

HILDENBOROUGH PARISH COUNCIL

60 Knowsley Way Hildenborough Tonbridge Kent TN11 9LQ

Telephone: 01732 832367

clerk@thisishildenborough.co.uk

14 May 2009

Members of Hildenborough Parish Council are summoned to a meeting of the Parish Council to be held on **Wednesday 20 May 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 20 MAY 2009

1. **Apologies and reason for Absence.**
2. **Declaration of Personal or Prejudicial Interests**
3. **Declaration of gifts and hospitality**
4. **Election of Chairman - to receive nominations and elect chairman**
5. **Declaration of Acceptance of Office**
6. **Appointment of Vice Chairman - to receive nominations and elect vice chairman**
7. **Appointment of Committee and Representatives of the Parish Council**
 - 7.1 **Finance Committee**
 - 7.2 **Open Spaces Committee**
 - 7.3 **Planning Committee**
 - 7.4 **Public Rights of Way Committee**
 - 7.5 **Churchyard Committee**
 - 7.6 **Village Hall Representative**
 - 7.7 **Parish Partnership**
 - 7.8 **EVA and PACT**
 - 7.9 **Crime Prevention Panel**
 - 7.10 **GSK Transport Forum**
 - 7.11 **Centre Piece Author**
 - 7.12 **Streetlighting monthly inspection**
8. **Minutes of the Meeting held on 15 April 2009 for agreement and signature if a true record.**
9. **Matters arising from 15 April 2009 not covered elsewhere in the agenda**

10. Reports from Committee Chairman

10.1 Finance

10.1.1 Account Balances as at 30 April 2009

National Savings Account	£22,633.43
High Interest Bond	£13,009.09
Business Money Manager	£69,059.73
Current Account Statement	£4,913.21
Total	£109,615.46

10.1.2 Payments made since 15 April 2009

Date	Cheque no	Payee	Reason	Amount £
20 Apr	745	Craigdene Ltd	Post Installation Report	287.50
20 Apr	746	Winning Ways	Two trophies	21.21
20 Apr	747	BT	Telephone calls	92.51
20 Apr	748	Warners	Legal fees	3,359.00
26 Apr	749	PKing	Salary/expenses	229.94
26 Feb	750	PA Gow	Salary/expenses	853.33
30 Apr	751	HM Revenue	NI/tax	204.10
5 May	752	SE Water	Water supply	2.43
5 May	753	Hildenborough Village Hall	Room hire	145.75
11 May	754	PFL	Street lighting contract	104.65
11 May	755	Monster Play Systems Ltd	West Wood play ground	58,538.00

10.1.3 Reinvestment of High Interest Investment Bonds

10.1.4 Internal Audit Report - Appendix 1

10.1.5 Transfer of funds between accounts

10.2 Open Spaces

10.2.1 Recommendations to the Parish Council:

10.2.1.1 Three signs for the play area in West Wood be purchased, total cost £101.30.

10.2.1.2 Hildenborough Sports Association use the quotation for the drainage scheme of the whole of the Recreation Ground including lytag bands, totaling £65,000 + vat to apply for a grant to complete the project.

10.2.1.3 The bonfire site on the Recreation Ground be left to recover naturally and to accept the other damaged areas as being adequately repaired by Landscape Services at no cost to the Parish Council.

10.2.1.4 The modified Club Agreement (Appendix 2) be used as amended for approved events on the Recreation Ground.

10.2.1.5 Permission be given for a youth shelter to be erected, at no cost to the Parish Council, between second and third oak tree from the path between the car park and tennis courts towards the Pavilion and approximately 56ft from the hedge along Riding Lane.

10.2.3 Matters for discussion

10.2.3.1 Request to reschedule parents football match

10.2.3.2 Offer for new village sign

10.3 Planning

Applications reviewed since last meeting, for noting. Details of comments made available from the clerk.

