

# Sundridge with Ide Hill Parish Council

Minutes of Full Council Meeting held on Monday 15 February 2021, 7.00 pm  
Remote meeting via Zoom

**Present:** Councillors Allgood, Baker, Banbrook, Darby, Evans (Chair), Jones, Maybury, Miller and Powell

**Attendance:** Amanda Barlow (Clerk) and 2 members of the public

**Apologies:** None.

**Absent:** None.

1. To receive apologies and reasons for absence.

**None.**

**The Clerk advised that Steven Nash has resigned as a Member of Sundridge with Ide Hill Parish Council (Sundridge ward).**

2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.

**None.**

3. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meetings held on 18 January 2021.

**The minutes were signed as a true and accurate record.**

4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below

4.8.4 Parking lines at the shop in Sundridge – Clerk has contacted Highways

8.7 Safeguarding /Parish Council assets – the Clerk has confirmed with KALC that the Parish Council is not responsible for safeguarding when hiring out assets.

9.3 Security at the Rec/Storage facility – The cameras at the Village Hall will only download to Dropbox.

**Members agreed that the Clerk should get a Dropbox account for the Parish Council at a cost of £7.99 per month. (Action: Clerk)**

9.4 – BBQ on Coronation Gardens – Cllr Darby advised that he has discussed the planning permission requirements with Cllr Jones. Cllr Darby advised that there is a core of volunteers who would be able to help clean the facility. **Members agreed that the Cllr Jones and Cllr Darby should look further into the planning requirements and the Clerk should check with the insurance company any increase in premium. (Action: Cllrs Jones and Darby and Clerk).**

5. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.

Barbara Lockey advised Members that she had emailed the clerk about disabled access to Sundridge Recreation Ground and the Clerk confirmed Members had received the photographs and Cllr Darby had reviewed the situation.

Members resolved to take Agenda Item 9.6 at this point.

9. **Items for decision and allocation of resources if necessary.**

9.6 To discuss and agree the next actions with regard to Sundridge recreation ground

**Members agreed that the cross barriers on the entrance to Sundridge recreation ground should be removed so that there is better disability access.**

6. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960

**Members resolved that Agenda Item 9.5 and 10.2.2 should be discussed in confidence.**

7. **To elect a Vice Chair of the Parish Council, a Chair of the Amenities Committee and agree the Committee Structure and delegation of responsibilities**

**Members unanimously resolved to elect Cllr Baker as Vice Chair of the Parish Council.**

**Members resolved unanimously to elect Cllr Darby as Chair of the Amenities Committee**

**Members resolved to agree the Committee Structure and delegation of responsibilities as at Appendix A.**

8. **Finance items for noting and decision**

8.1 To note the budget for 2020/21

Noted.

8.2 To note the bank statement

Noted.

8.3 To approve the items payable and paid

**Members resolved to approve the items payable and paid as at Appendix B.**

8.4 To appoint an internal auditor

**Members resolved to appoint David Buckett as the internal auditor.**

**9. Items for decision and allocation of resources if necessary.**

9.1 To discuss and agree next actions with regard to accessibility and the website

Members noted that the statement that was on the website and the Clerk has confirmed that all documents now on the website meet accessibility requirements.

9.2 To agree the membership of the Sundridge & Brasted Social Club Working Party and next actions

**Members resolved that Cllrs Banbrook, Darby and Powell should be the members of the Sundridge & Brasted Social Club working party and agreed the amendments to the Sundridge & Brasted Social Club Working Party for the Clerk.**

9.3 To discuss and agree next actions with regard to the Transparency Code 2015

Members noted that the Clerk had uploaded the financial information on to the website.

9.4 To discuss and agree the licenses for the hiring of Parish assets

Members agreed that the licences would be confirmed at the March Parish Council meeting.

9.5 To discuss and agree the next actions with regard to the Ide Hill public conveniences

The Ide Hill Public Conveniences Working Party met and agreed several items to be done.

Members

9.6 To agree, if appropriate, the Parish Council becoming members of Gatwick Area Conservation Campaign (GACC)

**Members resolved to agree to become Members of the Gatwick Area Conservation Campaign. (GACC). (Action: Clerk)**

9.8 To adopt minutes of the Planning Committee Meeting minutes of 1 February (not yet approved) 2021

**Members resolved to adopt the minutes of the Planning Committee meeting minutes on 1 February 2021.**

9.9 To agree a response to the Planning Application KCC/SE/0495/2018, Covers Quarry, Westerham

**Members resolved that Cllr Jones should draft a response on behalf of the Parish Council.**

**(Action: Cllr Jones)**

**10.0 Items for noting**

**10.1 Amenities Committee**

10.1.1 To note the minutes of the Amenities Committee meeting on 1 February 2021

Noted.

10.1.2 To note the Annual Inspection Reports

Noted.

10.1.3 Risk Assessments

The Clerk confirmed that she is speaking to the insurance company and will discuss with the Amenities Committee.

**10.2 Correspondence**

10.2.1 To note general correspondence.

Noted at Appendix C.

