HILDENBOROUGH PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING
HELD
Wednesday 14th October 2026 19.30

Council Members in Attendance:

Cllr Sklavenitis (Chair), Cllr Wynne (Vice Chair), Cllr Haugh, Cllr Batchelor, Cllr Connor & Cllr Gabriel

Other Persons in Attendance:

Louise Jenner RFO & Parish Clerk

Public Session

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

   Cllr Leeson & Cllr Gorman (away on holiday), Cllr Wills (unwell), Cllr McNeil (Family Commitments).

2. **Declaration of Personal or Prejudicial Interests. –** Cllr Gabriel declared at interest in item 7.6. Cllr Sklavenitis declared an interest on one of the payments item 7.2.

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

4. **To Co-opt Member onto the Parish Council.** – No one present, interest and a CV received invited to next month's Parish Council meeting.

5. **Minutes of the Meeting held on Wednesday 9th September 2026, for agreement and signature if a true record.**

   The minutes were approved and signed by the Chair of the Council.

   The minutes were approved and signed for the Extraordinary Parish Council Meeting held on Tuesday 1st September 2026.

6. **Clerk's Report – to include the maintenance contractor's progress report and other information and actions.**

   Noted

7. FINANCE

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

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

ACCOUNT BALANCES & PAYMENTS for Sep and Oct

Account Balances at: 30th September 2026

Account	Amount (£)
Unity Trust Bank	3,627.74
Unity Trust Savings	216,921.94
Business 95 Day Account	123,354.65
Total	**343,904.33**

7.2 To review and approve items of payments and receipts in September and October 2026.

The Council reviewed and approved all items of payments and receipts for August and September 2026.

Income received: Sep

Income	Amount
Precept	£76,444.50
Interest	£808.53
Total	**£77,253.03**

Payments made: Sep

Payment method	Payee	Description	Amount	Note
DD	Microshade VSM	IT Services	£246.06	
DD	BT	Wifi	£41.04	
Bacs	Nadine and Amanda	Pavilion Cleaning	£100.00	
Bacs	Stock Signs	Playground safety sign	£60.78	
Bacs	WWA	Planning Advice contract	£966.72	
Bacs	Weld Done	4 Benches Rec new legs	£504.00	

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Payment method	Payee	Description	Amount	Note
Bacs	Kent Association of Local Council	Planning Training Online x2	£120.00	
Bacs	Play Inspection Company Ltd	Annual Park Inspections	£345.00	
BANK Trf	S Dill	Admin Support	£1,008.00	
BANK Trf	R Pannett	Maintenance	£325.00	
BANK Trf	A&T Boakes	Maintenance	£657.27	
BANK Trf	Salary related	Salary related & HMRC	£3,021.51	
DD	NEST	Pension	£139.93	
DD	Unity Bank	Charges	£9.70	
DD	Lloyds Bank	Credit Card	£695.55	new
Bacs	GTA Civils & Transport	Highways	£1,140.00	new
DD	EDF Engergy	Electric	£38.66	new
Total			**£9,419.22**	

Payments for Approval: Oct

Payment method	Payee	Description	Amount	Note
DD	Microshade VSM	IT Services	£246.06	
Bacs	Nadine and Amanda	Pavilion Cleaning	£50.00	
Bacs	Arnold Tarmac	Footpath	£66,942.00	
Bacs	WWA	Planning Advice contract	£1,272.00	
Bacs	N W Landscaping Construction	Concrete base for bike rack	£1,700.00	
Bacs	Royal British Legion Trading Ltd	Poppy Wreath	£23.00	
Bacs	GTA Civils & Transport	Transport Statement	£1,440.00	
Bacs	Hildenborough Village Hall	Room hire	£237.00	
Bacs	Online playgrounds	Play Ground Parts	£1,454.91	
Bacs	HAGS	West Wood Trapeze handles	£1,417.20	