App. No	Address	Details	PCAction
00771/ORM	Quantities Leigh Rd	amendments to roof height	no comment
00583/FL	Nizels Golf Course	Nizels La extend ball catch net	no comment
00687/FL	44 Greenview Cres	new roof/dormer/balcony	comment
00789/FL	Barn at Horns Lodge		
	Shipbourne Rd	change of use	no comment
00662/FL	18 Meadway	single storey extension	no comment
00074/FL	51 Ashley Rd	revised scheme - extension	comment
00880/FL	The Yews Coldharbour La	replacement conservatory	no comment
00890/FL	10 Birch Close	single storey extension	comment
00776/FL	23 Bramble Close	two storey side extension	comment

10.4 War Memorial Maintenance

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

11.1 Crime Prevention Panel

11.2 Parish Partnership Representative (MB)

11.3 Village Hall Representative (TB)

11.4 Highways Coordinator

11.4.1 Spreadsheets for April - Appendix 3

11.4.2 Report on meeting with KHS

11.5 GSK Transport Forum Representative (JS)

11.6 EVA and PACT (MN)

12. Correspondence

12.1 Correspondence requiring action not covered elsewhere (Appendix 4)

12.1.1 T&MBC Community Governance Review 2008 - comments on proposals by 15 July

12.1.2 KCC - Consultation on T&M cycle strategy - response by 30 May

12.1.3 KALC - invitation to membership - £1,173.00

12.2 Matters arising from other incoming and outgoing correspondence .

13. Future Plans for the Website

14. Streetlights

15. Cycle Track

16. Public Transport

16.1 Trains

16.2 Buses (Appendix 5)

17. OAB

HILDENBOROUGH PARISH COUNCIL

INTERNAL AUDIT REPORT

AUDIT YEAR : 2008/2009

Introduction

The internal audit of Hildenborough Parish Council accounts for the year ended 31st March 2009 was completed in accordance with guidance from CIPFA and the Audit Commission and with regard to the Accounts and Audit Regulations 2003.

This report states findings during the audit and, where appropriate, makes recommendations for consideration by the Clerk and Council.

Action on Recommendations

The Clerk has adopted a modified spread sheet system for recording receipts & payments and bank reconciliations. The system integrates a monthly receipts & payments cash book with cumulative bank reconciliations throughout the year. The system has an audit trail allowing recorded transactions to be traced to source documentation.

The Clerk has adopted the use of vouchers for claiming all incidental expenses including mileage and travel.

The Audit Commission commented on the depreciation of assets. This practice has been discontinued and significant assets are valued at insured value in accordance with guidance.

Period end statements of account and figures for entry to the annual return may be readily derived from the spread sheet system.

The above actions have addressed adequately the previous year recommendations and are commended.

Internal Control

I reviewed the controls in place over the Council's financial and operational activities during the interim audit, including Standing Orders, Financial Regulations and a Risk Assessment. All elements were adequate and up to date.

After discussion with the Clerk, cheque stubs and cancelled cheques are now being initialled by signatories. This practice is commended.

Audit Testing

Receipts were traced from rents and income lists to bank statements and the cash book to see accurate recording in the financial system. The precept was traced to the approved budget, bank statements and the cash book. All receipts were fully and correctly received in accordance with Council charges and the approved budget.

A sample of 10 payments was extracted from the cash book to see supporting evidence of invoices or vouchers, to see approval and authorisation in minutes, to check that VAT had been correctly accounted for, traced to bank statements and paid cheques.

All payments were properly and correctly discharged.

Receipts and payments were transacted in accordance with financial regulations and evidence of internal control was seen to be operating effectively.

Annual Return

Section 1 of the annual return was agreed as being correctly derived from the accounts. I have completed, signed and dated section 4 of the return as internal auditor.

