

Sundridge with Ide Hill Parish Council
Minutes of Full Council Meeting
Monday 10 April 2017, 7.00 pm Ide Hill Village Hall

Present: Councillors Jolley (Chair), Lovegrove (Vice Chair), Baker, Banbrook, Denbigh, Evans, Hughes, Meldan,

Apologies: Cllr Edmonds and Powell

Attendance: Amanda Barlow (Clerk) and 2 members of the public

1. To receive apologies and reasons for absence.
Apologies received and accepted from Cllr Edmonds and Powell
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
There were none.
3. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 20 March 2017.
The minutes were signed as a true and accurate record.
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
8.4. *There was a discussion with respect to our decision on the new website contract with Visionict. The quoted cost of maintaining each email address at an annual cost of £15 per account was queried and regarded as expensive. **Members resolved that the Parish Council go ahead with the contract and investigate our email cost options after the two year period.** It was noted that there is no cost in maintaining emails once they are established. **It was also agreed that the Parish would ask John Jolly to publish a request, in the weekly Sevenoaks Chronicle, for suitable photos of the Parish from the public, to be included in the new website. (Action: Cllr Jolley and Clerk)***
9.1 *Social Club*
Roni Lovegrove reported that copies of material from the Social Club had been received by John Evans and was passed on to her. She reported that we received copies of accounts for 2014 and 2015. Neither set of accounts have been signed by Officers of the Social Club. The accounts have not been audited but compiled by an examiner. The Social Club also sent copies of their Insurance Policy. It was noted that the Policy requires several warranties with respect to utilities. The required certificates were not included in the documentation. The pack has been sent to the Amenities Committee for review and action.
8.3. *There was a full discussion on the management of the Recreation Ground and handover of responsibilities from Councillor Stokes to Councillor Meldan. Councillor Meldan advised that he would be meeting with Dave Bright the following Friday to discuss line markings and contact with the Chipstead Football Club. The accounts documents for the Recreation Ground had been received and once the new signatories had been approved, the balance of the accounts will be consolidated with our main Parish account.*
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.
6. **Reports from Representatives** on Outside Bodies.
Outside Bodies
John Evans provided an update on the status of the Darenth Valley Partnership which will eventually involve a £2.6m programme of environmental monitoring, flood containment and conservation of historic land conservation. A copy of the booklet on the initiative will be provided to the Parish Council.
Roni Lovegrove provided an update on the most recent meeting of the Sundridge and Ide Hill Charities. There were no disbursements this past quarter.
7. **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 take the discussion regarding the appointment of a new Councillor at Agenda Item 8. in confidence.
8. To co-opt a member to the Council following the vacancy arising as a result of Michael Stoke's decision to resign as a Councillor
Members resolved to co-opt Trevor Jones as a Parish Councillor.

9. Items for decision and allocation of resources if necessary.

9.1 To discuss and agree, if appropriate, the next actions for the Sundridge & Brasted Social
*The Members discussed the accounts and insurance policy. The Members noted their concern over the insurance policy and the associated documents. **The Members resolved that the Cllr Banbrook and Cllr Meldan should arrange to meet with Sundridge & Brasted Social Club. It was agreed that the Clerk should advise Brasted Parish Council of the meeting. Members resolved that the Clerk should pay 50% of the invoice from Boys & Maughan and invoice Brasted Parish Council for the other 50%. (Action: Clerk)***

9.2 To discuss and agree, if appropriate, the next actions for Sundridge Recreation Ground
*Cllr Meldan confirmed he has taken over the management of the Sundridge Recreation Ground. Cllr Meldan reported that the Sundridge Recreation Ground needs quite a lot of work as it is in a rundown state. **Members resolved that that Cllr Meldan and Cllr Evans would get 3 quotes from local builders. (Action: Cllr Meldan and Cllr Evans). Members resolved that the Clerk should order the new goal posts as this money was allocated in the funds from received from the Tesco Groundworks grant. (Action: Clerk). Members resolved that the Clerk should write to Chipstead Football Club advising them that Cllr Meldan would be the new contact and the Parish Council will be reviewing the rental agreement for the start of the next season. (Action: Clerk)***

9.3 To discuss and agree, if appropriate the allocation of the grass cutting contract
The Members resolved to accept the contract from Landscape Services as it was the only tender received and it was under the maximum amount of the tender bid. (Action: Clerk). Members resolved that the Clerk should write to the current contractors to advise that Landscape Services will be taking over all the grass cutting. (Action: Clerk)

