

HILDENBOROUGH PARISH COUNCIL

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Minutes of Parish Council Meeting held on Wednesday 15 April 2009 in the Margery Finzi Room at the Village Hall, Riding Lane

Present:

Mr T Barton (chairman)	Mr M Baker	Mr C Lewis
Mr R Mountford (arrived during 6.2.3.3)		Mr M Nairne
Mrs A Scally	Mrs J Shaw	Mr C Smith
Mr G Watts		

2009/03/01 Apologies and reason for Absence.

Mr P Lane, working away; Mrs A Woollett, holiday

1.1 Confirmation of Acceptance of office by Co-opted Member

Mr G Watts was welcomed to the Parish Council. He had signed his undertaking of acceptance of office and Code of Conduct. This had been witnessed.

2009/03/02 Declaration of Personal or Prejudicial Interests

There were none.

2009/03/03. Declaration of gifts and hospitality

The meeting was advised that gifts and hospitality amounting to more than £25 need to be declared. There were none.

2009/03/04 Minutes of the Meeting held on 18 February 2009

These were agreed as a true record and signed by the chairman.

2009/03/05. Matters arising

5.1 from 18 February 2009 not covered elsewhere in the agenda

These were none.

5.2 Annual Parish Meeting

5.2.1 Matters arising and actions required following meeting held on 18 March 2009

6.4 The draft minutes should be amended to 2.44% for Band D property.

5.2.2 General comments

In response to the questions raised, a reply had been received from Fidelity. Who said that the construction work was broadly on schedule and the building should be fitted by the end of the year. They again apologized for withdrawing their speaker from the meeting.

2009/03/06. Reports from Committee Chairman

6.1 Finance

6.1.1 Account Balances as at 28 February 2009

National Savings Account	£21,901.38
High Interest Bond	£12,931.71
Business Money Manager	£14,895.24
Current Account Statement	£2,995.89
Total	£52,724.22

Account Balances as at 31 March 2009

National Savings Account	£22,633.43
High Interest Bond	£13,009.09
Business Money Manager	£58,897.04
Current Account Statement	£4,254.00
Total	£98,793.56

These were confirmed as correct by the Chairman of the Finance Committee and noted.

6.1.2 Payments made since 10 February 2009

The following payments were noted:

Date	Cheque	Payee	Reason	Amount £
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	no			
23 Feb	729	EDF	Electricity	30.29
23 Feb	731	M.A.Cox	Lighting repairs	64.33
23 Feb	732	Hildenborough Village Hall	Room hire	176.95
23 Feb	733	Zurich Insurance	Insurance	1,343.93
26 Feb	734	P Gow	Salary/expenses	806.49
26 Feb	735	P King	Salary/expenses	221.13
28 Feb	736	HM Revenue	NI/tax	207.04
23 Feb	737	Hildenborough Village Hall	Donation	1,000.00
9 Mar	738	CM Mephram	Tree felling	230.00
9 Mar	739	Gaza Timber	Timber	23.41
23 Mar	740	Zurich Insurance	Insurance West Wood	821.40
23 Mar	741	KCS	Cleaning mats/stationery	17.83
26 Mar	742	P King	Salary/expenses	221.13
26 Mar	743	P. Gow	Salary/expenses	838.85
31 Mar	744	HM Revenue	NI/tax	207.04

6.1.3 Reinvestment of High Interest Investment Bonds

£13,009.09 had been reinvested until June 2009.

6.1.4 Internal Audit

The internal audit had been completed on 15 April. No specific issues were raised. A report will shortly be received. The new accounting spreadsheets were complimented by the Auditor and Mrs Scally was thanked for her contribution towards their development.

6.1.5 Statement of Accounts 2008/09

The Statement of Accounts had been distributed to all councillors'. The Council **ratified** the Statement of Accounts which was signed by the Chairman.*

6.1.6 Statement of Assurance

The Council heard the eight statements and agreed that all had been carried out as stated. The Statement was signed by the Chairman.

6.1.7 Insurance renewal for 2009/10

The new West Wood play area had been included at an extra premium of £821.40. There was an excess of £100 on each piece of equipment.

6.1.8 Transfer of funds between accounts

It was agreed to ask the bank to give authority for the clerk to transfer funds between the Business Money Manager Account and the Current Account provided the internal auditor felt this to be in order.*

6.1.9 Asset List

The Asset List had been confirmed by the internal auditor as a correct representation in line with financial regulations. Items written off should be deleted prior to the next review. The updated list included the current insurance value of the Pavilion and the new West Wood play equipment.

6.2 Open Spaces

6.2.1. Action taken since previous meeting

6.2.1.1 A request had been made for updated fixings for the fencing behind goals in ball court and West Wood

6.2.1.2 Timber had been purchased for notices and repairs to seating

6.2.1.3 The revised contract with Landscape Services had been accepted for mowing/hedge cutting with a reduction of £57.09

6.2.1.4 The outside of the Pavilion has been cleaned

6.2.1.5 The quotation for refurbishment of the old slide had been declined and a quotation sought for smaller project.

6.2.1.6 A survey had been undertaken by WKC students of the Recreation Ground. The findings were awaited.

6.2.1.7 Members were able to see an example of the two trophies to be presented at the Hildenborough Road Race on 3 May. They cost a total of £24.37.

