

Topic: SWIH Full Council Meeting

Time: Jan 18, 2021 06:30 PM London

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AGENDA

THE MEETING WILL BE PRECEDED WITH AN UPDATE FROM JULIAN PARKIN ON THE CLT AT 6.30PM

1. To receive apologies and reasons for absence – Cllr Kempster
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 meetings held on
 - 3.1 Monday 16 November 2020 - attached
 - 3.2 Monday 30 November 2020 - attached
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
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

Agenda Item 8.7

7. **To co-opt a member to the Council following the vacancy arising as a result of Paulette Furse's decision to resign as a Councillor – attached**
8. **Finance items for noting and decision**
 - 8.1 To agree the precept for 2021/22 - attached
 - 8.2 To note the budget for 2020/21 - attached
 - 8.3 To agree the budget for 2021/22 – Clerk has some further updates following F&P Meeting on 7 Jan.
 - 8.4 To note the bank statement at 5 January 2021 - attached
 - 8.5 To agree the minutes of the Finance Committee meeting on 9 November 2020 - attached
 - 8.6 To note the minutes of the Finance & Personnel Committee meeting on 7 January 2021 -attached
 - 8.7 To agree the rates of hire for regular and casual users of Sundridge Village Hall and Sundridge Recreation Ground for 2021/22 and next steps regarding the licences for hirers - CONFIDENTIAL
 - 8.8 To approve the items payable and paid - attached
9. **Items for decision and allocation of resources if necessary.**
 - 9.1 To discuss and agree next actions with regard to Streetlighting - attached
 - 9.2 To discuss and agree next actions with regard to accessibility and the website – attached
 - 9.3 To discuss and agree next actions with regard to the security arrangements for Sundridge recreation ground and village hall – attached
 - 9.4 To discuss and agree next actions with regard to putting a fixed barbeque on Coronation Gardens – attached
 - 9.5 To agree the membership of the Sundridge & Brasted Club Social Club Working Party and next actions
Brasted PC have agreed to the Terms of Reference but have queried:
The budget mentioned in the Terms of Reference in 12 (i) . What does this relate to? Which December does it relate to? Is it December 2020?

We have agreed 3 Brasted councillors for the working party: Cllr David Edgar (David.Edgar@brastedpc.org.uk), Cllr Conrad Wilson (Conrad.Wilson@brastedpc.org.uk) & Cllr Chrissie Rogowska (Chrissie.Rogowska@brastedpc.org.uk)

I have agreed with the Brasted Clerk that SWIH should appoint 3 Members and then those Members can finalise the wording of the Terms of Reference.

TOR - attached

Sundridge with Ide Hill Parish Council

9.6 To discuss and agree next actions with regard to the Transparency Act 2015 – attached

9.7 To agree the membership of Committees – attached

9.8 To adopt minutes of the Planning Committee Meeting minutes of 16 November 2020, 7 December 2020 and 11 January (not yet approved) 2021 - attached

10.0 Items for noting

10.1 Minutes of Committee Meetings

10.1.1 To note the minutes of the Amenities Committee meeting on 7 December 2020 - attached

10.2 Correspondence

10.2.1 To note general correspondence - attached

10.2.2 KALC Community Award Schemes -attached

10.2.3 Kent Police Parish Newsletter - attached

10.3 Meeting Dates

10.3.1 To note the dates of meetings for 2020/21 - attached

10.3.2 To note the dates of meetings for 2021/22 - attached

10.4 The Great British Spring Clean - attached

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 15 February 2021 (via zoom)

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

Attendance: Amanda Barlow (Clerk) and 1 members of the public (in part).

Apologies: None.

Absent: None.

1. To receive apologies and reasons for absence.

None.

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 19 October 2020.

The minutes were signed as a true and accurate record.

4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
8.3 Cllr Evans advised that he is having difficulty with sourcing a handrail for Coronation Gardens.

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.
Keith McGinn, Chairman of Ide Hill Football Club advised that he had submitted documents and the Clerk confirmed that they had been forwarded to all Members.

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. **Finance items for noting and decision Finance items for noting and decision**

7.1 To agree the updated budget for 2020/21

Members resolved to agree the updated budget for 2020/21 as recommended by the Finance Committee.

7.2 To agree the earmarked reserves for 2020/21

Members resolved to agree the amendments to the earmarked reserves as at Appendix F .

Members resolved that 2 street light columns should be replaced immediately and that Cllr Banbrook should select the 2 columns to be replaced with led lights for this year 2020/21. (Action: Cllr Banbrook)

7.3 To agree the Earmarked Reserves Policy

Members resolved to adopt the Earmarked Reserves Policy

7.4 To agree the Grant Awarding Policy

Members resolved to adopt the Grant Awarding Policy.

7.5 To note the bank statement at 7 November 2020

Members noted the bank statement as at 7 November 2020.

7.6 To agree the Terms of Reference for the Finance and Personnel Committee

Members resolved that the Finance Committee should become the Finance and Personnel Committee and to adopt the Terms of Reference for the Finance and Personnel Committee.

7.7 To agree the Financial Regulations

The Clerk advised that the Financial Regulations are being reviewed by the internal auditor who will be making some suggestions for amendments.

7.8 To agree the signatories on the HSBC internet banking account

Members resolved to agree that the signatories should be the members of the Finance and Personnel Committee, Cllr Banbrook, Cllr Evans, Cllr Kempster and Cllr Allgood.

7.9 To note the minutes of the Finance Committee meeting on 9 November 2020

Members noted the minutes of the Finance Committee meeting on 9 November 2020.

7.10 To approve the items payable and paid

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

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

8.1 To discuss the proposals from Ide Hill Football Club

Members agreed that the Clerk should invite Julian Parkin to attend a Full Council to update the Members on the CLT. (Action: Clerk).

Members resolved to say no to Ide Hill Football Club. (Action: Clerk). Members resolved that should SUJFC not settle the outstanding invoices Ide Hill Football Club be offered the pitch space. (Action: Clerk)

8.2 To discuss and agree, if appropriate, a dog bin for Chapman's Way

Members agreed that the Clerk and Cllr Nash should review the bins and also residents should be advised that all litter bins can be used as dog bin. (Action: Clerk and Cllr Nash)

8.3 To discuss Community Assets

Members resolved not to register any assets.

8.4 To discuss and agree, if appropriate, road markings on Main Road, Sundridge by the village shop

Members agreed to discuss this with Kent Highways. (Action: Clerk)

8.5 To agree the Terms of Reference for the Ide Hill Public Conveniences Working Party

Members resolved to adopt the Terms of Reference for the Ide Hill Public Conveniences working party.

8.6 To discuss and agree, if appropriate, the Terms of Reference for the Sundridge & Brasted Social Club Working Party

Members asked the Clerk to amend the Terms of Reference for the Sundridge & Brasted Social Club Working Party and seek approval for the amendment from Brasted Parish Council.

8.7 To adopt minutes of the Planning Committee Meeting minutes of 19 October and 2 November (not yet approved) 2020

Members resolved to adopt the Planning Committee Meeting minutes of 19 October and 2 November (not yet approved) 2020.

Cllr Miller left the meeting.

8.7 To agree an additional meeting date for the Full Council to approve the AGAR

Members agreed to have an additional date of 30 November 2020 at 7pm.

8.9 To agree the meeting dates for 2021/22

Members resolved to agree the dates for the 2021/22 meetings as at Appendix B.

9.1 **Items for report**

9.1 **Highways**

9.1.1 To receive update on A25 Parish Group meeting on 12 November 2020

Cllr Evans advised that KCC and SDC are considering placing average speed cameras down the A25.

9.2 **Communications**

9.2.1 Christmas Newsletter

The Clerk advised that she is completing the newsletter to go out at the end of November.

9.3 **Amenities**

9.3.1 To receive update on amenities

Noted.

9.4 **Christmas**

9.4.1 To note the arrangements for Christmas trees and lights

Members noted that a local resident has donated a Christmas tree for Sundridge and agreed that Cllr Banbrook should appoint a team to erect the tree and lights. Members agreed that the Clerk should order the tree for Ide Hill.

10.0 **Items for noting**

10.1 **Correspondence**

10.1.1 To note general correspondence.

Noted at Appendix C.

10.2 **Meeting Dates**

10.2.1 To note the dates of meetings for 2020/21

Noted at Appendix D.

10.3 **Committee Membership**

10.3.1 To note the updated Committee Membership

Noted at Appendix E.

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

None.

12. **Date of next meeting Monday 18 January 2021 (via zoom)**

Sundridge with Ide Hill Parish Council

Appendix A

Cheque Payments up to 15 October 2020

| Cheque No | Payee | Details | Total Payable | VAT | Basic Amount | Contract / Cllr Authorised | Pls tick when authorised | vch no. |
|-----------------|---------------------------------------|---|-------------------|--------|-------------------|----------------------------|--------------------------|---------|
| 1158 | Kent Association of Local Councils | KALC Finance Conference - RFO training | 60.00 | 10.00 | 50.00 | 303 | ✓ | |
| 1159 | Visioin ICT | Website hosting (225) and email (234) for one year | 550.60 | 91.80 | 459.00 | 303 | ✓ | |
| 1160 | EON | Streetlighting July to Sept | 1,072.44 | 178.74 | 893.70 | 303 | ✓ | |
| 1161 | Wadhurst Parish Council | 50% of SLCC membership for Clerk | 127.00 | - | 127.00 | 303 | ✓ | |
| 1162 | EDF Energy | Electricity Ide Hill toilets - (30 days) | 20.92 | | 20.92 | 303 | ✓ | |
| 1163 | Sevenoaks District Council | Underpayment of rates 2019-20 for toilets | 54.00 | | 54.00 | 303 | ✓ | |
| 1164 | Sevenoaks District Council | Rates for toilets 2020-21 | 327.68 | | 327.68 | 303 | ✓ | |
| 1165 | J V Geer & Sons Ltd | Repair to boiler at SVH | 90.00 | 15.00 | 75.00 | 303 | ✓ | |
| 1166 | Val & Sander Reytenbach | Cleaning Toilets (£500) Village Hall (£120) Pavilion (£160) | 780.00 | | 780.00 | 303 | ✓ | |
| 1167 | Sevenoaks District Council | Dog bins June to Sept 2020 | 605.28 | 100.88 | 504.40 | 303 | ✓ | |
| 1168 | Calor Gas Ltd | Gas for recreation ground | 12.58 | 1.98 | 11.98 | 303 | ✓ | |
| 1169 | G Barlow | Clerk's salary | 1,278.58 | - | 1,278.58 | 303 | ✓ | |
| 1170 | G Barlow | Clerk's expenses | 126.30 | | 126.30 | 303 | ✓ | |
| 1171 | Sevenoaks District Council | Water for SVH | 126.30 | | 126.30 | | | |
| 1172 | Burslem Memorials Ltd | Cleaning of memorial | 2,579.10 | 429.85 | 2,149.25 | 303 | ✓ | |
| | | | 7,798.29 | 828.25 | 6,971.62 | | | |

