**Sundridge with Ide Hill Parish Council**

**Minutes of Full Council Meeting**

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

**Present**: Cllr Jolley Chair

Cllr Mrs Lovegrove Vice Chair

Cllrs Baker, Denbigh, Evans, Hughes and Stokes.

Mrs S Codling - Clerk

**Apologies:** Apologies were received from Cllr Banbrook (holiday), Edmonds (holiday) and Mrs Powell (holiday). All apologies were accepted.

**Declarations of interest**: None.

1. **Minutes of the Meeting, 21 March 2016**

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

1. **Matters arising from the Minutes**

None.

1. **Public Open Session**

None.

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

Cllr Mrs Lovegrove attended the HWCAAG meeting last week. There are 26 Parish Councils represented by HWCAAG. A letter was sent to the Chair of GAL with 7 recommendations. They have responded saying they agree to all proposals but that is not a guarantee of any action being taken. Another letter is to be sent asking to discuss the make-up of the Board. MPs, including Michael Fallon, have sent letters of support.

Cllr Stokes advised that there was a consultation last week regarding the proposal to put a multi storey car park at the station alongside a hotel. There was some objection to the consultation. The interest to parishioners would be a potential parking deficit. The proposed Premier Inn will have 80 rooms. They are to have 2 disabled parking spaces with other customers utilising the multi storey car park. This is to be raised at the Planning Committee meeting.

1. **Communications**

*See Appendix A*

Cllr Stokes took a telephone call from Cllr Meldan giving his apologies. These were not accepted owing to the new attendance guidelines.

An invitation has been received from Montreal Estate for representatives from the Parish Council to attend a Royal Forestry Society presentation, 4 May. Cllr Stokes is to attend.

Cllr Evans advised that a representative from Kent Wildflower Meadows Group is to visit the Sundridge Recreation Ground to give guidance about reseeding. Cllr Stokes congratulated Cllr Evans for getting in contact with the Wildflower Group.

A complaint has been received from two residents regarding Sundridge Recreation Ground. A response has been sent.

1. **Committees**

**Finance and Personnel Committee**

1. **Payment of Accounts**

The accounts were approved.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Chq No | Payee | Details | Basic Amount | VAT | Total Payable |
|  |  |  | £ | £ | £ |
| 284 | BT | Parish phone | 123.01 | 24.60 | 147.61 |
| 285 | Kent County Council | Photocopier, March - May | 65.69 | 13.14 | 78.83 |
| 286 | Streetlights | Remedial work, Cols 41 & 42 | 510.00 | 102.00 | 612.00 |
| 287 | E.On | Electricity, Streetlights, Jan-Mar 2016 | 963.98 | 192.80 | 1,156.78 |
| 288 | Kent County Council | Legal Fees, March 2016 | 17.00 | 3.40 | 20.40 |
| 289 | Ide Hill Village Hall Mgmnt Cttee | Hire of Hall, Jan-Mar 2016 | 140.00 | - | 140.00 |
| 290 | AJ Davies | Grasscutting | 428.00 | - | 428.00 |
| 291 | Dobanti Chartered Surveyors | Survey, Sundridge Village Hall | 1,205.99 | 241.20 | 1,447.19 |
| 292 | Sarah Codling | Salary & Expenses, April | 774.76 | - | 774.76 |
| 293 | Sarah Codling | Mileage | 33.75 |  | 33.75 |
| 294 | HMRC | Tax/NI, April | 216.31 |  | 216.31 |
|  |  |  |  |  | - |
|  |  |  |  |  | - |
|  |  | **Total** | **4,478.49** | **577.14** | **5,055.63** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Village Hall Account | |  |  |  |  |
|  |  |  |  |  |  |
| Chq No | Payee | Details | Basic Amount | VAT | Total Payable |
|  |  |  | £ | £ | £ |
| 1 | TD Geers | New thermostat | 203.13 | 40.63 | 243.76 |
|  |  |  |  |  | - |
|  |  | **Total** | **203.13** | **40.63** | **243.76** |
|  |  |  |  |  |  |

1. **To receive, for information, the minutes of the meeting held 31 March 2016**

Noted.

1. **To receive final budget, 2016/17**

The budget was reviewed to give realistic amounts in each cost centre. This budget is recommended to the Full Council for adoption.

Councillors had no objection. Therefore, the proposed budget was **ratified** by the Full Council.

