

Sundridge with Ide Hill Parish Council

Minutes of Full Council Meeting held on Monday 23 January 2023 at Sundridge Village Hall at 7.45pm

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

Apologies: Councillor Fribbens, Cllr Chard (County)

Attendance: 6 members of the public (in part), Cllr Bonin (District) (in part), Amanda Barlow (Clerk)

1. To receive apologies and reasons for absence.

Apologies were received from Cllr Fribbens and Cllr Chard (County). Cllrs Powell and Collins were absent.

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 & District Councillors

County

Cllr Chard had sent his apologies and advised the Clerk that there was no update as Farm had been postponed until March 2023.

District – Cllr Keith Bonin

Cllr Bonin had previously sent his report and a copy of his report is at Appendix A.

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.

- Ide Hill Football Club – Two parents were concerned that the junior football had been moved from Ide Hill to Sundridge. Its disadvantageous as it is cancelled all the time due to the water logged pitch and the parents would like to ask if it could move back to Ide Hill Recreation Ground. Cllr Maybury advised that the understanding from the application from IHFC was to flatten the pitch at Ide Hill had been refused by the Parish Council however the pitch had been used by Juniors previously. The Parish Council did not want the area flattened for various reasons as it was used by many people for different activities. Members explained that it was not the Parish Council's position to decide where the football teams played and suggested a discussion with Clare Dance-Harvey (IHFC).
- Ide Hill Village Green – A resident whose house was opposite the Green advised that the tree had been planted next to the well and Cllr Evans advised that it will grow to 7ft to 8ft. They are concerned that it is close to the road making it dangerous and it has a big impact on their property. Cllr Fribbens had advised previously to the resident that he would seek properties on the Green's opinion. She is here to ask the Council to relocate the tree to a sensible location. Cllr Evans advised that he has spoken to the RHS and the tree smells like honeysuckle and if the tree gets too big it can be pruned. It is very slow growing. Cllr Fribbens and Cllr Evans had the tree at the Platinum Jubilee event on the Parish Council had a stand with a sign about the tree.
- Dominic Rossi and Richard Don
 - – The Stubbs Wood Management Committee would like to have a new notice board and could Members agree that they could spend up to £500 without coming back to the Council.
 - – Working with Tim Saunders, Management Consultant, on the chestnut coppices. He has suggested Aaron Cornish to carry out the work. He is going to help us with the management plan and he has agreed to widen the main path.

Members thanked Dominic Rossi and Richard Don for their tremendous work that they have done for the Stubbs Wood.

5. 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

There were no confidential items.

6. To approve as a correct record the **Minutes** of the Parish Council meetings held on November and 5 December 2022

Members resolved to agree the minutes of the meeting held on 21 November and 5 December 2022.

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

Minutes of 21 November 2022

10.3 Stubbs Wood

Cllr Baker advised that there was a meeting on 19 January 2023 and a copy of the notes is attached at Appendix B.

The Clerk advised that it was acceptable for the Parish Council to appoint Aaron Cornish as the Parish Council was acting on the advice from the management consultant, without carrying out a tender process, and this would allow for the work to be carried out before the nesting season.

Members resolved, in the majority, that the Parish Council should instruct Tim Saunders to agree a contract with Aaron Cornish to coppice 3 to 4 acres to the east of York Hill and undertake the work in lieu of the excess value of the timber to the ride travelling east from the car park.

Cllrs Allgood, Baker, De Bono, Evans, Jones, Maybury and Miller voted in favour of the resolution.
Cllr Banbrook abstained from the vote.

Members resolved that the Stubbs Wood Management Group should get a new notice board to the cost of £500.

Members resolved that the equipment should be purchased as detailed up to a cost of £1,500. It was agreed that the storage and insurance situation need to be resolved.

Minutes of 5 December 2022

Tree on Ide Hill Green

4.2 Members resolved to move the tree on the village green at Ide Hill and ask if it could be planted at the other end of the Green along with a commemorative bench to celebrate the life of the late Queen. If this location is not suitable then the tree should be moved to Sundridge.

8. Finance & Personnel items for decision and noting

8.1 Items, Received Paid and Payable

Members resolved to agree Items Received, Paid and Payable as at Appendix C.

8.2 Grant request – Sevenoaks Volunteer Transport Group

Members resolved to award a grant of £100 to the Sevenoaks Volunteer Transport Group.

8.3 To receive a report from the RFO on the accounts to 20 January 2023

The RFO went through the accounts as presented and advised that the budget was on track although the utility bills were very high, as expected.

