

Sundridge with Ide Hill Parish Council

Minutes of Full Council Meeting held on Monday 3 October 2022
at Sundridge Village Hall at 7.30pm

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

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

H M Queen Elizabeth II

Prior to the commencement of the meeting a one-minute silence was observed to pay respects to H M Queen Elizabeth II following her death on 8th September 2022

1. To receive apologies and reasons for absence.

There were no apologies.

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

Cllr Allgood declared an interest in 8.1 as she is the owner of the property reference SE/22/02609/HOUSE.

3. Report from County Councillor

Report from District Councillor

There were no reports from the County and District Councillors.

4. 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.

Mr Rossi and Mr Don advised that they do not want to sign the Code of Conduct as the Group is an Advisory Group and not a Committee or a Sub Committee of the Parish Council. They stated that under current legislation there is no requirement for them to agree to the Code of Conduct. The Clerk advised that whilst it was not in the legislation Members had agreed that members of working parties should agree to the Code of Conduct and Members could overturn that decision. **Members resolved that the non Council Members on the Advisory Group do not have to agree to the Code of Conduct.**

5. To approve as a correct record the **Minutes** of the Parish Council meetings held on 25 July 2022

Members resolved to agree the minutes of 25 July 2022.

6. To take **Matters arising** that are not covered by the Agenda Items below.

7.5 Defibrillators – The Clerk agreed to look into the defibrillators and see what had happened with the installation.

8.0 Clerk has contacted resident to see if they still are interested in vacancy.

11.2.1 Events - report on success of Parish Council stand at Ide Hill Village Fair

The following will be included on the Agenda for the meeting on 17 October 2022

- Sundridge Recreation Ground – the working party will meet in the first week of October.
- Streetlighting
- Goathurst Common
- Sundridge & Brasted Social Club – meeting with the Club is on 5 October 2022

7. Finance & Personnel items for decision and noting

7.1 Insurance

- Valuation of assets
The Clerk advised that she has not yet received the valuations.
- Renewal of Policy

Members agreed to include the chainsaw usage of 3 members of the volunteer group at a cost of £89.

The Clerk advised that as the meeting had been postponed she had renewed the policy with the existing schedule but advising the insurers that the schedule would need to be amended when the valuations had been received.

Members agreed that the Clerk should discuss the Insurance Policy with Cllr Maybury and Jones to put together a schedule to agree at the next meeting.

7.2 Utility Aid

Members agreed that Cllr Maybury should research using this company.

7.3 Items Paid and Payable

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

7.4 Finance & Personnel Committee Meeting – to confirm date

8. Items for discussion, agreeing and noting

8.1 Parish Assets, Committees/Working Parties

8.1.1 Planning

8.1.1 Planning Applications

Members resolved to agree a response to the applications via delegated authority.

8.1.2 Covers Farm

Members noted that the it was likely Covers Farm would not go to Committee until December. Members agreed that Cllr Evans would take over the contacting regarding residents if Cllr Jones is away.

8.1.2 Stubbs Wood Working Party

- Notes of a meeting of the Stubbs Wood Management Advisory Group

Noted. The notes are attached at Appendix B.

- Report from Silva Management

Noted.

- Clarke Telecoms CTIL 30082300 VF 18320.

Members agreed that the Clerk should confirm if the mask could be used for mobile telephone signal as well as smart meters.

- Request to use Stubbs Wood car park

Members agreed that Catford Cycling Club could use Stubbs Wood car park and would be requested to make a £100 donation.

8.1.3 Ide Hill Village Green

Cllr Miller advised that residents would like to see kerbing on the roundabout and would be prepared to make some contribution.

Cllr Baker left the meeting.

8.1.4 Sundridge Village Hall

- Storage facility

Members agreed that the Clerk should go ahead and order the storage facility.

8.2 Communications/Events

8.2.1 Remembrance Sunday

The Clerk confirmed that two poppy wreaths had been ordered.

8.2.2 Operation London Bridge

Members agreed that the Operation London Bridge went well.

8.3 Highways

8.3.1 Highways Update

The Clerk explained that the Highways department had been restructured again.

8.4 Correspondence

8.4.1 Kent Police

Noted.

8.4.2 Sevenoaks District Council – change of waste collection

Noted at Appendix C.

8.4.3 To note general correspondence.

Notes at Appendix D.

