

**To: The Members of the Parish Council of Sundridge with Ide Hill** I hereby summon you to attend a Meeting of the Parish Council to be held at **Sundridge Village Hall** commencing at **7.45pm on Monday 27 June 2022** to transact the undermentioned business.

Clerk *Anaida Barrow* 22 June 2022

### AGENDA

1. **Apologies and reasons for absence.**
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**
4. **Report from District Councillor**
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 23 May 2022
7. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
8. 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
9. **Finance & Personnel items for decision and noting**
  - 9.1 **To approve the 2021/22 Annual Return**
    - 9.1.1 To approve Annual Governance Statements for 2021/22
    - 9.1.2 To approve Accounting Statements for 2021/22
  - 9.2 Grants
    - 9.2.1 Ide Hill Village Hall Trust
    - 9.2.2 PCC of St Mary's Church Sundridge, Ide Hill and Toys Hill
  - 9.3 Items payable and paid
- 10.0 **Items for discussion, agreeing and noting**
  - 10.1 **Committees/Working Parties**
    - 10.1.1 Stubbs Wood Working Party
    - 10.1.3 Sundridge and Brasted Social Club Working Party
    - 10.1.4 Ide Hill Public Conveniences Working Party
    - 10.1.5 Sundridge Recreation Ground
    - 10.1.6 Sundridge Village Hall
  - 10.2 **Communications/Events**
    - 10.2.1 Jubilee
    - 10.2.2 Summer newsletter
  - 10.3 **Correspondence**
    - 10.4.1 To note general correspondence.
    - 10.4.2 Police Newsletter
  - 10.4 **Meeting Dates for 2022**
11. **Date of next meetings**

6. **Minutes** of the Parish Council meetings held on 23 May 2022

*Minutes of Full Council Meeting held on Monday 23 May 2022  
at Sundridge Village Hall at 7.00pm*

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

**Attendance:** Cllr Bonin (District Councillor) (in part), Amanda Barlow (Clerk)

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

**Absent:** None.

Members agreed to commence with Agenda Item 5.0

**5. Report from District Councillor**

Cllr Bonin had previously sent a report and a copy is attached at Appendix B.

Cllr Evans asked about the revenue from the fines as a result of the new speed cameras. Cllr Bonin responded that this is a KCC matter. Cllr Evans also asked about the clearance of the culvert by the traffic lights. Cllr Allgood passed on the thanks of the Coombe Bank residents for the excellent work of Cllr Bonin and SDC.

Cllr Fribbens arrived at the meeting.

**1. Annual General Meeting**

1.1 To elect a Chair.

**Members unanimously resolved to elect Cllr Evans as Chairman of the Parish Council.**

1.2 To elect a Vice-Chair.

**Members unanimously resolved to elect Cllr Baker as Vice Chairman of the Parish Council.**

1.3 To elect Committee Members.

**Members resolved to agree the membership of the committees as at Appendix A.**

1.4 To elect Committees Chairs

**Members resolved to agree the Chairs of the committees as at Appendix A.**

1.5 Appointment of Members to Working Parties/Areas of Responsibility

**Members resolved to agree the membership of the working parties/areas of responsibility as at Appendix A.**

1.6 Appointment of Representatives of the Parish Council on Outside Bodies

**Members resolved to agree the representatives of the Parish Council on Outside Bodies as at Appendix A.**

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

There were none.

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

None

**4. Report from County Councillor**

Cllr Chard had sent his apologies.

**6. A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.

None.

**7. To approve as a correct record the *Minutes* of the Parish Council meetings held on 25 April 2022**

**Members resolved to agree the minutes of 25 April 2022.**

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

8.2.1 The Clerk has paid the grant to Ide Hill Village Hall Trust

8.3.2 The Clerk has contacted the PCC regarding the grant.

**8.3 Bank Account**

The account is now fully operational.

The Clerk is the administrator and the only user who can upload payments or set up direct debits/standing orders etc. Cllrs Maybury, Evans, Banbrook and Allgood are authorised signatories and 2 out of the 4 of them must authorise every payment.

**9 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 deal with Agenda Items 10.5 and 11.1.2 in confidence.**

**10 Finance & Personnel items for decision and noting**

10.1 To agree the 2021-22 Final Budget

**Members resolved to agree the Final Budget for 2021-22.**

10.2 To agree the list of direct debits, standing orders and contractual payments

**Members resolved to agree the direct debits, standing orders and contractual monthly payments.**

10.3 Grant – Ide Hill Village Hall

Members agreed that the Clerk should ask the Ide Hill Village Hall Trust to clarify the grant.

(Action: Clerk)

10.4 Items Paid and Payable

10.4.1 General Items

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

**Streetlighting**

Members agreed to look further into costs and seek funding options.

10.4.2 Castle Water

Members asked the Clerk to view the meter reading. (Action: Clerk)

10.4.3 Ide Hill Football Club

**Members resolved to settle the invoice presented by Ide Hill Football Club when the lease is signed.**

Members asked the Clerk to send the Landlord and Tenant Form to Radnor House.

10.5 Personnel Committee

**Members resolved to agree the proposals regarding the Clerk's pay scale.**

10.6 Finance & Personnel Committee Minutes 16 May 2022

Noted.