The Amenities Committee had instructed the Clerk to get the boiler serviced and a nest system installed to allow Members to ensure the heating was not on when the hall was empty. The Clerk explained that a new combi boiler was being fitted in the Pavilion and a nest system would be installed there along with Wi-Fi to enable a payment card system to be used.

8.4 Budget 2023/24

Members resolved to agree the budget as presented.

8.5 Precept 2023/24

Members resolved, in the majority, to set the precept at £69,490

Members resolved to set the budget at £105,328 and it was agreed that the shortfall of £5,363 would be made up from reserves.

Cllrs Allgood, Banbrook, De Bono, Evans, Jones, Maybury and Miller voted in favour of the proposal. Cllr Baker abstained.

Payments:	£105,328
Less Income:	£ 30,475
Less Reserves:	<u>£ 5,363</u>

Precept 23/24 £ 69,490

£69,490/944.90 (23/24 tax base) = £73.54

5% increase per household from 22/23 (£70.04) equating to an £0.08 increase per week.

8.6 To note the minutes of the Finance & Personnel Committee Meeting on Monday 16 January 2023
Noted.

8.7 To agree new membership of the Finance & Personnel Committee

Members resolved to agree the membership of the Finance & Personnel Committee as follows:

Finance	Vikki Allgood Don Baker John Banbrook John Evans Martyn Fribbens Russell Maybury (Chair) Ann Powell
Personnel	Vikki Allgood Don Baker John Evans Russell Maybury (Chair)

8.8 Bank Account:

8.8.1 The Clerk confirmed that the bank accounts at Unity Trust Bank were now as follows:

- Working Capital
- General Reserve
- Earmarked Reserve
- Stubbs wood Ring Fence

8.8.2 **Members resolved that Cllr Fribbens should be added as a signatory on the Unit Trust Bank accounts.**

8.8.3 **Members resolved that the Parish Council should open an interest bearing account.**

9.1. **Sundridge Village Hall**

9.1.1 Renovations and improvements for the hall

The Clerk advised that the renovations were underway and should be finished within 2 weeks.

9.1.2 Utilities

The boiler had been serviced and a nest system installed so that Members can control the heating and ensure it is not left on when the hall is empty.

9.2 **Sundridge Recreation Ground**

9.2 Pavilion – repairs and new boiler

Cllr Maybury advised Members about the situation with the boiler.

Members resolved that the boiler should be replaced at the Pavilion at a cost of up to £3,500.

Members agreed that the renovations should take place and the builder from the hall would be asked to quote.

9.3 **Electrical Survey**

9.3.1 Sundridge Village Hall

9.3.2 Sundridge Pavilion

Members agreed that the Amenities Committee would deal with the issues raised and that the Clerk should obtain quotes for the work.

9.4 Sundridge and Brasted Social Club

9.4.1 KALC advice

The Clerk advised that KALC had recommended taking legal advice but Brasted did not want to pay for advice. Cllr Baker had also spoken to Clive Powell (Legal Advisor at KALC) who had suggested asking the Internal Auditor/KALC Financial Advisor David Buckett for advice.

9.4.2 Meeting with Brasted Parish Council

The Clerk advised that Brasted Parish Council wished to meet with all Members of Sundridge with Ide Hill Parish Council to discuss at way forward.

Members resolved that those Members who were available should attend the meeting on Monday 30 January 2023 at 7pm at the Brasted Pavilion.

9.5 Streetlighting

To receive a report from Streetlights and agree any actions, if appropriate.

Members noted that Ken Bonner would attend the February meeting to present the streetlighting requirements.

9.6 Communications/Events

9.6.1 Local Elections – May 4 2023

Noted.

9.6.2 Coronation of HM The King – May 6 2023

An amount had been allocated for the celebrations in the 2023/24 budget.

9.6.2 Ide Hill Village Green/Ide Hill Fair

Members resolved to agree that the fair could take place on Ide Hill Village Green.

9.7 Correspondence

9.7.1 To note general correspondence.

Noted.

9 Date of next meetings

9.8 Next Meetings:

Meeting with Brasted Parish Council - Monday 30 January 2023 at 7pm at Brasted Pavilion
Full Council Meeting - Monday 20 February 2023 at 7.30pm at Sundridge Village Hall

There being no further business the meeting closed at 10.30pm.

