

Sundridge with Ide Hill Parish Council

Minutes of Full Council Meeting held on Monday 27 June 2022
at Sundridge Village Hall at 7.45pm

Present: Councillors Allgood Baker, Banbrook (in part), De Bono, Evans (Chair), Fribbens, and Maybury,

Attendance: Cllr Bonin (District Councillor) (in part), Amanda Barlow (Clerk) and 1 member of the public

Apologies: Cllrs Powell and Jones

Absent: None.

1. To receive apologies and reasons for absence.

Apologies were received and accepted from Cllr Powell and Jones

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. Report from County Councillor

None.

4. Report from District Councillor

None.

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.

None.

6. To approve as a correct record the **Minutes** of the Parish Council meetings held on 23 May 2022

Members resolved to agree the minutes of 23 May 2022.

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

5.0 District Councillor Report & 10.4.1 – Items Payable Streetlighting

Members noted the response from Cllr Bonin regarding CIL funding and the Clerk advised that she had received notification that the next CIL Spending Board will meet on 1 September and the deadline for application is 17 July 2022.

10.4.2 Castle Water

The Clerk has had no response from Castle Water to the letter sent.

The £1,000 was credited to the account.

The Council now need to submit a meter reading. The matter will be dealt with at the Finance & Personnel Committee meeting on 11 July 2022.

Defibrillators

The Clerk has ordered 2 defibrillators to be situated at Ide Hill Village Hall and Sundridge Village Shop.

8. 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.

The Clerk gave Members an update on the Co-option of a Member for Sundridge Ward.

9. **Finance & Personnel items for decision and noting**

9.1 To approve the 2021/22 Annual Return

- 9.1.1 To approve Annual Governance Statements for 2021/22

Members resolved to agree the Annual Governance Statements for 2021/22.

- 9.1.2 To approve Accounting Statements for 2021/22

Members resolved to agree the Accounting Statements for 2021/22.

9.2 Grants

- 9.2.1 Ide Hill Village Hall Trust

Members resolved to not agree to a further grant and ask the Clerk to advise the Ide Village Hall Trust that the Council would consider a grant after the third quarter.

- 9.2.2 PCC of St Mary's Church Sundridge, Ide Hill and Toys Hill

Members resolved to award the grant to the PCC and to look at the possibility of getting Landscape Services to cut the grass.

9.3 Items payable and paid

Members resolved to agree the items payable and paid at Appendix A.

10.0 Items for discussion, agreeing and noting

10.1 Committees/Working Parties

- 10.1.1 Stubbs Wood Working Party

Cllr Baker updated Members on the Stubbs Wood Working Party meeting and the Clerk had provided a financial update. The notes are included at Appendix B.

Members unanimously resolved to appoint Tim Saunders as the consultant and for him to carry out the initial survey at a cost of £500.

Members resolved to agree that the bank account for Stubbs Wood should be £19,001.07 as presented by the Clerk at Appendix B.

- 10.1.3 Sundridge and Brasted Social Club Working Party

Cllr De Bono advised that the meeting had been postponed due to the inability of Members and members of the Social Club to attend.

Members resolved to agree that the Sundridge and Brasted Social Club Working Party should bring a proposal to the September Full Council meeting to agree a final way forward.

Members resolved that the Clerk should request that the Sundridge and Brasted Social Club Working Party should allow other Councillors who are not members to attend the Work Party meetings as guests.

10.1.4 Ide Hill Public Conveniences Working Party

The Clerk advised that she was discussing the compliance issues with the Nayax representative in the UK.

10.1.5 Sundridge Recreation Ground

c. Cllr Maybury confirmed that the lease with Ide Hill Football Club has now been signed and completed.

a. and b. Car Parking and Container

Members agreed that the Parish Council should apply to planning to allow the additional car parking on the grass and an additional container. There will be no cost to the Parish Council.

e. Flood Lights

Members agreed that an electricity meter for the floodlights should be installed.

d. **Members resolved that Ide Hill Football Club should be allowed to rent the recreation ground over the summer months at a rental of £12 per hour providing the usage is not extensive.**

10.1.6 Sundridge Village Hall

Members resolved to agree a shed should be purchased.

