

# HILDENBOROUGH PARISH COUNCIL

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## Minutes of the Parish Council Meeting held on 21 April 2010 in the Margery Finzi Room at the Village Hall, Riding Lane

**Present:** Mr T Barton (chairman) Mr C Lewis Mr M Nairne  
Mrs J Shaw Mrs A Scally Mr C Smith  
Mr G Watts Mrs A Woollett

### 2010/03/1. Apologies and reason for Absence.

Mr P Lane (agreed leave of absence) Mr M Baker (on CAB business) Mr R Mountford

### 2010/03/2. Declaration of Personal or Prejudicial Interests

There were none.

### 2010/03/3. Declaration of gifts and hospitality

There was none.

### 2010/03/4. Minutes of the Meeting held on 17 February 2010 for agreement and signature

The minutes were agreed as a true record and signed by the Chairman.

### 2010/03/5. Matters arising from 17 February 2010 not covered elsewhere in the agenda

**6.1.3 Renewal of insurances.** The premium is index linked and provided there are no claims each year there would be a 5% discount. The risk was therefore placed through Came & Co with Aviva.

### 2010/03/6. Reports from Committee Chairman

#### 6.1 Finance

##### 6.1.1 Account Balances as at 28 February 2010

National Savings Account	£22,699.01
High Interest Bond	£13,062.17
Business Money Manager	£19,245.99
Current Account Statement	£3,694.12
<b>Total</b>	<b>£58,701.29</b>

##### Account Balances as at 31 March 2010

National Savings Account	£22,699.01
High Interest Bond	£13,072.48
Business Money Manager	£13,246.66
Current Account Statement	£5,490.97
<b>Total</b>	<b>£54,509.12</b>

The Vice Chairman confirmed the account balances were correct.

##### 6.1.2 Payments made since 18 January 2010

6.1.2.1 The following payments were noted:

Date	Cheque no	Payee	Reason	Amount £
15 Feb	856	KCC	Stationery/cleaning materials	35.79
15 Feb	857	Lloyds TSB (Gaza)	Tarmac	6.17
15 Feb	858	Hever Landscapes	Hedge cutting	97.75
26 Feb	859	P King	Salary/expenses	228.98
26 Feb	861	P Gow	Salary/expenses	758.52
28 Feb	862	HM Revenue & Customs	Tax/NI	207.44
15 Feb	863	RJ Wood	Plumbing	87.00

1 Mar	864	Broker Network Ltd.	Insurance	1,668.87
1 Mar	865	MA Cox	Electrical repairs	30.00
3 Mar	866	PFL Electrical	Lighting column testing	578.99
3 Mar	867	Hever Landscapes	Jet washing	329.00
3 Mar	868	AWG Carpentry	Door repairs	243.00
15 Mar	869	Lloyds TSB (Gaza)	Paint/putty	7.46
17 Mar	870	EJP Fire Protection	Repairs to fire extinguishers	62.86
24 Mar	871	Hever Landscapes	Churchyard mowing	212.75
23 Mar	872	Lloyds TSB (Gaza)	Fencing	83.08
26 Mar	873	P King	Salary/expenses	228.38
26 Mar	874	PA Gow	Salary/expenses	1077.93
31 Mar	875	HM Customs & Revenue	NI/Tax	207.64
29 Mar	876	RA Mason	Slide refurbishment	2256.00
29 Mar	877	PFL Electrical	Lighting contract	103.11

6.1.2.2 It was clarified the lighting column testing amount also included an amount for that month's lighting column contract of £103.11. It was agreed to look into the cost effectiveness of the lighting column contract compared to call out charges and also to obtain confirmation of any bulbs which may become obsolete.<sup>1</sup>

### 6.1.3 Internal Audit Report –

This was noted. There were no points for action.