1. **To review Standing Orders**

The Standing Orders have been altered, as per a Legal Topic Note. The basic issues are that if someone does not attend a meeting for 6 months they are automatically disqualified.

It was noted that Councillors are to email the Clerk at least 48 hours prior to a meeting to give apologies. Naturally, there will be exceptional circumstances which will be recorded at the next meeting.

The Clerk is to send an electronic copy to Councillors. **Action: Clerk**

A form is to be distributed stating the document has been read. **Action: Clerk**

Councillors are to sign the document. **Action: Cllrs**

1. **To approve Internal Auditor**

Quotes were reviewed by the Council. Cllr Jolley proposed accepting the quote from David Buckett. Cllr Evans seconded the motion. All Councillors voted in favour.

**Planning Committee**

1. **To receive for information the Minutes of the meeting held on 5 April 2016.**

Cllr Stokes advised Councillors of the proceedings at the meeting, 5 April.

There has been an enforcement issue raised about the Combe Bank site. The field behind the school has seen new gates installed. An Article 4 Direction has been served but additional gates have appeared. This is to be discussed at the next planning meeting.

Cllr Piper raised about the blocking of the roadway at Combe Bank. The road is a private road and owned by the proprietor of the field for sale. If any resident can claim to have walked the site in the last 20 years or more they should report it. The Clerk is to chase the Legal Team regarding this matter. **Action: Clerk**

The Chair is to write in the Village News and Chronicle about people using the road. **Action: JJ**

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

Cllr Evans gave the Clerk the schedule of work for the Recreation Ground in order to obtain quotes. All the trees are marked. **Action: Clerk**

The hedge in Camberwell Recreation Ground needs reducing in height. **Action: Clerk**

* 1. **Highways** 
     1. **Speedwatch**

Cllrs Evans and Hughes will be attending Speedwatch training, 20 April.

Cllr Evans is to distribute the Speedwatch statistics from Brasted. **Action: JE**

*The meeting was adjourned at 8.15pm for coffee and reconvened at 8.30pm.*

* 1. **Street Lighting Repairs**

None.

*The meeting was adjourned at 8.20pm for coffee and reconvened at 8.35pm.*

1. **Amenities**
   * 1. **To discuss and agree details regarding Stubbs Wood Charity**

The Solicitor has sent some details regarding the set up of the Stubbs Wood Charity. Councillors agreed for a delegation to review the purposes and terms of the charity. A meeting will then be held with the solicitor.

It was agreed for Cllrs Baker, Denbigh and Evans to form the delegation.

* + 1. **To review survey, Sundridge Village Hall**

The document was reviewed.

This will be referred to the Amenities Committee regarding further action. **Action: Amenities**

* + 1. **To receive update, Ide Hill Conveniences**

The Solicitor sent 3 ‘sign offs’ for the end of the transfer document. Cllr Denbigh proposed sign off 1, seconded by Cllr Stokes. All Councillors voted in favour.

1. **Urgent Business**

* The Annual Parish Meeting is to be held Monday 23 May in Ide Hill.

The Clerk is to contact Hall Place to purchase cheese for the event. Wine is to be purchased from the shop.

Cllr Evans is to find a speaker. **Action: JE**

* Cllr Evans noted that the Ide Hill Village Fayre last year suffered major parking problems with every road blocked. Cllr Evans suggested they appoint 6-7 parking wardens. The Clerk is to ask Cllr Edmonds to produce a traffic plan. **Action: Clerk**
* A request for use of Sundridge Recreation Ground has been received for a Queen’s Birthday Celebration. The Clerk is to advise that the Rec can be used in August so there is no clash with the pub event in June.
* Cllr Jolley advised he shall be resigning. He will introduce the May meeting where a new Chair will be appointed.

1. **Date of Next Meeting** 16 May 2016, Ide Hill

The meeting closed at 9:50pm.

