

## AGENDA DOCUMENT INFORMATION

1. **Apologies and reasons for absence - received from Cllr Allgood**
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
3. **Report from County Councillor – awaiting report**
4. **Report from District Councillor – awaiting report**
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 approve as a correct record the **Minutes** of the Parish Council meetings held on 21 February 2022 – attached
7. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960
8. **Finance & Personnel items for decision and noting**
  - 8.1 2021/22 Budget - attached
  - 8.2 Insurance - attached
  - 8.3 Financial Regulations - attached
  - 8.4 Castle Water – update at meeting from Cllr Miller
  - 8.5 Items payable and paid
    - Payments and Receipts for February – attached
    - Items to be paid – attached
  - A grant of £1,000 was received from the Ide Hill Community Shop towards the cost of the electrical work to replace the lighting.
9. **Items for decision and allocation of resources if necessary**
  - 9.1 **Streetlighting - attached**
  - 9.2 **Clarke Telecom – attached**
  - 9.3 **Ide Hill Green – update from Cllr Evans**
  - 9.4 **Ide Hill Recreation Ground – awaiting information from IHFC - attached**
  - 9.5 **Planning**
    - 9.5.1 To discuss and agree a response to the following applications:
      - 9.5.1.1 22/00555/CONVAR
      - 9.5.1.2 22/00466/HOUSE
      - 9.5.1.3 22/00617/HOUSE
    - 9.5.2 To note the planning log - attached

## **10.0 Items for discussion, agreeing and noting**

### **10.1 Reports from Committees/Working Parties**

10.1.1 Stubbs Wood Working Party – attached

10.1.3 Sundridge and Brasted Social Club Working Party – update from Members following meeting on 8 March 2022

10.1.4 Ide Hill Public Conveniences Working Party - attached

10.1.5 Sundridge Recreation Ground

Ide Hill Football Club lease ready for signature.

Meeting to be held with Radnor House/Ide Hill Football Club and Members/Clerk to discuss any outstanding items -

### **10.2 Communications/Events**

10.2.1 Jubilee – update at meeting

10.2.2 Annual Parish Meeting

- Confirmed as Monday 9 May 2022 at 7.00pm at Sundridge Village Hall

### **10.3 Councillor Vacancy – to note vacancy in Sundridge ward**

### **10.4 Correspondence**

10.4.1 To note general correspondence - attached

10.4.1.1 Email from Laura Trott MP -attached

10.4.2 Police Newsletter - attached

10.4.3 Sevenoaks District Council Funding – Bins - attached

10.5 Meeting Dates for 2022 – attached – please note change of venues (as agreed) and all meetings start at 7.30pm.

## **11. Date of next meeting Monday April 25 2022 at Sundridge Village Hall**

Minutes of Full Council Meeting held on Monday 21 February 2022  
at Ide Hill Village Hall at 7.00pm

**Present:** Councillors Allgood, Baker (in part), Banbrook, De Bono, Evans (Chair), Fribbens, Jones, Maybury, and Powell

**Attendance:** Cllr Bonin (District Councillor) (in part), Amanda Barlow (Clerk) and 3 members of the public (in part)

**Apologies:** Cllr Nick Chard (County Councillor),

**Absent:** None.

**10. To receive apologies and reasons for absence.**

***Apologies were received and accepted from Cllr Miller.***

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

***Cllr Allgood declared a pecuniary interest in Agenda Item 10.5.2.2. as she is the owner of the property.***

**12. Report from County Councillor**

*Cllr Chard hoped to attend the meeting later. He advised that the Covers Farm decision is not expected to be until April 2022.*

**13. Report from District Councillor**

*Cllr Bonin had previously circulated his report and copy is included at Appendix A. Cllr Bonin advised about Radnor House's desire to widen the access and have been asked by KCC to undertake a survey.*

*Cllr Bonin left the meeting.*

**14. 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.

*Richard Clark, a resident of Ide Hill, near Stubbs Wood, trees – November 2018 (letter attachment), March (no response Full Council meeting), emailed to Clerk (set out above and no reply) and Sept 2019 (Full Council meeting), October 2019 – had a meeting on site with David Kempster and he was sympathetic. Cllr Evans advised that the Parish Council cannot set a precedent of felling trees. During 2020 emailed to David Kempster, and he is now aware that David has left the Parish Council. He had contacted the Parish Council and Cllr Evans apologised for the lack of response. It was agreed that Cllr Evans would attend the property tomorrow.*

*Mr Clark left the meeting*

*Clare from IHFC advised that there has been some trees down. There will a defibrillator at the recreation ground and the Clerk advised that a working party will be set up. Cllr Maybury advised that the lease is almost complete and Cllrs Maybury and Jones will go through the lease with Ide Hill Football Club. Clare raised the question about approval for work on the area between the Scout Hut and the Club House and Members asked that IHFC submit a proposal.*

*Clare left the meeting.*

*Cllr Baker arrived at the meeting.*

*Vikki Allgood spoke as a Member of the Public and had a pre-planning meeting with SDC and explained the situation with the application. SDC advised that it would be preferable to go up. Cllr Jones commented that the size of upper floor looks greater than 55%. Vikki advised that the balcony does not count as part of the square footage.*

***Members agreed take Agenda Item 10.0 at this point in the meeting.***

**Cllr Allgood left the meeting.**

#### **10.1 Planning**

To discuss and agree a response to the following applications:

10.1.2.2 22/00336/HOUSE

**Members agreed to make no response on this application.**

**Cllr Allgood returned to the meeting.**

10.1.2.3 22/00276/HOUSE

**Members resolved to respond no objection.**

10.1.3 To agree the minutes of the meetings held on 24 January and 7 February 2022

Members noted the response to the applications discussed.

10.1.4 To discuss and agree a response to the following applications:

10.1.5 To note the planning log

Noted.

11 To approve as a correct record the **Minutes** of the Parish Council meetings held on 24 January 2021

**Members resolved to approve the minutes of the meeting held on 24 January 2021 as a true record.**

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

To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960

**Members resolved to discuss Agenda item 9.4 in confidence.**

#### **9.1 Finance & Personnel items for decision and noting**

2021/22 Budget

*The Clerk advised that the budget has not been updated.*

**9.1.1 2022/23 Budget**

*Noted.*

**9.1.2 Insurance**

*Cllr Jones advised he is still waiting for a quote.*

**9.1.3 Appointing contractors and the payment of invoices**

**Members agreed that the Clerk should include a terms and conditions when all work is appointed including the terms.**

**9.1.4 Items payable and paid**

**Members resolved to agree the items paid and payable at Appendix B.**

#### **10 Items for decision and allocation of resources if necessary**

##### **10.1 Streetlights**

To discuss the repairs to Column 19 and 22

**Members resolved that the repairs to Column 19 and 22 should be undertraken.**

- 10.2 Parish Council Address and mail**  
*Members resolved to use Sundridge Village Hall as the registered address of the Parish Council and have a post box.*
- 10.3 Registering of Parish Assets**  
*Members resolved to review all the Parish assets and register the assets.*
- 10.4 Ide Hill Green**  
Cllr Evans agreed to meet with
- 10.5 Planning**
- 10.5.1** To agree the minutes of the meetings held on 24 January and 7 February 2022
  - 10.5.2** To discuss and agree a response to the following applications:
    - 10.5.2.1** 22/00276/HOUSE
    - 10.5.2.2** 22/00336/HOUSE
  - 10.5.3** To note the planning log

## **11.0 Items for discussion, agreeing and noting**

### **11.1 Reports from Committees/Working Parties**

#### **11.1.1 Amenities Committee**

*Members noted the minutes. Cllr Allgood advised that some Sundridge Councillors had met to discuss work at the Village Hall.*

#### **11.1.2 Stubbs Wood Working Party**

*Stubbs Wood Management Group has not sat since the last meeting and the volunteers would be dealing with the storm damage. Cllr Evans, on behalf of the Council, thanked the volunteer working group for their hard work.*

#### **11.1.3 Sundridge and Brasted Social Club Working Party**

*A meeting is taking place in March with the new management of the social club.*

#### **Members**

#### **11.1.4 Ide Hill Public Conveniences Working Party**

Lighting.

#### **11.1.5 Sundridge Recreation Ground**

Members agreed

Members resolved to extend the meeting.

### **11.2 Communications/Events**

#### **11.2.1 Jubilee**

Sundridge – Friday

#### **11.2.2 Annual Parish Meeting**

#### **11.2.3 Great British Spring Clean**

Members noted the date.

### **11.4 Councillor Vacancy**

### **11.5 Correspondence**

#### **11.5.1** To note general correspondence.

Noted.

#### **11.5.2** Police Newsletter

Noted.

### **11.6 Meeting Dates for 2022**

Noted.

