

HILDENBOROUGH PARISH COUNCIL

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Minutes of Remote Meeting (via Zoom) of the Parish Council held on Wednesday 10 February 2021

PRESENT: Cllr M Coles (chair) Cllr K Dobson Cllr T Fullbrook
Cllr D Haugh Cllr C Lewis Cllr A McNeil
Cllr G Paterson Cllr E Simons Cllr I Sklavenitis
Cllr S Thomas

Also present: Mrs P Gow (clerk) 3 members of the public

For the Public session: Hildenborough County Councillor 2 local residents

1. Apologies and reasons for absence

Cllr W Allington (no internet connection)

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 13 January 2021

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

5. Matters arising from meeting held on Wednesday 13 January 2021

A query was raised on the Cyber insurance. This is to be taken forward and addressed before 23 February.

6.1 FINANCE

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

The account balances at 31 January were agreed as a true record and signed by Cllr Thomas.

Account Balances at 31 January 2021

Account	Amount (£)
Unity Trust Bank	52,764.99
Business 95 Day Account	65,294.15
Total	118,059.14

The following payments and income during January were approved:

Payments - 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

Payment received in January 2021

KCC	Members Grant	1000.00
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The following payments were approved for February 2021:

Payments for approval February 2021

bank transfer	Zurich Insurance pl	annual insurance	1144.14
bank transfer	A Baker	maintenance contract	500
direct debit	Plusnet	telephone/broadband	34.80
300012	Kent Association of Local Councils	training	42.00
bank transfer	RWE Rural Services Ltd	tree felling	210.00
direct debit	EDF	power	118.93
direct debit	Employee related	tax/NI/expenses	1104.73
direct debit	Joseph Ash	key for play area gate	15.00
direct debit	Hildenborough Conservation Group	donation for insurance	111.72
direct debit	KCC	printer paper	35.64
	TOTAL		3316.96

A further payment of £85.87 was approved for Gaza Timber for maintenance materials and subsequent to the meeting the KALC payment for training at £42.00 was withdrawn as joining instructions were not received.

6.1.2 Internal Auditor

DECISION: it was agreed to ask David Buckett to continue as the Council's internal auditor for a further year.

6.1.3 Updated Asset Register

The updated Asset Register was adopted.

6.2 OPEN SPACES

6.2.1 To approve Grounds Contracts for 2021

DECISION: The grounds maintenance quotation provided by Landscape Services was approved as was that from Bespoke Lawn Services for the Village Green for a further year. 3 quotations would be sought for these areas in 2022.

6.2.2 To consider quotation for installation of Seat in West Wood

The seat for West Wood was due for delivery on 11 February and the quotations for its installation was approved. A donation is to be made to cover the cost of the seat and installation.

6.2.3 Maintenance Contractor work report

It was reported that our maintenance contractor has signed a further three months contract to 31 March 2021.

Work completed during January included weekly playground risk assessment, clearing ditches, putting up closure signage, clearing footpaths, regular litter collection, replacing posts and safety fencing in the car park.

6.2.4 Projects for 2021/22

6.2.4.1 Village Green - ponding and signage

DECISION and ACTION: It was agreed to make contact with KCC to see if agreement could be reached to address the problem of ponding on the village green (see Public Session). The signage would be put on hold until the outcome of the ponding issue was resolved.

6.2.4.2 Recreation Ground - store replacement, footway, car park lighting

DECISION and ACTION: It was agreed to obtain 3 quotations for the replacement storage in the Recreation Ground. Cllr Haugh to meet with the clerk to agree the dimensions. The car park lighting discussion included consideration of one objection and the suggestion of gates instead. It was decided that gates are not practical from the opening and closing point of view. It was not thought that the right type of lighting would interfere with neighbours. Quotations would be sought for low level timed lighting when further consideration would be given to this project.

6.2.4.3 West Wood - dog exercise/training area

DECISION and ACTION: Consideration of the objections and use of the dog exercise area was undertaken. It was decided to get a definitive answer on planning permission before giving this area further consideration.

