**Sundridge with Ide Hill Parish Council**

**Minutes of Full Council Meeting**

**Monday 22 February 2016, 7:00pm, Village Hall, Sundridge**

**Present**: Cllr Jolley Chair

Cllr Mrs Lovegrove Vice Chair

Cllrs Baker, Banbrook, Denbigh, Edmonds, Hughes and Powell.

Mrs S Codling - Clerk

1 member of the public

**Apologies:** Apologies were received from Cllrs Evans (holiday), Meldan (work) and Stokes (emergency). Cllr Banbrook advised he would be late. All apologies were accepted.

The Finance and Personnel Committee is to review the Standing Orders with a view to add a section regarding Councillor attendance/involvement. **Action: F&P Cttee**

*Cllr Banbrook arrived 7.10pm*

**Declarations of interest**: None.

1. **Minutes of the Meeting, 18 January 2016**

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

1. **Matters arising from the Minutes**

* The Clerk is to contact the solicitor regarding what was sent to the Social Club and request the revised draft of the lease – this item is on the agenda.
* 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 – a meeting date is to be set.
* The Clerk is to request 3 copies of the Social Club lease. One copy is to be sent to the Social Club. This is to be completed by Monday 25 January 2016 – this item is on the agenda.
* Following receipt of lease, the Social Club are to indicate if they are happy with the lease – agenda item.
* The Clerk is to instruct the contractor re Stubbs Wood tree survey - completed.
* The Clerk is to instruct the solicitor re setting up charity, asking to be kept informed of costs – this item is on the agenda.
* Cllr Stokes is to send the Clerk planning minutes which are missing from the website – Cllr Baker has sent the minutes he has on file.
* 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 – carried forward. **Action: JE.**
* Cllr Evans advised of potholes on New Road, opposite Bartholomew Brooms Cottage, New Road. The Clerk is to advise Highways - completed.
* The Clerk is to respond to the Sundridge parking consultation - completed.
* Cllr Edmonds and Hughes volunteered to be trained for Speedwatch. Councillors are to review the Speedwatch website to see when the next training is – Both Cllr Edmonds and Hughes have tried to log onto the website but it is difficult to navigate. There is also no support function in order to speak to anyone. Cllrs Edmonds and Hughes are to send their details to the Clerk in order to try and complete the logon or contact someone at Sevenoaks District Council. **Action: AE, GH & Clerk.**
* The Clerk is to instruct the street light work to proceed - completed.

1. **Public Open Session**

A member of the public enquired about parking in Sundridge. The Chair advised that many people, including the Parish Council, have objected to the proposals. No formal notice has been received from Sevenoaks District Council. The Clerk is to enquire about the status of the consultation. **Action: Clerk.**

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

Cllr Stokes advised the Clerk prior to the meeting that he attended the public meeting about proposed works at Sevenoaks Station car park. It is feared that Sundridge will be affected when the works are underway, owing to reduced parking availability.

Cllr Baker advised that, following communication from a resident, he has requested information from Highways regarding the resurfacing of Ide Hill Road/Bassets Lane. The road has many potholes and an adverse camber which is causing issues for motorists and cyclists. Information has also been requested regarding traffic calming measures to help pedestrians walking through the village to the village hall. Cllr Baker will inform the Council of the response from Highways.

Cllr Stokes is attending the KALC Planning Day, 7 March 2016.

The Clerk is to advise new Councillors of Induction Training dates. **Action: Clerk.**

Discussion took place regarding communications and decision making. It was agreed that Councillors can contact external authorities to gather information with all decisions to be brought through the Council. Communication giving instructions to contractors/external authorities should be via the Clerk.

1. **Communications**

*See Appendix A*

1. **Committee Structure**

There have been instances where it has been thought the committee structure is not reducing work as the same subjects are discussed at each committee meeting. It was agreed to continue with the same structure but Councillors are to be more disciplined about following the agenda and not carrying on discussions after the meeting. It was also agreed for Councillors to come to all meetings prepared having read all information available.

