Sundridge with Ide Hill Parish Council
Minutes of Full Council Meeting
Monday 21 October 2019, 7.00 pm Sundridge Village Hall

**Present:** Councillors Allgood, Baker, Banbrook, Darby, Evans (Chair) (in part), Furse, Jones and Powell
**Attendance**: Amanda Barlow (Clerk) and 2 members of the public

1. To receive apologies and reasons for absence
   ***Apologies were received and accepted by Cllr Kempster, Nash and Miller***
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
   *Cllr Darby declared a personal interest in Agenda Item 7.5. Cllr Evans declared a pecuniary interest in Agenda Item 7.13.*
3. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 16 September 2019
   ***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
   *4.7.3 Members asked the Clerk to get an additional quote from Mr Jones.*
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.
   *Mrs Page gave some background information regarding the well at Goathurst Common. Mr Wiltshire came about a white line on the road by his house. Members agreed that the Clerk would get a copy of the appropriate Kent Highways form and take the matter up with the new Highways Steward.* ***(Action: Clerk).***
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 Items 7.5, 7.11, 7.12 and 7.13 in confidence.***
7. **Items for decision and allocation of resources if necessary.**
   7.1 To discuss and agree, if appropriate, adopting the meeting procedures Policy
   ***Members resolved to adopt the Procedures Policy. Members noted that the Clerk had circulated again to Members the Code of Conduct and Standing Orders.***
   7.2 To discuss and agree, if appropriate, adopting the Publications Policy
   ***Members resolved to adopt the Publications Policy.***
   7.3 To discuss and agree, if appropriate, adopting the Social Media Policy
   ***Members resolved to adopt the Social Media Policy.***
   7.4 To discuss and agree, if appropriate, adopting the Complaints Policy
   ***Members resolved to adopt the Complaints Policy.***
   7.5 To discuss and agree, if appropriate, next actions with regard Sundridge & Brasted Social Club
   *Cllr Jones advised that he had arranged to meet along with Cllrs Banbrook and Darby with Brasted Parish Council's representatives to discuss the next steps.* ***Members agreed that Cllrs Jones, Banbrook and Darby should proceed with he meeting and put forward Sundridge with Ide Hill Parish Council's proposals. Members agreed that Cllr Darby should submit an application on behalf of the Parish Council for an illuminating sign for outside the social club.***
   7.6 To discuss and agree, if appropriate, next actions with regard to Coronation Gardens
   ***Members resolved to appoint Burslems to clean the memorial at Coronation Gardens. (Action: Clerk)***
   7.7 To discuss and agree, if appropriate, next actions with regard to Ide Hill Well
   ***Members agreed that the Clerk should arrange the repairs at a cost of up to £400. Members noted that the well referred to was the one at Goathurst Common (Action: Clerk).***
   7.8 To discuss and agree, if appropriate, next actions with regard to the Christmas lights
   ***Members resolved that £2,000 should be allocated to Ide Hill Christmas tree and lights and £1,000 should be allocated to Sundridge for the trees and the lights.***
   7.9 To adopt minutes of the Planning Committee meeting on 30 September 2019
   ***Members resolved to adopt the minutes of the Planning Committee meeting on 30 September 2019.***

7.10 To approve/note items payable and paid

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

7.11 To discuss and agree, if appropriate, the next actions with regard to the Clerk's pension

***Cllr Allgood advised that the Sundridge with Ide Hill Parish Council is now enrolled on a pension scheme.***

7.12 To discuss and agree, if appropriate, the next actions with regard to the Clerk's appraisal and pay review

***Cllr Allgood advised that Cllr Kempster, Cllr Evans and Cllr Allgood had carried out the Clerk's appraisal and that any proposals will be taken to the next Full Council Meeting.***