**12. Date of next meeting Monday March 21 2022 at 7.45pm at Sundridge Village Hall**

## 8. Finance & Personnel items for decision and noting

### 8.1 2021/22 Budget – attached separately

### 8.2 Insurance

**From:** [trevor.jones@sundridgewithidehill-pc.gov.uk](mailto:trevor.jones@sundridgewithidehill-pc.gov.uk) <[trevor.jones@sundridgewithidehill-pc.gov.uk](mailto:trevor.jones@sundridgewithidehill-pc.gov.uk)>  
**Sent:** 01 March 2022 14:07  
**To:** Amanda Barlow <[clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk)>  
**Cc:** [john.evans@sundridgewithidehill-pc.gov.uk](mailto:john.evans@sundridgewithidehill-pc.gov.uk); [don.baker@sundridgewithidehill-pc.gov.uk](mailto:don.baker@sundridgewithidehill-pc.gov.uk);  
[john.banbrook@sundridgewithidehill-pc.gov.uk](mailto:john.banbrook@sundridgewithidehill-pc.gov.uk); [martyn.fribbens@sundridgewithidehill-pc.gov.uk](mailto:martyn.fribbens@sundridgewithidehill-pc.gov.uk);  
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[russell.maybury@sundridgewithidehill-pc.gov.uk](mailto:russell.maybury@sundridgewithidehill-pc.gov.uk); [david.miller@sundridgewithidehill-pc.gov.uk](mailto:david.miller@sundridgewithidehill-pc.gov.uk)  
**Subject:** FW: RE: Reinstatement valuations of PC properties

Hello Amanda,

The below is self-explanatory.

The estimate is in my opinion fair and reasonable, as it is less than I would have charged when I was in practise, but do we need an alternative quote to prove we have tendered this work?

If we get Mr Sonnex to break down the elements into specific costs per unit and instruct him individually, each should be within the limits under which we do not need to tender, but if you are uncomfortable with this I can try to find someone else to tender.

Regards

TJ

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

**From:** "Richard Sonnex" <[sonnexsurveying@hotmail.com](mailto:sonnexsurveying@hotmail.com)>  
**Sent:** Tuesday, 1 March, 2022 13:50  
**To:** "[trevor.jones@sundridgewithidehill-pc.gov.uk](mailto:trevor.jones@sundridgewithidehill-pc.gov.uk)" <[trevor.jones@sundridgewithidehill-pc.gov.uk](mailto:trevor.jones@sundridgewithidehill-pc.gov.uk)>  
**Subject:** RE: Reinstatement valuations of PC properties  
Dear Trevor,

I do hope all is well with you.

Many thanks for showing me the Sundridge Parish Council properties as follows;

#### **Buildings**

Sundridge Village Hall & Outbuildings to the rear.  
Sundridge & Brasted Social Club & Outbuildings.  
Sundridge Recreation Ground Pavilion.  
Ide Hill Public Toilets.

#### **External Structures**

Sundridge Bus Shelters x 2  
Ide Hill Bus Shelter.  
Ide Hill Telephone Box.  
Ide Hill Well Enclosure.

I have now had the opportunity of reviewing my notes from our initial inspection of the above premises and I confirm that normally, looking at the time involved in inspecting and measuring the buildings/structures and then preparing separate Reinstatement Cost Valuations our fee would be in the region of £1800.00 + VAT, but as we have known each other for many years, I will reduce this to £1250.00 + VAT.

I note that at the time of our initial inspection the following premises below were to be excluded from the Valuation;

Bowsers Meadow Play Equipment.  
Ide Hill Recreation Ground Play Equipment.  
Goathurst Common Play Equipment.  
Goathurst Common Well Enclosure.  
Ide Hill Village Hall.  
Ide Hill Shop & Store.  
Ide Hill Football Pavilion.  
Ide Hill Scout Hut.

I trust the above is to your satisfaction and look forward to hearing from you in due course.

Best regards,  
Richard

**Richard Sonnex BSc Hons MRICS**  
**Director**

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**SONNEX SURVEYING LTD Chartered Surveyors & Construction Consultants**

8.2

## FINANCIAL REGULATIONS FORMING AN INTERNAL CONTROL SYSTEM

Adopted by the Council on 22 March 2022

### **1. General**

1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
3. The council's accounting control systems must include measures:
  - For the timely production of accounts;
  - That provide for the safe and efficient safeguarding of public money;
  - To prevent and detect inaccuracy and fraud; and
  - Identifying the duties of officers.
4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
6. A breach of these Regulations by an employee is gross misconduct.
7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
8. Members of the Parish Council will appoint a Responsible Financial Officer (RFO) and these regulations will apply accordingly.
9. The RFO;
  - Acts under the policy direction of the council;
  - Administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - Determines on behalf of the council its accounting records and accounting control systems;
  - Ensures the accounting control systems are observed;
  - Maintains the accounting records of the council up to date in accordance with proper practices;
  - Assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - Produces financial management information as required by the council.
10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
11. The accounting records determined by the RFO shall in particular contain:
  - Entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure of receipts and payments account relate;
  - A record of the assets and liabilities of the council; and
  - Wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
12. The accounting control systems determined by the RFO shall include:
  - Procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - Procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - Identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - Procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- Measures to ensure that risk is properly managed.
13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- Setting the final budget or the precept (council tax requirement);
  - Approving accounting statements;
  - Approving an annual governance statement;
  - Borrowing;
  - Writing off bad debts;
  - Declaring eligibility for the General Power of Competence; and
  - Addressing recommendations in any report from the internal or external auditors,
- Shall be a matter for the full council only
14. In addition, the council must:
- Determine and keep under regular review the bank mandate for all council bank accounts;
  - Approve any grant or single commitment in excess of £500; and
  - In respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superceding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and Audit (Internal and External)**

1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the or Finance Committee.
3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor or external auditor with such information and explanation as the council considers necessary for that purpose.
5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
6. The internal auditor shall:
  - Be competent and independent of the financial operations of the council;
  - Report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - To demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - Are not involved in the financial decision making, management or control of the council.
7. Internal or external auditors may not under any circumstances:
  - Perform any operational duties for the council;
  - Initiate or approve accounting transactions; or

- Direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
  9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superceding legislation, and the Accounts and Audit Regulations.
  10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. *Annual Estimates (Budget) and Forward Planning***

1. The RFO must each year, by no later than the January Council meeting, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Personnel Committee and the council.
2. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
3. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
4. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. *Budgetary Control and Authority To Spend***

1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - The council for all items over £1,000;
  - A duly delegated committee of the council for items over £500; or
  - The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such evidence is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations

2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
3. Unspent provision in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.
6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
8. The RFO shall regularly provide the council with a statement or receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These

statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose 'material' shall be in excess of £200 or 15% or the budget.

9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. Banking Arrangement and Authorisation of Payments**

1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a. If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
  - b. An expenditure item authorised under 6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
  - c. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like) for which council may authorise payment for the year provided the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
7. A record of regular payments made under 6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised – thus controlling the risk of duplicated payments being authorised and/or made.
8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £2,000 shall before payment, be subject to ratification by resolution of the council.
9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.
12. *The Council Members are responsible for removing themselves from signing authority on mandate when required.*

## **6. Instructions for the Making of Payments**

1. The council will make safe and efficient arrangements for the making of its payments.
2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of the council, and countersigned by the Clerk, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.
5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
7. If thought appropriate by the council, payment for utilities supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of banker's standing order shall be renewed by resolution of the council at least every two years.
9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of the Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
16. Access to any internet banking accounts will be directly to the access page (which may be saved under 'favourites'), and not through a search engine or e-mail link. Remembered or saved password facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the RFO and Member. A programme of regular checks of standing data with suppliers will be followed.
18. Any Debit Card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases will be reported to the council and authority for topping-up shall be at the discretion of the council.

20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

## **7. *Payment of Salaries***

1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cashbook). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a. By any councillor who can demonstrate a need to know;
  - b. By the internal auditor;
  - c. By the external auditor; or
  - d. By any person authorised under Audit Commission Act 1998, or any superceding legislation.
5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due of the period have actually been paid.
6. An effective system of personal performance management should be maintained for the senior officers.
7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
8. Before employing interim staff the council must consider a full business case.

## **8. *Loans and Investments***

1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
6. All investments of money under the control of the council shall be in the name of the council.
7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. *Income***

1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
3. The council will review all fees and charges at least annually, following a report of the Clerk.
4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
6. The origin of each receipt shall be entered on the paying-in slip.
7. Personal cheques shall not be cashed out of money held on behalf of the council.
8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

## **10. Orders for Work, Goods and Services**

1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
2. Order books shall be controlled by the RFO.
3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
4. A member may not issue an official order or make any contract on behalf of the council.
5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. Contracts**

1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. For the supply of gas, electricity, water, sewerage and telephone services;
    - ii. For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
    - v. For additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
    - vi. For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
  - b. Where it is intended to enter into a contract exceeding £2,500 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
  - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of the council.
- f. If less than three tenders are received for contracts above £5,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order []
- h. When it is to enter into a contract of less than £2,500 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10(3) above shall apply.
- i. The council shall not be obliged to accept the lowest of any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

## **12. Assets, Properties and Estates**

1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
5. Subject only to the limit set in Reg.14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **13. Insurance**

1. Following the annual risk assessment (per Financial Regulation 15 below), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

#### **14. Charities**

1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports are made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

#### **15. Risk Assessment**

1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

#### **16. Suspension and Revision of Financial Regulations**

1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

#### **Notes**

- Where the word 'regularly' is used in the text it is for the individual council to set the required interval – monthly, quarterly or half-yearly. This period should never exceed 12 months.
- Values in red may be varied by the council and should be reviewed regularly and confirmed annually by the council.
- The appropriate approved list referred to in paragraph 11.1(b) shall be a list drawn up by the Clerk and approved by council but, normally, shall be based on the list maintained by the District Council for such works.

