

# HILDENBOROUGH PARISH COUNCIL

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## Minutes of Remote Meeting (via Zoom) of the Parish Council held on Wednesday, 14 April 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 G Paterson Cllr E Simons  
Cllr I Sklavenitis Cllr S Thomas

**Also present:** 3 members of the public including county and borough councillors  
Mrs P Gow (clerk)

The Chair, Cllr Coles, welcomed everyone to the meeting and expressed, on behalf of the Council, condolences to the Royal Family on the sad death of the Duke of Edinburgh last week.

### 1. Apologies and reasons for absence

There were none.

### 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 10 February 2021

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

### 5. Matters arising from meeting held on Wednesday 10 February 2021 not covered elsewhere in the agenda

There were none.

## 6.1 FINANCE

### 6.1.1 Updated asset register

It was noted the new bench in West Wood was now included.

### 6.1.2 To approve Account Balances, Income and Payments February, March, and April 2021

The following account balances at 28 February and 31 March were agreed as a true record and signed by Cllr A McNeil, chair of the Finance Committee.

#### Account Balances at 28 February 2021

Account	Amount (£)
Unity Trust Bank	52,364.46
Business 95 Day Account	65,294.15
<b>Total</b>	<b>117,658.61</b>

#### Account Balances at 31 March 2021

<b>Account</b>	<b>Amount (£)</b>
<b>Unity Trust Bank</b>	46,304.31
<b>Business 95 Day Account</b>	65,294.15
<b>Total</b>	<b>111,598.46</b>

The following payments and income for February were noted:

**Payments for made February 2021**

bank transfer	Zurich Insurance plc	annual insurance	1144.14
bank transfer	A Baker	maintenance contract	500
direct debit	Plusnet	telephone/broadband	34.80
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	Commercial Multipay	fee	3.00
300012	Kent Association of Local Councils	training	42.00
direct debit	KCC	printer paper	35.64
	<b>TOTAL</b>		<b>3319.96</b>

**Income received February 2021**

Sevenoaks Bookshop/S Stickland	publication	35.90
HMRC	Vat refund	2841.53
<b>Total</b>		<b>2877.43</b>

The following payments and income for March and April were approved and the income for March noted:

**Payments for approval March 2021**

direct debit	Corporate Card	portable drive/back up subscription	86.38
bank transfer	A Baker	maintenance contract	500
direct debit	Plusnet	telephone/broadband	34.80
bank transfer	RBS Finance	Gaza maintenance mats	85.87
bank transfer	Broxap Ltd	supply of seat	820.80
bank transfer	Wrotham Computer Care	attention to backup	99.00
bank transfer	KCC	litter pickers	86.10
bank transfer	Business-Stream	water services	16.02
bank transfer	KALC	training	204.00
bank transfer	Employee related	tax/Ni/expenses/salary	2178.92
bank transfer	KCC	repayment of grant	2000.00
bank transfer	K Dobson	training	42.00
direct debit	corporate card	back up subs/flag/ICO subs.	116.38
bank transfer	The Shed Man	installation of bench	690.00
bank transfer	RBS Finance	Gaza fencing materials	89.88
	<b>TOTAL</b>		<b>7050.15</b>

		<b>Income March 2021</b>		
	Donation			1050.00
	uncashed cheque	HMRC		221.77
				<b>1271.77</b>
		<b>Payments for approval April 2021</b>		
bank transfer	KALC	Training		138.00
bank transfer	KCC	shredder oil		15.96
bank transfer	I Sklavenitis	cctv signage		16.99
direct debit	Plusnet	telephone/broadband		34.80
bank transfer	A Baker	maintenance contract		400.00
bank transfer	Joseph Ash Ltd	Mono hinge gate		1308.00
bank transfer	employee related	tax/NI/expenses/salary		1705.89
				<b>3,619.64</b>

### **6.1.3 To approve End of Year accounts 2020/21**

The end of year accounts was approved. It was noted that there was an underspend of £17,000+ due to an underspend on projects due to the pandemic during the year and vat reclaimed.