***It was agreed to discuss this item 7.13 at the end of the meeting.***

7.13 To discuss and agree, if appropriate, the next actions with regard to the Parish assets in Sundridge

**8.0 Items for report**

**8.1 Amenities**

8.1.1To note the Clerk's Amenities Report

*Noted.*

8.1.2 To note the minutes of the Amenities Committee meeting on 14 October 2019

*Noted.*

**8.2 Stubbs Wood**

8.2.1 To receive update

*Cllr Baker advised that Miller Land Management Ltd has come up with a tender document which is being sent to contractors and is marking trees that are affected by the planned vistas. The tree survey is being carried out. A full report will be given to the next Stubbs Wood Management Committee meeting where a plan for next year will be put together.*

**8.3 Ide Hill Playground**

8.3.1 To receive update

*Cllr Baker advised that a sign had been ordered and Members confirmed that the Parish Council could purchase it on behalf of the Ide Hill Playground.*

8.4 **Finance**

8.4.1 To note Budget for 2019/20

*The Clerk advised that the Budget will be prepared for the next Finance Committee meeting.*

8.4.2 To note date of the next Finance Committee meeting

*Members are agreeing a mutually convenient date prior to the next Full Council meeting.*

**9.0 Items for noting**

**9.1 Correspondence**

9.1.1 To note general correspondence.

*Noted.*

9.1.2 Sevenoaks Town Council precept flyer

*Noted.*

9.1.3 Kent Resilience Forum Parish Partner Pack

*Noted.*

9.1.4 Brexit Communications

*Noted.*

**9.2 Meeting Dates**

9.2.1 To note the dates of meetings for 2019/20

*Noted.*

**9.3 Remembrance Sunday**

9.3.1 To note arrangements

*Members noted that Cllr Evans and Cllr Furse would lay the wreaths on behalf of Sundridge and Ide Hill Parish Council.*

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

**11. Date of next meeting Monday 18 November 2019 at Ide Hill Village Hall**

*Cllr Evans left the meeting.*

7.13 To discuss and agree, if appropriate, the next actions with regard to the Parish assets in Sundridge

***Members resolved to look further at possibilities for the Parish assets in Sundridge.***

# Appendix A

Cheque Payments up to 9 September 2019

| Cheque No | Payee | Details | Total Payable | VAT | Basic Amount |
|---|---|---|---|---|---|
| | | | £ | £ | £ |
| 979 | Sevenoaks District Council | Election Expenses May 2019 | 358.65 | 46.74 | 311.91 |
| 980 | Maxwell Amenity Ltd | White Liner Sundridge Rec | 190.80 | 31.80 | 159.00 |
| 981 | G Barlow (For Mrs A Barlow) | Clerk's salary | 1177.15 | | 1177.15 |
| 982 | A Barlow | Clerk's expenses | 137.82 | | 137.82 |
| 983 | HMRC | Tax for Clerk and RFO | 573.59 | | 573.59 |
| 984 | Val and Sander Reytenback | Ide Hill Public Conveniences cleaning | 720.00 | | |
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| | | | 3,158.01 | 78.54 | 2,359.47 |

Cheque Payments up to 16 September, 2019

| Cheque No | Payee | Details | Total Payable | VAT | Basic Amount |
|---|---|---|---|---|---|
| | | | £ | £ | £ |
| 985 | KCS | Photocopier | 69.72 | 11.62 | 58.10 |
| 986 | Streetlights | Lighting repair | 234.60 | 39.10 | 195.50 |
| 987 | British Gas | Electricity Sundridge Village Hall | 67.45 | 3.21 | 64.24 |
| 988 | British Gas | Gas Sundridge Village Hall | 67.48 | 3.21 | 64.27 |
| 989 | Tailored Wealth Financial Management Ltd | Clerk's pension review | 718.80 | 119.80 | 599.00 |
| 990 | Norris & Fisher | Village Hall Insurance policy | 590.19 | 63.25 | 590.19 |
| 991 | Mrs A Barlow | Clerk's expenses | 72.69 | | 72.69 |
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| | | **Total** | **1,820.93** | **240.19** | **1,643.99** |
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Correspondence 19 09 16 to 19 10 20

