

# HILDENBOROUGH PARISH COUNCIL

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## Minutes of a meeting of Hildenborough Parish Council held in the Finzi Room of the Village Hall, Riding Lane on 13 October 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 I Sklavenitis  
                  Cllr E Simons                                      Cllr S Thomas

**Also present:** Mrs P Gow (clerk)      Cllr H Rayner (KCC)      Borough Councillor

### **10/1. To receive and approve, if appropriate, apologies for absence and reasons given.**

There were none.

### **10/2. To receive declaration of Personal or Prejudicial Interests**

Cllr I Sklavenitis on planning application 2388/FL

### **10/3. To received declaration of gifts and hospitality**

There were none.

### **10/4. Minutes of the Meeting held on Wednesday 8 September 2021 for**

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

### **10/5. Clerk's Report**

The clerk's report was noted.

**ACTION:** Item 2. The Infrastructure Plan would be drafted by the Planning Committee at their meeting on 7 November following recommendations from the Open Spaces Committee on 27<sup>th</sup> October. It was suggested that Infrastructure requirements provided by KCC as a result of increased population in the village should, initially be taken up with the developers.

**Item 3.** Cllr Lewis would discuss the lighting of the beacon to celebrate the Queen's Platinum Jubilee with a local resident and the Council would plant a tree in celebration of the event.

**Item 7** The local police inspector would be contacted regarding the threatening and antisocial behaviour of a group of youths in and around the village which were causing serious problems to local residents.

**Item 11** Cllr Thomas would draft and circulate a response to the Boundary Commission regarding their proposals for the Ward of Hildenborough in the re-organisation of Tonbridge & Malling Borough Council.

## 10/6. Items to be considered under item 10/12 Confidential matters below

There were none.

## 10/7 FINANCE

### 7.1 Account Balances

The account balances at 30 September were agreed by Cllr McNeil.

#### Account Balances at 30 September 2021

Account	Amount (£)
Unity Trust Bank	111,883.66
Business 95 Day Account	65,546.39
<b>Total</b>	<b>177,430.05</b>

### 7.2 Accounts for Payment and 2<sup>nd</sup> Quarter Accounts

The following payments and income for September were noted:

#### Payments made September 2021

bank transfer	Portable Space Ltd	storage container	3366
bank transfer	PJ Richardson	storage construction	4190
direct debit	Plusnet	telephone/broadband	34.2
bank transfer	KCPFA	subscription	20
bank transfer	A Baker	maintenance contract	520
bank transfer	RBS (Gaza)	decorating equipment	182.97
bank transfer	SLCC	training	72
bank transfer	S Moore	computer	579.6
bank transfer	employee related	NI/tax/expenses/salary	1705.89
	<b>Total</b>		<b>10670.66</b>

#### Income received September 2021

Tonbridge & Malling	Precept	48549.00
Tonbridge Athletics Club	Rent	100.00
	<b>Total</b>	<b>48649.00</b>

The following payments for October were approved:

#### Payments for approval October 2021

bank transfer	Corporate card	Microsoft/ Graffiti wipes	160.98
bank transfer	Bespoke Lawn Services	Mowing contract Village Green	225
bank transfer	David Haugh	Play equipment repairs	40.62
bank transfer	KCS	Shredder	80.4
bank transfer	Wrotham Computer care	Remote IT Support	66
bank transfer	Mrs D Morley	Key Deposit Refund	55
bank transfer	Cheaper than a skip	Waste Removal	100
bank transfer	A Chaili Plumbing	Tap repair	60
bank transfer	Andy Baker	maintenance contract	720
bank transfer	Eventbrite	Training	204
bank transfer	Plusnet	telephone/broadband	34.2
bank transfer	Viking	Computer supplies	231.52

bank transfer	Gillick Cleaning Services	Pavillion Cleaning	175
bank transfer	Employee related	NI/tax/expenses/salary	2817.79
	<b>Total</b>		<b>4970.51</b>

The second quarter accounts were approved and it was noted that the salaries budget was overspent due to changes in staffing and the project budget to date was underspend.

## 10/8 OPEN SPACES

### 8.1 Items for consideration and resolution

#### 8.1.1 Revised Management of Open Spaces and Risk Assessment Policy

**RESOLVED:** the revised Management of Open Spaces and Risk Assessment Policy be adopted with the exception of the financial risk assessment which would be transferred to the Financial Regulations as an Appendix.