### **6.1.4 Updated Risk Assessment of Internal Control**

The updated risk assessment of internal control was noted.

### **6.1.5 Statement of Internal Control**

The Statement of Internal Control was approved and signed by the chair, Cllr Coles and responsible financial officer Mrs P Gow

### **6.1.6 Annual Governance and Accountability Return (AGAR) 2020/21**

#### **6.1.6.1 Section 1 Annual Governance Statement 2020/21**

The eight statements were read and ratified by all members of the Council.

#### **6.1.6.2 Section 2 Accounting Statements 2020/21**

The account statements for 2020/21, already signed by the Responsible financial officer was ratified by the Council and signed by the chair, Cllr Coles.

### **6.1.7 Internal Audit**

The internal audit took place on 8/9 April. The final report for 2020/21 together with the AIAR had been circulated prior to the meeting and was noted by all members. There were no issues to report.

### **6.1.8 Requests for Funding for Summer Y2 Crew Activity Programme and Kent Air Ambulance**

**DECISION and ACTION:** A donation of £250 towards the Summer Y2 Crew Activity Programme for vulnerable children/young people 7 to 18 was agreed. The request for a donation from the Kent Air Ambulance would be considered at the Finance Committee meeting in November.

## **6.2 OPEN SPACES**

### **6.2.1 Recommendations to the Parish Council (see detail on Open Spaces Minutes of meeting held on 7 April 2021)**

**DECISION and ACTION:**

**6.2.1.1** It was agreed to accept the quotation from MPC Groundwork & Building of £8,499 for the removal, groundwork and erection of a store to replace the two garages currently on site. It was felt that this construction would require less maintenance, be more resistant to vandalism and was the cheaper option of the three quotations considered.

**6.2.1.2** It was agreed to proceed further to obtain a feasibility and costings of a connection with KCC drainage system for the Village Green with Southern Water.

**6.2.1.3** The offer of plants for the Village Green should be accepted and the purchase of two Cedar Planters at a cost of £339.98 to be installed on or near to the patio area.

**6.2.1.4** The request to cut back an oak tree by 2/3m and remove dead wood was approved. The tree surgeon had volunteered to undertake this work voluntarily as well as provide some other assistance for the Council with their skills. The clerk would investigate this.

**6.2.1.5** It was agreed that projects for 2021/22 should be restricted to the storage replacement until S106 funding arrangements had been clarified and agreed.

**6.2.1.6** The litter picking group would be formed and meet on the first Saturday in May. Cllr I Sklavenitis would be organising this within the COVID-19 regulations and Council's risk assessment. The clerk to make contact with any volunteers and also request more in Centre Piece to be published in May.

#### **6.2.2 Replacement gate to play area in Recreation Ground**

The damaged gate needed to be replaced at a cost of £1,090. Delivery was expected next week.

#### **6.2.3 Maintenance Contractor work report and contract**

Work undertaken was reported in the Open Spaces Minutes of 7 April, 2021 and was noted as was the acceptance of a further 3 month contract (April to June).

#### **6.2.4 Rental of Recreation Ground pitch and car park**

The Stoolball and Cricket Clubs were both to play this summer and rental agreements has been sent to both clubs.

**DECISION:** It was agreed that Catford Cycle Club could use the car park for their event on Sunday 16 May between 5am and 10am. They had provided their COVID-19 risk assessment and would use the toilet facilities in the Village Hall. Marshals would organise both sites. It was agreed this would not require a rental agreement to be signed.

#### **6.2.5 Update on Foucham's Crossing**

A temporary closure has been issued for Foucham's crossing and details of the diversion are available. KCC is negotiating an alternative diversion to close the crossing permanently. This temporary closure had been achieved as a result of support from County, Borough and Parish Councils as well as our local MP.