1. **Committees**

**Finance and Personnel Committee**

1. **Payment of Accounts**

The accounts were approved.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Chq No | Payee | Details | Basic Amount | VAT | Total Payable |
|  |  |  | £ | £ | £ |
| 243 | Streetlights | Col 37, Greystone Park | 635.00 | 127.00 | 762.00 |
| 244 | Kent County Council | Legal Fees, November - January | 289.00 | 57.80 | 346.80 |
| 245 | The Play Inspection Company | Annual Inspection of Play Areas | 225.00 | 45.00 | 270.00 |
| 246 | Kent County Council | Subscription to Legal Scheme | 315.00 | 63.00 | 378.00 |
| 247 | Action with Communities in Rural Kent | Subscription | 50.00 |  | 50.00 |
| 248 | Kent County Council | Photocopier, Dec-Feb | 55.14 | 11.03 | 66.17 |
| 249 | Chiddingstone Parish Council | HWCAAG Clerk Fees | 49.89 |  | 49.89 |
| 250 | S Codling | February Salary & Expenses | 777.13 |  | 777.13 |
| 251 | S Codling | February mileage | 40.50 |  | 40.50 |
| 252 | HMRC | February Tax/NI | 220.11 | 11.97 | 232.08 |
|  |  |  |  |  |  |
|  |  | **Total** | **2,656.77** | **315.80** | **2,972.57** |

1. **To review quote for structural survey, Sundridge Village Hall, and appoint contractor.**

Three quotes were reviewed. Cllr Hughes proposed instructing Dobanti to complete the structural survey and possibilities for developing the site. Cllr Denbigh seconded the proposal. All Councillors voted in favour.

The Clerk is to instruct Dobanti to complete both surveys. **Action: Clerk.**

1. **To review decision to opt out of the Sector Led Body Audit, following further information.**

Further information has been received regarding the cost of the Sector Led Body.

The Clerk contacted the current external auditor, PKF Littlejohn, asking if they would continue on an individual basis. They advised that they were not in a position to comment about availability or price.

Cllr Baker proposed opting into the Sector Led Body, seconded by Cllr Hughes. All Councillors voted in favour.

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

**Planning Committee**

1. **To receive for information the Minutes of the meeting held on 19 January, 2 and 16 February 2016.**

Cllr Jolley advised of the recent application at Combe Bank School.

*The meeting was adjourned at 8.10pm for coffee and reconvened at 8.20pm.*

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

None.

* 1. **Highways**

It was noted that the A25 has had drainage issues. The drains were cleared recently but no water was flowing away. The Clerk is to contact Kent Highways. **Action: Clerk.**

Representatives from Ide Hill have indicated they wish to do something about the roundabout. Bulbs are to be planted. The Clerk is to request the contractor to cease cutting the grass. **Action: Clerk.**

It has been requested to drop down the chevron signs. The Clerk is to contact Highways. **Action: Clerk.**

Councillors noted that the VAS sign at the entrance to Sundridge, travelling from Sevenoaks, does not illuminate. The Clerk is to contact Highways. **Action: Clerk.**

* + 1. **Speedwatch**

Cllrs Edmonds and Hughes advised that the Speedwatch website is not easy to navigate and, despite several attempts, they have been unable to register their interest. Both Cllrs Edmonds and Hughes are to email the Clerk their details in order to refer the matter further with SDC. **Action: AE, GH, Clerk.**

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

This item was deferred to the next meeting.

* 1. **Street Lighting Repairs**

The LED lights are due to be installed next week.

1. **Amenities**
   * 1. **To receive, for information, the minutes of the meeting held 18 February 2016**

The meeting of 18 February 2016 was cancelled.

* + 1. **Social Club – to receive update.**

The Clerk obtained copies of the contract from the solicitor, which showed tracked changes. Copies of correspondence were also received showing advice from the solicitor regarding the content of the lease.

It was proposed by Cllr Banbrook for 2-3 Councillors to speak with the Club before the next meeting. Following which, further discussions will take place at the next meeting. Cllr Edmonds seconded the motion. All voted in favour. It was agreed for Cllrs Banbrook, Hughes and Jolley to speak to the Club. **Action: JB, GH, JJ.**

It was agreed to ask Dobanti to complete a development opportunity survey of the Social Club. **Action: Clerk**

* + 1. **Stubbs Wood – to receive update.**

The contractor has been instructed to complete the Tree Survey. Also, CWJ have been instructed to set up the new charity.