7679.45 6852.78

2021-22 Parish Council Meeting Dates

Parish Council Meetings – Mondays at 7pm

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

2021

| | |
|--------------|----------------------------|
| 19 April | Zoom/venue to be confirmed |
| 17 May | Zoom/venue to be confirmed |
| 21 June | Zoom/venue to be confirmed |
| 19 July | Zoom/venue to be confirmed |
| 20 September | Zoom/venue to be confirmed |
| 15 November | Zoom/venue to be confirmed |

2022

| | |
|-------------|----------------------------|
| 17 January | Zoom/venue to be confirmed |
| 21 February | Zoom/venue to be confirmed |
| 21 March | Zoom/venue to be confirmed |
| | Zoom/venue to be confirmed |

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

**Amenities Committee Meetings
Mondays at 7pm**

2021
5 April 2021

**Finance Committee Meetings
Mondays at 7pm**

2021
10 May 2021

**Planning Committee Meetings
At 6.15 pm**

2020
5 April 2021
19 April 2021
10 May 2021
17 May 2021
7 June 2021
21 June 2021
5 July 2021
19 July 2021

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

www.sundridgewithidehill-pc.gov.uk

1. KALC CEO Bulletin - October 2020
2. SDC - [Cabinet – 15 October 2020 – Draft Minutes](#)
3. The Rural Bulletin - 20 October 2020
4. Kent Police - Update on Anti Social Behaviour in the Sevenoaks District.
5. SDC - Cleaner & Greener Advisory Committee – 13 October 2020 – Minutes
6. Kent Police Fraud Alert - Fraudsters impersonating Internet providers
7. Sevenoaks District Community Safety Partnership Newsletter - October2020
8. SDC –
[Development & Conservation Advisory Committee – 20 October 2020 – Minutes](#)
[Finance & Investment Advisory Committee – 21 October 2020 – Minutes](#)
9. MEDIA RELEASE: KCC Leader says children will not go hungry during half-term
10. KALC - NATIONAL CSSC Green Message - NCTPHQ Bulletin - 26 Oct 2020
11. KALC - NHS Kent and Medway CCG: Your community news for October 2020
12. The Rural Bulletin - 28 October 2020
13. SDC -
[Special Cabinet – 27 October 2020 – Draft Minutes](#)
14. NALC CHIEF EXECUTIVE'S BULLETIN
15. SDC -
Development Control Committee – 22 October 2020 – Minutes
16. Care for our Community - Sevenoaks District
17. KALC - HCLG Select Committee Public Survey - The Future of the Planning System in England
18. NALC CHIEF EXECUTIVE'S BULLETIN
19. The Rural Bulletin - 3 November 2020
20. KALC - EVENT - CHAIRING VIRTUAL MEETINGS - SKILLS FOR COUNCILLORS
21. KALC NEWS OCTOBER 2020
22. Sevenoaks District Council: Lockdown help is a just click or a phone call away
23. RSN Rural Funding Digest - November 2020 Edition
24. NATIONAL CSSC Green Message - NCTPHQ Change of Threat Level - 3 Nov2020
25. Sevenoaks District Council: Council services will continue during lockdown
26. SDC - Community Connectors newsletter
27. Gatwick Airport - Airspace and Noise Management Board Public Meeting Invitation
28. SDC - Cabinet – 5 November 2020
29. NALC CHIEF EXECUTIVE'S BULLETIN
30. Kent Police - latest Rural Task Force Report and Rural Matters newsletter
31. The Rural Bulletin - 10 November 2020
32. KALC - Notes on Neighbourhood Planning
33. KALC - Councils supporting their local community
34. KALC AGM - 28TH NOVEMBER 2020
35. Community Connectors newsletter - 11 November 2020

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 | 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 2021
5 April 2021

**Finance Committee Meetings
Mondays at 7pm**

12 October 2020
9 November 2020

2021
7 January 2021

Planning Committee Meetings

2020
Monday 19 October 2020 at 6.30pm
Monday 2 November 2020 at 6.30pm
Monday 16 November 2020 at 6.30pm
Monday 7 December 2020 at 6.30pm
Monday 21 December 2020 at 6.30pm

2021
Monday 11 January 2021 at 6.30pm
Monday 25 January 2021 at 6.30pm
Monday 8 February 2021 at 6.30pm
Monday 22 February 2021 at 6.30pm
Monday 8 March 2021 at 6.30pm
Monday 15 March 2021 at 6.30 pm

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

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Committee Membership 2020/21

| | |
|------------------|---|
| Amenities | Vikki Allgood Don Baker Martin Darby Polly Furse Trevor Jones David Miller Steve Nash (Chair) |
| Finance | Vikki Allgood (Chair) Don Baker John Banbrook John Evans David Kempster Ann Powell |
| Planning | Vikki Allgood Don Baker Martin Darby John Evans Polly Furse Trevor Jones (Chair) David Kempster Ann Powell |

Appointment of Members/Others to Areas of Responsibility:

| | |
|---|---|
| Affordable Housing | Trevor Jones |
| Burial Facilities and liaison with PCC | John Evans |
| Footpaths and Tree Warden | John Evans |
| Ide Hill Public Conveniences Working Party | David Kempster, David Miller, Don Baker |
| Highways | John Evans/Vikki Allgood |
| Streetlighting | John Banbrook |
| Stubbs Wood Management Committee | Don Baker, David Kempster, David Miller |
| Sundridge Recreation Ground | Steve Nash |
| Sundridge Village Hall | Clerk |
| Website Administrators | Vikki Allgood |
| Sundridge & Brasted Social Club Working Party | |
| Speedwatch Co-ordinators | John Evans/Steve Nash |

Appointment of Representatives of the Parish Council on Outside Bodies

| | |
|--|---------------------------|
| Gatwick | John Evans |
| Bough Beech Nature Reserve Management Advisory Committee | John Evans/David Miller |
| M25 Slips Group | John Evans |
| Council for the Perseveration of Rural England (CPRE) | John Evans |
| Darent River Preservation Society (DRIPS) | John Evans/David Kempster |
| Ide Hill Village Hall Management Committee | Don Baker |
| Sundridge and Ide Hill Charities – Nominative Trustees | Chair Vice Chair |

Appendix F

| Earmark Reserves | | | | | | | | | | | | | | |
|------------------------------|--|--|--|---|--|--|--|--|--|--|--|--|--|---|
| | | | | Recommendations from finance meeting 15/04/2019 | Recommendations for Full Council Meeting on 16/11/20 | | | | | | | | | |
| Election Expenses | | | | £2,000.00 | £2,000.00 | | | | | | | | | |
| Well | | | | £0.00 | £0.00 | | | | | | | | | |
| Bowers Meadow | | | | £9,000.00 | £9,000.00 | | | | | | | | | |
| Highways | | | | £5,000.00 | £1,200.00 | | | | | | | | | Streetlights - £3800 moved to budget to cover the cost of led replacements in 2020/21. |
| Streetlighting | | | | £0.00 | £7,600.00 | | | | | | | | | Streetlights set at £7600 to cover costs of further led replacements of £3800 for 2021/22 (2 columns) and £3800 for 2022/23 (2 columns) |
| Sundridge Rec | | | | £5,000.00 | £5,000.00 | | | | | | | | | |
| Ide Hill rec | | | | £2,000.00 | £2,000.00 | | | | | | | | | |
| Sun Vill Hall | | | | £10,000.00 | £10,000.00 | | | | | | | | | |
| Coronation Gardens | | | | £2,000.00 | £0.00 | | | | | | | | | Transferred to Budget to cover cost of memorial cleaning and repair. |
| Goathurst Rec | | | | £2,000.00 | £0.00 | | | | | | | | | Transferred to Budget to cover cost of fence and gate repair |
| Ide hill public conveniences | | | | £5,000.00 | £0.00 | | | | | | | | | Moved to Budget following Finance Committee Meeting November 2019 |
| Ide Hill Parking lot | | | | £3,000.00 | £3,000.00 | | | | | | | | | |
| Emergency/flood plan | | | | £2,000.00 | £2,000.00 | | | | | | | | | |
| Professional Services | | | | £15,000.00 | £15,000.00 | | | | | | | | | |
| Village Plan | | | | £5,000.00 | £5,000.00 | | | | | | | | | |
| Total | | | | £67,000.00 | £61,800.00 | | | | | | | | | |

Minutes of an Extraordinary Council Meeting held on
Monday 30 November 2020, 7.00 pm
Remote meeting via Zoom

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

Attendance: Cllr Banbrook

Absent: None.

1. To receive apologies and reasons for absence.
Apologies were received and accepted from Cllr Banbrook.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
Cllr Evans declared a pecuniary interest in Agenda item 6.4 as his son's company is one of the tenderers.
3. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 16 November 2020.
The minutes were signed as a true and accurate record.
Cllr Powell joined the meeting.
4. **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.
Cllr Jones joined the meeting.
Mr Paton thanked Members for considering his request for access over Ide Hill Village Green. Members asked about the storage and waste material and Mr Paton confirmed that the current easement and the access would not be used for any storage or waste materials. Members felt that it would be prudent to have a licence for the work. Members asked Mr & Mrs Paton to draw up a licence
Members agreed to take Agenda Item 6.2
6.2 To discuss and agree, if appropriate, granting access on Ide Hill Village Green
Members resolved that Mr & Mrs Paton should be granted access across the Ide Hill Village Green but asked that they had an appropriate licence drawn up for the Parish Council to agree.
5. 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.
6. **Items for decision and allocation of resources if necessary.**
 - 6.1 Annual Return 2019/20
 - 6.1.1 To approve Annual Governance Statements for 2019/20
Members resolved to accept the Annual Governance Statements for 2019/2020
 - 6.1.2 To approve Accounting Statements for 2019/20
Members resolved to accept the Annual Accounting Statements for 2019/20.
 - 6.3 To discuss and agree, if appropriate, the hedge cutting at Ide Hill Village Green
Members resolved that the Parish Council would pay 50% of the cost of the hedge cutting totalling £157.00. Members agreed that the Parish Council should settle the invoice and then invoice the resident 50% of the cost. (Action: Clerk)
 - 6.4 To discuss and agree, if appropriate, appointing a contractor for the tree work at Coronation Gardens
Members resolved to award the contract at Coronation Gardens to All Angles Tree Care Limited at a cost of £1,500. (Action: Clerk)
 - 6.5 To discuss and agree, if appropriate, next actions with regard to Stubbs Wood
Members noted the comments of Julian Miller of Miller Land Management and asked the Clerk to get a quote for cutting the trees down from Aztech. (Action: Clerk)
 - 6.6 To discuss and agree, if appropriate, next actions with regard to the security of the Parish assets
Members resolved to purchase two Netatmo Presence for Sundridge Village Hall for security and that an electrician would be engaged to instal them. (Action: Cllr Darby and Clerk)
 - 6.7 To discuss and agree, if appropriate, next actions with regard to the public conveniences at Ide Hill
Members resolved that the Parish Council should put a pay system on the toilet doors at cost of £8,700, Members resolved that the funds should be moved from the earmarked reserves. (Action: Clerk).