## 8.4 Castle Water – update at meeting from Cllr Miller

## 8.5 Items payable and paid

- Payments and Receipts for February – attached
- Items to be paid – attached

18 March 2022 (2021 - 2022)

### Sundridge with Ide Hill Parish Council

#### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
227	Pension enrolment Pack	07/02/2022		NatWest Parish Council Bank Account		Pension Administration	Tailored Wealth	S	11.00	2.20	13.20
211	Subscriptions	14/02/2022		NatWest Parish Council Bank Account		Rural Kent	Rural Kent	X	90.00		90.00
219	Parish mobile telephone	14/02/2022		NatWest Parish Council Bank Account		Mobile	Mrs A C Barlow	X	19.00		19.00
221	Parish WiFi (Clerk)	14/02/2022		NatWest Parish Council Bank Account		WiFi	Mrs A C Barlow	X	10.00		10.00
222	Travel Expenses	14/02/2022		NatWest Parish Council Bank Account		Mileage	Mrs A C Barlow	X	113.40		113.40
207	Energy Costs	14/02/2022		NatWest Parish Council Bank Account		Gas	Calor Gas	L	11.98	0.60	12.58
209	Electricity and Gas	14/02/2022		NatWest Parish Council Bank Account		Electricity	EDF Energy	L	192.01	9.60	201.61
189	Tree Survey	14/02/2022		NatWest Parish Council Bank Account		Tree Survey	Miller Land Management	S	1,500.00	300.00	1,800.00
210	Conveniences energy co	14/02/2022		NatWest Parish Council Bank Account		Electricity	EDF Energy	L	114.30	5.71	120.01
212	Music Licence	14/02/2022		NatWest Parish Council Bank Account		Music Licence	PPL PRS	S	110.00	22.00	132.00
213	Repairs	14/02/2022		NatWest Parish Council Bank Account		Streetlights	Streetlights	S	97.75	19.55	117.30
214	Repairs	14/02/2022		NatWest Parish Council Bank Account		Streetlights	Streetlights	S	60.25	12.05	72.30
215	Conveniences Maintenanc	14/02/2022		NatWest Parish Council Bank Account		Drains	Jonny's Drains	S	110.00	22.00	132.00
216	Conveniences Maintenanc	14/02/2022		NatWest Parish Council Bank Account		Lighting	Weald Electrical	S	1,140.00	228.00	1,368.00
217	Christmas festivities Sun	14/02/2022		NatWest Parish Council Bank Account		Christmas lights	Cllr J Banbrook	S	44.15	8.83	52.98
218	Training	14/02/2022		NatWest Parish Council Bank Account		Training	KALC	S	50.00	10.00	60.00
220	Parish Zoom account	14/02/2022		NatWest Parish Council Bank Account		Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
226	WiFi	18/02/2022		NatWest Parish Council Bank Account		WiFi	British Telecom	S	57.00	11.40	68.40
224	Supplies for meetings	21/02/2022		NatWest Parish Council Bank Account		Coffee and Biscuits	Mrs A C Barlow	X	29.80		29.80
223	Printing	21/02/2022		NatWest Parish Council Bank Account		Printing	Mrs A C Barlow	S	13.28	2.66	15.94
225	Postage	21/02/2022		NatWest Parish Council Bank Account		Postage	Mrs A C Barlow	S	16.08	3.22	19.30

### Sundridge with Ide Hill Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
203	Pension enrolment Pack	05/01/2022		NatWest Parish Council Bank Account		Pension Administration	Tailored Wealth	S	11.00	2.20	13.20
195	Energy Costs	10/01/2022		NatWest Parish Council Bank Account		Gas	Calor Gas	L	389.82	19.49	409.31
205	Stationery	10/01/2022		NatWest Parish Council Bank Account		Stationery	Mrs A C Barlow	S	41.66	8.33	49.99
196	Conveniences energy co	10/01/2022		NatWest Parish Council Bank Account		Electricity	EDF Energy	Z	56.56		56.56
198	Cleaning	10/01/2022		NatWest Parish Council Bank Account		Cleaning	Val & Sander Reytenbach	X	120.00		120.00
199	Parish mobile telephone	10/01/2022		NatWest Parish Council Bank Account		Mobile	Mrs A C Barlow	X	19.00		19.00
201	Parish WiFi (Clerk)	10/01/2022		NatWest Parish Council Bank Account		WiFi	Mrs A C Barlow	X	10.00		10.00
202	Travel Expenses	10/01/2022		NatWest Parish Council Bank Account		Mileage	Mrs A C Barlow	X	32.40		32.40
206	Postage	10/01/2022		NatWest Parish Council Bank Account		Postage	Mrs A C Barlow	X	21.42		21.42
188	Running Costs	10/01/2022		NatWest Parish Council Bank Account		Stubbs Wood maintenance	Dominic Rossi	S	122.35	24.47	146.82
190	Repairs	10/01/2022		NatWest Parish Council Bank Account		Streetlights	Streetlights	S	175.00	35.00	210.00
193	Conveniences supplies	10/01/2022		NatWest Parish Council Bank Account		Toilet rolls	Goldservice	S	93.72	18.74	112.46
200	Parish Zoom account	10/01/2022		NatWest Parish Council Bank Account		Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
187	Running Costs	10/01/2022		NatWest Parish Council Bank Account		Stubbs Wood maintenance	Dominic Rossi	X	20.00		20.00
191	Christmas festivities Ide	10/01/2022		NatWest Parish Council Bank Account		Christmas lights	Clir D Baker	X	101.55		101.55
194	Subscriptions	10/01/2022		NatWest Parish Council Bank Account		Membership	Society of Local Council C	X	171.00		171.00
197	Conveniences cleaning	10/01/2022		NatWest Parish Council Bank Account		Cleaning	Val & Sander Reytenbach	X	500.00		500.00
186	Professional Services	11/01/2022		NatWest Parish Council Bank Account		Stubbs Wood consultancy	Miller Land Management	S	610.00	122.00	732.00
204	WiFi	18/01/2022		NatWest Parish Council Bank Account		WiFi	British Telecom	S	57.00	11.40	68.40

18 March 2022 (2021 - 2022)

### Sundridge with Ide Hill Parish Council RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
53	Income Wood	07/01/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
57	Income Sundridge AllSta	07/01/2022		NatWest Parish Council Bank Account		Sundridge AllStars	Sundridge AllStars	X	200.00		200.00
54	Income Wood	14/01/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
55	Income Wood	21/01/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
56	Income Wood	28/01/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
<b>Total</b>									<b>296.00</b>		<b>296.00</b>

### Sundridge with Ide Hill Parish Council RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
59	Income Wood	04/02/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
58	Income Wood	11/02/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
61	Income Dance School	14/02/2022		NatWest Parish Council Bank Account		Dance hall hire	Judith Essex School of D	X	1,338.75		1,338.75
62	Income Grant	22/02/2022		NatWest Parish Council Bank Account		Grant	Ide Hill Community Shop	X	1,000.00		1,000.00
60	Income Wood	25/02/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
<b>Total</b>									<b>2,410.75</b>		<b>2,410.75</b>

A grant of £1,000 was received from the Ide Hill Community Shop towards the cost of the electrical work to replace the lighting.

