

HILDENBOROUGH PARISH COUNCIL

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Minutes of the Parish Council Meeting held on Wednesday 20 September 2017 in the Finzi Room of the Village Hall, Riding Lane

PRESENT: Mrs M Coles (chairman) Mrs C Baker Mr M Baker
Mr D Haugh Mrs L Homewood Mr C Lewis
Mr A McNeil Mr M Nairne Mr N Simpkins

ALSO PRESENT: Cllr H Rayner (left at item 9) PCSO Toni Matthew (public session)
Mrs P Gow (clerk)

1. Apologies and reasons for absence

Miss C Sheldon (illness), Mr M White (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 19 July 2017

These were agreed as a true record, subject to an amendment under 11 to the bus number to 435 and signed by the chairman, Mrs M Coles.

5. Matters arising from 19 July 2017 not covered elsewhere in the agenda

13.3 further to Cllr Mark Rhodes' comments in Keys Magazine for August on waste collection and a further article on fly tipping, the question was raised of the Borough Council holding a consultation on changes and charges for recycling.

ACTION: The clerk to contact the Borough Council regarding a consultation on these changes.

6. Delegated Actions During Recess

A list of delegated actions had been circulated prior to the meeting and these were noted with the addition of a further course on social media for the Chairman.

7.1 FINANCE

7.1.1 Account Balances as at 31 July 2017

Business Money Manager	£41,566.57
Current Account Statement	£4,039.58
Business Reserve Account	£37,009.22
Business Money Manager II	£4,013.04
Total	£86,628.41

Account Balances as at 31 August 2017

Business Money Manager I	£34,567.57
Current Account	£3,799.10
Business reserve Account	£37,009.22
Business Money Manager II	£4,013.04

Total

£79,388.93

Mr N Simpkins, member of the Planning Committee, confirmed the account balances at 31 July and 31 August, 2017 as correct.

7.1.2 Payments made since 5 July 2017

The following payments were noted:

Date	Cheque No.	Payee	Reason	Amount (£)
19 July	102806	Pulse Cleaning	Cleaning Pavilion	234.00
19 July	102807	Harraway Trees	Tree survey	570.00
26 July	102808 – 102810	Employee Related	Salaries, expenses, HMRC	1,274.33
1 Aug	102811	PJ Richardson Developments	Install seat	150.00
1 Aug	102812	HVH	Room hire	159.50
3 Aug	102813	PKF Littlejohn	External audit	480.00
17 Aug	102816	KCC (KCS)	Stationery/first aid	93.72
17 Aug	102817	Commercial Services	Grounds contract/tree survey	6,025.75
26 Aug	102818- 102820	Employee Related	Salaries, expenses, HMRC	1,332.59
6 Sept	102821	Craigdene	Play areas annual safety Inspection Report	270.00
12 Sept	102822	SLCC	Webinar	36.00
6 Sept	102823	Commercial Services	Tree Surgery	4,338.00
7 Aug	Direct Debit	EDF	Power	89.29
16 Jul	Direct Debit	BT	Phone/broadband	146.55
18 July		HSBC	Bank charges	15.00

7.1.3 Income received July and August 2017

The following income was noted:

Date	Organisation	Reason	Amount (£)
21 July	Premier Sports	rent	£200.00
31 July	HSBC	interest	£1.19
7 Aug	HMRC	Vat refund	£1,105.77
16 Aug	Hildenborough Medical Centre	lease	£118.35
31 Aug	HSBC	interest	£1.00
31 Aug	various	Publications	£40.00

7.1.4 Changes in Current Bank Account

Chairman of the Finance Committee reported that HSBC had now transferred the Parish Council's current account to that of a Small Business Account which would result in charges increasing by up to three times the current level, dependent on use of the account. The Business Manager was investigating the Council's qualification for a different account but had yet to report back.

Investigations had been undertaken to compare the rates with different High Street banks but there seemed to be little difference. HSBC would probably be slightly cheaper. Many building societies did not cater for business current accounts and those that did were very much more expensive.

7.1.5 Reinvestment of Reserves

The Council's reserves, as reported under delegated actions, had been reinvested in a similar Nationwide account as last year. The interest rate was the best that could be found but was lower than last year at 0.75%. Interest paid on last year's account amounted to £334.91.

7.1.6 External Audit Report

The Annual Return had been returned with the External Auditor's comment of 'no matters to cause concern'. This had been published on the notice board for the relevant time and is permanently available on our website.

7.2 OPEN SPACES

7.2.1 Managing the Village Green

The Village Green had been cut, left to dry and the arisings removed. The contractors had carried out the work to a very good standard.