6.2.5 Volunteer Litter Picker

A young person had volunteered to undertake regular litter picking as part of their Duke of Edinburgh Award. A member of the Hildenborough Conservation Group would provide some equipment and give instructions, particularly on safety issues.

6.2.6 Request to plant seeds in Recreation Ground and Village Green

DECISION: It was agreed this was a generous and welcome offer but members felt it should be put on hold pending decisions and possible development of the ponding issues on the Village Green and the footway around the Recreation Ground.

6.2.7 Rental of Recreation Ground pitch

DECISION: Hildenborough Football Club are interested in using the Recreation Ground as their base for next season. It was agreed they would put forward a detailed request of their requirements (see Public Session)

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
2442/FL	Raphael Medical Centre	Construction of 36 specialist care unit	object
2921/FL	31 Fairfield Way	Two storey extension	No comment
2940/FL	11 Riding Lane	Extension	comment
2951/FL	13 Copse Road	Extension	Comment
2952/LDE	The Bend Riding Lane	Land as residential dwelling + curtilage	Comment
2972/FL	100 Leigh Road	Extension	Comment
7/RD	21 Woodfield Ave	Condition 2 changes	Comment
27/FL	59 Hilden Park Rd	Extension	Comment

137/PDVLR	6 Stocks Green Rd	Replacement conservatory	No comment
141/FL	Limes Farm Oast Mill Lane	Replacement extension	Comment
138/PDVLR	Crossways Hse Philpots La	Extension	Comment

6.3.2 Neighbourhood Plan

6.3.2.1 Presentation of Overview of Neighbourhood Planning

Cllr Dobson gave a presentation on developing a Neighbourhood Plan explaining that the Borough Council had designated Hildenborough for this project. She listed the many advantages of developing one, saying it would take 3-4 years and the Council would need to obtain grants to assist with the financial implications. It will strengthen the voice of the Village on local planning, infrastructure and other needs of the community for the future. Involvement of the community would be key to developing a successful plan. The suggested way forward to obtain these views is via questionnaires, workshops, public meetings and scoping out people who can help us. A Steering Committee would need to be established and to begin the project all members of the Parish Council were keen to participate. This would need to meet quarterly, with individual working parties concentrated on a specific area and meeting during the intervals between the Steering Committee meetings. A referendum would need to be carried with all residents able to respond. To get the plan adopted a 50% approval rate would be required. Expenditure should be carefully considered initially until it was known what grants were available.

6.3.2.2 The Way Forward

DECISION: It was agreed that all members would be on the Steering Committee and that members would look to involve other residents with specialist knowledge/skills in areas to be considered.

6.3.2.3 Annual Parish Meeting

DECISION: It was agreed the Annual Parish Meeting would go ahead on 10 March 2021 via Zoom and that residents would be encouraged to join the meeting to hear the annual report and a presentation on the Neighbourhood Plan. An officer from the Borough Council had been invited to give a presentation to residents, some of whom it was hoped would join the Steering Committee. If this was not possible a member of the Parish Council would undertake this presentation.

7. Reports from representatives on outside bodies

7.1 Parish Partnership Panel Representative

Notes had been circulated of the meeting held on 4 February 2021.

7.2 Village Hall Representative

It was reported that grants totalling £16,000 had been received from the Borough Council and a total of £30,000 had been received to date, of this £16,000 had been spent on the roof and a further £3,000 on window winders. There is currently £34,000 in the bank. Due to lockdown they were not expecting to receive any income until the summer.

7.3 Highways Coordinator

7.3.1 Improvements in Nizels Lane

DECISION: It was agreed to monitor the outcome of the improvements already agreed and then to reassess any further requirements to be included in the Highways Development Plan.

7.3.2 Highways Improvement Plan

This had already been circulated to members prior to its submission in January. Priorities had been identified and given to KCC which included the problems with parking on the footway opposite the Harvest Filling Station, signage at Watts Cross and the enhancement of the zebra crossing near to Riding Lane.

7.4 KCC's Road Safety Strategy

ACTION: This would be forwarded to Cllr Sklavenitis to respond on behalf of the Parish Council.

