

Sundridge with Ide Hill Parish Council

Amanda Barlow is inviting you to a scheduled Zoom meeting.

Topic: SWIH Full Council Meeting

Time: Oct 19, 2020 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/82509497239>

Meeting ID: 825 0949 7239

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Meeting ID: 825 0949 7239

Find your local number: <https://us02web.zoom.us/j/82509497239>

- a) Residents are welcome to submit any comments by email or text or call the Clerk. These must be received by 5pm on Monday 19 October 2020.
- b) Please refer to the SWIH Remote Meeting Guidelines available on the website, the Facebook page or from the Clerk for further details on how to use Zoom and the procedure for attending Parish Council meetings remotely.

Amanda Barlow

Clerk to Sundridge with Ide Hill Parish Council

Tel: 07495 962372

www.sundridgewithidehill-pc.gov.uk

Sundridge with Ide Hill Parish Council

Agenda Contents Information:

1. To receive apologies and reasons for absence -Cllr Baker
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
3. To approve as a correct record the **Minutes** of the Parish Council meeting held on 21 September 2020 – attached.
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
 - 5.0 Clerk has contacted Kent Highways regarding the Highway Improvement Plan. Geoff Bineham (the contact with the PC) retired last week- awaiting new contact.
 - 7.1 Finance Committee meeting was cancelled due to the number of apologies. New meeting date set for 2 November 2020. Clerk and Cllr Allgood reviewed the budget and agree action for SUJFC.
 - 7.2 Toilets are fully opened.
 - 7.4 Goathurst Common – Clerk obtaining quotes and has advised resident.
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. 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
7. **Finance items for noting and decision**
 - 7.1 To note the updated budget for 2020/21
 - 7.2 To note the bank statement at 7 October 2020
 - 7.3 To note the Clerk's pay award for achieving the CiLCA qualification – as per the Clerk's contract.
 - 9.3 *One salary point will be added to your salary for success in obtaining or already holding any of the following relevant qualifications:*
 - ☐ *The Certificate in Local Council Administration*
 - 7.4 To approve the items payable and paid – attached
 - 7.4.1 To note purchase of wreaths and arrangements for Remembrance Sunday
8. **Items for decision and allocation of resources if necessary.**
 - 8.1 To agree the General Power of Competence - attached
 - 8.2 To adopt the Code of Conduct -NALC policy – no changes – just annual review - attached
 - 8.3 To discuss and agree, if appropriate, next actions with regard to Coronation Gardens
Clerk has requested quote from Burslems (who did the cleaning). Can anyone recommend another company – not sure who would do this type of work?
 - 8.4 To discuss and agree, if appropriate, a new dog bin by Coblands Garden Centre
 - 8.5 To agree the Terms of Reference for the Ide Hill Public Conveniences Working Party
 - 8.6 To discuss and agree, if appropriate, draft Terms of Reference for the Sundridge & Brasted Social Club Working Party – attached.
 - 8.7 To adopt minutes of the Planning Committee Meeting minutes of 5 October (not yet approved) 2020 – attached

9.1 Items for report

9.1 Highways

9.1.1 To receive update on A25 Parish Group – the next meeting is on Thursday 12 November 2020. Cllr Evans and Clerk received weekly emails giving information on upcoming roadworks/diversions.

9.2 Communications

9.2.1 Newsletter

9.3 Amenities

9.3.1 To receive update on amenities

9.3.2 Update on Stubbs Wood Management Committee – attached

9.3.3 Ide Hill Public Conveniences - updated

10.0 Items for noting

10.1 Correspondence

10.1.1 To note general correspondence.

10.1.2 To note updated NALC/KALC guidance during Covid19 pandemic

10.2 Meeting Dates

10.2.1 To note the dates of meetings for 2020/21

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 19 November 2020 (via zoom)

Sundridge with Ide Hill Parish Council

AGENDA ITEM 3.0

Minutes of Full Council Meeting held on
Monday 21 September 2020, 7.00 pm
Remote meeting via Zoom

Present: Councillors Allgood, Baker, Banbrook, Darby, Evans (Chair), Jones, Miller (in part), Kempster and Powell (in part)

Attendance: Amanda Barlow (Clerk) and 3 members of the public

1. To receive apologies and reasons for absence.

Apologies were received from Cllr Furse.

Cllr Miller joined the meeting

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 20 July 2020

Cllr Baker advised that a Finance Meeting should have been held to discuss the budget.

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

None.

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.
Residents asked if there was an update on the white lines on Sundridge Road. The Clerk advised that she will contact Kent Highways for an update.

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

None.

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

7.1 To agree the updated budget for 2020/21

Members agreed that the Clerk should email Sundridge United Junior Football Club to arrange invoicing for 2019/20.

Members agreed that a Finance Committee should meet to finalise the updated 2020-21 budget.

(Action: Clerk)

7.2 To discuss and agree, if appropriate, next actions with regard to Ide Hill Public Conveniences

Cllr Powell joined the meeting.

Members unanimously resolved to keep all the public conveniences at Ide Hill open for 7 days a week for 365 days a year.

Members unanimously resolved to allocate a budget of £7,500 for the year to 2020-21 to cover the running costs of the public conveniences at Ide Hill.

Members voted to have a working party for the Ide Hill Public conveniences comprising Cllrs Baker, Kempster and Miller. (Action: Clerk)

7.3 To discuss and agree, if appropriate, next actions with regard to Coronation Gardens

Members agreed that the Clerk would get quotes to get the railing and steps repaired. (Action: Clerk)

7.4 To discuss and agree, if appropriate, next actions with regard to Goathurst Common

Members agreed that the Cllr Evans should look at the fence and gate and the Clerk will get estimates for repair. Members agreed that they would not give permission for residents to park on Goathurst Common as it would set a precedent and was a Health and Safety issue. (Action: Clerk)

7.5 To approve/note items payable and paid

Members resolved to agree the items payable and paid as at Appendix A.

7.6 To adopt minutes of the Planning Committee Meeting minutes of 20 July and 7 September (not yet approved) 2020

Members resolved to adopt the Planning Committee Meeting minutes of 20 July and 7 September 2020 (not yet approved).

8.1 Items for report

8.1 Highways

8.1.1 To receive update on A25 Parish Group

Cllr Evans advised Members about the new group and the proposals being put in place to help the issue over diverted traffic from the M25 through the A25. Members agreed with the suggestions made by Cllr Evans and he agreed to inform the group.

The Clerk agreed to contact Kent Highways about the Highways Improvement Plan.

8.2 Finance

8.2.1 To note Budget for 2020/21

Noted.

8.2.2 To note the NALC National Salary Awards 2020-21

Noted.

8.2.3 To note the bank statement to 5 September 2020

Noted.

8.2.4 To note CIL statement

None.

8.3 Communications

8.3.1 Newsletter

8.4 Amenities

8.4.1 To receive update on amenities

Noted.

9.0 Items for noting

9.1 Correspondence

9.1.1 To note general correspondence.

Noted at Appendix B.

