

HILDENBOROUGH PARISH COUNCIL

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Minutes of Remote Meeting (via Zoom) of the Annual Parish Council Meeting held on Wednesday 5 May 2021

PRESENT: Cllr M Coles (chair) Cllr W Allingham 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), Borough and County Councillors and 3 members of the public

1. Election of Chair

Cllr Coles was nominated by Cllr Lewis and Cllr Haugh seconded. The proposal was ratified by the Council.

1.1 Declaration of Acceptance of Office

Cllr Coles accepted the office of chair and signed the declaration of acceptance.

2. Appointment of Vice Chair

Cllr Haugh was nominated by Cllr Coles and seconded by Cllr Lewis. The Council ratified the proposal and Cllr Haugh accepted the office of vice chair.

3. Apologies and reasons for absence

There were none.

4 Declaration of Personal or Prejudicial Interests

There were none.

5. Declaration of gifts and hospitality

There were none.

6. Appointment of Committee Members and Representatives of the Parish Council

The following committee members were agreed. The chair is ex officio member of all committees.

6.1 Finance Committee: Cllrs McNeil, Haugh, Lewis

6.2 Open Spaces Committee: Cllrs Allington, Haugh, Lewis, McNeil, Paterson, Simons, Sklavenitis.

6.3 Planning Committee: Cllrs Dobson, Fullbrook, Paterson, Sklavenitis, Thomas

6.4 Flood Committee/Flood Forum: Cllr Haugh

6.5 Village Hall Representative: Cllr Lewis

6.6 Parish Partnership Representative: Cllr Haugh

6.7 Centre Piece Author: Mrs Gow

6.8 Parish Council Public Consultation (Farmers' Market): agreed monthly

6.9 KALC/T&MBC Meetings: Cllr Haugh

6.10 Social Media: decision pending

7. Minutes of the Meeting held on Wednesday 14 April 2021

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

8. Matters arising from meeting held on Wednesday 14 April 2021 not covered elsewhere in the agenda

8.1 Cllr Dobson raised the question of liaison with schools over the expansion of facilities. It was understood that currently neither of the primary schools have plans to expand but improvement to facilities were needed.

ACTION: It was agreed that Cllr McNeil would engage with the schools. Cllr Simons would find a contact at Stocks Green School.

9.1 FINANCE

9.1.1 To approve Account Balances, Income and Payments for April 2021 and Payments for May 2021

The following account balance at 30 April 2021 was agreed as a true record and signed by Cllr Thomas.

Account	Amount (£)
Unity Trust Bank	92,412.98
Business 95 Day Account	65,294.15
Total	157,707.13

The following payments and income for April 2021 were noted:

Payments made April 2021			
bank transfer	KALC	training	138.00
bank transfer	KCC	shredder oil	15.96
bank transfer	Screwfix	signs	16.99
direct debit	Plusnet	telephone/broadband	34.80
direct debit	A Baker	maintenance contract	400.00
direct debit	Medway Galvanising Company	replacement gate	1308.00
direct debit	employee related	tax/NI/salary/expenses	1927.66
TOTAL			3841.41
Income received April 2021			
	TMBC	precept	48549.00
	Hildenborough Cricket Club	Rent	200.00
	Hildenborough Stoolball Club	Rent	200.00
	donation	plants for village green	200.00
	HMRC	vat repayment	698.21
	Gaza Timber	refund	85.87
	Sevenoaks Bookshop	publications	17.00
Total			49950.08

The following payments for May were approved, following approval for the annual renewal of the subscription to KALC and Zoom:

direct debit	Corporate Card	charges	3.00
bank transfer	A Baker	maintenance contract	400.00
direct debit	Plusnet	telephone/broadband	35.64
bank transfer	Zoom	Video conferencing	143.88
bank transfer	D Buckett	internal audit	350.00
bank transfer	KCC	paper/litter pickers	142.26
direct debit	EDF	power supply	126.47
bank transfer	St John's Church	churtyard maintenance	2150.00
bank transfer	KALC	subscription	1886.14
bank transfer	Charlie Ottway	mowing contract	150.00
bank transfer	Employee related	tax/NI/expenses/salary	1483.36
	TOTAL		6870.75

9.1.2 Confirmation of bank signatories/authorisation members

It was confirmed that the bank signatories/authorisation members would remain the same, namely Cllrs Coles, Haugh, Lewis and McNeil

9.1.3 Bank Charges

It was noted that bank charges are to increase due to the Council's turnover increasing to between £100,000 and £200,000 to £6 per month plus 15p per credit or debit transaction.