9.4 To discuss and agree, if appropriate, the award of a grant to the Kent Surrey Sussex Air Ambulance
Members resolved to grant £250 to the Kent Surrey Sussex Air Ambulance. (Action: Clerk)

9.5 To discuss and agree, if appropriate, the appointment of an internal auditor
Members resolved that Steve Brentnall should be appointed as the internal auditor at a cost of £355. (Action: Clerk)

9.6 To discuss and agree, if appropriate, the Subscription to KALC & NALC for 2017/2018
Members resolved to accept the subscription for KALC & NALC for 2017/18. (Action: Clerk)

9.7 To discuss and agree, if appropriate, the next actions with regard to the Capital Reserve Fund
*Members confirmed that the Council currently have a reserve of approximately £80,000. Cllr Lovegrove explained that the Members agreed to keep the Capital Reserve Fund as they were not minded to put up the precept. **Members resolved that the Finance Committee should discuss this item further and report back to the Full Council. (Action: Finance Committee and Clerk)***

9.8 To approve/note items payable and paid
Members resolved to contribute £20 towards the Darent River Preservation Society. Members resolved to agree the items paid & payable totalling £4,894.79. Members resolved that the Clerk should write to the Ide Hill Village Shop and ask them to disconnect the electricity supply. (Action: Clerk)

10. Items for noting

10.1 Stubbs Wood

10.1.1. To note update on Stubbs Wood from Management Committee

It was resolved that the Management Committee should get Down to Earth to carry out a survey and get 3 quotes for felling the trees. It was agreed that Cllr Baker should decide which quote should be taken. Members resolved that the Stubbs Wood Management Committee should fall under the Parish Council and should give the constitution to the Sub Committee. There is a new management plan and about 80% has been completed. Members resolved that the Committee should register for a grant with the Forestry Commission to carry out the management plan. (Action: Cllr Baker and Stubbs Wood Management Committee)

10.1.2. To note request to use Stubbs Wood Car Park

The Members agreed that the Stubbs Wood Car Park could be used on Sunday 2 July 2017 as a feed station for a cycle race and that the Clerk should ask for the Club to make a donation towards Stubbs Wood. (Action: Clerk)

10.2 Finance Committee

10.2.1 To note minutes of the Finance Committee on 15 March 2017

Noted.

10.2.2 To note standing order payment of Clerk's salary

The Clerk advised that there has been an issue with the bank and the standing order has not been set up.

10.2.3 To note the new energy contract

Noted.

10.3 Annual Parish Meeting

10.3.1 To note update of actions from previous meeting.

It was agreed that the Clerk would send the invites to the appropriate people.

10.4 Correspondence

10.4. 1 To note correspondence.

Noted.

11. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman's discretion.

12. Date of next meeting

Monday 8 May 2017 at 7pm at Sundridge Village Hall.

Members thanked the Cllr Jolley for his excellent work towards the Parish Council over the past 11 years.

There being no further business the meeting closed at 21.36.

NOTES: *Members are reminded of the need for them to declare any interests not previously declared as a pecuniary interest, which they may have on any matters coming before the Parish Council for consideration. Further advice can be sought, whenever necessary, from the Clerk. Members are asked to be in the Village Hall in good time prior to commencement of the meeting at 7p.m. so that they may acquaint themselves with the contents of any written material laid round the table.*