Payment method	Payee	Description	Amount	Note
Bacs	Jonathan Leeson	Refund of CAD drawring for conservation area	£335.27	
Bacs	KALC	Planning Conference Ticket	£84.00	
Bacs	Forvis Mazars - Invoice 2761132	Audit & AGAR	£756.00	
Bacs	Kent Playing Field Ass	Membership	£20.00	
BANK Trf	S Dill	Admin Support	£976.00	
BANK Trf	R Pannett	Maintenance	£375.00	
BANK Trf	A&T Boakes	Maintenance	£1,058.00	
BANK Trf	Salary related	Salary related & HMRC	£3,021.51	
BANK Trf	Expense	LJ refund	£46.90	
DD	NEST	Pension	£139.93	
DD	Unity Bank	Charges	£9.70	
Total			**£81,604.48**	

7.3 To review and approve the VAT return.

The Council reviewed and approved the second quarter VAT return for £2357.08.

7.4 To review and approve the second quarter accounts.

The Council reviewed the second quarter accounts and noted the following:

1. Quarter 2 position on 30 September 2026.
2. Street lighting overspend of £1,468 from existing budget allocation
3. Note the £18,311 shortfall in grant income.

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.

AGAR 2025/26: external audit. The Council received the certified Annual Governance and Accountability Return for the year ended 31 March 2026 from Forvis Mazars LLP (letter dated 30 September 2026). The Clerk reported that the Notice of Conclusion of Audit, Sections 1 and 2, and the External

Auditor's Report and Certificate, published on the Council's website on 30th September 2026.

Councillors noted the auditor's minor scope for improvement on Box 9 and **RESOLVED** that any movement in Box 9 in the 2026/27 AGAR will be quantified and explained in the significant variances document. Councillors noted the changes to Box 11 in the 2026/27 Practitioners' Guide. It was **RESOLVED** that the audit fee will be paid on receipt of the invoice. Proposed by Cllr Sklavenitis , seconded by Cllr Batchelor.

7.6 To review the grant request submitted by the 8th Tonbridge Scouts.

Councillors approved a grant for £550 towards tents/shelter and £50 towards a scout post box. A total grant of £600.

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.

Cllr Batchelor asked for it to be noted that he had not had the opportunity to review the policy documents.

Councillors discussed item 5.4 of the Financial Regulations and agreed to amend the wording.

The amended wording is that all reasonable efforts will be made to obtain three quotations for expenditure over £5,000. Where this is not possible, the Council will minute who had been contacted to provide a quotation, or the reasons for requiring specialist support or equipment.

RESOLVED: That the Standing Orders (HPC-SO-001), the Financial Regulations (HPC-FR-001), as amended at item 5.4, and the Committee Terms of Reference (HPC-TER-001, v1.1) be replaced, with effect from the passing of this motion.

Proposed: Cllr Haugh. Seconded: Cllr Connor. All in favour.

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).

Schedule of Policies: review and adoption (items 8.2 to 8.30)

Council reviewed the schedule of policies at items 8.2 to 8.30 of the agenda, set out in the Schedule to these minutes under the following headings: A. Governance, B. Finance, C. Employment, D. Information and data protection, and E. Community, safety and assets. Councillors had no further amendments or comments.

RESOLVED: That the policies and procedures listed at items 8.2 to 8.30 of the agenda be adopted with effect from 14th October 2026.

Proposed: Cllr Haugh. Seconded: Cllr Connor. All in favour.

Apologies received Cllr Connor left the meeting at 19.58

9. OPEN SPACES

9.1 To receive the minutes of the Open Spaces Committee meeting held on Wednesday 23rd September.

The Parish Council received the Open Spaces Committee meeting minutes.

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.

Resolved: That Full Council approves the recommendation of the Open Spaces Committee to proceed 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.

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.**

Resolved: That Full Council approves the recommendation of the Open Spaces Committee that:

(a) Medway Valley Countryside Partnership (MVCP) 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; and

(b) MVCP is appointed to fell two trees and create log piles at West Wood Pond, 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.

The total approved expenditure is £5,184.80 plus VAT, to be funded from Rec & WW Pond Budget allowance.

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.