## **11 Items for discussion, decision and allocation of resources if necessary**

### **11.1 Parish Assets**

#### **11.1.1 Stubbs Wood Working Party**

*Cllr Baker advised that the Management Group is looking for a new consultant. Once appointed there is quite a lot of things to be actioned once the consultant is in place.*

#### **11.1.2 Sundridge Recreation Ground**

##### **11.1.2.1 Request from Sundridge & Brasted Primary School**

**Members resolved to agree to allow the Primary School to use the recreation free of charge providing Radnor House are in agreement with the dates.**

##### **11.1.2.2 Sundridge Allstars**

**Members resolved to renew the agreement with Sundridge Allstars for the next season.**

#### **11.1.3 Ide Hill Recreation Ground – Ide Hill Fair**

**Members resolved to agree that the Ide Hill Fair could take place on the green.**

#### **11.1.4 Sundridge Village Hall**

*Members agreed that the Amenities Committee should discuss the proposals to the Village Hall.*

### **11.2 Communications/Events**

#### **11.2.1 Jubilee**

*Members noted the arrangements for the Jubilee celebrations.*

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

*Thank you to Cllr Powell for all her work on the refreshments.*

#### **11.2.3 Website**

*The Clerk*

#### **11.2.4 June Village News Update**

*Members agreed to include:*

*Jubilee*

*Covers Farm*

*Bins*

*AGM*

*Speed cameras*

### **11.3 Highways**

#### **11.3.1 Highways Meeting**

*The Clerk advised that she is trying to set up a meeting with the Highways Steward.*

#### **11.3.2 A25 Speed Cameras**

*Noted.*

## **12. Correspondence**

#### **12.1 To note general correspondence.**

*Noted.*

#### **12.2 Sevenoaks District Council – Bins**

*Members agreed that the bins should be placed Stubbs Wood, Ide Hill recreation ground, Sundridge Village Hall and Bowsers Meadow.*

#### **12.3 Meeting Dates for 2022**

*Noted at Appendix D.*

***13. Date of next meeting Monday 20 June 2022 at Sundridge Village Hall.***

***There being no further business the meeting closed 21.45***

**Amenities**

Vikki Allgood (Chair)  
Don Baker  
Melvin De Bono  
Martyn Fribbens  
Trevor Jones  
David Miller  
Ann Powell

**Finance**

Vikki Allgood  
Don Baker  
John Banbrook  
John Evans  
Russell Maybury (Chair)  
David Miller  
Ann Powell

**Personnel**

Vikki Allgood  
Don Baker  
John Evans  
Russell Maybury (Chair)

**Planning**

Vikki Allgood  
Don Baker  
John Evans  
Trevor Jones (Chair)  
Russell Maybury  
Ann Powell

**Sundridge and Brasted Social Club  
Working Party**

*John Banbrook  
Melvin De Bono  
Ann Powell  
3 Members from Brasted Parish Council*

**Stubbs Wood Management Committee**

*Don Baker (Chair)  
Martyn Fribbens  
Russell Maybury  
David Miller  
Richard Don  
Caroline Lingham  
Stephen Palmer  
Dominic Rossi*

**Ide Hill Public Conveniences Working  
Party**

*Don Baker  
Martyn Fribbens  
Russell Maybury  
David Miller*

**Sundridge Recreation Ground Working  
Party**

*Vikki Allgood  
Trevor Jones (Chair)  
Russell Maybury  
Melvin De Bono  
Radnor House (1 member)  
Ide Hill Football Club (1 member)  
Sundridge Allstars (1 member)*

**Communications Working Party**

*Vikki Allgood  
Martyn Fribbens*

**Streetlighting**

*John Banbrook*

**Sundridge Village Hall Working Party**

*Vikki Allgood  
Melvin de Bono  
Trevor Jones  
Clerk*

Cllr Keith Bonin

## **Report to Sundridge with Ide Hill Parish Council**

23 May 2022

### **Covers Farm Quarry:**

The KCC Planning Committee meeting has been delayed again; the earliest possible date for the meeting is now 15th June, although it may be delayed further.

I have prepared a draft letter to go to the Planning Committee members from Nigel, James and I emphasising residents' concerns. This will be sent a few days before the meeting.

I will speak at the KCC meeting on behalf of Brasted & Sundridge residents and focus on the problems that the HGV movements will create for the residents and listed buildings along the A25 (loss of amenity, impact on road safety, air pollution, potential damage to listed buildings, etc.). Three other speakers will focus on other issues related to the proposed development, so that there is no overlap of opposition arguments.

Residents are encouraged to attend the meeting to show their opposition to the application.

### **Planning:**

Nothing to note.

### **Other:**

#### **Rubbish collection on Jubilee long weekend:**

Rubbish will be collected as per normal on Thursday 2<sup>nd</sup> and Friday 3<sup>rd</sup> June.

#### **Parking charges consultation**

Residents and businesses can have their say on proposed increases in parking charges due to be implemented from Monday 1 August 2022. The deadline to comment is 12 noon on Friday 10 June 2022.

The increase in charges are the first for many years and are designed to encourage less frequent but longer stays, which is better for the environment and air quality. For example for most of the Sevenoaks town centre car parks the price is increasing by only £1 for all times (from £1 to £2 for 1 hour and from £4 to £5 for 4 hours). While the price of an annual season ticket is rising by less than 5% from £859 to £900.