### **6.3 PLANNING**

#### **6.3.1 Applications received and considered since 15 February 2021.**

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

<b>Planning Ref</b>	<b>Address</b>	<b>Proposal</b>	<b>Comment/no comment</b>
2985/FL	12 Garlands	Extension	Comment
154/FL	32 Riding Lane	Extension	Comment
187/FL	64 Hilden Park Road	Extension	No comment
36/FL	Squirrels Ct Coldharbour Lane	Extension	Comment
245/FL	Woodhatch Riding La	Internal alterations	Comment
262/FL	26 Ashley Rd	Extension	Comment
260/TPOC	Keymers Vines La	Tree surgery	Comment
291/FL	3 Oaklands Way	Extension	Comment
310/FL	12 Byrneside	Extension	Comment
342/TNCA	148 Tonbridge Rd	Tree surgery	Comment
354/TPOC	Raphael Medical Centre Coldharbour Lane	Tree surgery	Comment
365/FL	13 Copse Road	Extension	Comment
374/FL	6 Wealden Close	Extension	Comment
439/TNCA	Annerley Court Half Moon Lane	Tree surgery	Comment
386/LDP	60 Tonbridge Road	Roof extension	Comment
395/FL	36 Greenview Crescent	Attic conversion	Comment
447/FL	Coldharbour Farm Coldharbour Lane	Swim pond	Comment
518/FL	Mountains Farm Lodge Noble Tree Road	New dwelling	Comment
520/FL	26 Ashley Rd	Garage/storw	Comment
528/RD	140 Tonbridge Rd	Details of condition	Comment
529/FL	16 Byrneside	Extension	Comment
538/FL	27 Leigh Rd	Extension	Comment
587/FL	Long Acre London Rd	Garage	Comment
546/FL	Crossways Hse Philpots Lane	Extension	Comment
605/FL	Buildings at Trench Farm Coldharbour Lane	5 and 4 bed dwelling	Comment
639/FL	Aquila Mill Lane	Extension	Comment
671/FL	60 Tonbridge Rd	Extension	Comment
673/LRD	Glen Hse Hildenbrook Farm	Details of condition	Comment

### **6.3.2 Neighbourhood Plan**

It was agreed that the Council needed to keep those who had expressed an interest in supporting the Plan updated but the situation was currently a little unclear. It seems the government White Paper on planning was not very supportive of Neighbourhood Plans. Further information would be sought for a clarification from KALC. A response from the Borough Council was awaited.

### **6.3.3 Local Plan**

The Borough Council had challenged the final decision of the Inspectorate and were awaiting a reply. It was thought they would not be taking the decision to a Judicial Review.

### **6.3.4 Area 1 Planning Committee decision**

It was reported that Tonbridge & Malling Borough Council's Area 1 Planning Committee had approved Berkeley Home's planning application for redevelopment of the Fidelity site. A legal agreement was awaited on the conditions for the S106 funding and whether the Council could prefund any of the projects. It was suggested that a request should be made to see the draft agreement. Concern was expressed over KCC's bid which had been accepted of substantial funding for Judd School when there was no allocation for expanding either of the current primary schools, one of which had an application rejected. It was suggested a dialogue should be entered into with the primary schools to ascertain their needs.

## **7. Reports (verbal reports for noting) from representatives on outside bodies**

### **7.1 Village Hall Representative**

The draft report and accounts for year ended 31 March 2021 had been circulated to members which shows a loss of £4,700 on the previous year. This is to be presented to the Village Hall Management Committee at their next meeting. This had been a tough time and the Hall had only survived because of COVID-19 grants of £23,000 from the Borough Council. They had reduced expenditure as far as they could as well as undertaking some structural work. The Council commended the Management Committee on their management of the situation during the past year.

### **7.3 Highways Coordinator**

#### **7.3.1 Improvements in Nizels Lane**

Having reviewed the list of key actions from the residents of Nizels Lane and KCC's response of 21 June 2018 it was felt that, although they had great sympathy for the residents over this list, this area was only one of several where improvements were required. Members noted that our local MP and County Councillor had done all they could to make the area safer.

#### **7.3.2 Highways Improvement Plan**

**DECISION:** In view of the discussion at 7.3.1 above it was decided not to revise the Highways Improvement Plan at this time but to look at the situation again within the annual review in the Autumn.