### 6.1.4 Statement of Accounts 2009/10

The Statement of Accounts had been distributed to all councillors'. The Council **ratified** the Statement of Accounts which was signed by the Chairman. This included the Audit Commission Annual Return and Analysis of Reserves.<sup>1</sup>

### 6.1.5 Statement of Assurance

The Statement of Assurance had been distributed and read by members prior to the meeting and was agreed and signed by the Chairman

### 6.1.6 Updated Asset List

This was agreed. The value of the Pavilion had been updated in line with insured value. The value of the lighting columns was raised as to whether this should be included as the value of individual columns or the total value of all columns. There was no decision reached.

## 6.2 Open Spaces

### 6.2.1 Actions since previous meeting

#### 6.2.1.1 West Wood

Repairs to the gates, basket swing and footpath had been agreed with Monster Play. The path had been partially completed and a promise had been made for completion of the work on the gates and basket swing of Wednesday 28 April.

A gap had been noticed under the fence through which small dogs could access the area. Open Spaces would consider this at their next meeting.<sup>3</sup>

#### 6.2.1.2 Expenditure

The following items of expenditure had been approved:

Repairs to Pavilion following vandalism (totally £439.67)

Materials for repairs to car park, fencing, drain, seating

#### 6.2.1.3 Old Slide in West Wood – the renovations had now been completed.

### 6.2.2 Matters for discussion

#### 6.2.2.1 Drainage project for Recreation Ground

The application for a grant had been sent by the Sports Association. A decision on whether this would proceed to the second stage should be received by the next Parish Council Meeting. An updated quotation had been included in the application. Open Spaces would look at this quotation, should the application be moved to the second stage, meanwhile provisionally inviting Mr Kirby of Bourne Amenity to explain the differences and benefits from the previous scheme.<sup>31</sup>

#### 6.2.2.2 Youth project for Recreation Ground

PC Toni Matthew had completed a survey of the wishes for facilities in the Recreation Ground. These were distributed to members. These would be costed and presented to the next meeting of

the Open Spaces Committee and an indication of the Parish Council's liability on high risk equipment would be obtained from the insurers<sup>13</sup>.

### 6.2.2.3 Request to use Recreation Ground by Russet Homes

It was agreed Russet Homes could use the Recreation Ground for a community event on Wednesday 2 June.<sup>1</sup> It was agreed no charge would be made. Hildenborough Stoolball Club would be contacted to establish the time they may need the area cleared by on that day.<sup>1</sup>

### 6.2.2.4 Minutes of meeting held on 25 March

7.1 – Watering new trees in the churchyard - Following discussion on the possibility of purchasing a hose it was decided to contact Coolings to ask for advice on whether they should be watered during the second year following planting.<sup>1</sup>

7.7 Moles – Currently there were moles working at the ball court end of the Recreation Ground. Following flattening of all old mole hills, seventy had now appeared. Quotations had been obtained for eradication of the moles but it was agreed to take no action at this time as they were not interfering with any sports pitches.<sup>1</sup>

## 6.3 Planning

### 6.3.1 Applications received

The following applications were noted:

App. No	Address	Details	PC Action
12/FL	114 Leigh Road	change of use	no comment
265/FL	Raphael Medical Centre Coldharbour La	extension	comment
266/LB	Raphael Medical Centre Coldharbour La	extension	comment
77/TPO	Chequers Fm 105 Tonbridge Rd	coppicing	comment
2963/FL	St Johns Church Hall	extension	comment
331/FL	4 Mount Pleasant	extension	comment
296/FL	100 Brookmead	extension	comment
68/LB	4 club Cotts Riding La	replacement windows	comment
121/FL	114 Leigh Rd	alterations	comment
368/TPO	Raphael Medical Centre Coldharbour La	tree surgery	comment
421/FL	Coldharbour Pk Coldharbour La	alternations	no comment
485/FL	Lucys Fm Cott Lower St	variation of plng condition	no comment
399/LB	Spring Hse Leigh Rd	replacement porch	no comment
471/FL	Running Waters Coldharbour La	detached annexe	comment
472/CA	Running Waters Coldharbour La	demolition of hay Barn + cart shed	comment
381/FL	5 Hardwick Rd	extension	comment
2361/TPO	Chequers Fm 105 Tonbridge Rd	fell 9 chestnuts	comment
610/TPO	16 Hawden Cl	tree surgery	comment
368/FL	Raphael Medical Centre Coldharbour La	tree surgery	comment
430/FL	Chequers Fm Hse 105 Tonbridge Rd	replacement outblg	no comment
557/FL	48 Hilden Park Rd	extension	comment
559/FL	Land at Hawden Farm Hawden La	lake to be used for recreational fishing	Object

