

Sundridge with Ide Hill Parish Council

Minutes of Full Council Meeting held on Monday 29 January 2024
at Sundridge Village Hall at 7.45pm

Present: Councillors Banbrook, Collins, De Bono, Evans (Chair), Maybury and Powell

Apologies: Cllrs Allgood, Fribbens and Miller, Cllrs Chard (County), Alger (District) and Williams (District).

Attendance: members of the public (in part), Cllr Sandra Robinson (District) and Amanda Barlow (Clerk)

Cllr Evans (Chair) welcomed everyone to the meeting.

1. To receive apologies and reasons for absence.

Apologies were received and accepted from Cllrs Allgood, Fribbens and Miller, Cllrs Chard (County), Cllr Alger (District) and Williams (District).

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

There was no report.

4. Report from District Councillor

Cllr Sandra Robinson had no report.

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.

- Mr Khiara is the owner of Bayleaf, Hanging Bank, Ide Hill – he gave a report regarding the coppicing at Stubbs Wood and his concerns over the damage to the road and his driveway. **Members agreed that they would try and speak to Aztech regarding the possibility of parking elsewhere.**
- Chapman's Road – concern regarding the illegal parking.

6. To approve as a correct record the **Minutes** of the Parish Council meetings held on 11 December 2023.

Members resolved to agree the minutes of 11 December 2023.

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

7.1 Covers Farm

There is a meeting on 5 March 2024 and the Parish Council will be represented by Cllr Evans and Mr Jones.

7.2 Highways

The Clerk reported that there has been no response from Highways regarding the data collection.

7.3 Streetlighting

The Clerk confirmed that she had instructed

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.

Members resolved to discuss Agenda Item 9.6 in confidence.

9. Finance & Personnel items for decision and noting

9.1 Items, Received Paid and Payable

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

9.2 Budget 2023/24

Members resolved to agree the budget for 2023/24 as at 31 December 2023.

9.3 Budget 204/25

Members resolved to agree the budget for 2024/25.

9.4 Precept 204/24

Members unanimously resolved to set the precept 2024/25 at £75,000. Members unanimously resolved to agree the budget for 2024/25 at £113,550.

9.5 Draft minutes of the Finance & Personnel Committee Meeting on Monday 22 January 2024

Noted.

10. Committee Structure

To agree, if appropriate, membership of the Committees

Members resolved to agree the Committee Structure as at Appendix B.

11. Ide Hill

To discuss and agree next actions with regard to:

11.1 Stubbs Wood

Volunteer Policy

Members resolved that the policy should not be changed.

11.2 Draft minutes of the Ide Hill Amenities Committee meeting on 15 January 2024

Noted.

12. Sundridge

To discuss and agree next actions with regard to:

12.1 Sundridge Recreation Ground

Renovation of pavilion

Members agreed that the Clerk should seek references.

12.2 Sundridge and Brasted Social Club

Ther Clerk advised that she has been asked to provide copies of historic documents.

12.3 Draft minutes of the Sundridge Amenities Committee meeting on 8 January 2024

Noted.

14. Items for noting

14.1 Annual Parish Meeting – 29 April 2024

Members agreed that the meeting should be in the format of the one last year. It was agreed to get banners to display in both villages.

14.2 Newsletter

The Clerk advised that a newsletter will be available for the Annual Parish meeting. She asked if anyone had any photographs.

14.3 Correspondence

14.3.1 General

Noted.

14.3.2 Kent Police

Noted.

15. Dates of next meetings

Full Council Meeting

Monday 19 February 2024 at 7.45pm – Sundridge Village Hall

All meeting dates at Appendix C.

9.6 Freedom of Information Request/Complaint (Confidential item)

Appendix A

Items received 11 December to 28 January 2024

29 January 2024 (2023-2024)

**Sundridge with Ide Hill Parish Council
RECEIPTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
61	Income Nayax	14/12/2023	Toilet Door Income	Nayax Europe UAB	X	162.92		162.92
58	Income Wood	15/12/2023	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
62	Income Ide Hill Football Club	18/12/2023	Ide Hill Football Club Leas	Ide Hill & Sundridge Football Club	X	3,000.00		3,000.00
63	Income Boogie Bounce	22/12/2023	Boogie Bounce Hall Hire	Boogie Bounce	X	540.00		540.00
59	Income Wood	22/12/2023	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
64	Income Dance School	28/12/2023	Dance hall hire	Judith Essex School of Dance	X	1,126.56		1,126.56
60	Income Wood	29/12/2023	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
67	HMRC	15/01/2024	VAT refund	HMRC	X	4,939.57		4,939.57
66	Income Nayax	15/01/2024	Toilet Door Income	Nayax Europe UAB	X	127.63		127.63
Total						9,968.68		9,968.68