The price of a season ticket or paying for all day parking at Bradbourne Car Park near Sevenoaks Station is unchanged. In addition, to increase flexibility the option of a weekly and monthly ticket has been introduced.

#### **Sevenoaks District Council has launched Kent's first 'Movement Strategy' as part of its Net Zero 2030 ambition for the District.**

The strategy sets out the Council's intentions to encourage healthier, safer and more sustainable travel over the next five to ten years.

This includes promoting more active travel like walking and cycling, using public transport and reducing car usage. The Council will bid for funds and work closely with the local highways and transport authority, Kent County Council, to identify cycling and walking improvements at a local level.

As part of the Council's new Air Quality Action Plan, the Council will be working directly with schools to support walking and cycling initiatives and reduce the environmental impacts of the school run.

Across the District, the Council is carrying out an electric vehicle charging study to help identify where new electric charging points can and should be installed.

To find out more about the strategy visit [www.sevenoaks.gov.uk/sustainabletravel](http://www.sevenoaks.gov.uk/sustainabletravel)

With kind regards,

Keith

## Items Paid 1 April to 30 April 2022

23 May 2022 (2022-2023)

**Sundridge with Ide Hill Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Description	Supplier	VAT Type	Net	VAT	Total
19	Pension enrolment Pack	05/04/2022		Pension Administration	Tailored Wealth	S	11.00	2.20	13.20
18	WiFi	25/04/2022		WiFi	British Telecom	S	62.31	12.46	74.77
22	Conveniences water	26/04/2022		Water	Castle Water	Z	1,000.00		1,000.00
13	Subscriptions	26/04/2022		DRIPS 21-22 Subscriptio	Darent River Preservation	X	20.00		20.00
17	Travel Expenses	26/04/2022		Mileage	Mrs A C Barlow	X	48.60		48.60
20	Supplies for meetings	26/04/2022		Coffee and Biscuits	Mrs A C Barlow	X	12.15		12.15
21	Postage	26/04/2022		Postage	Mrs A C Barlow	X	11.40		11.40
1	Cleaning	26/04/2022		Cleaning	Val & Sander Reytenbach	X	180.00		180.00
2	Conveniences cleaning	26/04/2022		Cleaning	Val & Sander Reytenbach	X	500.00		500.00
4	Parish WiFi (Clerk)	26/04/2022		WiFi	Mrs A C Barlow	X	10.00		10.00
5	Parish mobile telephone	26/04/2022		Mobile	Mrs A C Barlow	X	19.00		19.00
12	Energy Costs	26/04/2022		Bulk Propane	Calor Gas	L	1,589.94	79.50	1,669.44
15	Conveniences energy co	26/04/2022		Electricity	EDF Energy	L	84.40	4.22	88.62
3	Parish Zoom account	26/04/2022		Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
7	ROSPA Inspection (Play	26/04/2022		Playground Inspection 2:	The Playground Inspecti	S	225.00	45.00	270.00
8	Maintenance	26/04/2022		Lock repair	Hales Locks Ltd	S	75.00	15.00	90.00
9	Ground maintenance	26/04/2022		Flagpole	Flagpole Express	S	156.90	31.38	188.28
10	Maintenance	26/04/2022		Fencing	Woodland Plus Ltd	S	525.00	105.00	630.00
11	Photocopier and photoco	26/04/2022		Photocopier rental	KCC	S	58.10	11.62	69.72
14	Energy Costs	26/04/2022		Electricity Jan-Mar 22	NPower	S	1,457.53	291.51	1,749.04
16	KCC Professional Service	26/04/2022		Legal Services 21-22	KCC	S	163.62	32.72	196.34
30	Pension enrolment Pack	05/05/2022		Pension Administration	Tailored Wealth	S	11.00	2.20	13.20
23	Annual Parish Meeting	06/05/2022		Printing	Mrs A C Barlow	S	106.67	21.33	128.00
28	Queen's Jubilee celebrati	12/05/2022		Street Party Sundridge	Party Packs Ltd	S	338.89	67.78	406.67
29	Queen's Jubilee celebrati	12/05/2022		Street Party Ide Hill	Party Packs Ltd	S	420.44	84.09	504.53
25	Cleaning	20/05/2022		Cleaning	Val & Sander Reytenbach	X	210.00		210.00
26	Conveniences cleaning	20/05/2022		Cleaning	Val & Sander Reytenbach	X	500.00		500.00

## Items received 1 April to 30 April 2022

23 May 2022 (2022-2023)

**Sundridge with Ide Hill Parish Council**  
**RECEIPTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
1	Income Wood	08/04/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
4	Income Casual	13/04/2022	Village Hall Hire	P Ellis	X	60.00		60.00
5	Income Dance School	13/04/2022	Dance hall hire	Judith Essex School of D	X	1,255.63		1,255.63
2	Income Wood	19/04/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
3	Income Wood	29/04/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
10	Precept	29/04/2022	Precept	Sevenoaks District Counc	X	32,955.00		32,955.00
6	Income Wood	06/05/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
8	Income Wood	13/05/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
7	Income Wood	20/05/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
9	Income Casual	23/05/2022	Village Hall Hire	Teak	X	90.00		90.00
<b>Total</b>						<b>34,504.63</b>		<b>34,504.63</b>