7.1 Items for report

7.1 Christmas

7.1.1 To note the arrangements for Christmas trees and lights

Noted.

7.2 Councillor Vacancies

7.2.1 To note the current situation with the Ide Hill ward Councillor vacancy

Noted. Members agreed that the Clerk should ask the applicants to complete application form and then the Council would meet each applicant individually.

8.0 Items for noting

8.1 Correspondence

8.1.1 To note general correspondence.

Noted at Appendix A.

8.2 Meeting Dates

8.2.1 To note the dates of meetings for 2020/21

Noted at Appendix B.

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

None.

10. Date of next meeting Monday 18 January 2021 (via zoom)

Appendix A

Correspondence 20 11 13 to 20 11 30

1. Age UK Sevenoaks - Local lockdown information
2. SDC - Your Local Services
3. West Kent Mediation
4. SDC 12 point lockdown plan
5. SDC - [Governance Committee – 9 November 2020 – Minutes](#)
6. KALC - KCF Social isolation campaign - Knock and check
7. Gatwick Airport - Airspace and Noise Management Board Public Meeting Invitation
8. KCC - Brexit - New product safety rules for consumer products
9. Sevenoaks District Council: Council considers Local Plan options following court review
10. SDC - [Audit Committee – 3 November 2020 - Minutes](#)
11. The Rural Bulletin - 17 November 2020
12. SDC - [Special Cabinet – 16 November 2020 - Minutes](#)
IMPLEMENTATION OF CABINET DECISIONS
13. KALC - Updated Government Guidance for the safe use of multi-purpose community facilities
14. KCC Member Environment Briefing - November 2020
15. Community Connectors - 18 November 2020
16. NALC CHIEF EXECUTIVE'S BULLETIN
17. Sevenoaks District Council: FREE parking to support of our town centres
18. PCSO update
19. Sevenoaks District Council: Sevenoaks District Council launches highstreets reopening strategy
20. New COVID-19 Screening Service Launches at Gatwick Airport
21. Sevenoaks District Council: More support for businesses impacted by the latest lockdown
22. KALC CEO Bulletin - November 2020
23. SDC - [Council - 17 November 2020 – Minutes](#)
24. The Rural Bulletin - 24 November 2020
25. Local Government Bulletin 23 November
26. NALC CHIEF EXECUTIVE'S BULLETIN
27. Keep Britain Tidy - Help us Tackle Plastic Pollution - Contact your MP

<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 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 2021

5 April 2021

**Finance Committee Meetings
Mondays at 7pm**

12 October 2020
9 November 2020

2021

7 January 2021

Planning Committee Meetings

2020

Monday 19 October 2020 at 6.30pm
Monday 2 November 2020 at 6.30pm
Monday 16 November 2020 at 6.30pm
Monday 7 December 2020 at 6.30pm
Monday 21 December 2020 at 6.30pm

2021

Monday 11 January 2021 at 6.30pm
Monday 25 January 2021 at 6.30pm
Monday 8 February 2021 at 6.30pm
Monday 22 February 2021 at 6.30pm
Monday 8 March 2021 at 6.30pm
Monday 15 March 20201 at 6.30 pm

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

www.sundridgewithidehill-pc.gov.uk

AGENDA ITEM 8.1

Precept Calculations

Actual 2020/21

Precept is £65,000

Council tax base is 937.54

$$65000/937.54 = £69.33$$

Each household pays £69.33- an increase of £1.74 over 2019/20

Estimated 2021/22

If precept remains the same the amount each household will be paying will increase as the tax base had reduced.

Example 1:

Precept remains at £65,000

Council tax base is 928.01

$$65000/928.01 = £70.04 - \text{increase of } £0.71 \text{ over } 2020/21$$

Example 2:

Precept reduces to £64,300

$$64300/928.01 = £69.33 - \text{no increase.}$$

The Finance & Personnel Committee is recommending that the precept remain at £65,000. It is impossible to predict income for 2021/22 until the Covid19 pandemic restrictions have concluded. Members are recommending that any shortfall be financed by reserves.

2021/22 Predicted Budget:

| | |
|--------------|---|
| Expenditure: | £78,470 |
| Less | |
| Income: | <u>£10,370</u> |
| | £68,100 |
| Precept: | <u>£65,000</u> |
| Shortfall | £ 3,100 (to be made up by earmarked reserves) |

AGENDA ITEM 8.2

| Description | Actual Income at 14 January 2021 | Predicted Income (post January 2021 lockdown) | Predicted Income (pre Covid) |
|--------------------------------|-------------------------------------|--|------------------------------|
| | 2020/21 | 2020/21 | 2020/21 |
| Precept | £65,000 | £65,000.00 | £65,000.00 |
| Grants | | | |
| Sevenoaks District Council/CiL | | £4,000.00 | £4,000.00 |
| Evans/Catford Cycle | | £200.00 | £200.00 |
| Misc | | | |
| Hall hire | | £500.00 | £500.00 |
| Yoga /Pilates | 672 | £1,000.00 | £1,500.00 |
| Dance School | 2,128.44 | £2,500.00 | £1,600.00 |
| Private Dance Hire | 270 | £540.00 | £540.00 |
| Recreation Ground (Radnor) | 3000 | £2,000.00 | £5,000.00 |
| Recreation Ground (SUJFC) | 933.34 | £2,177.51 | £5,250.00 |
| RPA | 3720 | | |
| VAT | | £4,000.00 | |
| Sub-total | | | |
| Total Income | £75,724 | £81,917.51 | £83,590.00 |

*SUJFC

Outstanding invoices:

| | |
|----------|-----------|
| 19/20 | £800.00 |
| 20/21 | 204 |
| Soil bin | 240 |
| | £1,244.00 |

Expected income for 20/21 was:

| | |
|--------------------------------|------|
| Pre season 18/19 | 800 |
| 19/20 season (at reduced rate) | 2000 |
| 20/21 season (at reduced rate) | 2450 |
| | 5250 |

Sundridge & Ide Hill Budget for 2020-21

| Expenditure | | | | |
|-------------|---------------------------------|-----------------------|--------------------|----------------------------|
| Code | Description | Actual at 14.01.21 | Updated 2020/21 | Original Budget 2020/21 |
| | Clerk & RFO Expenses | | | |
| 400 | Clerks & RFO Salary | £11,631.39 | £16,000.00 | £16,000.00 |
| 401 | Clerk's pension | £857.75 | £1,000.00 | £1,000.00 |
| 402 | Clerk & RFO Tax & NI | £1,874.10 | £1,500.00 | £1,500.00 |
| 403 | Travel Expenses | £359.55 | £1,500.00 | £1,500.00 |
| | Totals | £14,722.79 | £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 | £36.48 | £55.00 | £150.00 |
| 603 | Printing | | £50.00 | £50.00 |
| 604 | Photocopying | £352.56 | £700.00 | £700.00 |
| 605 | Stationery | £2.39 | £150.00 | £150.00 |
| 606 | Subscriptions | £1,025.14 | £850.00 | £850.00 |
| 607 | Parish Mobile | £580.00 | £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 | £100.00 | £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 | £100.00 | £120.00 | £120.00 |
| 619 | Parish Zoom | £136.61 | £172.68 | £0.00 |
| | Totals | £4,103.00 | £5,040.50 | £5,500.00 |
| | Professional Services | | | |
| 6000 | Legal | | £1,000.00 | £1,000.00 |
| 6002 | Pension enrolment package | £99.00 | £160.00 | £500.00 |
| 6001 | Payroll and Auditor | | £1,000.00 | £1,000.00 |
| | Totals | £99.00 | £2,160.00 | £2,500.00 |
| | TOTAL OVERHEAD COSTS | £18,924.79 | £28,200.50 | £30,000.00 |

Sundridge with Ide Hill Parish Council

| | | | | |
|-------|---|-------------------|-------------------|-------------------|
| | Street Lighting | | | |
| 700 | Energy Cost | £2,671.38 | £5,000.00 | £5,000.00 |
| 701 | Maintenance Contract | £2,306.14 | £2,500.00 | £2,500.00 |
| 702 | Repairs | £1,114.25 | £1,000.00 | £500.00 |
| | Totals | £6,091.77 | £8,500.00 | £8,000.00 |
| | Stubbs Wood | | | |
| 800 | Running Cost | £400.00 | £3,000.00 | £3,000.00 |
| 801 | Professional services | | | |
| 802 | Tree Survey | | | |
| | Totals | £400.00 | £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 | £7,653.92 | £9,300.00 | £9,300.00 |
| 2002 | Tree Work | £150.00 | £1,000.00 | £1,000.00 |
| 2003 | Hedges | | £550.00 | £550.00 |
| 2004 | Contingency | | £500.00 | £500.00 |
| 2005 | Dog bins | £1,513.20 | £1,750.00 | £1,750.00 |
| | Totals | £9,317.12 | £13,100.00 | £13,100.00 |
| | Sundridge Village Hall | | | |
| 3000 | Cleaning | £300.00 | £960.00 | £1,800.00 |
| 3001 | Maintenance | £75.00 | £500.00 | £1,000.00 |
| 3002 | Energy | £834.35 | £1,000.00 | £1,000.00 |
| 3003 | Water | | £300.00 | £300.00 |
| 3004 | WiFi | £451.45 | £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 | £2,190.99 | £4,040.00 | £5,250.00 |
| | Sundridge Recreation & Pavilion | | | |
| 7000 | Cleaning | £360.00 | £1,280.00 | £1,000.00 |
| 7001 | Pavilion Maintenance | | £500.00 | £500.00 |
| 7002 | Ground Maintenance | £528.00 | £3,500.00 | £3,500.00 |
| 7003 | Energy | £178.79 | £500.00 | £1,000.00 |
| 7004 | Water | £55.81 | £250.00 | £300.00 |
| 7006 | Miscellaneous | £20.00 | £250.00 | £250.00 |
| | Totals | £1,142.60 | £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 | £4,200.00 | £5,200.00 | £3,000.00 |
| 5002 | Ide Hill Conveniences Maintenance | | £500.00 | £500.00 |
| 5003 | Ide Hill Conveniences Energy | £401.66 | £400.00 | £400.00 |
| 5004 | Ide Hill Conveniences Water | | £120.00 | £100.00 |
| 5005 | Ide Hill Conveniences Supplies | £969.01 | £800.00 | £500.00 |
| 5006 | Sevenoaks District Council Rates | £381.68 | £330.00 | £300.00 |
| 5007 | Contingency | £147.07 | £250.00 | £250.00 |
| | Totals | £6,099.42 | £7,850.00 | £5,300.00 |
| | Bowers Meadow/Coronation Grads | | | |
| 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 | £27,391.15 | £45,120.00 | £44,200.00 |