#### 8.1.2 Updated Health and Safety Policy

**RESOLVED:** the revised Health and Safety Policy should be adopted.

## 10/9 PLANNING

### 9.1 Planning applications

The following planning applications were noted. Details of comments are available from the clerk.

<b>Application No</b>	<b>Address</b>	<b>Proposal</b>	<b>Council Comment</b>
1991/FL	4 Derby Close	Retrospective extension	Comment
2035/FL	Accommodation at Nizels Ridge Farm	Conversion of barn to detached house	Comment
1955/FL	Bank Wood Bank Lane	Conversion of garage to annexe	Comment
2048/FL	Land north of Bluebell House Bank Lane	Erection of stable	No comment
1776/FL	Westover Mill Lane	Change of use and construction of tennis court	Comment
2039/RD	140 Tonbridge Rd	Details of condition 4	Comment
2105/FL	15 Fairfield Way	Extension	No comment
2081/LDP	15 Fairfield Way	Extension	No comment
2256/FL	52 Knowsley Way	Extension	Comment
2303/FL	Oakhill House 130 Tonbridge Rd	Conversion of building to apartments	Comment
2304/LB	Oakhill House 130 Tonbridge Road	Conversion of building to apartments	Comment
2310/FL	6 Grove Wood Cottis	Extension	No comment
2338/FL	20 Ashley Road	Extension	Comment
2355/FL	The Cinnamon Square Rings Hill	Change of use to residential	Comment

2388/RD      Oakhill House 130      Details of Condition 13      comment  
Tonbridge Rd

A number of representatives from Fosse Bank School attended the Planning Committee Meeting on 11 October 2021 to present to the committee their proposals for the development of the listed building and further areas. The Planning Committee will make comment when the plans have been validated by the Borough Council.

## **10/10 Items for consideration and resolution**

### **10.1 Revised Terms of Reference for Committees**

**RESOLVED:** The revised Terms of Reference for Committees be adopted.

### **10.2 Draft Social Media Strategy**

**ACTION:** The clerk to present the strategy at the 10 November Parish Council Meeting incorporating details already submitted from members.

### **10.3 The purchase of equipment for litter picking within budget of £500**

**RESOLVED:** £500 to be available for the purchase of equipment for litter picking when required for increasing or replacing stock.

### **10.4 For approval of 2020/21 Village Hall Report and Accounts**

**RESOLVED:** The audited 2020/21 Village Hall Report and Accounts to be submitted to the Charity Commission.

### **10.5 Revised Highway Improvement Plan**

**RESOLVED:** The accident black at Brookmead/Tonbridge Road junction should be added to the current list for action and footpath for Stocks Green Road to also be included in the Infrastructure Plan for future inclusion with any S106 requests. This to be forwarded to the KCC officer dealing with Highway Improvement Plans.

### **10.6 Tonbridge Youth Football Club**

**RESOLVED:** Plans 4a and 4b were acceptable to the Parish Council, these would be forwarded to the Saturday Football Club leader. Following final decision to include their needs to TYFC together with rental agreement and invoice.

## **10/11 Items for information only**

### **11.1 Correspondence – detailed on weekly newsletter**

**ACTION:** The clerk to include links to information documents on future newsletters.

### **11.2 Notes from Member representatives**

#### **11.2.1 Training undertaken during September Clerk's Conference and Project Management**

Notes from both training sessions had been circulated to members and these were noted.

#### **11.2.2 Village Hall representative**

Income was £200 less than expenditure during the past month. Bookings were now increasing. In answer to a query it was suggest that parents wishing to book parties for their children should contact Pat Davies who would arrange, if appropriate.

#### **11.2.3 Highways representative**

Speedwatch activity had been circulated to members and was noted.

#### **11.2.4 Representative at Farmers' Market**

Cllr Coles had attended on 12 October and no problems were reported.

Cllr Fullbrook and Dobson would attend on 9 November.

**10/12 CONFIDENTIAL ITEMS**

There were none.

The meeting concluded at 8.35pm

..... chair

10 November 2021

**PUBLIC SESSION**

A local resident, Borough and County Councillor were present, one Borough Council sent apologies. The local resident thanked the Parish Council for their efforts to solve the problem of flooding on the village green. Our County Councillor had now become involved and further investigation were now underway. This would involve obtaining a drainage engineer's report on the situation surrounding the area. Councillors further reported that the Parish Partnership and Tonbridge Forum were both under review and the Boundary Commission had changed the proposals for Hildenborough ward review from that proposed by the Borough Council.