

HILDENBOROUGH PARISH COUNCIL

60 Knowsley Way Hildenborough Tonbridge Kent TN11 9LQ

Telephone: 01732 832367

clerk@thisishildenborough.co.uk

Minutes of Annual Parish Council Meeting held on Wednesday 20 May 2009 in the Margery Finzi Room at the Village Hall, Riding Lane.

Present: Mr T Barton (chairman) Mr M Baker Mr C Lewis
Mr P Lane (arrived for item 10 but not present for 10.4)
Mr R Mountford Mr M Nairne Mrs A Scally
Mrs J Shaw Mr C Smith Mr G Watts
Mrs A Woollett

2009/04/01 Apologies and reason for Absence.

There were none.

2009/04/02 Declaration of Personal or Prejudicial Interests

There were none.

2009/04/03 Declaration of gifts and hospitality

There were none.

2009/04/04 Election of Chairman

Mr Baker proposed and Mr Smith seconded Mr T Barton as Chairman. This proposal was ratified and Mr Barton accepted the appointment.

2009/04/05 Declaration of Acceptance of Office

Mr Barton read and signed the Declaration of Acceptance of Office.

2009/04/06 Appointment of Vice Chairman

Mrs Shaw proposed and Mr Smith seconded Mrs A Scally as Vice Chairman. This proposal was ratified and Mrs Scally accepted the appointment.

2009/04/07 Appointment of Committee and Representatives of the Parish Council

7.1 Finance Committee: Mr M Baker, Mr T Barton, Mr C Lewis, Mr R Mountford, Mrs J Shaw, Mrs A Scally

7.2 Open Spaces Committee: Mr M Baker, Mr T Barton, Mr P Lane, Mr C Lewis, Mr R Mountford, Mrs A Scally, Mr G Watts

7.3 Planning Committee: Mr T Barton, Mr M Nairne, Mrs J Shaw, Mrs A Woollett

7.4 Public Rights of Way Committee: Mr T Barton, Mr C Lewis, Mr M Nairne, Mr G Watts, Mrs A Woollett, Mr B Winter (co-opted to this committee)

7.5 Churchyard Committee: Mr M Baker, Mr T Barton, Mrs J Shaw

7.6 Village Hall Representative: Mr T Barton

7.7 Parish Partnership: Members would volunteer for meetings as they arose. Mr R Mountford would attend the next meeting.

7.8 EVA and PACT: Mr M Nairne

7.9 Crime Prevention Panel: not appointed

7.10 GSK Transport Forum: Mrs J Shaw

7.11 Centre Piece Author: the clerk

7.12 Streetlighting monthly inspection: Mrs A Scally

2009/04/08 Minutes of the Meeting held on 15 April 2009

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

2009/04/09 Matters arising from 15 April 2009 not covered elsewhere in the agenda

6.4.2 Rings Hill – the Parish Council's concerns had been passed to Tonbridge & Malling Borough Council who was investigating.

2009/03/10 – It was agreed to email KHS to alert them to the bird's nest in the damaged lighting column near to the station in order that it is not repaired until the brood has flown.*

2009/03/13 The Borough Council was not able to give physical or funding support for the proposed car parking project in Mount Pleasant. A meeting was being set up with Russet Homes to seek agreement to move forward on the project. Evidence was being gathered to illustrate the problem.*

2009/04/10 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

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

10.1.2 Payments made since 15 April 2009

The following payments were noted:

Date	Cheque no	Payee	Reason	Amount £
20 Apr	745	Craigdene Ltd	Post Installation Report	287.50
20 Apr	7.46	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

The payment for water supply was lower than usual due to a credit note being issued from the previous year.

10.1.3 Reinvestment of High Interest Investment Bonds

The interest rate had again fallen to 0.4% from 0.9%. Authority was delegated to the chairman and the chairman of finance to make a decision on reinvestment of these funds.**

10.1.4 Internal Audit Report

This was a nice clean report and the Responsible Finance Office was to be congratulated.

10.1.5 Transfer of funds between accounts

The Internal Auditor had agreed it was in order for the Parish Council to make an agreement with the bank giving authority for the Clerk to transfer funds between the Business Money Manager Account and the Current Account.*

10.1.6 Annual Return

It was agreed, following discussions between the Audit Commission and our Internal Auditor to amend the response in sections 1.11 and 2.9 to 'no'. This was regarding the status of the Parish Council as trustees of the Village Hall but with management being delegated to the Village Hall Management Committee.*

10.2 Open Spaces

10.2.1 Recommendations adopted by the Parish Council:

10.2.1.1 It was agreed to purchase three signs for the play area in West Wood at a total cost £101.30.* -

10.2.1.2 It was agreed that Hildenborough Sports Association should 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 It was agreed the bonfire site on the Recreation Ground should 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 was agreed to be used for approved events on the Recreation Ground.

The suggested change regarding a member of the Parish Council being responsible for agreeing to events such as the scout's bonfire was not incorporated as it was felt the responsibility too onerous on one member. Any deposit will, in future, be banked and the monies held until satisfactory completion of any remedial work.