**Sundridge with Ide Hill Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
33	Electricity and Gas	25/05/2022	Electricity	EDF Energy	L	425.72	21.29	447.01
34	Conveniences energy co:	25/05/2022	Electricity	EDF Energy	L	122.64	6.13	128.77
35	Energy Costs	25/05/2022	Gas	Calor Gas	L	11.98	0.60	12.58
47	Electricity and Gas	25/05/2022	Gas	NPower	L	416.43	20.82	437.25
37	Photocopier and photoco	25/05/2022	Photocopier rental	KCC	S	58.10	11.62	69.72
38	Software	25/05/2022	Accounting Software Lice	Scribe	S	468.00	93.60	561.60
39	Running Costs	25/05/2022	Supplies	Dominic Rossi	S	26.65	5.33	31.98
40	Parish Zoom account	25/05/2022	Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
46	Stationery	25/05/2022	Stationery	Mrs A C Barlow	S	14.96	2.99	17.95
41	Parish WiFi (Clerk)	25/05/2022	WiFi	Mrs A C Barlow	X	10.00		10.00
42	Parish mobile telephone	25/05/2022	Mobile	Mrs A C Barlow	X	19.00		19.00
43	Travel Expenses	25/05/2022	Mileage	Mrs A C Barlow	X	70.92		70.92
44	Supplies for meetings	25/05/2022	Coffee and Biscuits	Mrs A C Barlow	X	36.25		36.25
45	Miscellaneous Contingen	25/05/2022	Retirement gift S Goache	Mrs A C Barlow	X	25.00		25.00
<b>Total</b>						<b>1,717.64</b>	<b>164.78</b>	<b>1,882.42</b>

## **Meetings for 2022**

<i>21 February at 7.30 pm</i>	<i>Ide Hill Village Hall</i>
<i>21 March at 7.30 pm</i>	<i>Sundridge Village Hall</i>
<i>25 April at 7.30 pm</i>	<i>Sundridge Village Hall</i>
<i>(18 April is a public holiday)</i>	
<i>23 May at 7.30 pm</i>	<i>Sundridge Village Hall</i>
<i>27 June at 7.30 pm</i>	<i>Sundridge Village Hall</i>
<i>18 July at 7.30 pm</i>	<i>Sundridge Village Hall</i>
<i>19 September at 7.30 pm</i>	<i>Sundridge Village Hall</i>
<i>17 October at 7.30 pm</i>	<i>Ide Hill Village Hall</i>
<i>21 November at 7.00 pm</i>	<i>Sundridge Village Hall</i>
<i>12 December at 7.30 pm</i>	<i>Sundridge Village Hall</i>

## 7. To take Matters arising –

### 5.0 District Councillor Report & 10.4.1 – Items Payable Streetlighting

Dear Amanda,

Here is what I was able to find out about CIL.

- The next meeting of the CIL Board will not likely be until early August.
- They are likely only to approve about six projects across the district.
- The CIL Board will expect that the majority (>50%) of the project funding should come from other sources.

I'm I correct in assuming that the PC gets the VAT back, so the net cost of replacing the two streetlights is £6,245?

Best regards,

Keith

Clerk received an email on 21 June advising that CiL funding Board is on 1 September 2022 and closing date for applications is 17 July 2022.

#### 10.4.2 Castle Water

The Clerk has had no response from Castle Water to the letter sent.

The £1,000 was credited to the account.

The Council now need to submit a meter reading.

Proposal: The matter is reviewed at the Finance & Personnel Committee Meeting on 11 July 2022.

### **Defibrillators**

The Clerk has ordered 2 defibrillators to be situated at Ide Hill Village Hall and Sundridge Village Shop.

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

### 9.1 To approve the 2021/22 Annual Return

#### Annual Internal Audit Report 2021/22

Sundridge with Ide Hill Parish Council

www.sundridgewithidehill-pc.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

No Petty Cash

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

16/06/2022

Name of person who carried out the internal audit

David J Buckett

Signature of person who carried out the internal audit

D. J. Buckett

Date

16/06/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## 9.2.1 To approve Annual Governance Statements for 2021/22

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Sundridge with Ide Hill Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLIC ADDRESS [www.sundridgewithidehill-pc.gov.uk](http://www.sundridgewithidehill-pc.gov.uk)

## Section 2 – Accounting Statements 2021/22 for

## Sundridge with Ide Hill Parish Council

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
1. Balances brought forward	43,640	38,788	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	65,000	65,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	11,824	20,732	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	18,093	22,298	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	63,583	70,155	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	38,788	32,068	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	38,788	32,068	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	515,437	515,437	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	✓			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

24/06/2022

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## 9.4 Grants

Ide Hill Village Hall Trust

**From:** paul beasley <paulbeasley.vht@yahoo.com>

**Sent:** 29 May 2022 07:40

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

**Cc:** martyn.fribbens@sundridgewithidehill-pc.gov.uk; David Miller <david.segym@hotmail.com>; Don Baker <don.baker@sundridgewithidehill-pc.gov.uk>; russel.maybury@sundridgewithidehill-pc.gov.uk

**Subject:** Fw: Ide Hill Village Hall

Thanks Amanda,

Based on conversations I had had with Ide Hill councillors, the request for a £2,000 grant towards electricity costs is in addition to the annual £1,300 grant received by the Trust.