Correspondence - March 14 to March 27 2017

Email Correspondence

1. Gatwick Group - GON - Night flights, drop-in and FED
2. Kent Cam - REVAMP Quality Mark workshop - 23rd March
3. Sevenoaks District Council: Warden off floods
4. Sevenoaks District Council: Community grant scheme offers local groups continued support
5. Sevenoaks District Council: Share your ideas for a new workhub in Swanley
6. KALC - DCMS Better Broadband Campaign
7. SDC - Policy & Performance Advisory Committee – 23 March 2017 – Agenda
8. KALC - DCLG Notes on Neighbourhood Planning
9. SDC - Calendar of Meetings 2017/18
10. Police UK - New data published for January 2017 – sent to all Cllrs
11. SDC - Development Control Committee - 16 March 2017 - Late Observations
12. DC - Council – 21 February 2017 - Minutes
13. Rural Kent - Inside Track 244
14. SDC - Finance Advisory Committee - 28 March 2017 – Agenda
15. Gatwick Group - Agenda HWCAAG meeting 28.03.17
16. Sevenoaks District Council: Gardeners in the District can plant themselves a great deal
17. SDC - Scrutiny Committee - 30 March 2017 – Agenda
18. Kent Can - REVAMP Quality Mark workshop - 18th April
19. Bore Place - Children's Easter Fun at Bore Place
20. HWCAAG meeting 28.03.17 - Briefing paper on NMB meeting
21. KALC - Medway Flood Partnership Briefing
22. SDC - Start Of Works Notice- Penn Lane, Ide Hill-19th April 2017
23. Kent Can - Volunteering Roadshow - Maidstone, 20th April
24. Gatwick Group - Transport Select Committee enquiry into Airspace Management and Modernisation
25. Sevenoaks District Council: Council invests in more offices in Sevenoaks
26. SDC - Leonard Cheshire Disability Volunteer Recruitment
27. Forest Management carried out by UK Forest Certification Ltd 2017 RA Stakeholder Consultation
Deadline 8th May 2017 – sent to John Evans
28. SDC - 33 (2016/17) – Acquisition of 26-28 Pembroke Road
29. SDC - Start Of Works Notice- Ide Hill Road, Sundridge- 23rd April 2017

Correspondence - March 28 to April 18 2017
Email Correspondence

1. Gatwick Group – Heathrow/Gatwick Runway consultation
2. SDC – Development Control Committee – 6 April 2017 - Agenda
 - a. Portfolio Holder Decision 34(2016/17) – Authority Monitoring Report
3. SDC Development Control Committee – 16 March 2017 – Minutes
4. Stakeholder Engagement - Newsletter from UK Power Networks
5. KALC - Chief Executive's Bulletin 11 - 24 March 2017
6. SDC Development Control Committee – 16 March 2017 – Minutes
7. SDC Direct & Trading Advisory Committee – 14 March 2017 – Minutes
8. Gatwick Group - CAA consultation launch: draft guidance to support new airspace change process
9. KALC – updated legal topics:
 - a. LTN 4 - has been updated to reflect the changes to the establishment and dissolution of community councils following the Local Government (Wales) Measure 2011.
 - b. LTN 11 - has been updated to include references to LTN 88 on event licensing and section 138B of the 1972 Act in respect of events and celebrations with a religious flavour.
 - c. LTN 13 - has been updated to include the Investigatory Powers Act 2016 and other developments in respect of the use of CCTV.
 - d. LTN 18 - has been recast to provide a more logical structure and, in particular, to clarify the differences between England and Wales
 - LTN 20 - has been amended to remove some internet links that are no longer valid
10. SDC - Development Control Committee - 6 April 2017 - Supplementary Agenda (Urgent Items)
11. SDC - Development Control Committee - 27 April 2017 – Cancelled
12. SDC - Southeastern January 2018 timetable changes
13. SDC - Finance Advisory Committee - 28 March 2017 – Minutes
14. SDC - Policy & Performance Advisory Committee – 23 March 2017 – Minutes
15. SDC - Sevenoaks District Community Safety Partnership Newsletter
16. KALC - Governance and Accountability for Local Councils in England 2017 edition
17. SDC - Audit Committee – 18 April 2017 – Agenda
18. SDC - Planning Advisory Committee - 19 April 2017 – Agenda
19. KALC - Pothole Blitz update – sent to John Evans
20. KALC - NALC Chief Executive's Bulletin 12 - 31 March 2017
21. SDC - Development Control Committee – 6 April 2017– Late Observations
22. Groundworks - kent and medway sheds open day 2nd june
23. SDC - Motorbike Free Skills
24. SDC - Sevenoaks District Council Voluntary & Community 'Making it Happen' Awards 2017
25. SDC - Development Control Committee – 6 April 2017 – Minutes
26. SDC - Cabinet – 20 April 2017 – Agenda
27. KALC - Village of the Year 2017 TV
28. Gatwick Airmail - Spring Edition
29. SDC - Council – 25 April 2017 – Agenda
30. SDC - Scrutiny Committee – 30 March 2017 – Minutes
31. SDC - Traveller Encampment at Holly Bush Recreation Ground – sent to all
32. SDC - 35 - Local Lettings plan between Sevenoaks District Housing Town and Country Housing Group for development at Mill Lane
33. SDC - Sevenoaks District Council Voluntary & Community 'Making it Happen' Awards 2017
Sevenoaks District Council