9.2 Meeting Dates

9.2.1 To note the dates of meetings for 2020/21

Noted at Appendix C.

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

None.

11. Date of next meeting Monday 19 October 2020 (via zoom)

Sundridge with Ide Hill Parish Council

Appendix B

Correspondence 20 07 16 to 20 09 17

1. NALC CHIEF EXECUTIVE'S BULLETIN
2. The Rural Bulletin - 21 July 2020
3. KALC Chief Executive Bulletin - July 2020
4. KALC - HM Prison & Probation Service - Community Payback Scheme: Overview
5. SDC - [Scrutiny Committee – 14 July 2020 – Minutes](#)
6. Kent Police -Night of action - 23/07/2020 - Sevenoaks District
7. NALC CHIEF EXECUTIVE'S BULLETIN
8. SDC - [Licensing Hearing - 30 July 2020 - Supplementary Agenda Audit Committee – 16 July 2020 – Minutes](#)
9. The Rural Bulletin - 28 July 2020
10. KALC News July 2020
11. KALC - CSSC South East GREEN Message - K'CAS - Email Security and Anti-Spoofing
12. The Rural Bulletin - 4 August 2020
13. RSN Rural Funding Digest - August 2020 Edition
14. CAGNE - August Newsletter
15. SDC - [Development Control Committee – 23 July 2020 – Minutes](#)
16. SDC - [Special Cabinet – 6 August 2020 – Minutes](#)
17. Dr Pav Ramewal Chief Executive – Thank you
18. NALC CHIEF EXECUTIVE'S BULLETIN
19. Kent Police - Sevenoaks District Police activity
20. KALC - Kent Fraud Alerts from Kent Police
21. KALC - Licensing Hearing – 30 July 2020 – Minutes
22. Kent Wildlife - Bring Back The Buzz!
23. The Rural Bulletin - 11 August 2020
24. Update from Gatwick Airport
25. LGA Consultation on Draft Code of Conduct
26. Sevenoaks District Community Safety Partnership Newsletter - August2020
27. NALC CHIEF EXECUTIVE'S BULLETIN
28. The Rural Bulletin - 18 August 2020
29. KALC CEO Bulletin - August 2020
30. NALC CHIEF EXECUTIVE'S BULLETIN
31. The Rural Bulletin - 25 August 2020
32. SDC - [Development Control Committee – 20 August 2020 - Minutes](#)
33. Sevenoaks District Council: Kent councils urge magistrates to take greater action on fly tippers
34. Highways England - M20 Moveable Barrier works
35. SDC - Updated Calendar of Meetings 2020-21
36. KALC - KCC Electric Vehicle Charging Points Grant
37. The Rural Bulletin - 2 September 2020
38. KALC NEWS AUGUST 2020
39. NALC CHIEF EXECUTIVE'S BULLETIN
40. Kent Police night of action - 3rd September 2020
41. SDC - [Sevenoaks Joint Transportation Board – 15 September 2020 – Agenda Licensing Hearing – 1 September 2020 – Minutes](#)
42. KCC - Regulation 26 - Adoption of the Kent Mineral Sites Plan and EarlyPartial Review of the KMWLP
43. The Rural Bulletin - 15 September 2020
44. SDC - [Cabinet – 17 September 2020 – Supplementary Agenda Finance & Investment Advisory Committee – 8 September 2020 - Minutes](#)

For Covid19 updates visit:

<https://www.nalc.gov.uk/coronavirus>

2020-21 Parish Council Meeting Dates

Parish Council Meetings – Mondays at 7pm

During the Covid19 pandemic all meetings will take place remotely via zoom

| | |
|--------------|------------------------|
| 18 May | via Zoom |
| 15 June | via Zoom |
| 20 July | via Zoom |
| 21 September | Ide Hill Village Hall |
| 19 October | Sundridge Village Hall |
| 16 November | Ide Hill Village Hall |

2021

| | |
|-------------|------------------------|
| 18 January | Sundridge Village Hall |
| 15 February | Ide Hill Village Hall |
| 15 March | Sundridge Village Hall |
| 19 April | Ide Hill Village |
| 17 May | Sundridge Village Hall |

2021 Annual Parish Meeting – Wednesday 12 May 2021 - Sundridge Village Hall

**Amenities Committee Meetings
Mondays at 7pm**

| |
|-------------|
| 6 July |
| 5 October |
| 7 December |
| 2021 |
| 1 February |
| 5 April |

Finance Committee Meetings

TBC

Planning Committee Meetings

| |
|----------------------------|
| Monday 29 June at 7pm |
| Monday 20 July at 6.30pm |
| Monday 7 September at 7pm |
| Monday 28 September at 7pm |

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

Sundridge with Ide Hill Parish Council

AGENDA ITEM 7.1

| Code | Description | Actual at 12-Oct-20 | Proposed Updated 2020/21 | Budget 2020/21 |
|------|---------------------------------|------------------------|-----------------------------|-------------------|
| | Clerk & RFO Expenses | | | |
| 400 | Clerks & RFO Salary | £5,867.68 | £16,000.00 | £16,000.00 |
| 401 | Clerk's pension | £625.90 | £1,000.00 | £1,000.00 |
| 402 | Clerk & RFO Tax & NI | £1,874.10 | £1,500.00 | £1,500.00 |
| 403 | Travel Expenses | £197.55 | £1,500.00 | £1,500.00 |
| | Totals | £8,565.23 | £20,000.00 | £20,000.00 |
| | Members Expenses | | | |
| 500 | Members Expenses | | £1,000.00 | £1,000.00 |
| 502 | Election Expenses | | £0.00 | £1,000.00 |
| | Totals | £0.00 | £1,000.00 | £2,000.00 |
| | Administration Costs | | | |
| 600 | Insurance Main Policy | £1,252.82 | £1,252.82 | £1,350.00 |
| 601 | Supplies for meetings | £0.00 | £40.00 | £150.00 |
| 602 | Postage & Delivery | | £55.00 | £150.00 |
| 603 | Printing | | £50.00 | £50.00 |
| 604 | Photocopying | £71.41 | £700.00 | £700.00 |
| 605 | Stationery | | £150.00 | £150.00 |
| 606 | Subscriptions | £791.14 | £850.00 | £850.00 |
| 607 | Parish Mobile | £348.00 | £850.00 | £850.00 |
| 608 | Hire of Village Ide Hill hall | £40.00 | £50.00 | £50.00 |
| 609 | Equipment Software | | £0.00 | £100.00 |
| 610 | Misc. Contingency | | £150.00 | £150.00 |
| 611 | Training | £60.00 | £100.00 | £150.00 |
| 612 | Aviation Group Clerk | | £0.00 | £125.00 |
| 613 | Village Plans | | | £0.00 |
| 616 | Website Maintenance | £225.00 | £250.00 | £500.00 |
| 617 | Email hosting charge | £252.00 | £250.00 | £55.00 |
| 618 | Parish WiFi | £60.00 | £120.00 | £120.00 |
| 619 | Parish Zoom | £79.05 | £172.68 | £0.00 |
| | Totals | £3,179.42 | £5,040.50 | £5,500.00 |
| | Professional Services | | | |
| 6000 | Legal | | £1,000.00 | £1,000.00 |
| 6002 | Pension enrolment package | £77.00 | £160.00 | £500.00 |
| 6001 | Payroll and Auditor | | £1,000.00 | £1,000.00 |
| | Totals | £77.00 | £2,160.00 | £2,500.00 |
| | TOTAL OVERHEAD COSTS | £11,821.65 | £28,200.50 | £30,000.00 |