Best wishes,

Paul.

----- Forwarded message -----

**From:** Sundridge with Ide Hill Parish Council <[clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk)>

**To:** 'paul beasley' <[paulbeasley1106@yahoo.co.uk](mailto:paulbeasley1106@yahoo.co.uk)>

**Cc:** "[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)>

**Sent:** Wednesday, 25 May 2022, 15:45:50 BST

**Subject:** RE: Ide Hill Village Hall

Dear Paul

I am writing to advise you about the outcome of the discussions at the Full Council meeting on Monday.

Members discussed your email and there was some confusion as to whether the Ide Hill Village Hall Trust was asking for a £2,000 grant towards the electricity costs or a £700 grant (to make a total grant of £2,000) in addition to the £1,300 grant already made to the Trust.

As you will be aware the Parish Council will be facing increased costs with the higher utility bills and Members were keen to look at the exact position of the Council before awarding any further grants.

Cllr Martyn Fribbens was elected at the Parish Council representative on the Ide Hill Village Hall Trust.

Please do not hesitate to contact me or Martyn should you require any further clarity.

With best wishes

Amanda

Amanda Barlow

Clerk to Sundridge with Ide Hill Parish Council

Parish Telephone Number: 07495 962372

[www.sundridgewithidehill-pc.gov.uk](http://www.sundridgewithidehill-pc.gov.uk)

**From:** paul beasley <[paulbeasley1106@yahoo.co.uk](mailto:paulbeasley1106@yahoo.co.uk)>

**Sent:** 03 May 2022 18:04

**To:** Amanda Barlow <[clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk)>

**Cc:** Don Baker <[don.baker@sundridgewithidehill-pc.gov.uk](mailto:don.baker@sundridgewithidehill-pc.gov.uk)>; Russell Maybury <[russell.maybury@sundridgewithidehill-pc.gov.uk](mailto:russell.maybury@sundridgewithidehill-pc.gov.uk)>; David Miller <[david.miller@sundridgewithidehill-pc.gov.uk](mailto:david.miller@sundridgewithidehill-pc.gov.uk)>; Martyn Fribbens <[martyn.fribbens@sundridgewithidehill-pc.gov.uk](mailto:martyn.fribbens@sundridgewithidehill-pc.gov.uk)>

**Subject:** Ide Hill Village Hall

Dear Amanda,

I understand the Parish Council is prepared to consider a grant towards the increase in the electricity costs payable by the Ide Hill village hall.

Our contract with EDF expired on 31st March. Under that contract the daytime charge per kilowatt hour was 16.6 pence per Kh plus vat. I am waiting for a final bill from EDF, but our total bill in previous years has averaged around £3,400pa, incl vat.

After taking advice from an electricity broker we have now taken out a 2 year contract with Octopus Energy, effective from 1st April. Under this contract the daytime charge has risen from 16.6p to 38.8p per Kh, plus vat. Our total bill is now estimated to rise to £7,400 pa incl vat. In addition Octopus required a refundable deposit of £608 repayable at the end of the contract.

In response to this huge increase we are doing what we can to reduce our electricity consumption by changing to LED lights, reducing thermostatic temperatures, reducing heating hours etc, but it remains to be seen how effective this will be.

We are also planning to increase the charges our hirers pay for heating, which they do by means of coin meters located outside the two halls. These are currently set at 18p per Kh incl vat. We may also have to raise the basic hourly charge rates for the hire of the halls, which were increased at the beginning of this year. However there is a risk here that it will all become too expensive, and some of our hirers will be unable to continue, which could reduce our income significantly.

Faced with an estimated increase in our electricity bill of £4,000pa, a grant of, say, £2,000 would go some way to alleviate the difficult situation we find ourselves in.

Please let me know if you require any further information.

Meanwhile could I please ask you to include this e mail on the agenda for the next PC meeting on 16th May.

Manny thanks

Paul Beasley  
Treasurer,  
Ide Hill VHT

**From:** Robert Skone James <rsjtreasurer@aol.com>

**Sent:** 25 May 2022 21:13

**To:** clerk@sundridgewithidehill-pc.gov.uk

**Subject:** Re: Grass cutting grant - Sundridge Church

Dear Amanda

The grass is cut and strimmed by Mr Paul Smith who has been doing this for several years, I believe. I attach the two invoices we received in 2021 and the one received so far in 2022. You will see that he does the work 10 times per year and has not increased his prices this year. The total is just over £2000 per annum.

He cuts the grass to a high standard which I believe is what is needed given the importance of the church and churchyard to Sundridge.

Mr Smith cuts about 3/4 of the Churchyard and so if you wish to have Landscape Gardeners look at this and provide a comparable quote, I can put them in touch with the person who oversees the grass cutting who can show them exactly what is involved.

I look forward to hearing from you.

Best wishes

Robert

# Paul Smith

**The Cottage, Cox's Fields**

**Ide Hill, Sevenoaks, Kent.TN14 6JY**

**Phone 01732 750192 mob 07740302086**

19 May 2022

**Invoice 00621**

To St Marys Church, Sundridge.

Invoice for grass cutting and strimming carried out on the  
24/03/22, 07/04/22, 21/04/22, 05/05/22 and the 19/05/22.

