

HILDENBOROUGH PARISH COUNCIL

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15 January 2009

Members of Hildenborough Parish Council are summoned to a meeting of the Parish Council to be held on **Wednesday 21 January 2009 at 8.00pm** in the **Margery Finzi Room**, at the Village Hall, Riding Lane.

Pam Gow

Public Session

The Council is available for the Public to express a view or ask a question on relevant matters on the following agenda. The Public are welcome to stay and observe the rest of the meeting.

AGENDA WEDNESDAY 21 JANUARY 2009

1. **Apologies and reason for Absence.**
2. **Declaration of Personal or Prejudicial Interests**
3. **Declaration of gifts and hospitality**
4. **Minutes of the Meeting held on 17 December 2009 for agreement and signature if a true record.**
5. **Matters arising from 17 December not covered elsewhere in the agenda**

6. **Reports from Committee Chairman**

6.1 **Finance**

6.1.1 **Account Balances as at 31 December 2009**

National Savings Account	£21,901.38
High Interest Bond	£12,931.71
Business Money Manager	£14,183.07
Current Account Statement	£6,161.68
Total	£55,177.84

6.1.2 **Payments made since 11 December 2008**

Date	Cheque no	Payee	Reason	Amount £
15 Dec	706	Audit Commission	External audit	327.75
15 Dec	707	Coolings	Planting trees	855.65
22 Dec	708	Tonbridge & Malling BC	Churchyard upkeep	11.00
22 Dec	709	Hildenborough Village Hall	Room hire	71.95
22 Dec	710	Warners	Land registry fees	120.00
23 Dec	711	P King	Salary/expenses	224.07
23 Dec	712	P Gow	Salary/expenses	853.37
22 Dec	713	Down to Earth	Planting trees	586.50
22 Dec	714	CM Mepham	Tree surgery	799.25
31 Dec	715	HM Revenue & Customs	NI/tax	207.04
12 Jan	716	KK Garden Construction Ltd	Churchyard mowing / hedge cutting	287.50

6.1.3 **Budget for 2009/10 – adjustment to ring fenced funds** (Appendix 1)

6.1.4 **Signatories for cheques**

6.1.5 **Internal Audit**

6.1.6 **Quarterly statement of expenditure** (Appendix 2)

6.2 **Open Spaces**

6.2.1 **Action taken since previous meeting**

- 6.2.1.1 Ball park – fencing repaired
- 6.2.1.2 Two swing seats replaced at a cost of £133 (excl.vat)
- 6.2.1.3 Update on new play area in West Wood

6.2.2 **Matters for discussion**

- 6.2.2.1 Drainage of the recreation ground and ball court
- 6.2.2.2 Coppicing of area between service road and B245 in West Wood

6.2.3 **Recommendations by Open Spaces Committee**

- 6.2.3.1 Subject to clarification the quotation should be accepted for cleaning the safety surfaces of the Recreation Ground play area at £495.
- 6.2.3.2 The offer of payment for damage to the Recreation Ground caused by the scout's bonfire event should be referred to the scouts and that the Parish Council should only deal with the scouts.
- 6.2.3.3 Safety check for Summer 2009 should be undertaken by RoSPA, Play Safety Ltd.

6.3 **Churchyard**

- 6.3.1 Membership of churchyard committee
- 6.3.2 Recommendation for eight cuts per year to be maintained with an extension of the environmental area to be left until end May.

6.4 **War Memorial – update from KCC**

6.5 **Planning**

Applications reviewed since last meeting, for noting

App. No	Address	Details	PCAction
2767/LRD	The Oast Hse Hillview Rd	external materials	no comment
3427/LRF	The Oast Hse Hillview Rd	joinery details	no comment
3663/LB	Avalon Leigh Rd	alterations to stables	comment
3299/FL	8 Grove Wood Cott's London Rd	two storey extension	no comment
2200/FL	81 Tonbridge Rd	extension	comment
3538/FL	13 Foxbush	single storey extension	no comment
3387/FL	9 Mount Pleasant	single storey extension	no comment
3745/FL	9 Mount Pleasant	demolition/replacement Garage	no comment
3717/TPOC	Oakhill Hse 130 Tonbridge Rd	remove 7 western red cedars	comment
3682/FL	Fosse Bank School Mountains	erection of marquee	comment
3347/FL	34 Leigh Rd	single storey extension	comment