Sundridge with Ide Hill Parish Council

| | | | | |
|-------|---|-------------------|-------------------|-------------------|
| | Street Lighting | | | |
| 700 | Energy Cost | £1,777.68 | £5,000.00 | £5,000.00 |
| 701 | Maintenance Contract | £1,153.07 | £2,500.00 | £2,500.00 |
| 702 | Repairs | £912.20 | £1,000.00 | £500.00 |
| | Totals | £3,842.95 | £8,500.00 | £8,000.00 |
| | Stubbs Wood | | | |
| 800 | Running Cost | | £3,000.00 | £3,000.00 |
| 801 | Professional services | | | |
| 802 | Tree Survey | | | |
| | Totals | £0.00 | £3,000.00 | £3,000.00 |
| | Highways | | | |
| 1000 | Bus shelters | | £150.00 | £400.00 |
| 1001 | Village signs | | £100.00 | £400.00 |
| 1002 | Notice boards | | £0.00 | £100.00 |
| 1003 | Misc. Contingency | | £100.00 | £100.00 |
| | Totals | £0.00 | £350.00 | £1,000.00 |
| | Grounds' Maintenance | | | |
| 2001 | Grass cutting | £2,478.44 | £9,300.00 | £9,300.00 |
| 2002 | Tree Work | | £1,000.00 | £1,000.00 |
| 2003 | Hedges | | £550.00 | £550.00 |
| 2004 | Contingency | | £500.00 | £500.00 |
| 2005 | Dog bins | £1,008.80 | £1,750.00 | £1,750.00 |
| | Totals | £3,487.24 | £13,100.00 | £13,100.00 |
| | Sundridge Village Hall | | | |
| 3000 | Cleaning | £240.00 | £960.00 | £1,800.00 |
| 3001 | Maintenance | £75.00 | £500.00 | £1,000.00 |
| 3002 | Energy | £560.93 | £1,000.00 | £1,000.00 |
| 3003 | Water | | £300.00 | £300.00 |
| 3004 | WiFi | £300.28 | £600.00 | £600.00 |
| 3005 | Insurance | £530.19 | £530.00 | £550.00 |
| 3006 | Return of Hire Deposit | | £0.00 | £0.00 |
| 3007 | Music Licence | | £150.00 | |
| | Totals | £1,706.40 | £4,040.00 | £5,250.00 |
| | Sundridge Recreation & Pavilion | | | |
| 7000 | Cleaning | £320.00 | £1,280.00 | £1,000.00 |
| 7001 | Pavilion Maintenance | | £500.00 | £500.00 |
| 7002 | Ground Maintenance | | £3,500.00 | £3,500.00 |
| 7003 | Energy | £25.18 | £500.00 | £1,000.00 |
| 7004 | Water | | £250.00 | £300.00 |
| 7006 | Miscellaneous | £20.00 | £250.00 | £250.00 |
| | Totals | £365.18 | £6,280.00 | £6,550.00 |
| | Ide Hill Car Park & Conveniences | | | |
| 5000 | Ide Hill car Park | | £250.00 | £250.00 |
| 5001 | Ide Hill Conveniences Cleaning | £2,700.00 | £5,200.00 | £3,000.00 |
| 5002 | Ide Hill Conveniences Maintenance | | £500.00 | £500.00 |
| 5003 | Ide Hill Conveniences Energy | £224.09 | £400.00 | £400.00 |
| 5004 | Ide Hill Conveniences Water | | £120.00 | £100.00 |
| 5005 | Ide Hill Conveniences Supplies | £326.00 | £800.00 | £500.00 |
| 5006 | Sevenoaks District Council Rates | £327.68 | £330.00 | £300.00 |
| 5007 | Contingency | £147.07 | £250.00 | £250.00 |
| | Totals | £3,724.84 | £7,850.00 | £5,300.00 |
| | Bowers Meadow/Coronation Gardens | | | |
| 8000 | Maintenance | | £1,000.00 | £1,000.00 |
| 8001 | Coronation memorial at Coronation Gardens | £2,149.25 | £500.00 | £500.00 |
| | Total | £2,149.25 | £1,500.00 | £1,500.00 |
| | Play Areas | | | |
| 4,000 | Playground, incl, maintenance & inspection | | £500.00 | £500.00 |
| | Total | £0.00 | £500.00 | £500.00 |
| | TOTAL ASSET COSTS | £15,275.86 | £45,120.00 | £44,200.00 |
| | Miscellaneous | | | |
| 614 | Christmas festivities | | £1,500.00 | £1,500.00 |
| 615 | Annual Parish Meeting | | £350.00 | £350.00 |
| 905 | Poppy wreath | | £70.00 | £70.00 |
| 906 | Great British Spring Clean | | £100.00 | £100.00 |
| 907 | Covid 19 | £1,460.00 | £0.00 | £0.00 |
| 908 | Operation London Bridge | | £100.00 | £0.00 |
| | Totals | £1,460.00 | £2,120.00 | £2,020.00 |
| | Grants | | | |
| 900 | Annual grants (Ide Hill Village Hall Trust) | £2,640.00 | £1,300.00 | £1,300.00 |
| 901 | Church grant | £1,965.00 | £2,000.00 | £2,000.00 |
| 902 | Other grants | | £1,500.00 | £1,500.00 |
| | Totals | £4,605.00 | £4,800.00 | £4,800.00 |
| | Total Overhead | £33,162.51 | £80,240.50 | £81,020.00 |

Sundridge with Ide Hill Parish Council

AGENDA ITEM 8.1

The GPC was introduced under the Localism Act 2011 (s1-8) for local councils in England that have met certain conditions. This power allows a council to do anything an individual can do unless it is prohibited by the power or by other legislation.

To meet the criteria to use GPC a council must have the following¹:

1. The number of elected members must be equal to or greater than 2/3rds of the total number of members of the council
2. The Clerk must be suitably qualified, with Cilca, CertHE in Local Policy or equivalent or Level 4 of Community Governance

When a council decides at a Full meeting that it meets the criteria then it must make a resolution which is clearly minuted. It must then make a new resolution at every subsequent relevant annual meeting (the annual meeting that takes place after the election of a new council).

Proposal:

Sundridge with Ide Hill Parish Council resolved to have the GPC as 9 of the 11 Councillors were elected in May 2019 and the Clerk qualified on passing the CiLCA in October 2020.