Invoice total £1035.00

Please send payment by return, cheques should be made payable to **Paul Smith** Bank  
details. Nationwide Building Society

Sort code 07-01-16 Account number 09693193

we are a small business and cash flow is important, Prompt payment is greatly appreciated, thank  
you.

# **Paul Smith**

**The Cottage, Cox's Fields**

**Ide Hill, Sevenoaks, Kent.TN14 6JY**

**Phone 01732 750192 mob 07740302086**

**15 August 2021**

**Invoice 00605**

To St Marys Church, Sundridge.

Invoice for grass cutting and strimming carried out on the 21/06/21, 01/07/21, 15/07/21, 29/07/21 and the 14/08/21.

Invoice total £1,035.

Bank details. Nationwide Building Society

Sort code 07-01-16 Account number 09693193

we are a small business and cash flow is important, Prompt payment is greatly appreciated, thank you.

# **Paul Smith**

**The Cottage, Cox's Fields**

**Ide Hill, Sevenoaks, Kent.TN14 6JY**

**Phone 01732 750192 mob 07740302086**

26 October 2021

## **Invoice 00610**

To St Marys Church, Sundridge.

Invoice for grass cutting and strimming carried out on the 26/08/21, 09/09/21, 23/09/21, 07/10/21 and the 21/10/21.

Invoice total £1035.00

Bank details. Nationwide Building Society

Sort code 07-01-16 Account number 09693193

we are a small business and cash flow is important, Prompt payment is greatly appreciated, thank you.

## 9.5 Items payable and paid -

### Items paid and received May 1 to May 31 2022

27 June 2022 (2022-2023)

#### Sundridge with Ide Hill Parish Council

##### PAYMENTS LIST

Voucher	Code	Date	Minute	Description	Supplier	VAT Type	Net	VAT	Total
30	Pension enrolment Pack	05/05/2022		Pension Administration	Tailored Wealth	S	11.00	2.20	13.20
23	Annual Parish Meeting	06/05/2022		Printing	Mrs A C Barlow	S	106.67	21.33	128.00
28	Queen's Jubilee celebrati	12/05/2022		Street Party Sundridge	Party Packs Ltd	S	338.89	67.78	406.67
29	Queen's Jubilee celebrati	12/05/2022		Street Party Ide Hill	Party Packs Ltd	S	420.44	84.09	504.53
27	Ide Hill Village Hall Trus	12/05/2022		Ide Hill Village Hall Gran	Ide Hill Village Hall Trus	X	1,300.00		1,300.00
25	Cleaning	20/05/2022		Cleaning	Val & Sander Reytenbach	X	210.00		210.00
26	Conveniences cleaning	20/05/2022		Cleaning	Val & Sander Reytenbach	X	500.00		500.00
49	WiFi	20/05/2022		WiFi Village Hall	British Telecom	S	62.31	12.46	74.77
36	Annual Parish Meeting	23/05/2022		Refreshments	John Evans	X	37.23		37.23
41	Parish WiFi (Clerk)	25/05/2022		WiFi	Mrs A C Barlow	X	10.00		10.00
42	Parish mobile telephone	25/05/2022		Mobile	Mrs A C Barlow	X	19.00		19.00
43	Travel Expenses	25/05/2022		Mileage	Mrs A C Barlow	X	70.92		70.92
44	Supplies for meetings	25/05/2022		Coffee and Biscuits	Mrs A C Barlow	X	36.25		36.25
45	Miscellaneous Contingen	25/05/2022		Retirement gift S Goache	Mrs A C Barlow	X	25.00		25.00
48	Annual Parish Meeting	25/05/2022		Refreshments	Ann Powell	X	217.04		217.04
37	Photocopier and photoco	25/05/2022		Photocopier rental	KCC	S	58.10	11.62	69.72
38	Software	25/05/2022		Accounting Software Lice	Scribe	S	468.00	93.60	561.60
39	Running Costs	25/05/2022		Supplies	Dominic Rossi	S	26.65	5.33	31.98
40	Parish Zoom account	25/05/2022		Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
46	Stationery	25/05/2022		Stationery	Mrs A C Barlow	S	14.96	2.99	17.95
33	Electricity and Gas	25/05/2022		Electricity	EDF Energy	L	425.72	21.29	447.01
34	Conveniences energy co:	25/05/2022		Electricity	EDF Energy	L	122.64	6.13	128.77
35	Energy Costs	25/05/2022		Gas	Calor Gas	L	11.98	0.60	12.58
47	Electricity and Gas	27/05/2022		Gas	British Gas	L	416.43	20.82	437.25

#### Sundridge with Ide Hill Parish Council

##### RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
6	Income Wood	06/05/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
11	Income Wood	06/05/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
12	Income Wood	13/05/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
8	Income Wood	13/05/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
7	Income Wood	20/05/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
13	Income Wood	20/05/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
9	Income Casual	23/05/2022		NatWest Parish Council Bank Account		Village Hall Hire	Teak	X	90.00		90.00
14	Income Wood	27/05/2022		NatWest Parish Council Bank Account		Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
<b>Total</b>									<b>258.00</b>		<b>258.00</b>