10.2.2 Official complaint

Noted.

10.2.3 Mr & Mrs Paton

Noted.

10.2.4 Census Day – 21 March 2021

Noted.

10.2.5 Vision Zero: The Road Safety Strategy for Kent 2020 – 2026

Noted.

10.2.6 Post Office Limited – Sundridge – TN14 6ET

Noted.

**10.3 Operation London Bridge**

**Noted. It was agreed that the Clerk would set out a policy.**

10.4 Meeting Dates

10.4.1 To note the dates of meetings for 2020/21 and 2021/22

Noted at Appendix D.

**11. Urgent Business** that occurs and requires attention before the next meeting may be reported at the Chairman's discretion.

None.

**12. Date of next meeting Monday 15 March 2021 (via zoom)**

# Sundridge with Ide Hill Parish Council

## Appendix A Committee Membership 2020/21

<b>Amenities</b>	Vikki Allgood Don Baker Martin Darby (Chair) Trevor Jones David Miller Ann Powell
<b>Finance</b>	Vikki Allgood (Chair) Don Baker John Banbrook John Evans Russell Maybury Ann Powell
<b>Planning</b>	Vikki Allgood Don Baker Martin Darby John Evans Trevor Jones (Chair) Russell Maybury Ann Powell
<b>Working Parties</b>	<b>Sundridge and Brasted Social Club Working Party</b> John Banbrook Martin Darby Ann Powell
	<b>Ide Hill Public Conveniences Working Party</b> Don Baker Russell Maybury David Miller
	<b>Stubbs Wood Management Committee</b> Don Baker Russell Maybury David Miller

<b>Appointment of Members/Others to Areas of Responsibility:</b>	
Affordable Housing	Trevor Jones
Burial Facilities and liaison with PCC	John Evans
Footpaths and Tree Warden	John Evans
Highways	John Evans/Vikki Allgood
Streetlighting	John Banbrook
Sundridge Recreation Ground	Martin Darby, Trevor Jones and Ann Powell
Sundridge Village Hall	Clerk
Website Administrators	Vikki Allgood
Speedwatch Co-ordinators	John Evans/Trevor Jones/David Miller
<b>Appointment of Representatives of the Parish Council on Outside Bodies</b>	
Gatwick	John Evans
Bough Beech Nature Reserve Management Advisory Committee	John Evans/David Miller
M25 Slips Group	John Evans
Council for the Perseveration of Rural England (CPRE)	John Evans
Darent River Preservation Society (DRIPS)	John Evans
Ide Hill Village Hall Management Committee	Don Baker
Sundridge and Ide Hill Charities – Nominative Trustees	Chair

# Sundridge with Ide Hill Parish Council

## Appendix B

<b>Sundridge with Ide Hill Parish Council Items Payable and Paid</b>					
Cheque Payments up to 15 February 2021					
Cheque No	Payee	Details	Total Payable	VAT	Basic Amount
1209	EDF Energy	Electricity bill - Sundridge Recreation Ground	164.17		164.17
1210	EDF Energy	Electricity bill- Ide Hill toilets	85.86		85.86
1211	Calor Gas Limited	Gas Sundridge pavilion	12.58	0.60	12.58
1212	Val & Sander Reytenbach	Cleaning Ide Hill Toilets	500.00		500.00
1213	Martin Darby	Reimbursement of security system Village Hall	438.00	73.00	365.00
1214	Goldservice Contract Cleaning	Toilet roll holders and toilet rolls Ide Hill toilets	185.62	30.94	154.68
1215	Broxap	Dog bin for garden centre Sundridge	226.80	37.80	189.00
1216	Play Inspection Company	Annual inspection of playgrounds	270.00	45.00	225.00
1217	Vision ICT	Accessibility statement for website	102.00	17.00	85.00
1218	David J Buckett	Internal Audit	600.00		600.00
1219	KALC	Training session for Clerk	42.00	7.00	35.00
1220	All Angles Tree Service	Tree work Coronation Gardens	1,800.00	300.00	1,500.00
1221	John Banbrook	Reimbursement of Christmas lights (sundridge) and Coronation	341.86	56.98	284.88
1222	G Barlow	Clerk's salary	1,169.64		1,169.64
1223	G Barlow	Clerk's expenses	123.91		123.91
			6,062.44	568.32	5,494.72