9. Date of next meetings

- | | |
|-------------------------|---|
| Monday 17 October 2022 | - Full Council Meeting at Sundridge Village Hall |
| Monday 21 November 2022 | - Full Council Meeting at Ide Hill Village Hall |
| Monday 12 December 2022 | - Full Council Meeting at Sundridge Village Hall followed by Christmas Social |

Sundridge with Ide Hill Parish Council

Appendix A

Items Paid 1 August to 30 September 2022

3 October 2022 (2022-2023)

Sundridge with Ide Hill Parish Council PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
117	Parish Zoom account	01/08/2022	Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
118	Parish WiFi (Clerk)	01/08/2022	WiFi	Mrs A C Barlow	X	10.00		10.00
119	Parish mobile telephone	01/08/2022	Mobile	Mrs A C Barlow	X	19.00		19.00
100	Photocopier and photoco	08/08/2022	Photocopier rental	KCC	S	58.10	11.62	69.72
99	Energy Costs	08/08/2022	Gas	Calor Gas	L	11.98	0.60	12.58
96	Cleaning	08/08/2022	Cleaning	Val & Sander Reytenbacl	X	120.00		120.00
97	Conveniences cleaning	08/08/2022	Cleaning	Val & Sander Reytenbacl	X	500.00		500.00
113	WiFi	18/08/2022	WiFi Village Hall	British Telecom	S	62.31	12.46	74.77
120	Parish Zoom account	01/09/2022	Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
121	Parish WiFi (Clerk)	01/09/2022	WiFi	Mrs A C Barlow	X	10.00		10.00
122	Parish mobile telephone	01/09/2022	Mobile	Mrs A C Barlow	X	19.00		19.00
104	Conveniences energy co:	13/09/2022	Electricity	EDF Energy	L	42.90	2.15	45.05
105	Energy Costs	13/09/2022	Electricity Rec April to Aug	EDF Energy	L	539.10	26.96	566.06
101	Operation London Bridge	13/09/2022	Mourning Veil for Website	Vision ICT	S	70.00	14.00	84.00
102	Conveniences supplies	13/09/2022	Toilet rolls	Goldservice	S	23.43	4.69	28.12
103	Maintenance	13/09/2022	Hand driers	Goldservice	S	227.63	45.53	273.16
106	Training	13/09/2022	Training	KALC	S	50.00	10.00	60.00
107	Maintenance	13/09/2022	Repair to playground	Banbrook Handyman and	X	775.00		775.00
109	Cleaning	13/09/2022	Cleaning	Val & Sander Reytenbacl	X	90.00		90.00
110	Cleaning	13/09/2022	Cleaning	Val & Sander Reytenbacl	X	300.00		300.00
111	Cleaning	13/09/2022	Cleaning	Val & Sander Reytenbacl	X	210.00		210.00
112	Conveniences cleaning	13/09/2022	Cleaning	Val & Sander Reytenbacl	X	500.00		500.00
114	WiFi	20/09/2022	WiFi Village Hall	British Telecom	S	62.31	12.46	74.77

Items to be paid in October

3 October 2022 (2022-2023)

Sundridge with Ide Hill Parish Council PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
123	Parish Zoom account	07/10/2022	Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
131	Photocopier and photocc	07/10/2022	Photocopier charges	KCC	S	34.83	6.97	41.80
132	Defibrillators	07/10/2022	Defibrillators x 2	Defib Machines Ltd	S	1,133.00	166.60	1,299.60
133	Defibrillators	07/10/2022	Defibrillator Case x 2	Defib Machines Ltd	S	803.00	160.60	963.60
124	Parish WiFi (Clerk)	07/10/2022	WiFi	Mrs A C Barlow	X	10.00		10.00
125	Parish mobile telephone	07/10/2022	Mobile	Mrs A C Barlow	X	19.00		19.00
126	Travel Expenses	07/10/2022	Mileage	Mrs A C Barlow	X	16.20		16.20
127	Supplies for meetings	07/10/2022	Coffee and Biscuits	Mrs A C Barlow	X	11.70		11.70
130	Insurance Policy	07/10/2022	Insurance Premium	Zurich Municipal	X	1,899.64		1,899.64
128	Cleaning	20/10/2022	Cleaning	Val & Sander Reytenbacl	X	180.00		180.00
129	Conveniences cleaning	20/10/2022	Cleaning	Val & Sander Reytenbacl	X	500.00		500.00
Total						4,619.36	336.57	4,955.93

