

HILDENBOROUGH PARISH COUNCIL

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Minutes of the Parish Council Meeting held on Wednesday 18 January, 2017 in the Finzi Room of the Village Hall, Riding Lane

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

Also present: Mrs P Gow (clerk)

1. Apologies and reasons for absence

Mr M Baker (previous commitment) Mrs L Homewood (working late) Mr C Lewis (ill)

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 21 December 2016

These were agreed as a true record and signed by the chairman, Miss C Sheldon.

5. Matters arising from 21 December 2016 not covered elsewhere in the agenda

There were none.

6.1 FINANCE

6.1.1 Account Balances as at 31 December 2016

Business Money Manager	£13,558.65
Current Account Statement	£12,331.69
Business Reserve Account	£37,009.22
Business Money Manager II	£3,173.77
Total	£66,073.33

Mr A McNeil, member of the Finance Committee, confirmed the account balances at 31 December as correct.

6.1.2 Payments made since 24 November 2016

The following payments were noted:

Date	Cheque No.	Payee	Reason	Amount (£)
21 Dec	102736	Coolings	Replacement tree Village Green	274.27
21 Dec	102737	PFL	Street lighting repairs	54.00
23 Dec	102738 – 102740	Employee related	Salary, expenses, NI + tax	1,319.87
21 Dec	102741	Commercial Services	Maintenance contract	2,338.74

6.1.3 Income received during December 2016

The following income was noted:

Date	Organisation	Reason	Amount (£)
8 Dec	Veolia Environmental Trust	completion of grant	5,000.00
31 Dec	HSBC	interest	0.69

6.1.4 3rd Quarter Account

The 3rd Quarter Accounts and commentary were noted.

6.1.5 Budget 2017/18

DECISION and ACTION

The minor amendments to the Budget for 2017/18 as agreed in December were ratified as was the Precept calculation which remained the same as that quoted in December at £30.39 for Band D equivalent. The clerk to return the Precept to the Borough Council.

6.1.6 Internal Audit Interim Report

This had been distributed to the Finance Committee and no real problems were reported. The council is encouraged to include more information on its website. This will be looked into.

6.1.7 Future payments to HMRC

It was reported to HMRC that the Council is willing to set up a variable direct debit for National Insurance contributions and tax deducted. No response had been received from them to date.

6.1.8 to consider quotations for insurance cover 2017/18

DECISION and ACTION: The clerk to accept the lowest quotation to include the new playground and fitness equipment.

6.1.9 Review of assets and financial risk assessment

DECISION: The assets now included the new equipment for the Activity Zone and the old play equipment had been written off. A 1% increase in the value of items had been included for the Council's benefit. The actual purchase price to be returned in the Annual Return at 31 March 2017. The amendments were agreed.

6.1.10 Review of Financial Regulations

DECISION and ACTION: The suggested amendments in 1.12, 4, 5.5, 5.8, 5.10, 6.6, 7.6, 11 and 13.2 were agreed. The clerk would update and distribute to members and update the website.

6.1.11 Any other financial matters

6.1.11.1 External Auditors

The Council had been notified that PKF Littlejohn LLP are the appointed external auditors from 2017-2022.

6.1.11.2 Subscriptions

DECISION and ACTION: It was agreed to take up membership of KALC for a two month trial period at a cost of £208.33 and continue membership of the Society of Local Council Clerks at a cost of £139.

6.2 OPEN SPACES

6.2.1 Hildenborough Activity Zone

6.2.1.1 Update on snagging issues on Trinity Cycle and Zip wire

The zip wire platform had been replaced and we continued to await an update on the Trinity Cycle. A report was promised shortly.

6.2.1.2 Future development in support of Activity Zone

The Council was looking into the feasibility of a running path around the perimeter of the field. Suitable surfaces had been suggested or bark or crushed stone. Members were not keen on bark.

ACTION: The clerk to obtain some idea of cost and seek the views of residents via Keys Magazine, February edition.

6.2.1.3 Refreshments

A suggestion that refreshments should be available at the Pavilion had been made. Members expressed concern that the planned new kitchen would not be of a sufficient standard. They felt it more

appropriate to have a kiosk type arrangement. They did not want refreshments available on a daily basis as they felt this would put pressure on parents to buy these for their children.

