**Sundridge with Ide Hill Parish Council**

**Minutes of Full Council Meeting**

**Monday 18 January 2016, 7:00pm, Village Hall, Ide Hill Village Hall**

**Present**: Cllr Jolley Chair

Cllr Mrs Lovegrove Vice Chair

Cllrs Baker, Banbrook, Denbigh, Edmonds, Evans, Hughes, Meldan, Powell and Stokes

Mrs S Codling - Clerk

42 Members of the Public

**Apologies:** None.

**Declarations of interest**: Cllr Evans declared an interest in Stubbs Wood.

1. **Minutes of the Meeting, 9 November 2015**

The minutes were approved and signed as a true and accurate record.

1. **Matters arising from the Minutes**

Cllr Evans advised that he has approached the Sundridge Medical Centre about installation of the defibrillator. This matter will have to be referred to their management owing to the electrical supply. The pub has advised they are willing to have the defibrillator if the Medical Centre decline. Cllr Edmonds advised that the defibrillator has been installed at Ide Hill Village Hall.

1. **To Co-Opt Councillors and approve membership to Committee**

Cllrs Jolley, Lovegrove, Evans and Stokes held interviews with candidates for the two Sundridge ward vacancies. Mr Graham Hughes and Mrs Ann Powell were proposed as the successful candidates. All Councillors voted in favour of their appointment. It was, therefore, **resolved** to co-opt Mr Graham Hughes and Mrs Ann Powell to Sundridge with Ide Hill Parish Council.

Declaration of Office forms were duly signed. Register of Interest forms were distributed for completion within 28 days.

1. **Public Open Session**

Barbara Longbon, Sundridge and Brasted Social Club, made representations to the Council, asking for further information following the minutes of the last Parish Council meeting.

*Cllr Denbigh arrived 7.10pm*

Mrs Lonbon stated that the latest lease sent to the Social Club had not been revised, as per the meeting in April 2015. The Chair advised that if the Social Club do not accept the amended terms then an eviction notice would have to be served. The Clerk is to contact the solicitor regarding what was sent to the Social Club and to request the revised draft of the lease. **Action: Clerk**

Upon questions from Mr Hutty, President of Sundridge and Brasted Social Club, it was reiterated that the Social Club are to approach the Parish Council regarding ideas to improve the venue. However, this is expected until after the lease has been signed.

The Social Club requested an extension to the term of the lease owing to the length of time negotiations have taken and the lease being backdated. This is to be discussed with Brasted Parish Council. **Action: JJ**

The Clerk is to request 3 copies of the lease. One copy is to be sent to the Social Club. This is to be completed by Monday 25 January 2016. **Action: Clerk**

Following receipt of the lease, the Social Club are to indicate if they are happy with the lease. **Action: SBSC**

Enquiries were made as to what is happening with the Bowls Club. The Chair advised that the Bowls Club should continue to function as usual.

Mrs Longbon enquired when the Bowsers Meadow storm ditch is to be cleared. Cllr Evans invited everyone to a public meeting, 25 January 2016, where alterations to the River Darent will be discussed. The Environment Agency have agreed all the sites and the levels have been finished, the engineers have inspected the sites and the drains are to be reopened. There are 2 culverts to be installed from the A25 to the River Darent. The 2 weirs are to be bypassed with relief channels to help water flow through. In addition to this work, Kent Rivers Trust are taking over the Bowsers Meadow project to clear the storm ditch. The work was anticipated to be completed in the Autumn but, owing to the weather it has been postponed until Spring 2016.

A group of residents expressed interest in starting up a Sundridge football team. The availability and fees for Sundridge Recreation Ground were requested. It was agreed for Mrs Longbon to pass on contact details for Cllr Stokes in order to discuss.

*Cllr Mrs Powell arrived 7.40pm*

Residents of Church Road addressed the Parish Council as they are opposed to the new parking proposals in Sundridge. A letter was received from Sevenoaks District Council regarding an informal consultation. The consultation has been initiated following a request from a Parish Councillor and District Councillor. Concern was voiced that residents were not part of such discussions. There would also be additional street signage with continuing urbanisation in a Conservation Area.