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AGREEMENT FOR USE OF FACILITIES AT THE RECREATION GROUND RIDING LANE HILDENBOROUGH

THIS AGREEMENT is made the day of 2009 BETWEEN :

(1) HILDENBOROUGH PARISH COUNCIL (" the Council ")
acting by its Clerk Pam Gow of 60 Knowsley Way Hildenborough Tonbridge Kent TN11 9LQ

(2) ("the club ")
acting by of

IT IS AGREED as follows :

1. Definition and Interpretation (In this agreement) :

- 1.1. " the Recreation Ground " means the Recreation Ground Riding Lane, Hildenborough edged red on the attached plan.
- 1.2. " the Pitch " means the Pitch and its immediate environs forming part of the Recreation Ground shown edged red on the attached plan.
- 1.3. " the Pavilion " means the pavilion situate at the Recreation Ground
- 1.4. " the Car Park " means the car park situate at the Recreation Ground
- 1.5. " the Season date " means the period between and
- 1.6. " the Rent Deposit " means the sum of payable by the Club to the Council for the use of the Pitch during the Usage Times in the Season
- 1.7. "the Usage Times" means the periods betweenand during the season.
- 1.8. "the Plan" means the attached plan of the Recreation Ground.
- 1.9. "the key Deposit" means the sum of £50 payable by the Club to the council on the date hereof as security for the supply by the council to the Club of keys to the Pavilion.

2 Hire of Pitch

In consideration of the payment by the Club to the Council of the deposit Rent the Council allows to the Club during the Usage Times stated above.in the Season :

2.1. The right to use the Recreation Ground Pitch marked for

2.2. The right to use the Pavilion as a pavilion for the purposes of changing and

- 3.3. **Not use the Recreation Ground Pitch when the state and condition of the weather conditions render it unsuitable for use** and the decision of the Council in this respect is final
- 3.4. On vacation of the Pavilion ensure that the electricity and water is turned off and that the Pavilion is properly secured with all windows shut and that both locks on the door are properly locked
- 3.5. Ensure that any damage affecting the security of the Pavilion is reported.
The Pavilion must be made secure as it is vacated and that the Clerk to the Council or other Council member is immediately informed of such damage
- 3.6. Use its best endeavours to keep the Recreation Ground the Pavilion and the Car Park clean and tidy during usage.
- 3.7. Immediately report to the Clerk (832367) any damage caused to the Recreation Ground the Pavilion (including the fixtures and fittings) and the Car Park which occurs during usage, giving your name, the time and details of the damage.
- 3.8. Notify the Clerk to the Council or other Council member of any damage caused or found to the Pavilion the Car Park barrier or elsewhere on the Recreation Ground
- 3.9. In the event of any keys supplied by the Council to the Club being lost pay for the cost of the replacement keys and padlock to the Pavilion for all Users failing which the Owner may deduct the cost of the same from the Deposit.
- 3.10. Not assign sub-let or part with possession of the benefit of this Agreement or allow the **Recreation Ground Pitch** the Pavilion or the Car Park to be used by any other club or organisation except for those against whom the Club is playing
- 3.11. Keep the Council fully indemnified against all costs claims expenses demands charges or liability of any description arising out of or in connection with this Agreement or the exercise by the Club of the rights granted by Clause 2
- 3.12. **Effect and maintain a policy of insurance with insurers** approved by the Council for not less than £2 mill. in respect of the liability of the Tenant under clause 3.11 and at the request of the Council produced to it evidence of such policy and the payment of premium for it.
- 3.13. Provide to the Council details of at **least two contact persons** (whose names addresses and telephone numbers shall be set out at the foot of this Agreement within the Club whom the Council shall contact in the case of emergency who must be over the age of 18 and will undertake to provide to the Council similar details of any substitute contact persons
- 3.14. Not cut down or damage any trees on or surrounding the Recreation Ground
- 3.15. At the end of the usage to return to the Council **all keys** supplied to the Club by the Council at which time the **Key** Deposit will be returned to the Club less any deductions made under clause 3.9

4. Declarations: It is agreed that :

- 4.1. This Agreement does not confer on the Club or its members exclusive possession of the recreation ground, the pavilion or the car park during the Usage Times. These facilities may have to be shared with other users during the Usage Times

Contact names and keyholders for the Club

Contact name	Address	Telephone number
1		
2		

Keyholders	Address	Telephone number
1		
2		

Signed for and on behalf of the Council **Pam Gow**

Print Name
Pam Gow

Position within Council
Clerk

Signed for and on behalf of the Club.....