1. Sevenoaks District Council: Sevenoaks District Council supports National Recycle Week
2. SDC -
   Development Control Committee – 26 September 2019 – Agenda
   Licensing Hearing – 11 September 2019 – Minutes
3. Sevenoaks District Seniors Action Forum (SDSAF) Newsletter 37 -September 2019 [3]
4. SDC - Health Liaison Board – 4 September 2019 – Minutes
5. Invitation to Discover Gatwick 2019/20
6. Police update – sent to all Cllrs
7. FW: NALC Chief Executive's bulletin
8. SDC -
   Sevenoaks Joint Transportation Board - 10 September 2019 – Minutes
9. The Rural Bulletin - 24 September 2019
10. Kent Police - Rural Task Force report & Rural Matters4
11. Gatwick Expansion Plans
12. The Rural Bulletin - 01 October 2019
13. SDC - Delegated Decision List by Parish from 02.09.19 to 29.09.19
14. SDC - KALC NEWS SEPTEMBER 2019
15. RSN Rural Funding Digest - October 2019 Edition
16. NALC Chief executive's bulletin
17. The Rural Bulletin - 08 October 2019
18. KALC - IMPORTANT FW: NALC Policy Consultation E-Briefing 12-19 Independent Review Into Local Government Audit Call For Evidence
19. KALC - KCC Trading Standards - Amazon Scam Alert
20. SDC - Development Control Committee – 26 September 2019 – Minutes
21. SDC - 13 (2019/20) Establishment of a Single Commissioning Group for Kent and Medway
    14 (2019/20) NHS Urgent Care Services Dartford, Gravesham and Swanley
22. KCC Public Health Media Release: ‘Every Mind Matters’ campaign underway in Kent
23. KALC CEO Bulletin - Issue 1 - October 2019
24. NALC Chief Executive's bulletin
25. KALC - Public Works Loan Board - Increase in Interest Rate
26. The Rural Bulletin - 15 October 2019
27. KALC - Interfaith week 2019
28. SDC -Improvement and Innovation Advisory Committee – 3 October 2019 – Minutes
29. SDC - Fly Tipping.docx
30. SDC - People and Places Advisory Committee – 1 October 2019 - Minutes

# 2019-20 Parish Council Meeting Dates

| **Parish Council Meetings – Mondays at 7pm (alternating between Sundridge and Ide Hill)** | |
|---|---|
| 20 May | Sundridge Village Hall |
| 17 June | Ide Hill Village Hall |
| 15 July | Sundridge Village Hall |
| 16 September | Ide Hill Village Hall |
| 21 October | Sundridge Village Hall |
| 18 November | Ide Hill Village Hall |
| **2020** | |
| 20 January | Sundridge Village Hall |
| 17 February | Ide Hill Village Hall |
| 16 March | Sundridge Village Hall |
| 20 April | Ide Hill Village |
| 18 May | Sundridge Village Hall |

**2020 Annual Parish Meeting – Wednesday 13 May 2020 - Ide Hill Village Hall**

| **Amenities Committee Meetings**<br>**Mondays at 7pm**<br>**Sundridge Village Hall** | **Finance Committee Meetings** |
|---|---|
| July 2019 at 7.00 pm (to be confirmed)<br><br>14 October<br><br>**2020**<br>10 February<br>6 April | 17 June 2019 at 6pm<br>(prior to Full Council Meeting)<br>30 July 2019 at 7.30 pm<br>Sundridge Village Hall |

**Planning Committee Meetings**

Members have agreed that, in some instances, Planning Committee meetings may take place by email. Please visit the website or contact the Clerk if you would like further information.

Meetings are at 6.30 pm at Sundridge Village Hall unless otherwise stated.

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|---|---|
| July 29<br>August 12<br>September 2, 16 (at Ide Hill), 30<br>October 21<br>November 4, 18 (at Ide Hill), | January 6, 20<br>February 2, 17 (at Ide Hill)<br>March 2, 16, 30<br>April 20 (at Ide Hill)<br>May 18 |
| December 9 | |

**Committee Meetings are subject to change and cancellation.**
**Please confirm with the Clerk or check the website.**