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

### 9.1 Streetlighting - attached

	21/07/2017	Sundridge Parish Council				(Main Rd to be 70w SS6, others to be 50w SS9 )								
Col.	Road	Location	Colour	Material	Height	Period	Type	Lamp	Wattage	Cell	Feed	Installed	Lantern	
1	Main Road	Opposite junction with New Road	Green	Steel	5m	All night	Side entry	L.E.D	52	P5	Live	1985	SL4	
2	Main Road	Outside No.219 jct. Orchard Place	Green	Steel	5m	All night	Pole bracket	L.E.D	52	SS6	Live	1960	SL4	
3	Main Road	Outside Sundridge Village Hall	n/a	Galvanised	5m	All night	Side entry	L.E.D	52	P5	Live	2004	SL4	
4	Sundridge Rec Access Rd	Half way Along	n/a	Galvanised	5m	Part night	Pole bracket	Son T	70	SS9	Live	2000	SRL	
5	Sundridge Rec Access Rd	Adjacent to Recreation Ground	Green	Steel	5m	All night	Pole bracket	Son T	70	SS6	Live	1996	Streetfighter	
6	Main Road	Outside No.134	Green	Steel	5m	All night	Side entry	L.E.D	52	P5	Live	1976	SL4	
7	Main Road	Outside No.143	n/a	Galvanised	5m	All night	Side entry	L.E.D	52	P5	Live	2014	SL4	
8	Main Road	Outside No.123	Green	Steel	5m	All night	Pole bracket	L.E.D	52	P5	Live	1960	SL4	
9	Main Road	In Bus Shelter 50yds west of jct.	Unpainted	Steel	3m	Part night	Ceiling mounted	2D	16	SS19	Live	1980	Bulkhead	
10	Main Road	Opposite White Horse Car Park	Green	Steel	5m	All night	Side entry	L.E.D	52	P5	Live	1965	SL4	
11	Chevening Road	Now a County column												
12	Chevening Road	Outside Littlecoombe Bank	Green	Steel	5m	All night	Post top	Cdo TT	70	P12	Live	1950	Phosco P111	
13	Chevening Road	Outside Little Paddock	Green	Concrete	5m	All night	Top entry	Mbf/u	80	P42	Live	1950	GEC	
14	Chevening Road	Opposite Digbate House	Green	Steel	5m	Part night	Side entry	Son T	70	SS9	Live	1970	SRL	
15	Chevening Road	Outside Sunshine Cottage	n/a	Galvanised	5m	Part night	Side entry	Son T	70	SS9	Live	1970	SRL	
16	Main Road	1st from Traffic Lights	n/a	Galvanised	5m	All night	Side entry	Son T	70	SS6	Live	2010	SRL	
17	Main Road	2nd from Traffic Lights	n/a	Galvanised	5m	All night	Side entry	Son T	70	SS6	Live	2011	SRL	
18	Main Road	Opposite Sundridge House	n/a	Galvanised	5m	All night	Side entry	Son T	70	SS6	Live	2011	SRL	
19	Main Road	Opposite Bishops Cottage	Green	Steel	5m	All night	Side entry	Son T	70	SS6	Live	1970	SRL	
20	Main Road	Outside Nos.19/21 opp island	n/a	Galvanised	5m	All night	Side entry	Son T	70	SS6	Live	2014	SRL	
21	Main Road	Outside No.66	Green	Steel	5m	All night	Pole bracket	Son T	70	SS6	Live	1960	SRL	
22	Main Road	Outside No.54	Green	Steel	5m	All night	Side entry	Son T	70	SS6	Live	1960	SRL	
23	Main Road	Outside No.38	Green	Steel	5m	All night	Pole bracket	Son T	70	SS6	Live	1970	SRL	
24	Main Road	Outside No.16	Green	Steel	5m	All night	Pole bracket	Son T	70	SS6	Live	1970	SRL	
25	Church Road	Opposite Chapmans Road	Green	Concrete	5m	Part night	Sleeved	Son T	70	SS9	Live	1960	SRL	
26	Church Road	Outside No. 56 Islay Villas	n/a	Galvanised	5m	Part night	Side entry	Cdo TT	70	SS9	Live	2004	SRL	
27	Church Road	On footpath adjacent to No.74	Green	Steel	5m	All night	Top entry	Mbf/u	80	P42	Live	1990	GEC	
28	Church Road	Now a County column												
29	Church Road	Now a County column												
30	Church Road	Now a County column												
31	St Mary's Church Road	Outside Church	Green	Steel	5m	Part night	Side entry	Son T	70	SS9	Live	1980	Opalo	
32	Church Road	Opposite No.104	Green	Steel	5m	Part night	Side entry	Son T	50	SS9	Live	1970	SRL	
33	Church Road	Outside Sundridge Place Farm	Green	Steel	5m	Part night	Side entry	Son T	50	SS9	Live	1990	SRL	
34	Church Road	50 yds South of Greystones Park	Green	Steel	5m	Part night	Side entry	Son T	50	SS9	Live	1960	SRL	
35	Church Road	Outside Woodcote	Green	Steel	5m	Part night	Side entry	Son T	50	SS9	Live	1980	SRL	
36	Church Road	Outside Fairways	Green	Steel	5m	Part night	Pole bracket	Son T	70	SS9	Live	1960	SRL	
37	Greystone Park	Opposite No.25	Green	Concrete	5m	Part night	Sleeved	Son T	50	SS9	Live	1960	Thorn Jet	
38	Greystone Park	Outside No.21	Green	Steel	5m	Part night	Side entry	Son T	50	SS9	Live	1990	SRL	
39	Greystone Park	Outside The Willows	Green	Steel	5m	Part night	Side entry	Son T	50	SS9	Live	1990	SRL	
40	New Road	Outside Oak Dene	n/a	Galvanised	5m	Part night	Side entry	Mbf/u	80 e/s	SS59	Live	2000	AC Ford	
41	New Road	Outside Greenways	Green	Steel	5m	Part night	Pole bracket	Son T	70	SS6	Live	1965	SRL	
42	New Road	Opposite Woodside Road	Green	Steel	5m	All night	Side entry	L.E.D	34	P5	Live	1970	SL4	
43	New Road	Opposite Manor Road	Green	Steel	5m	All night	Side entry	L.E.D	34	P5	Live	1970	SL4	
44	Manor Road	Outside No.13	Green	Steel	5m	Part night	Side entry	Son T	70	SS9	Live	1965	SRL	
45	Manor Road	Outside No.23	Green	Steel	5m	All night	Top entry	Mbf/u	80	SS55	Live	1995	GEC	
46	Woodside Road	Outside No.15	Green	Steel	5m	Part night	Side entry	Son T	50	SS9	Live	1970	SRL	
47	Woodside Road	Outside No.24	Green	Steel	5m	All night	Side entry	Mbf/u	80	SS55	Live	1975	GEC	
48	Woodside Road	Outside No.38	n/a	Galvanised	5m	Part night	Side entry	Son T	70	SS9	Live	2004	SRL	
49	Allotment Footpath	Woodside Road End	Green	Steel	5m	Part night	Side entry	Son T	70	SS9	Live	1980	SRL	
50	Allotment Footpath	Centre of Path, fork to Chapmans Rd	Green	Steel	5m	Part night	Side entry	Son T	70	SS9	Live	1970	Streetfighter	
51	Allotment Footpath	Nearest main Road	Green	Steel	5m	Part night	Side entry	L.E.D	28	SS19	Live	1980	SL1	
52	Chapmans Road	Outside No.21	n/a	Galvanised	5m	Part night	Side entry	Cdo TT	70	SS9	Live	2004	SRL	
53	Chapmans Road	Outside No.7	Green	Concrete	5m	Part night	Top entry	Mbf/u	80	SS59	Live	1950	GEC	
54	Chapmans Road	Outside No.27	Green	Concrete	5m	Part night	Top entry	Mbf/u	80	SS59	Live	1950	GEC	
55	Chapmans Road	Outside No.45	Green	Steel	5m	Part night	Side entry	Son T	50	SS9	Live	1965	SRL	
56	Chapmans Road	Outside No.58	Green	Steel	5m	Part night	Side entry	Son T	70	SS9	Live	1965	SRL	
57	Chapmans Road	Outside No.69	Green	Steel	5m	Part night	Top entry	Mbf/u	80	SS59	Live	1975	GEC	
58	Chapmans Road	On Roundabout	Green	Steel	5m	Part night	Post top	Son E/I	70	SS19	Live	1970	Phosco P107	
59	Chapmans Close	Outside No.2	Green	Steel	6m	Part night	Post top	Son T	50	SS9	Live	1996	SRL	
60	Chapmans Close	Outside No.5	Green	Steel	6m	Part night	Post top	Mbf/u	80	SS59	Live	1996	Urbis sml Albany	
61	Ide Hill Village	Outside Anchor Cottage	Green	Cast Iron	6m	Part night	Top entry	Prismatic	20	SS59	Live	1940	GEC	
62	Ide Hill Village	Outside Church	Green	Steel	5m	Part night	Post top	Son T	70	SS19	Live	2002	Windsor	
63	Camberwell Lane	Outside Bankside	Green	Steel	5m	Part night	Pole bracket	Son T	70	SS9	Live	1960	Philips SGS252	
64	Camberwell Lane	Outside No.22	Green	Steel	5m	Part night	Side entry	Son T	70	SS9	Live	1980	SRL	
65	Ide Hill Village	Opposite Village Hall	Green	Steel	6m	Part night	Side entry	Son T	50	SS9	Live	1996	SRL	
66	York's Hill Car Park	At Crossroads	Green	Steel	5m	Part night	Pole bracket	Son T	50	SS9	Live	1970	SRL	
67	Main Road	Outside Jessamine Cottage	n/a	Galvanised	5m	All night	Side entry	Son T	70	SS6	Live	2014	SRL	
68	Combe Bank Drive	Junction with Ovenden Road	Green	Steel	5m	All night	Top entry	Mbf/u	80	P42	Live	1970	AC Ford	

## Agenda Item 9.1 Streetlighting Quote

**From:** ken.bonner@streetlights.co.uk <ken.bonner@streetlights.co.uk>  
**Sent:** 17 February 2022 10:25  
**To:** 'Cllr Banbrook' <john.banbrook@sundridgewithidehill-pc.gov.uk>  
**Cc:** clerk@sundridgewithidehill-pc.gov.uk  
**Subject:** RE: Sundridge, couple of urgent attention issues

Hi John,

I will apply to UKPN for a formal quote today and will forward it to you in due course.

The obvious thing is to reduce the load, so that you are paying less of the increase.

You have nine obsolete Mercury lanterns and as they are the highest load (and lamps are no longer available) I would suggest that they are replaced with SL8 LED.

The total cost (for 8) would be £2,725 + Vat.

The only problem could be column 13 in Chevening Road, which is on the inventory as a top entry concrete column.

These depend on whether the arm at the top is a male or female connection, ie. whether there is something left to connect the lantern to when the arm has been removed.