Members resolved to apply for CIL funding and other grant for the Village Hall refurbishment plan.

Members agreed that the Finance & Personnel Committee should finalise the CIL bid.

10.2 Communications/Events

10.2.1 Jubilee

Cllr Evans thanked Cllr Allgood and Fribbens for their excellent work on the Jubilee parties.

Members agreed that the Clerk should apply for two trees under the Queen's Green Canopy Jubilee fund.

10.2.2 Summer Social Media

Jubilee Street Parties

A25 speeding tickets

Internal Audit

New bins installed

10.3 Correspondence

10.4.1 To note general correspondence.

Noted.

10.4 Meeting Dates for 2022

Noted.

10. Date of next meetings

18 July 2022.

Appendix A

Items paid and received May 1 to May 31 2022

27 June 2022 (2022-2023)

Sundridge with Ide Hill Parish Council
PAYMENTS LIST

| Voucher | Code | Date | Minute | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|----------------------------|------------|--------|----------------------------|-----------------------------|----------|----------|-------|----------|
| 30 | Pension enrolment Pack | 05/05/2022 | | Pension Administration | Tailored Wealth | S | 11.00 | 2.20 | 13.20 |
| 23 | Annual Parish Meeting | 06/05/2022 | | Printing | Mrs A C Barlow | S | 106.67 | 21.33 | 128.00 |
| 28 | Queen's Jubilee celebrati | 12/05/2022 | | Street Party Sundridge | Party Packs Ltd | S | 338.89 | 67.78 | 406.67 |
| 29 | Queen's Jubilee celebrati | 12/05/2022 | | Street Party Ide Hill | Party Packs Ltd | S | 420.44 | 84.09 | 504.53 |
| 27 | Ide Hill Village Hall Trus | 12/05/2022 | | Ide Hill Village Hall Gran | Ide Hill Village Hall Trust | X | 1,300.00 | | 1,300.00 |
| 25 | Cleaning | 20/05/2022 | | Cleaning | Val & Sander Reytenbach | X | 210.00 | | 210.00 |
| 26 | Conveniences cleaning | 20/05/2022 | | Cleaning | Val & Sander Reytenbach | X | 500.00 | | 500.00 |
| 49 | WiFi | 20/05/2022 | | WiFi Village Hall | British Telecom | S | 62.31 | 12.46 | 74.77 |
| 36 | Annual Parish Meeting | 23/05/2022 | | Refreshments | John Evans | X | 37.23 | | 37.23 |
| 41 | Parish WiFi (Clerk) | 25/05/2022 | | WiFi | Mrs A C Barlow | X | 10.00 | | 10.00 |
| 42 | Parish mobile telephone | 25/05/2022 | | Mobile | Mrs A C Barlow | X | 19.00 | | 19.00 |
| 43 | Travel Expenses | 25/05/2022 | | Mileage | Mrs A C Barlow | X | 70.92 | | 70.92 |
| 44 | Supplies for meetings | 25/05/2022 | | Coffee and Biscuits | Mrs A C Barlow | X | 36.25 | | 36.25 |
| 45 | Miscellaneous Contingen | 25/05/2022 | | Retirement gift S Goache | Mrs A C Barlow | X | 25.00 | | 25.00 |
| 48 | Annual Parish Meeting | 25/05/2022 | | Refreshments | Ann Powell | X | 217.04 | | 217.04 |
| 37 | Photocopier and photoco | 25/05/2022 | | Photocopier rental | KCC | S | 58.10 | 11.62 | 69.72 |
| 38 | Software | 25/05/2022 | | Accounting Software Lic | Scribe | S | 468.00 | 93.60 | 561.60 |
| 39 | Running Costs | 25/05/2022 | | Supplies | Dominic Rossi | S | 26.65 | 5.33 | 31.98 |
| 40 | Parish Zoom account | 25/05/2022 | | Zoom | Mrs A C Barlow | S | 11.99 | 2.40 | 14.39 |
| 46 | Stationery | 25/05/2022 | | Stationery | Mrs A C Barlow | S | 14.96 | 2.99 | 17.95 |
| 33 | Electricity and Gas | 25/05/2022 | | Electricity | EDF Energy | L | 425.72 | 21.29 | 447.01 |
| 34 | Conveniences energy co | 25/05/2022 | | Electricity | EDF Energy | L | 122.64 | 6.13 | 128.77 |
| 35 | Energy Costs | 25/05/2022 | | Gas | Calor Gas | L | 11.98 | 0.60 | 12.58 |
| 47 | Electricity and Gas | 27/05/2022 | | Gas | British Gas | L | 416.43 | 20.82 | 437.25 |