Print Name

Position within Club

APPENDIX 3: CORRESPONDENCE RECEIVED SINCE 16 APRIL 2009

Date	Sent/ Received	Contact	subject	Agenda item
16-Apr-09	S/R	Tim Shaw	M26 slip road - HPC not to take active part	
16-Apr-09	S	Owen Baldock	request to visit Blaize Farm	
16-Apr-09	R	T&MBC	multi agency approach to removing untaxed vehicles	
20-Apr-09	S/R	Russet Homes	car park Mount Pleasant + request for further meeting from Russet	
19-Apr-09	R	Craigdene Ltd	information on siting of barriers/freespace	
20-Apr-09	S	Mark Parsons	PC no objection to cricket match - must get permission from cricket club	
20-Apr-09	R	Equality and Human Rights Commission	Public Sector Equality Duties	
20-Apr-09	S	KK Garden Construction Ltd.	request not to mow primrosed area in churchyard by vestry door	
20-Apr-09	S	Miss S Pearce	acknowledgement of letter re planning application TM/09/00265/AT	
24-Apr-09	R	T&MBC	Community Governance Review - Stakeholder Consultation	12.1.1 views by 15 July
18-Apr-09	R	A Kamps	request for A-Z - sent	
21-Apr-09	S	Hospice in the Weald	Acknowledgement of request for funding	to Fin. Com
21-Apr-09	S	Alan Standen	parents match - no charge	
21-Apr-09	S	Audit Commission	Annual Return sent	
22-Apr-09	R	KHS	Consultation on the Tonbridge & Malling cycling strategy	12.1.2 response by 30 May
23-Apr-09	R	Hannah, Stocks Green	acceptance of invitation	
23-Apr-09	R	T&MBC	Area 1 Planning Committs minutes and Agenda	
23-Apr-09	R	T&MBC	changes to payphones	
25-Apr-09	R	Record RSS	designers of recreational facilities	
23-Apr-09	R	T&MBC	European Parliamentary and KCC Elections	
24-Apr-09	R	Warners	receipts for payments	
24-Apr-09	R	KALC	invitation to join + newsletter + publications	12.1.3
23-Apr-09	R	Alan Standen	request to reschedule football to October	10.2.2.1
23-Apr-09	R	Area 1 Planning Committee	Agenda	
24-Apr-09	R	Pegasus Tack	request to be included on website	
28-Apr-09	R	KHS	Parish Portal info and maintenance schedules	
28-Apr-09	R	Stocksigns Ltd	quotation	10.2.1.1
29-Apr-09	R	Landscape Training Group	courses	
29-Apr-09	R	Lexis Nexis Publishing	8th Edition of Local Council Administration available	
30-Apr-09	R	PFL	Standard Maintenance contract	
30-Apr-09	R	KCC	PROW contact from electronic communication	
5-May-09	R	Nigel Simpkins	FP24 obstructed	
1-May-09	R	Medway Valley Countryside Partnership	information on Landscape & Biodiversity Enhancement Grants	
3-May-09	R	David Barnard	offer to host scouts bonfire	forwarded to scouts
4-May-09	R	Paul Tabor	development at Rings Hill allotments	
5-May-09	R	KHS	spreadsheets for April	11.4.1
5-May-09	S	Network Rail	request for update on diversion of MT27	
7-May-09	R	Southeastern	newsletter	
7-May-09	S	KHS	informing them Foxbush lighting column unadopted	
7-May-09	R	T&MBC	Crime Prevention Panel monthly bulletin	
7-May-09	S	T&MBC	response to Local Development Framework	
6-May-09	S	St John's Church	copies of Churchyard Maintenance Agreement for committee	
6-May-09	S	T&MBC	confirmation of entry for members' Handbook 09/10	
9-May-09	R	Kent Downs AONB Unit	offer of village sign	10.2.2.2
9-May-09	R	KCC	Newsletter on Princess Christian's Farm	
9-May-09	R	T&MBC	notices to disply for elections	
9-May-09	S	PFJ	revised agreement signed	
11-May-09	S	Monster Play Systems Ltd.	payment for play area	

