

# HILDENBOROUGH PARISH COUNCIL

60 Knowsley Way \* Hildenborough \* Tonbridge \* Kent \* TN11 9LQ

telephone: 01732 832367

email: [Clerk@hildenboroughpc.kentparishes.gov.uk](mailto:Clerk@hildenboroughpc.kentparishes.gov.uk)

website: [www.hildenboroughpc.kentparishes.gov.uk](http://www.hildenboroughpc.kentparishes.gov.uk)

## Minutes of the Parish Council Meeting held on Wednesday 21 December 2016 in the Finzi Room of the Village Hall, Riding Lane.

**Present:** Mrs M Coles (chairman)      Mrs C Baker      Mr M Baker  
Mr D Haugh      Mr A McNeil      Mr M Nairne  
Mr N Simpkins      Rev'd A Wooding Jones

### 1. Apologies and reasons for absence

Mr C Lewis (working late)      Mrs L Homewood (daughter's birthday)      Miss C Sheldon (holiday)

### 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 16 November 2016

These were agreed as a true record and signed by the chairman, Mrs M Coles, subject to three amendments under items 7.5.2, 15 and the Public Session.

### 5. Matters arising from 16 November 2016 not covered elsewhere in the agenda

There were none.

## 6.1 FINANCE

### 6.1.1 Account Balances as at 30 November 2016

Business Money Manager	£13,558.28
Current Account Statement	£10,423.41
Business Reserve Account	£37,009.22
Business Money Manager II	£3,173.45
<b>Total</b>	<b>£64,164.36</b>

Mr M Baker, chairman of the Finance Committee, confirmed the account balances at 31 October 2016 as correct.

### 6.1.2 Payments made since 30 November 2016

The following payments were noted:

Date	Cheque No.	Payee	Reason	Amount (£)
16 Nov	102715	Craigdene	Safety inspection report	354.00
16 Nov	102716	N Simpkins	War Memorial plants	56.00
16 Nov	102717	KALC	Course	144.00
16 Nov	102718	Southern Water	Water services	165.61
	102719/20	Cancelled		
16 Nov	102721	HAGS/SMP	Fitness equipment	16,535.52
16 Nov	102722	HAGS/SMP	Play equipment	54,996.48

23 Nov	102723	WDS Signs	Notice board	558.00
26 Nov	102724-26	Various	Employee related	2,532.82
23 Nov	102727	Hildenborough Conservation Group	Insurance donation	110.00
23 Nov	102728	Royal British Legion	Poppy wreath	21.00
23 Nov	102729	Counselling Centre	Donation	100.00
23 Nov	102730	CAB	Donation	100.00
23 Nov	102731	Air Ambulance	Donation	100.00
23 Nov	102732	Samaritans	Donation	100.00
23 Nov	102733	P Richardson Developments	Installation of gates	200.00
24 Nov	102734	Cable Test Ltd	Lighting column testing	498.00
24 Nov	102735	P Waring	Village green mowing	360.00

### 6.1.2 Draft budget for 2017/18

**DECISION:** The draft budget for 2017/18 was ratified at an increase over 2016/17 of 5%. This represents a precept approximately £30. No direct comparison with last year's budget can be made as 2017/18's precept now includes the allocations previously provided by Tonbridge & Malling Borough Council totalling in excess of £10,000. The decision taken included expenditure for conversion of the Parish Council's street lighting to LED, improvements to the kitchen facilities in the Pavilion and an amount to be set aside for improvements to the car park.

**ACTION:** The clerk to circulate the agreed budget, and prepare the precept papers for Tonbridge & Malling Borough Council.

### 6.1.3 Internal Audit Interim Report

The draft report had been received. The final report will be available for the January 2017 Parish Council Meeting.

### 6.1.4 Future payments to HMRC

**DECISION and ACTION:** It was agreed that setting up a direct debit would be the best alternative from those suggested. The clerk to organise

### 6.1.5 Request for donation

**ACTION:** It was agreed to inform Home Start South West Kent that donations are agreed at our November meeting and they should reapply in September/October 2017.

### 6.1.6 Any other financial matters

**6.1.6.1 DECISION:** It was agreed to leave the decision on renewal of the SLCC subscription until a decision has been taken on membership of KALC

**6.1.6.2 DECISION:** It was agreed to contribute one third of the cost for the defibrillator training cancellation fee of £33.33

**6.1.6.3 DECISION:** It was agreed the Council would support the Summer Playscheme at Stock's Green School at the same level as 2016 of £1,885..