Sundridge with Ide Hill Parish Council
RECEIPTS LIST

| Voucher | Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|---------------|------------|--------|-------------------------------------|------------|-------------------|---------------|----------|---------------|-----|---------------|
| 6 | Income Wood | 06/05/2022 | | NatWest Parish Council Bank Account | | Dance hall hire | Mr & Mrs Wood | X | 24.00 | | 24.00 |
| 11 | Income Wood | 06/05/2022 | | NatWest Parish Council Bank Account | | Dance hall hire | Mr & Mrs Wood | X | 24.00 | | 24.00 |
| 12 | Income Wood | 13/05/2022 | | NatWest Parish Council Bank Account | | Dance hall hire | Mr & Mrs Wood | X | 24.00 | | 24.00 |
| 8 | Income Wood | 13/05/2022 | | NatWest Parish Council Bank Account | | Dance hall hire | Mr & Mrs Wood | X | 24.00 | | 24.00 |
| 7 | Income Wood | 20/05/2022 | | NatWest Parish Council Bank Account | | Dance hall hire | Mr & Mrs Wood | X | 24.00 | | 24.00 |
| 13 | Income Wood | 20/05/2022 | | NatWest Parish Council Bank Account | | Dance hall hire | Mr & Mrs Wood | X | 24.00 | | 24.00 |
| 9 | Income Casual | 23/05/2022 | | NatWest Parish Council Bank Account | | Village Hall Hire | Teak | X | 90.00 | | 90.00 |
| 14 | Income Wood | 27/05/2022 | | NatWest Parish Council Bank Account | | Dance hall hire | Mr & Mrs Wood | X | 24.00 | | 24.00 |
| Total | | | | | | | | | 258.00 | | 258.00 |