Sundridge with Ide Hill Parish Council

| | | | | |
|-----|---|-------------------|-------------------|-------------------|
| | Miscellaneous | | | |
| 614 | Christmas festivities | £261.75 | £1,500.00 | £1,500.00 |
| 615 | Annual Parish Meeting | | £350.00 | £350.00 |
| 905 | Poppy wreath | £70.00 | £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 | £1,791.75 | £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 | £46,727.26 | £80,240.50 | £81,020.00 |
| | | | | |

AGENDA ITEM 8.3

Sundridge & Ide Hill Budget for 201/22

Income 2021/22

| Code | Description | Predicted Income for 2021/22 (assuming no lockdown) | Actual Income at 14 January 2021 | Predicted Income (post January 2021 lockdown) | Predicted Income (pre Covid) |
|------|--------------------------------|--|-------------------------------------|--|------------------------------|
| | | 2021/22 | 2020/21 | 2020/21 | 2020/21 |
| 100 | Precept | £65,000.00 | £65,000 | £65,000.00 | £65,000.00 |
| 101 | Grants | | | | |
| 103 | Sevenoaks District Council/CIL | | | £4,000.00 | £4,000.00 |
| 104 | Evans/Catford Cycle | £200.00 | | £200.00 | £200.00 |
| 105 | Misc | | | | |
| 1000 | Hall hire | £500.00 | | £500.00 | £500.00 |
| 1005 | Yoga /Pilates | £1,000.00 | 672 | £1,000.00 | £1,500.00 |
| 1002 | Dance School | £2,500.00 | 2,128.44 | £2,500.00 | £1,600.00 |
| 1003 | Private Dance Hire | £720.00 | 270 | £540.00 | £540.00 |
| 1008 | Recreation Ground (Radnor) | £3,000.00 | 3000 | £2,000.00 | £5,000.00 |
| 1009 | Recreation Ground (SUJFC) | £2,450.00 | 933.34 | £2,177.51 | £5,250.00 |
| | RPA | | 3720 | | |
| 106 | VAT | | | £4,000.00 | |
| | Sub-total | | | | |
| | Total Income | £75,370.00 | £75,724 | £81,917.51 | £83,590.00 |

Sundridge & Ide Hill Budget for 2020-21

| Expenditure | | | | |
|--------------------|--|-------------------|-------------------|-------------------|
| Code | Description | Budget | Actual at | Updated |
| | | 2021/22 | 14.01.21 | 2020/21 |
| | <u>Clerk & RFO Expenses</u> | | | |
| 400 | Clerks & RFO Salary | £16,000.00 | £11,631.39 | £16,000.00 |
| 401 | Clerk's pension | £1,000.00 | £857.75 | £1,000.00 |
| 402 | Clerk & RFO Tax & NI | £1,500.00 | £1,874.10 | £1,500.00 |
| 403 | Travel Expenses | £1,500.00 | £359.55 | £1,500.00 |
| | Totals | £20,000.00 | £14,722.79 | £20,000.00 |
| | <u>Members Expenses</u> | | | |
| 500 | Members Expenses | £1,000.00 | | £1,000.00 |
| 502 | Election Expenses | £1,000.00 | | £0.00 |
| | Totals | £2,000.00 | £0.00 | £1,000.00 |
| | <u>Administration Costs</u> | | | |
| 600 | Insurance Main Policy | £1,200.00 | £1,252.82 | £1,252.82 |
| 601 | Supplies for meetings | £150.00 | £0.00 | £40.00 |
| 602 | Postage & Delivery | £50.00 | £36.48 | £55.00 |
| 603 | Printing | £50.00 | | £50.00 |
| 604 | Photocopying | £350.00 | £352.56 | £700.00 |
| 605 | Stationery | £100.00 | £2.39 | £150.00 |
| 606 | Subscriptions | £1,000.00 | £1,025.14 | £850.00 |
| 607 | Parish Mobile | £240.00 | £580.00 | £850.00 |
| 608 | Hire of Village Ide Hill hall | £40.00 | £40.00 | £50.00 |
| 609 | Equipment Software | £50.00 | | £0.00 |
| 610 | Misc. Contingency | | | £150.00 |
| 611 | Training | £100.00 | £100.00 | £100.00 |
| 612 | Aviation Group Clerk | | | £0.00 |
| 613 | Village Plans | £100.00 | | |
| 616 | Website Maintenance | £225.00 | £225.00 | £250.00 |
| 617 | Email hosting charge | £250.00 | £252.00 | £250.00 |
| 618 | Parish WiFi | £120.00 | £100.00 | £120.00 |
| 619 | Parish Zoom | £175.00 | £136.61 | £172.68 |
| | Totals | £4,200.00 | £4,103.00 | £5,040.50 |
| | <u>Professional Services</u> | | | |
| 6000 | Legal | £1,000.00 | | £1,000.00 |
| 6002 | Pension enrolment package | £150.00 | £99.00 | £160.00 |
| 6001 | Payroll and Auditor | £1,000.00 | | £1,000.00 |
| | Totals | £2,150.00 | £99.00 | £2,160.00 |
| | TOTAL OVERHEAD COSTS | £28,350.00 | £18,924.79 | £28,200.50 |

Sundridge with Ide Hill Parish Council

| | | | | |
|-------|---|-------------------|-------------------|-------------------|
| | Street Lighting | | | |
| 700 | Energy Cost | £3,500.00 | £2,671.38 | £5,000.00 |
| 701 | Maintenance Contract | £2,400.00 | £2,306.14 | £2,500.00 |
| 702 | Repairs | £1,000.00 | £1,114.25 | £1,000.00 |
| | Totals | £6,900.00 | £6,091.77 | £8,500.00 |
| | Stubbs Wood | | | |
| 800 | Running Cost | £3,000.00 | £400.00 | £3,000.00 |
| 801 | Professional services | | | |
| 802 | Tree Survey | | | |
| | Totals | £3,000.00 | £400.00 | £3,000.00 |
| | Highways | | | |
| 1000 | Bus shelters | £100.00 | | £150.00 |
| 1001 | Village signs | £100.00 | | £100.00 |
| 1002 | Notice boards | £0.00 | | £0.00 |
| 1003 | Misc. Contingency | | | £100.00 |
| | Totals | £200.00 | £0.00 | £350.00 |
| | Grounds' Maintenance | | | |
| 2001 | Grass cutting | £9,300.00 | £7,653.92 | £9,300.00 |
| 2002 | Tree Work | £1,000.00 | £150.00 | £1,000.00 |
| 2003 | Hedges | £550.00 | | £550.00 |
| 2004 | Contingency | £500.00 | | £500.00 |
| 2005 | Dog bins | £1,750.00 | £1,513.20 | £1,750.00 |
| | Totals | £13,100.00 | £9,317.12 | £13,100.00 |
| | Sundridge Village Hall | | | |
| 3000 | Cleaning | £1,440.00 | £300.00 | £960.00 |
| 3001 | Maintenance | £250.00 | £75.00 | £500.00 |
| 3002 | Energy | £1,000.00 | £834.35 | £1,000.00 |
| 3003 | Water | £300.00 | | £300.00 |
| 3004 | WiFi | £400.00 | £451.45 | £600.00 |
| 3005 | Insurance | £450.00 | £530.19 | £530.00 |
| 3006 | Return of Hire Deposit | | | £0.00 |
| 3007 | Music Licence | £130.00 | | £150.00 |
| | Totals | £3,970.00 | £2,190.99 | £4,040.00 |
| | Sundridge Recreation & Pavilion | | | |
| 7000 | Cleaning | £1,920.00 | £360.00 | £1,280.00 |
| 7001 | Pavilion Maintenance | £500.00 | | £500.00 |
| 7002 | Ground Maintenance | £3,500.00 | £528.00 | £3,500.00 |
| 7003 | Energy | £250.00 | £178.79 | £500.00 |
| 7004 | Water | £150.00 | £55.81 | £250.00 |
| 7006 | Miscellaneous | £250.00 | £20.00 | £250.00 |
| | Totals | £6,570.00 | £1,142.60 | £6,280.00 |
| | Ide Hill Car Park & Conveniences | | | |
| 5000 | Ide Hill car Park | £250.00 | | £250.00 |
| 5001 | Ide Hill Conveniences Cleaning | £5,400.00 | £4,200.00 | £5,200.00 |
| 5002 | Ide Hill Conveniences Maintenance | £500.00 | | £500.00 |
| 5003 | Ide Hill Conveniences Energy | £500.00 | £401.66 | £400.00 |
| 5004 | Ide Hill Conveniences Water | £150.00 | | £120.00 |
| 5005 | Ide Hill Conveniences Supplies | £600.00 | £969.01 | £800.00 |
| 5006 | Sevenoaks District Council Rates | £330.00 | £381.68 | £330.00 |
| 5007 | Contingency | £250.00 | £147.07 | £250.00 |
| | Totals | £7,980.00 | £6,099.42 | £7,850.00 |
| | Bowers Meadow/Coronation Gradens | | | |
| 8000 | Maintenance | £1,000.00 | | £1,000.00 |
| 8001 | Coronation memorial at Coronation Gardens | £0.00 | £2,149.25 | £500.00 |
| | Total | £1,000.00 | £2,149.25 | £1,500.00 |
| | Play Areas | | | |
| 4,000 | Playground, incl, maintenance & inspection | £500.00 | | £500.00 |
| | Total | £500.00 | £0.00 | £500.00 |
| | TOTAL ASSET COSTS | £43,220.00 | £27,391.15 | £45,120.00 |
| | Miscellaneous | | | |
| 614 | Christmas festivities | £500.00 | £261.75 | £1,500.00 |
| 615 | Annual Parish Meeting | £350.00 | | £350.00 |
| 905 | Poppy wreath | £70.00 | £70.00 | £70.00 |
| 906 | Great British Spring Clean | £100.00 | | £100.00 |
| 907 | Covid 19 | £1,000.00 | £1,460.00 | £0.00 |
| 908 | Operation London Bridge | £80.00 | | £100.00 |
| | Totals | £2,100.00 | £1,791.75 | £2,120.00 |
| | Grants | | | |
| 900 | Annual grants (Ide Hill Village Hall Trust) | £1,300.00 | £2,640.00 | £1,300.00 |
| 901 | Church grant | £2,000.00 | £1,965.00 | £2,000.00 |
| 902 | Other grants | £1,500.00 | | £1,500.00 |
| | Totals | £4,800.00 | £4,605.00 | £4,800.00 |
| | Total Overhead | £78,470.00 | £52,712.69 | £80,240.50 |