Cllr Stokes advised that the Parish Council has been lobbied by residents about parking for several years. Cllr Stokes, in turn, lobbied our District Councillor in order to have a meeting with Highways and the Parking Authority. This was before the May elections. District Cllr Piper and Cllr Stokes met newly appointed Officers in July and walked around the Sundridge ward. Potential additional parking spaces were sought as well as solutions to parking along Main Road which blocks the pavement or causes traffic collisions.

The Officers said they would draw a plan and complete a consultation. Cllr Stokes has already made some objections which will be logged with other responses to the consultation.

Following discussions, residents were urged to voice their views to Sevenoaks District Council. Cllr Evans advised of another town which issues discs to residents and local shops which indicate the time of parking. They have been well received. Cllr Evans also advised of introducing the Speedwatch programme. Cllr Evans is qualified to use the Speedwatch device.

One resident asked whether the Parish Council would pay £351 for a crossover payment. The resident is trying to create off road parking and, therefore, would need to pay for a dropped kerb. The Council advised that no comment could be made without being presented with a business case.

Further residents commented. The overall feeling towards the consultation was negative.

Residents made representation to the Parish Council regarding Kent County Council’s disposal of Dryhill Picnic Park. The Parish Council advised that Dryhill falls within Chevening Parish and, therefore, should be contacted.

*The meeting was adjourned at 8.35pm for coffee and reconvened at 8.50pm.*

The Chair asked Councillors to consider if they believe the committee structure to be working. The rationale behind committees was to reduce the time of Full Council meetings, but this does not seem to be the case. The Planning Committee is not considered within this discussion.

Until such decisions are made, it was **resolved** for Cllr Hughes to join the Amenities Committee and Cllr Mrs Powell to join Finance and Personnel and Planning Committees.

1. **Reports from Representatives on Outside Bodies**

A meeting is being held 6.30-8.00pm, 25 January 2015 in Sundridge Village Hall regarding the Darent Flooding Project. Advertising is to be completed.

Cllr Evans advised that James Morgan estimated £800 to rebuild 4 notice boards.

1. **Communications**

*See Appendix A*

1. **Committees**

**Finance and Personnel Committee**

1. **Payment of Accounts**

The accounts were approved.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Chq No | Payee | Details |  Basic Amount  |  VAT  |  Total Payable  |
|   |   |   |  £  |  £  |  £  |
| 223 | S Codling | December Salary | 770.96  |   | 770.96  |
| 224 | S Codling | December mileage | 47.25  |   | 47.25  |
| 225 | HMRC | December Tax/NI | 220.11  |   | 220.11  |
| 226 | Kent County Council | Legal Fees, September & October. | 323.00  | 64.60  | 387.60  |
| 227 | Chiddingstone Parish Council | HWCAAG, Clerk costs, June - September | 40.39  |   | 40.39  |
| 228 | Birchfields | Cherry tree @Coronation Gardens, wood chips @Sundridge Rec | 475.00  | 95.00  | 570.00  |
| 229 | Sevenoaks District Council | Dog bins, October - December 2015 | 343.20  | 68.64  | 411.84  |
| 230 | Thames Water | Sundridge Village Hall | 149.99  |   | 149.99  |
| 231 | Thames Water | Ide Hill Conveniences | 58.99  |   | 58.99  |
| 232 | Scottish Power | Gas, Sundridge Village Hall | 239.47  | 11.97  | 251.44  |
| 233 | Scottish Power | Electricity, Sundridge Village Hall | 101.45  | 5.07  | 106.52  |
| 234 | Ide Hill Village Hall Management Committee | Ide Hill Conveniences | 1,525.28  |   | 1,525.28  |
| 235 | S Codling | January Salary | 770.96  |   | 770.96  |
| 235 | S Codling | January mileage | 51.75  |   | 51.75  |
| 236 | HMRC | January Tax/NI | 220.11  |   | 220.11  |
| 237 | Viking | Stationery | 142.25  | 15.85  | 158.10  |
| 238 | E.On | Streetlight Electricity, Oct - Dec | 1,017.88  | 203.58  | 1,221.46  |
| 239 | BT Payment Services Ltd | Parish Phone, Calls Oct-Dec, Line rental Jan-Mar | 115.96  | 23.19  | 139.15  |
| 240 | Peter R Williams | Hedge cutting | 87.50  | 17.50  | 105.00  |
| 241 | L H Marsh | Cleaning, Sundridge Village Hall, Oct - Dec | 360.00  |   | 360.00  |
| 242 | Ide Hill Village Hall Management Committee | Hall Hire, October - December | 110.00  |   | 110.00  |
|   |   |   |   |   |  -  |
|   |   | **Total** | **7,171.50**  | **505.40**  | **7,676.90**  |

