

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 23 January 2023** to transact the undermentioned business.

Clerk *Anaida Barrow* 18 January 2023

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 & District Councillors

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

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

6. To approve as a correct record the **Minutes** of the Parish Council meetings held 21 November and 5 December 2022

7. **To take Matters arising** that are not covered by the Agenda Items below.

5 December 2022

4.2 Tree on Ide Hill Green

8. Finance & Personnel items for decision and noting

8.1 Items, Received Paid and Payable

8.2 Grant request – Sevenoaks Volunteer Transport Group

8.3 To receive a report from the RFO on the accounts to 20 January 2023

8.4 Budget 2023/24

8.5 Precept 2023/24

8.6 To note the minutes of the Finance & Personnel Committee Meeting on Monday 16 January 2023

8.7 To agree new membership of the Finance & Personnel Committee

8.8 Bank Account:

8.8.1 New Names of accounts

8.8.2 Add Cllr Fribbens as a signatory

8.8.3 Savings Account(s)

9. Items for discussion and noting, decision (if appropriate) and allocation of resources (if appropriate)

9.1. Sundridge Village Hall

9.1.1 Renovations and improvements for the hall

9.1.2 Utilities

9.2 Sundridge Recreation Ground

9.2 Pavilion – repairs and new boiler

9.3 Electrical Survey

9.3.1 Sundridge Village Hall

9.3.2 Sundridge Pavilion

9.4 Sundridge and Brasted Social Club

9.4.1 KALC advice

9.4.2 Meeting with Brasted Parish Council

9.5 Streetlighting

To receive a report from Streetlights and agree any actions, if appropriate.

9.6 Communications/Events

9.6.1 Local Elections – May 4 2023

9.6.2 Coronation of HM The King – May 6 2023

9.6.2 Ide Hill Village Green/Ide Hill Fair

9.7 Correspondence

9.7.1 To note general correspondence.

10. Date of next meetings

10.1 Next Meetings:

Meeting with Brasted Parish Council - Monday 30 January 2023 at 7pm at Brasted Pavilion
Full Council Meeting - Monday 20 February 2023 at 7.30pm at Sundridge Village Hall

1. Apologies and reasons for absence.

**Apologies received Cllr Fribbens
Cllr Chard (County)**

3. Report from County & District Councillors

County – Cllr Chard

Dear Amanda,

I'm away on business, apologies.

I have no update on Covers Farm, there is no scheduled date yet for the planning committee.

Regards

Nick

District – Cllr Bonin

Planning:

Chevening mounds appeal update

The appeal against SDC's refusal of the Chevening Estate's proposed plans to construct large mounds through the importation of 750,000 cubic metres of soil has been postponed.

The appeal hearing was originally scheduled for 11th January. However, due to an administrative error by the Planning Inspectorate the hearing has been delayed.

Cllr Nigel Williams and I will be speaking at the appeal hearing against this proposal on the grounds that the very special circumstances to build in the Green Belt do not exist and the harms resulting from the proposal outweigh the benefits.

The appellant has stated in their submission that if planning permission were to be granted, they would agree to a condition that no HGV traffic associated with the construction works shall travel between Chevening Cross and the site access along the B2211 Sundridge Road. This means HGV traffic related to this development should not travel through Sundridge.

Sevenoaks District Council News:

Free home energy efficiency improvements

Residents on low incomes may be able to get free energy-saving improvements to make their homes cheaper, warmer and greener.

Green Homes funding is a Government grant run by Eon Energy to help households on a lower income warm their homes while saving money on energy bills and helping to reduce carbon emissions.

To be eligible to for the grant, households must have an income of under £30,000 or be on means-tested benefits. The energy-saving improvements include insulation and ventilation upgrades, changing to a low carbon heating system, energy efficient lighting and lots more.

More information including eligibility can be found at:

www.eonenergy.com/green-homes-grant

Support for disabled people

Residents can find out about local services for disabled people and their families and carers at a free event in Swanley.

'Access all areas' is taking place at the White Oak Leisure Centre (BR8 7BT) from 11am to 3pm on Sunday 19 February 2023.

Local groups and organisations will showcase the help, advice and information available for anyone with physical or learning disabilities or memory problems.

The event will also support anyone who cares for someone with a disability with an opportunity to meet services providers face-to-face in a new, fully accessible leisure centre.

For more information, including details of the groups and organisations taking part, visit:
www.sevenoaks.gov.uk/accessallareas

With kind regards,

Keith

6. To approve as a correct record the **Minutes** of the Parish Council meetings held on 21 November and 5 December 2022 – Minutes previously circulated (and on website)
7. **To take Matters arising** that are not covered by the Agenda Items below.

