

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 |

6.2.2 Matters for discussion

6.2.2.1 Drainage of the recreation ground and ball court

6.2.2.2 Copping 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

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 |

0

| 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 | 0 |
| S135 | 0 | 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 | (it was agreed not to put a further £15,000 to the amount already agreed but no mention was made of the amount currently ring fenced) | £12,500 |
| Drainage of Recreation Ground | £4,000 | |
| (in 08/09 budget but not spent - carried forward) | | |
| 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 | | | | | | |
| Item/Ref | Contact / Company | Item | Date of first contact | Date of last contact | Latest information | Action required |
| | TAMBC - Steve Stanbury | Conservation Area appraisal | 17-Jul-07 | 27-May-08 | Hildeston/Beacons 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 last made contact | re contact when survey able to be undertaken. 09 |
| | KHS | public crossing safety audit | 16-Oct-07 | | Fault report still awaited | |
| | TAMBC | lighting column insurance | 27-Nov-07 | 1-Mar-08 | awaiting invoice | |
| | Hildeston/Beacons Youth Group | request for support to buy equipment | Feb-08 | | awaiting list of equipment and costs | |
| | TWBC | Exit from Flying Dutchman | 24-Jul-08 | 27-Aug | requesting investigation on removal of fencing allowing vehicular access from and around crossing, sent from Planning TAMBC to WPC highways, to KHS and back to Planning to take action as infringement agreed, site visited, will be extended in the new year. Corrie Hearnsey to monitor | awaiting well extension |
| | TAMBC | Church Road some gate | 3-Jul-08 | | requested replacement | follow up Nov 08 |
| | TAMBC | Bed The Gods Uncovered | 27-Nov-07 | 23-Oct-08 | Top Haslemere looking into TAMBC's case | 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 instructed in January | await contact from KCC |
| | RL KALC | BTVC Kent Heritage Trees Project | 29-Aug-08 | | The Parish Council want to be involved in project | PL looking of papers |
| | TAMBC/Ruissett Homes | parking in Mount Pleasant | Nov-07 | Dec-08 | Request forms asked to recorder, letter posted to head office | awaiting response |
| | B Twynning (Hildeston/Beacons Scouts) | barrier | 8-Oct-08 | 10-Oct-08 | request to agree condition are right to proceed with repairs to barriere site | awaiting repairs to Recreation Ground |
| | TAMBC - Jordan Hodson | planning enforcement | 20-Feb-07 | 10-Dec-08 | investigating Brookside/Will Garage | follow up Jan 09 |
| | Committee 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 | fly area West Wood | 2-Jul-08 | 6-Jul-08 | Final copy of agreement received / reminder sent to Shepherd design to paperwork received reply just checking with BLF | awaiting go ahead to place order |
| Item/Ref | Contact / Company | Item | Date of first contact | Date of last contact | Latest information | Action required |
| | Bourne/Landscape Services/ West Kent College/Foundation for Sport and the Arts | change of R.F. | 16-Oct-07 | Dec-08 | new proposals received from Bourne | West Kent College to undertake survey Autumn 08 |
| | Lynn Sherr | PROW | 1-Nov-08 | 3-Dec-08 | request for action taken where regarding complaint | reply required |
| | Kent Fire and Rescue Service | Integrated Risk Management Plan 2009/10 | 23-Nov-08 | | comments requested by 12 Jan 09 | MB to comment |
| | Hospice in the World | thank you for donation | 24-Nov-08 | 28-Nov-08 | acknowledgement of donation and invitation to look around hospice | Agenda |
| | Rosemary | Street lighting maintenance | 4-Dec-08 | | enquiries for maintaining Parish Council's lighting columns | awaiting competitive quotes |
| | Mr Al Messidy/ Environment Agency | drainage Leybank | 10-Sep-08 | 1-Dec-08 | Environment Agency dealing with flooding issues - to meet with Mr Messidy | none |
| | Mrs J Tompsett | donated stile MT3 | 20-Oct-08 | 24-Nov-08 | acknowledgement of letter - information on action taken | none |
| | KHS | Tracker survey | 10-Dec | | invitation to complete survey | Agenda |
| Item/Ref | Contact / Company | Item | Date of first contact | Date of last contact | Latest information | Action required |
| CORRESPONDENCE RECEIVED SINCE 17 DECEMBER 2008 | | | | | | |