The Council **resolved** for all Councillors to be signatories for the bank accounts. Also, the Eliza Martyr bank account is to be moved to Natwest. All forms were duly completed.

1. **To receive for information the Minutes of the meeting held on 12 January 2016**

Noted.

1. **To approve, as recommended by Finance and Personnel Committee, Precept 2016/17**

Cllr Baker proposed a precept of £61,950. Cllr Denbigh seconded the proposal. All voted in favour.

It was, therefore, **resolved**, to apply for a precept of £61,950.

The budget was agreed, as per the minutes, Finance and Personnel Committee, 12 January 2016.

1. **To approve, as recommended by Finance and Personnel Committee, tender for tree survey, Stubbs Wood**

The procurement and blind tender process was explained to the Council. All Councillors were happy that due process was completed. The Council were advised of the cost of the winning quote.

Cllr Baker proposed to accept Quote 2, with Quote 4 as reserve. Cllr Denbigh seconded the proposal. All voted in favour.

The Clerk is to instruct the contractor. **Action: Clerk.**

Cllr Baker advised that a solicitor is to be instructed in order to set up a new charity for Stubbs Wood. Cllr Baker proposed to instruct CWJ. Cllr Jolley seconded the proposal. All voted in favour.

The Clerk is to instruct the solicitor, asking to be kept informed of costs. **Action: Clerk.**

1. **To decide whether to opt out of the Sector Led Body Audit**

Cllr Jolley proposed to opt out of the Sector Led Body Audit and approach PKF Littlejohn. Cllr Hughes seconded the proposal. The majority voted in favour. Cllrs Baker and Denbigh abstained.

**Planning Committee**

1. **To receive for information the Minutes of the meeting held on 4 November and 22 December 2015**

Cllr Stokes is to send the Clerk minutes which are missing from the website. **Action: MS.**

The minutes of the meetings were discussed. The Clerk requested that the minutes of the 22 December be amended to reflect the matters that passed after the meeting took place.

Cllr Stokes advised of the land at Combe Bank which is being sold as 11 plots, excluding the woodland. It is believed that Sevenoaks District Council are close to declaring an Article 4 restriction. Combe Bank drive has notices saying it is to be closed. No planning application has been received.

1. **Street Scene**
	1. **Footpaths/Trees**

Cllr Evans advised that formal complaints made about unsympathetically felled trees has been resolved.

There have been complaints that the face of the hedging at Camberwell Recreation Ground has not been cut for years. Cllr Evans is to review. **Action: JE.**

* 1. **Highways**

Cllr Evans advised of potholes on New Road, opposite Bartholomew Brooms Cottage, New Road. The Clerk is to advise Highways. **Action: Clerk.**

Cllr Jolley proposed to respond in opposition to the Sundridge car parking proposals, as presented. Cllr Evans seconded the proposal. The majority of Councillors voted in favour of the proposal. Cllr Stokes abstained.

The Clerk is to respond to the consultation. **Action: Clerk.**

* + 1. **Speedwatch**

Four sites have been identified for Speedwatch. Once there are 3 qualified Councillors the sites will be proposed to the police for approval. Initially the device will be hired.