We usually recommend replacing the concrete column in these situations, as if the arm is removed and there is a problem, there would be a delay of about two months (without a light) until UKPN would be able to replace the column.

The total cost of replacing the column (c/w SL8) would be £1,175 + UKPN (suggest £998 from their tariff) + Vat.

In terms of the energy costs, we have a company that looks in the wholesale market for competitive energy quotes, but it would be fair to say that there are only a handful of companies interested in providing UMS these days.

If you could send me a copy of your last energy bill, I'll get them to take a look at it for you.

Hope this helps,

Ken

## 9.2 Clarke Telecom – attached

**From:** John Evans <[john.evans@sundridgewithidehill-pc.gov.uk](mailto:john.evans@sundridgewithidehill-pc.gov.uk)>

**Sent:** 12 March 2022 21:57

**To:** [martyn.fribbens@sundridgewithidehill-pc.gov.uk](mailto:martyn.fribbens@sundridgewithidehill-pc.gov.uk); [trevor.jones@sundridgewithidehill-pc.gov.uk](mailto:trevor.jones@sundridgewithidehill-pc.gov.uk)

**Cc:** Don Baker <[don.baker@sundridgewithidehill-pc.gov.uk](mailto:don.baker@sundridgewithidehill-pc.gov.uk)>; David Miller <[david.miller@sundridgewithidehill-pc.gov.uk](mailto:david.miller@sundridgewithidehill-pc.gov.uk)>; Amanda Barlow <[clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk)>; Cllr Banbrook <[john.banbrook@sundridgewithidehill-pc.gov.uk](mailto:john.banbrook@sundridgewithidehill-pc.gov.uk)>; [ann.powell@sundridgewithidehill-pc.gov.uk](mailto:ann.powell@sundridgewithidehill-pc.gov.uk); Vikki Allgood <[vikki.allgood@sundridgewithidehill-pc.gov.uk](mailto:vikki.allgood@sundridgewithidehill-pc.gov.uk)>; [melvin.debono@sundridgewithidehill-pc.gov.uk](mailto:melvin.debono@sundridgewithidehill-pc.gov.uk)

**Subject:** RE: FW: RE: CTIL 30082300 VF 18320 - site location

I totally agree also . John .

**From:** [martyn.fribbens@sundridgewithidehill-pc.gov.uk](mailto:martyn.fribbens@sundridgewithidehill-pc.gov.uk)

**Sent:** 11 March 2022 18:50

**To:** [trevor.jones@sundridgewithidehill-pc.gov.uk](mailto:trevor.jones@sundridgewithidehill-pc.gov.uk)

**Cc:** [Don Baker](#); [David Miller](#); [Amanda Barlow](#); [John Evans](#); [Cllr Banbrook](#); [ann.powell@sundridgewithidehill-pc.gov.uk](mailto:ann.powell@sundridgewithidehill-pc.gov.uk); [Vikki Allgood](#); [melvin.debono@sundridgewithidehill-pc.gov.uk](mailto:melvin.debono@sundridgewithidehill-pc.gov.uk)

**Subject:** RE: FW: RE: CTIL 30082300 VF 18320 - site location

Dear Trevor

100% agree. It serves the needs of the community or it is of no use. In 2025 all traditional landlines will be replaced by VoIP phone lines. In the event of a power cut those without a proper mobile connection will have no means of calling the emergency services and, with more and more services exclusively online, we will be cut off from the world. Ide Hill and Sundridge MUST have a strong and reliable mobile voice and data mobile network to enable both emergency contact and to move forward in the 21st century. It is a PC responsibility to make sure our community is safely served.

Regards

Martyn

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

From: "[trevor.jones@sundridgewithidehill-pc.gov.uk](mailto:trevor.jones@sundridgewithidehill-pc.gov.uk)" <[trevor.jones@sundridgewithidehill-pc.gov.uk](mailto:trevor.jones@sundridgewithidehill-pc.gov.uk)>

Sent: Friday, 11 March, 2022 12:47

To: "Don Baker" <[don.baker@sundridgewithidehill-pc.gov.uk](mailto:don.baker@sundridgewithidehill-pc.gov.uk)>, "Martyn Fribbens" <[martyn.fribbens@sundridgewithidehill-pc.gov.uk](mailto:martyn.fribbens@sundridgewithidehill-pc.gov.uk)>, "David Miller" <[david.miller@sundridgewithidehill-pc.gov.uk](mailto:david.miller@sundridgewithidehill-pc.gov.uk)>, "Amanda Barlow" <[clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk)>

Subject: FW: RE: CTIL 30082300 VF 18320 - site location

Hi,

This is a bit too wishy-washy for me.

If the PC is to accept a mast here, would it not want a positive commitment to improve the services to Ide Hill and Goathurst Common?

For the residents, surely smart meters are the least of their problems?

TJ

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

From: "Wasim Patel" <[Wasim.Patel@Clarke-Telecom.com](mailto:Wasim.Patel@Clarke-Telecom.com)>

Sent: Friday, 11 March, 2022 10:26

To: "Don Baker" <[don.baker@sundridgewithidehill-pc.gov.uk](mailto:don.baker@sundridgewithidehill-pc.gov.uk)>

Cc: "Amanda" <[clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk)>, "[martyn.fribbens@sundridgewithidehill-pc.gov.uk](mailto:martyn.fribbens@sundridgewithidehill-pc.gov.uk)" <[martyn.fribbens@sundridgewithidehill-pc.gov.uk](mailto:martyn.fribbens@sundridgewithidehill-pc.gov.uk)>, "David Miller" <[david.miller@sundridgewithidehill-pc.gov.uk](mailto:david.miller@sundridgewithidehill-pc.gov.uk)>, "Trevor

Jones" <[trevor.jones@sundridgewithidehill-pc.gov.uk](mailto:trevor.jones@sundridgewithidehill-pc.gov.uk)>  
Subject: RE: CTIL 30082300 VF 18320 - site location

Dear Cllr Baker

Thank you for your email, as mentioned in my previous email attached, the site will also provide the opportunity to provide much needed 2G, 3G and 4G service provision where currently there is little to no coverage for large swathes of this area.

Kind Regards

Wasim Patel

**From:** Don Baker <[don.baker@sundridgewithidehill-pc.gov.uk](mailto:don.baker@sundridgewithidehill-pc.gov.uk)>

**Sent:** 10 March 2022 15:24

**To:** Wasim Patel <[Wasim.Patel@clarke-telecom.com](mailto:Wasim.Patel@clarke-telecom.com)>

**Cc:** Amanda <[clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk)>; [martyn.fribbens@sundridgewithidehill-pc.gov.uk](mailto:martyn.fribbens@sundridgewithidehill-pc.gov.uk); David Miller <[david.miller@sundridgewithidehill-pc.gov.uk](mailto:david.miller@sundridgewithidehill-pc.gov.uk)>; Trevor Jones <[trevor.jones@sundridgewithidehill-pc.gov.uk](mailto:trevor.jones@sundridgewithidehill-pc.gov.uk)>

**Subject:** Re: CTIL 30082300 VF 18320 - site location

Hi Wasim

I assume that you wish to propose the location of the mast at Stubbs Wood Car Park at the next Full Council Meeting and then submit a full proposal if provisional approval is provided by the Council.

I cannot speak for all the Councillors however in my opinion the mast may receive approval if it assists or amplifies the signal required for mobile phones and home computers WiFi.

I would therefore suggest that you provide a full specification of the ability of this proposed mast to deal with the weak mobile phone signal in the area and which users ie Vodafone/ EE etc will benefit from the mast. I can foresee that members may be more sceptical if the mast can only deliver a smart meter service.

Perhaps it would be helpful if you would care to provide further explanations on this aspect of the mast?

Many thanks

Don

Cllr D M Baker

Sent from my iPad

On 10 Mar 2022, at 10:04, Wasim Patel <[Wasim.Patel@clarke-telecom.com](mailto:Wasim.Patel@clarke-telecom.com)> wrote:

**Wasim Patel | Acquisition Surveyor**  
**Clarke Telecom**

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[www.clarke-telecom.com](http://www.clarke-telecom.com)

**Head Office: Clarke Telecom Ltd, Unit E, Madison Place, Northampton Road, Manchester, M40 5AG. Tel. +44 (0)161 785 4500.**  
Registered Office: 3175 Century Way, Thorpe Park, Leeds, LS15 8ZB. Registered in England No. 07524755.

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Hi Cllr Baker

Please could you confirm you are happy with all the information provided so far regards to the proposed location for The Parish Council meeting later this month?

Kind Regards

Wasim Patel

**From:** Wasim Patel  
**Sent:** 04 March 2022 16:10  
**To:** Don Baker <[don.baker@sundridgewithidehill-pc.gov.uk](mailto:don.baker@sundridgewithidehill-pc.gov.uk)>  
**Subject:** RE: CTIL 30082300 VF 18320 - site location

Hi Cllr Baker

At this moment in time this is all the information I have as drafting drawings ect would take some time. This was more to discuss with the council beforehand so we could all agree on a suitable location.

The information sent in my previous email seems to cover majority of the proposal as I have included location, pole/ mast type ect.