**Minutes of the Finance Committee Meeting
held remotely via Zoom on 9 November 2020, 7.00pm,**

Present: Councillors Allgood (Chair), Baker, Banbrook, Evans and Kempster

In attendance: Mrs A Barlow – Clerk and 0 members of the public

Absent:

1. To receive apologies and reasons for absence.
Apologies were received and accepted from Cllr Powell.
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 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.
4. To approve as a correct record the **Minutes** (enclosed) of the Finance Committee meeting held on 11 May 2020
The minutes were approved and signed as a true and accurate record.
5. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
All matters arising were covered by items on the Agenda.
6. **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.
None
7. **Items for decision and allocation of resources if necessary.**
 - 7.1 To review budget for 2020/21 and agree updated budget for recommendation to Full Council
Members agreed that the updated budget should be recommended to Full Council for adoption. (Clerk)
 - 7.2 To review the budgets of the Parish Council's assets
Members noted individual income and expenditure of each asset.
 - 7.3 To review earmarked reserves
Members agreed that the Clerk would take further advice and Members would agree a proposal to put forward to the Full Council meeting. (Action: Clerk)
 - 7.4 To discuss and agree next steps with regard to internet banking
Members agreed to recommend that the Members on the Finance Committee should be the signatories on the account.
 - 7.5 To discuss sharing of the financial data
Members agreed that the Clerk should investigate a file sharing device. (Action: Clerk)
 - 7.6 To discuss and agree Asset Register
Members noted the Asset Register.
 - 7.7 To agree policies related to the Finance Committee
Members agreed to recommend the Grant Policy to the Full Council for adoption.
 - 7.8 To agree the remits of the Committee and make recommendations to the Full Council
Members agreed to recommend to the Full Council that the Finance Committee should be the Finance & Personnel Committee and the Terms of Reference be adopted by the Full Council.
8. Urgent issues at the discretion of the chairman for noting or inclusion on future agenda.
None.
9. Date of next meeting ***Thursday 7 January 2020 at 7pm.***

**Minutes of the Finance Committee Meeting
held remotely via Zoom on 7 January 2021, 7.00pm,**

Present: Councillors Allgood (Chair), Baker, Banbrook, Evans and Kempster
In attendance: Amanda Barlow – Clerk and 0 members of the public
Absent: Cllr Powell

1. To receive apologies and reasons for absence.
None.
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 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 that Agenda Item 7.4 should be discussed in confidence.
4. To approve as a correct record the **Minutes** (enclosed) of the Finance Committee meeting held on 9 November 2020.
Members agreed to take this item at the Full Council meeting.
5. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
None.
6. **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.
None.
7. **Items for decision and allocation of resources if necessary.**
 - 7.1 To review budget for 2020/21 and agree updated budget for recommendation to Full Council
Members noted the 2021/21 budget and agreed to recommend it to the Full Council.
 - 7.2 To agree the budget for 2021/22 for recommendation to the Full Council
Members noted the 2021/22 budget and the Clerk advised that she will update it prior to the Full Council meeting. (Action: Clerk)
 - 7.3 To agree a precept for 2021/22 for recommendation to the Full Council
Members of the Finance & Personnel Committee agreed to recommend to the Full Council that the precept remain at £65,000.
 - 7.4 To review the letting rates and arrangements for casual and regular hirers of the Parish Council assets
Members had discussed this item in confidence and the proposals that were agreed would be put to the Full Council for agreement. (Action: Clerk).
 - 7.5 To review and agree earmarked reserves for recommendation to the Full Council
Members agreed that the earmarked reserves would be reviewed and agreed at the March meeting.
 - 7.6 To discuss and agree next steps with regard to internet banking
Cllr Allgood advised that HSBC are still not accepting new applications during the Covid19 pandemic.
 - 7.7 To review the policies related to the Finance and Personnel Committee
None.
8. Urgent issues at the discretion of the chairman for noting or inclusion on future agenda.
None.
9. Date of next meeting
To be confirmed for April 2021.

AGENDA ITEM 8.8

| Cheque Payments up to 14 January 2021 | | | | | |
|---------------------------------------|----------------------------|---|---------------|--------|--------------|
| Cheque No | Payee | Details | Total Payable | VAT | Basic Amount |
| 1198 | Kent County Council | Photocopier charges Dec 2020 | 42.66 | 7.11 | 35.55 |
| 1199 | Commercial Services | Grasscutting contract October and November | 2,103.48 | 350.58 | 1,752.90 |
| 1200 | All Angles Tree Care Ltd | Removal of dead trees at Stubss Wood | 480.00 | 80.00 | 400.00 |
| 1201 | SLCC | Clerk's membership to SLCC | 234.00 | | 234.00 |
| 1202 | Kent County Council | Streetlighting ancillary works festive lighting | 29.00 | | 29.00 |
| 1203 | EON | Streetlighting electricity Oct to Dec 2020 | 1,072.44 | | 1,072.44 |
| 1204 | EDF Energy | Monthly paymet for electricity Ide Hill toilets | 79.67 | | 79.67 |
| 1205 | G Barlow | Clerk's salary | 1,071.54 | | 1,071.54 |
| 1206 | A Barlow | Clerk's expenses | 123.91 | | 123.91 |
| 1207 | Sevenoaks District Council | Dog bins Oct to Dec 2020 | 605.28 | 100.88 | 504.40 |
| 1208 | Val & Sander Reytenbach | Cleaning Toilets (500) Hall (£60) Pavilion (40) | 600.00 | | 600.00 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | 6,441.98 | 538.57 | 5,903.41 |

AGENDA ITEM 9.1

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

From: ken.bonner@streetlights.co.uk

Sent: Tuesday, 15 December, 2020 08:28

To: "Cllr Banbrook" <john.banbrook@sundridgewithidehill-pc.gov.uk>

Cc: "Amanda Barlow" <clerk@sundridgewithidehill-pc.gov.uk>

Subject: RE: Lamp 39, 12 & 57

Morning John,

Rod will pick up the Chevening Road job and carry out the repair this week.

When I spoke to Rod he suggested that the SL8 would be the better option for Chapmans Road and these are £325 + Vat. each.

He also suggested that poles 23 & 24 on the main road would be the best ones to replace, as one is deteriorating quite badly.

Our price to replace both pole with 5m Galvanised columns c/w SL8 LED lanterns would be £2,350 + Vat.

UKPN's tariff suggests that they would charge £2,064 + Vat. to disconnect and reconnect the supplies, but this is subject to a formal quotation.

I have applied for a quotation from them accordingly and will forward as soon as it's received.

Kind regards,

Ken

From: Cllr Banbrook <john.banbrook@sundridgewithidehill-pc.gov.uk>

Sent: 14 December 2020 08:59

To: faults@streetlights.co.uk

Cc: Ken Bonner <ken.bonner@streetlights.co.uk>

Subject: Re: Lamp 39, 12 & 57

Morning

I noticed column 12 Chevening Road is not working, could you please advise

Could you also advise if you have emailed the quote for column 57 as discussed.

Have you identified the two old electric poles that will be replaced?

Regards

John

Sent from my iPhone

On 18 Nov 2020, at 13:23, faults@streetlights.co.uk wrote:

Hi John

Col 12 Chevening Road, replaced lamp, 70w sont.

Col 57 Chapmans Road, a non-repairable mercury top entry fitting, requires a new lantern or old SRL converted to LED.

Sundridge with Ide Hill Parish Council

Col 39 Greystones Close, replaced lamp, 70w sont & 6a md fuse.

Kind regards,
Rod

On 17-11-2020 16:11, Cllr Banbrook wrote:

Hi

We have some lamps in Sundridge not working

Chevening Road
Coronation Lamp 12
Intermittent fault On Off

Chapmans Road
Lamp 57
Not working

Grey stones Close
Lamp 39
Not working

Regards

John

Sent from my iPhone

AGENDA ITEM 9.2

Website Accessibility – previously sent

AGENDA ITEM 9.3

From: Cllr Darby

The cameras at the hall are both up and running and have already caught a suspected drug deal at the rear of the hall. I would like the council to open a Dropbox account £7.99 per month so this can be archived as opposed to relying on the cameras internal storage (approx 30 days). Also we need to discuss who should be given the pass codes to monitor it.

Cllr Darby will also advise about possible security cameras for the Rec/Pavilion following the latest vandalism.

AGENDA ITEM 9.4

The community group wish to look at the possibility of putting a fixed barbecue on Coronation Gardens similar to the one shown here on Brasted chart.

Cllr Darby



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: Any Councillor who is a member of the Sundridge & Brasted Social Club Committee is precluded from membership of the working party.

| | |
|-----------|-----------|
| 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 **Code of Conduct:** Members of the working party must adhere to their council's Code of Conduct.
- 11 **Attendance at meetings:** Meetings of the working party will be quorate when no fewer than 2 members from each parish are present.
- 12 **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.