Sundridge with Ide Hill Parish Council

Items to be paid 27 June 2022

27 June 2022 (2022-2023)

Sundridge with Ide Hill Parish Council PAYMENTS LIST

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|--------------------------|------------|--------|-------------------------------------|-----------|---------------------------|--------------------------|----------|----------|--------|----------|
| 58 | Parish mobile telephone | 27/06/2022 | | NatWest Parish Council Bank Account | | Additional Phone Charge | Mrs A C Barlow | X | 43.00 | | 43.00 |
| 60 | Internal Auditor | 29/06/2022 | | NatWest Parish Council Bank Account | | Internal Audit 21/22 | David Buckett | X | 732.40 | | 732.40 |
| 61 | Pavilion Maintenance | 29/06/2022 | | NatWest Parish Council Bank Account | | Sundries | Cllr T Jones | X | 53.00 | | 53.00 |
| 62 | Queen's Jubilee celebrat | 29/06/2022 | | NatWest Parish Council Bank Account | | Jubilee Supplies | Ide Hill Community Sho | X | 500.40 | | 500.40 |
| 63 | Ground Maintenance | 29/06/2022 | | NatWest Parish Council Bank Account | | Ide Hill FC Linemarking | Ide Hill & Sundridge Foo | X | 1,748.00 | | 1,748.00 |
| 64 | Pavilion Maintenance | 29/06/2022 | | NatWest Parish Council Bank Account | | Sundridge Rec Boiler Rep | Ide Hill & Sundridge Foo | X | 973.96 | | 973.96 |
| 65 | Queen's Jubilee celebrat | 29/06/2022 | | NatWest Parish Council Bank Account | | Jubilee Supplies | Principal Colour | X | 100.00 | | 100.00 |
| 52 | Subscriptions | 29/06/2022 | | NatWest Parish Council Bank Account | | KALC Subscription 22-23 | KALC | S | 717.74 | 143.55 | 861.29 |
| 53 | Maintenance Contract | 29/06/2022 | | NatWest Parish Council Bank Account | | Streelights Contract 22-2 | Streetlights | S | 1,153.07 | 230.61 | 1,383.68 |
| 54 | Subscriptions | 29/06/2022 | | NatWest Parish Council Bank Account | | Mapping | Parish Online | S | 80.00 | 16.00 | 96.00 |
| 56 | Queen's Jubilee celebrat | 29/06/2022 | | NatWest Parish Council Bank Account | | Jubilee Supplies | Cllr M Fribbens | S | 63.52 | 12.71 | 76.23 |
| 59 | Hedges | 29/06/2022 | | NatWest Parish Council Bank Account | | Gass cutting | Commercial Services | S | 87.55 | 17.51 | 105.06 |
| 55 | Cleaning | 29/06/2022 | | NatWest Parish Council Bank Account | | Additional Clean SVH | Val & Sander Reytenbad | X | 30.00 | | 30.00 |
| 57 | Travel Expenses | 29/06/2022 | | NatWest Parish Council Bank Account | | Mileage | Mrs A C Barlow | X | 71.64 | | 71.64 |

Appendix B

Stubbs Wood Management Advisory Group (SWMAG)
Meeting 23rd June 2022
Report

Attendance at Ide Hill Village Hall:, Caroline Lingham, Martyn Fribbens, David Miller, Russell Maybury, Amanda Barlow (Parish Clerk), Donald Baker (Chair).

Guest: Tim Saunders from Silva Woodland Management Ltd.

Attendance by Zoom: Dominic Rossi, Stephen Palmer,

Apologies Richard Don

Agenda: To discuss the following topics and assess the way forward for the next financial year 22/23 setting out the necessary recommendations for the Parish Council.

- 1) Welcome.
- 2) Selection of Consultant.
- 3) Budget
- 4) A.O.B

1) Welcome:

Chairperson Cllr Baker welcomed everyone to the meeting and asked everyone to introduce themselves to our guest Tim Saunders.

2) Selection of a Consultant:

Caroline Lingham had very kindly invited Tim Saunders to the meeting who had positively responded to her discussions with several potential consultants to become the Parish Council Consultant helping to advise the SWMAG and PC on the way forward for Stubbs Wood.

He has previously inspected the woodland and set out his thoughts in an email as follows:

Thanks for showing me around Stubbs Wood last week - it's a fantastic woodland with lots of potential!

I would be very happy to provide any assistance I can with progressing management of the site - in the first instance I would suggest that I could undertake a review of the progress to date against the requirements of the annual WD2 management grant. This would comprise a detailed walkover inspection and a report with accompanying maps, reviewing each land parcel in terms work completed to date against the required prescriptions, with a recommendation for activity over the remaining years of the grant scheme. I think this would be necessary to provide a good baseline for work going forward, but it is also a requirement of the CS grant scheme (a 'progress review' in years 3 and 5 of the scheme can be requested by the RPA if the site comes up for inspection).

I am able to carry out the above survey and report for £500.00+VAT.

Following this, I could offer assistance with programming work in line with the grant and management plan, to include further coppicing, veteran tree work, rhododendron removal, etc. My usual approach to this would be to work up an annual budget proposal for each financial year which could be agreed in principle with the management committee. I can then seek out appropriate contractors to tender for the work, and perhaps link in work with neighbouring farms and estates to make some of these more difficult jobs 'stack up'. I can also assist with supervision of operations, providing risk assessments, operational site assessments, annual tree surveys, grant monitoring paperwork (inc. fixed point photographs etc to demonstrate completion).