DECISION and ACTION: It was agreed the clerk should find out the regulations regarding the provision and sale of refreshments and ask another member to seek the views of parents likely to be affected by this. Another interested party would also be looking into this.

6.2.2 Report on project with Pay-Back Team Leader

The team have started work on the fence and have been clearing leaves.

6.2.3 Update on Pavilion meter reading

Agreement had been reached with EDF for a refund of 50% of the charge for the previous quarter. A new smart meter was installed on 17 January.

6.2.4 Red phone box adoption

Interest in adopting the red telephone box in Leigh Road had been expressed by two local residents. Details have been passed on to them.

6.2.5 Recommendations from Open Spaces Committee to the Parish Council

The following recommendations were agreed:

6.2.5.1 Acceptance of the lowest quotation for grounds maintenance for 2017.

6.2.5.2 The new play and fitness equipment should be covered by the Council's insurance policy for one year from 2017 at an extra cost of £218.

6.2.5.3 The quotation should be accepted for a second cctv camera on the column in the Recreation Ground to overlook the new play equipment at a cost of £1,254.

6.2.5.4 The Litter Picking team should be regenerated as part of the Borough Council's March litter campaign. Dame Kelly Holmes has agreed to front this for publicising purposes. It was agreed this should be during the week beginning 13 March, preferably the weekend 18/19 March.

ACTION: The clerk to accept and decline quotations as appropriate and liaise with Dame Kelly Holmes and the Borough Council on the Litter Campaign.

6.2.6 Managing the Village Green

We were in negotiations with an organisation who may be able to undertake this work for us.

ACTION: The clerk to response with development to date.

6.2.7. Any other matters arising from the Minutes of the Meeting held on 4 January 2017

6.2.7.1 War Memorial

There has still been no response from KCC on repairs to the War Memorial.

ACTION: The clerk to contact Cllr Valerie Dagger to ask for her assistance and to look into what was on offer through conservation@warmemorials.org.

6.2.7.2 Seating in Activity Zone

It was confirmed that two benches had been provided in the play area.

6.2.7.3 Roundabout

There had been no response to date from 38 Engineers regarding repairs to the Roundabout.

6.2.7.4 Leaves in the car park

The Pay Back Team and our caretaker had been clearing leaves, although this was proving difficult because of parked cars.

6.2.7.5 Great Kent Cycle Ride

Dame Kelly Holmes is involved with the Great Kent Cycle Ride 2017 and would like to have a stopping off point in the Recreation Ground on Friday 14 July. This is the first day of a three day event organised by Kent Sports Trust. She had further suggested this should be combined with other local cycling events.

DECISION and ACTION: The Council agreed the Recreation Ground should be made available for this event.

6.2.7.6 Car Park

Dame Kelly Holmes was investigating the possibility of the provision of a car park opposite Café 1809. There was some suggestion that part of the land in this area could be used for community purposes and

the public footpath could be improved to the side of the area. She was seeking the views of the Parish Council on what public amenity would be of value.

ACTION: Members would consider what would be suitable for the site and of value to the community and seek their views via Centre Piece published in the February edition of Keys Magazine.

6.3 PLANNING

6.3.1 Applications received

None to date

6.3.2 Members of P.C. attending Site Meetings

DECISION: This is to be referred to the Planning Committee meeting on Monday 23 January 2017. -

6.3.2 Planning Application TM/15/03345/FL to Area 1 Planning Committee

Rev'd A Wooding Jones would be attending Area 1 Planning Committee on 19 January 2017 to put forward the Parish Council's view. One member expressed the view that this proposed development would be of value to the community. The Planning Officer was recommending refusal.

6.4 Churchyard agreement

There was still no definitive answer to the question of whether the Parish Council is able to provide funding for the maintenance of some areas of the Burial Ground at St John's Church following the removal of this allowance from the Borough Council's Allowances under the new Financial Arrangements. Further information should be available at the end of January after which a meeting would be set up to meet with the PCC of St John's

7. Reports from representatives on outside bodies

7.1 Village Hall Representative

Minutes of their previous meeting had been distributed to members and noted.

7.2 Highways Coordinator

7.2.1 Cycle path Longmead to Tonbridge Station

The Council had been notified of the provision of a cycle way from Longmead to Tonbridge Station which would involve the construction of a toucan crossing by the Chestnut Care Home.