NOTICE OF UNCONTESTED ELECTION

Election of Parish Councillors for

Sundridge with Ide Hill Parish Council - Ide Hill Ward

on

Thursday 2 May 2019

I, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Parish Councillors for Sundridge with Ide Hill Parish Council Ide Hill Ward.

| Name of Candidate | Home Address | Description (if any) |
|---------------------------|---|----------------------|
| BAKER Don | Woodlawn, Ide Hill, Sevenoaks, Kent, TN14 6JG | Independent |
| FURSE Paulette Rosetta | Boarhill Cottage, Hanging Bank, Ide Hill, Kent, TN14 6JE | Independent |
| MILLER David Niel | Ide View Elan, Sundridge Road, Ide Hill, TN14 6JT | Independent |

Dated Thursday 4 April 2019

Dr Pav Ramewal

Returning Officer

Printed and published by the Returning Officer, Council Offices, Argyle Road, Sevenoaks, Kent, TN13 1L-IG

NOTICE OF UNCONTESTED ELECTION

Election of Parish Councillors for

Sundridge with Ide Hill Parish Council Sundridge Ward

on

Thursday 2 May 2019

I, being the Returning Officer at the above election, report that the persons whose names appear below were duly elected Parish Councillors for Sundridge with Ide Hill Parish Council - Sundridge Ward.

| Name of Candidate | Home Address | Description (if any) |
|--------------------------|--|----------------------|
| ALLGOOD Vikki | (Address in Sevenoaks) | Independent |
| BANBROOK John Charles | 1 Woodside Road, Sundridge, Sevenoaks, Kent, TN14 6DN | Independent |
| DARBY Martin Graham | 48 Main Road, Sundridge, Sevenoaks, Kent, TN14 6EP | |
| EVANS John Almeric | Birchfield Cottage, Church Road, Sundridge, Sevenoaks, Kent, TN14 6AT | |
| JONES Trevor William | (Address in Sevenoaks) | Independent |
| NASH Steve | 106 Main Road, Sundridge, TN14 6ES | Independent |

Dated Thursday 4 April 2019

Dr Pav Ramewal

Returning Officer

Printed and published by the Returning Officer, Council Offices, Argyle Road, Sevenoaks, Kent, TN13 IHG

Sundridge with Ide Hill Parish Council

-----Original Message-----

From: no-reply@eportfolio.online <no-reply@eportfolio.online>

Sent: 03 October 2020 07:11

To:

Cc: kalc@kentalc.gov.uk

Subject: CiLCA

Dear Amanda Barlow,

I am delighted to inform you that your portfolio for the Certificate in Local Council Administration has passed.

We will claim your certificate from the Awarding Body, Ascentis and this will be posted to you in 2/3 months.

Congratulations on your achievement. It is a notable achievement, why not take the next step and consider furthering your education by moving on to our higher education course called Community Governance. Full details are available on our website www.slcc.co.uk

If you require any further information, please email cilca@slcc.co.uk

Kind regards,
CiLCA Admin Team

This is autogenerated email from CiLCA e-Portfolio system. Please do not reply.

Code of Conduct for Members

As a member or co-opted member of Sundridge with Ide Hill Parish Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

The Seven Principles of Public Life

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Integrity

2. Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

3. Members should make decisions in accordance with the law and on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Honesty

6. Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour. Members should declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership.

7. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

Sundridge with Ide Hill Parish Council

On their election or co-option to the Sundridge with Ide Hill Parish Council, members are required to sign an undertaking to comply with the authority's Code of Conduct.

This Code of Conduct, adopted by the authority on 25 July 2012, is set out below. It is made under Chapter 7 of the Localism Act 2011 and includes, as standing orders made under Chapter 7 of that Act and Schedule 12 of the Local Government Act 1972, provisions which require members to leave meetings in appropriate circumstances, while matters in which they have a personal interest are being considered.

Part 1 – General provisions

Introduction and interpretation

1. —(1) This Code applies to **you** as a member of the authority, when acting in that capacity.

(2) This Code is based upon seven principles fundamental to public service, which are set out above. You should have regard to these principles as they will help you to comply with the Code.

(3) If you need guidance on any matter under this Code you should seek it from the Parish Clerk or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.

(4) It is a criminal offence to fail to notify the Parish Clerk of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly to provide false or misleading information to the Parish Clerk.

(5) Any written allegation received by the authority that you have failed to comply with this Code will be dealt with by the authority under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, the authority has the right to have regard to this failure in deciding -

(a) whether to take action in relation to you and

(b) what action to take.

(6) In this Code—

“authority” means Sundridge with Ide Hill Parish Council

“Code” means this Code of Conduct

“co-opted member” means a person who is not a member of the authority but who-

(a) is a member of any committee or sub-committee of the authority, or

(b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

"meeting" means any meeting of—

(a) the authority;

(b) the executive of the authority;

(c) any of the authority's or its executive's committees, sub-committees, joint committees, joint sub-committees, or area committees;

"member" includes a co-opted member.

"register of members' interests" means the authority's register of members' pecuniary and other interests established and maintained by the Parish Clerk under section 29 of the Localism Act 2011.

Scope

2. —(1) Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority,

and references to your official capacity are construed accordingly.

(2) This Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) Where you act as a representative of your authority—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3. —(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause your authority to breach any of its the equality duties (in particular as set out in the Equality Act 2010);

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be—

(i) a complainant,

(ii) a witness, or

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- (iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

4. You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

- (i) you have the consent of a person authorised to give it;
- (ii) you are required by law to do so;
- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (iv) the disclosure is—
 - (a) reasonable and in the public interest; and
 - (b) made in good faith and in compliance with the reasonable requirements of the authority;

(b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6. You—

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;

(b) must, when using or authorising the use by others of the resources of your authority—

- (i) act in accordance with your authority's reasonable requirements;
- (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

7. —(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

- (a) The Parish Clerk
- (b) The Responsible Finance Officer

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

Part 2 – Interests

Personal interests

8. – (1) The interests described in paragraphs 8(3) and 8(5) are your personal interests and the interests in paragraph 8(5) are your pecuniary interests which are disclosable pecuniary interests as defined by section 30 of the Localism Act 2011.

(2) If you fail to observe Parts 2 and 3 of the Code in relation to your personal interests-

(a) the authority may deal with the matter as mentioned in paragraph 1(5) and

(b) if the failure relates to a disclosable pecuniary interest, you may also become subject to criminal proceedings as mentioned in paragraph 1(4).

(3) You have a personal interest in any business of your authority where either—

(a) it relates to or is likely to affect—

(i) any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority;

(ii) any body—

(a) exercising functions of a public nature;

(b) directed to charitable purposes; or

(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),

of which you are a member or in a position of general control or management;

(iii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £50; or

(b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision;

(4) In sub-paragraph (3)(b), a relevant person is—

(a) a member of your family or a close associate; or

(b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;

(c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or

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(d) any body of a type described in sub-paragraph (3)(a)(i) or (ii).