Appendix A – Cllr Keith Bonin

Report to Sundridge with Ide Hill Parish Council - 23 January 2023

Planning:

Chevening mounds appeal update

The appeal against SDC's refusal of the Chevening Estate's proposed plans to construct large mounds through the importation of 750,000 cubic metres of soil has been postponed.

The appeal hearing was originally scheduled for 11th January. However, due to an administrative error by the Planning Inspectorate the hearing has been delayed.

Cllr Nigel Williams and I will be speaking at the appeal hearing against this proposal on the grounds that the very special circumstances to build in the Green Belt do not exist and the harms resulting from the proposal outweigh the benefits.

The appellant has stated in their submission that if planning permission were to be granted, they would agree to a condition that no HGV traffic associated with the construction works shall travel between Chevening Cross and the site access along the B2211 Sundridge Road. This means HGV traffic related to this development should not travel through Sundridge.

Sevenoaks District Council News:

Free home energy efficiency improvements

Residents on low incomes may be able to get free energy-saving improvements to make their homes cheaper, warmer and greener.

Green Homes funding is a Government grant run by Eon Energy to help households on a lower income warm their homes while saving money on energy bills and helping to reduce carbon emissions.

To be eligible to for the grant, households must have an income of under £30,000 or be on means-tested benefits. The energy-saving improvements include insulation and ventilation upgrades, changing to a low carbon heating system, energy efficient lighting and lots more.

More information including eligibility can be found at:

www.eonenergy.com/green-homes-grant

Support for disabled people

Residents can find out about local services for disabled people and their families and carers at a free event in Swanley.

'Access all areas' is taking place at the White Oak Leisure Centre (BR8 7BT) from 11am to 3pm on Sunday 19 February 2023.

Local groups and organisations will showcase the help, advice and information available for anyone with physical or learning disabilities or memory problems.

The event will also support anyone who cares for someone with a disability with an opportunity to meet services providers face-to-face in a new, fully accessible leisure centre.

For more information, including details of the groups and organisations taking part, visit:

www.sevenoaks.gov.uk/accessallareas

With kind regards, Keith

Appendix B

Stubbs Wood Management Advisory Group (SWMAG) Meeting 19th January 2023 at 5pm Report

Attendance at Ide Hill Village Hall: Tim Saunders (5 - 5.40pm), Richard Don, Dom Rossi, Donald Baker (Chair).

Apologies Stephen Palmer, (Zoom Link did not work), Caroline Lingham, Martyn Fribbens, David Miller, Russell Maybury.

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

- 1) Welcome.
- 2) Tim Saunders (Consultant.) to provide an update on the action points set out at the meeting dated 20th October 2022.
- 3) Other action points to be reviewed.
- 4) Budget.
- 5) Lord Colgrain.
- 6) Notice Board.
- 7) Volunteer Working Party – Equipment
- 8) A.O.B

1) Welcome:

Chairperson Cllr Baker welcomed everyone to the meeting and thanked them for their attendance.

2) Tim Saunders Report:

Tim had two items to report to the Group:

A) Tim had been in touch with the RPA and agreed the revised ride set out in action point No 3 of the notes dated the 20th October 2022 with David Farrow (RPA) subject to written confirmation of the agreement for future reference purposes.

Stubbs Wood - CS 808440 Monitoring Report Map 1 of 1 (2).pdf

B) Tim had also been in informal discussions with Aaron Cornish (AC) regarding the coppicing at Stubbs Wood. AC had indicated that he was not interested in coppicing the area started by Japa at the moment. However, he would be interested in an area approx. 3 – 4 acres situated to the east of Yorks Hill opposite the Stubbs Wood Car Park and shown on the above plan, which could be accessed without too much disruption to the public footpath.

It is estimated by Tim that AC would harvest the area prior to the close of the nesting season ie March and leave the timber to be collected when the ground conditions had hardened reducing damage. The coppicing is likely to take approx. 2 weeks.

Tim will be suggesting to AC that the coppicing is undertaken at a price which is cost neutral and the contractors undertaking other tasks using his expanded resources to offset the value of the timber estimated at £2,500. Tim would suggest to AC that the ride or public footpath traveling east from the main car park is widened in line with the management plan. This would include action points Nos 4 and 6.

Tim confirmed that he was able to justify any agreement struck with AC by providing the Parish Council with a breakdown of the value of the standing timber versus the cost of extraction to demonstrate value for money.

Tim confirmed that it is likely that the Coupe started by Japa will need to be dealt with separately and will probably be cost negative following tender or quotes.

