

# 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 Committee Room of Hildenborough Village Hall, Riding Lane on **Wednesday 14<sup>th</sup> October 2026 at 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, please contact the Parish Clerk at [clerk@hildenboroughparishcouncil.gov.uk](mailto:clerk@hildenboroughparishcouncil.gov.uk).

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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 per speaker unless by a resolution of the Council.

**PUBLIC SESSION:** County and Borough Councillors and local residents are invited to make comment, ask questions or put forward ideas during the first 15 minutes, subject to a limit of 5 minutes per speaker.

## PARISH COUNCIL MEETING AGENDA

**WEDNESDAY 14<sup>th</sup> OCTOBER 2026**

1. Apologies and reasons for absence.
2. Declaration of Personal or Prejudicial Interests.
3. Declaration of gifts and hospitality.
4. To co-opt a Member onto the Parish Council.
5. Minutes of the Meeting held on Wednesday 9th September 2026, for agreement and signature if a true record.
6. Clerk's Report – to include the maintenance contractor's progress report and other information and actions.

### 7. FINANCE

- 7.1 To receive, approve and sign a report detailing the bank reconciliation prepared by the RFO for August and September 2026.
- 7.2 To review and approve items of payments and receipts in September and October 2026.
- 7.3 To review and approve the VAT return.
- 7.4 To review and approve the second quarter accounts.
- 7.5 Annual Governance and Accountability Return (AGAR) 2025/26: external audit completion

To receive the external auditor's report and certificate for the year ended 31 March 2026, to consider any matters raised by the auditor, and to note the Notice of Conclusion of Audit and its publication.

- 7.6 To review the grant request submitted by the 8<sup>th</sup> Tonbridge Scouts.

## **8. POLICIES**

To review and adopt the following policies, as set out in the Schedule of Policies – October 2026.

### **8.1 SPECIAL MOTION (Standing Orders 7(a), 9 and 26(b)) - Standing Orders, Financial Regulations and Committee Terms of Reference.**

To consider the special motion proposed by Cllr Ioannis Sklavenitis, seconded by Cllr Cathy Wynne and supported by Cllr Andrew McNeil, notice of which was given to the Proper Officer on 7 October 2026 under Standing Orders 7(a), 9 and 26(b), to revoke and replace the Standing Orders (HPC-SO-001), the Financial Regulations (HPC-FR-001) and the Committee Terms of Reference (HPC-TER-001, v1.1), including the addition of the Communications & Public Engagement Committee and the renumbering of working groups, with effect from the passing of the motion.

- 8.2 To review and adopt the Scheme of Delegation (HPC-SOD-001, v1.1), including the addition of the Communications & Public Engagement Committee with a delegated limit of £1,500.
- 8.3 To review and adopt the Code of Conduct for Members (HPC-CODE-001, v1.1).
- 8.4 To review and adopt the Co-option Policy (HPC-COP-001).
- 8.5 To review and adopt the Councillor–Officer Protocol (HPC-COF-001).
- 8.6 To review and adopt the Legal Powers Overview (HPC-LP-001).
- 8.7 To review and adopt the Complaints Procedure (HPC-COM-001).
- 8.8 To review and adopt the Communications & Social Media Policy (HPC-COMMS-001, v1.1).

#### ***B. Finance***

- 8.9 To review and adopt the Financial Risk Management Policy (HPC-RISK-001).
- 8.10 To review and adopt the Grants and Donations Policy (HPC-GRA-001).
- 8.11 To review and adopt the Councillor Expenses Policy (HPC-EXP-001, v1.1).

#### ***C. Employment***

- 8.12 To review and adopt the HR and Staff Employment Policy (HPC-HRE-001).
- 8.13 To review and adopt the Recruitment Policy (HPC-REC-001).
- 8.14 To review and adopt the Disciplinary Procedure (HPC-DIS-001).
- 8.15 To review and adopt the Grievance Procedure (HPC-GRV-001).
- 8.16 To review and adopt the Anti-Harassment and Bullying Policy (HPC-AHB-001).
- 8.17 To review and adopt the Equality and Diversity Policy (HPC-EQ-001).
- 8.18 To review and adopt the Whistleblowing Policy (HPC-WB-001).
- 8.19 To review and adopt the Training and Development Policy (HPC-TRN-001).

#### *D. Information and data protection*

- 8.20 To review and adopt the Information & Data Protection Policy (HPC-DP-001, v2.0).
- 8.21 To review and adopt the Privacy Policy (HPC-PRI-001).
- 8.22 To review and adopt the CCTV Policy (HPC-CCTV-001, v2.0).
- 8.23 To review and adopt the Retention and Disposal Policy (HPC-RET-001).
- 8.24 To review and adopt the FOI Publication Scheme & Guide to Information (HPC-FOI-001).
- 8.25 To review and adopt the Councillor Data Protection Checklist (HPC-DAT-001).
- 8.26 To review and adopt the IT Policy (HPC-IT-001).
- 8.27 To review and adopt the Accessibility Statement (HPC-ACC-001).