(5) Subject to sub-paragraphs (6), you have a disclosable pecuniary interest as defined by section 30 of the Localism Act 2011 in any business of your authority where (i) you or (ii) your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

| Interest | Description |
|---|---|
| Employment, office, trade, profession or vacation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992. |
| Contracts | Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged. |
| Land | Any beneficial interest in land which is within the area of the relevant authority. |
| Licences | Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer. |
| Corporate tenancies | Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest. |
| Securities | Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class. |

These descriptions on interests are subject to the following definitions;

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‘body in which the relevant person has a beneficial interest’ means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

‘director’ includes a member of the committee of management of an industrial and provident society;

‘land’ includes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

‘M’ means the person M referred to in section 30 of the Localism Act 2011;

‘member’ includes a co-opted member;

‘relevant authority’ means the authority of which M is a member;

‘relevant period’ means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) of the Localism Act 2011;

‘relevant person’ means M or any other person referred to in section 30(3)(b) of the Localism Act 2011;

‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000() and other securities of any description, other than money deposited with a building society.

(6) In sub-paragraph (5), any interest which your partner may have is only treated as your interest if you are aware that that your partner has the interest.

Disclosure of personal interests (See also Part 3)

9. —(1) Subject to sub-paragraphs (2) to (6), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which any matter relating to the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) If the personal interest is entered on the authority’s register there is no requirement for you to disclose the interest to that meeting, but you should do so if you wish a disclosure to be recorded in the minutes of the meeting.

(3) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.

(4) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority’s register of members’ interests, you must indicate to the meeting that you have a personal interest and, if also applicable, that it is a disclosable pecuniary interest, but need not disclose the sensitive information to the meeting.

(5) Subject to paragraph 12(1)(b), where you have a personal interest in any business of your authority and you have made an executive decision on any matter in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

Sundridge with Ide Hill Parish Council

(6) In this paragraph, "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under section 22 of the Local Government Act 2000.

Prejudicial interest generally

10.—(1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where either-

(a) the interest is a disclosable pecuniary interest as described in paragraph 8(5), or

(b) the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) For the purposes of sub-paragraph (1)(b), you do not have a prejudicial interest in any business of the authority where that business—

(a) does not affect your financial position or the financial position of a person or body described in paragraph 8;

(b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or

(c) relates to the functions of your authority in respect of—

- (i) housing, where you are a tenant of your authority provided that those functions do not relate particularly to your tenancy or lease;
- (ii) school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;
- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
- (iv) an allowance, payment or indemnity given to members;
- (v) any ceremonial honour given to members; and
- (vi) setting council tax or a precept under the Local Government Finance Act 1992.

Effect of prejudicial interests on participation

11.—(1) Subject to sub-paragraph (2) and (3), where you have a prejudicial interest in any matter in relation to the business of your authority—

(a) you must not participate, or participate further, in any discussion of the matter at any meeting, or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room or chamber where the meeting considering the matter is being held—

- (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;

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- (ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

unless you have obtained a dispensation from the Parish Clerk

(b) you must not exercise executive functions in relation to that matter; and

(c) you must not seek improperly to influence a decision about that matter.

(2) Where you have a prejudicial interest in any business of your authority which is not a disclosable pecuniary interest as described in paragraph 8(5), you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(3) Where you have a prejudicial interest which is not a disclosable pecuniary interest as described in paragraph 8(5), arising solely from membership of any body described 8(3)(a)(i) or 8(3)(a)(ii)(a) then you do not have to withdraw from the room or chamber and may make representations to the committee but may not participate in the vote.

Part 3 – Registration of Interests

Registration of members' interests

12. —(1) Subject to paragraph 14, you must, within 28 days of—

(a) this Code being adopted by the authority; or

(b) your election or appointment to office (where that is later), register in the register of members' interests details of-

- (i) your personal interests where they fall within a category mentioned in paragraph 8(3)(a) and
- (ii) your personal interests which are also disclosable pecuniary interests where they fall within a category mentioned in paragraph 8(5)

by providing written notification to your Parish Clerk.

(2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest falling within sub-paragraphs (1)(b)(i) or (1)(b)(ii) or any change to any personal interest registered under sub-paragraphs (1)(b)(i) or (1)(b)(ii), register details of that new personal interest or change by providing written notification to your Parish Clerk.

Sensitive information

13. —(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your Parish Clerk agrees, the monitoring officer shall not include details of the interest on any copies of the register of members' interests which are made available for inspection or any published version of the register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.

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(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your Parish Clerk asking that the information be included in the register of members' interests.

(3) In this Code, "sensitive information" means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

Dispensations

14 - (1) The Parish Clerk may, on a written request by a member, grant a dispensation relieving the member from either or both of the restrictions in paragraph 12(1)(a) (restrictions on participating in discussions and in voting), in cases described in the dispensation.

(2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Parish Clerk

(a) considers that without the dispensation the number of persons prohibited by paragraph 12 from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business,

(b) considers that without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business,

(c) considers that granting the dispensation is in the interests of persons living in the authority's area,

(d) if it is an authority to which Part 1A of the Local Government Act 2000 applies and is operating executive arrangements, considers that without the dispensation each member of the authority's executive would be prohibited by paragraph 12 from participating in any particular business to be transacted by the authority's executive; or

(e) considers that it is otherwise appropriate to grant a dispensation.

(3) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.


(4) Paragraph 12 does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph

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AGENDA ITEM 8.4

Clerk has requested cost of emptying additional bin from SDC. -update – cost is £4.95 per week. The clerk needs to agree location of bin with SDC before installation.

• Proceed to Checkout

| | Product Name | Unit Price | Qty | Subto |
|---|--|------------|---|---------|
| Continue Shopping Update Shopping BasketClear Shopping Basket | | | | |
|  | <p>Sirius Dog Waste Bin</p> <p>Capacity</p> <p>60 Litres</p> <p>Fixing</p> <p>Post</p> <p>Colour</p> <p>Moss Green - RAL 6005</p> | £134.00 | <input type="text" value="1"/> Update <ul style="list-style-type: none"> Edit | £134.00 |

-----Original Message-----

From: "Kerry Belton" <kerry@beltoncreative.com>
 Sent: Thursday, 27 August, 2020 09:51
 To: clerk@sundridgewithidehill-pc.gov.uk
 Subject: Dog bins

Hi Amanda

I work at Coblands Garden centre on Dry hill lane. We have a public footpath that cuts across our property in front of our café. A lot of dog walkers use the foot paths, we are having issues with dog walkers leaving dog pooh bags outside or café as they can bring dogs in. Can we get a bin put either end of the footpath please.

I look forward to hearing back from you.