| | KCC | request to consider footpath diversion | 28-May-08 | 8-Jul-09 | Application form received / a further copy received 8 Jan | arrange PROW Committee meeting |
| | IS | Churchyard trees | 19-Dec | 30-Dec | request for information on care of trees/ received | response awaited |
| | AW AW | Went Village of the Year Competition | | | details of this year's competition posted to AW | not relevant to Hildeston/Beacons |
| | Southeastern - David Rutledge | cycle storage / ticket machine enquiry | 15-Sep-07 | 7-Jan-09 | request to Mike Gillies for response / reminder sent no response / requested copies of correspondence - sent | reminder again 26 Jan 09 |
| | KCC - Allan Cox | War Memorial renovation | 21-Nov-07 | 12-Jan-09 | request for Parish Council to apply mould repellent regularly / request for what PC would want in contract letter | awaiting response |
| | NT&H/PC | rental agreement | 28-Nov-08 | 10-Jan-09 | cheque agreement and insurance received | bank cheque |
| | Warners - Mark Davis | Registration of Details | 3-Dec-07 | 8-Jan-08 | Registration documents received | check for accuracy |
| CORRESPONDENCE RECEIVED SINCE 17 DECEMBER 2008 | | | | | | |
| AGENDA ITEMS | | | | | | |
| | TAMBC | Community Waste Action Fund | 23-Dec | | Applications invited for funding projects on residents raising and/or recycling household waste | Agenda |
| | Edward Simpson | roads barrier | 14-Dec | 11-Dec | offer to pay for damage to Recreation Ground on behalf of the parish / acknowledged to be | Agenda |
| | KHS | establishment | 10-Dec | | December agreed sheet giving details of actions to date | Agenda |
| | Committee and Local Government | Code of recommended practice on local authority publicity | 9-Oct-08 | | Consultation - response required by 12 March | Agenda |
| | TAMBC | Community Governance Review | 9-Oct-08 | 1-Dec-08 | posters to display on hillsides by 1 Feb 09 | Agenda Jan 09 |
| | Kent Police Authority | annual budget and policing objectives | 9-Jan | | questionnaire to express views on budget and objectives by 29 Jan 09 | Agenda Jan 09 |
| Item/Ref | Contact / Company | Item | Date of first contact | Date of last contact | Latest information | Action required |
| CORRESPONDENCE RECEIVED SINCE 17 DECEMBER 2008 | | | | | | |
| | Totbridge & Malling Community Safety Partnership | Alcohol Awareness Campaign | 18-Dec | | request to display posters | display poster on noticeboards |
| | DR | Wonga Woods | 18-Dec | 20-Dec | request for audit dates | response required |
| | TAMBC | BP garage planning application | 23-Dec | | invitation to planning site 8 Jan 08 | decide if need to attend |
| | TAMBC | Arden | 23-Dec | | response to enquiry regarding TM/08/2380 | minutes of 27 Nov, supplementary reports, Agenda 8 Jan |
| | TAMBC | Arden Planning Committee | 30-Dec | | | none |
| | B Twynning (Hildeston/Beacons Scouts) | donation for equipment | 29-Dec | | thank you for donation received | none |
| | KCC | PROW | 29-Dec | 8-Jan-09 | Definitive Statements regarding changes to MT2 and MT3 | none |
| | IS | Colhurst Manor planning application | 29-Dec | 13-Jan | Letters/acknowledgement sent/ Planning Committee seen | none |
| | DR KCC | Archiving documents | 19-Feb | 30-Dec | List Forwarded and to be considered | response required |
| | TAMBC | Soiled walks | 6-Jan-08 | | information on Healthy Walks | none |
| | Totbridge & Malling Community Safety Partnership | Football coaching scheme | 7-Jan-08 | | request for funding | response to TM/08/0317/04 |
| | IS | Seal PC | 7-Jan-08 | | response received / signature of that previously sent in respect of registration fees | none |
| | Warners | Mount Pleasant car park | 7-Jan-09 | 14-Jan-09 | information on proposed car park sought | reply required |
| | N/S | Devlin Geller | 31-Dec-08 | 11-Jan-09 | details of services on offer | none |
| | IS | Tenby | 13-Jan-08 | | TPO response to query regarding removal of a large number of trees | none |
| | TAMBC | Fidelity tree surgery | 13-Jan-08 | | | none |
| APPENDIX 5 - NEW INCOMING CORRESPONDENCE SINCE 17 DECEMBER 2008 | | | | | | |
| CORRESPONDENCE RECEIVED SINCE 17 DECEMBER 2008 | | | | | | |
| | Contact / Company | Item | Date of first contact | Date of last contact | Latest information | Action required |
| | TAMBC | Churchyard trees | 20-Dec | | application for payment of grant reporting items from Agenda 17 Dec / | awaiting response |