#### **7.3.3 Speeding vehicles**

There had been complaints received about speeding vehicles through the village. It was suggested that a report should be obtained to see where the accident hotspots were but no decision was taken on this.

**ACTION:** It was agreed to seek support from Speedwatch if they are once again able to undertake sessions. Kent Police would also be asked if they too could check the hotspots of speed which are; Foxbush/Noble Tree Road, Tonbridge Road/Riding Lane (particularly the junction), Riding Lane junction with Riding Park, the hill down to the Flying Dutchman along Tonbridge Road and the B245 at Brookmead.

#### **7.3.4 Lighting Noble Tree Road and Rings Hill**

There was a full discussion on the lighting of Noble Tree Road/Rings Hill to the station. It was agreed the footway was uneven and there were particular dark spots.

**DECISION:** It was agreed to check to see if the lighting was obstructed by vegetation, request KCC to repair the footway, make contact with Network Rail to request lighting on the bridge. Cllr Sklavenitis would look into its accessibility to disabled residents. The matter would then be reviewed again.

#### **7.4 KALC – meeting 25 March 2021**

Notes of the meeting had been circulated.

#### **7.5 Parish Council Public Consultation (Farmers' Market)**

**ACTION: Representative for 11 May 2021 – Cllrs Dobson and Fullbrook**

The clerk will check with the Farmers' Market organiser this is in order.

#### **7.6 Flood Forum/Environment Agency**

There had been no formal meeting as the outcome of the planning applications was awaited.

#### **7.7 Kent Police**

The monthly report was to be reinstated but had yet to be received. A request for cctv footage had been received from the police following intruders in the Scout's area.

### **8. Correspondence – see newsletters**

#### **8.1 Correspondence requiring action not covered elsewhere**

**8.1.1 Prevent Hire Guidance webinar** – a place would be booked for Cllr Sklavenitis on 28 April.

#### **8.2 Correspondence awaiting reply**

There was none.

### **9. Councillors' items notified in advance of meeting**

None had been received.

### **10. Policy for Communication**

**DECISION:** Following discussion it was agreed to put approval for this policy on hold until definitions were agreed as to what the Council is trying to achieve. It was agreed that members would let the clerk know what they thought the Council should be aiming to achieve and how to put this across to all sections and ages of residents.

### **11. Telephone/broadband contract**

**DECISION:** It was agreed to opt for the Unlimited Business Fibre Broadband service with Plusnet for a further 2 year contract at a cost of £28.50 excl. vat per month which should provide download speeds of 56-72mbps and an upload of 15-18.

### **12. Future Parish Council Meetings**

**DECISION:** It was agreed the Council did not have a second option to holding a virtual meeting in May as with 11 members plus clerk and residents it would not be legal to meet inside. The Council has business which should not be left for a further month. A statement from the Government was expected later in April on this matter, although they had stated they would not be extending the end date of 7 May for virtual meetings.

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

## **PART II CONFIDENTIAL ITEMS**

**13. Clerk/RFO job description**  
**The RFO job description was agreed.**

The meeting concluded at 10.05pm

.....chair

5 May 2021

**PUBLIC SESSION**

It was brought to the Council's attention that Tonbridge & Malling Borough Council is undertaking a review of the number of Borough Councillors. They are looking to reduced the number to 43 or 44 members for the 2023 election which is based on the projected population figures for 2027. This would involve combining some parishes for the purpose of a serving member, for instance Hildenborough might need to share a member with neighbouring wards such as Shipbourne, Ightham, Castle or Trench. There were no concrete proposals currently. Each parish would remain independent and be run as at present. This would achieve large savings on the Borough Council budget. Looking further to the future there was some suggestion that more Unitary Authorities could be organised replacing the current district/borough system with parishes taking on greater responsibilities which could achieve further savings and provide more efficient staffing models. Parish councils should be consulted on these proposals which the Boundary Commission would be undertaking.