

Sundridge with Ide Hill Parish Council  
Minutes of Full Council Meeting  
Monday 16 July 2018, 7.00 pm Sundridge Village Hall

**Present:** Councillors Baker, Banbrook, Buys, Denbigh, Evans (Chair), Furse, Hughes, Lovegrove, Powell

**Attendance:** Amanda Barlow (Clerk) and member of the public

*Cllr Evans welcomed Cllr Furse to her first meeting as a Member.*

1. To receive apologies and reasons for absence.  
*Apologies were received and accepted from Cllr Jones. Apologies were received from Cllr Meldan via Cllr Banbrook but not accepted by Members.*
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.  
*None.*
3. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 18 June 2018.  
***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  
*The Clerk advised that she had contacted Cllr Meldan regarding his attendance. All other matters arising were covered by items on the Agenda.*
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 to 10 minutes.
  - *Linda Styles from Ide Hill voiced her concerns over the bicycle races and the litter and road markings that were left after the races.*
  - *Simon Connolly advised that he has started an Under 8s Football Team in Sundridge who are looking for a home pitch. He explained the background to the Club and their hopes to start a coaching school.*
6. 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 discuss Agenda Item 7.11 in confidence.***
7. **Items for decision and allocation of resources if necessary.**
  - 7.1 To discuss and agree, if appropriate, the next actions with regard to speeding  
***Members resolved that no further action should be taken as the speed survey showed limited excessive speeding. It was agreed that the Clerk should send the speed survey to those residents who had concerns (Action: Clerk)***
  - 7.2 To discuss and agree, if appropriate, the next actions with regard to cycle races in the Parish  
***Members resolved that the Clerk should write to Kent Highways to ask how to deal with the issue of the cycling. (Action: Clerk)***
  - 7.3 To discuss and agree, if appropriate, the next actions with regard to a sign for Ide Hill Village Green  
***Members resolved that the Clerk should purchase a new sign of up to £100. (Action: Clerk)***
  - 7.4 To discuss and agree, if appropriate, the next actions with regard to the village sign for Sundridge  
*Members noted that they had already approved refurbishment of the sign. Members noted that the sign may have to be moved due to the difficulty of replacing in order to protect the roots of the cherry tree.*
  - 7.5 To discuss and agree, if appropriate, the next actions with regard to Coronation Gardens  
***Members resolved that the Clerk should get a tree survey carried out and also deal with a small tree across the bridge. (Action: Clerk). Members resolved that the Clerk should contact UK Power Network about the tree over Sundridge Bank Power Station.***
  - 7.6 To discuss and agree, if appropriate, the next actions with regard to Sundridge Recreation Ground  
***Members resolved that the Clerk should purchase key safes for both the Recreation Ground and the Village Hall for up to £150. (Action: Clerk/RFO). It was agreed to change the codes to the key safes. Members resolved that the Clerk should instruct an approved LPG Contractor to check the cylinder. Members resolved that the Clerk should get a plumber to service the boiler. Members resolved that the Clerk should get a new lock for the cupboard. (Action: Clerk). Members resolved that the Clerk, RFO and Cllr Jones should put together an agreement which can be agreed by email. (Action: Clerk, RFO and Cllr Jones).***

7.7 To discuss and agree, if appropriate, the next actions with regard to the grass cutting contract  
*Cllr Hughes met with Simon Kidd and the areas have been cut. Simon Kidd advised Cllr Hughes that the lateness was due to pressure of work. Members congratulated Cllr Hughes and Cllr Denbigh on managing the grass cutting.*

7.8 To discuss and agree, if appropriate, the next actions with regard to the General Data Protection Regulation

**Members resolved to adopt the Freedom of Information Policy, Cookies Information Policy and Privacy Policy.**

7.9 To discuss and agree, if appropriate, the adoption of the Standing Orders

**Members resolved to adopt the model Standing Orders and agreed to confirm the variables at the September 2018 meeting. (Clerk).**

7.10 To approve/note items payable and paid

**Members resolved to approve items paid and payable as at Appendix A.**

7.11 To discuss and agree, if appropriate, the request for a memorial on Ide Hill Recreation Ground

**Members resolved that they should continue with the policy of not allowing memorials in the Parish. Members agreed that the Clerk should write to the family advising them of the decision. Members resolved that the Parish Council make a donation of £75 to the Samaritans. (Action: Clerk/RFO).**