Kerry Belton

Branding, Marketing and Client Services
 Belton Creative Ltd
 Mobile: 07733 301673
 Email: kerry@beltoncreative.com

Sundridge with Ide Hill Parish Council

AGENDA ITEM 8.6

SUNDRIDGE AND BRASTED SOCIAL CLUB WORKING PARTY

Terms of Reference

- 1 Background:** Sundridge and Brasted Social Club Working Party (the working party) is a working party of the two parish councils of Sundridge with Ide Hill Parish Council and Brasted Parish Council, formed under section 101 of the Local Government Act 1972 to administer these councils' functions as owners of the Sundridge & Brasted Social Club
- 2 Name:** Sundridge & Brasted Social Club Working Party
- 3 Territory:** The Sundridge & Brasted Social Club located at 132, Main Road Sundridge Kent TN14 6ET
- 4 Functions:** The working party will discuss and agree actions with regard to the social club which will be recommended to each parish council for agreement.
- 5 Composition:** The working party shall consist of the following number of councillors, nominated by their respective councils:

| | |
|-----------|-----------|
| Sundridge | 3 members |
| Brasted | 3 members |
- 6 Terms of Office:** Every municipal year, the Annual Meeting of each parish council will review and confirm their council's representation on the Committee.
- 7 Chair/Vice Chair:** Every municipal year, the working party will elect a Chair and Vice Chair. This should ideally alternate between each Parish Council.
- 8 Meetings:** The working party will meet on no fewer than three occasions in each municipal year.
- 9 Rules:** The working party will comply with all procedural requirements that apply to working parties of the parish councils. In addition, the working party may adopt its own rules or standing orders, which shall not be in conflict with those of either parish council.
- 10 Attendance at meetings:** Meetings of the working party will be quorate when no fewer than 2 members from each parish are present.
- 11 Finance:**
 - (i) Before the end of December each year the working party will prepare a budget for the following financial year, showing what financial contribution is requested from each of the parish councils if required.
 - (ii) The working party can discuss any financial decisions and these should be recommended to each parish council for agreement
- 12 Delegation:** The working party may delegate to an officer such aspects of its day-to-day decision-making as it considers appropriate, in accordance with section 101 of the Local Government Act 1972. The terms of delegation must be clearly documented in the Committee meetings' minutes.
- 13 Review and Amendment:** The two parish councils will review and may agree to amend these Terms of Reference as required.

Sundridge with Ide Hill Parish Council

AGEDA ITEM 8.7

Minutes of a meeting of the Planning Committee held remotely via Zoom on Monday 7 September 2020 at 7pm

Present: Councillors Allgood, Baker, Furse, Jones (Chair), Kempster (in part) and Powell (in part)

Attendance: Amanda Barlow (Clerk)

Apologies received and accepted from Cllrs Darby and Evans

1. To approve as correct the Minutes of the last Planning Committee meeting

Agreed.

2. To take Matters arising from those Minutes.

None.

3. Public Forum

None.

Cllr Powell joined the meeting.

4. To consider the following planning applications requiring comments:

Application No: SE/ 20/02618/HOUSE

Deadline: 13 October 2020

Site: 26 Main Road Sundridge KENT TN14 6EP

Development: Conversion of workshop and garage, infill rear extension and loft conversion with rooflights.

No objection.

Cllr Kempster joined the meeting.

Application No: SE/ 20/02568/HOUSE

Deadline: 13 October 2020

Site: 14 Woodside Road Sundridge KENT TN14 6DW

Development: Construct a new enlarged porch, remove internal walls, replace 2 existing rear dormers with a single dormer with remove of chimney, install 3no roof lights to front roof area, re-clad external facade and alterations to fenestration.

The Parish Council has no objections to this proposal in principal, but would ask the District Council to consider the colour and texture of the proposed Coffee coloured cladding which may not be appropriate for this location.

Application No: SE/ 20/02657/HOUSE

Deadline: 26 October 2020

Site: Great Norman Street Farm Norman Street Ide Hill KENT TN14 6BH

Development: Removal of a tie beam and to close off French door windows in an outbuilding.

Application No: SE/ 20/02658/LBCALT

Deadline: 26 October 2020

Site: Great Norman Street Farm Norman Street Ide Hill KENT TN14 6BH

Development: Removal of a tie beam and to close off French door windows in an outbuilding.

No objection.

Sundridge with Ide Hill Parish Council

Application No: SE/ 20/02688/HOUSE

Deadline: 26 October 2020

Site: Pax Cottage 18 Church Road Sundridge KENT TN14 6DT

Development: Erection of single storey rear extension following the partly demolition of existing single storey rear extension with minor internal alteration.

Application No: SE/ 20/02689/LBCALT

Deadline: 26 October 2020

Site: Pax Cottage 18 Church Road Sundridge KENT TN14 6DT

Development: Erection of single storey rear extension following the partly demolition of existing single storey rear extension with minor internal alteration.

Objection. The Parish Council is of the opinion that the proposal is totally unsympathetic with the character and historic importance of this small cottage and that the extension would dominate the rear garden and the adjoining courtyard access to nos. 1,2 &3 Saker's Cottages.

5. To Note Applications Amended, Granted, Refused and Withdrawn by District Council

Amended: *None*

Granted:

Site: Ridgewood Cottage Ide Hill Road Sundridge

Development: Variation of condition 2 (materials) of 20/00672/HOUSE.

Site: Ide Cottage Church Road Ide Hill

Development: Swimming pool with associated landscaping; replacement outbuilding.

Refused:

Site: Land North East Of 19 Camberwell Lane Ide Hill KENT

Development: Erection of a dwelling with associated parking, cycle and refuse storage

Site: Garden Lodge Combe Bank Drive Sundridge Development: Demolition of existing conservatory, replacement of damaged roof together with a new garden room.

Withdrawn: *None*

Prior Action Not Required: *None*

Not Valid: *None*

No Objection Lodged:

Site: Telephone Kiosk South Of The Cock Inn Camberwell Lane Ide Hill

Development: Adoption of telephone kiosk by Sundridge and Ide Hill Parish Council.

Street Numbering and Naming: *None*

6. To Note any Licence Applications: *None*
7. To Note any Tree Preservation Orders: *None*
8. To Note any Conservation work: *None*
9. To review any correspondence:
 - 9.1 Sevenoaks District Council
 - 9.1.1 Bricklayer's Arms, Chevening Road
Noted.
 - 9.1.2 Local Housing needs survey
Noted.

Sundridge with Ide Hill Parish Council

9.2 KALC - Government consultations on reforming the planning system

Noted.

9.3 To respond to letter from WHP Telecoms

Members resolved that the Parish Council should object to the position of the mast.

10. Date of next meeting – to be advised

The meeting closed at 19.05.

AGENDA ITEM 9.3.1

1. Ide Hill Public Conveniences

- Update at 9.3.3.

2. Stubbs Wood

- Report attached at 9.3.2

3. Goathurst Common

- Resident advised no access can be granted due to Health & Safety and insurance requirements.
- Members will need to consider improving the facilities
- Covid19 signage in place
- Quotes for new gate/fence being sought.

4. Bowsers Meadow

- Complaints received about the bin not being emptied – SDC contacted
- Covid19 signage in place
- Fence to be put around the play area

5. Coronation Gardens

- On Agenda at 8.3

6. Sundridge Village Hall

- Recommended delay on kitchen refurb until April 2021
- Covid19 signage in place
- Hand sanitiser in hall
- Bins with lids and wipes in disabled toilet
- All hirers issued with Covid19 Special Conditions
- All regular hirers back in hall – with increased usage
 - a. Dance School (Monday, Tuesday, Wednesday, Friday, Saturday)
 - b. Pilates (Monday, Wednesday)
 - c. Private Hire (every other Thursday)

7. Sundridge Recreation Ground

- Covid19 signage in place
- Hand sanitiser in Pavilion
- Bin with lid and wipes in toilet
- All hirers issued with Covid19 Special Conditions
- Regular Hirers – Radnor House and Sundridge United Junior Football Club
- Radnor House invoiced issued for 1st term hire
- SUJFC – usage/rental costs being negotiated.

