borough Council and KCC regarding land held on their asset registers that they may wish to purchase ahead of Local Government Reorganisation (LGR).

HILDENBOROUGH PARISH COUNCIL

Cllr Rayner advised of a temporary road closure on Leigh Road, Hildenborough, scheduled from 17 June 2026 to 18 June 2026, to allow OPENREACH LIMITED to undertake telegraph pole replacement works.

1. Apologies and reasons for absence.

Cllr McNeil (Finance Chair), Cllr Gabriel and Cllr Gorman

2. Declaration of Personal or Prejudicial Interests.

Cllr Sklavenitis declared an interest in item 7.2 & 7.6, All other declarations are as per the planning minutes previously circulated.

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

4. Minutes of the Meeting held on Wednesday 13th May 2026 for approval and signature, if a true record.

Councillors approved the minutes as a true record and they were duly signed.

5. Co-option of new Councillors.

None presented.

6. Clerk's reports to include maintenance contractor's progress and other information and actions – Noted

7. FINANCE

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

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

ACCOUNT BALANCES & PAYMENTS for		May-26	and June
Account Balances at:		30th May 2026	
Account		Amount (£)	
Unity Trust Bank		4,666.17	
Unity Trust Savings		181,926.83	
Business 95 Day Account		123,354.65	
Total		<u>309,947.65</u>	

7.2 To review and approve items of payments and receipts in May and June 2026.

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

HILDENBOROUGH PARISH COUNCIL

Payments made: May-26			
Bacs	Microshade VSM	IT	£222.60
Bacs	Bizzy Bees Cleaning Services	Pavilion	£100.00
Bacs	Business Stream	Waste Water	£152.70
Bacs	3 Counties Grounds Maintenance	VG & WW	£354.68
Bacs	Landscape Services	Rec Maintenance	£70.96
Bacs	Chase Fencing	Posts	£63.68
Bacs	WWA Professional Services	Planning	£1,272.00
Bacs	NALC - Training	Online Course	£42.00
Bacs	NALC - Training	Planning - LJ & IS	£84.00
Bacs	S137 - Donation	Hildn Short Mat Bowls Club	£235.00
Bacs	S137 - Donation	Hildenborough Guides	£750.00
Bacs	Online Playground	Rocker Bike replacement parts	£468.00
Bacs	Hildenborough Village Hall	Meeting Room Hire	£327.00
Bacs	Parish Online	Online Mapping	£324.00
Bacs	Kent Ass of Local Council	Membership	£2,400.00
Bacs	Helping Hand	Litter Picking Cart	£359.99
Bacs	Helping Hand	Litter Picking Hoops	£78.22
BANK Trf	S Dill	Admin Support	£900.00
BANK Trf	R Pannett	Maintenance	£400.00
BANK Trf	A&T Boakes	Maintenance	£778.15
Bank Trf	A&T Boakes	Broken Mower Part deposit	£61.57
BANK Trf	Salary related	Salary related & HMRC	£3,685.04
BANK Trf	Expenses	Travel and Annual Parish Meeting	£41.97
DD	NEST	Pension	£179.79
DD	Unity Bank	Charges	£10.30
Bacs	Parish Council Website	Website	£273.60
DD	Lloyds Credit Card	Credit Card	£625.52 new
DD	BT Group	Wifi	£32.64 new
DD	EDF	Electric	£35.76 new
			<u>£14,329.17</u>