Transparency Act 2015
Recommendation to Full Council
Cllr Nash

Introduction

The Transparency Code 2015 was brought in to ensure that councils were keeping their residents informed of a variety of issues which might affect them as residents. This information includes a list of Assets owned by the council, land leased by the council and from the council. It includes a financial record that is visible to residents and can be inspected by residents at certain times of the year (although they are still viewable under Freedom of Information). The code has 3 underlying principals:

- Demand Led – There are growing expectations that new technologies and publication of data should support transparency and accountability. It is vital that public bodies recognise the value to the public of the data they hold, understand what they hold, what their communities want and then release it in a way that allows the public, developers and the media to use it.
- Open – Provision of public data should become integral to local authority engagement with local people so that it drives accountability to them. Its availability should be promoted and publicised so that residents know how to access it and how it can be used. Presentation should be helpful and accessible to local people and other interested persons, and
- Timely – the timeliness of making public data available is often of vital importance. It should be made public as soon as possible following production even if it is not accompanied with detailed analysis.

Not all these requirements have to be legally complied with by small parish councils but the Principals should be adopted and implemented where possible. This Code ensures local people can now see and access data covering:

- How money is spent – for example, all spending transactions over £500, all contracts valued over £5,000
- Use of assets – ensuring that local people are able to scrutinise how well their local authority manages its assets. This Code gives local people the information they need to ask questions about how their authority is managing its assets to ensure it is put to best use, including considering whether higher value, vacant properties could be used to fund the building of other facilities.
 - Decision making – how decisions are taken and who is taking them, including how much senior staff are paid, and
 - issues important to local people – for example, parking and the amount spent by an authority subsidising charitable groups.

Concerns

As a councillor and local resident I have grave concerns that we are not properly informed about our current assets and the state of the finances held, which appear to change with each meeting. As a qualified Town Clerk and Trainer for the Kent Association of Local Councils, National Association of Local Council and the Kent Society of Local Council Clerks I have concerns that SWIH Parish Council is failing in a number of areas. I have set these out below in an order of priority.

1. **Finances:** The income and expenditure should show clearly each month the position of the finances and be on the web site for everyone to see. Currently under Finance are the policy and the AGAR which I am sure does not really interest anyone.
 As the layout of this fiancé I would like to see how income is collected in both Idehill and Sundridge and Expenditure is allocated to each.

I am sure residents of each parish would be interested in the fact that there funds could go in either direction.

In addition I would recommend a policy for grant giving in each Parish to ensure 'a fair share of the available grants'. Certainly not first come first serve.

Sundridge with Ide Hill Parish Council

- 2. Supporting Information:** All supporting information must be available within the same time frame for members of the public as for Councillors. The 3 day rule applies to public and councillors and NO COUNCILLOR can send out additional information to councillors off their own back. If its not within the 3 day rule then its not permitted.

This information must be on the web site at the same time as the Agenda and not added to separately.

- 3. Assets:** An asset list must be created and put on the web site for everyone to see. I would suggest nothing under the value of £250 needs listing but certainly every piece of land, buildings, play areas and other facilities MUST be listed.

Under this heading it should also state the current use of the asset and whether we lease it to others, rent it to others or they lease or rent to us. It should also state the length of lease or rental.

- 4. Web Site:** Our web site is no longer compliant with DDA regs and needs an update, not simply to comply but as a real necessity. Many of our residents are older and use glasses or are vision impaired, it would not surprise me if we had a few that cant read.

We need a 'Large Text Roll Over' and 'Reading Out Loud Section', its not hugely expensive but it needs doing so that we can get more of our residents engaged in all aspects of what we do.

- 5. Decision Making Flow Chart:** Fairly self explanatory, if we create this and put it on web site it will alleviate the necessity to do this for each and every decision made by the parish council in future. The Clerk can simply put 'Under Decision Making Policy A'B'C.

This is particularly relevant with recent activities regarding the toilets at Idehill. The whole process was laughable and should have been handled in a much better way. It was not sufficient to only consult with Idehill residents when the majority of people live in Sundridge and there was no active engagement with Sundridge residents while there was clearly a campaign by Idehill councillors to get residents to vote. In addition the views of residents outside of the parish should not be taken into account at anytime. We are not here to be dictated to by minorities.

- 6. News Letter:** I believe we are still far from a useful newsletter on the web site and need to promote this more actively within the community. The Happy Times is an ideal method for this but some nice big posters in the village would help.

- 7. Disclosable Pecuniary Interest:** I have been looking at those on the web site and in my opinion some of our Councillors are failing to disclose some information that should be on there. Those councillors carrying out functions of a Public Nature should declare their interest and then at future meetings they will have to leave the meeting when items come up for discussion where they may be in conflict.

This applies most strongly when councillors holding back information which is of public interest, especially to local residents.

Conclusion: If residents are to make proper informed decision about how they support us and if we are doing a good job then they need proper information. We have a duty to be transparent in all our dealings with the residents and to make sure they are properly informed even if they do not want to actually engage with us. Most of you are aware of my feelings with regard separating the two parishes and allowing them to resolve issues within their own areas, with councillors that live in those areas. I

Sundridge with Ide Hill Parish Council

believe that residents in both areas would find this acceptable and the process is not too arduous in achieving this. I will be bringing this to a meeting in the near future.

Recommendation: That all paras 1-5 are agreed and achieved within the next 3 months. A full review report to follow in May 2021 on progress.

Committee Membership 2020/21

| | |
|------------------|--|
| Amenities | Vikki Allgood Don Baker Martin Darby Trevor Jones David Miller Steve Nash (Chair) |
| Finance | Vikki Allgood (Chair) Don Baker John Banbrook John Evans David Kempster Ann Powell |
| Planning | Vikki Allgood Don Baker Martin Darby John Evans Trevor Jones (Chair) David Kempster Ann Powell |

Appointment of Members/Others to Areas of Responsibility:

| | |
|--|---|
| Affordable Housing | Trevor Jones |
| Burial Facilities and liaison with PCC | John Evans |
| Footpaths and Tree Warden | John Evans |
| Ide Hill Public Conveniences | David Kempster |
| Highways | John Evans/Vikki Allgood |
| Streetlighting | John Banbrook |
| Stubbs Wood | Don Baker, David Kempster, David Miller |
| Sundridge Recreation Ground | Steve Nash |
| Sundridge Village Hall | Clerk |
| Website Administrators | Vikki Allgood |
| Sundridge & Brasted Social Club | Steve Nash |
| Speedwatch Co-ordinators | John Evans/Steve Nash |

Appointment of Representatives of the Parish Council on Outside Bodies

| | |
|--|---------------------------|
| Gatwick | John Evans |
| Bough Beech Nature Reserve Management Advisory Committee | John Evans/David Miller |
| M25 Slips Group | John Evans |
| Council for the Perseveration of Rural England (CPRE) | John Evans |
| Darent River Preservation Society (DRIPS) | John Evans/David Kempster |
| Ide Hill Village Hall Management Committee | Don Baker |
| Sundridge and Ide Hill Charities – Nominative Trustees | Chair Vice Chair |

Minutes of a meeting of the Planning Committee
held remotely via Zoom on Monday 16 November 2020 at 6.15pm

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

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

Apologies: None

Absent: None

1. To receive apologies and reasons for absence.

None.

2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.

Cllr Evans advised that he owns land around the property listed in application number 20/03122/HOUSE.

Cllr Evans advised that the owners at the property listed at 20/03122/HOUSE have contacted him to ask if they could have access over a field he owns to allow the building to take place.

Cllr Powell joined the meeting.

Members agreed to take the public form now to allow the member of public to leave.

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.

Mr Geradine, who owns 10 Greystone Park Sundridge, had previously submitted representation regarding planning application number 20/03122/House and advised that he will also be sending his objections to Sevenoaks District Council.

3. To approve as a correct record the Minutes of the meeting held on 2 November 2020

Agreed.

4. To take Matters arising from the Minutes where these are not covered under the subject headings below

None.

Cllr Baker joined the meeting.

6. To consider the following planning applications requiring comments:

Application No: 20/02618/HOUSE

Deadline: 20 November 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.

Application No: 20/02688/HOUSE

Deadline: 23 November 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: 20/02689/LBCALT

Deadline: 23 November 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.

Application No: 20/03128/FUL

Deadline: 25 November 2020

Site: Mackerels Plain Little Norman Street Sundridge KENT TN14 6BN

Development: Proposed telecommunications installation to facilitate a Lattice Tower to be installed and associated ancillary works.

Objection

The Parish Council is of the opinion that whilst the location is preferable to others previously suggested, the industrial lattice construction is unsympathetic to the wooded surroundings and adjoining public footpath access.

Application No: 20/03136/HOUSE

Deadline: 27 November 2020

Site: Newmans Rise Ide Hill Road Sundridge KENT TN14 6AX

Development: Demolition of existing garage and tool store to create new garage.

No Objection.

Cllr Kempster joined the meeting.

Application No: 20/03125/HOUSE

Deadline: 27 November 2020

Site: 11 Greystone Park Sundridge KENT TN14 6EB

Development: As-built open framed attached rear pergola.

Objection.

The Parish Council feels that the semi-industrial appearance of the bare steel frame is unsympathetic to the traditional domestic construction of adjoining houses.

Application No: 20/03122/HOUSE

Deadline: 1 December 2020

Site: Greystones Court Church Road Sundridge KENT TN14 6AT

Development: Rear ground floor extension along with the reconstruction & slight extension of an existing conservatory structure and landscaping.

Cllr Evans declared a pecuniary interest and abstained from the discussion and vote.

No objection.

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

Granted:

Site: Great Norman Street Farm Norman Street Ide Hill

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

Amended: *None*

Refused: *None*

Withdrawn: *None*

Prior Action Not Required: *None*

Not Valid: *None*

No Objection Lodged: *None*

Street Numbering and Naming: *None*

8. To Note any Licence Applications: *None*

9. To Note any Tree Preservation Orders: *None*

10. To Note any Conservation work: *None*

11. To review any correspondence: *None*.

12. Date of next meeting – Monday 7 December 2020 at 6.30 pm.

Sundridge with Ide Hill Parish Council
Minutes of a meeting of the Planning Committee
held remotely via Zoom on Monday 7 December 2020 at 6.15pm

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

Attendance: Amanda Barlow (Clerk) and 0 members of the public (in part).

Apologies: Cllr Kempster

Absent: None

1. To receive apologies and reasons for absence.

Apologies were received and accepted from Cllr Kempster.