Kind Regards

Wasim Patel



**From:** Don Baker <[don.baker@sundridgewithidehill-pc.gov.uk](mailto:don.baker@sundridgewithidehill-pc.gov.uk)>

**Sent:** 04 March 2022 16:01

**To:** Wasim Patel <[Wasim.Patel@Clarke-Telecom.com](mailto:Wasim.Patel@Clarke-Telecom.com)>

**Cc:** Sundridge with Ide Hill Parish Council <[clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk)>; [trevor.jones@sundridgewithidehill-pc.gov.uk](mailto:trevor.jones@sundridgewithidehill-pc.gov.uk); [david.miller@sundridgewithidehill-pc.gov.uk](mailto:david.miller@sundridgewithidehill-pc.gov.uk); [martyn.fribbens@sundridgewithidehill-pc.gov.uk](mailto:martyn.fribbens@sundridgewithidehill-pc.gov.uk)

**Subject:** Re: CTIL 30082300 VF 18320 - site location

Hi Wasim

The Parish Council will require to discuss the proposed site of the mast later this month.

However I should be grateful if you would confirm the approval/instructions which your client is seeking from the Council in order to proceed.

If you could set out a formal proposal setting out the details then this will be most helpful. Clearly there will be the grant of an easement to erect a mast as well as a formal planning application!

Many thanks

Don

Sent from my iPad

**Wasim Patel | Acquisition Surveyor**  
**Clarke Telecom**

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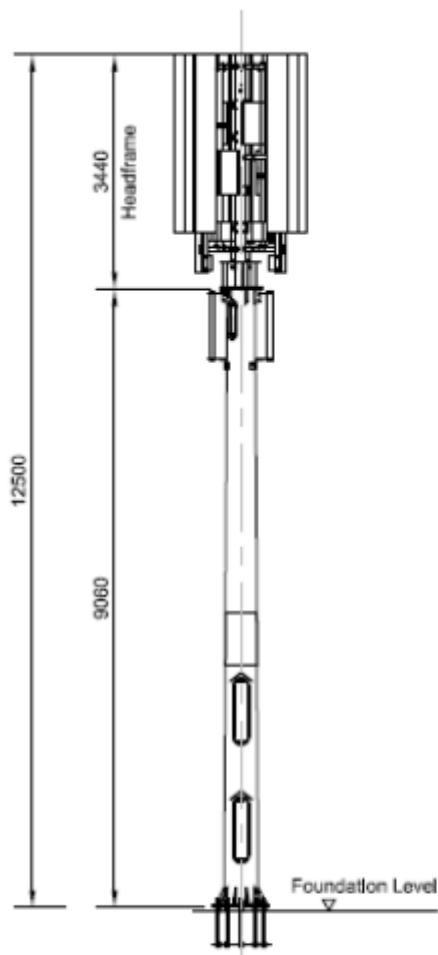
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Dear Cllr Baker

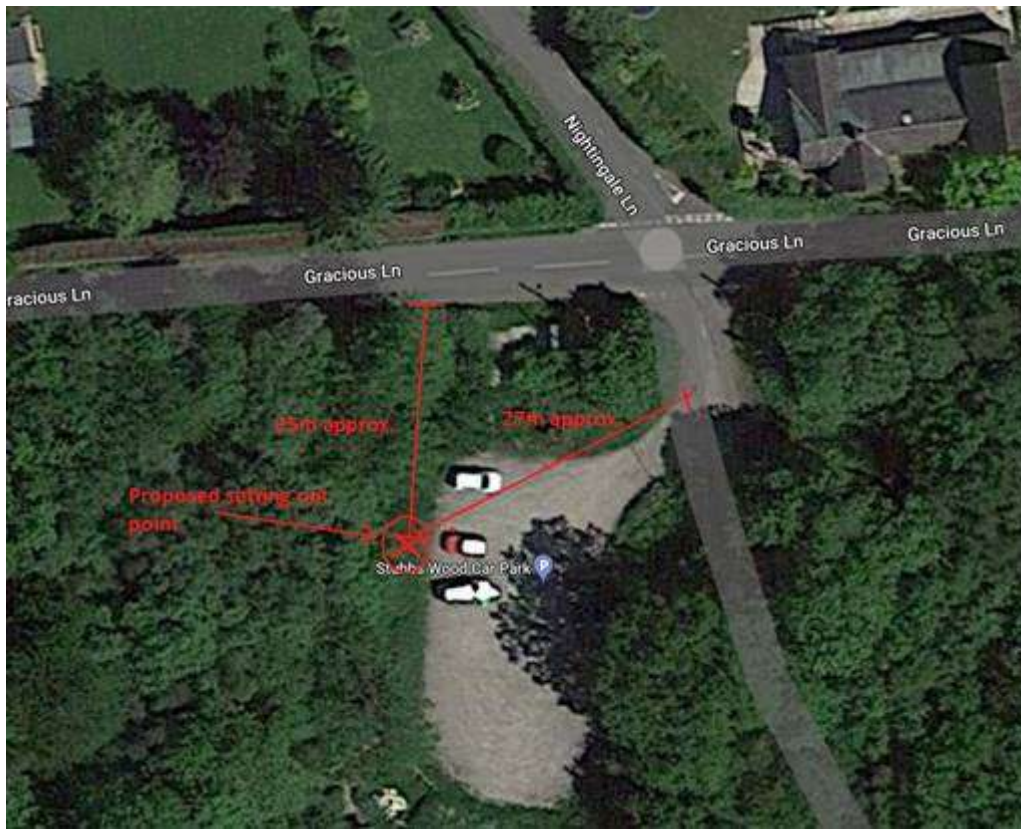
1. The site is fundamentally needed to enable the rollout of Smart Meters in this rural area of Sundridge and Ide Hill as well as the surrounding area. It will also provide the opportunity to provide much needed 2G, 3G and 4G service provision where currently there is little to no coverage for large swathes of this rural area. This will ensure that the energy suppliers can fulfil their legal Smart Meter obligations and that Telefonica's customers can finally have access to the latest service provision currently available. The installation will also meet the extra demands on the network in this area as new technologies improve increasing the demand for 4G technology.
1. Please see below a diagram showing a example of the monopole and dimensions ect. Please note pole can be coloured Green (RAL – TBC) to conform with the surrounding trees.
1. I have provided a rough diagram (below)showing the approximate measurements.

## CU Phosco Phase 4.5



CU PHOSCO PHASE 4.5  
MONOPOLE

Structure Type	Monopole						
Deployment region	25m/s @ 100m AMSL						
Available in standard heights	12.5-20m (non-standard heights available)						
Minimum Tx dish capability	2x600mm						
Maximum Antenna Load	<p>Phase 4.51 Headload 6x2.4m Antennas / 2x600mm dishes / 12xRRU</p> <p>Phase 4.9 Headload 9 x2.4m Antenna/ 2 x600mm Dishes/ 36 xRRU</p> <p>Phase 4.9XL Headload 9 x2.4m Antenna + 9 x MaMiMo/ 2 x600mm Dishes/ 36 xRRU</p>						
Climbing System	<p>Optional latch way "mono-step" foot peg system</p> <p>Latch way fall arrest system</p>						
Foundation, by structure height, for structures with a Phase 4.9XL headload	<table> <tr> <td>12.5m</td><td>3.5 x3.5x1.1m deep</td></tr> <tr> <td>15m</td><td>3.7 x3.7 x1.1m deep</td></tr> <tr> <td>17.5m</td><td>3.8 x3.8 x1.1m deep</td></tr> </table>	12.5m	3.5 x3.5x1.1m deep	15m	3.7 x3.7 x1.1m deep	17.5m	3.8 x3.8 x1.1m deep
12.5m	3.5 x3.5x1.1m deep						
15m	3.7 x3.7 x1.1m deep						
17.5m	3.8 x3.8 x1.1m deep						
Notes	<p>The Phase 4.5 pole in combination with the Phase 4.9 XL headframe, subject to GDC, may only be used up to a height of 17.5m. From 17.5m to 22.5m a Phase 6 pole with a Phase 4.9XL headframe should be used. This is for New build only, not upgrade.</p> <p>Headframe Details can be found in Appendix A</p>						
Drawings:	<p>CU Phosco Phase 4.5 with 4.51 Headload - Drg No S-1000796-04</p> <p>CU Phosco Phase 4.5 with 4.9 Headload - Drg No S-1001323-1</p> <p>CU Phosco Phase 4.5 with 4.9XL Headload - Drg No S-1001324-1</p> <p>Indicative Foundation Sizes Phase 4.5 Monopoles MAX Config 210308</p>						



**From:** Don Baker <[don.baker@sundridgewithidehill-pc.gov.uk](mailto:don.baker@sundridgewithidehill-pc.gov.uk)>

**Sent:** 01 March 2022 15:45

**To:** Wasim Patel <[Wasim.Patel@Clarke-Telecom.com](mailto:Wasim.Patel@Clarke-Telecom.com)>

**Cc:** Sundridge with Ide Hill Parish Council <[clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk)>; [trevor.jones@sundridgewithidehill-pc.gov.uk](mailto:trevor.jones@sundridgewithidehill-pc.gov.uk); [david.miller@sundridgewithidehill-pc.gov.uk](mailto:david.miller@sundridgewithidehill-pc.gov.uk); [martyn.fribbens@sundridgewithidehill-pc.gov.uk](mailto:martyn.fribbens@sundridgewithidehill-pc.gov.uk)

**Subject:** Re: CTIL 30082300 VF 18320 - site location

Hi Wasim

Many thanks for your conclusions to your site visit however I should be grateful for the following information in respect of the proposed mast:

- 1) Can you please confirm that the mast will only be used to boost the signal for smart meters and will NOT increase the signal for mobile phones or internet users?
- 2) Can you please provide the dimensions Height etc and appearance of the mast?
- 3) How far from the road boundary of the car park have you measured to install the mast?