Payments for Approval: June			
Bacs	Military Grave Restorers	50% deposit War Memorial and Water Fountain	£1,215.64
Bacs	WWA Professional Services	Planning	£1,272.00
Bacs	Unique Fencing and Landscape	West Wood Rotator & Rec Motorbike	£876.00
Bacs	Online Playground	Nest Swing West Wood Park and swing part	£968.80
DD	Microshade VSM	IT Services	£222.60
Bacs	Kent Ass of Local Council	Training multiple sessions	£474.00
Bacs	Bizzy Bees	Pavilion Cleaning	£100.00
Bacs	Lionel Robbins	Internal Auditor	£210.00
Bacs	MPEC	PAT Testing	£288.00
Bacs	Steelway	New gate for Recreation Ground	£960.00
Bacs	Toaks Mowers Ltd	New mower	£499.00
BANK Trf	S Dill	Admin Support	£960.00
BANK Trf	S Dill	Ink cost refund	£63.00
BANK Trf	R Pannett	Maintenance	£350.00
BANK Trf	A&T Boakes	Maintenance	£600.00
BANK Trf	A&T Boakes	Mower deposit and Fuel	£61.57
BANK Trf	Salary related	Salary related & HMRC	£3,937.64
DD	NEST	Pension	£197.70
DD	Unity Bank	Charges	£11.20
			<u>£13,267.15</u>

7.3 7.3.1 To ratify the Annual Governance and Accountability Return (AGAR) 2025/26. - Approved

7.3.2 Annual Internal Audit Report 2025/26 – Approved

7.3.3 Section 1 Annual Governance Statement 2025/26 – Approved

7.3.4 Section 2 Accounting Statements 2025/26 – Approved

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

7.4 To review the report provided by the Independent Internal Auditor.

Councillors reviewed and noted the report.

7.5 To review the Councillor expenditure policy.

Councillors reviewed and approved the expenditure policy.

7.6 To consider the Chairs yearly expenditure allowance in line with the Councillor expenditure policy.

Councillors approved the Chairs yearly expenditure of up to £500 in line with the 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

Resolved: That the Council approves the amendment to the Financial Regulations 2025/26 to include new clause 6.6(iii) as set out above.

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.**

Councillors considered the quotation and agreed that a revised price should be obtained to include 100mm posts. As Medway Valley Countryside Partnership does not have availability to do the work in the current year, the revised quotation, be based on materials costs and availability for spring 2027.

The Parish Clerk was also instructed to obtain a quotation for the West Wood viewing platform based on next year's pricing and availability, and to seek additional quotations for comparison.

- 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.

RESOLVED:

The Council approved expenditure of up to £10,500 for the purchase of a Speed Indicator Device from KCC. Funded from the 2026–2027 Highways budget together with a virement from General Reserves in accordance with the RFO's recommendation; and

That, once West Kent Highways has confirmed the full specification of the two available devices, the Parish Clerk will circulate the specifications to all Councillors and is granted delegated authority to approve the purchase of the selected device, in consultation with the Chair, within the approved budget of £10,500.

- 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**

Councillors reviewed the document and questions were raised regarding some of the projects listed. The Chair and Vice-Chair confirmed that the Statement is a working document: when the Full Council or the Open Spaces Committee decide to take a project forward, a full brief will be developed and agreed. Tonbridge and Malling Borough Council (TMBC), have requested the statement be submitted shortly, as information of potential local projects for possible S106 funding through developer contributions. 

The Chair further confirmed that the Parish Council may only develop projects on land that it owns. The Parish Infrastructure Statement would be further expanded at future Open Spaces Committee meetings.

Councillors noted that an electric vehicle charging point might be accommodated in the parking spaces at the rear of the Village Hall, near the kitchen door.

RESOLVED: The updated Parish Infrastructure Statement, be approved for submission to TMBC – Approved.

- 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.**

Councillors approved Sevenoaks Mowers' quotation of £499 including VAT. Payment to be made mid-month so the lawn mower can be ordered urgently for the maintenance team. The Parish Clerk will add the new mower to the asset register.

- 8.5 To review the application received for the use of the Recreation Ground for a party on 19th July 2026.**

Councillors noted that the insurance document had expired. They confirmed the park must remain open to the public, all party rubbish must be removed, and the person making the booking is responsible for monitoring access to the bouncy castle. The booking was approved subject to receipt of valid insurance documentation.

9. PLANNING

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

Chair of planning provided Councillors with an update regarding some of the applications that the planning committee has considered over the last month included Noble Tree Road, Gate House Nursery and a Tonbridge car park development.

The planning committee are seeking advice and a fee from WWA regarding an appeal from the 103 Tonbridge Road and if the Parish Council needs to review its previous responses to the application.