Cllr Allgood 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 of the meeting held on 16 November 2020

Agreed.

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.

None.

6. To consider the following planning applications requiring comments:

Application No: SE/20/03348/FUL

Deadline: 15 December 2020

Site: Land North Of 209 Main Road Sundridge KENT TN14 6EJ

Development: Conversion of barn to residential accommodation with internal adaptations and extensions

No objection.

Application No: 20/03400/AGRNOT

Deadline: 9 December 2020

Site: Land West of Faulkners Hill Farm Yorks Hill Ide Hill KENT TN14 6LG

Development: General purpose steel framed building

No objection.

Application No: 20/03373/FUL

Deadline: 21 December 2020

Site: The Old Stables Ovenden Road Sundridge KENT TN14 6AL

Development: Retention of a stable block with hay/feed storage and tack room.

No objection.

Members agreed that if approved the use of the storage, stable and tack room be restricted to the owner of the property only and not be permitted for use for stabling, feeding or livery of horse not belonging to the property owner.

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

Granted:

Site: 14 Woodside Road Sundridge KENT

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

Site: 26 Main Road Sundridge KENT

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

Site: Hare And Now Camberwell Lane Ide Hill

Development: Change of Use of hair salon (Class E) to form part of Octavia House (C3). Single storey extension to rear. Alterations to fenestration.

Sundridge with Ide Hill Parish Council

Site: The Granary Sundridge Road Ide Hill
Development: Erection of home office/ studio.

Site: Pax Cottage 18 Church Road Sundridge
Development: Erection of single storey rear extension following the partly demolition of existing single storey rear extension with minor internal alteration.

Amended: *None*

Refused:

Site: The Cottages Hanging Bank Ide Hill
Development: Erection of a first floor extension on existing single storey, and two storey extension. Two storey porch to replace existing porch (west). Creation of a roof light and addition of a flat roof section to the roof. Single storey flat roof extension to existing wing to form bio-mass plant room (east). Alterations to fenestration, conversion/amalgamation of two single integral garages to habitable space. External paved terrace and pergola, remodel existing drive to improve turning space

Withdrawn: *None*

Prior Action Not Required: *None*

Not Valid: *None*

No Objection Lodged: *None*

Street Numbering and Naming: *None*

8. To Note any Licence Applications: *None*

9. To Note any Tree Preservation Orders: *None*

10. To Note any Conservation work: *None*

11. To review any correspondence:

11.1.1 SDC Delegated Decisions List By Parish from 26.10.2020 to 22.11.2020

*Noted. **Members agreed that Cllr Jones would draft a letter that the Clerk should send a letter to the Chief Planning Officer.***

11.1.2 KCC Statement of Community Involvement

Noted.

12. To agree, if appropriate, new planning log

Members agreed that the Clerk should trial the planning log.

13. Date of next meeting – Monday 21 December 2020 at 6.30 pm.

Sundridge with Ide Hill Parish Council
Minutes of a meeting of the Planning Committee
held remotely via Zoom on Monday 4 January 2021 at 6.30pm

Present: Councillors Allgood, Baker, Darby, Evans, Kempster and Jones (Chair)

Attendance: Amanda Barlow (Clerk) and 0 members of the public

Apologies: None

Absent: Cllr Powell

1. To receive apologies and reasons for absence.
None.
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 of the meeting held on 7 December 2020
Agreed.
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.
None.
6. To consider the following planning applications requiring comments:

| SDC Application Number | Site | Development | Deadline date |
|-------------------------------|---|--|----------------------|
| 20/03464/FUL | Yorks Hill Farm Cottage Yorks Hill Ide Hill KENT TN14 6HY | Demolition of existing dwellings and ancillary buildings; erection of one dwelling and detached garage with associated works | 08/01/2020 |

No Comment.

Members noted their concern over the loss of smaller properties.

7. To Note the Planning Log
Noted.
8. To review any correspondence:
 - 8.1 SDC Delegated Decisions List By Parish from 23.11.2020 To 20.12.2020
Noted.
 - 8.2 Letter from SDC re: Consulting Parish and Town Councils on Planning Applications
Noted.
 - 8.3 Kent County Council Revised Safeguarding Supplementary Planning Document (SPD) – Extension to Consultation Deadline
Noted.
 - 8.4 *Members noted that correspondence from the Chair of Planning Committee regarding 1 Brook Cottage to Sevenoaks District Council has not been dealt with by SDC.*
9. Date of next meeting – Monday 18 January 2021 at 6.30 pm.

Minutes of a meeting of the Planning Committee
held remotely via Zoom on Monday 4 January 2021 at 6.30pm

Present: Councillors Allgood, Baker, Darby, Evans, Kempster and Jones (Chair)

Attendance: Amanda Barlow (Clerk) and 0 members of the public

Apologies: None

Absent: Cllr Powell

1. To receive apologies and reasons for absence.
None.
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 of the meeting held on 7 December 2020
Agreed.
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.
None.
6. To consider the following planning applications requiring comments:

| SDC Application Number | Site | Development | Deadline date |
|------------------------|---|--|---------------|
| 20/03464/FUL | Yorks Hill Farm Cottage Yorks Hill Ide Hill KENT TN14 6HY | Demolition of existing dwellings and ancillary buildings; erection of one dwelling and detached garage with associated works | 08/01/2020 |

No Comment.

Members noted their concern over the loss of smaller properties.

7. To Note the Planning Log
Noted.
8. To review any correspondence:
 - 8.1 SDC Delegated Decisions List By Parish from 23.11.2020 To 20.12.2020
Noted.
 - 8.2 Letter from SDC re: Consulting Parish and Town Councils on Planning Applications
Noted.
 - 8.3 Kent County Council Revised Safeguarding Supplementary Planning Document (SPD) – Extension to Consultation Deadline
Noted.
 - 8.4 *Members noted that correspondence from the Chair of Planning Committee regarding 1 Brook Cottage to Sevenoaks District Council has not been dealt with by SDC.*
9. Date of next meeting – Monday 18 January 2021 at 6.30 pm.

1. The Rural Bulletin - 1 December 2020
2. NATIONAL CSSC Green Message - NCTPHQ Bulletin - 1 Dec 2020
3. SDC -Development Control Committee – 19 November 2020 – Minutes
4. RSN Rural Funding Digest - December 2020 Edition
5. Local Government Bulletin 2 December
6. KALC NEWS NOVEMBER 2020
7. Kent Police Newsletter Nov 2020
8. Highways England - M20 Moveable Barrier Live Test
9. KALC - K'CAS – Ransomware
10. SDC - [Improvement and Innovation Advisory Committee – 26 November 2020 – Minutes](#)
[People & Places Advisory Committee – 1 December 2020 – Minutes](#)
11. The Rural Bulletin - 8 December 2020
12. NALC CHIEF EXECUTIVE'S BULLETIN
13. SDC Members' Update 8 Dec – sent to all Cllrs
14. Sevenoaks District Council: Town Centre Ambassadors
15. CAGNE - Joint Chairs Response
16. SDC - Your Local Services
17. KALC - District Council Contact Details for reporting Covid-19, EUTransition, Winter Weather issues/concerns/incidents
18. SDC - Cleaner & Greener Advisory Committee – 9 December 2020 – Minutes
19. CAGNE - Ban Night Flights
20. KALC - Climate Adaptation Survey for Kent and Medway - 15 January 2021
21. SDC - [Development & Conservation Advisory Committee - 3 December 2020 – Minutes](#)
22. SDC - [Cabinet – 10 December 2020 – Draft Minutes](#)
23. Sevenoaks District Member Briefing 11/12/20
24. Sevenoaks District Council: Illegal waste transporter fined after sting operation
25. SDC - [Sevenoaks Joint Transportation Board – 8 December 2020 – Minutes](#)
26. The Rural Bulletin - 15 December 2020
27. KCC media release: Asymptomatic testing sites in Kent
28. NALC CHIEF EXECUTIVE'S BULLETIN - 11 DECEMBER 2020
29. Sevenoaks District Council: Sevenoaks students get creative to improve public spaces
30. Landscape Services e-card / Countryfile Plant Britain
31. SDC: Members' Update - 15 December
32. KALC - Kent Prepared newsletter Issue Two - bringing you the latest KentResilience Team news
33. NALC News - Local councils eligible to the new leisure fund
34. Sevenoaks District Council: Council offers further financial support for the districts Leisure Centres
35. SDC - FW: OPCC Survey
36. SDC - [Special Cabinet – 15 December 2020 – Draft Minutes](#)
37. KALC - Covid-19 - Financial Support Package for Local Councils
38. NALC CHIEF EXECUTIVE'S BULLETIN
39. Sevenoaks District Community Safety Partnership Newsletter -December 2020
40. SDC Members bulletin 18/12/20
41. KALC CEO Bulletin - December 2020
42. KALC News December 2020
43. SDC Members' Update - 22 December – sent to all Cllrs
44. The Rural Bulletin - 23 December 2020
45. KALC - Op Fennel Stakeholder Briefing - 24/12/20 - 12:00
46. KALC - Press Release - Statistics released following cross-Channel disruption
47. KALC - Local Government Bulletin 30 December
48. KALC - Kent Police Rural Task Force Report
49. The Rural Bulletin - 5 January 2020
50. RSN Rural Funding Digest - January 2021 Edition
51. SDC Members' Update - 5 January
52. Vaccine Update | Laura Trott
53. Kent and Medway vaccination programme update – sent to all Cllrs
54. : Fwd: GATCOM meeting 21 January - call for input
55. KALC - Action Fraud - Coronavirus Scams Warning
56. NALC CHIEF EXECUTIVE'S BULLETIN
57. SDC Councillors Briefing 08/01/21

Sundridge with Ide Hill Parish Council

58. SDC - Vaccination Sites – sent to all Cllrs
59. The Rural Bulletin - 12 January 2020
60. Urgent Road Closure - Church Road, Sundridge - 12th January 2021 (Sevenoaks) - sent to all Cllrs
61. SDC - [32\(2019/21\) - Altering the discretionary grant maximum associated with the Council's Private Sector Housing Assistance Policy \(20/22\)](#)
62. SDC - Licensing Committee – 5 January 2021 – Minutes
63. KALC - BUSINESS ALERT from KCC - HMRC Phishing Scam

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



Kent Association of Local Councils – MEDIA RELEASE November 2020

2021 Community Awards Scheme launched to recognise community champions

On 23 November, the Kent Association of Local Councils (KALC) launched its eighth KALC Community Awards Scheme, inviting nominations for selfless individuals from across the county, who make significant contributions to their communities.