7.5 KALC

7.5.1 Training programme

Events were being over subscribed shortly after notification, particularly those on planning. Members were requested to submit their requests very promptly after publication of an event. Cllrs Sklavenitis, Fullford and Dobson expressed an interest in the Planning Conference.

7.6 Parish Council Public Consultation (Farmers' Market) Representative for 8 March 2021

In view of the continued Lockdown it was decided not to appoint an attendee

7.7 Flood Forum/Environment Agency

7.7.1 LFSA -plans for Leigh Expansion scheme and Hildenborough Embankment

Notes on the LFSA current plans were distributed to all members and the Environment Agency would be providing an article for Keys Magazine for March.

7.7.2 Training for Flood Wardens

There is training for established flood wardens on 11 February which will include Raynet training.

7.8 Kent Police

PCSO Billson was keeping in contact with the Village and the Parish Council.

8. Correspondence

Information in the weekly newsletters was 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

Problems had been experienced with the remote access to the cctv.

ACTION: A meeting would be arranged between Cllr Sklavenitis and the provider to see if a solution could be found to the remote reception.

10. Code of Conduct

It was noted that this was in the process of being revised.

11. Social Media and Press Policy Review

It was becoming apparent that there was a need to develop further the social media aspect and it should be reflected in this Policy. Cllr Dobson, currently named as the Council's publisher, had been keen to access further training on this subject. The

current policy specifies that all postings should be notified and agreed by the clerk/chair in order they were made aware of possible contact as a result.

ACTION: Cllr Dobson to undertake training as soon as available.

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

PART II CONFIDENTIAL ITEMS

12. Clerk/RFO job description

The job description was agreed.

The meeting concluded at 9.55pm.

.....chair

14 April 2021

PUBLIC SESSION

1. A resident pointed out to the Council the effects of the ponding on village green was having on his property and two others. The water runs onto properties flooding garden and patio areas. They suggested laying a French drain which would exit into the nearby drainage system. Members replied this had been investigated but KCC refused permission to allow the water to enter their system because of possible sediment. It was felt that this situation was not going to go away and members agreed to make further representation to KCC.
2. Another resident was concerned about the impact of the Berkeley Homes development and the stress put on local infrastructure and as a result objected to another nuisance to residents of the impact a dog exercise area would have on the area. Members explained this was a development which the Council was looking into at the moment and that no decisions had yet been taken, it was a project being considered for the future.
3. The Secretary of Hildenborough Football Club came along to ask if it was possible for their teams to use the Recreation Ground and Pavilion. He said they had 3 men's teams and were trying to attract girls/women to form a team as well involvement of all young players. They would, in the future, like to work with the Council to apply for grants to improve the drainage of the area. It was agreed they would put forward a formal request for use of the ground on Saturdays and Sundays for the Council to consider.
4. Hildenborough County Councillor reported that there were concerns over train hooter noises along the mainline and elsewhere and that KALC would be taking this up with Network Rail. His attention was drawn to the remote meeting already arranged for Tuesday 16 February at 6pm. When it was hoped some resolution might be found.

5. KCC is to set its budget on 11 February with a proposed tax rise of 4.99%. He expressed concern about the large increase, 3% of which was for the social aspect. He went on to say that KCC were also proposing a pay increase of 2.5% for its staff. He further expressed concerns about the level of reserves the county has. Councillors were awarded an increase of 4% recently but they didn't actually receive this as cuts were made in other areas.
6. Much discussion took place regarding the safety improvement residents would like to see along Nizels Lane as identified in an engineer's report. It was generally agreed that it would be beneficial for it to be designated a quiet lane but it was pointed out that many other lanes in Hildenborough would also benefit from this. It was further suggested that Nizels Lane should be one way which would also address the problems. There had been meetings with Nizels Club and it had been established that this was not causing a traffic problem. It was decided that the Council should see what the impact of the current planned improvements would make and then review the situation further. These are due to be completed by 31 March 2021. It would then be reviewed as to whether further measures were necessary, establish what these would be and include in the Council's Highways Development Plan.
7. Regarding the flood prevention measures he said that it was his intention to support the development of the Hildenborough embankment to protect Hildenborough residents.