

Minutes of Full Council Meeting held on Monday 22 April 2024
at Sundridge Village Hall at 7.45pm

Present: Councillors Allgood, Banbrook, Collins, De Bono, Evans (Chair), Fribbens, Powell and Wilson

Apologies: Cllrs Miller and Powell. Cllrs Chard (County), Williams (District) and Robinson (District)

Attendance: 7 members of the public (in part) 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 Cllr Miller, Cllrs Chard (County), Williams (District), Alger (District), Robinson (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

Cllr Nick Chard had sent his apologies.

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.

- Jenny Cowan – Chair of Keep Westerham Green – Mrs Cowan gave a report following investigations by KCC Engineers.
- A resident made a complaint about the noise at the social club and expressed concerns over a stage being constructed which could be used for similar activities such as live bands and asked for more consideration from neighbours. There was representations from both the residents and the Social Club. Members agreed to discuss the matter in confidence and in partnership with Brasted.
- A resident asked about a streetlight and if SDC have accepted liability. Cllr Banbrook has asked the contractor to give a quote which will be passed to SDC.

6. To approve as a correct record the **Minutes** of the Parish Council meetings held on 18 March 2024.

Members resolved to agree the minutes of the meeting on 18 March 2024.

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

7.1 Covers Farm

Members discussed this item under the public forum.

7.2 Clarke Telecom Mast at Stubbs Wood

The Clerk advised that Clarke Telecom have informed the Parish Council that they are awaiting further instruction from their client, Cornerstone.

7.3 Ide Hill Green

Cllr Fribbens and Cllr Evans advised that the tree was not on Parish Council land however they were unsure as to whose land it was situated on. **Members resolved no further action needed to be taken.**

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 items 12.1 and 12.3 in confidence.

9. To discuss and agree next actions with regard to co-opting a Member for the Ide Hill ward.

Members unanimously resolved to co-opt Sharron Manley to the Parish Council to represent the Ide Hill ward.

10. Governance, Finance & Personnel items for decision and noting

- 10.1 To agree the Committee Structure

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

- 10.2 Policies

- 10.2.1 Complaints Procedure

- 10.2.2 Scheme of Delegation

Members resolved to agree the Complaints Procedure and Scheme of Delegation as presented. Copies are on the Parish Council's website.

- 10.3 Grants

10.3.1 Members resolved to award a grant of £100 to West Kent Mediation.

10.3.2 Members resolved to award a grant of £350 to Kent Sussex & Surrey Air Ambulance.

10.3.3 Ide Hill Football Club

Members agreed that the Sundridge Recreation Ground Working Party should meet to discuss the matter further.

Members resolved that the Grant Policy should be changed that requests for grants under £500 do not need to complete the application process.

- 10.4 Community Infrastructure Levy (CIL) Funding

Members noted the receipt of the CIL funding.

- 10.5 To agree items received, paid and payable

Members resolved to agreed the items received, paid and payable as at Appendix B.

11. Ide Hill

To discuss and agree next actions with regard to:

11.1 Stubbs Wood

- To receive an update on the Aztech work

Members noted the updated received from Adam Ashworth of Aztech.

- To receive feedback on the Ide Hill Information Event

The Ide Hill Information event was extremely successful, attended by over 90 residents. Adam Ashworth and the presentations by Members helped to alleviate the concerns of residents.

- Volunteer Insurance

Members unanimously resolved that all work by the volunteers at Stubbs Wood is authorised, so long as the volunteers have completed and signed the Volunteer Form, are qualified to do the work and the work is included in the Management Plan.

11.2 Public Conveniences

- To review options to eliminate drainage issues and renovations

Members discussed options and it was agreed that the Clerk should get a quote to place baby change facilities and bins in both toilets and get a quote from the plumber for a more efficient plumbing system.

11.3 Ide Hill Grant

- To discuss applying for a grant from the Ide Hill Community Shop

Members agreed that the Parish Council should apply for a grant for the public conveniences.

12. Sundridge

12.1 Sundridge and Brasted Social Club

The Clerk advised that the lease has been finalised and is ready to be sent to all parties for signature. Members agreed that, ideally, all parties should sign the lease on 13 May 2024.

12.2 Sundridge Recreation Ground

The interior of the pavilion has been redecorated and

12.3 Sundridge Village Hall

- Ownership

The Clerk advised that the auditor had highlighted some issues with the charity trust that currently own the hall and it was agreed that this should be resolved prior the audit.

- Parking issues

Members agreed that the Clerk should advise residents who use the car park about the usage by hall hirers and advise them of the times the car park is free.