## Sundridge with Ide Hill Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
58	Parish mobile telephone	27/06/2022		NatWest Parish Council Bank Account		Additional Phone Charge	Mrs A C Barlow	X	43.00		43.00
60	Internal Auditor	29/06/2022		NatWest Parish Council Bank Account		Internal Audit 21/22	David Buckett	X	732.40		732.40
61	Pavilion Maintenance	29/06/2022		NatWest Parish Council Bank Account		Sundries	CLlr T Jones	X	53.00		53.00
62	Queen's Jubilee celebrati	29/06/2022		NatWest Parish Council Bank Account		Jubilee Supplies	Ide Hill Community Sho	X	500.40		500.40
63	Ground Maintenance	29/06/2022		NatWest Parish Council Bank Account		Ide Hill FC Linemarking	Ide Hill & Sundridge Foo	X	1,748.00		1,748.00
64	Pavilion Maintenance	29/06/2022		NatWest Parish Council Bank Account		Sundridge Rec Boiler Rep	Ide Hill & Sundridge Foo	X	973.96		973.96
65	Queen's Jubilee celebrati	29/06/2022		NatWest Parish Council Bank Account		Jubilee Supplies	Principal Colour	X	100.00		100.00
52	Subscriptions	29/06/2022		NatWest Parish Council Bank Account		KALC Subscription 22-23	KALC	S	717.74	143.55	861.29
53	Maintenance Contract	29/06/2022		NatWest Parish Council Bank Account		Streelights Contract 22-2	Streelights	S	1,153.07	230.61	1,383.68
54	Subscriptions	29/06/2022		NatWest Parish Council Bank Account		Mapping	Parish Online	S	80.00	16.00	96.00
56	Queen's Jubilee celebrati	29/06/2022		NatWest Parish Council Bank Account		Jubilee Supplies	CLlr M Fribbens	S	63.52	12.71	76.23
59	Hedges	29/06/2022		NatWest Parish Council Bank Account		Gass cutting	Commercial Services	S	87.55	17.51	105.06
55	Cleaning	29/06/2022		NatWest Parish Council Bank Account		Additional Clean SVH	Val & Sander Reytenbach	X	30.00		30.00
57	Travel Expenses	29/06/2022		NatWest Parish Council Bank Account		Mileage	Mrs A C Barlow	X	71.64		71.64

## 10.0 Items for discussion, agreeing and noting

### 10.1 Committees/Working Parties

#### 10.1.1 Stubbs Wood Working Party

##### a. SWMAG Notes and appointment of new consultant

Stubbs Wood Management Advisory Group (SWMAG)  
Meeting 23<sup>rd</sup> June 2022  
Report

**Attendance at Ide Hill Village Hall:** Caroline Lingham, Martyn Fribbens, David Miller, Russell Maybury, Amanda Barlow (Parish Clerk), Donald Baker (Chair).

**Guest:** Tim Saunders from Silva Woodland Management Ltd.

**Attendance by Zoom:** Dominic Rossi, Stephen Palmer,

**Apologies** Richard Don

**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) Welcome.
- 2) Selection of Consultant.
- 3) Budget
- 4) A.O.B

#### 1) Welcome:

Chairperson Cllr Baker welcomed everyone to the meeting and asked everyone to introduce themselves to our guest Tim Saunders.

#### 2) Selection of a Consultant:

Caroline Lingham had very kindly invited Tim Saunders to the meeting who had positively responded to her discussions with several potential consultants to become the Parish Council Consultant helping to advise the SWMAG and PC on the way forward for Stubbs Wood.

He has previously inspected the woodland and set out his thoughts in an email as follows:

*Thanks for showing me around Stubbs Wood last week - it's a fantastic woodland with lots of potential!*

*I would be very happy to provide any assistance I can with progressing management of the site - in the first instance I would suggest that I could undertake a review of the progress to date against the requirements of the annual WD2 management grant. This would comprise a detailed walkover inspection and a report with accompanying maps, reviewing each land parcel in terms work completed to date against the required prescriptions, with a recommendation for activity over the remaining years of the grant scheme. I think this would be necessary to provide a good baseline for work going forward, but it is also a requirement of the CS grant scheme (a 'progress review' in years 3 and 5 of the scheme can be requested by the RPA if the site comes up for inspection).*

*I am able to carry out the above survey and report for £500.00+VAT.*

*Following this, I could offer assistance with programming work in line with the grant and management plan, to include further coppicing, veteran tree work, rhododendron removal, etc. My usual approach to this would be to work up an annual budget proposal for each financial year which could be agreed in principle with the management committee. I can then seek out appropriate contractors to tender for the work, and perhaps link in work with neighbouring farms and estates to make some of these more difficult jobs 'stack up'. I can also assist with supervision of operations, providing risk assessments, operational site assessments, annual tree surveys, grant monitoring paperwork (inc. fixed point photographs etc to demonstrate completion).*

*I can undertake this kind of consultancy work on an hourly rate of £50.00+VAT. Please do let me know if you have any questions or require more detail on how I might be able to help with the management of the woodlands. I'd be happy to meet the management committee to discuss if needed,*

*Kind Regards*

Tim

Tim Saunders (MRes., MSc., BSc.)  
Woodland Manager  
Silva Woodland Management Ltd

Tim further explained that he was part of a partnership known as Silva Woodland Man. Ltd with Rick Valis and had available 3 -4 employees who carried out the routine work. The company manages over 10,000 acres including land adjoining Stubbs Wood and has available 35 – 50 contractors who undertake the coppicing and heavy workload required by his clients.