### 6.3.2 Minutes of Planning Committee

It was pointed out that detailed minutes were not distributed to members on the decisions of the Planning Committee, who had delegated powers to act on behalf of the Parish Council. Following discussion it was agreed the minutes would be distributed to all members.<sup>1</sup> This would include details of members present and any declared interests. It was agreed that any discussion outside the Agenda following the Planning and other Committee Meetings would not be included in the minutes but acted on, if necessary, by the Clerk and reported back through agreed channels.

**6.3.3** In reply to a question, no further information had been received from Tonbridge & Malling Borough Council on the parking issue on the allotments by Rings Hill. <sup>1</sup>

## **6.4 Churchyard Committee**

### **6.4.1 Minutes of meeting held 14 March**

These were noted. It was pointed out the Parish Council should not have laid the chippings in the gateway as responsibility for footpaths lay with the church.

### **6.4.2 Horse Chestnut Tree root areas**

Top soil and grass seed had been purchased and the seed had now been planted over all bare areas.

## **6.5 War Memorial**

**6.5.1** Repairs had been completed to fencing

**6.5.2** Damage to the 'Vs and Ws 1939-45' panel and some of the names were becoming illegible and needed cleaning. This would be reported, supported with photographs, to KCC.<sup>1</sup>

**6.5.3** Planting of border

Plants had been ordered for the border.

## **2010/03/7. Reports from representatives on outside bodies**

### **7.1 Crime Prevention Panel**

Minutes of the Meetings held on 22 February (Appendix 5) and 19 April (at the meeting) had been distributed. It was noted that PC Andy Blackmore was seriously ill. The Parish Council requested that a letter be sent to him.<sup>1</sup>

### **7.2 Parish Partnership Representative**

The police gave their usual presentation on policing issues.

There was a presentation on the extreme weather conditions experienced during the winter which included a list of matters for attention without proposed actions.

Mr Mountford would attend the next meeting on Thursday 20 May.<sup>4</sup>

### **7.3 Village Hall Representative**

The financial situation was fine with the accounts being considered at the next meeting. The Social Club had now paid their rent to the end of March and a view would be taken at the next Management Committee meeting on the amount to be paid for services.

### **7.4 Highways Coordinator**

**7.4.1 Spread sheet** – Outstanding items for March/April was distributed at the meeting. It had not been possible to access history of older items. The Community Liaison Officer had been contacted over this difficulty.

**7.4.2 Invitation to meet with liaison officer** – it was agreed to decline the invitation but to write of the Parish Council's concerns, copying to County Cllr. Dagger.<sup>1</sup>

### **7.4.3 Request for incidents to take into account for safety audit of zebra crossing –**

It was pointed out that people avoid using the crossing because it is felt to be dangerous as it is not very visible to vehicles travelling along the B245. There were no recorded incidents but many reports of near misses. It was felt it should be better signed.<sup>1</sup> That the barrier obscured vision for drivers leaving the Surgery had already been reported.

**7.4.4 Consultation on KHS Winter Service Policy and Plan** – Mr Barton will look at the report and questionnaire to see if a response is appropriate.<sup>2</sup> It was pointed out that Medical Centres and Schools would have priority for gritting, together with main roads. The gritters would in future widen their spread to include footways as well as the road. It is possible to apply for grit bins, but the question of who would spread it was not resolved.