3) Other Action Points:

AP No 1 – The volunteers have started to deal with the Rhods and brushwood in this area and will await a couple of seasons prior to applying any herbicide.

AP No 2 – Russell Maybury provided an update on the Deer Management Plan in an email dated 9th January 2023. He is awaiting training from Fraser Williamson NT on how to complete the plan.

AP Nos 3,4,6 – Already dealt with above.

AP No 5 – Tim will provide a breakdown of his potential fees to deal with AC, supervising the coppicing work etc in an email to be directed to the Parish Clerk.

AP No 7 – The volunteers are still to deal with this action point.

AP No 8 – A new notice board has been designed by the volunteers and will be printed for inclusion on the current structure at a cost of approx. £350 plus VAT. Cllr Baker wished the new Notice Board to be placed on a completely new structure, but due to the amount of time it takes to get a new structure for the board it was decided to spend the £350 plus VAT from the 2022/3 budget.

AP No 9 – The risk assessments have been circulated and are now operational.

AP No 10 – Cllr Baker contacted Zurich insurance and successfully gained the inclusion of Jeff Mashburn without an increase in the premium.

4) Budget:

The budget was recorded at a n expenditure of £649.80 against the budget of £3,000. The RPA grant and a couple of extra incomes from the cyclist will be going into the separate bank account at £3846 for future use.

5) Lord Colgrain:

Lord Colgrain has approached the volunteer working party to fell 3 trees sited on the boundary of Stubbs Wood and his land so that he can develop a private bridleway. Cllr Baker asked Dominic to require Lord Colgrain to make a formal request for this work to the Parsh Clerk who will then bring the matter to the attention of the PC.

Cllr Baker reminded the Volunteer Working Group that they should not be undertaking any work outside the Man. Plan.

6) Notice Board

This is dealt with an action point 8 above.

7) Volunteer Working Party – Equipment

The volunteers working party require further equipment which includes:

- A) Tirfor Winch – approx.. £300
- B) Commercial Brushcutter - £700
- C) 2 Machetes - £25 each
- D) 2 Silky Pruning Swords - £100 each

8) AOB:

None.

Recommendations:

The SWMAG recommend to the Parish Council the following:

- 1) The PC should approve the discussions undertaken by Tim Saunders with Aaron Cornish and ask Tim Saunders to agree a contract with AC to coppice the 3 – 4 acres to the east of Yorks Hill as already described prior to March 2023 and undertake work in lieu of the excess value of the timber to the ride travelling east from the car park without any further quotes or tendering process.
- 2) The PC should approve the purchase of the new Notice Board at a cost not in excess of £500 including VAT.
- 3) The Volunteer Group should purchase the equipment highlighted above for a sum not in excess of £1500 including VAT prior to the 31st March 2023.