7. Reports (for noting) from representatives on outside bodies

- 7.1 Crime Prevention Panel (MC)
- 7.2 Parish Partnership Representative (JS)
- 7.3 Village Hall Representative (TB)
- 7.4 Highways Coordinator (Appendix 3 - Spreadsheet)
- 7.5 GSK Transport Forum Representative (JS)
- 7.6 EVA and PACT (MN)

8. Correspondence

8.1 Outstanding and new Incoming correspondence (Appendix 4)

- 8.1.1 Tonbridge & Malling Borough Council – Community Waste Action Fund
- 8.1.2 Communities and Local Government – Code of recommended practice on local authority publicity – consultation, response by 12 March
- 8.1.3 Kent Police Authority – questionnaire on budget/objectives, response by 29 Jan

8.2 Outgoing Correspondence (Appendix 5)

9. Kent Fire & Rescue Service – response made

10. Tonbridge & Malling Borough Council – Parish Council's view sought on Community Governance Review

11. Registration of Parish Deeds

- 11.1 Agreement sought on adjustment to Recreation Ground boundary
- 11.2 Agreement sought on registration of Village Hall land.

12. Report on meeting regarding Princess Christians

13. Membership – vacancy

14. Annual Parish Meeting

- 14.1 Organisation
- 14.2 Publicity

15. Road Race – presentation of Dame Kelly Holmes trophy.

16. OAB

APPENDIX 1: HILDENBOROUGH PARISH COUNCIL - 2009/10 BUDGET

INCOME

Item of Expenditure	Actual budget		Set budget 2008/09	Budget projection at 31 Mar 09	Draft budget 2009/10
	2006/07	2007/08			
Precept		25385	29130	29130	29130
Section 136 T&MBC		12097	12525	12525	12502
Interest		1612	2000	1650	1500
Vat		2201	3250	3500	3250
Club rents		1210	1245	1179	1195
Grants		0	3828	3570	0
Sundries		2214	0	460	0
	N/A	44719	51978	52014	47577

SUMMARY EXPENDITURE

Item of Expenditure	Prior Years Actual		Set budget 2008/09	Budget projection at 31 Mar 09	Draft budget 2009/10
	2006/07	2007/08			
Administration	8722	9882	7886	8588	8495
Salaries	9705	9342	12000	11905	12990
Open Spaces	277	1403	100	1920	100
Vandalism	0	2170	2000	2000	1000
Village Green	714	283	314	314	320
West Wood	2939	578	1490	2491	2073
Recreation Ground	50923	7040	8073	4468	7666
Pavilion	855	859	1145	968	1029
Churchyard	3099	3581	5471	11725	4625
Lighting	37	38	100	0	1566
War Memorial	305	9	110	50	100
Footpaths	0	0	0	0	0
S133	0	0	0	1000	1000
S137	2087	3863	3591	1900	2878
Sundries	0	0	0	150	0
Election contingency	0	176	500	0	500
	79663	39224	42780	47479	44342

Ring fenced funds from reserves for 2009/10

Gratuity from previous years	£920
Gratuity from 09/10 budget	£375
Drainage project for Recreation Ground funding taken forward from 2008/09 to be spend 2009/10	£3,675
Total ring fenced funds (£)	4,970

HILDENBOROUGH PARISH COUNCIL - ACTUAL INCOME AND EXPENDITURE VS BUDGT 2008/09

APPENDIX 2

Item of Income	Monthly Actuals			Quarter 3				2008/09 actual year to date	2008/09 budget	over/under spend	%rec'd
	Oct	Nov	Dec	Actual Oct - Nov	Budget Oct - Nov	over/under spend	variance				
Precept	0	0	0	0	0	0.00	#DIV/0!	29130.00	29130	0	100
Section 136 (T&MBC)	0	6262	0	6262	6262.5	0.50	0	12525.00	12525	0	100
Interest	33.73	14.04	167.2	214.97	200	-14.97	7.00	692.11	1650	957.89	42
Vat refund	0	1196.05	0	1196.05	0	-1196.05	offset below	2920.45	0	-2920.45	offset below
Club rents	0	0	0	0	200	200.00	100	1017.50	1245	227.5	82
Sundries	9.5	28.5	1670.5	1708.5	112.5	-1596.00	-1419	2127.00	450	-16	473
Grants				0	0				3828		0
Total Income	43.23	7500.59	1,837.70	9381.52	6775	-2606.52	-0.38	48412.06	48828	415.94	99