Items to be paid @ 29 January 2024

29 January 2024 (2023-2024)

**Sundridge with Ide Hill Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
263	Energy Costs	07/02/2024	Electricity Sundridge Pavili	EDF Energy	L	126.32	6.32	132.64
264	Electricity and Gas	07/02/2024	Gas Village Hall	British Gas	L	1,008.38	50.42	1,058.80
265	Electricity and Gas	07/02/2024	Electricity Sundridge Villaç	British Gas	L	241.41	12.07	253.48
266	Legal Costs	07/02/2024	Social Club Legal Work	Clarkson Wright & Jakes	S	600.00	120.00	720.00
267	ROSPA Inspection (Playgrounds)	07/02/2024	Play Inspection Report 22-	Play Inspection Company	S	255.00	51.00	306.00
268	Professional Services	07/02/2024	Aztech Forest Managemer	Silva Woodland Management Limited	S	200.00	40.00	240.00
269	Stubbs Wood Volunteer Expenses	07/02/2024	Volunteer Expenses - fuel	Dominic Rossi	S	24.05	4.81	28.86
Total						2,455.16	284.62	2,739.78

Items paid 11 December to 29 January 2024

29 January 2024 (2023-2024)

Sundridge with Ide Hill Parish Council
PAYMENTS LIST

Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
Parish Zoom account	11/12/2023	Zoom	A C Barlow	S	11.99	2.40	14.39
Parish WiFi (Clerk)	11/12/2023	WiFi	Mrs A C Barlow	X	10.00		10.00
Travel Expenses	11/12/2023	Mileage	Mrs A C Barlow	X	17.10		17.10
Software Adobe	11/12/2023	Adobe software	Mrs A C Barlow	S	10.95	2.19	13.14
Parish mobile telephone	11/12/2023	Mobile	Mrs A C Barlow	S	19.79	3.96	23.75
Energy Costs	11/12/2023	Electricity	EDF Energy	L	112.86	5.64	118.50
Conveniences energy costs	11/12/2023	Electricity	EDF Energy	L	49.40	2.47	51.87
Electricity and Gas	11/12/2023	Electricity	British Gas	L	115.48	5.77	121.25
Electricity and Gas	11/12/2023	Gas	British Gas	L	888.89	44.44	933.33
Repairs	11/12/2023	Streetlight repairs	Streetlights	S	274.25	54.85	329.10
Maintenance	11/12/2023	Toilet rolls	Cllr V Allgood	X	6.98		6.98
Professional Services	11/12/2023	Survey of Village Hall Bala	Sonnex Surveying Ltd	X	947.50		947.50
Telephone Box	11/12/2023	Paint for phone box	Cllr M Fribbens	X	47.97		47.97
Christmas festivities Ide Hill	11/12/2023	Christmas Carols Event su	Cllr M Fribbens	X	103.58		103.58
Music Licence	11/12/2023	Music Licence	PPL PRS	S	129.00	25.80	154.80
Stubbs Wood Volunteer Expenses	11/12/2023	Supplies for Stubbs Wood	Dominic Rossi	S	14.86	2.97	17.83
Christmas festivities Ide Hill	11/12/2023	Christmas tree supplies	Derry Wiltshire	X	84.66		84.66
Training	11/12/2023	Forestry training for Ian C	Esus Forestry Training	X	465.00		465.00
Telephone Box	11/12/2023	Paint for phone box	Peter Wade	X	22.79		22.79
Conveniences cleaning	20/12/2023	Cleaning	Val & Sander Reytenbact	X	500.00		500.00
Cleaning	20/12/2023	Cleaning	Val & Sander Reytenbact	X	180.00		180.00
WiFi	29/12/2023	WiFi Village Hall	Onecom Limited	S	49.99	10.00	59.99
Parish mobile telephone	10/01/2024	Mobile	Mrs A C Barlow	S	19.79	3.96	23.75
Parish WiFi (Clerk)	10/01/2024	WiFi	Mrs A C Barlow	X	10.00		10.00
Cleaning	10/01/2024	Cleaning	Val & Sander Reytenbact	X	30.00		30.00
Parish Zoom account	10/01/2024	Zoom	A C Barlow	S	11.99	2.40	14.39
Dog Bins	10/01/2024	Dog bins Oct to Dec 23	Sevenoaks District Counc	S	504.40	100.88	605.28
Travel Expenses	10/01/2024	Mileage	Mrs A C Barlow	X	70.65		70.65
Supplies for meetings	10/01/2024	Coffee and Biscuits	Mrs A C Barlow	X	30.05		30.05
Software Adobe	10/01/2024	Adobe software	Mrs A C Barlow	S	10.95	2.19	13.14
Energy Costs	10/01/2024	Electricity	EDF Energy	L	112.15	5.61	117.76
Christmas festivities Sundridge	10/01/2024	Christmas lights	Cllr J Banbrook	S	94.96	18.99	113.95
Christmas festivities Sundridge	10/01/2024	Christmas tree supplies	Cllr J Banbrook	S	49.54	9.91	59.45
Repairs	10/01/2024	Streetlight repairs	Streetlights	S	192.25	38.45	230.70
Scribe Bookings	10/01/2024	Scribe Bookings Software	Scribe	S	597.00	119.40	716.40
Pavilion Maintenance	10/01/2024	Panic Bars on Door	Locum Locks	S	266.60	53.32	319.92
Stubbs Wood Volunteer Expenses	10/01/2024	Fuel and Oil for Stubbs W	Dominic Rossi	X	31.95		31.95
Ground maintenance	10/01/2024	Removal of trees	Woodland Plus Ltd	S	500.00	100.00	600.00
Energy Costs	10/01/2024	Streetlights electricity Oct	NPower	S	2,010.89	402.18	2,413.07
Christmas festivities Sundridge	10/01/2024	Christmas Carols Event su	Cllr V Allgood	X	142.75		142.75
Christmas Trees	10/01/2024	Christmas Trees	Jim Smart	X	390.00		390.00
Ground maintenance	10/01/2024	Hedge cutting	Paul Scott Farm Contract	S	100.00	20.00	120.00
Pest Control	10/01/2024	Pest Control Services	Rid of Moles	X	540.00		540.00
Stubbs Wood Volunteer Expenses	10/01/2024	Rope for Stubbs Wood	Robin Mills	S	100.00	20.00	120.00
Christmas festivities Sundridge	10/01/2024	Christmas Carols Event su	Fundridge	X	13.78		13.78
Professional Services	10/01/2024	Tree Survey	Quaife Woodlands	S	750.00	150.00	900.00
General costs	17/01/2024	Signage for Stubbs Wood	Cllr Russell Maybury	S	35.20	7.04	42.24
Payroll	18/01/2024	Payroll Oct 23 to March 24	DM Payroll Services Ltd	X	90.00		90.00
Cleaning	19/01/2024	Cleaning	Val & Sander Reytenbact	X	210.00		210.00
Conveniences cleaning	19/01/2024	Cleaning	Val & Sander Reytenbact	X	500.00		500.00