6.2.2 Recommendations to the Parish Council

6.2.2.1 The recommendation of the Open Spaces Committee was accepted to allow a summer football event organized by parents of pupils at Hildenborough CEP School but it was decided that no charge should be made.*

6.2.2.2 Agreement, in principle, was reached for the erection of one youth shelter to be erected in the area bounded by the stream, car park and Riding Lane and to be positioned near to and facing the stream.* Consideration to a second shelter would be given after a year of use. Funding to be obtained by the youth group.

6.2.3 Matters for discussion

6.2.3.1 **Drainage of the recreation ground** – a further quotation had been received to drain the whole area. This was referred to the next meeting of the Open Spaces Committee.***

6.2.3.2 **Damage caused during scout's bonfire** – it was agreed to ask the contractors to go ahead with infill of top soil/seed on the area in front of the Pavilion and the tracks on the football pitch area.* This should cost less than £120. The scouts would be invoiced for this. Several letters had been received from the Secretary of the Scout Group regarding this matter and the bonfire site itself. Mr Baker is to meet with Mr Myles to discuss both matters later during the week of the meeting. The Open Spaces Committee will review the agreement for use of the Recreation Ground for any future event.***

6.2.3.3 The request at the Annual Meeting for a donation to the scouts to provide capital was discussed. A representative of the scouts had said that the losses incurred by the scouts had been on food and drink. It was agreed no further action would be taken.

6.2.3.4 **Cycle ramps in West Wood** – there had been damage to pathways in West Wood by a group of youths constructing cycle ramps. The pathways had been reinstated. Further damage had occurred on 15 April. The police had been contacted by a resident and by the clerk but they had yet to report back. It was agreed the clerk would contact Tonbridge & Malling Borough Council on the insurance for and management of the unofficial cycle ramps near Barden Lake.*

6.2.3.5 **West Wood play area update** – The Post Installation Inspection Report had been completed. There were mainly low risk items identified and the report would be sent to Monster Play for their comments and action.* The Inspector had agreed to the play area being opened and the safety fencing would be completely removed at the weekend. One item, self closures on the gates was referred to the Open Spaces Committee as this would be the responsibility of the Parish Council.*** Estimates had been obtained for these.

6.2.3.6 **Official opening of West Wood** – Tonbridge & Malling Borough Council had drafted a press release. The format of the opening, would be a brief introduction by the chairman followed by the official opening by The Mayor, Cllr. Chris Smith. T-shirts, goodie bags and balloons had been received from the Big Lottery Fund for distribution during the event. The designers would each be presented with a certificate.*

6.2.3.7 **Request to hire cricket pitch** – It was agreed that the Parish Council have no objection but the Cricket Club must give their permission. The clerk would inform them.*

6.2.3.8 **Slide Refurbishment** – A further quotation had been received for £1,050. It was agreed that the steps should be retained and a further quotation would be sought.*

6.3 **Churchyard Committee** - Minutes of meeting held on 14 March were noted but concern was expressed that path surfacing and earth removal, matters solely for the Church, had been raised.

6.4 Planning

6.4.1 The following planning applications were noted:

App. No	Address	Details	PCAction
00265/AG	81 Tonbridge Rd	illuminations	comment
00266/AT	land at Watts Cross Rd	low voltage overhead line	information
			Only
00434/FL	Childrens Oast Lower St	conversion	comment
00321/FL	60 Hilden Park Rd	single storey building	comment
00010/FL	16 Leybank	rear conservatory	comment
03680/FL	Oakwood Horns Lodge		
	Shipbourne Rd	detached garage	comment
00460/FL	Hawthorn Cott Mill La	extension	comment
00379/FL	24 Hawden Close	extension	comment
00267/FL	Wealden Oak Philpots La	alterations to access	comment
00382/FL	4 Leybank	extension	comment
00434/FL	Childrens Oast Lower St	conversion/relocation of tank	
		Erection of shed	no comment

00453/LB	Children Oast Lower Str	“	no comment
00412/LB	Nizels Golf and Country Club Nizels La	internal alterations	no comment
02521/LB	Foxbush Cott 192 London Rd	replacement boiler/flue	no comment
00491/ORM	81 Tonbridge Rd	minor amendments	comment
00539/FL	Oak Tree Farm Watts Cross	first floor extension	no comment
00276/TPOC	Cockwood Lodge Mill La	remove six oaks trees	comment
00595/FL	36 Tonbridge Rd	conservatory	no comment
00597/LB	Avalon Leigh Rd	internal alterations	comment
00687/FL	44 Greenview Crescent	roof, dormer window, balcony	comment
02880/RD	Stable 24m West of Old Barn Farmhouse Stocks Grn Rd	details of landscaping	comment
00265/AT	81 Tonbridge Rd	illuminated signs	comment
00565/FL	Land West of Rec Grd off Riding Lane	ménage	comment
00642/ORM	13 Foxbush	amendments to roof	comment
00267/FL	Wealden Oak Philpots La	alterations to access	infor. Only