**The Stubbs Wood Strategic Management Advisory Group:
Meeting Notes 12th October 2020 at 6pm**

Attendance:

Julian Miller, Stephen Palmer, Dominic Rossi, Caroline Lingham, Don Baker,

Apologies:

Apologies received from David Kempster, David Miller and Richard Don.

- 1) Introductions and welcome back!
- 2) New viewpoints. The discussion which previously took place at our last meeting was rehearsed considering the trees in full bloom during the summer lockdown period. Generally, the viewpoints had been exposed successfully although it was felt that the car park viewpoint could be extended to ensure a better view of Bough Beech and the coppicing of the woods at 3G Hanging Bank will further expose the views from the viewing point on the footpath.
- 3) Volunteers work. Dominic agreed to resurrect the volunteer working party and establish how many volunteers were prepared to work within the social distancing regulations to clear the overgrown footpaths and car park.
- 4) Japanese Knotweed. Julian has agreed to clear the Japanese Knotweed from two areas and informed the Group that the best time to deal with this weed was July/August.

He estimates the cost as follows:

Dear Don,

Sundridge with Ide Hill Parish Council

Control of Japanese knotweed at Stubbs Wood Further to discussions at the Advisory Group meeting yesterday I am writing to confirm our fees for management of the tender process for control of Japanese knotweed in the car park meadow at Stubbs Wood.

Proposed control will be by foliar application of Roundup Biactive (glyphosate) using a knapsack sprayer. The best time of year to carry this out will be from mid-July to mid-August when the plants are growing vigorously and leaf area is at a maximum. This will ensure most effective absorption and translocation of the herbicide.

Nevertheless I would anticipate that three annual treatments will be necessary in order to achieve elimination. Cost per application (labour and materials): £125.00 + VAT (So total anticipated cost for three treatments = £375.00 + VAT) I trust that the above is of interest. Should you wish me to proceed then please let me know and I will schedule the first treatment for July 2021.

5) Man Plan moving forward in 2020/1 - Tendering docs and Stewardship Grant.

After a general discussion about the next steps towards the completion of the Man. Plan.

- A) It was decided to tender for the coppicing of trees at Hanging Bank which are mostly chestnut and can be coppiced by a reputable contractor who will remove the trees at little or no cost to the Council. (Potential value £3-£500per acre).
- B) A second tender to be launch for a reputable contractor to cut back the remaining trees obscuring the view of Bough Beech from the car park.

Julian Miller was asked to submit his fees for completing the tender work on both projects which is set out below:

Further to discussions at the Advisory Group meeting yesterday I am writing to confirm our fees for management of the tender process for the proposed coppicing work (including further work to improve the viewpoints) to be carried out over winter 2020/2021 at Stubbs Wood.

My fees will include:

- *Preparation of tender documentation and sending out documents to suitable prospective contractors;*
- *Marking of boundaries of areas to be cut;*
- *Conducting site visits with contractors as necessary;*
- *Providing assistance to the Advisory Group with assessment of tender bids and appointment of approved contractor.*

The total cost of these works will be £510.00 + VAT

- 5) Tree Survey: It was discussed that the annual tree survey should be delayed until February/March, when we have established the Budget spend for the year. It is likely to coast in the region of £800 + VAT.

- 6) Signage: It was agreed that the Council should introduce 3 signs at the entrance to the Public Footpaths to prevent cycling on the footpaths. Don Baker volunteered to take this forward.

Don Baker
15th October

Sundridge with Ide Hill Parish Council

AGENDA ITEM 9.3.3

| No | OBJECTIVE\GOALS | ACTION\TASK | TIME FRAME Completion | RESPONSIBILITY |
|----|--|---|---|---------------------|
| 1 | To formulate the Terms of Reference and purpose of the working Group | To provide the Terms of Reference and purpose to the Full Parish Council on 16th November 2020 and publish the Terms of Reference on the website and social media channels following that meeting. | 16/11/2020 | A Barlow |
| 2 | Change the contract with Intial to a local company who can provide hand driers and Sanitary Bins, and other supplies at a reduced cost. (Cost Savings) | Engage a local company Goldservice in a 3 year contract to provide 3 basic hand driers at £145.80pa and 3 basic Sanitary bins at £204pa. | 31/10/2020 | A Barlow |
| 3 | To pursue the availability of an annual grant from Sevenoaks DC in an effort to increase income. (increase income stream) | Engage with the Finance Dept at SDC to establish the availability of an annual grant similar to other parishes and secure the grant for the 2020/21 financial year. | Contact and establishment of availability of grant prior to 5/11/2020 however payment of grant to PC prior to the 28/2/2021. | A Barlow |
| | | Follow up the correspondence with Laura Trott MP to gain support for grant funding from the SDC or KCC in the longer term. | Contact MP prior to the 31st October 2020 | D Baker |
| 4 | To investigate the self locking systems so that the doors to the public toilets can be locked overnight to reduce abuse and energy savings. (Cost Savings) | To engage a reputable contractor to reinstate the disabled door lock and to reinstate the self locking systems on the main toilets setting times for opening between 6am - 7pm in the winter months. | Contractor to be engaged and completed work by the 5th November 2020 | A Barlow |
| 5 | To investigate the cost, viability and suitability of investing in coin operated entrance to both ladies and Mens Toilets. (Income generation) | To gain advice from experienced contractors on the type and design of a coin operated entrance system suitable for the IH toilets. Gain quotations for work and assurances on security. | Gain quotes for work by the 5th November 2020 | D Baker |
| 6 | To investigate the replacement to eco friendly light bulbs, movement sensitive light switches and eco friendly water systems to reduce water consumption. (Cost Savings) | To gain advice from experienced contractors on the type and design of eco friendly electric and water systems which will reduce costs and gain quotations for work and guarantees on sustainability of systems. | Gain quotes for work by the 5th November 2020 | D Kempster |
| 7 | To negotiate the outstanding water bill with Castle Water to prevent any further interest accruing or debt recovery procedures taking place. | To request the assistance of Dominic Rossi to evaluate the incorrect invoice and negotiate the reduction of the outstanding bill as a matter of Urgency | To contact Castle Water and stop proceedings as a matter of urgency (today) and negotiate a successful outcome by 5th November 2020 | A Barlow & D Miller |

Sundridge with Ide Hill Parish Council

1. Water bill

- Clerk has been in contact with Castle Water.
- The problem is due to a very high meter reading taken by a Thames Water engineer in January 2020. The last reading was June 2017 and the huge charge (around £4000) reflects the difference between the 2 readings.
- All action and interest charges etc are on hold.
- Castle Water agree that the charges are far too high and do not reflect a normal public convenience which only has flushing and hand washing. The normal usage is around 5 units and that is the case with Ide Hill.
- The clerk has now provided Castle Water with an up to date reading and is awaiting the outcome of their investigations.
- This bill will be paid for from the 2019/20 budget once it has been amended.
- The normal water charge is just under £10 per month.