Minutes of 21 November 2022
10.3 Stubbs Wood

**Stubbs Wood Management Advisory Group (SWMAG)
Meeting 19th January 2023 at 5pm
Report**

Attendance at Ide Hill Village Hall: Tim Saunders (5 - 5.40pm), Richard Don, Dom Rossi, Donald Baker (Chair).

Apologies Stephen Palmer, (Zoom Link did not work), Caroline Lingham, Martyn Fribbens, David Miller, Russell Maybury.

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

- 1) Welcome.
- 2) Tim Saunders (Consultant.) to provide an update on the action points set out at the meeting dated 20th October 2022.
- 3) Other action points to be reviewed.
- 4) Budget.
- 5) Lord Colgrain.
- 6) Notice Board.
- 7) Volunteer Working Party – Equipment
- 8) A.O.B

1) Welcome:

Chairperson Cllr Baker welcomed everyone to the meeting and thanked them for their attendance.

2) Tim Saunders Report:

Tim had two items to report to the Group:

A) Tim had been in touch with the RPA and agreed the revised ride set out in action point No 3 of the notes dated the 20th October 2022 with David Farrow (RPA) subject to written confirmation of the agreement for future reference purposes.

Stubbs Wood - CS 808440 Monitoring Report Map 1 of 1 (2).pdf

B) Tim had also been in informal discussions with Aaron Cornish (AC) regarding the coppicing at Stubbs Wood. AC had indicated that he was not interested in coppicing the area started by Japa at the moment. However, he would be interested in an area approx. 3 – 4 acres situated to the east of Yorks Hill opposite the Stubbs Wood Car Park and shown on the above plan, which could be accessed without too much disruption to the public footpath.

It is estimated by Tim that AC would harvest the area prior to the close of the nesting season ie March and leave the timber to be collected when the ground conditions had hardened reducing damage. The coppicing is likely to take approx. 2 weeks.

Tim will be suggesting to AC that the coppicing is undertaken at a price which is cost neutral and the contractors undertaking other tasks using his expanded resources to offset the value of the timber estimated at £2,500. Tim would suggest to AC that the ride or public footpath traveling east from the main car park is widened in line with the management plan. This would include action points Nos 4 and 6.

Tim confirmed that he was able to justify any agreement struck with AC by providing the Parish Council with a breakdown of the value of the standing timber versus the cost of extraction to demonstrate value for money.

Tim confirmed that it is likely that the Coupe started by Japa will need to be dealt with separately and will probably be cost negative following tender or quotes.

3) Other Action Points:

AP No 1 – The volunteers have started to deal with the Rhods and brushwood in this area and will await a couple of a seasons prior to applying any herbicide.

AP No 2 – Russell Maybury provided an update on the Deer Management Plan in an email dated 9th January 2023. He is awaiting training from Fraser Williamson NT on how to complete the plan.

AP Nos 3,4,6 – Already dealt with above.

AP No 5 – Tim will provide a breakdown of his potential fees to deal with AC, supervising the coppicing work etc in an email to be directed to the Parish Clerk.

AP No 7 – The volunteers are still to deal with this action point.

AP No 8 – A new notice board has been designed by the volunteers and will be printed for inclusion on the current structure at a cost of approx. £350 plus VAT. Cllr Baker wished the new Notice Board to be placed on a completely new structure, but due to the amount of time it takes to get a new structure for the board it was decided to spend the £350 plus VAT from the 2022/3 budget.

AP No 9 – The risk assessments have been circulated and are now operational.

AP No 10 – Cllr Baker contacted Zurich insurance and successfully gained the inclusion of Jeff Mashburn without an increase in the premium.

4) Budget:

The budget was recorded at a n expenditure of £649.80 against the budget of £3,000. The RPA grant and a couple of extra incomes from the cyclist will be going into the separate bank account at £3846 for future use.

5) Lord Colgrain:

Lord Colgrain has approached the volunteer working party to fell 3 trees sited on the boundary of Stubbs Wood and his land so that he can develop a private bridleway. Cllr Baker asked Dominic to require Lord Colgrain to make a formal request for this work to the Parsh Clerk who will then bring the matter to the attention of the PC. Cllr Baker reminded the Volunteer Working Group that they should not be undertaking any work outside the Man. Plan.

6) Notice Board

This is dealt with an action point 8 above.

