HILDENBOROUGH PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING

HELD

Wednesday 8th July 2026 19.30

Council Members in Attendance:

Cllr Sklavenitis (Chair), Cllr Wynne (Vice Chair), Cllr Wills (Planning Chair), Cllr Haugh, Cllr Batchelor.

Other Persons in Attendance:

Louise Jenner RFO & Parish Clerk.

Public Session

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

   Cllr McNeil (Finance Chair) family commitments, Cllr Gabriel family commitments, Cllr Gorman Sporting, Cllr Connor family commitments, Cllr Leeson prior commitments.

2. **Declaration of Personal or Prejudicial Interests. –** Cllr Sklavenitis declared an interest on item 7.2.

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

4. **To Co-opt Member onto the Parish Council.** – No one present but interest received.

5. **Minutes of the Meeting held on Wednesday 10th June 2026 for agreement and signature if a true record.**

Cllr Batchelor commented on item 8.3. The version presented at the meeting was approved and submitted to TMBC. Cllr Batchelor submitted a document after the meeting which has been added to the Open Spaces meeting agenda, for further discussion.
The minutes were approved and signed by the Chair of the Council.

6. **Clerk's Report – to include maintenance contractor's progress report 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 June 2026.

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

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ACCOUNT BALANCES & PAYMENTS for Jun-26 and July

Account Balances at: 30th June 2026

Account	Amount (£)
Unity Trust Bank	4,416.12
Unity Trust Savings	168,713.40
Business 95 Day Account	123,354.65
Total	296,484.17

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

The Council reviewed and approved all items of payments and receipts for June and July 2026.

	Income received:	Jun-26	
	Savings Interest	June	£786.58
	Total		£786.58

	Payments made:	Jun-26	
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	7oaks 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
DD	EDF Energy	Electricity	£36.82 new
DD	Lloyds	Credit Card	£245.64 new
			£13,549.61

	Payments for Approval:	July	
Bacs	Military Grave Restorers	War Memorial and Water Fountain	£1,215.64
Bacs	WWA Professional Services	Planning	£1,272.00
Bacs	3 Counties Grounds	Maintenance WW & VG	£678.70
Bacs	StreetLights	Lamp Posts	£1,911.00
DD	Microshade VSM	IT Services	£222.60
DD	Microshade VSM	New Laptop and Set up	£1,076.54
Bacs	Bizzy Bees	Pavilion Cleaning	£100.00
Bacs	Rialtas	Software setup on new laptop	£44.40
Bacs	Unique Fencing and Landscape	Installation of self closing gate	£408.00
Bacs	Nadine and Amanda	Pavilion Cleaning	£125.00
Bacs	Hildenborough Village Hall	Room Hire	£223.00
BANK Trf	S Dill	Admin Support	£960.00
BANK Trf	R Pannett	Maintenance	£435.00
BANK Trf	A&T Boakes	Maintenance	£640.48
BANK Trf	Salary related	Salary related & HMRC	£3,163.96
DD	NEST	Pension	£146.93
DD	Unity Bank	Charges	£10.75
			£12,634.00

7.3 To review and approve the VAT return.

The Council reviewed and approved the VAT return.

7.4 To review and approve the first quarter accounts.

The Council reviewed and approved the first quarter accounts.

7.5 RFO to provide Councillors with an update regarding expenditure and forecasted end of year and what implication this will have on the accounting process and auditing procedure.

Councillors reviewed the reports and agreed that the item would be discussed further at the Finance Meeting in November.

8 OPEN SPACES

8.1 Arnold Tarmac are unable to offer the previously advised discount to the quotation submitted July 2025. Due to the rising cost of fuel and materials, the original discount allowed of £2,300 + VAT will now be charged, bringing section 2 cost of the footpath to £55,785.00 + VAT. The anticipated start date is 17th August 2026.

Councillors approved the additional cost and noted the start date.

8.2 To review the cost of a new parking signs for the Recreation Ground car park.

Councillors reviewed the three quotations received for the signage, posts and installation, and approved a cost of up to £1,067 using Your Parking Signs for the two new signs, posts and the maintenance team for installation works. Councillors noted the wording on the sign included Tonbridge and Malling Borough Council. As Local Government Reorganisation is due, Councillors agreed to change the sign's wording from TMBC to a more generic reference to the local authority, to avoid it becoming out of date.

8.3 To review the application received for the use of the Recreation Ground for the Hildenborough Primary School end of year Water Fight and year 6 leavers event.

The Council reviewed and approved the Hildenborough Primary School booking application.

8.4 To review the application received for the use of the Recreation Ground for the Oaks Nursery Sports Day.

The Council reviewed the Oaks Nursery booking application. It was noted that the insurance and risk assessment were still awaited, and the Council approved the application on the basis that these documents would be received before the event. Councillors noted that the two bookings were for the same day. Both applicants are aware of each other's bookings, having shared the day last year, which worked well.

8.5 To review the report, images and works required to the Pavilion veranda with the proposed works being carried out by our Maintenance Contractor.

