**(not yet approved)**

**Sundridge with Ide Hill Parish Council**

**Minutes of Full Council Meeting**

**Monday 17 October 2016, 7:00pm, Village Hall, Ide Hill**

**Present**: Cllr Jolley Chairman

Cllr Mrs Lovegrove Vice Chair

Cllrs Denbigh, Hughes, Edmonds, Evans and Mrs Powell

Mrs A Barlow – Clerk and 3 members of the public

The meeting opened at 7.20 pm.

1. **Apologies:**

*Apologies were received and accepted from Cllr. Banbrook.*

1. **Declarations of interest**:

*There were none.*

1. **Minutes of the Meeting 19 September 2016**

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

1. **Matters arising from the Minutes**

*7. The Chairman advised that he will meet with the Vicar in due course.*

*8.5 Cllr Evans advised that he had emailed Louise Smith and gave her the information about the Tesco grant money. Cllr Evans advised that she said nothing about the meeting that was purported to have taken place. The issue relates to the Darent River and the perceived lack of water. Cllr Stokes asked about the work the Environment Agency had carried out and Cllr Evans confirmed it had been lowered.*

*8.6 This item was dealt with by the Amenities Committee. Cllr. Lovegrove asked that this item be included in the budget considerations. Cllrs discussed the reserve burial plot and it was resolved to discuss this at a later meeting. The land was purchased about 20 years ago and confirmed it was not concentrated.* ***(Action: Clerk)***

*8.9.2 The Clerk read out an email from the Sundridge Social Club.* ***It was resolved that the Clerk would write to the Solicitor and find out what the information is on file from the Social Club. (Action: Clerk)***

***9.1.3*** *Cllr Evans advised that he had drawn up a list of contractors that could carry out the work and the work would be carried out.*

*10. Cllr Evans advised that he written to BT.*

1. **Public Open Session**

*Keith McGinn from Ide Hill Football Club asked about the status of the donation from the Parish Council for £1,000 for the goalposts. The Chairman advised that the Finance Committee recommended that the Full Council award Ide Hill Football Club £1,000 towards the goalposts which is just under 40% of total cost of £2,580. The Cllrs discussed the implications of the Council purchasing the goat posts for the club to avoid paying the VAT. However it was felt that this was not appropriate and there it would be better to award the Club a donation towards the goalposts.* ***The Members resolved that the Parish Council would make a donation of £1,200 to Ide Hill Football Club. (Clerk to send cheque to Club).***

1. **Confidential Items**

*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*.

***The members resolved that items 8.11 and 8.12 should be discussed with the exclusion of the press and public.***

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

*There were no further updates.*

* + 1. **High Weald Action Group**

*There were no further updates.*

1. **Items for decision and allocation of resources if necessary.**

8.1 To discuss and agree, if appropriate the allocation of funds to repair/replace the playgrounds at Sundridge and Ide Hill

*The Amenities Committee had discussed options over the repairs to the playground and the Committee agreed that Cllr Edmonds would purchase on behalf of the Parish Council to mend the damaged area. Cllrs discussed the state of both playgrounds at Ide Hill and Sundridge and agreed that the Parish Council need to review the state of both playgrounds. Cllr Baker proposed a working party be formed to look at the playgrounds****. It was resolved that the Amenities Committee would discuss the playgrounds at the next meeting and look at what the next actions should be. (Action: Clerk to put on next Amenities Committee Agenda)***

8.3To discuss and agree, if appropriate, a donation to Ide Hill Football Club towards goal posts

*This item was dealt with under Agenda Item 5.*

8.4 To discuss and agree, if appropriate, the use of Ide Hill recreation ground for a bonfire/firework event

***The Cllrs asked about the provision on toilets and it was confirmed that the Committee are providing their own toilets. The Members resolved to allow the event to go ahead. (Action: Clerk to inform organising committee).***

8.5 To discuss and agree, if appropriate, a new dog bin in Church Lane

*The Cllrs discussed the siting of dog bins and agreed that the area was very dirty. Cllrs raised the issue over the position of the dog bin in Church Lane as the Church had previously been opposed to having a bin located there. Cllrs confirmed that the Amenities Committee had confirmed with the Parochial Parish Council that they were happy to have a dog bin in Church Lane****. It was resolved that the Parish Council would site the bin in Church Lane at a cost of no more than £100 plus VAT and that Sevenoaks District Council would be asked to empty the bin along with the other bins on the schedule. (Action: Clerk)***

8.6 To discuss and agree, if appropriate, trees and lights for the Parish at Christmas.

***Cllr Evans agreed to see if he could get 2 trees from the Montreal Estate. It was agreed to find some lights from last year. (Action: Cllr Evans).***

8.7 To discuss and agree, if appropriate, the dates for the Full Council and Committee meetings for 2017.

***The Members resolved that the dates for the 2017 meetings should be as presented.***

* 1. To discuss and agree the items and schedule for the preparation of the budget 2017.

*It was agreed that Councillors should have a clear idea of budget priorities by the November meeting. The Chairman thanked Cllr Evans for his excellent work throughout the year in helping to reduce maintenance costs by undertaking work himself.*

8.9 To approve/note items payable and paid

***Members resolved to approve/note the circulated items (at Appendix A) payable and paid.***

8.10 To discuss and agree, if appropriate, the appointment of a payroll provider.

The Clerk advised that she had contacted a payroll advised and

8.11 To discuss and agree, if appropriate, the Clerk’s pension.

*This item was discussed in a closed session.*

8.12 To discuss and agree, if appropriate, the appointment of a RFO

*This item was discussed in a closed session.*

8.13 To discuss and agree, if appropriate, the use of Parish Council emails.

*The Clerk advised that it was best practice to use a parish email. It was agreed that the Clerk would find out the costings of getting a Parish email address for the Clerk and Members.* ***(Action: Clerk)***

1. **Items for noting**
   1. **Stubbs Wood**

**i.** To note update on Stubbs Wood from Management Committee

* 1. **Committees**
     1. **Planning Committee**

To receive verbal update from Chair of Planning Committee

*Cllr Stokes advised that the Parish had won case and SDC have instructed that a covered walkway be removed in Sundridge.*

**Amenities**

To receive the Minutes of the meeting held on 11 October 2016

*Noted*.

* + 1. **Finance**

To receive the Minutes of the meeting held on 4 October 2016

*Noted.*

* 1. **Correspondence**
     1. To note the correct procedure for correspondence

*The Clerk advised about the procedure for correspondence and emphasised that all correspondence must be copied to the Parish Office via email to the Clerk*

* + 1. To note correspondence at Appendix B

*Noted.*

1. **Urgent Business** that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.
   1. ***Defibrillator***

*The Clerk advised that she had received notification that the defibrillator at Ide Hill may be faulty. The defibrillators were immediately checked at both Ide Hill and Sundridge in accordance with the instructions from the supplier. The Members had received confirmation from the suppliers that the defibrillators would work in an emergency situation. The Clerk has reported back to the supplier that both defibrillators are working and are not faulty.*

1. **Date of next meeting**

*21 November 2016 at Sundridge Village Hall.*

**The meeting closed at 21.50**