The scheme is supported by the High Sheriff of Kent, Kent County Council and Medway Council.

Nominations are invited from Parish, Town and Community Councils and Parish Meetings (Local Councils) for people living or working within their boundary. The Local Councils make their own decisions about how they want to identify those who have made a significant contribution to the local community and there are no pre-determined criteria for what the contribution to the community might be. The Awards Scheme has proved very successful since it was originally launched in 2013. Among last year's winners were volunteers who had spent many years organising village activities, serving on local community groups and local charities, caring for elderly and lonely people, improving the local war memorial, helping keep the community tidy, fundraising activities, arranging village events, local church warden, helping young people.

The winners will receive a certificate signed by the High Sheriff of Kent, KCC Chairman/Mayor of Medway and the KALC Chairman. The Local Councils can decide whether they want to present something extra to the winner or to all nominees.



The High Sheriff of Kent, Remony Millwater commented: *“In this unprecedented year I believe it is more important than ever to recognise the unsung heroes who have done so much to help others and give their time and energy for the well-being of their fellow citizens.*

I have been delighted to visit many charities and organisations during my year as High Sheriff and have been humbled by the dedication and compassion of volunteers. I am honoured to play a small part in recognising these local heroes, and the fantastic contribution that they make to the community.”

KCC Chairman Graham Gibbens said: *“I am really pleased to be able to help launch this Award scheme for 2021. In these really difficult times community is even more important and with more and more people are helping their local communities, these Awards are needed now more than ever. Without the recognition of local Parish and Town councils many of these voluntary roles would go unnoticed in the wider community and it is great that these Awards offer an opportunity to recognise these unsung heroes.*

Mayor of Medway Habib Tejan said: *It is an honour to be a part of the launch for the Award Scheme 2021. Covid 19 has had devastating consequences across our communities. Despite these difficulties we have seen a rise in humanitarian and community spirit. This is why it is so important to recognise those in our communities that have gone above and beyond to support others and improve their quality of life, especially during this difficult period.*

KALC Chairman Mrs Sarah Barker said: *“We are delighted that the High Sheriff of Kent, Chairman of Kent County Council and the Mayor of Medway are supporting this excellent Awards Scheme. As the first tier of local government closest to their communities, our member Councils are ideally placed to recognise those individuals who make a significant contribution to their local communities across the county.”*

The closing date for nominations is Friday 12 February 2021.



Cllr Graham Gibbens
Chairman – KCC



Remony Millwater
High Sheriff of Kent



Sarah Barker
Chairman
Kent Association of
Local Councils



Cllr Habib Tejan
Mayor of Medway

Ends...

Supported by the High Sheriff of Kent, Kent County Council and Medway Council

OUTLINE

Aim of the Scheme: To acknowledge and give recognition to those that have made a significant contribution to their local community.

Implementation: The 2021 Awards Scheme was launched on 23 November 2020, with a closing date for nominations of 12 February 2021 so that the presentation of the awards can take place at the 2021 Parish, Town and Community Council or Parish Meeting (Local Council) Annual Meetings, which take place between March and 1 June 2021. It is recognised that some Local Councils already have their own well-established Community Awards Schemes in place. Where that is the case the KALC Scheme could be presented as an additional award.

It is also recognised that some principal authorities have their own Awards Scheme for their area. The KALC Awards Scheme will operate on a more local level and should therefore avoid duplication or overlap with the principal authority.

Who can be nominated for an Award?

Anyone that the Local Council/public think merits an Award for having made a significant contribution to their local community. The person/group must live or work within the Local Council boundary. We are unable to accept nominations for campaign groups due to the importance of the High Sheriff of Kent, KCC Chairman and Mayor of Medway needing to remain impartial.

What is the nomination process?

The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, the Local Council might already know who that person might be or they might decide to formally invite nominations from their local community with the winner being the one with the most nominations.

What is the criteria for making an Award?

There will be no pre-determined criteria on what a "significant contribution to the local community" might be, although as above we are unable to accept nominations for campaign groups. These criteria would be determined by the Local Council taking into account what was important to them locally. However, some examples of criteria that Local Councils might want to consider are set out in Annex A.

What does the winner receive?

This will be a Certificate signed by the High Sheriff of Kent, the Chairman of Kent County Council/Mayor of Medway and the KALC Chairman. The Local Council will provide no more than 30 (thirty) words that they would like inserted on the Certificate to explain the reason for the Award. The Local Council can decide whether it wants to also present something to the winner or to all nominees.

Who presents the Award?

The Award should be presented by the Local Council Chairman/Mayor at their 2021 Annual Meeting. The High Sheriff of Kent, Chairman of Kent County Council/Mayor of Medway or the KALC Chairman could also participate in the presentation of the Awards if they are invited by the Local Council and are available. The Awards would provide an opportunity to promote the Local Council and the Award winner in the local media.

Is there any funding available to support the Award?

The Award Scheme has been designed to avoid creating undue time or financial burdens on the Local Council. The cost of the Certificates and frames will be met by Kent County Council.

ANNEX A

Examples of possible criteria

A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it;
- b) Achievements or actions of an inspiring nature to the local community;
- c) Such other activities which have reflected credit on or brought benefits to the village/town or its people;

In reaching its decision, the Council might want to take into account any or all of the following:

- The level of commitment shown;
- Any obstacles that had to be overcome;
- The amount of benefit derived by the community;
- The number of people benefited or affected;
- The length of service;
- Such other matters that in the opinion of the Council promote the purpose of the Award.

Your Local parish Monthly Update

December 2020

Dunton Green & Riverhead. Halstead , Knockholt & Badgers Mount. Brasted, Chevening & Sundridge. Westerham & Crockham Hill

Dear All.

Firstly, may I wish you all a very Happy New Year, I hope you all stay safe and well.

This is my last newsletter for 2020

Again Covid 19 is at the top of the list, as you are all aware, we are now in

Lockdown again

The main regulation we need to abide to is

You must stay at home. The single most important action we can all take is to stay at home to protect the NHS and save lives.

HANDS FACE SPACE

Full list of rules and regulation can be found on <https://www.gov.uk/coronavirus>

Ok, now for some good news, I am very pleased to welcome a new PCSO to the area, PCSO Hannah Rainbow. At the moment Hannah is still in the mentoring stage, but she will be independent by the middle of January 2021. You can email Hannah hannah.rainbow2@kent.police.uk I am sure she will be happy to hear from you.

Sundridge with Ide Hill Parish Council

We have had a few reports of Criminal damage in the area, these are still being investigated and we are working hard to identify the offenders, who will be dealt with accordingly. This sort of behaviour will not be tolerated

We have also had a few reports of Covid 19 breeches, we attended the properties and strong words of advice were given, if the same people continuously breach the regulations further action will be taken.

Knockholt / Halstead / Badgers Mount

We are still getting the odd call about nuisance off road bikes / quads at Brokehill Golf course, the calls are few and far between now, but we will still attend and take the necessary action.

Also, this month with have dealt with several weather-related calls, caused by storm Bella. Trees and cables have been brought down, so we need the help of other agencies to help us make the area safe

Brasted / Sundridge / Ide Hill/ Chevening

We have several reports of people breaking the covid regulations, which have been attended and strong words of advice given. It is very important that we ALL play our part to beat this terrible virus.

Also, there has been a couple of burglaries in the area, which are being investigated. Please may we remind residents to check all their security / alarm systems and make sure they are in good working order.

Westerham / Crockham Hill

Some of the young people have been busy causing Anti-Social Behaviour in the area, which we are taking very seriously, and several teams are now working together to deal with the offenders robustly. We will not tolerate this type of behaviour, and with the helpful assistance from residences, such as CCTV footage, we have managed to identify several of the culprits. This work is ongoing, but hopefully there will be an update in next month's newsletter

Please remember HANDS FACE SPACE and follow the government guidelines

STAY AT HOME.

Hannah and I look forward to working with you all through 2021

PCSOs Sue and Hannah



Don't forget to follow us on Twitter



Email: csu.sevenoaks@kent.pnn.police.uk



**Kent
Police**

Call **101** for non-urgent issues.

Call **999** in an emergency.

If deaf or speech impaired text '**police**' and your message to **60066**.

AGENDA ITEM 10.3.1

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 |
| 15 February | Zoom |
| 15 March | Zoom |
| 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 2021
5 April 2021

**Finance Committee Meetings
Mondays at 7pm**

12 October 2020
9 November 2020

2021

7 January 2021

Planning Committee Meetings

2020
Monday 19 October 2020 at 6.30pm
Monday 2 November 2020 at 6.30pm
Monday 16 November 2020 at 6.30pm
Monday 7 December 2020 at 6.30pm
Monday 21 December 2020 at 6.30pm

2021
Monday 11 January 2021 at 6.30pm
Monday 25 January 2021 at 6.30pm
Monday 8 February 2021 at 6.30pm
Monday 22 February 2021 at 6.30pm
Monday 8 March 2021 at 6.30pm
Monday 15 March 2021 at 6.30 pm

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

www.sundridgewithidehill-pc.gov.uk

2021-22 Parish Council Meeting Dates

Parish Council Meetings – Mondays at 7pm

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

2021

| | |
|--------------|----------------------------|
| 19 April | Zoom/venue to be confirmed |
| 17 May | Zoom/venue to be confirmed |
| 21 June | Zoom/venue to be confirmed |
| 19 July | Zoom/venue to be confirmed |
| 20 September | Zoom/venue to be confirmed |
| 15 November | Zoom/venue to be confirmed |

2022

| | |
|-------------|----------------------------|
| 17 January | Zoom/venue to be confirmed |
| 21 February | Zoom/venue to be confirmed |
| 21 March | Zoom/venue to be confirmed |
| | Zoom/venue to be confirmed |

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

**Amenities Committee Meetings
Mondays at 7pm**

2021
5 April 2021

**Finance Committee Meetings
Mondays at 7pm**

2021
10 May 2021

**Planning Committee Meetings
At 6.15 pm**

2020
5 April 2021
19 April 2021
10 May 2021
17 May 2021
7 June 2021
21 June 2021
5 July 2021
19 July 2021

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

www.sundridgewithidehill-pc.gov.uk

Save the Date!

The Great British Spring Clean 2021

28 May - 13 June 2021

Building on five years of success, we are delighted to announce the dates for our sixth annual mass-action environmental campaign, the Great British Spring Clean.