Items received 1 August to 30 September 2022

3 October 2022 (2022-2023)

Sundridge with Ide Hill Parish Council
RECEIPTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
27	Income Dance School	03/08/2022	Dance hall hire	Judith Essex School of De	X	1,270.94		1,270.94
35	Income Wood	12/08/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
28	Income Nayax	15/08/2022	Toilet Door Income	Nayax Europe UAB	X	124.29		124.29
36	Income Wood	19/08/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
30	Income Pilates	01/09/2022	Pilates Hall Hire	Teresa Baker	X	336.00		336.00
37	Income Wood	02/09/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
31	Income Pilates	07/09/2022	Pilates Hall Hire	Teresa Baker	X	156.00		156.00
38	Income Wood	09/09/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
32	Income Boogie Bounce	14/09/2022	Boogie Bounce Hall Hire	Boogie Bounce	X	96.00		96.00
29	Income Nayax	15/09/2022	Toilet Door Income	Nayax Europe UAB	X	130.89		130.89
39	Income Wood	16/09/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
40	Income Wood	23/09/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
33	HMRC	27/09/2022	VAT refund	HMRC	X	6,319.15		6,319.15
34	Precept	30/09/2022	Precept	Sevenoaks District Counc	X	32,954.00		32,954.00
41	Income Wood	30/09/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
Total						41,555.27		41,555.27

**Appendix B - Minutes of a meeting of the Stubbs Wood Management Advisory Group
Held on Thursday 22nd September 2022 at 5.00pm in the Ide Hill Village Hall.**

Present: Don Baker (Chair), Martyn Fribbens, David Miller, Dominic Rossi, Caroline Lingham and Richard Don

Apologies from Tim Saunders, Russell Maybury, Stephen Palmer.

1. Don welcomed the attendees to the meeting and explained that Tim Saunders was unwell and unable to attend the meeting. He would be able to attend on another date.

2. The items for discussion were as follows:-

- a) Tim Saunders' Report;
- b) The availability of insurance cover for the use in Stubbs Wood by volunteers of chainsaws and other mechanical equipment;
- c) A report on the work of the volunteers;
- d) The Code of Conduct.

3. Tim Saunders' Report.

It was agreed that Tim Saunders' Report was excellent, but it was a pity that he was unable to attend to discuss it. This is likely to result in the loss of weeks in the cutting season.

A number of questions arose in respect of the Report as follows:-

- a) The widening of the rides. We need to understand which 'rides' need to be widened and may need to ask the Forestry Commission to permit an alteration to the prescriptions if necessary. It was noted that Tim was recommending combining the widening with the coppicing.
- b) There was doubt as to how to deal with the removal of rhododendrons. After discussion, it was agreed that, although volunteers might well be able to cut them down, we need to ask Tim how best to dispose of the cuttings which could be a major undertaking.
- c) It was thought that there must be a veteran tree survey in existence and the Parish Clerk should be asked if she can produce a copy from the records.
- d) It was noted that a deer impact survey was needed. This would not be easy to arrange and it was thought that this should be dealt with at a later stage.
- e) Dom requested to know if the volunteers should be removing the holly. It was not mentioned in the prescriptions and therefore presumed that this was not necessary. As to Himalayan Balsam, this has largely been removed and it was thought that this might be the reason it was not mentioned in the Report.
- f) After discussion, it was agreed that the Group should recommend to the Parish Council that it should instruct Tim to prepare a detailed action plan to implement all aspects of his recommendations as set out in his Report and that he should attend a meeting to discuss that plan. He should also be requested, before doing so, to prepare an estimate of the likely amount of his costs for so doing. It was recognised that it would be difficult for him to estimate the overall cost of carrying out his proposals until quotations had been received from contractors for such of the work as could not be done by volunteers.

4. The availability of insurance cover for the use in Stubbs Wood by volunteers of chainsaws and other mechanical equipment.

Don reported that Zurich had quoted an increase in premium of £89.63 in respect of the Parish Council's insurance policy of up to the renewal date. However, it was not known when the renewal date was.

[Note: since the meeting it has been confirmed that the additional premium of £89.63 is for the full year from the renewal date of 29th September 2022.] This was to cover use by the volunteers of mechanical equipment, including brush cutters and the 'Allen' scythe, and for two named individuals, namely Dominic Rossi and Russell Maybury, to be able to cut trees of a diameter up to 380mm. Subject to knowing the renewal date, the Group recommended that if the proposal was accepted at the next Parish Council meeting on 3rd October 2022, that quotation should be accepted from a date as early as possible after that meeting.