***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:**

* KCC - Tesco Green Space Grant Programme - *Groundwork South (Kent & Medway Area) has asked that we forward to you details of a scheme it is running called the Green Space Grant programme, funded through the 5p charge for carrier bags at Tesco, to ensure that as many eligible applicants as possible across the county are able to tap into this funding.  Grants of up to £12,000 are available to improve local open spaces.*

*The first round closed on 11 December 2015 and grants have been awarded from February 2016.  The process is quick and straightforward and the next funding window will open again on****18 April 2016.***

*To find out more visit:*[*http://www.groundwork.org.uk/sites/tescocommunityscheme*](http://www.groundwork.org.uk/sites/tescocommunityscheme)*or email*[*www.south.groundwork.org.uk*](http://www.south.groundwork.org.uk/)*if you have any questions regarding the application process.*

* Police – details of mobile police station
* UKPN - UK Power Networks: Priority Service Register & energy efficiency advice leaflet

**KALC**

* Section 137 Expenditure Limit for 2016/17 - £7.42 per capita
* KCC Consultation - Review of KCC Funded Bus Services - deadline 15 May - *Last week, Kent County Council issued a consultation as part of its review of KCC funded bus services. As you will see from the consultation paper (*[*http://consultations.kent.gov.uk/consult.ti/BusReview/consultationHome*](http://consultations.kent.gov.uk/consult.ti/BusReview/consultationHome)*) KCC has already saved over £1million by working with bus operators to re-plan routes, renegotiate contracts and more use of Community Transport operators but still need to reduce their spending further in the next financial year. They have identified a series of changes for 17 subsidised services which are set out on pages 10 to 13 of the consultation document.*

*The consultation paper states that no final decisions have been made and that responses are essential in helping them make their final decisions.****The deadline for responses 15 May 2016****.*

*KCC would like to hear views on :*

* + *How the proposed changes could impact you;*
  + *Their approach;*
  + *The assumptions made in their Equality Impact Assessments*
  + *Any additional information that you think KCC need to consider about the potentially affected routes.*

*There is an online questionnaire at*[*www.kent.gov.uk/busreview*](http://www.kent.gov.uk/busreview)*. Alternatively you can complete the questionnaire at the end of the consultation document and return it to Freepost KENT COUNTY COUNCIL BUS FUNDING REVIEW.*

* Legal Topic Note 39 – COPYRIGHT
* New Employment Briefing - National Living Wage
* UK Power Networks: Priority Service Register & energy efficiency advice leaflet‏ - <http://www.ukpowernetworks.co.uk/internet/en/help-and-advice/documents/EE_leaflet.pdf>
* Bulletin on National Developments and Meetings - 24 March 2016‏
* A PRACTITIONERS GUIDE MARCH 2016‏ - Financial Briefing on the new Governance and Accountability for Smaller Authorities in England
* Police & Crime Commissioner Mrs Barnes' Term of Office Report‏
* E01-16 - National Living Wage Revised.pdf - revised briefing on the National Living Wage
* Bulletin on National Developments and Meetings - 8 April 2016‏
* PARISH NEWS - APRIL 2016‏
* E-Safety Awareness Sessions 2016‏ - E-Safety Awareness Sessions taking place in July
* KALC/SECAMB/KENT FIRE AND RESCUE - DEFIBRILLATORS‏
* Event Announcement: Burial Law and Management Training Module and Workshop G215, 13 July 2016‏

**Consultations**

* KCC – Flood Risk to Communities - *Kent County Council’s Flood and Water Management team have prepared a ‘Flood Risk to Communities document’ for your area.  
  We welcome your input and any observations you may have on the content of this document. Your feedback will be used to help finalise the Flood Risk to Communities document prior to publication on our website.   
  This document aims to provide a summary of flood risk and its management for local communities within Tonbridge & Malling. It describes the roles and responsibilities of the Risk Management Authorities, and provides an overview of the various plans and strategies in place for Flood Risk Management across the district. It is not a strategy for flood risk management itself.  
  The purpose of the document is to provide a single reference point for significant flood risk in the area, who manages it and links to documents that contain more details if more information is needed. We hope that this will help to improve local communities’ understanding of flood risk and how it is managed and who to approach for more information.  
  Please follow the enclosed link to the consultation webpage*[*www.kent.gov.uk/floodrisktonbridgeandmalling*](http://www.kent.gov.uk/floodrisktonbridgeandmalling)*where you can download a copy of the consultation document and access the consultation questionnaire. We would appreciate it if you could complete the consultation questionnaire if you or your organisation have any feedback or information to share.  
  This consultation closes on the 28th of April 2016.   
  If you have any concerns or questions, please feel free to contact Joseph Williamson on*[*flood@kent.gov.uk*](mailto:flood@kent.gov.uk)*.*