Cllr D M Baker
22nd January 2023

Appendix C

23 January 2023 (2022-2023)

Sundridge with Ide Hill Parish Council
PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
184	Cleaning	05/12/2022	Additional Clean SVH	Val & Sander Reytenbacl	X	60.00		60.00
185	Electricity and Gas	06/12/2022	Electricity	British Gas	L	721.15	144.23	865.38
191	Energy Costs	06/12/2022	Electricity	EDF Energy	L	133.96	6.70	140.66
186	Dog Bins	06/12/2022	Dog Bins July to Septembe	Sevenoaks District Counc	S	504.40	100.88	605.28
181	Website Maintenance	06/12/2022	Website hosting	Vision ICT	S	241.88	48.38	290.26
182	Email address hosting ct	06/12/2022	Email hosting	Vision ICT	S	234.00	46.80	280.80
170	Parish Zoom account	06/12/2022	Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
188	Conveniences supplies	06/12/2022	Sanitary Waste	Goldservice	S	239.70	47.94	287.64
183	Repairs	06/12/2022	Streetlight repairs	Streetlights	S	154.25	30.85	185.10
176	WiFi	06/12/2022	WiFi Village Hall	British Telecom	S	62.31	12.46	74.77
187	Pavilion Maintenance	06/12/2022	Boiler Repair	Gas Safe Solutions	S	60.00	12.00	72.00
175	Supplies for meetings	06/12/2022	Coffee and Biscuits	Mrs A C Barlow	X	40.80		40.80
171	Parish WiFi (Clerk)	06/12/2022	WiFi	Mrs A C Barlow	X	10.00		10.00
174	Travel Expenses	06/12/2022	Mileage	Mrs A C Barlow	X	100.35		100.35
172	Parish mobile telephone	06/12/2022	Mobile	Mrs A C Barlow	X	19.00		19.00
190	Christmas festivities Ide	06/12/2022	Christmas lights	Derry Wiltshire	S	162.00	32.40	194.40
180	Postage	06/12/2022	Postage	Mrs A C Barlow	X	6.85		6.85
189	Subscriptions	06/12/2022	SLCC Subscription for Clei	Society of Local Council (X	139.50		139.50
190	Christmas festivities Sun	06/12/2022	Christmas lights	Derry Wiltshire	X	72.75		72.75
192	Hire of Ide Hill Village H	06/12/2022	Hall Hire	Stanhope Brasted Ltd	X	72.00		72.00
193	Maintenance	16/12/2022	Boiler Repair and Nest sys	Gas Safe Solutions	S	395.00	79.00	474.00
194	Maintenance	16/12/2022	25% deposit for Hall reno	Akrom Construction Limit	S	1,683.33	336.67	2,020.00
195	Professional Services	16/12/2022	Stubbs Wood consultancy	Silva Woodland Manager	S	550.00	110.00	660.00
196	Maintenance	16/12/2022	Electrical Survey	J Langstaff Ltd	X	600.00		600.00
197	Pavilion Maintenance	16/12/2022	Electrical Survey	J Langstaff Ltd	X	400.00		400.00
198	Christmas festivities Ide	16/12/2022	Christmas Trees	Jim Smart	X	180.00		180.00
199	Christmas festivities Sun	16/12/2022	Christmas Trees	Jim Smart	X	180.00		180.00
169	WiFi	19/12/2022	WiFi	British Telecom	S	62.31	12.46	74.77
178	Cleaning	20/12/2022	Cleaning	Val & Sander Reytenbacl	X	210.00		210.00
179	Conveniences cleaning	20/12/2022	Cleaning	Val & Sander Reytenbacl	X	500.00		500.00
200	Maintenance	21/12/2022	Deposit for Hall Renovation	Akrom Construction Limit	S	3,566.67	713.33	4,280.00
202	Defibrillators	21/12/2022	Defibrillator Installation	Banbrook Electrical Servi	X	228.00		228.00
201	Christmas festivities Ide	21/12/2022	Christmas lights	Martyn Fribbens	X	133.69		133.69
203	Bank Charges	31/12/2022	Bank Charges	Unity Trust Bank	X	18.00		18.00
215	Energy Costs	13/01/2023	Gas	Calor Gas	L	1,661.33	83.07	1,744.40
214	Energy Costs	13/01/2023	Electricity	EDF Energy	L	180.58	9.03	189.61
213	Conveniences energy co	13/01/2023	Electricity	EDF Energy	L	237.64	11.88	249.52
210	Dog Bins	13/01/2023	Dog Bins Oct to Dec 22	Sevenoaks District Counc	S	504.40	100.88	605.28
204	Parish Zoom account	13/01/2023	Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
211	Photocopier and photoco	13/01/2023	Photocopier charges	KCC	S	32.82	6.56	39.38
212	Repairs	13/01/2023	Streetlight repairs	Streetlights	S	60.25	12.05	72.30
216	Energy Costs	13/01/2023	Electricity Oct to Dec	NPower	S	882.37	176.47	1,058.84
205	Parish WiFi (Clerk)	13/01/2023	WiFi	Mrs A C Barlow	X	10.00		10.00
206	Parish mobile telephone	13/01/2023	Mobile	Mrs A C Barlow	X	19.00		19.00
208	Cleaning	20/01/2023	Cleaning	Val & Sander Reytenbacl	X	180.00		180.00
209	Conveniences cleaning	20/01/2023	Cleaning	Val & Sander Reytenbacl	X	500.00		500.00

Sundridge with Ide Hill Parish Council
RECEIPTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
62	Income RPA	06/12/2022	RPA Grant	Rural Payments Agency	X	3,720.00		3,720.00
65	Income Wood	12/12/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
61	Income Dance School	15/12/2022	Dance hall hire	Judith Essex School of De	X	1,343.12		1,343.12
66	Income Wood	16/12/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
67	Income Wood	23/12/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
60	Income Casual	28/12/2022	Village Hall Hire	Orwells	X	135.00		135.00
68	Income Wood	30/12/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
63	Income Radnor House	04/01/2023	Radnor Lease	Radnor House School	X	2,500.00		2,500.00
69	Income Wood	06/01/2023	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
					Total	7,818.12		7,818.12