6.4.2 Rings Hill – Planning permission had been granted for a pole barn a few years ago. Tonbridge & Malling Borough Council had advised that planning permission was required for car parking and that the owners had been informed. A query was raised over whether the pathway and bridge leading directly onto Rings Hill was permissible. This would be raised with the Borough Council.*

6.5 War Memorial

It was agreed to invite Allan Cox of KCC to a Parish Council meeting to discuss the future maintenance of the War Memorial and surrounding site.*

2009/03/07. Reports from representatives on outside bodies

7.1 **Crime Prevention Panel** – the minutes were noted.

7.2 **Parish Partnership Representative** – Mr Baker attended the meeting and thanked the Mayor for the reception and opportunity to meet other Parish representatives.

7.2.1 There was a presentation encouraging Parishes to develop a Community Resilience Plan. It was decided not to do so.

7.2.2 Inspector Watts reported on the police performance and achievements.

7.2.3 The Chief Planner reported on planning enforcement and managing development and the environment.

7.2.4 The Housing Options Officer gave a presentation on choice based lettings, a government scheme for local housing.

7.2.5 The Village of the year competition is about the best community, not the best kept village.

7.2.6 In the update from KCC, Members' Grants were mentioned and an extra allocation for Highways.

7.2.7 A representative for the next meeting would be arranged during the Annual Meeting along with all other representatives and committee membership.

7.3 **Village Hall Representative** – the Social Club is likely to pursue an ambition of a blind for the smoking area to the side of the hall. It was agreed that any decision should lay with the Management Committee and Planning Authority.

7.4 **Highways Coordinator** – the spreadsheets were noted. It was agreed to invite KHS to a meeting to express the Parish Council's concerns on the spreadsheet.* Concerns had been received from residents regarding the condition of residential roads and the need for resurfacing. It was suggested the County Councillor should be contacted.*

7.5 **GSK Transport Forum Representative** – The minutes were noted. There was little on transport and nothing of concern to the Parish Council.

2009/03/08. Correspondence

8.1.1 The Church had responded the new churchyard trees were not covered by insurance.

8.1.2 The church had replied the floodlighting time switches had been replaced and the floodlights had been specifically designed to restrict light scatter.

8.1.3 A vacancy for a volunteer for the KCC – Defence of Kent Survey would be circulated via Keys.*

- 8.1.4 NVCO – invitation to become member, £42 pa. This was declined
- 8.1.5 Warners – completion of registration of deeds and invoice for £2,250 and £650 both plus vat were noted.*
- 8.1.6 Future dates of courses and events were noted.
- 8.1.7 The proposed prohibition of parking in Nizels Lane was noted

2009/03/09. Annual Parish Meeting

There were no comments.

2009/03/10 Contract for Parish owned lighting columns

The contract had yet to be received.

A rota needed to be organized to inspect the lights and a list of Parish lights would be circulated.* The inspection needed to be undertaken during the hours of darkness as well as daylight. Mrs Scally would undertake the April inspection and the rota would be set up at the Annual Meeting.

2009/03/11 Archiving documents

The Kent Archives would take all the listed documents except the insurance documents and receipt book. The clerk would check if these needed to be retained.* The South Prospect of Dover had been sent to Dover Museum.

2009/03/12 Do we wish to support the campaign for slip road from A21 /M26?

It was decided not to support this campaign.

2009/03/13 Current position on proposed Mount Pleasant car park

Russet Homes' original reply had not been received but a copy had been sent. They were querying the technical viability of the scheme designed by Tonbridge & Malling Borough Council. The Borough Council had confirmed this was technically viable. Following discussion it was agreed to pursue the project further with Russet Homes providing any scheme provides additional parking and would be of general benefit to the area.* There currently is a proposal to extend double yellow lines in the area which would further restrict parking space in the area.

2009/03/14. Should the Parish Council hold a monthly surgery at the Farmer's Market?

It was agreed that residents were able to express their views/ideas at the monthly Parish Council meetings. It was considered to be inappropriate for individual councillors to hold a surgery as they would be unable to express a Parish Council view.

2009/03/15 Do any members want to visit Blaize Farm Recycling Centre?

Four members expressed an interest in visiting the new recycling centre at Kings Hill. Mr Barton would arrange.**

2009/03/016 OAB

A date for the construction of the dropped kerbs outside the Library was queried. This had been promised in April. KHS would be contacted.*

The meeting closed at 10.15pm.

Public Session

There was one member of the public present who reported a number of items which needed attention. Missing bus stop flags would be reported to KHS and china believed to belong to the Social Club would be brought to their attention.