Item of Expenditure	Monthly Actuals			Quarter 3				Total to date	Budget	over/under	% spent
	Oct	Nov	Dec	Actual Oct - Dec	Budget Oct - Dec	over/under spend	variance				
Administration	423.74	335.30	784.00	1543.04	1971.50	428.46	22	3682.70	7886	4203.30	47
Salaries	982.61	1209.21	1074.59	3266.41	3000.00	-266.41	-9	9162.07	12000	2837.93	76
Open Spaces	0	0	0	0	25.00	25.00	100	1817.05	100	-1717.05	1817
Vandalism	0	0	0	0	500.00	500.00	100	0	2000	2000.00	0
Village Green	0	0	0	0	157.00	157.00		146.96	314	167.04	47
West Wood	150.00	883.07	699.09	1732.16	745.00	-987.16		2032.29	1490	-542.29	136
Recreation Ground	15.10	61.94	57.85	134.89	1009.00	874.11	87	2400.70	8073	5672.30	30
Pavilion	86.35	92.51	0	178.86	286.00	107.14	37	510.40	1145	634.60	45
churchyard	1396.80	0	1265.04	2661.84	1969.00	-692.84	-35	9788.42	5471	-4317.42	179
Lighting	0	0	0	0	25.00	25.00		0	100	100.00	0
War Memorial	12.90	9.17	0	22.07	55.00	32.93	60	22.07	110	87.93	20
Footpaths	0	0	0	0	0	0		0	0	0	
S135	0	0	0	0	0	0		0	0	0	
S137	0	200.00	250.00	450.00	3591.00	3141.00		2041.08	3591	1549.92	57
Sundries	0	19.00	0	19.00	0	-19.00		91.34	0	-91.34	
Vat	283.60	204.66	360.98	849.24	0	-849.24	offset above	3019.93	0	-3019.93	
Election contingency	0	0	0	0	0	0		0	500	500.00	0
Total Expense	3351.10	3014.86	4491.55	10857.51	13333.50	2475.99		34715.01	42780	8064.99	81

APPENDIX 2
DECEMBER 2008 - EXPENDITURE VS BUDGET 2008/09

Items of Income

These are largely on target, the exception being interest. There will be a large amount due in March but this probably come in under expectations due to the dip in interest rates.

Items of Expenditure

This is largely on target. Payments will be due in the last quarter for insurance and half the account for Landscape Services for mowing etc.

Overpends in:

Open Spaces accounted for by the need to re roof the bus shelter at £1,7,65

West Wood – the relocation of the goal post, offset by a grant received in December

Churchyard – the felling/replacement tree project, partially offset by a grant (received early January £3,710.42).

Underspends

£4,000 not spent on Recreation Ground – to be taken forward for project in 2009/10

In order to keep the precept set at £13.79 Terry is correct we need to reduce the budget by £325.

We need to think carefully before taking money out of the legal fees pot as, although we will have paid the registration fees for the work on the deeds, we have not paid anything for the work undertaken in registering them. Another option would be to take it off election contingency and hope that only one person wants to fill the probable vacancy in January. A second option would be to reduce the S137 budget and reduce the amount given in donations.

Any of the above options could reduce the overall budget to £44,017 plus the funds from reserves of £4,000 carried forward (currently in reserves) for Recreation Ground drainage and a further £375 for gratuity payments.

Ring fenced money at the beginning of 2009/10 would therefore be:

Mount Pleasant car park amount currently ring fenced)	(it was agreed not to put a further £15,000 to the amount already agreed but no mention was made of the	£12,500
Drainage of Recreation Ground (in 08/09 budget but not spent – carried forward)		£4,000
Gratuity (funds already held)		£920
Gratuity for 09/10		£375
Total ring fenced		£17,795

Following a response from Russet Homes it may be that a proposal to un-ring fence the £12,500 will need to be considered.

We continue to hold a high level of reserves, estimated to be at 31 March 09 of the order of £35,900.