7) Volunteer Working Party – Equipment

The volunteers working party require further equipment which includes:

- A) Tirfor Winch – approx.. £300
- B) Commercial Brushcutter - £700
- C) 2 Machetes - £25 each
- D) 2 Silky Pruning Swords - £100 each

8) AOB:

None.

Recommendations:

The SWMAG recommend to the Parish Council the following:

1) The PC should approve the discussions undertaken by Tim Saunders with Aaron Cornish and ask Tim Saunders to agree a contract with AC to coppice the 3 – 4 acres to the east of Yorks Hill as already described prior to March 2023 and undertake work in lieu of the excess value of the timber to the ride travelling east from the car park without any further quotes or tendering process.

2) The PC should approve the purchase of the new Notice Board at a cost not in excess of £500 including VAT.

3) The Volunteer Group should purchase the equipment highlighted above for a sum not in excess of £1500 including VAT prior to the 31st March 2023.

Cllr D M Baker
22nd January 2023
10.2

5 December 2022

4.2 Tree on Ide Hill Green

From: Bruce Wormald

Sent: 14 January 2023 18:36

To: clerk@sundridgewithidehill-pc.gov.uk

Cc: martyn.fribbens@sundridgewithidehill-pc.gov.uk; 'Sarah Jacobs' <sarahjwjacobs@gmail.com>; 'John Evans' <john.evans@sundridgewithidehill-pc.gov.uk>; russell.maybury@sundridgewithidehill-pc.gov.uk; 'Don Baker' <don.baker@sundridgewithidehill-pc.gov.uk>

Subject: RE: Representations regarding siting of tree on Ide Hill Green

Dear Amanda

Thank you for the email below.

We would like to reiterate our opposition to the location of the tree. Our reasons have been set out clearly in the email below and I am aware that our neighbours, George and Fiona from Cypress Cottage, have also written to the council to raise their concerns and opposition to the location of the tree. I trust that these written representations have now been made available to all councillors and that these well founded concerns will now be duly considered by the Council. It is most unfortunate that, despite having raised concerns with Cllr Fribbens in advance of the meeting on the 5th December, we were not informed that the matter would be discussed at the meeting on the 5th December and therefore were denied the opportunity to attend the meeting and make our representations in person before the council took the resolution to leave the tree in its current location.

Although we have asked, we still have not been told the specific variety of Cornus tree that has been planted. Common varieties of Cornus grow to a height of 10 metres tall and the flowers have a bad smell (which is not ideal for residents using the bus stop and paying respects at the war memorial) (as per the Woodlands Trust website: <https://www.woodlandtrust.org.uk/trees-woods-and-wildlife/british-trees/a-z-of-british-trees/dogwood/>). We believe the Council should consider this possibility in deciding to leave the tree in its current location and therefore it is appropriate that they reconsider this decision before the tree roots take hold. If it does become apparent that the tree will grow to a significant height and damage the well and the road then moving the tree at that point would result in significant damage to the tree which would be a shame given the trouble that Cllr Evans has gone to in order to obtain the tree.

Given the new information available to the Council (our submission and the submission of the resident of Cypress Cottage), as well as the fact that this variety of tree could grow to a significant size, it remains our hope that the Councillors will resolve to reverse their previous decision taken on 5th December and agree to move the tree to an alternative location on the green (or elsewhere in the village) that is acceptable to all of the Ide Hill Residents neighbouring the Village Green. As I have said before, I am happy to assist with moving the tree and we would be happy to store the tree in a pot at our property until a suitable alternative location can be agreed.

Kind regards

Sarah Jacobs and Bruce Wormald

From: >

Sent: 18 December 2022 14:44

To: clerk@sundredgewithidehill-pc.giv.uk

Cc: martyn.fribbens@sundridgewithidehill-pc.gov.uk btcwormald@outlook.com Fionaandgeorge25@gmail.com

Subject: Representations regarding siting of tree on the Ide Hill Green

Dear Ms Barlow,

Our neighbours, Bruce and Sarah who live in Octavia House, have been kind enough to share with us email correspondence they have had with you, and members of Parish Council, over the planting of a tree on the Green at Ide Hill, as they know of the strength of our opinion, which is that the tree should not have planted on the edge of the Green next to road and the well house/war memorial.

I will not repeat all the points made by Bruce in correspondence, with which we agree, but we do want to specifically mention the following:

We were not contacted and asked for our views as to the siting of the tree. If we had we would have stated that we are strongly of the opinion that the tree should not be planted by the edge of the road, where it is presently located.