Many thanks

Don

On 1 Mar 2022, at 14:36, Wasim Patel <[Wasim.Patel@clarke-telecom.com](mailto:Wasim.Patel@clarke-telecom.com)> wrote:

**Wasim Patel | Acquisition Surveyor**  
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Dear Clerk and Councillors

Firstly I would like to say it was a pleasure meeting the Councillors on site.

Further to my discussion with the radio planner and project manager the best place for this site would be at Option A below which is well screened too. We can ensure that the monopole is coloured Green (RAL – TBC)

Proposed Location A – NGRs N: 151826, E: 549655



**Wasim Patel | Acquisition Surveyor**  
**Clarke Telecom**

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### 9.3 Ide Hill Green – update from Cllr Evans

#### 9.4 Ide Hill Recreation Ground -----Original Message-----

From: Keith McGinn <keith.mcginn1963@outlook.com>

Sent: 18 March 2022 10:36

To: Sundridge with Ide Hill Parish Council <clerk@sundridgewithidehill-pc.gov.uk>

Subject: Re: Ide Hill Recreation Ground

I think what you are referring to is that we asked the pc to have some work done at Ide hill . This includes digitally flattening an area of the top of the recreational field , re seeding and turning it into a proper and fit junior pitch . We would need to fence the area off for about ten weeks but this would not effect access to other parts of the field . The Pc asked us to Come back with some proper plans . I did submit an Ariel view of the area to be worked but not sure what else I can provide .

It turns a bumpy uneven part of the rec close to the play area into an area suitable for kids to Play on . The work is due in October and will be down by a professional company called Bourne sports . The cost payable by us is circa £10,000.

Hope this helps

Regards keith

Sent from my iPhone

9.5 To discuss and agree a response to the following applications:

9.5.1.1 22/00555/CONVAR

9.5.1.2 22/00466/HOUSE

9.5.1.3 22/00617/HOUSE

9.5.2 To note the planning log - attached

## 10.0 Items for discussion, agreeing and noting

### 10.1 Reports from Committees/Working Parties

#### 10.1.1 Stubbs Wood Working Party – attached

## Stubbs Wood Management Advisory Group (SWMAG)

Meeting 16<sup>th</sup> March 2022

### Report

**Attendance at Ide Hill Village Hall:** Richard Don, Caroline Lingham, Dominic Rossi, David Miller, Russell Maybury, Donald Baker (Chair).

**Apologies** Martyn Fribbens, Stephen Palmer, Julian Miller

**Agenda:** To discuss the following topics and assess the way forward for the next financial year 22/23 setting out the necessary recommendations for the Parish Council.

- 1) Introduction.
- 2) Volunteer Working Party.
- 3) Man. Plan Progress. Coupes 1 & 2.
- 4) Budget
- 5) Annual Tree Survey
- 6) A.O.B

#### 1) Introduction:

Chairperson Cllr Baker welcomed everyone to the meeting and expressed the appreciation of the Parish Council to Richard Don and Dominic Rossi for all the work undertaken by the volunteers which has resulted from the termination of the Japa Contract. This has saved the Parish Council a considerable amount of money.

#### 2) Volunteer Working Party.

Dominic Rossi reported that the volunteer working party has cleared the area between the trees and the car park in Coupe 1 with the assistance of a Strimmer and cleared Coupe 2 of the brush wood which had been incorporated into dead hedges as well as burning surplus material. The cut timber has been cleared from the public footpaths.

However, an issue over the use of chainsaws has arisen as Cllr Russell Maybury wishes to invite a friend from the National Trust Paul Davies to cut down the remaining trees in Coupe 1 to fully expose the viewpoint and also considers that he may be able to cut down Coupe 2 free of charge.

The issues surrounding chainsaw licences and insurance to protect the volunteers/public was discussed at length and recommendations made to the Parish Council below:

- A) The Parish Clerk should be asked to confirm in writing that the insurance cover taken out by the Parish Council covers any injuries or death sustained by volunteers or members of the public during the volunteers working parties?**
- B) The Parish Council should be asked to approve that Paul Davies is allowed to use his chainsaw at Stubbs Wood to cut down trees included for felling within the Man. Plan. Paul Davies providing written evidence of the Chainsaw licences and insurance to over accidents.**
- C) The Parish Council to share the cost of gaining a full chainsaw licence for Dominic Rossi at a total cost of £900, which £450 would be payable by the PC.**
- D) The Parish Council to approve the purchase of Health and Safety equipment to include (5) Hard hats at £20 each and (10) Hi Vis jackets at £2 each totalling £120.**
- E) The Parish Council to purchase a second hand strimmer from a local resident at £900 - £1000 to maintain the undergrowth throughout Stubbs Wood.**

### **3) Man. Plan Progress. Coupes 1 & 2.**

The Group recognised that the Parish Council has fallen behind the timetable laid down by the existing Man. Plan due to Covid and the Japa Contract and felt that it was important that Julian Miller was asked to contact the RPA to agree a way forward so that the Parish Council does not lose the grant. The Group also recognised that the 5-year Man. Plan requires to be revised and had come to end of its self-life. The Group felt that the following recommendation would enable the PC to roll both these issues into a successful conclusion:

- F) The Parish Council to gain an estimate of the cost of instructing Julian Miller to meet the RPA representative and agree a revised Man. Plan Strategy which would retain the Stewardship Grant and update the Man. Plan accordingly. Caroline Lingham has volunteered to oversee this process.**

The Group also discussed the way forward to remedy the unsuccessful contract with Japa in Coupe 1 & 2 and felt the contract required to be retendered by Julian Miller learning the lessons from Japa so that the Parish Council could assess the most beneficial contractor. There are two local contractors who may quote for this work, and they can be asked to provide a quotation accordingly. The tender making sure that the PC gains 'Value for Money'.

The Group therefore makes the following recommendation:

- G) The Parish Council to request a quotation from Julian Miller to retender the Coupe 2 contract and provide a recommendation on the extension of the contract to surrounding coupes which require coppicing to gain a larger contract through tender.**

### **4) Budget**

Unfortunately, the budget arrived 55 minutes prior to the start of the meeting and members of the Group found it difficult to evaluate without sufficient prior notice so this item was suspended for further investigation.

## **5) Annual Tree Survey**

Consideration was given to the Annual Tree Survey which is proving a costly item. The Group felt that Julian Miller should be asked to appraise the Trees noted as medium term risk in the last Tree Survey and consideration given to any of these trees for felling if required following Julian Miller's report.

The Group also require a written assurance from the Parish Council's insurance company that if the tree survey is carried out every 3 years (Industry norm), then this will not affect the insurance cover.

- H) The Parish Council to instruct Julian Miller to assess the medium risk trees highlighted in the existing tree survey to establish if these trees need felling during 2022/3.**
- I) The Parish Council to seek clarification on their insurance cover if the tree survey is undertaken every 3 years.**
- J) The final recommendation is for the Parish Council to replace the Notice Board which was damaged during the storms and looks very tired.**

Cllr D M Baker

18<sup>th</sup> March 2022

### 10.1.3 Sundridge and Brasted Social Club Working Party – update from Members following meeting on 8 March 2022

### 10.1.4 Ide Hill Public Conveniences Working Party – attached

#### Agenda Item 10.1.4 - Ide Hill Public Conveniences

- Lighting is installed and working
- Grant of £1,000 received from Ide Hill Community Shop to cover cost of electrical work

Last 3 months data (these are the quietest months for the toilets)

Feb-22												
Products			Number of Transaction			Sales			Service Fees		Processing Fees	
#	Product Serial	Location	Prepaid Card	Credit Card	Total Vends	Prepaid Card	Credit Card	Total Sales	Monthly Service	Total Service Fee	Credit Card	Total Processing Fees
1	121200215073	Ide on Hill Ladies	1	133	134	£ 0.40	£ 53.20	£ 53.60	£ 10.00	£ 10.00	£ 1.57	£ 1.57
2	121247204860	Ide on Hill Gents	5	173	178	£ 2.00	£ 69.20	£ 71.20	£ 10.00	£ 10.00	£ 2.04	£ 2.04
			6	306	312	£ 2.40	£ 122.40	£ 124.80	£ 20.00	£ 20.00	£ 3.61	£ 3.61

Jan-22												
Products			Number of Transaction			Sales			Service Fees		Processing Fees	
#	Product Serial	Location	Prepaid Card	Credit Card	Total Vends	Prepaid Card	Credit Card	Total Sales	Monthly Service	Total Service Fee	Credit Card	Total Processing Fees
1	121200215073	Ide on Hill Ladies	0	194	194	£ 0.00	£ 77.60	£ 77.60	£ 10.00	£ 10.00	£ 2.29	£ 2.29
2	121247204860	Ide on Hill Gents	0	241	241	£ 0.00	£ 96.40	£ 96.40	£ 10.00	£ 10.00	£ 2.84	£ 2.84
			0	435	435	£ 0.00	£ 174.00	£ 174.00	£ 20.00	£ 20.00	£ 5.13	£ 5.13

Cleaning Contract needs to be issued to cover the cleaning of the toilets/village hall to commence on 1 April 2022 – Clerk suggests Cllrs Baker and Jones agree a contract with the Clerk and circulate to Members for final agreement prior to signature.