5. A Report on the work of the Volunteers.

Dominic produced the poster which had for many years been displayed in the car park in Stubbs Wood by Yorks Hill. It was reported that it had been agreed by the Parish Council some time ago that the structure of the sign needed to be replaced. A draft of a new poster would be prepared, bringing the poster up to date and correcting any matters needing correction. This would be circulated to the Group for comment. It was thought that a grant might be available towards the cost of a replacement poster and sign.

It had been a very successful year for the volunteers. The mess left after the termination of the Japa contract had been cleared up; dead hedges had been established; the Himalayan Balsam had been very largely removed; hung up trees had been made safe; walkways had been kept clear and open. Dominic was congratulated on the work of his volunteers.

6. The Code of Conduct.

All members of the Group had received an email from the Parish Clerk, inviting those members who were not already Parish Councillors to sign a 'Code of Conduct'. It was not understood why that request had been made. Richard said that, whilst he had no objection to the terms of the Code of Conduct itself, he did not think it appropriate to be asking him to sign this. He recalled that in 2018, when the Group was set up, it was made clear that the Group was to be informal and advisory only, with no power to commit the Parish Council to anything. He had, in fact, drafted an 'organigram' showing the Group's relationship with the Parish Council, the Stubbs Wood Charity Foundation and the Amenities Committee. He understood that this had been circulated to and agreed by all the members of the Group, including the Parish Councillors who were part of the Group, as well as the Parish Council itself. He thought that, because this was some four years ago, (and it was strange that this was being raised now), this might have been forgotten. Had he thought that the Group was in some way, a subcommittee of the Parish Council rather than an informal grouping of local volunteers with Parish Councillors, he would not have joined. He would be writing to the Parish Clerk in response to the email he had received.

7. Any other business.

- a) It was agreed that it would be desirable to install picnic benches where appropriate.
- b) It was unknown whether the Catford Cycling Club had applied for permission to stage their annual race up Yorks Hill, but it was thought likely that if they did, the Parish Council would grant permission.

8. Date of next meeting.

No date was fixed.

Meeting ended at just after 7.00pm

Sent from my iPad

Richard Don,

Press Release



PR 6779

28 September 2022

For Immediate Release

New waste collection rounds

From 17 October, 2022 most residents will have a new waste collection day as Sevenoaks District Council introduces revised rubbish, recycling and garden waste rounds.

The change, the first in more than a decade, will improve the efficiency of the service, saving on fuel and carbon emissions as the Council moves towards Net Zero.

The Council will continue to collect residents' waste every week in black and clear sacks.

However, around 80% of residents will have a new collection day. Postcards are being sent to every home with details of their waste and recycling collection day from 17 October.

If a household has a new collection day or it remains the same, they should put their sacks out at 7am as the waste crews could arrive earlier than they are used to.

The Council's fortnightly garden waste collection days are changing too. From 17 October, garden waste collections will always take place on the same day as residents' waste collection day.

Garden waste customers can visit the Council's website www.sevenoaks.gov.uk/gardenwaste or call 01732 227000 to find out when their garden waste collections take place from 17 October.

Cllr Margot McArthur, the Council's Cabinet Member for Cleaner & Greener, says: "This is the biggest change to our collection rounds in many years. To ensure a smooth transition to the new days, residents should look out for our postcard with their collection day so they are ready for the new arrangements.

"It's really important that residents put their waste out at 7am, even if their collection day remains the same."

For more information, visit www.sevenoaks.gov.uk/refuse.

Issued by: Daniel Whitmarsh, Communication and Consultation Manager

Call: 01732 227414

e-mail: daniel.whitmarsh@sevenoaks.gov.uk

Appendix D

1. SDC - Sevenoaks District Council: In Bloom winners crowned
2. KALC news
3. NALC Chief Executive Bulletin
4. KALC- M20 Moveable Barrier: project update
5. KALC - Kent's Plan Bee July 2022 Newsletter
6. SDC- Don't lose your vote!
7. GAGNE Gatwick -August/ September Newsletter
8. DAVSS Volunteer Recruitment Drive
9. KALC - Private Members' Ballot - Local Electricity Bill.
10. Sevenoaks District Council: Silver Sunday is back, bigger and better than before!
11. Sevenoaks District Council: Council allocates £1.3m for community infrastructure projects

For all Agenda and Minutes related to SDC meetings please visit:

<https://cde.sevenoaks.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=>