Appendix B

Chair: Cllr John Evans

Vice Chair: Cllr Martyn Fribbens

Committee Membership

Amenities Sundridge	Cllr Vikki Allgood (Chair) Cllr Zoe Collins Cllr Melvin De Bono Cllr Martyn Fribbens Mr Trevor Jones Cllr Ann Powell	Sundridge and Brasted Social Club Working Party	Cllr John Banbrook Cllr Melvin De Bono Cllr Ann Powell
Amenities Ide Hill	Cllr Vikki Allgood Cllr Martyn Fribbens (Chair) Cllr Russell Maybury Cllr David Miller Cllr John Evans (if required)	Sunridge Recreation Ground Working Party	Cllr Russell Maybury Cllr Vikki Allgood Representatives of Ide Hill Football Club Radnor House Sundridge Allstars
Finance	Cllr Vikki Allgood Cllr John Banbrook Cllr John Evans Cllr Russell Maybury (Chair) Cllr Martyn Fribbens Cllr Ann Powell	Stubbs Wood Advisory Group	Cllr Martyn Fribbens Cllr Russell Maybury Cllr David Miller Residents
Personnel	Cllr Vikki Allgood Cllr John Evans Cllr Martyn Fribbens Cllr Russell Maybury (Chair)	Communications Working Party	Cllr Vikki Allgood Cllr Martyn Fribbens
Planning	Cllr Vikki Allgood Cllr John Evans Cllr Russell Maybury Cllr David Miller Cllr Ann Powell (Chair) Any Member of the Parish Council.	Bowers Meadow Working Party	Cllr Vikki Allgood (Chair) Cllr Zoe Collins Residents
Streetlighting	Cllr John Banbrook	Goathurst Common Working Party	Cllr Martyn Fribbens (Chair) Residents

Appendix C

Full Council Meetings all take place at Sundridge Village Hall at 7.45pm
(unless stated)

Monday	19 March	2024
Monday	15 April	2024
Monday	29 April	2024 – Annual Parish Meeting commencing at 7.00pm
Monday	17 May	2024 – Annual General Meeting
Monday	June 17	2024
Monday	July 15	2024
Monday	September 16	2024
Monday	October 21	2024
Monday	November 18	2024