**7.5 EVA and PACT** – There was no meeting but it was noted that surgeries are held by the police on a regular basis, dates publicised on local notice boards and a leaflet was available on actions which could be taken over dog fouling.

### **7.6 Farmer's Market feedback**

The market was very quiet on 13 April and no concerns or complaints were raised. Approaches were made on a social basis.

## **2010/03/8. Correspondence**

### **8.1 Correspondence requiring action not covered elsewhere**

**8.1.1** Tonbridge & Malling B.C. – invitation to participate in Heritage Open Days 2010 – this would be passed on to the Church<sup>1</sup>

8.1.2 Julian Massey – the request for a footway along Ring Hill has been passed to KCC by Mr Massey.

8.1.3 KALC – It was decided not to join KALC.<sup>1</sup>

8.1.4 Tony Hollander – request for narrow yellow lines. This would be passed to KHS<sup>1</sup>

8.1.5 Jackie Goad – vandalism to fence. This would be passed to Tonbridge & Malling Borough Council as they owned the seat.<sup>1</sup>

8.1.6 Hildenborough Scout's request to use Recreation Ground for Bonfire and Firework Event on 6 November – it was agreed, subject to agreement on location of bonfire and equipment.<sup>1</sup>

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

A response had been sent to Sevenoaks District Council on their Core Strategy

### **8.3 Correspondence awaiting reply**

**8.3.1 Tonbridge & Malling Borough Council, Affordable Housing** – It was agreed to contact the Borough Council to suggest a meeting to discuss the matter.<sup>1</sup>

**8.3.2 Parish Plan** – It was agreed to contact a local resident who had shown some interest to ask if he would be prepared to establish a group to work on a Plan.<sup>1</sup>

**8.3.3 Watts Cross sign** – this had now been replaced.

**8.3.4 Network rail** - it was agreed to enlist our MP's help over obtaining a response about the ticket machine following the General Election.<sup>1</sup>

**8.3.5 Bus stops** – County Cllr. Dagger would be contacted to try to obtain a new bus stop and all relevant timetables at all bus stops. <sup>1</sup>

## **2010/03/9. Street lighting**

**9.1 Monthly Report** – this is to follow

**9.2 Action required following testing and inspection report** – Three columns need painting and six need their IDs renewing. It was agreed to leave this at the present time. The one column leaning would be checked.<sup>1</sup>

## **2010/03/10. Guidelines for Surgeries at Farmers' Market**

The quantitative and qualitative review and evaluation techniques were agreed.

## **2010/03/11 Feedback on Annual Parish Meeting**

11.1 The question of altering the timing of refreshments to before the meeting or during a break in the meeting was considered. It was decided to make a final decision prior to the next Annual Meeting.

### **11.2 Minutes of Annual Meeting**

6.2 The question of an election every two years had been investigated. It was possible to request this via the Borough Council, but would be expensive as costs for an election would be incurred every two years solely by the Parish as opposed being shared with Tonbridge & Malling Borough Council every four years. It did not seem a worthwhile option as currently enough candidates for an election were not forthcoming.

## **2010/03/12 AOB**

12.1 KHS had strimmed the green area in front of Foxbush, destroying the profusion of wild flowers. They would be contacted to establish their policy on delaying mowing until after the flowers have seeded.<sup>1</sup>

**12.2** Litter lying along the B245 up to Watts Cross would be reported to the Borough Council.<sup>1</sup>

**12.3** The Oakhurst House housing development was still under consideration by the Borough Council

The meeting closed at 10.20

## **Public Session**

Two members of the public were present.

One question related to the ownership of the seat on the corner of Riding Lane/B245. This belongs to Tonbridge & Malling Borough Council. This was now in a dangerous condition and

vandalism of the householder's fence situated behind the seat was a problem. Representation would be made again to the Borough Council for its repair. A suggestion was made for sprung closures for the gates around the West Wood play area. This was referred to Open Spaces Committee's next meeting.