### 10.1.5 Sundridge Recreation Ground

Ide Hill Football Club lease ready for signature.

Meeting to be held with Radnor House/Ide Hill Football Club and Members/Clerk to discuss any outstanding items -

## 10.2 Communications/Events

### 10.2.1 Jubilee – update at meeting

### 10.2.2 Annual Parish Meeting

- Confirmed as Monday 9 May 2022 at 7.00pm at Sundridge Village Hall

## 10.3 Councillor Vacancy – to note vacancy in Sundridge ward

## 10.4 Correspondence

### 10.4.1 To note general correspondence – attached

Correspondence 22 02 22 to 22 03 17

1. Sevenoaks District Council: Help improve air
2. KALC - WORKING WITH LOCAL MEDIA TO ENGAGE YOUR COMMUNITY
3. KALC - NALC CHIEF EXECUTIVE'S BULLETIN
4. Sevenoaks District Community Safety Partnership Newsletter - Feb 2022
5. KALC - The Queen's Green Canopy Map
6. Sevenoaks District Council: Local celebrities honour the District's volunteers
7. Sevenoaks District Council: Go the extra mile for charity!
8. SDC - DCM&S: Guidance on reporting safeguarding concerns in a charity
9. SDC - Easter Family Fun Days
10. Sevenoaks District Council: Council flies the flag for the Commonwealth
11. SDC - Kent Volunteering Pilot Publicity Attached
12. Gatwick In Touch Newsletter Edition 7

For all Agenda and Minutes related to SDC meetings please visit:

<https://cds.sevenoaks.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=>

#### 10.4.1.1 Email from Laura Trott MP -attached

**From:** laura.trott.mp@parliament.uk <laura.trott.mp@parliament.uk>  
**Sent:** 16 March 2022 09:21  
**To:** clerk@sundridgewithidehill-pc.gov.uk  
**Subject:** Recreation ground and Bowsers Meadow (Case Ref: LT22717)

Dear Amanda

Below is an email Laura received. The issue of parking on the pavement is one for the police and Laura has raised this with them. The other matters referred to briefly at the end are presumably parish land? If so, we just wanted to highlight this to you. Any comments would be welcomed.

Thank you.

Kind regards

Graham Clack  
Office of Laura Trott MP  
Member of Parliament for Sevenoaks and Swanley  
House of Commons | London | SW1A 0AA

Website: <https://www.lauratrott.org.uk/>  
Telephone: 020 7219 6898

*Hi Laura,*

*Following on from our conversation on Facebook regarding the parking issues along the main road Sundridge resulting in being impassable for my wheelchair using partner. I have attached a few photos that I took this morning (Saturday). As you can see it's impossible for me to push the wheelchair along the main road without having to use the road itself. This is particularly a problem when I need to push her round to the doctors surgery. Likewise in the 4 and a half years we've lived here, my partner hasn't been into the local shop as its not wide enough, the gate to the recreation ground is always locked, and Bowsers Meadow is not wheelchair safe either. I look forward to hearing from you soon.*

*Regards*



# Your Local parish Monthly Update

February 2022

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

Dear All,

Well, we seemed to have made it through Covid 19 as now all restrictions have been removed. We must still be respectful to anyone and / or business that would still like us to wear a mask for the time being.

March already? Clocks are going forward in a few weeks' time (1am Sunday 27<sup>th</sup>) which'll start bringing those lighter evenings in ready for summer. As we start using our gardens and outdoor space a bit more, take the time to assess for any crime prevention methods you could implement or improve. For example: security lighting, locks & alarms on sheds/garages, and CCTV.

## "MY COMMUNITY VOICE"



This is App which is FREE to download and use. It will keep you informed on all the local issues in and around your area. Please have a look and download the App if you think it would be helpful

### **Dunton Green & Riverhead**

Anti-Social behaviour in the area has reduced since the issue of the Acceptable behaviour agreement letters was given out last month. The youths will continue to be monitored and further action will be taken if necessary

I am continuing to work on the possible drug issue which I have had some very good information on. I am working with the housing authority in the area to try and arrange some joint visits. Several registration numbers have been reported, these will be checked, and any appropriate action will be taken

### **Halstead, Knockholt & Badgers Mount**

There has been a huge multi agency operation at Station Road, Halstead, where several animals have been removed for assessment. This is an ongoing investigation, which is likely to take time to complete.

I have had a report of waste being dumped on land near Broke Hill, this came with some very good information which I have sent on to the appropriate authorities.

### **Brasted, Chevening and Sundridge & Ide Hill**

Brasted, Chevening and Sundridge have experienced a low level of crime / Anti-social behaviour over the last month. There were however reports of criminal damage around the Sundridge Village hall area, A crime report has been submitted and CCTV evidence will be viewed to see if the offenders can be identified. All enquiries will be thoroughly exhausted, and any offenders will be dealt with appropriately

### **Westerham & Crockham Hill**

We have now got the Anti-social behaviour down to a minimum level in Westerham, this has taken time and a lot of work, but it has seemed to have paid off. Now the issue seems to be “parking “. I would like to remind all vehicle owners to be mindful when parking for any length of time. Badly / inconsiderate parking can make life difficult for other road users. I will be keeping my eye on any offending vehicle, and advisory notices will be issued

I am going to finish with a reminder about **E-scooters** .....

These PLEVs (Personal Light Electric Vehicles) are ever popular and you're likely to have seen people using them out in public. However, these are only permitted for use on private land with the owner's permission. They are treated as motor vehicles and subject to the same legal requirements, such as driving licence, insurance, number plates, lighting, road tax, crash helmets etc. Without these, e-scooters cannot be used legally on the road. As you are currently unable to insure/tax these, they remain illegal to use on roads, pavements, and other public spaces

Well, that's it for another month, please stay safe and thank you for your continuous help and support

## PCSO Sue



Don't forget to follow us on Twitter



Email: [csu.sevenoaks@kent.pnn.police.uk](mailto: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**.

#### 10.4.3 Sevenoaks District Council Funding – Bins – attached

**The Clerk received a call and the following email from Dawn Blee. The Clerk requested 5 bins but asked for clarification re: the cost of emptying the bin.**

**From:** Dawn Blee <Dawn.Blee@sevenoaks.gov.uk>  
**Sent:** 14 March 2022 13:03  
**To:** Parish.Council, Sundridge <clerk@sundridgewithidehill-pc.gov.uk>  
**Subject:** Bins

Hi Amanda

Good to talk with you just now and always nice to be the bearer of good news!

The bins can be seen if you follow the link below, they would not be fitted with smart sensors, but people do seem to like the general/dog waste on side and a recycling option the other. They are also green and wooden so they look nice and are in keeping with the look and feel of our very green district.

<https://wybone.co.uk/product/double-timber-fronted-recycling-bin/>

Just to state the obvious, the funding can provide bins only and not labour costs for emptying.

There is funding available, so let me know as soon as you can, how many bins you could use additionally. If you can get back to me as soon as possible that would be very much appreciated as we are working against some very tight deadlines now.

Best regards

Dawn  
Town Centre Project Officer  
Economic Development and Property

**Working days are usually Thursdays and Fridays**

(T) 01732 227057

(M) 07749 713724

Sevenoaks District Council | Argyle Road | Sevenoaks | Kent | TN13 1HG

E: [dawn.blee@sevenoaks.gov.uk](mailto:dawn.blee@sevenoaks.gov.uk)

W: [www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)



RLA/6 Double Timber Fronted Recycling Bin

Product Code: RLA/6/WEB

from

£609.99

sizes

196 Litres

lead time

TBC

The RLA/6 is a double timber fronted litter bin, ideal for collecting two waste streams in one unit. Manufactured from a combination of durable glass fibre composite and wood cladding, this bin provides a durable unit, ideal for use in parks and playgrounds.



## **Meetings for 2022**

25 April at 7.30 pm	Sundridge Village Hall
(18 April is a public holiday)	
16 May at 7.30 pm	Sundridge Village Hall
20 June at 7.30 pm	Sundridge Village Hall
18 July at 7.30 pm	Sundridge Village Hall
19 September at 7.30 pm	Sundridge Village Hall
17 October at 7.30 pm	Ide Hill Village Hall
21 November at 7.00 pm	Sundridge Village Hall
12 December at 7.30 pm	Sundridge Village Hal

## **Annual Parish Meeting Monday 9 May 2022**

**7.30 pm – Sundridge Village Hall**

## **Meetings for 2023**

23 January at 7.30 pm	Sundridge Village Hall
20 February at 7.30 pm	Sundridge Village Hall
20 March at 7.30 pm	Ide Hill Village Hall

**11. Date of next meeting Monday April 25 2022 at Sundridge Village Hall**