9.1.4 Unidentified monies

DECISION and ACTION: in excess of 10 packages had been sent to the Parish Council containing various amounts totally between £3-£4 plus other currency from an unidentified source. The packages give the vat number of Teal Café but they were unable to identify what they were. It was agreed that the total amount should be recorded and banked.

9.2 OPEN SPACES

9.2.2 Work completed by Maintenance Contractor

Work completed during April included replacing signage on the cycle track, cleaning cctv signs and pavilion, checking and clearing where necessary boundaries and ditches, mowing the war memorial, replacing posts in the Recreation Ground car park and litter clearance.

A further three month contract had been signed ending 30 June 2021.

9.2.3 Village Green

Application to Southern Water for drainage connection was still outstanding, but the planters and compost had been ordered and was due for delivery during the current week. A donation for £100 had been received for plants.

ACTION: Cllr Haugh would be contacted when the planters arrived to agree location and filling. Cllrs Dobson, Allington and Paterson agreed to help with purchasing and/or planting. Cllr Thomas offered to weed the border around the War Memoria.

9.2.4 Pavilion

A quotation for the replacement and electrical testing of the Pavilion was awaited. (subsequently received on 6 May for a total of £416).

9.2.4.1 Cleaning

DECISION and ACTION: it was agreed that the cleaning of the Pavilion should be contracted out to enable the maintenance contractor to undertake more repairs etc.

9.2.4.2 cctv

DECISION and ACTION: It was agreed that the current system is not fit for purpose. The contractor said we needed a broadband connection to make the necessary improvement. In order to achieve this our broadband provider said we needed a postal address and the GPO needed the address to be registered with the Borough Council. A response on this was outstanding. It was further agreed to investigate further options for the coming year in order to obtain an improved system. Other providers would be contacted for quotations.

9.2.5 Tree survey and surgery in West Wood

The oak tree had been cut back and dead wood removed overhanging 16 Leigh Road. One day's tree surgery had been volunteered by the company undertaking the work who would also obtain a quotation for numbering the trees in West Wood.

DECISION and ACTION: The quotation for the annual tree survey of £875.50 was agreed and would be accepted.

In response to a request to plant trees it was agreed that no suitable sites could be suggested.

9.2.6 Storage replacement in Recreation Ground

The quotation had been accepted but confirmation of date for commencement had yet to be received.

9.3 PLANNING

9.3.1 Applications received and considered.

The following planning applications were noted. Details of comments made are available from the clerk. There were two declarations of interest.

Application no.	Address	Proposed application	Council comments
767/RD	The Old Stables Nizels Lane	Details of condition	Comment
897/LB	Muddle Cott Eggpie La	Replacement flooring	Comment
771/FL	11 Mount Pleasant	Extension	No comment
875/FL	Gleen Cott Mill Lane	Extension	No comment
994/FL	15 Hill View Road	Extension	No comment
1052/FL	6 Hill View Road	Extension	No comment
10688/FL	13 Stocks Green Rd	Replacement garage	Comment
1023/FL	6 Stocks Green Rd	Extension	No comment

9.3.2 Neighbourhood Plan

ACTION: Following advice from Tonbridge & Malling Borough Council and one other source it was agreed to put the project on hold until details of Government's proposed planning changes had been confirmed in the Autumn. Volunteers will be informed of this decision. It was further agreed not to apply to take part in the light touch Neighbourhood Plan proposed by the government.

9.3.3 Fosse Bank School Consultation

It was noted that comments on the consultation submitted to the Parish Council were being collated and would be taken into consideration should a planning application be validated later in the year. The Parish Council would make no comment until a planning application is notified to them by the Borough Council.

9.3.4 Berkeley Homes Development

ACTION: It was noted that the agreements for S106 funding had yet to be agreed and it was suggested that the Planning Officer should be approached for an update on progress to date.

9.3.5 Infrastructure Plan

It was agreed the Infrastructure Plan needed to be reviewed. This would be undertaken by the Planning Committee.

10. Reports(verbal reports for noting) from representatives on outside bodies

10.1 Village Hall Representative

There had been no meetings but there were one or two COVID compliant lettings.