7.2.2 Planting of Daffodils on Village Green

DECISION: It was agreed that planting daffodils on the village green was not appropriate.

7.2.3 Moving Access to Village Green

DECISION AND ACTION: It was agreed the collapsible security posts should be moved to a site between the Fountain and tree in Mount Pleasant to allow for access to the Green for large machinery. The clerk to ask the caretaker to do this

7.2.4 Roundabout and rower repairs update

The contractors were looking into possible repairs to the roundabout.

HAGS had agreed, that following an accident, the rower was faulty. This had been removed and would be reinstated following repairs.

7.2.5 Pavilion Noticeboard and update on delivery of chairs

The new noticeboard had arrived and would shortly be installed. The chairs were proving to be problematical. The delivery service was not notifying the clerk of delivery time and consequently no-one was able to be on site to allow access.

DECISION: If this could not be resolved immediately, the order should be cancelled and another company sought.

7.2.6 Fencing of Hawden Stream in West Wood

DECISION and ACTION: It was agreed that householders who had established a fence within West Wood should be asked to remove it. The fences were blocking the ability of the Conservation Group to keep the Hawden Stream debris free.

7.2.7 Revised proposals for Flood Alleviation Scheme in West Wood

DECISION and ACTION: The revised plan, including brush bunds as marked on the plan together with peak flow deflectors along the stream's course to the pond and maybe building up the exit from the pond were agreed. The clerk to notify KCC and Hildenborough Conservation Group

7.2.8 Tree Surgery update

Following the tree survey all identified tree surgery had been undertaken. Following dead wood falling on the Nursery roof further work was identified and completed.

7.2.9 Children's Play Area Annual Inspection

A table of actions was appended to the Open Spaces Minutes. All items as listed had been dealt with or referred to the person or company for action.

DECISION: Following the report it was agreed not to install a concrete surface in West Wood under the picnic table or a tarmac surface in front of the goal

7.2.10 Provision of dog waste bin on FP 23

DECISION and ACTION: the problem of dog fouling along FP 23 was once again raised. It was agreed to again refer this to Tonbridge & Malling Borough Council requesting a dog waste bin installation the Riding Lane end. This had previously been refused.

7.2.11 Discussion on revision of 3-Year Plan for Open Spaces

DECISION: The revised plan was agreed. This involved plans to extend the West Wood Play Area, roundabout and wet pour repairs in the Recreation Ground. All other matters it was considered should be left to decisions made by the next Council in 2019. Discussion followed on obtaining grants for the West Wood Play Area. One member is to investigate a contact.

7.2.12 Invitation to Environmental Champions Award 2017 – 27 October

DECISION and ACTION: It was proving difficult for members to attend this event due to it being during the school half term holiday when several members would not be available. One member agreed to look into their availability..

7.2.13 Any other matters arising from the Open Spaces Minutes of 6 September 2017

7.2.13.1 A draft leaflet for householders in the floodable area was shown to members.

ACTION: The clerk to inform the Environment Agency of an error previously not identified.

7.2.13.2 Flood Warden training was being given by the Kent Resilience Team in October. Flood wardens had been informed.

7.2.13.3 An enquiry had been received from a householder bounding the village green regarding repairs to fencing. The householder was to look into ownership of the boundary.

ACTION: The caretaker to clear vegetation from the boundary the village green side.

7.2.13.4 A member pointed out that the Jubilee Fountain needed to be cleaned and weeds removed.

ACTION: The caretaker would undertake this.

7.3 PLANNING

7.3.1 Applications received

The following planning applications were noted. Details of comments made are available from the clerk. There were declarations of interest on 2074/LB and 2146/47/FL

