

HILDENBOROUGH PARISH COUNCIL

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Minutes of Remote Meeting (via Zoom) of the Parish Council held on Wednesday

13 January 2021

Present: Cllr M Coles (chair) Cllr W Allington Cllr K Dobson
Cllr T Fullbrook Cllr D Haugh Cllr C Lewis
Cllr A McNeil Cllr E Simons Cllr I Sklavenitis
Cllr S Thomas

Also present: Mrs P Gow (clerk) County and Borough Counsellors

1. Apologies and reasons for absence

Cllr G Paterson (illness)

2. Declaration of Personal or Prejudicial Interests

There were none.

3. Declaration of gifts and hospitality

There were none.

4. Minutes of the Meeting held on Wednesday 9 December 2020

These were agreed as a true record and signed by the chair, Cllr M Coles.

5. Matters arising from meeting held on Wednesday 9 December 2020 not covered elsewhere in the agenda

There were none.

6.1 FINANCE

6.1.1 To approve Account Balances, Income and Payments for December, 2020 and Payments for January 2021

Account Balances at 31 December 2020

Account	Amount (£)
Unity Trust Bank	58,287.49
Business 95 Day Account	60,091.15
in transit to 95 Day Account	5,203.00
Total	123,581.64

The account balances at 31 December 2020 were agreed as a true record and signed by Cllr McNeil, chair of Finance Committee

Payments made in December 2020

Name	item/service	amount (£)
direct debit Plusnet	telephone/broadband	34.80
direct debit Multipay card	computer toner/ink	195.31
bank transfer Chroma Vision	upgraded cameras	1,063.20
bank transfer A Baker	maintenance contract	580.00
bank transfer Bespoke Lawn Services	village green mowing	180.00
bank transfer SLCC Enterprises	training	36.00

bank transfer	Kent County Council	graffiti remover	18.07
bank transfer	Kent County Council	litter pickers	51.66
bank transfer	Royal Bank of Scotland (Gaza)	maintenance materials	29.15
	Kent, Surrey & Sussex Air Ambulance Trust	donation	250.00
	Hospice in the Weald	donation	250.00
	Tunbridge Wells Counselling Centre	donation	250.00
bank transfer	Employee related	salary/expenses/NI/tax	3097.53
bank transfer	NSARDA	donation	250.00
bank transfer	D Buckett	internal audit	350.00
direct debit	Unity Trust Bank	bank charges	18.00
direct debit	Multipay card	bank charge	3.00
		TOTAL	6656.72

Payments received in December 2020

KCC	Members Grant	2000.00
Publication	3 books	29.50
		2029.50

Payments and income for December 2020 were approved.

Payments for approval - January 2021

bank transfer	Hildenborough History Society	donation and grant	1,750.00
bank transfer	Employee related	tax/NI/expenses	1156.32
bank transfer	Society of Local Council Clerks	subscription	166
bank transfer	Business Stream	water supply	45.69
bank transfer	Commercial Services	grounds contract	2,209.69
bank transfer	KCC	LED light	350
direct debit	Plusnet	telephone/broadband	34.8
direct debit	A Baker	maintenance contract	560.00
		TOTAL	6,272.50

Payments were approved for January 2021 which included the payment for Hildenborough History Society transferred from December to January.

6.1.2 3rd Quarter Accounts

These had been distributed to members prior to the meeting detailing the current and projected position at 31 March 2021. It was noted that the budget for projects was unlikely to be fully used.

6.1.3 Confirmation of submission of Precept claim for 2021/22

It was brought to members' attention that the Government had, subsequent to ratification, requested that increases in Councils' demands should be kept to a minimum. A budget with an increase of 25% had been ratified in December and it was confirmed that this should not be revised as although the percentage quoted on Parish Council precept claims seemed to be very high, compared to a 25% increase on a Borough Council or County Council claim in actual terms this is extremely small (in Hildenborough's case a 25% increase amounts to just 17p per week or 73p per month for Band D properties).