## **8.0 Items for report**

### **8.1 Amenities**

8.1.1 To note the Clerk's Amenities Report

*Noted.*

8.1.2 To note the keyholders to Parish properties

*Noted.*

### **8.2 Stubbs Wood**

8.2.1 To receive update from Stubbs Wood Management Committee

*Notes of the meeting on 6 July 2018 are at Appendix C. Members resolved that TreeAbility should be awarded the contract at £5,130 plus VAT. (Action: Clerk/RFO). Members resolved that the monies should come from the allocated £3,000 Stubbs Wood budget and the remainder from the precept. Cllr Evans abstained from the vote. Cllr Baker advised that the Management Plan should be approved shortly. Members resolved that Deano should be instructed to repair the car park. (Action: Clerk/RFO) Cllr Baker advised that the Working Party discussed the issues over volunteers and it was agreed that Julian Miller should be instructed to advise what volunteers can do pre and post management plan. Julian Miller has now sent a letter in response to the questions asked by volunteers and this has been given to the volunteers. The Stubbs Working Party are looking for a contactor who can deal with the Japanese knotweed. It was agreed that this needs to be addressed urgently.*

### **8.3 Finance**

8.3.1 To note Budget

*Noted.*

8.3.2 To note new hire agreement for Sundridge Village Hall

*Noted.*

### **8.4 Outside Bodies**

8.4.1 To receive update on the Community Land Trust project

*Cllr Evans advised that they are setting up the limited company and gaining Charity Status. The plans are being drawn up and should be ready to submit in September/October. Cllr Evans advised that the housing needs survey was extremely successful.*

8.4.2 To note any reports from outside bodies.

*None.*

## **9.0 Items for noting**

### **9.1 Correspondence**

9.1.1 To note correspondence.

**Noted at Appendix B.**

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

*Members agreed to review the Local Plan and send any comments to Cllr Jones. It was agreed that the Planning Committee would agree a response at their meeting on 6 August 2018.*

**11. Date of next meeting Monday September 17 2018 at Ide Hill Village Hall**

## Appendix A

Sundridge with Ide Hill Parish Council Items Payable and Paid					
Cheque Payments up to 18th July, 2018					
Cheque No	Payee	Details	Total Payable £	VAT £	Basic Amount £
738	naos	Wooden Flooring Sun Vill Hall Deposit	1,200.00	200.00	1,000.00
739	SDC	Quarterly Dog bin charge	439.92	73.32	366.60
740	Mr P Williams	Hedge Cutting	96.00	16.00	80.00
741	Maxwell Amenity Ltd	Sun Rec Ground	528.00	88.00	440.00
742	Eon	Streetlights	984.44	-	984.00
743	Mr G Hughes	Keys Sun rec	24.00	-	24.00
744	Mrs F Hensher	RFO Salary	186.67	-	186.67
745	Mrs A Barlow/G Barlow	Clerks Salary	803.41	-	803.41
746	Mrs A Barlow/G Barlow	Clerks expenses	133.28	-	133.28
747	Mrs F Hensher	Rfo Expenses	73.38	-	76.38
748	Scottish Power	Sundridge Village Hall Gas	339.36	-	
749	Scottish Power	Sundridge Village Hall Electricity	119.28	-	
<b>Total</b>			<b>4,927.74</b>	<b>377.32</b>	<b>4,094.34</b>