1697/FL	44 Knowsley Way	extension	no comment
1706/FL	Dove Cott, Lower St	extension	comment
1738/FL	40 Bramble Close	extension	no comment
1756/FL	Oakdale Eggpie Lane	detached house	comment
1777/FL	28 Ashley Road	extension	no comment
1781/FL	28 Ashley Road	demolition and replacement garage	no comment
1787/FL	Reams Cott, Lower Street	ground floor extension	comment
1798/LB	The Mill House Mill Lane	conversion for accommodation	comment
1848/FL	13 Garlands	demolition + erection of extension	no comment
1995/FL	Former 36A Hilden Park Rd	3 4bed houses	comment
1968/TPOC	Redwood, Riding Lane	tree surgery	comment
1936/FL	14 Garlands	replacement garage	no comment
2031/FL	25 Greenview Crescent	reconstruction of roof	comment
2059/FL	184 Tonbridge Road	erection of chalet bungalow	comment
2066/TPOC	Oakhill House 130 Tonbridge Rd	tree surgery	comment
2074/LB	Avalon Leigh Road	secondary glazing	comment
2100/FL	Treetops 29 Powder Mills Leigh	demolition and extension	comment
2119/FL	2 Oaklands Way	demolition and extension	no comment
2146/FL	5 Half Moon Lane	extension	comment
2147/FL	5 Half Moon Lane	subdivision of site + new dwelling	comment
2154/LB	2 Reams Farm Cott's Lower St	extension	comment
2175/FL	44 Brookmead	extension	comment
2182/FL	8 Club Cottages Riding Lane	extension	comment
2183/LB	8 Club Cottages Riding Lane	extension	comment
2186/FL	2 Reams Farm Cott's Lower St	extension	comment
2199/FL	12 Garlands	extension	comment
1995/FL	Former 36A Hilden Park Rd	4 x 3 bed houses	comment
2234/FL	Hawthorn Cott Mill Lane	new roof	comment
2250/TPOC	4 Bourne Pl Courtyard Nizels La	work to 5 oak trees	comment
2210/FL	32 Riding Park	new dwelling	comment

2330/FL Police House Foxbush extension comment
It was noted that Tonbridge & Malling Borough Council had refused planning applications 1848/FL, 2059/FL and 1995/FL.

7.3.2 Local Plan update

A query had been received on the inclusion of site 421 in the draft plan. This had been discussed with the Borough Council who informed the Parish Council that the site had now become available but that it was unlikely to be included in this draft plan. A draft plan should be available on the website around the second week in November 2017 when members should make comment. The draft plan goes out to public consultation in February 2018 when further changes would be more difficult to achieve.

8. Reports from representatives on outside bodies

8.1 Community Safety Partnership Representative

The Safety Partnership had agreed to purchase a speed monitor but had yet to send details of access. Members pointed out other tactics used in other parishes to reduce vehicle speed.

8.2 Parish Partnership Representative

This evening's chairman had attended this Parish Partnership Panel Meeting and reported the following:

1. A draft new charter had been circulated, there had only been two comments, one it was short and one that the Maidstone charter was far too long. Any comments from members should be sent to the clerk.
2. A police officer explained the changes to services, largely due to budget cuts. They are trying to shift things around, increase civilian investigating staff etc.
3. KCC reported an Ofsted report in top 25% for children's services, a lorry watch scheme with steps to prevent lorries taking inappropriate rural routes. It was further report the KCC members have funds they can make decisions on the appropriate projects to support (£22,000 per annum). There is a new health scheme and a smart section of motorway on the M2.
4. Tonbridge & Malling Borough Council reported some support for village shops to stop them closing down.

8.3 Village Hall Representative

The Management Committee is meeting on 11 October when they will be prioritizing their next tranche of improvements. These would probably be extension of double glazing on the ground floor and a general makeover in the Green Room.

8.4 Highways Coordinator

8.4.1 Condition of footways

Poor condition of footways for wheelchair uses had been reported, particularly the route from Riding Park to the Medical Centre.

8.4.2 Congestion on B245

A complaint regarding transporter vehicles blocking the B245 at peak times had been referred to PCSO Toni Matthew. It was reported that the garage had requested the dropped kerb area should have a traffic order to allow transporters to park there for unloading.

8.4.3 Highways Seminar

The Annual Highways Seminar is to be held on 23 October. The clerk will attend.

8.4.4 change to Highways Steward

A new Highways Steward has been appointed to replace Andy Watson. He will take up the post in October. Andy Watson had been thanked for his work in the Parish and an appreciation of his work had been sent to Mark Simmons, Area Manager.

8.4.5 SE Water response to burst water mains

DECISION and ACTION: It was agreed that the time taken for SE Water to address the water leak in front of the bus shelter was unacceptable. A complaint would be sent to S.E. Water with copies to water consumer's OffWatt and our MP. It was felt by a member that in view of the number of main

bursts in the area this whole section required replacement. Debris from the leak in Noble Tree Road was about 10cm deep behind the War Memorial which would present a hazard during the Remembrance Day Parade. The clerk would ask SE Water to take action.

8.4.6 Replacement bus shelter

This was discussed under the Public Session and as reported there, Tonbridge & Malling Borough Council reported to the Council that this bus shelter was top of the list and would probably be replaced in October.

8.5 Parish Council Public Consultation (Farmers' Market)

8.5.1 Feedback from 8 August

Two queries were received, a complaint about site lines following inconsiderate parking in Mount Pleasant/Riding Lane junction and road sweepers only sweeping one side of the road in the Brookmead area. The latter was referred to the Borough Council and the former had been identified for inclusion in the parking investigation in Hildenborough.