#### *E. Community, safety and assets*

- 8.28 To review and adopt the Safeguarding Policy (HPC-SAF-001).
- 8.29 To review and adopt the Health and Safety Policy (HPC-HS-001).
- 8.30 To review and adopt the Management of Open Spaces & Risk Assessment Policy (HPC-OS-001).

### **9. OPEN SPACES**

- 9.1 To receive the minutes of the Open Spaces Committee meeting held on Wednesday 23<sup>rd</sup> September, including:
- 9.2 That the Open Spaces Committee recommends to the Full Parish Council that it approves proceeding with the Medway Valley Countryside Partnership (MVCP) 2027 quotations, for the Recreation Ground pond fencing and viewing platform; at a total scheme cost of £3,730.00 + VAT, this being above the Committee's delegated approval limit.
- 9.3 That the Open Spaces Committee RECOMMENDS to Full Council that:
  - (a) Medway Valley Countryside Partnership is appointed to supply and install the viewing platform, accessible ramp, front fencing and gate at West Wood Pond in spring/summer 2027 at a cost of £4,823.80 plus VAT
  - (b) Medway Valley Countryside Partnership is appointed to fell two trees and create log piles at a cost of £361.00 plus VAT, subject to Tree Preservation Order consent being granted by Tonbridge and Malling Borough Council and the works being timed outside the bird nesting season;
  - (c) The expenditure met from 2025/26 Open Spaces West Wood Pond Project – the remaining balance to be carried forward to 2027/2028 budget.
- 9.4 That the Open Spaces Committee RECOMMENDS to Full Council that:

Chase Fencing Supplies is appointed to supply and install approximately 100m of 1.2m chestnut pail fencing around the West Wood pond at a cost of £3,300.00 plus VAT. The Open Spaces Committee recommends this is carried out within this financial year, (before the viewing platform installation), once approved by the full council.

The expenditure met from 2025/26 Open Spaces West Wood Pond Project.
- 9.5 To consider the maintenance and repair cost to the bus shelter sides. The Maintenance team would carry out the work. £100 towards material and £250 towards labour. (wood repairs, sanding and staining of the sides only).

- 9.6 Parish Bus Stop Shelter Grant 2026/27 PBSSG application via Kent County Council. The Parish Council will look to apply for the Grant once a cost is received for the repair of the Bus Shelter Roof.**

## **10. PLANNING**

- 10.1 To note planning applications considered and commented on, on behalf of the Council, since the previous meeting.**
- 10.2 To approve the amendments of proposed panel of advisers across relevant disciplines, and to note the indicative pricing obtained.**
- 10.3 Planning Committee delegated financial authority: report and reset. To receive a report on the use of the Planning Committee's delegated authority under Terms of Reference 3a(i) (commission of a new CAD map of the Hildenborough Conservation Area), and to re-authorise the Committee's delegated financial authority of up to £3,000 (net of VAT) on a single-use, report-and-reset basis.**
- 10.4 Regulation 19 Local Plan —To review draft response from WWA planning consultants and to provides comments before formal submission to Tonbridge and Malling Borough Council.**
- 10.5 To note the progress made so far on the Hildenborough Conservation Area Review.**

## **11. ITEMS FOR CONSIDERATION**

- 11.1 To consider the calendar of dates for next year's meetings**
- 11.2 To consider if Councillors will accept diary meeting request for each committee, they are part of.**
- 11.3 To confirm receipt of the updated Highway Infrastructure Plan provided by KCC and confirm that the Parish Clerk can update the document on the Parish Council website.**

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

### **12.1 Correspondence**

- Tonbridge and Malling IAG meeting minutes
- FOI reply from Tonbridge and Malling Borough Council regarding the expenditure on the Local Plan
- TMBC reply to Cllr Sklavenitis on questions raised regarding the TMBC Local Plan
- Crash Data Map for B245 from KCC
- Crash Date Report for B245 from KCC
- Thank you email from previous Chair Cllr Coles.

### **12.2 KALC – T&M Area Committee Meeting, 23<sup>rd</sup> July 2026**

- KALC Meeting Minutes 23<sup>rd</sup> July 2026
- KALC Newsletter September and October

### **12.3 Parish Panel Partnership**

- PPP Meeting minutes from 27<sup>th</sup> August 2026

### **12.4 Village Hall representative.**

- To receive the Village Hall end of year accounts.

### **12.5 Police**

- September Police report

#### **12.6 Training**

- FILCA two modules completed L.J
- Digital AGAR Training L.J
- Environmental Grant Training L.J & C.W
- Introduction to Planning Training L.J & D.H
- KALC Finance Conference L.J
- Nut and Bolt Councillor Training – C.W

#### **12.7 To confirm the representative for the Farmers' Market for November 2026.**

The Chair to move that the press and public be excluded from the remainder of the meeting, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

#### **13. CONFIDENTIAL ITEMS**

**13.1 Insurance claim received regarding two trees on the Village Green**

**13.2 To consider the overtime claim submitted by the Parish Clerk**

**13.3 To review the Parish Clerk pay scale and agree an appropriate adjustment**