6.1.4 to approve insurance cover for 2021/22

DECISION and ACTION: it was agreed to accept the quoted renewal premium for insurance cover for the year beginning 23 February as a cost of £1,144.14. The

Council would discuss Cyber Liability Insurance at the February Parish Council meeting.

6.2 OPEN SPACES

6.2.1 The Open Spaces Committee recommends the adoption of the updated 3-Year Plan

DECISION and ACTION: It was agreed to adopt the updated 3-year Plan subject to including item 8 Flood lighting for the car park in 2021/22. It was further agreed to update signage regarding the CCTV coverage around the Pavilion which Cllr Sklavenitis would organise.

6.2.2 To approve location for Seat in West Wood

DECISION: It was agreed the new seat for West Wood is to be situated opposite the pump cycle track and would be delivered sometime during the week beginning 18 January, 2021. Arrangements would then be made to install on a suitable site.

6.2.3 Maintenance Contractor work report

Work covered is as listed in the Open Spaces Committee minutes of 6 January 2021.

6.2.4 Tennis Club Lease

Consideration of the exit clause in Hildenborough Tennis Club's lease with the Parish Council resulted in agreement that there was the ability to negotiate the way the land should be left following its return to the Parish Council. Cllr Dobson reported that the average costs involved in maintaining and developing the courts over the past 5 years was £5,000 per annum.

6.2.5 Litter Picking Project

This project is put on hold due to the current COVID regulations on meeting with others but it was felt that if individuals would like to continue to litter pick, providing they wore and used suitable equipment, it should be encouraged.

6.2.6 Response from Tonbridge & Malling Borough Council on Refuse Contract

The Borough Council is currently working with the contractors on developing a new schedule. Once complete there will have a better idea of what their routine should be. It was noted that the litter problem is magnified because there is no suitable bin to store the increased volume of cardboard resulting from on-line orders. The contractor had experienced high levels of staff absence due to sickness, COVID and holidays. The Dog waste bins should be emptied weekly, or more frequently if full.

6.2.7 Climate Change Adaptation Survey for Kent and Medway

ACTION: Cllr Thomas will respond to this on behalf of the Parish Council

6.2.8 Willow tree removal from Cycle Track

A goat willow had become unstable in the pump cycle track area and is to be removed during the week beginning 18 January, providing the relevant planning documents are approved by the Borough Council, at a cost of £175.

6.2.9 Request to expand play area

DECISION: Following discussion it was agreed that it was not possible to address the current problem expressed by a local resident, that of children's needs for exercise, during the pandemic by installing additional play equipment in the Recreation Ground due to time constraints and lack of funding.

6.2.10 Report from Hildenborough Conservation Group

ACTION: The report and plan of the coppiced area in West Wood by Hildenborough Conservation Group's work during November and December had

been circulated prior to the meeting. Members were very appreciative of the work they had carried out on coppicing and building up the flood defences and expressed their grateful thanks.

6.2.11 Any business arising from the minutes of Open Spaces Committee Meeting held on 6 January 2021

There was none.

6.3 PLANNING

6.3.1 Applications received and considered since 11 November 2020.

The following planning applications were noted. Details of comments made are available from the clerk. There were no declarations of interests.

Planning Ref	Address	Proposal	Comment/no comment
2599/FL	24 Ashley Road	Proposed porch	No comment
2709/FL	Bassetts Cott Mill Lane	Alterations	Comment
2710/LB	Bassetts Cott Mill Lane	Alterations	comment
2751/FL	Lavender Cott 11 Hildenbrook Farm	Loft conversion	No comment
2767/TPOC	6A Derby Close	Tree surgery	Comment
2844/RD	140 Tonbridge Rd	Removal of condition 13	Comment
2851/RD	140 Tonbridge Rd	Removal of condition 9	Comment
2854/FL	Little Nest 19 Church Rd	Extension	No comment
2858/TNCA	30 Mount Pleasant	Tree surgery	Comment
2869/FL	Glen House Hildenbrook Farm	Demolition of conservatory etc	Comment
2870/LB	Glen House Hildenbrook Farm	Demolition of conservatory etc	Comment
2887/TNCA	Anerley Court Half Moon La	Tree surgery	comment

6.3.2 Neighbourhood Plan

It was noted the Parish Council had received acknowledgement of their application to be designated a Neighbourhood Area.