12.4 Bowers Meadow

Update on playground repairs following the Playground Inspection

Mr Banbrook advised that following work at Bowers Meadow he had asked the Playground Inspection company if the equipment needed inspecting and they had informed the Parish Council that they did not think this was necessary. **Members resolved that Bowers Meadow should now be fully reopened.**

12.5 Sundridge Reserve Burial Ground

Members noted that the Parish Council is awaiting response from the PCC.

13. Highways

To receive update from the Highways Steward

Members noted the results of the speed surveys carried out by Highways.

14. Items for noting

14.1 Annual Parish Meeting – 29 April 2024 at 7pm.

Noted

14.2 Sundridge and Ide Hill Housing Needs Survey

Noted.

14.3 Correspondence

14.3.1 General

Noted.

14.3.2 Kent Police

Noted.

15. Dates of next meetings

Annual Parish Meeting

Monday 29 April 2024 at 7.00pm – Sundridge Village Hall

Annual General Meeting and
Full Council Meeting:

Monday 20 May 2024 at 7.45pm – Sundridge Village Hall

Chair: Cllr John Evans Vice Chair: Cllr Martyn Fribbens

Committee Membership

Amenities Sundridge	Cllr Vikki Allgood Cllr Zoe Collins Cllr Melvin De Bono (Chair) Cllr Martyn Fribbens Mr Trevor Jones Cllr Ann Powell Cllr Helen Wilson	Sundridge and Brasted Social Club Working Party	Cllr John Banbrook Cllr Melvin De Bono Cllr Ann Powell
Amenities Ide Hill	Cllr Vikki Allgood Cllr Melvin De Bono Cllr Martyn Fribbens (Chair) Cllr Sharron Manley Cllr David Miller Cllr John Evans (if required)	Sunridge Recreation Ground Working Party	Cllr Helen Wilson Cllr Vikki Allgood Representatives of Ide Hill Football Club Radnor House Sundridge Allstars
Finance	Cllr Vikki Allgood (Chair) Cllr John Banbrook Cllr John Evans Cllr Martyn Fribbens Cllr Ann Powell	Stubbs Wood Advisory Group	Cllr Martyn Fribbens Cllr Sharron Manley Cllr David Miller Residents
Personnel	Cllr Vikki Allgood (Chair) Cllr John Evans Cllr Martyn Fribbens	Communications Working Party	Cllr Vikki Allgood Cllr Martyn Fribbens
Planning	Cllr Vikki Allgood Cllr John Evans Mr Trevor Jones 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

Sundridge with Ide Hill Parish Council

Appendix B

Year End 23-24 – Payments 15 to 31 March 2024

Sundridge with Ide Hill Parish Council

22 April 2024 (2023-2024)

PAYMENTS LIST

Code	Date	Description	Supplier	VAT Type	Net	Total
Supplies for meetings	15/03/2024	Coffee and Biscuits	Mrs A C Barlow	X	13.25	13.25
Travel Expenses	15/03/2024	Mileage	Mrs A C Barlow	X	17.10	17.10
Election Expenses	15/03/2024	Election charge - May 2023	Sevenoaks District Council	X	219.25	219.25
Parish Zoom account	15/03/2024	Zoom	A C Barlow	S	11.99	2.40 14.39
Parish WiFi (Clerk)	15/03/2024	WiFi	Mrs A C Barlow	X	10.00	10.00
Parish mobile telephone	15/03/2024	Mobile	Mrs A C Barlow	S	19.79	3.96 23.75
Software Adobe	15/03/2024	Adobe software	Mrs A C Barlow	S	10.95	2.19 13.14
Photocopier and photocopying	15/03/2024	Photocopier charges	KCC	S	61.99	12.40 74.39
Cleaning	15/03/2024	Cleaning	Val & Sander Reytenbach	X		
Cleaning	15/03/2024	Additional Clean SVH	Val & Sander Reytenbach	X	30.00	30.00
Energy Costs	15/03/2024	Electricity - Rec	EDF Energy	L	109.16	5.46 114.62
Maintenance	15/03/2024	Emergency drain clearance	Jonny's Drains	S	120.00	24.00 144.00
Conveniences cleaning	15/03/2024	Cleaning	Val & Sander Reytenbach	X		
Conveniences Maintenance	15/03/2024	Drains	Jonny's Drains	S	120.00	24.00 144.00
Conveniences energy costs	15/03/2024	Electricity - Public Conveniences	EDF Energy	L	174.78	8.74 183.52
Supplies for meetings	18/03/2024	Coffee and Biscuits	Mrs A C Barlow	X	16.15	16.15
Playground maintenance	19/03/2024	Repairs to play equipment	Banbrook Handyman and Garden Services	X	383.00	383.00
Cleaning	20/03/2024	Cleaning	Val & Sander Reytenbach	X	210.00	210.00
Conveniences cleaning	20/03/2024	Cleaning	Val & Sander Reytenbach	X	500.00	500.00
Repairs	28/03/2024	Streetlighting repairs	UK Power Networks	S	3,100.00	620.00 3,720.00
Dog Bins	28/03/2024	Emptying dog bins	Sevenoaks District Council	S	504.40	100.88 605.28
WiFi	28/03/2024	WiFi Village Hall	Onecom Limited	S	49.94	9.99 59.93
Sundridge Pavilion Renovations	28/03/2024	Deposit for Pavilion Decoration (10%)	S Hadfield Paining and Decorating	X	528.50	528.50
Other grants	28/03/2024	Grant to SVTG	Sevenoaks Volunteer Transport Group	X	150.00	150.00