The Parish Council considered and approved the recommendation from the Open Spaces Committee that Chase Fencing Supplies be appointed to supply and install approximately 100m of 1.2m chestnut pale fencing around the West Wood pond at a cost of £3,300.00 plus VAT, with the expenditure met from the 2025/26 Open Spaces West Wood Pond Project budget. The work is to be completed this financial year, before the viewing platform installation.

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).

The Parish Council considered the cost and agreed to approve a budget of up to £500 to allow for a contingency. It was noted that the bus stop falls just outside the Conservation Area boundary.

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.

The Parish Council approved for the application to be submitted for the potential grant for the bus shelter repair.

10. PLANNING

10.1 To note planning applications considered and commented on, on behalf of the Council, since the previous meeting.

Cllr Wills report received and noted.

10.2 To approve the amendments of proposed panel of advisers across relevant disciplines, and to note the indicative pricing obtained.

Councillors reviewed the updated list and agreed to add the provider Les Henry Associates.

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.

The Parish Council received the report on the use of the Planning Committee's delegated authority under Terms of Reference 3a(i) with the expenditure of £335.27 for the CAD map of the Hildenborough Conservation Area.

The Planning Committee's delegated financial authority of up to £3,000 (net of VAT) has been re-authorised on a single-use, report-and-reset basis. All agreed.

10.4 Regulation 19 Local Plan —To review draft response from WWA planning consultants and to provide comments before formal submission to Tonbridge and Malling Borough Council.

Cllr Sklavenitis and Cllr Batchelor gave an update on the review of the first draft submitted by WWA. WWA have been asked to return an updated version by Friday 16 October 2026. The updated document will be circulated to all Councillors for further comments.

Councillors were reminded that an Extraordinary Planning Committee meeting is scheduled for Monday 19 October 2026 to review the second draft from WWA. The final version will be put to the Extraordinary Full Council meeting on Wednesday 21 October 2026 for approval. Both meetings will be held in the committee room at the Village Hall.

10.5 To note the progress made so far on the Hildenborough Conservation Area Review.

Progress is ongoing and will be reported back at a future full Parish Council Meeting.

11. ITEMS FOR CONSIDERATION

11.1 To consider the calendar of dates for next year's meetings.

Approved.

11.2 To consider if Councillors will accept diary meeting request for each committee, they are part of.

Councillors agreed to receiving meeting invites.

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.

Confirmed receipt and the Parish Clerk will publish on the 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 Data Report for B245 from KCC

- Thank you email from previous Chair Cllr Coles.

Noted – an additional item of correspondence was received today to Cllr Sklavenitis who had made a FOI in a personal capacity to Sevenoaks District Council regarding Hildenborough Train Station. The correspondence received confirms the following.

- Hildenborough has 6 trains an hour at peak times, but only 2 trains an hour overall across a normal weekday daytime.
- That is below the four trains an hour overall, or two in any one direction, that the definition requires.
- On that basis, SDC does not treat Hildenborough as meeting the "well-connected station" test.

In was agreed that the item would be published on the Parish Council website.

12.2 KALC – T&M Area Committee Meeting, 23rd July 2026

- KALC Meeting Minutes 23rd July 2026
- KALC Newsletter September and October

12.3 Parish Panel Partnership

- PPP Meeting minutes from 27th August 2026

12.4 Village Hall representative.

- To receive the Village Hall end of year accounts.

Council received the Village Hall's end of year accounts. Cllr Haugh reported that the Village Hall is in a good financial position and is investing in air conditioning for a number of rooms.

The Parish Council asked whether a projector and screen could be provided for the Committee Room and the Finzi Room. Prices are to be investigated.

RESOLVED: That the Village Hall's end of year accounts be accepted and approved. The Parish Clerk will publish the accounts on the Charity Commission website.

Council recorded its thanks to the Village Hall Management Committee for running the Village Hall.

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

Training open to all Councillors, please let the Parish Clerk know of any courses of interest.

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

– Cllr Haugh will attend.

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 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.

Meeting End: 20.38