There is a meeting with the Stubbs Wood Action Group on Monday 29th February.

1. **Combe Bank, Right of Way**

Cllr Jolley asked about opposing the closing of a private road when it has been used over a period of 100 years.

The Clerk is to ask Legal Services or Action with Communities in Rural Kent. **Action: Clerk.**

1. **To discuss celebration for The Queen’s 90th Birthday, June 2016.**

There is a celebration being organised in Ide Hill. A road closure is being sought from the roundabout to the church. The street party is to be held after the Fayre.

Sundridge are also to hold an event. Ian, The White Horse, is willing to block off the car park and have entertainment.

Cllr Banbrook proposed for the Parish Council to fund up to £300 per village, seconded by Cllr Jolley. All voted in favour. Each village is to submit an application.

1. **Urgent Business**

It was questioned about parish reports in the village news. Cllr Jolley expressed concern that there was only information about Ide Hill. It was agreed for Cllr Jolley to write a report for the next publication. **Action: JJ.**

1. **Date of Next Meeting** 21 March 2016, Ide Hill

The meeting closed at 9:45pm.

***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:**

**KALC**

* Delivery to Kent Residents, Encouraging Greater Recycling of Metals
* Electoral Review of Kent – *final recommendation attached.*
* Sector Led Body – Deadline extended to 31 March 2016 – 2 Communications from the Chair of Smaller Authorities’ Audit Appointments Limited
* Bulletin on National Developments and Meetings – 29 January 2016
* Update to Model Financial Regulations
* 2016 Membership Survey – deadline Thursday 31 March 2016
* The Good Councillor Guide 2016
* Bulletin on National Developments and Meetings – 5 February 2016
* Government Update – Neighbourhood Planning and new Consultation on planning changes – deadline 15 April - *Government update on Neighbourhood Planning, which includes****a new Government consultation on planning changes which closes on 15 April 2016****. The consultation can be found at:*[*https://www.gov.uk/government/consultations/implementation-of-planning-changes-technical-consultation*](http://www.us3.list-manage.com/track/click?u=2954d88493d814477e168d051&id=afa1f41e3c&e=fc7e1a7fd3)*.*
* KCC Trading Standards and Citizens Advice consumer service (CACS)

**Consultations**

* KCC Consultation on their mobile library service - KCC is currently undertaking a consultation on its mobile library service. The consultation is entitled “Making best use of the Mobile Library Service” and can be downloaded using the following link: <http://consultations.kent.gov.uk/consult.ti/mobilelibraries/consultationHome> . **The deadline for comments to KCC is 5pm on Friday 4 March**. KCC advise that no decisions have been taken and that they want to hear what you think of their proposal.
* Lower Thames Crossing Route Consultation 2016 - The proposal is for a new road which would connect the A2/M2 in Kent with a tunnel crossing east of Gravesend and Tilbury, before joining the M25 between junctions 29 and 30. There are three route options north of the river in Essex and two south of the river in Kent.

Find out more and have your say

This is your opportunity to let us know your views before we make our recommendations to the Department for Transport later this year. If you would like to find out more please visit our website [www.lower-thames-crossing.co.uk](http://www.lower-thames-crossing.co.uk/) where you can:

* + View and download maps and other information about our proposals
  + Provide your views by completing our online questionnaire
  + Find out about one of our events where members of our team will be on hand to answer your questions.
  + Find out where you can view the proposals at a location in your area where copies of consultation materials, maps and questionnaires are available.
* SDC - Public consultation draft of the Sevenoaks District Community Plan 2016-19‏ - ‘This is an opportunity for you to add to or amend information in the plan and to add your comments.  To make this easier, I enclose an interactive version (PDF) of the public consultation document.  Space has been left after each section for you to make comments and a space at the back of the document for general comments.  Please comment on the sections that apply to you or your organisation.

The closing date for responses is **Thursday 31 March 2016**.

If you have any questions, please do not hesitate to contact me.  Please return your comments to the address listed on the consultation document or email them to [communities@sevenoaks.gov.uk](mailto:communities@sevenoaks.gov.uk).  You can also view the public consultation document online at [www.sevenoaks.gov.uk/communityplan](http://www.sevenoaks.gov.uk/communityplan) ‘