10.3 Highways Coordinator

10.3.1 Nizels Lane safety concerns

Two residents, two officers from KCC, one member and the clerk met on site regarding the blocked ditches and culverts which resulted in flooding early during the year. KCC have established that it is the riparian owner's responsibility to have these cleared and would send out notices to them. They would further make contact with water officials regarding inappropriately positioned water meters.

ACTION: Cllr Sklavenitis would look into the criteria and process for obtaining 'quiet lane' status for roads in the area.

10.3.2 Speeding vehicles

It was reported that PCSO Billson would look into monitoring the speed of vehicles through the village at the specified location.

Speedwatch was again active and had recorded 21 speeders at Foxbush. They were now able to cover 20, 30 and 40mph speed limited roads. The police had not notified them of any speed surveys or action taken on their reports. To date they have recorded 400 speeding vehicles.

10.4 Hildenborough Flood Forum

It was reported that our MP had attended the public enquiry to raise the Leigh Barrier and build the Hildenborough protection embankment. There had been some objections which may result in a delay to the original timetable. Our County Councillor was also supporting the project.

10.5 KALC

The Open Spaces Society is seeking support in the campaign to protect open spaces which may be in danger with the proposed planning changes.

10.6 Parish Council Public Consultation (Farmers' Market)

8 June: Cllr Coles would attend.

10.7 Kent Police Monthly Report

The March report had been circulated to all member which listed 9 incidents.

11. Correspondence – see newsletters

11.1 Correspondence requiring action not covered elsewhere

The High Court ruling that Council meetings cannot be held remotely after 7 May had been received. The Annual Meeting had been brought forward by one week in order to comply with this ruling. This ruling would pose great difficulty for the Council and various options were considered.

DECISION and ACTION: The Planning Committee would meet, if possible, in the Finzi Room but would need some method of broadband connection, a screen and projector in order to view planning applications. The clerk would see if the Finzi Room was available (the Committee Room not being large enough for social distancing). The June Parish Council Meeting would be rescheduled to 23 June in the hope that some restrictions would be lifted and it would be possible for the Council and public to meet at the Village Hall. There were no larger venues in the area.

11.2 Correspondence awaiting reply

There was none.

12. Councillors' items notified in advance of meeting

12.1 Youth Club provision in the Village

Various options were discussed but there were many difficulties to overcome but Cllr Allington would investigate this further with other experienced outside agencies such as the YMCA, KCC etc. Cllr Dobson offered to help. Tonbridge & Malling Borough Council are setting up a Youth Forum offering free online sessions to talk for 14 to 18 year olds.

ACTION: Cllr Allington and Dobson to investigate youth provision with outside agencies.

12.2 Litter picking: The session on Saturday 1 May had been very successful with a number of volunteers taking part. Three members helped organise this. Cllr Sklavenitis would like to apply for grants for further equipment. This was agreed. The next session would be on Saturday 6 June.

13. Communication Policy – feedback on use of social media

Information from members had been circulated prior to the meeting.

DECISION and ACTION: A sub committee was set up of Cllrs. Dobson, Simons and Sklavenitis to work on developing a strategy and plan how it would work making suggestions as to what should be covered.

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

PART II ONFIDENTIAL ITEMS

13. Consideration of job description and advertisement for RFO

The Meeting closed at 9.45pm

.....chair

23 June 2021

PUBLIC SESSION

A representative of Lexington Communications made a brief statement making members aware of the consultation on proposals for the development of Fosse Bank School which would include 90 houses. He reported that they were currently consulting local residents. Cllr Coles said that until a planning application is validated

by the Borough Council the Parish Council could make no comments but would gather comments from local residents which would be taken into account when commenting on any application. The representative said there were plans for an application to be put forward later this year. The outcome of the consultation would be included.

A local resident made comment on the consultation who was concerned over why 90 new homes in the Metropolitan Green Belt was necessary to improve and expand the school facilities. They appreciated that there is pressure to provide new housing by both the Borough Council and the Government but questioned whether this was the correct site. The dangers of the exit onto Noble Tree Road were highlighted onto the single track road, where there were 800 vehicle movements a day. It was further questioned whether the housing would benefit local people as historically this type of housing was sold to people moving into the area.

A resident of Nizels Lane came to reinforce resident's request for a 'quiet lane' status in order that a speed limit could be introduced. They said that this had been supported by our MP and County Councillor. It was pointed out that the lane is used by 5,000 members of Nizels Club, horse riders, joggers, walkers as well as delivery vans. Residents did not want to see another serious crash.