# Sundridge with Ide Hill Parish Council

## Appendix C

### Correspondence 21 01 14 to 21 02 11

1. NALC Chairman - OPEN LETTER TO ALL COUNCILLORS – sent to all Cllrs
2. SDC - Cabinet - 14 January 2021 - Draft Minutes
3. Streetworks - Ovenden Road, Sundridge - 19th January 2021 (Sevenoaks) – sent to all Cllrs
4. CAGNE AGM 5th February
5. SDC - Development Control Committee – 7 January 2021 – Minutes
6. Gatwick In Touch Newsletter
7. The Rural Bulletin - 19 January 2021
8. COVID-19 update from Landscape Services
9. SDC - STC Climate Change priorities and Hybrid Meeting Equipment
10. SDC - TaxBase figures plus electorates, s137 and total dwellings – sent to all Cllrs
11. KCC Member Briefing - Environment Update January 2021
12. Community Connectors 20 January
13. KALC CEO Bulletin - January 2021
14. SDC - Scrutiny Committee – 12 January 2021 – Minutes
15. SDC - Cleaner & Greener Advisory Committee – 19 January 2021 – Minutes
16. The Rural Bulletin - 26 January 2021
17. KALC -COVID-19 - SUPPORTING YOUR LOCAL COMMUNITY
18. KALC - KCC Trading Standards Alert - Keep staff and customers safe
19. NALC CHIEF EXECUTIVE'S BULLETIN
20. Gatwick Airport 2nd Runway
21. SDC - 33 (2019/21) – Reallocation of affordable gains to support delivery of another project  
34 (2019/21) – S106 affordable housing planning gains spending proposal  
35 (2019/21) – ‘Supporting Housing Delivery and Public Service Infrastructure’ Government consultation response
22. SDC - Finance & Investment Advisory Committee – 21 January 2021 – Minutes
23. NALC CHIEF EXECUTIVE'S BULLETIN
24. RSN Rural Funding Digest - February 2021 Edition
25. KALC NEWS JANUARY 2021 – sent to all Cllrs
26. SDC - Development Control Committee – 28 January 2021 – Minutes
27. SDC -Health Liaison Board – 27 January 2021 – Minutes
28. KALC - Covid-19 - Financial Support Package Local Councils & remote meetings
29. NALC CHIEF EXECUTIVE'S BULLETIN
30. KALC - NATIONAL CSSC Green Message - NCTPHQ - Change of Threat Level - 8Feb 2021
31. Sevenoaks District Council: Sevenoaks District Council celebrates Apprentices!
32. Streetworks - Updated Urgent Road Closure - W heatsheaf Hill, Ide Hill - 19th February 2021 (Sevenoaks) – sent to all Cllrs
33. The Rural Bulletin - 9 February 2021
34. KALC - KFRS - We're Recruiting New Volunteers
35. SDC - Standards Committee – 2 February 2021 – Minutes
36. Sevenoaks District Council: Safer Internet Day goes online
37. Gatwick Airport - Press Release February 2021
38. SDC - Housing & Health Advisory Committee – 9 February 2021 – Minutes
39. Community Connectors Newsletter

<https://www.nalc.gov.uk/coronavirus>

**2020-21 Parish Council Meeting Dates**

<b>Parish Council Meetings – Mondays at 7pm</b>	
<b>During the Covid19 pandemic all meetings will take place remotely via zoom</b>	
18 May	via Zoom
15 June	via Zoom
20 July	via Zoom
21 September	via Zoom
19 October	via Zoom
16 November	via Zoom
<b>2021</b>	
18 January	Zoom
15 February	Zoom
15 March	Zoom
19 April	Zoom/venue to be confirmed
17 May	Zoom/venue to be confirmed
<b>2021 Annual Parish Meeting – Wednesday 12 May 2021 - Sundridge Village Hall</b>	
<b>Amenities Committee Meetings Mondays at 7pm</b>	<b>Finance Committee Meetings Mondays at 7pm</b>
7 December 2020	12 October 2020 9 November 2020
<b>2021</b> 1 February 2021	<b>2021</b> 7 January 2021
<b>Planning Committee Meetings</b>	
<b>2020</b> Monday 19 October 2020 at 6.30pm Monday 2 November 2020 at 6.30pm Monday 16 November 2020 at 6.30pm Monday 7 December 2020 at 6.30pm Monday 21 December 2020 at 6.30pm	<b>2021</b> Monday 11 January 2021 at 6.30pm  Monday 1 February 2021 at 6.30pm Monday 15 February 2021 at 6.30pm Monday 8 March 2021 at 6.30pm Monday 15 March 20201 at 6.30 pm

**2021-22 Parish Council Meeting Dates**

**Parish Council Meetings – Mondays at 7pm**

**During the Covid19 pandemic all meetings will take place remotely via zoom**

**2021**

19 April	Zoom/venue to be confirmed
17 May	Zoom/venue to be confirmed
21 June	Zoom/venue to be confirmed
19 July	Zoom/venue to be confirmed
20 September	Zoom/venue to be confirmed
15 November	Zoom/venue to be confirmed

**2022**

17 January	Zoom/venue to be confirmed
21 February	Zoom/venue to be confirmed
21 March	Zoom/venue to be confirmed
	Zoom/venue to be confirmed

**2021 Annual Parish Meeting – Wednesday 12 May 2021 - Sundridge Village Hall**

**Amenities Committee Meetings  
Mondays at 7pm**

**2021**  
5 April 2021

**Finance Committee Meetings  
Mondays at 7pm**

**2021**  
10 May 2021

**Planning Committee Meetings  
At 6.15 pm**

2020  
5 April 2021  
19 April 2021  
10 May 2021  
17 May 2021  
7 June 2021  
21 June 2021  
5 July 2021  
19 July 2021