APPENDIX 4						
OUTSTANDING ITEMS - NO ACTION SINCE 17 DECEMBER 2008						
sent/ rec'd	Contact / Company	Item	Date of First Contact	date of last contact	latest information	action required
	TAMBC - Steve Humphrey	Conservation Area appraisal	17-Jul-07	27-May-08	Hildenborough to be included in 2009	check late 08 to ascertain position
	TAMBC - Nicola Bowen	Affordable housing needs survey	18-Sep-07	23-Jan-08	Richard Hill made contact	re contact when survey able to be undertaken '09
	KHS	zebra crossing safety audit	16-Oct-07		final report still awaited	
	TAMBC	lighting columns insurance	27-Nov-07	1-May-08	awaiting invoice	
	Hildenborough Youth Group	request for support to buy equipment	Feb-08		awaiting list of equipment and costings	
	TAMBC	Exit from Flying Dutchman	24-Jun-08	27-Aug-08	requesting investigation on removal of fencing allowing vehicular access from end nearest crossing, sent from Planning TAMBC to WK Highways, to KHS and back to Planning to take action as infringement agreed, site visited, wall to be extended in the new year. Carole Harsey to monitor	awaiting wall extension
	TAMBC	Church Road name plate	3-Jul-08		requested replacement	follow up Nov 08
	TAMBC	dvd 'The Code Uncovered'	27-Dec-07	23-Oct-08	Tan Henderson looking into TAMBC's copy	await outcome
	KCC	registering common land	6-Oct-08	27-Oct-08	Common land needs to be registered with KCC, new legislation with effect from 1 Oct 08 - added to list interested in seminar	await contact from KCC
	PL KALC	BTCV Kent Heritage Trees Project	29-Aug-08		Do Parish Council want to be involved in project	PL looking at papers
	TAMBC/Russet Homes	parking in Mount Pleasant	Nov-07	Dec-08	Russet Homes asked to reconsider /letter passed to head office	awaiting response
	8 Tonbridge (Hildenborough Scouts)	bonfire	8-Oct-08	10-Oct-08	request to agree condition one right to proceed with repairs to bonfire site	awaiting repairs to Recreation Ground
	TAMBC - Gordon Hogben	planning enforcement	20-Feb-07	10-Dec-08	investigating Brookside/Mill Garage	follow up Jan 09
	Communities and Local Government	Codes of conduct for LA members and employees	31-Oct-08		consultation - response by 24 December	PL to look at response
	TAMBC	play area West Wood	2-Jun-08	6-Jan-08	Final copy of agreement received / reminder sent to Stephen Gregg no paperwork received / reply just checking with BLF	awaiting go ahead to place order
sent/ rec'd	Contact / Company	Item	Date of First Contact	date of last contact	latest information	action required
	Bournes/ Landscape Services/ West Kent College/Foundation for Sport and the Arts	drainage of R.G.	16-Oct-07	Dec-08	new proposals received from Bournes	West Kent College to undertake survey Autumn 08
	Lynn Sharp	PROW	1-Nov-08	3-Dec-08	request for action being taken regarding complaint	reply required
	Kent Fire and Rescue Service	Integrated Risk Management Plan 2009/10	22-Nov-08		comments requested by 12 Jan 08	MB to comment
	Hospice in the Weald	thank you for donation	24-Nov-08	28-Nov-08	acknowledgement of donation and invitation to look around Hospice	Agenda
	Ringsay	Street lighting maintenance	4-Dec-08		quotation for maintaining Parish Council's lighting columns	awaiting comparative quotes
	Mr AV Messday/ Environment Agency	drainage Leybank	10-Sep-08	1-Dec-08	Environment Agency dealing with flooding issues - to meet with Mr Messday	none
	Mrs J Tompsett	damaged stile MT38	20-Oct-08	24-Nov-08	acknowledgement of letter - information on action taken	none
	KHS	Tracker survey	10-Dec-08		invitation to complete survey	Agenda
sent/ rec'd	Contact / Company	Item	Date of First Contact	date of last contact	latest information	action required
OUTSTANDING ITEMS - ACTION SINCE 17 DECEMBER 2008						
R	KCC	request to consider footpath diversion	28-May-08	8-Jan-09	application form received / a further copy received 8 Jan	arrange PROW Committee meeting