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Open Spaces Committee meeting on Wednesday 13 May 2009 meeting at West Wood at 7.30 pm.

MINUTES

Present: Mr T Barton (chairman) Mr P Lane Mr C Lewis
 Mr R Mountford Mrs A Woollett Mrs L Flower(until item 3.3)
Apologies: Mr M Baker, Mrs A Scally

1. Minutes of previous meeting held on Wednesday 25 March 2009

These were agreed as a true record.

2. Matters Arising

4.1.3 The opening of the new West Wood Play Area went well and everyone involved in its development were thanked.

4.3 Two weekend sessions had been undertaken coppicing the area between the service road and the B245. Further work would be undertaken and Lynne Flower may be able to set aside some of the Conservation Group's coppicing time later in the year.

6. Mr Alan Cox is to attend the Parish Council meeting on 20 May to discuss maintenance of the War Memorial grounds.

7.5 It has been established that the pole barn on the corner of Philpotts Lane and Rings Hill had planning permission but it had yet to be established that work had commenced within the time limit.

3. West Wood

3.1 New Play Area

3.1.1 Signage

The committee recommend to the Parish Council that three signs should be ordered for the play area totalling £101.39.

3.1.2 Gate closures

Self closing closures were considered but it was decided to reconsider this at a later date.

3.2 Repairs to grass in front of old goal

It was decided this should be left until the Autumn.

3.2 To agree brief for quotation for refurbishing old slide

It was agreed that the soil from that left on site from the play area development should be used to infill the entire length of the slide up to the top edge, leaving in place the steps at the side. The surface should be seeded or turfed but it was decided this should be left until the Autumn

3.3 Mowing contract with Landscape Services

Landscape Services had agreed to move across the path.

4. Recreation Ground

4.1 Drainage - Proposals received from Bournes

It is recommended to the Parish Council that the Sports Association use the quotation for the drainage scheme of the whole of the Recreation Ground including lytag bands, totalling £65,000 + vat..

4.2 Update on repairing damage to ground following bonfire event

It is recommended to the Parish Council that permission should be given for a youth shelter to be erected, at no cost to the Council, between second and third oak tree from the path between the car park towards the tennis courts towards the Pavilion and approximately 56ft from the hedge along Riding Lane.

5. Cycle Ramps

It was agreed that advice should be taken from Osmond Davis on what the rules are for insurance cover for unofficial cycle track.

It was agreed that advice should be taken from Warners on what the Parish Council's liability would be if an accident occurred on a casually created track with official approval and what would be the liability if the Parish Council knew of an unofficial track but did not give official approval.

This to reported back to the next Open Spaces Meeting in July.

6. OAB

6.1 A junior swing seat in the Recreation Ground was starting to crack but it was not necessary to replace at this time. A price would be obtained for one or two seats.

6.2 It was agreed to put a suitable weed killer on the path edges around the Ball Park.

6.3 The question was raised of the area used for unofficial football on the stoolball club pitch. No action would be taken at this time.

6.4 The waste bin in West Wood is to be fixed this week by Tonbridge & Malling Borough Council.

6.5 Monster Play Systems had requested a testimonial. It was agreed this should not be sent until the play area had been in use for a few months.

6.6 The information from Kent Downs AONB was passed to Mr Lane to investigate whether it would be of benefit for work in West Wood.