The Council reviewed and approved the works to be carried out by the maintenance team and approved a budget of up to £2,700.
Councillors requested that the maintenance team review the pavilion structure and base while carrying out the works and report back their findings.

9. PLANNING

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

Councillor Wills provided Councillors with an overview of the comments that have been made by the Planning Committee on the application since the last Parish Council meeting. Full comments are recorded in the Planning Meeting minutes.

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

The document is still a work in progress, and a couple of prices are awaited to complete the list. It was agreed that this item would be added to the September Parish Council Meeting agenda.

9.3 The Council noted that the six-month review of the WWA contract is due in September; however, as there is no Parish Council meeting in August, the Planning Committee recommends that the Full Council resolves to continue with the WWA contract.

The WWA contract will enable the Planning Committee to access professional support in preparation for the forthcoming Local Plan Regulation 19 stage.

Councillors discussed the retainer contract and what the service had been used for. Councillors asked whether the service could be used without the retainer. The Planning Committee confirmed that the retainer was in place to allow them to seek urgent professional advice without needing to come before the full Council when there are planning deadlines. The retainer fee could also be used towards preparing a response to the Regulation 19 consultation.

Councillor Batchelor proposed continuing with the WWA retainer contract, seconded by Councillor Wills.

For: 3
Against: 1
Abstained: 1

It was resolved to proceed with the 12-month retainer contract with WWA. The Parish Clerk will notify WWA.

It was noted that an item would be added to the September Parish Council Meeting to review the Planning Budget.

9.4 For Councillors to discuss the Hildenborough Conservation area.

Councillor Batchelor read out the response received from TMBC to the questions submitted by the Planning Committee. Councillors discussed the importance of the historic gardens and noted that parts of Noble Tree Road could potentially be included within the conservation area. Councillors reviewed the Conservation Area report created by the Parish Council and agreed that this should be completed by the Parish Council and submitted to TMBC for review.

The Parish Council agreed to delegate authority to the Planning Committee to review the document and framework. The Planning committee would produce a report or recommendation of how it suggests the Parish Council proceed with the conservation area.

9.5 For the Councillors to review proceeding with a Hildenborough Neighbourhood Plan.

Councillors reviewed the email from TMBC answering questions on the housing allocation numbers and how these would work alongside a Neighbourhood Plan.
Councillors discussed at length the pros and cons of a Neighbourhood Plan, along with the timing of the emerging Local Plan and the Local Government Reorganisation.
It was resolved that further work and discussions were needed before deciding whether to proceed with a Neighbourhood Plan. It was agreed to delegate authority to the Planning Committee to prepare a Neighbourhood Plan feasibility report, to be brought back to the Full Council.

10 <u>ITEMS FOR CONSIDERATION</u>

10.1 To approve the delegation of powers to the Emergency Committee during August. Actions taken will be reported at the September Parish Council Meeting.

Delegation of powers was approved to the Emergency Committee (Councillor Sklavenitis, Councillor Wynne, Councillor McNeil and the Parish Clerk).

An overview of the Emergency Committee was provided, and its purpose was explained as being to approve payments and carry out any dangerous or emergency works to property or open spaces. Any decisions made by the Emergency Committee would be reported back to the next Full Council Meeting.

10.2 Following the site visit to the Hildenborough Embankment Scheme, it was noted that the site is due to be handed back to the Environment Agency. The Councillors to consider whether the Parish Council should act as the liaison point of contact for potential visits by outside volunteers and residents.

Councillors discussed the resources and allocation of time required to act as a liaison point of contact. It was noted that access was required over private land and that the site overlooked private properties, and that Volker Stevin had provided photos and an overview document of the site, along with one previous site visit attended by

Councillors and Flood Warden representatives. The site was now back in the ownership of the Environment Agency. It was agreed that the Parish Council would not pursue arranging further visits.

11 ITEMS FOR INFORMATION ONLY

11.1 Correspondence

- KCC Drainage Team Contacts

- KCC Budget Consultation

- Mike Taylor TMBC response to Implementation of Planning Committee Reforms

- Matt Boughtons reply to Changes to the Constitution - Planning Committee

- Direct Debit Confirmation Castle Water x 2 locations

- Environment Agency newsletter on Hildenborough Embankment Scheme

- Accident data from the police for the B245 from January 2026 to May 2026

- KCC update following resident email regarding the trees on Hill View Road and Hilden Avenue.

- KCC update following resident email regarding a dead tree at the entrance to 105 London Road.

11.2 KALC - T&M Area Committee Meeting – No Meeting

11.3 Parish Panel Partnership – No Meeting

11.4 Village Hall representative - The village hall will have air conditioning facilities added to the two small meeting rooms. New windows will be installed to the Kitchen and Heritage room. Accounts are with the auditor and will be due back in November.

11.5 Police - report – Noted

11.6 To confirm the representative for the Farmers' Market for August 2026 – Cllr Haugh to attend.

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

12. Confidential Items – None

Meeting End: 20:51

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