S	Coalinge	churchyard trees	15-Dec-08	30-Dec-08	request for information on care of trees/ received	response awaited
AW	AW	Kent Village of the Year Competition			details of this year's competition passed to AW	not relevant to Hildenborough
	Southeastern - David Eustace	cycle storage / ticket machine copy	12-Sep-07	7-Jan-09	passed to Mike Gibson for response / reminder sent no response / requested copies of correspondence - sent	remind again 26 Jan 09
	KCC - Allan Cox	War Memorial renovation	21-Nov-07	12-Jan-09	contract letter	awaiting response
R	NT&HFC	rental agreement	28-Nov-08	10-Jan-09	cheque, agreement and insurance received	bank cheque
	Warners - Mark Davis	Registration of Deeds	3-Dec-07	6-Jan-09	registration documents received	check for accuracy
CORRESPONDENCE RECEIVED SINCE 17 DECEMBER 2008						
AGENDA ITEMS						
	TAMBC	Community Waste Action Fund	23-Dec-08		Applications invites for funding projects on reducing, reusing and/or recycling household waste	Agenda
	Edward Simpson	scouts bonfire	16-Dec-08	31-Dec-08	offer to pay for damage to Recreation Ground on behalf of the scouts / acknowledged to be December spread sheet giving details of actions to date	Agenda
	KHS	spreadsheet	30-Dec-08			Agenda
	Communities and Local Government	Code of recommended practice on local authority publicity	29-Dec-08		Consultation - response required by 12 March	Agenda
	TAMBC	Community Governance Review	9-Oct-08	1-Dec-08	posters to display on bds views by 1 Feb 09	Agenda Jan 09
	Kent Police Authority	annual budget and policing objectives	9-Jan-09		questionnaire to express views on budget and objectives by 29 Jan 09	Agenda Jan 09
sent/ rec'd	Contact / Company	Item	Date of First Contact	date of last contact	latest information	action required
CORRESPONDENCE RECEIVED SINCE 17 DECEMBER 2008						
R	Tombridge & Malling Community Safety Partnership	Alcohol Awareness Campaign	18-Dec-08		request to display posters	display poster on noticeboards
S/R	Wanga Mtumba	internal audit	15-Dec-08	20-Dec-08	request for audit dates	response required
R	TAMBC	BP Garage planning application	23-Dec-08		invitation to planning mtg 8 Jan 08	decide if need to attend
R	TAMBC	Avon	23-Dec-08		response to enquiry regarding TM/08/3280	none
R	TAMBC	Area 1 Planning Committee	30-Dec-08		Minutes of 27 Nov, supplementary reports, Agenda 8 Jan	none
R	8 Tonbridge (Hildenborough) Scouts	donation for equipment	29-Dec-08		thank you for donation received	none
R	KCC	PROW	29-Dec-08	8-Jan-09	Definitive Statements regarding changes to MT2	none
R	Martin Engall	Oakhurst Manor planning application	29-Dec-08	13-Jan-09	comments of residents of Back Lane/acknowledgement sent/ Planning Committee seen	none
S/R	KCC	Archiving documents	19-Feb-09	31-Dec-08	Let forwarded and to be considered	response required
R	TAMBC	Banded walls	6-Jan-08		information on Healthy Walls	none
R	Tombridge & Malling Community Safety Partnership	football coaching scheme	7-Jan-08		request for funding	
R	Seal FC	planning application	7-Jan-08		response to TM/08/03117/OA	none
R	Warners	invoice Waylone to Vtesse Networks Ltd.	7-Jan-09	14-Jan-09	invoice received / duplicate of that previously paid in respect of registration fees	none
R/S	Devlin Gallier	Mount Pleasant car park	31-Dec-08	11-Jan-09	information on proposed car park sought	reply required
R	Sentry	Landscape services	13-Jan-08		details of services on offer	none
R	TAMBC	Fidelity tree surgery	13-Jan-08		TPO response to query regarding removal of a large number of trees	none
APPENDIX 5 - NEW INCOMING CORRESPONDENCE SINCE 17 DECEMBER 2008						
CORRESPONDENCE SENT SINCE 17 DECEMBER 2008						
sent/ rec'd	Contact / Company	Item	Date of First Contact	date of last contact	latest information	action required
S	TAMBC	Churchyard trees	20-Dec-08		application for payment of grant reporting items from Agenda 17 Dec /	awaiting response