There was a detailed discussion on the services required by the SWMAG and PC in relation to Stubbs Wood in a question-and-answer format. Tim considers that it is important to review the Man. Plan by carrying out a survey of the site to establish the work required to satisfy the Stewardship Grant, he would then be able to request and project manage the tendering process for the coppicing of the selected coupes and has access to a number of competing clients and contractors requiring timber for chipping, firewood etc.. He is able to link contracts with contractors working on adjoining land to gain benefits of cost savings for our contracts. He was also willing to advise on H & S issues and tasks which can be undertaken by the volunteers working party.

The chair confirmed the fees which would be charged by Silva WM Ltd which are:

Hourly rate for the services of Tim Saunders - £50 per hour

Cost of the initial survey as described above - £500 +VAT

Occupiers Liability Survey - TBC

Overall, Tim answered all our questions with balanced answers demonstrating a high level of knowledge and empathy for the requirements of the consultancy post.

Tim left the meeting on the understanding that the matter had to be discussed and a recommendation made to the PC on Monday 27th.

The Group unanimously agreed to the following recommendation to the Full Council Meeting on Monday 27<sup>th</sup> June:

The SWMAG recommends to the Parish Council that Tim Saunders is employed as a Consultant to the SWMAG with immediate effect subject to relevant references.

The Parish Clerk should be asked to make the appointment and ask Tim Saunders to carry out the survey and report for £500 +VAT mentioned in the second paragraph of his email introduction.

### **3) Finances:**

The Parish Clerk provided a detailed breakdown of the finances for Stubbs Wood reflecting the income and expenditure since 2019. (As attached).

The Parish Clerk was asked to circulate the detailed breakdown so that everyone (on Zoom) could consider her conclusions which were broadly accepted at the meeting.

The next meeting will be held following the receipt of the survey and recommendations from Tim Saunders in due course.

Cllr D M Baker  
27<sup>th</sup> June 2022

- b. To agree the Stubbs Wood accounts and the position as at 1 April 2023.

### Stubbs Wood

	Receipts	Payments	VAT
<b>2019/20</b>	200	13722.83	2284
Parish Council Grant	3,000		
<b>2020/21</b>	3720	1092	182
Parish Council Grant	3,000		
<b>2021/22</b>	5,295	5567.53	703.43
Parish Council Grant	3,000		
	<hr/>		
Total	18,215	20382.36	3169.43
Receipts	18,215.00		
Less Receipts	-20,382.36		
	-2,167.36		
In Stubbs Wood A/c	15,000.00		
	<hr/>		
<b>31 March 2022</b>	<b>12,832.64</b>		
	<hr/>		
Add VAT refund	3,168.43		
Add Parish Council Grant 22/23	3,000.00		
	<hr/>		
<b>Stubbs Wood at 1 April 2022</b>	<b>19,001.07</b>		
	<hr/>		

#### 10.1.3 Sundridge and Brasted Social Club Working Party

An in person meeting at the Social Club is being organised.

#### 10.1.4 Ide Hill Public Conveniences Working Party

The Clerk has made contact with the NAYAX support in the UK – and is trying to determine why the numerous submissions and uploading of documents and inclusion of personal information has not been satisfactory for their compliance.

#### 10.1.5 Sundridge Recreation Ground

- a. Car parking
- b. Container
- c. Lease – IHFC Lease is now signed.
- d. Request to use the ground over the summer

**From:** c.dance-harvey <c.dance-harvey@hotmail.co.uk>

**Sent:** 30 May 2022 09:08

**To:** Amanda Barlow <clerk@sundridgewithidehill-pc.gov.uk>

**Cc:** c.dance-harvey@hotmail.co.uk

**Subject:** Ide Hill and Sundridge FC

Hi Amanda, just a thought, as you are not hiring out Sundridge to a cricket club this year, would the parish Council have a problem with us hiring the recreation ground out for some training sessions and pre-season matches depending on weather and pitch conditions ? As I explained when I requested that the lease was extended due to pre-season starting in July and the football season starting in August I have to find alternative venues for these months. If we hire from you that way the local youths will still see people using the area so will keep any thoughts of vandalism etc down and the parish would raise more funds. Its just an idea. Let me know what you think.

Kind regards Clare

#### 10.1.6 Sundridge Village Hall

To follow

### **10.2 Communications/Events**

#### 10.2.1 Jubilee

#### 10.2.2 Summer newsletter

### **10.3 Correspondence**

#### 10.4.1 To note general correspondence.

Correspondence 24 05 22 to 23 06 22

1. NALC CHIEF EXECUTIVE'S BULLETIN
2. Gatwick announces additional focused consultation on its Northern Runway plans
3. KALC - Places of Worship Scheme.pdf
4. Noise Envelope Consultation Gatwick
5. KALC - Community energy offer to Parishes - South East New Energy project (SENE)
6. SDC - Family Fun Day Leaflet
7. Gatwick Airport Northern Runway Project: Summer 2022 Consultation launched
8. Sevenoaks District Council: CCTV catches Sevenoaks shoplifters
9. SDC - Free Family Cycle Rides
10. SDC -Help and support for disabled people

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

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

### **10.4 Meeting Dates for 2022**

## **11. Date of next meetings**