6.3.3 to adopt the Infrastructure Plan 2021

DECISION: The Infrastructure Plan had been distributed to all members prior to the meeting and this was adopted, subject to one amendment. -

6.3.4 Recommendations for S106 funding contained in the Infrastructure Plan

DECISION and ACTION: The draft letter was discussed and some amendments agreed.

7. Reports from representatives on outside bodies

7.1 Village Hall Representative

It was reported that the Village Hall had £21,500 in their account last April. They had received £23,700 during this year which included a grant of £10,000. They currently had a balance of £14,000 with reserves of £15,000. If, as is thought possible, they will be unable to trade for 6 months, they have sufficient funds to carry them over.

7.2 Highways Coordinator

7.2.1 The Open Spaces Committee recommend the interactive road sign should not be replaced

DECISION: It was agreed that the interactive road sign at Mill Lane should not be replaced at a cost of £7,500

7.2.2 Flooding in Riding Lane and Leigh Road

The Highways Steward had inspected both the flooding in Riding Lane and Leigh Road and reported that the grill mesh in Riding Lane had been cleared of debris and is inspected on a monthly basis and the blockage in Leigh Road opposite Stocks Green Road is to be investigated and addressed.

ACTION: A progress report would be requested on the Leigh Road situation.

7.2.3 Nizels Lane Improvements

An enquiry had been received on the work to be undertaken along Nizels Lane. A request had been sent to the engineer planning the work for further information but our County Councillor confirmed that most of the actions on the requested list supplied by the Nizels Lane residents group were to be actioned.

ACTION: Supply detailed information to the residents' group when to hand.

7.3 KALC

Notes had been distributed to members on the meeting held on 10 December, 2020.

7.3.1 training programme

Course details had been circulated to members and one had been booked for Cllr Haugh, Cllr Dobson made a request and other members were requested to inform the clerk of any they would like to attend.

7.4 Parish Council Public Consultation (Farmers' Market)

Following discussions with the organisers of the Farmers' Market it was agreed that the attendance at Farmers' Markets would be suspended until COVID regulations allowed any stalls other than food to take part.

7.5 Kent Police

Our PCSO is in regular contact with the clerk and has been involved in a number of recent issues, including tyre slashing in Riding Park, riders on the footway outside One Stop and gatherings in the Recreation Ground.

8. Correspondence – see newsletters

These were noted.

8.1 Correspondence requiring action not covered elsewhere

There was none.

8.2 Correspondence awaiting reply

There was none.

9. Councillors' items notified in advance of meeting

There was none.

10. Annual Parish Meeting

ACTION: It was agreed to wait for further guidance on when, where/how the Annual Parish Meeting should be held. There was some discussion over providing a written report published in Keys following by a virtual question session for residents if this was more appropriate. This would be further discussed at the February Parish Council Meeting.

PART II CONFIDENTIAL ITEMS

There were none.

The meeting closed at 9pm.

PUBLIC SESSION

Hildenborough County Councillor answered questions relating to KCC's use of S106 funding from developers. He gave examples of how it had been spent in the locations which required investment following development. He felt it was a good idea to work with the developers to achieve a good outcome for the area. He suggested that where there was a specific need in an area it would be beneficial to gain the local member's support.

Answering a question from a member regarding Tonbridge & Malling's work on making S106 funding and allocation transparent one of Hildenborough's Borough Councillors said that work was underway on this and would be discussed at Committee. Although he was not a member he would be in attendance at this meeting.