Cllr Edmonds and Hughes volunteered to be trained for Speedwatch. Councillors are to review the Speedwatch website to see when the next training is. **Action: AE & GH.**

* + 1. **M25 Slips and liaising with Brasted.**

Nothing to report.

* 1. **Street Lighting Repairs**

A quote of £4,200+VAT was presented to change lights on New Road, Manor Road and Woodside Road to LED lights. This will eliminate all 125W lights in the parish.

Cllr Baker proposed to proceed with the work, seconded by Cllr Edmonds. All voted in favour.

The Clerk is to instruct the work to proceed. **Action: Clerk.**

1. **Amenities**
	* 1. **To receive, for information, the minutes of the meeting held 14 January 2016**

The minutes of the meeting, 14 January 2016, were noted.

* + 1. **To sign contract, Stubbs Wood**

Cllr Edmonds proposed for the contract to be signed, seconded by Cllr Denbigh. All voted in favour.

Cllrs Jolley and Mrs Lovegrove signed the contract.

1. **Urgent Business**

It was agreed for Cllrs Jolley and Stokes to sign the Bankline Lite (internet banking) forms.

1. **Date of Next Meeting** 22 February 2016, Sundridge

The meeting closed at 10:15pm.

***Appendix A***

**Regular Emails**

Trading Standards Alerts

KALC E-Bulletin

SDC Premises weekly licence tracker

Rural services network Weekly Email News Digest

SLCC News Bulletin

Rural News

Darent Valley Catchment Improvement Group

Public Sector Executive Online

*SDC:*

Planning Validation weekly list

Forthcoming road closures around the district

Planning appeal outcomes across the district

SDC News Releases

Business newsletter ‘real Business’

All agendas and minutes for SDC meetings

KentCAN newsletter

Community Safety Partnership Newsletter

**Monthly Communications**

DCS Publications E-news

Fields in Trust Newsletter & funding information

KALC Parish News

PSMA news update

Charity Commission News

Eden Valley Tourism

SDC Business Newsletter

Kent County Playing Fields Association

**Adhoc Communications:**

* SDC – Informal Consultations – Parking Proposals - Sundridge

**KALC**

* Pensions and Auto Enrolment
* Medway Flood Storage Area Newsletter
* Proposed Permanent M20 Lorry Area – *consultation deadline 25 January*
* Update and invitation to submit information – East Facing Slips at an appropriate location in the vicinity of Junction 5 M25 – *deadline 29 January*
* CCTV Code of Practice Certification
* Provisional Local Government Finance Settlement – Referendum principles
* DCLG Consultation – National Planning Policy Consultation on proposed changes – deadline 25 January 2016
* Legal Topic Note 79 – Revised – *Pensions*
* Advance Notice – Delivery to Kent Residents, Encouraging Greater Recycling of Plastic (11-15 January 2016)
* Kent MWLP 2013-30 Proposed Further Modifications – *consultation deadline 4 March*

**Consultations**

* Kent MWLP 2013-30 Proposed Modifications - *proposed further modifications to the Kent Minerals and Waste Local Plan (MWLP) 2013-30. The consultation will be open for eight weeks from****Friday 8th January to Friday 4th March 2016 (8 weeks in duration).***

*The****Kent MWLP 2013-30 – Further Proposed Modifications****consultation document incorporates all the County Council’s proposed further main and additional (minor) modifications. The proposed further modifications are available online at*[*http://consult.kent.gov.uk/portal/mwcs/mwlp-submission/kent\_mwlp\_dec\_2015*](http://consult.kent.gov.uk/portal/mwcs/mwlp-submission/kent_mwlp_dec_2015)*.*

*You are invited to comment on these further proposed main and additional (minor) modifications to the Plan and the accompanying Sustainability Appraisal Addendum, Habitat Regulation Assessment Addendum and the Equality Impact Assessment Update (December 2015). At this stage in the plan making process, the County Council is only inviting comments related to matters of legal compliance and soundness.*

*Representations received before the deadline at****5pm on Friday 4th March 2016****will be considered by the Planning Inspector alongside the proposed modifications when preparing his final report on the Plan.*