7.2.2 Speedwatch Scheme

ACTION: It was agreed approaches should be made to Ightham, Shipbourne and Penshurst Parish Councils to see if there was any possibility of a shared scheme. The scheme, if financed by the Parish Council would cost £2,000, although a grant of £1,000 was available.

7.3 Parish Council Public Consultation (Farmers' Market)

7.3.1 Feedback from 9 January

There was a heavy demand for bus timetables for the 402.

7.3.2 Attendees 14 February

Miss C Sheldon and Mr M Nairne would attend.

8. Correspondence

It was agreed the new format would be adopted.

8.1 Correspondence requiring action not covered elsewhere

8.1.1 Member's attention was drawn to three consultations from KCC on Drug and Alcohol Strategy 2017-2022, and the Freight Action Plan for Kent. The clerk had forwarded links for these plans.

8.1.2 Kent Volunteer Warden

DECISION: it was agreed this was not relevant to Hildenborough

8.1.3 Lord Lieutenant of Kent invitation to Civic Service 14 March Rochester Cathedral 11am

DECISION and ACTION: No one was able to attend, the clerk to decline the invitation

8.2 Matters arising from other incoming and outgoing correspondence

In reply to a question it was explained the correspondence from the Borough Council on refuse collections referred to actions during the snow last week, and a new timetable for the Saturday Bulk Collections which could be accessed online.

8.3 Correspondence awaiting reply

There was nothing to report.

9. Lighting

9.1.1 Update on repairs

In order to reconnect the lighting column to a power supply in Rings Hill the road would need to be restricted. Currently Watts Cross Road was closed which would entail a wait for Rings Hill to be restricted. It could be a wait in excess of 90 days.

There had been no response from our contractors on a replacement LED lantern on one of the lighting columns.

9.1.2 Lighting report

There were no lighting problems other than those awaiting repair (JSDG 002 and JNAR 006). The light JRAR 016 had been reported as faulty, but it was confirmed this was now lighting.

10. Twitter and Facebook Accounts

There had been no activity.

11. Publication of Tales from a Kent Village

There had been 52 pre orders to date. It was hoped to have printed copies available in time for the Annual Parish Meeting in March.

12. AOB

12.1 One Member queried whether the clerk's computer should be replaced as it was now 6 years old.

12.2 It was thought the proposal of a Community Notice Board near to One Stop would be a good idea. Members felt that the forecourt to the shop now looked neglected. The Chairman would be seeking a meeting with the manager to try to address this issue.

The Chairman to move that the press and public to be excluded from the remainder of the meeting.

PART II – CONFIDENTIAL ITEMS

There were none.

The meeting closed at 9.40pm

.....chairman

15 February 2017

PUBLIC SESSION

A resident attended to ask for an update on the introduction of a Speedwatch Scheme for Hildenborough. The Council had received information from Speedwatch and would discuss later on the Agenda funding. Further information had been received that Ightham and Shipbourne were considering implementing a scheme and it was suggested we made contact with them.

The Chief Executive, Terry Martin, Adviser and Learning Development Manager, Clive Powell, and the Vice chairman of KALC and chairman of Tonbridge & Malling area Committee of KALC came to explain the benefits of belonging to this organisation.

They began by saying that 303 out of 316 councils in Kent belonged to KALC and membership fees were based on Band E equivalent levels which also included membership of NALC and the information and support they provide for Local Councils. They provided support in four key areas which are legal and technical, consultation and representation, learning and development and communication and support giving detail in these areas on the assistance or support they would give or provide.

They have a team of 8 consultants who give support as well as providing access to NALC solicitor services. They are developing their website which also provides information.

They deal directly with the clerk which makes sure the guidance is passed on in an independent way but should there be any issues with the clerk they would deal directly with the Chairman.

Answering questions from members they said that the cost of membership for Hildenborough would be £1,250, the breakdown being £700 to the National association and £500 for KALC. This financed the equivalent of 3.3 full time staff, a finance and administration officer, and part time communication officer. Legal advice would be unlimited.

PCSO Toni Matthew and Kim Hockey attended the meeting, reported that there were two items on the crime report for the past month, a burglary and a theft of metal.