### Correspondence –June 19 to July 16 2018

1. Sevenoaks District Joint Transportation Board - 6 June 2018 – Minutes
2. Nick Chard – Congestion with traffic in Sevenoaks – sent to Members
3. KALC - Chief executive's bulletin
4. SDC - Get a helping hand into work
5. SDC - Housing & Health Advisory Committee - 12 June 2018 – Minutes
6. SDC Temporary Road Closure – Church Road, Sundridge – from 25 July 2018 for up to 27 working days – sent to Members
7. SDC - Development Control Committee - 24 May 2018 – Minutes
8. SDC - Funding and Financing Community Land Trusts - 11th July – sent to Cllr Evans
9. SDC - Mental Health Day – October
10. SDC - Sevenoaks District Council: Residents urged to get into gear with free cycle rides
11. SDC - Development Control Committee – 5 July 2018 – Agenda  
Licensing Sub Committee – 12 July 2018 – Agenda ((Neverworld) – Cowden & Hever)
12. SDC - Planning Advisory Committee - 19 June 2018 – Minutes
13. SDC - Sevenoaks District Community Safety Partnership Newsletter - June 2018
14. SDC - FW: OPERATIONAL IMPACT WARNING - Hot Weather
15. SDC - RE: Family Fun Days - Sevenoaks District – sent to all Members
16. SDC - Policy & Performance Advisory Committee - 21 June 2018 – Minutes
17. KCPFA July newsletter
18. SDC - Licensing Sub-Committee Hearing – 4 July 2018 – Minutes
19. SDC - 02 (2018/2019) Local Lettings Plan for 1 and 1a Church Field Cottages Seal
20. Town and Parish Council Websites - July newsletter
21. Sevenoaks District Council: Save a few pennies this summer as free family fun days return!
22. Sevenoaks District Council: Drop-in sessions explain Local Plan proposals
23. SDC - Sevenoaks District Council: Drop-in sessions explain Local Plan proposals
24. SDC - Cabinet - 12 July 2018 – Minutes
25. SDC - Sevenoaks District Council: Horton Kirby site served with High Court Injunction
26. SDC – Many emails regarding Unauthorised Encampments which have been forwarded on to all Members.

## **The Stubbs Wood Management Advisory Group:**

### **Meeting Notes 6<sup>th</sup> July 2018 at 11.30am**

#### **Attendance:**

Richard Don, Dominic Rossi, Graham Hughes, Caroline Lingham, Don Baker, Roni Lovegrove.

Apologies: Clive Witton, Stephen Palmer

The following items on the Agenda were discussed:

Dominic Rossi was welcomed as a newcomer to the Group who will undertake the organisation and supervision of the volunteer's programme for Stubbs Wood.

**1) Tree Survey:** There was a response from 3 contractors to undertake the work recommended by the Tree Survey which had been received in sealed envelopes from the Parish Clerk.

The meeting examined and marked each quotation/tender against a set of criteria previously agreed by the Group. Each tender being marked independently by each member of the Group.

Unanimously, the members of the Group all choose the same order from the selection process as follows:

- 1) TreeAbility - £5,130 plus VAT
- 2) Down To Earth Trees Ltd - £6,931.32 plus VAT
- 3) SL TreeCare Ltd - £8,173.75 plus VAT

**A/P: The Group agreed to recommend that TreeAbility should be selected as the successful contractors to carry out the work highlighted in the Tree Survey and the quotation/tender documents. Following full Council approval on 16th July then the PC should instruct TreeAbility accordingly.**

**2) Management Plan Update:** – Caroline updated the Group on the progress of the Man. Plan. And stated that the initial approval process had taken place without any issues and we should expect to hear from the FC after a further 5 weeks following registration and update procedures.

**A/P The Group agreed to pursue the availability of grants and the procedures to establish if we can benefit from any grants available. We will focus on this issue at the next meeting.**

**3) York Hill Repairs:** DMB stated that he would chase the PC to instruct Deano to repair the pothole in the entrance to the car park at Stubbs Wood.

**A/P: PC to instruct Deano to repair pothole.**

**4) Volunteer Scheme:** Dominic reported back on the second workday which had proved most beneficial. Again the Group recommended to the Parish Council that the volunteers should be thanked for their efforts and suggested that this may best be undertaken by enabling an amount of firewood to be given to each volunteer when the tree survey is carried out.

The Group expressed their appreciation for the work carried out at the Stubbs Wood Car Park and discussed the best way forward for the volunteer's scheme.

Richard Don explained that the PC were vulnerable to legal action due to the restrictive nature of the Wildlife and SSSI regulations and suggested that an expert such as Julian Miller was asked to provide a definitive

response to questions about the volunteers work which would enable the volunteers to work in the knowledge that they were not contravening any legislation. After a healthy debate it was decided to approach Julian Miller to establish the cost of this service with specific questions arising from the volunteers work group.

A local contractor with qualifications and licence will be asked to spray the Japanese Knotweed next to the car park area.

**A/P: Richard Don, Roni and Dominic composed a suitable letter of questions for Julian Miller and he has already responded while on holiday in Greece that the advice is likely to cost a total of £180 plus VAT. He has been instructed to carry out this advice in the hope that it will be available for Tuesday 17<sup>th</sup> July, which is the next volunteers work day.**

Meeting concluded at 13.30pm

Next Meeting will be arranged around the grant adviser.