- 9.2 To review changes made to the TMBC constitution regarding area planning committees and to produce and agree a response if appropriate.

Councillors approved sending the response as drafted.

- 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 as set out below.

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 | Seconded: Cllr Leeson

The Council considered the following Special Motion, proposed by Cllr Wills and seconded by Cllr Leeson:

Councillors discussed the Special Motion and the feedback received from external experts.

Amendment

An amendment to the Special Motion was proposed by Cllr Batchelor and seconded by Cllr Connor:

That Section 3a(ii) — Urgent Route (Clerk and two members) — be removed from the motion.

The amendment was put to the vote:

- For 7: Cllr Wills, Cllr Connor, Cllr Leeson, Cllr Haugh, Cllr Batchelor, Cllr Wynne, Cllr Sklavenitis.
- Against (0):
- Abstained (0):

The amendment was carried with a unanimous vote.

Substantive Motion (as amended)

The Special Motion, as amended by the removal of Section 3a(ii), was then put to the vote:

- For (5): Cllr Wills, Cllr Connor, Cllr Leeson, Cllr Haugh, Cllr Batchelor
- Against (1): Cllr Wynne
- Abstained (1): Cllr Sklavenitis

The Special Motion as amended was carried.

RESOLVED: That the Planning Committee Terms of Reference be amended by the insertion of Section 3a (Delegated Financial Authority for Professional Advice), comprising the Committee Route (3a(i)) and the Reset and Accountability provisions, with all references to the Urgent Route (3a(ii)) removed and consequential wording amended accordingly.

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

The proposed panel of advisers document is not currently complete the planning committee will continue to gather information to report back to the full council.

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

The Council approved that the drafted questions on the sustainable settlement information for Hildenborough be submitted to Tonbridge and Malling Borough Council (TMBC). The item will be added to the agenda of the Planning Committee meeting (2 weeks' time) to allow further discussion and, should a reply be received from TMBC, for any further comments to be raised at that time.

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.

The Council discussed the above pledge and advice from the Village Hall Representative. It was agreed that no financial pledge would be made at this time.

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

Councillors approved the cost of a new laptop and set up costs from Flotek the council IT provider totalling £987.12 + VAT . Due to the issues the Parish Clerk was experiencing with the current laptop a mid-month payment was also approved in order to expedite the purchase and resolve the issue.

- 10.3 To review the subscription costs for Claude.**

Councillors approved the cost of £210.53 for a yearly subscription to Claude.

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

Councillors approved the quotation from EJP Fire for the fire extinguisher testing for £49.50 + VAT.

- 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.

The draft documented pro forma, advert and survey monkey form for recording minor damage only accidents were approved. Councillors noted that the information be added to the Keys magazine.

11 ITEMS FOR INFORMATION ONLY

11. Correspondence – Noted

- 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 – Meeting minutes document provided above.

11.2 Parish Panel Partnership

PPP 28th May Meeting Update

- Documents circulated as listed above, including the *Safer Neighbourhood Report* and *LGR Letter*.
- Cllr Mike Taylor (TMBC) requested that Parish Councils inform him of any small parcels of land under TMBC or KCC ownership, pre LGR.
- Regulation 19: It was noted that developers will be required to enter into Grampian agreements in relation to water issues.
- PPP were advised that TMBC may reduce the daily water allocation per person from 100 litres to 85 litres. While this reduction may assist in progressing the Local Plan, it would not reduce overall water stress in the area.
- PPP were advised that a provisional date of 3 September 2026 has been identified for Cabinet review, with an anticipated public consultation of the Local Plan Regulation 19 publication date of 10 September 2026.

11.3 Village Hall representative

Accounts are currently with Auditor.

There are ongoing issues with clubs leaving window and doors open.

11.4 Police - report received – Noted

11.5 Representative for Farmers' Market for July 2026 -

HILDENBOROUGH PARISH COUNCIL

Cllr Wynne agreed to attend at the next Farmers' Market.

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

12. Confidential Items – None

Meeting End: 21.33