I can undertake this kind of consultancy work on an hourly rate of £50.00+VAT. Please do let me know if you have any questions or require more detail on how I might be able to help with the management of the woodlands. I'd be happy to meet the management committee to discuss if needed,

Kind Regards

Tim

*Tim Saunders (MRes., MSc., BSc.)
Woodland Manager*

Silva Woodland Management Ltd

Tim further explained that he was part of a partnership known as Silva Woodland Man. Ltd with Rick Valis and had available 3 -4 employees who carried out the routine work. The company manages over 10,000 acres including land adjoining Stubbs Wood and has available 35 – 50 contractors who undertake the coppicing and heavy workload required by his clients.

There was a detailed discussion on the services required by the SWMAG and PC in relation to Stubbs Wood in a question-and-answer format. Tim considers that it is important to review the Man. Plan by carrying out a survey of the site to establish the work required to satisfy the Stewardship Grant, he would then be able to request and project manage the tendering process for the coppicing of the selected coupes and has access to a number of competing clients and contractors requiring timber for chipping, firewood etc.. He is able to link contracts with contractors working on adjoining land to gain benefits of cost savings for our contracts. He was also willing to advise on H & S issues and tasks which can be undertaken by the volunteers working party.

The chair confirmed the fees which would be charged by Silva WM Ltd which are:

Hourly rate for the services of Tim Saunders - £50 per hour

Cost of the initial survey as described above - £500 +VAT

Occupiers Liability Survey - TBC

Overall, Tim answered all our questions with balanced answers demonstrating a high level of knowledge and empathy for the requirements of the consultancy post.

Tim left the meeting on the understanding that the matter had to be discussed and a recommendation made to the PC on Monday 27th.

The Group unanimously agreed to the following recommendation to the Full Council Meeting on Monday 27th June:

The SWMAG recommends to the Parish Council that Tim Saunders is employed as a Consultant to the SWMAG with immediate effect subject to relevant references.

The Parish Clerk should be asked to make the appointment and ask Tim Saunders to carry out the survey and report for £500 +VAT mentioned in the second paragraph of his email introduction.

3) Finances:

The Parish Clerk provided a detailed breakdown of the finances for Stubbs Wood reflecting the income and expenditure since 2019. (As attached).

The Parish Clerk was asked to circulate the detailed breakdown so that everyone (on Zoom) could consider her conclusions which were broadly accepted at the meeting.

The next meeting will be held following the receipt of the survey and recommendations from Tim Saunders in due course.

Cllr D M Baker

27th June 2022

Sundridge with Ide Hill Parish Council

b. To agree the Stubbs Wood accounts and the position as at 1 April 2023.

Stubbs Wood

| | Receipts | Payments | VAT |
|------------------------------------|------------------------|----------|---------|
| 2019/20 | 200 | 13722.83 | 2284 |
| Parish Council Grant | 3,000 | | |
| 2020/21 | 3720 | 1092 | 182 |
| Parish Council Grant | 3,000 | | |
| 2021/22 | 5,295 | 5567.53 | 703.43 |
| Parish Council Grant | 3,000 | | |
| <hr/> | | | |
| Total | 18,215 | 20382.36 | 3169.43 |
| Receipts | 18,215.00 | | |
| Less Receipts | -20,382.36 | | |
| | <hr/> -2,167.36 | | |
| In Stubbs Wood A/c | <hr/> 15,000.00 | | |
| 31 March 2022 | <hr/> 12,832.64 | | |
| Add VAT refund | 3,168.43 | | |
| Add Parish Council Grant 22/23 | <hr/> 3,000.00 | | |
| Stubbs Wood at 1 April 2022 | <hr/> 19,001.07 | | |