## 6.2 OPEN SPACES

### 6.2.1 Hildenborough Activity Zone

**DECISION:** It was agreed we accept the invitation of One Stop for a presentation and allow them to use the photograph of the Fitness Area for publicising the scheme.

#### 6.2.1.1 Up date on snagging issues

We had received no further information from HAGS/SMP

**ACTION:** The clerk to chase for a response and also the quotation for extending the cctv coverage.

#### 6.2.1.2 Final financial report

The report recording expenditure and income for Hildenborough Activity Zone was distributed and noted at the meeting.

**ACTION:** There is just under £200 left to be spent on seating. The clerk to see what is available

### 6.2.2 Report on project with Pay-Back Team Leader

A contract had been signed with KSSCRC for work to commence on 4 January 2017. They have agreed to refurbish the fencing around the play area and will undertake other tasks which we identify.

### **6.2.3 Update on Pavilion meter readings**

The check meter according to EDF is working correctly. I reiterated that I could not believe we had used that quantity of power in August and we were not happy to pay such a large amount, particularly since we did not have equipment installed which could consume that amount of power in such a short space of time. A replacement meter has been requested.

### **6.2.4 Conservation work in West Wood**

A letter of thanks has been received from the Conservation Group who had also updated us on the coppicing work undertaken during November. They requested further information on the FAS to be constructed early in the New Year and KCC will contact Mrs Flower to answer her queries

### **6.2.5 Response regarding dog fouling on the Recreation Ground**

**ACTION:** The clerk to seek approval from the residents who can identify the culprits allowing their dogs to foul the Recreation Ground near to the tennis courts in order the Borough Council can take action. The clerk to request notices from the Dog Warden to be erected on the entrance opposite Riding Park.

### **6.2.6 Red phone box**

**ACTION:** It was agreed it was not realistic to contest the removal of the three identified phone boxes totalling 8 calls in the past year. A resident had requested information on the adoption of the one red telephone box which the clerk will pass on to them.

### **6.2.7 Any other matters**

**6.2.7.1 ACTION:** The clerk to notify members of information regarding the Volunteer Support Warden Scheme KALC are requesting responses on.

**6.2.7.2** Terry Martin, Chief Executive of KALC will be attending the January Parish Council Meeting to provide information on membership.

**6.2.7.3 DECISION and ACTION:** Two quotations had been received for the tree survey for the Parish Council's trees, the lower of the two quotations would be accepted of £1,050.

**6.2.7.4** A local resident has requested if it was possible to cut back some of the oak tree(s) opposite their house, particularly the ivy. They had been informed that a survey would be undertaken in the new year and the Council would follow the recommendations of it. The ivy could certainly be cut back.

### **6.2.7.5 War Memorial**

Listing had been confirmed by Heritage England.

**ACTION:** It was agreed this should be reported in February Keys Magazine and the clerk would ensure KCC was aware and once again chase up the long outstanding repairs.

## **6.3 PLANNING**

### **6.3.1 Applications received**

The following planning applications were noted. Details of comments made are available from the clerk. There was one declaration of interest.

<b>App. No</b>	<b>Address</b>	<b>Details</b>	<b>PC Action</b>
3286/RD	Café 1809 152-54 Tonbridge Rd	Details of condition 9	comment
3362/LDE	Limes Farm Oast Mill La	ancillary living space	Comment
3265/LB	30 Leigh Rd	extension	comment
3271/FL	Flat 2 Nizels Knoll Nizels La	summer house	comment
3272/LB	Flat 2 Nizels Knoll Nizels La	summer house	comment
3311/PDVAR	Barn at Horn's Loddge Shipbourne Rd	change of use	comment
3294/FL	High Weald Hse + Oast Hse Stocks Green Rd	construction of garage	comment
3407/FL	Oak Tree Farm Watts Cross Rd	loft conversion	no comment

3429/TNCA	Hildenborough Library 3 Riding La	tree surgery	comment
3406/FL	4 Copse Road	extension	no comment

### 6.3.2 Any other planning business

The following planning applications were considered at the Parish Council Meeting:

3611/LDE	The Oaks Eggpie Lane	Storage container	no comment
3576/FL	8 Birch Close	replacement roof	comment
3632/FL	6 Byrneside	extension	comment

**6.3.3 DECISION and ACTION:** Following information received that Parish Council's are to be excluded from planning site meetings it was agreed the Parish Council would express their concerns. The clerk to write to the Planning Department listing the Parish Council concerns.