12 September – bus timetables

There were no queries but one book was sold and a number of bus/train timetables were collected.

8.5.2 Attendees 10 October

Miss Sheldon would attend and make a presentation to Mr Sira on behalf of the village for his work in the pharmacy. Mrs Homewood would also attend.

9. Correspondence

9.1 Correspondence requiring action not covered elsewhere

9.1.1 SE Water Drought Plan consultation - no response was thought necessary.

9.2 Matters arising from other incoming and outgoing correspondence

There were none.

9.3 Correspondence awaiting reply

A request was made to add the bus shelter replacement to this list.

10. Lighting Report

JNAR006 continued to be out but this was awaiting replacement under the LED scheme. JWDF 001 was obscured by vegetation. -

11. to agree a Committee to consider preparation for GDPR

DECISION: It was agreed that Mr Baker, Miss Sheldon and Mr Haugh would form this sub committee.

12. Appoint trustee for Leigh United Charities

DECISION and ACTION: It was proposed that Mr Haugh become the trustee for Leigh United Charities, following the resignation of Mr Sawyer. The clerk to notify the charity.

13. Activity on Facebook Account

There was no activity.

14. Any other business

14.1 A request for a resident's ashes to be scattered in West Wood was agreed.

ACTION: The clerk to inform the enquirer.

14.2 Due to the earlier publication date for Keys Magazine in December, it was agreed to move the Meeting to the 2nd Wednesday.

ACTION: The clerk to amend and publicise the date.

14.3 A member requested the dates for the closure of the North Farm Recycling Centre should be included in Centre Piece.

14.4 A reminder to residents in Brookmead should be included in Centre Piece that the 204 bus does not have bus stops but can be hailed along the length of the road.

PART II – CONFIDENTIAL ITEMS

There were none.

PUBLIC SESSION

Cllr Harry Rayner attended the meeting to give a report on three issues.

1. He addressed the concerns of the Parish Council on parking problems throughout the village. The chairman gave him a list of the Parish Council’s concerns in the Mount Pleasant, B245, Half Moon Lane, Church Road, Noble Tree Road, Riding Lane, Brookmead area (including Leigh Road) and Lower Street. She said that the Parish Council felt their concerns were not being taken into account. Cllr Rayner said that in addition to the three unrelated areas mentioned in the Joint Transportation Board’s Agenda for their meeting on 23 September, there was a recommendation under 6.1.1 that Hildenborough would be included in separate parking reviews along with Kings Hill which would mean that the Parish Council’s concerns would be taken into account. The chairman requested that the Parish Council be involved in this investigation. Cllr Rayner noted this and suggested the Parish Council ensure Cllrs Rhodes and Smith are made aware of this request which should be direct to Andy Bracey at Tonbridge & Malling Borough Council.
2. He asked for the views of the Parish Council on the diversion of MT41. The Parish Council supported this proposal and would be putting forward no objection.
3. Cllr Rayner said there is to be an Act in the next 2 weeks which will allow Council’s to regulate bus transport in ways they had not able before. KCC will have much more influence in the government of buses, particularly in subsidising services, size of buses etc. Details would be coming to Parish Councils in due course.

One member raised the question of the bus shelter which was demolished by a lorry in January 2017 and had yet to be replaced. The Parish Council had been informed by the Borough Council this was top of the list and should be included by the end of October. Cllr Rayner had every sympathy with the Parish Council on this matter and asked for details to be forwarded to him as well as the Borough Councillors.

Another member raised concerns over travel for pupils catching buses to schools in Tonbridge/Tunbridge Wells. It was reported that many were finding it difficult, in spite of purchasing bus passes, to board buses in time for the commencement of school. Details of which services were affected will be forwarded to the clerk who will raise concerns with KCC.

PCSO Toni Matthew attended the meeting presenting the police report for the month. She reported, 2 theft, 3 criminal damage, 1 theft from a motor vehicle, 3 burglary. Two had been charged with burglary. There were two incidents of anti-social behaviour.

She further reported that PCSO Kim Hockey was no longer covering Hildenborough. Members expressed their thanks for her help and support and wished her every success in her new role working with vulnerable adults.

PCSO Toni Matthew said that Inspector Andy Gallon was now in charge of our area.

ACTION: The clerk to send Cllr Rayner details of bus shelter demolition, request involvement with the investigation in parking in the Village with Tonbridge & Malling B.C., collate details of bus transport to schools for forwarding to KCC, send appreciation of PCSO Kim Hockey’s work to Inspector Andy Gallon.