2. Supplies

- A new company (recommended by Westerham TC) has been appointed.
- Supplies have been ordered and delivered – awaiting invoice.
- Sanitary bins put into toilets and being emptied.
- New hand driers (owned by the PC) being installed Wednesday.
- Initial contract cancelled and credit note issued for the 6 months.

Sundridge with Ide Hill Parish Council

AGENDA ITEM 10.1.1

Correspondence 20 09 18 to 20 10 18

1. SDC - Development Control Committee – 10 September 2020 – Minutes
2. SDC -Cabinet – 17 September 2020 – draft minutes
3. Gatwick 360 unsustainable future
4. KALC - CHIEF EXECUTIVE'S BULLETIN
5. The Rural Bulletin - 22 September 2020
6. KALC -NATIONAL CSSC Green Message - NFIB Cyber Bulletin - 23 Sep 2020
7. KALC - KCC Trading Standards UPDATE on group contact details for Test &Trace
8. NALC CHIEF EXECUTIVE'S BULLETIN
9. SDC - [Sevenoaks Joint Transportation Board – 15 September 2020 – Minutes](#)
10. The Rural Bulletin - 29 September 2020
11. SDC - Portfolio Holder decision [29 \(2019/21\) – Changes to the current planning system consultation – SDC Response](#)
12. KALC - KRF EU Transition Threat and Risk Assessment
13. Kent Police -Police activity targeting anti social behaviour in the Sevenoaks District
14. KALC NEWS - SEPTEMBER 2020
15. Gatwick Announcement
16. SDC -Licensing Committee – 22 September 2020 – Minutes
17. The Rural Bulletin - 6 October 2020
18. Sevenoaks District Council: Community grants of up to £5,000 now available
19. PCSO - Newsletter Sept 2020
20. Sevenoaks District Council: Refuse trucks clean up when it comes to cost, safety & the environment
21. SDC - Development Control Committee – 1 October 2020 – Minutes

22. KALC - Urgent: Local Electricity Bill – Parliamentary Debate next Wednesday
23. KALC - FREE - KALC/KCC/ KENT AND MEDWAY ENVIRONMENT BOARD - NET ZEROENVIRONMENT EVENT
24. NALC CHIEF EXECUTIVE'S BULLETIN
25. Sevenoaks District Council: HSE and Council team up to ensure businesses are COVID-secure
26. SDC - [People & Places Advisory Committee – 6 October 2020 – Minutes](#)
27. SDC - Mobility Exercise Programme for Seniors
28. The Rural Bulletin - 13 October 2020
29. Keep Britain Tidy -EVERYTHING'S GOING GREEN TO CELEBRATE THE BEST OF BRITISH PARKS
30. KALC - Planning White Paper & Housing, Communities and Local Government Committee inquiry on the planning system
31. Sevenoaks District Council: Test and trace support payments forworkers on low incomes
32. SDC - [Improvement and Innovation Advisory Committee – 8 October 2020 – Minutes](#)
[30 \(2019/21\) – Local Lettings Plan for 1A and 1B Gilcrest Cottages, Sevenoaks Weald](#)
33. Sevenoaks District Council: Parking charges frozen again!
34. NALC CHIEF EXECUTIVE'S BULLETIN

For Covid19 updates visit:

<https://www.nalc.gov.uk/coronavirus>

https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities?utm_source=edde1508-c41b-4da3-9b98-abeaf80312d0&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily

-----Original Message-----

From: "Terry Martin" <chief.executive@kentalc.gov.uk>
Sent: Wednesday, 14 October, 2020 10:37
To:
Subject: Daily update from GOV.UK

Dear Member & non-Member Councils

As you will see below, the Government has just updated its Guidance on:

- Safe use of multi-purpose community facilities
- Safe use of council buildings
- Managing playgrounds and outdoor gyms
- Managing beaches, the countryside and coastal areas

The updates are to reflect the guidance on the new local COVID alert levels.

Best wishes

Terry

Terry Martin
Chief Executive
Kent Association of Local Councils
Tel 07475 034346

From: GOV.UK Email [<mailto:gov.uk.email@notifications.service.gov.uk>]
Sent: 14 October 2020 08:30
To:
Subject: Daily update from GOV.UK

GOV.UK

Daily update from GOV.UK.

**All publications about all topics by
Ministry of Housing, Communities & Local
Government**

[COVID-19: Guidance for the safe use of multi-purpose community facilities](#)

Page summary

Guidance for those managing community centres, village halls and other community facilities on safely re-opening multi-purpose buildings.

Change made

Updated to reflect guidance on new local COVID alert levels.

Time updated

10:50am, 13 October 2020

[COVID-19: Guidance for the safe use of council buildings](#)

Page summary

Guidance for those managing council buildings.

Change made

Updated to reflect guidance on new local COVID alert levels.

Time updated

10:54am, 13 October 2020

[COVID-19: Guidance for managing playgrounds and outdoor gyms](#)

Page summary

Guidance for owners and operators of playgrounds and outdoor gyms to enable their use while minimising the transmission risk of coronavirus (COVID-19).

Change made

Updated to reflect guidance on new local COVID alert levels

Time updated

10:56am, 13 October 2020

[COVID-19: Guidance for managing beaches, the countryside and coastal areas](#)

Page summary

Guidance for the owners and operators of beach, countryside and coastal destinations during COVID-19.

Change made

Updated to reflect guidance on new local COVID alert levels

Time updated

11:08am, 13 October 2020

2020-21 Parish Council Meeting Dates

Parish Council Meetings – Mondays at 7pm

During the Covid19 pandemic all meetings will take place remotely via zoom

| | |
|--------------|----------|
| 18 May | via Zoom |
| 15 June | via Zoom |
| 20 July | via Zoom |
| 21 September | via Zoom |
| 19 October | via Zoom |
| 16 November | via Zoom |

| | |
|-------------|----------------------------|
| 2021 | |
| 18 January | Zoom/venue to be confirmed |
| 15 February | Zoom/venue to be confirmed |
| 15 March | Zoom/venue to be confirmed |
| 19 April | Zoom/venue to be confirmed |
| 17 May | Zoom/venue to be confirmed |

2021 Annual Parish Meeting – Wednesday 12 May 2021 - Sundridge Village Hall

**Amenities Committee Meetings
Mondays at 7pm**

7 December 2020

2021

1 February
5 April

**Finance Committee Meetings
Mondays at 7pm**

12 October 2020
2 November 2020

Planning Committee Meetings

Monday 19 October 2020 at 6.30pm
Monday 2 November 2020 at 6.30pm
Monday 16 November 2020 at 6.30pm

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

www.sundridgewithidehill-pc.gov.uk