**6.3.4** The Green Party had sent a copy of their response to the Local Plan and asked for comments.

**DECISION and ACTION:** The clerk to respond saying the Parish Council has already submitted their comments to Tonbridge & Malling Borough Council.

### 6.4 Churchyard agreement

A response is awaited from our solicitors.

## 7. Reports from representatives on outside bodies

### 7.1 Parish Partnership Representative

Minutes from the previous meeting have been distributed.

### 7.3 Village Hall Representative

A report had been received from Mr Lewis stating the problems with the boiler had been resolved and there continued to be a demand for rooms which they were not able to address.

The Management had been approached to install a sweet dispenser in the entrance area and the Parish Council were asked for their opinion.

**DECISION:** The Parish Council is not in support of this.

### 7.4 Highways Coordinator

#### 7.4.1 Cycle path

The Parish Council had received notification that a request had been made to Cllr Dagger regarding a cycle path to Hildenborough Station.

#### 7.4.2 No parking sign

A complaint had been received about an unofficial 'no parking' sign outside the Volvo Garage. This had been reported to KCC

#### 7.4.3 Potholes

Potholes in the road near to the Medical Centre had been reported. This will be investigated and reported to the appropriate authority.

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

**7.5.1 Feedback from 13 December:** a report was received about the poor state of a footpath at Oakland Way, this is being investigated. A resident also reported a light problem with overhanging trees from the Recreation Ground and another resident suggested reviving the litter picking team which had adopted specific areas.

**ACTION:** The Open Spaces Committee to consider the litter picking team revival. The light problem would be considered with the tree survey.

#### 7.5.2 Attendees 10 January

Mr Simpkins and Mr Baker

## 8. Correspondence

### 8.1 Correspondence requiring action not covered elsewhere

**8.1.1 KCC – Kent Minerals and Waste Sites consultation** – no action was considered necessary.

8.1.2 Further correspondence had been received regarding Gatwick, Government News, the Police Crime Report, KCC regarding the FAS in West Wood, and the Green Party comments on the Local Plan, since distribution..

**8.2 Matters arising from other incoming and outgoing correspondence**

There were none.

**8.3 Correspondence awaiting reply**

**ACTION:** The Shilling had yet to be moved down in the Church Centre and it was agreed to offer the services of our caretaker to undertake this task.

**9. Lighting**

The lighting report had been received and there were two outstanding repairs necessary.

**ACTION:** The clerk to contact our contractor to see if a LED fitting could be installed instead of the replacement lantern at a cost of £380. It was agreed to accept the quotation for the replacement lighting column in Rings Hill. The clerk to mention in Keys the removal of three lighting columns to see if this raised any concerns for residents.

The Council had been alerted to faults on Philips lighting columns, the council do not have this type of lighting column.

**10. Twitter and Facebook Accounts**

There had been no action.

**11. Publication of Tales from a Kent Village**

Leaflets offering subscription to the above publication are being distributed with January Keys magazine. This will help to gauge the level of support to help assess the print run. The subscription list closes on 13 February and it was hoped that books could be on sale at the Annual Parish Meeting on 15 March.

**12. AOB**

**12.1** Mr Nairne had been able to obtain the new railway timetable which runs until 20 May, 2017.

**PART II – CONFIDENTIAL ITEMS**

There were none.

**The meeting closed at 9.50pm**

.....chairman

**18 January 2017**

**PUBLIC SESSION**

PCSO Kim Hockey said there were three incidents on the crime report for this month, a theft of a motor vehicle near the station, theft from a vehicle and damage to a car outside a property.

Ms Charrington reported on the road safety week in November and said that the Speedwatch team had stayed for 2 hrs and caught 38 drivers speeding. She had recruited 5 keen members for our own Speedwatch team and just needed one more recruit. Mr Simpkins volunteered. Ms Charrington will now find out the costings involved for equipment and training requirements.

In answer to a question PCSO Kim Hockey said that prosecutions could not result from Speedwatch observations and recordings but if there were persistent offenders then the police would man a watch at the appropriate time and place. Speedwatch she felt made drivers think about their speed.