10.2.1.5 It was agreed that permission should 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. It was agreed this should face the field in order to accommodate spectators of sports when not in use by youths. It was agreed that this area should not be seen as a space for youths, particularly as there was a path crossing the area to the tennis courts and ball court. It was further felt the area was not large enough for a cycle track. The Parish Council solicitors were being consulted on the Council's legal liability for a cycle track and our insurers on the costs of the necessary insurance. *

10.2.2 Matters for discussion

10.2.2.1 Request to reschedule parent's football match for October – the football club would be consulted about this.*

10.2.2.2 It was noted the Stoolball Club were thinking of putting on a tournament and had consulted with the cricket club.

10.2.2.3 It was reported that the Tonbridge & Hildenborough Football Club were moving to another site.

10.2.2.4 It was decided not to accept the offer of a new village sign by Kent Downs AONB at a 50% reduction in cost.

10.2.2.5 The clerk would investigate what had been minuted regarding the position of the stoolball and cricket pitches.*

10.2.2.6 The question of the availability of Recreation Ground barrier keys for admittance of an ambulance during a medical emergency was raised. It was agreed a key box should be purchased and installed in the Pavilion to contain the keys.*

10.3 Planning

The following planning applications were noted:

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

Mr Alan Cox from Heritage Conservation in KCC attended the meeting. He informed the Parish Council that the War Memorial was the only one to be held in trust by the County Council and they were seeking to find a group to take over its management. It had been held in trust since 1926, with restoration work being undertaken last year funded by grants from the War Memorial Trust. Following the restoration it would continue to need a fungicide and biocide annual treatment.

The trust fund it is believed sits within the KCC in Highways Strategic Planning and the Finance Officer who deals with the highways budget would be consulted on its current value. To transfer the ownership of the Trust would incur legal fees in excess of £2,000.

The Parish Council agreed to enter into negotiations with KCC to take over ownership of the War Memorial provided some of the accumulated trust fund was received. Mr Cox would establish costings and develop a package to include a dowry for future management of the Memorial

2009/04/11 Reports from representatives on outside bodies

11.1 Crime Prevention Panel - Minutes of the meeting held on 20 April 2009 were distributed at the meeting.

11.2 Village Hall Representative – it was reported the new committee of social club were unlikely to proceed with a smokers hatch.

11.3 Highways Coordinator

11.3.1 Spreadsheets for April – These were noted and it was explained that the only items appearing on the spreadsheets had been reported by the clerk.

11.3.2 Report on meeting with KHS – Minutes of the meeting held earlier on 20 May were distributed. The new Portal had been discussed, training will be given on its use in July. There continued to be confusion on maintenance of street lighting and updates were given on some outstanding items.

12. Correspondence

12.1 Correspondence requiring action not covered elsewhere

12.1.1 KCC – Consultation on T&M cycle strategy – a response would be drafted by Mr Smith.***

12.1.2 KALC – invitation to membership - £1,173.00 – It was decided not to take up this option.

12.2 Matters arising from other incoming and outgoing correspondence .

12.2.1 **Kent Air Ambulance Trust** – it was suggested they use the area where the current recycling banks are situated.*

12.2.2 **David Barnard** had offered to host scouts bonfire and this had been forwarded to them.

2009/04/13 Future Plans for the Website

The business section needed to be updated and it was agreed this should be addressed via a mention in Centre Piece in Keys.

Inserting the Agenda on to the website had proved difficult owing to the different formats used in the supporting papers. In future Mr Barton would forward the Agenda for inclusion on the web site making the necessary amendments, but the Minutes, Centre Piece and Latest News would be forwarded by the clerk, as now, together with other financial and membership details.

2009/04/14 Streetlights

Mrs Scally had carried out the check this month and found three lighting columns needing attention.

2009/04/15 Cycle Track

This item had been covered under 12.1.1 Matters arising from other incoming and outgoing correspondence above.

2009/04/16 Public Transport

16.1 **Trains** – Network Rail were to be commended for tidying up the station. The ticket machine continued to be unsatisfactory as it did not always issue the cheapest type of ticket available for the journey and continued to be unreadable in bright conditions. A request would be sent to Network Rail to display the booking office opening times. A further request would be sent for a reply to the Parish Council's request for secure cycle storage and the problems associated with the ticket machine. *

16.2 **Buses** – the bus stops on the 402 route are to be upgraded in June. A bus stop survey had been forwarded to KHS who will be dealing with the issues raised. A reminder would be sent to the provider about the recommendation for care imposed by the Planning Authority on advertising materials in the bus shelter by the vicarage following the film My Path to Hell.*

2009/04/17 OAB

17.1 An invitation from Stock's Green School had been received for Members to join in their 60th Anniversary Celebrations on Friday. This will be declined as members were not free to attend.*

17.2 The road markings on the new zebra crossing by the Medical Centre were badly worn. KHS would be asked to get them repainted.*

17.3 It was agreed to send a letter of congratulations to Hildenborough F.C. first and second teams on their recent achievements.*

17.4 It was reported that vision towards Tonbridge on exit from the Medical Centre onto the B245 was impeded due to overgrown hedges and barrier posts as well an accumulation of rubbish. KHS would be contacted.*

17.5 The table stolen during the Hildenborough Road Race would be replaced by the Sports Association via the Village Hall Management Committee.

Meeting closed: 9.50 pm

Public Session

There were no members of the public present.