Year end 24-25 Receipts 1 to 22 April 2024

Sundridge with Ide Hill Parish Council

22 April 2024 (2024-2025)

RECEIPTS LIST

Code	Date	Description	Supplier	Net	Total
Income Casual	03/04/2024	Village Hall Hire	Crossways Teak Sales	X 110.00	110.00
Income Dance School	09/04/2024	Village Hall Hire	Judith Essex School of Dance	X 1,043.44	1,043.44
Income Nayax	15/04/2024	Toilet Door Income	Nayax Europe UAB	X 197.70	197.70
SDC CIL	19/04/2024	CIL	Sevenoaks District Council	X 9,573.25	9,573.25
Total				10,924.39	10,924.39

Sundridge with Ide Hill Parish Council

Year 24-25 Payments 1 April to 22 April 2024

Sundridge with Ide Hill Parish Council

22 April 2024 (2024-2025)

PAYMENTS LIST

Code	Date	Description	Supplier	Net	Total
Travel Expenses	15/04/2024	Mileage	Mrs A C Barlow	X 36.45	36.45
Parish mobile telephone	15/04/2024	Mobile	Mrs A C Barlow	S 19.79 3.96	23.75
Software Adobe	15/04/2024	Adobe software	Mrs A C Barlow	S 10.95 2.19	13.14
Subscriptions	15/04/2024	KALC Subscription 24-25	KALC	S 768.95 153.79	922.74
Email address hosting charge	15/04/2024	Email Hosting for 24-25	Vision ICT	S 18.00 3.60	21.60
Parish Zoom account	15/04/2024	Zoom	Mrs A C Barlow	S 11.99 2.40	14.39
Parish WiFi (Clerk)	15/04/2024	WiFi	Mrs A C Barlow	X 10.00	10.00
Annual Parish Meeting - Ide Hill	15/04/2024	Poster Printing for Annual Parish Meeting and Ide Hill Meeting	Mrs A C Barlow	S 47.05 9.41	56.46
Energy Costs	15/04/2024	Streetlighting Electricity Jan to March 24	NPower	S 2,103.77 420.75	2,524.52
Conveniences energy costs	15/04/2024	Electricity Toilets	EDF Energy	L 69.43 3.47	72.90
Playground maintenance	15/04/2024	Repairs to playground at Bowsers Meadow	Banbrook Handyman and Garden Services	X 145.00	145.00
Annual Parish Meeting - Sundridge	15/04/2024	Poster Printing for Annual Parish Meeting and Ide Hill Meeting	Mrs A C Barlow	S 47.05 9.41	56.46
Annual Parish Meeting - Sundridge	15/04/2024	Poster artwork for Annual Parish Meeting	Curious Doodler	X 100.00	100.00
Cleaning	19/04/2024	Cleaning	Val & Sander Reytenbach	X 180.00	180.00
Conveniences cleaning	19/04/2024	Cleaning	Val & Sander Reytenbach	X 500.00	500.00

To be paid @ 23 April 2024

Sundridge with Ide Hill Parish Council

22 April 2024 (2024-2025)

PAYMENTS LIST

Code	Date	Description	Supplier	Net	Total
Cleaning	22/04/2024	Additional Clean SVH	Val & Sander Reytenbach	X 30.00	30.00
Sundridge Pavilion Renovatic	22/04/2024	Final payment for Pavilion decoration	S Hadfield Paining and Decorating	X 2,557.00	2,557.00
Travel Expenses	23/04/2024	Mileage	Mrs A C Barlow	X 34.22	34.22
Supplies for meetings	23/04/2024	Coffee and Biscuits	Mrs A C Barlow	X 23.00	23.00
Volunteer Expenses	23/04/2024	Silky saw blades	Dominic Rossi	S 116.25 23.25	139.50
Annual Parish Meeting - Ide	23/04/2024	Food for Ide Hill Event	Mrs A C Barlow	X 115.55	115.55
Conveniences Maintenance	23/04/2024	Drains	Jonny's Drains	S 120.00 24.00	144.00
Energy Costs	23/04/2024	Electricity	EDF Energy	L 216.50 10.82	227.32
Total				3,212.52 58.07	3,270.59