We note from the minutes of a Parish Council meeting held on 5 December, it appears to be recorded that Cllr Fribbens stated that the site of the Cornus tree (Dogwood) was chosen (1) because it was felt that the tree would get lost if located at the top of the Green, (2) that the tree will only be in the sight line of Bruce and Sarah, and (3) it will not reach large enough proportions to have a negative impact on their view of the Green. Taking each point in turn:

1. **Size of tree** . In an email sent by Cllr Fribbens on 28 November he records " *it is not a large tree, the maximum height and spread will be around 3 metres*". As recorded by Bruce in his correspondence, the tree is already 3 metres tall, and has only just been planted. From a review of information on the internet it is clear Dogwood trees can grow up to 10 metres tall and some varieties are very substantial and bushy. It would be helpful to know what variety of Cornus has been planted, in order that a reasonable estimate can be made as to the size the tree will reach. Given that the tree is already 3 metres tall, it will grow to a height greater than 3 metres and one would expect that it will become considerably more dense. We look forward to being provided with details as to the variety?
2. It is recorded that the tree will only be in the sight line of Bruce and Sarah, as a sit checking the content of this message, I can inform you that Cllr Fribbens is wrong. It is clearly in my sight line. At present, it does not substantially block my view of the Green but I anticipate that will change as the tree grows and becomes more dense.
3. It is recorded that the tree will not be of large enough proportions to have a negative impact on the Green. The view expressed as to the negative impact the tree will have on the Green, is an opinion of the impact that a tree which is under 3 metres high has, this tree is already 3 metres high and it must be expected that it will get bigger, possibly as high as 10 metres. The view this tree will not have a negative impact on the Green appears to be clearly flawed.

Planting the tree on the edge of the road. Many children play on the Green, in particular when travelling to and from Ide Hill School. It should be expected that children will use the tree as part of their play. Games played around the tree, as presently located., will needless expose children to risk from traffic on the road. The road frequently gets clogged with cars, and those driving on the road have a very restricted view, due to cars being parked on both sides of the road.

Given the anticipated size of the tree when mature, if moved further up the Green the tree will not be "lost" but will be a feature that can be safely used as part of children's play and may even provide shade to those using the Green on a sunny day.

The tree's present location, next to the well house/war memorial, will increasingly detract from the significance of that structure as the tree grows. There is no reason why the significance of the war memorial should be reduced.

In his email sent on 15 December Bruce asks how the protest over the planting of this tree can be formalised. We also request details of how we can formally raise the issues concerned with the planting of the tree.

We note Bruce's offer to help move the tree. We are also very happy to offer our help in moving the tree.

We also agree with the suggestion that, whilst the issues raised over the siting of the tree are considered and resolved, the tree should be moved into a pot.

Yours sincerely

George Brown for

Fiona Mackenzie and George Brown

8. Finance & Personnel items for decision and noting

8.1 Items, Received Paid and Payable

Items Paid 5 December to 23 January 2023

23 January 2023 (2022-2023)

Sundridge with Ide Hill Parish Council PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
184	Cleaning	05/12/2022	Additional Clean SVH	Val & Sander Reytenbacl	X	60.00		60.00
185	Electricity and Gas	06/12/2022	Electricity	British Gas	L	721.15	144.23	865.38
191	Energy Costs	06/12/2022	Electricity	EDF Energy	L	133.96	6.70	140.66
186	Dog Bins	06/12/2022	Dog Bins July to Septembe	Sevenoaks District Counc	S	504.40	100.88	605.28
181	Website Maintenance	06/12/2022	Website hosting	Vision ICT	S	241.88	48.38	290.26
182	Email address hosting ch	06/12/2022	Email hosting	Vision ICT	S	234.00	46.80	280.80
170	Parish Zoom account	06/12/2022	Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
188	Conveniences supplies	06/12/2022	Sanitary Waste	Goldservice	S	239.70	47.94	287.64
183	Repairs	06/12/2022	Streetlight repairs	Streetlights	S	154.25	30.85	185.10
176	WiFi	06/12/2022	WiFi Village Hall	British Telecom	S	62.31	12.46	74.77
187	Pavilion Maintenance	06/12/2022	Boiler Repair	Gas Safe Solutions	S	60.00	12.00	72.00
175	Supplies for meetings	06/12/2022	Coffee and Biscuits	Mrs A C Barlow	X	40.80		40.80
171	Parish WiFi (Clerk)	06/12/2022	WiFi	Mrs A C Barlow	X	10.00		10.00
174	Travel Expenses	06/12/2022	Mileage	Mrs A C Barlow	X	100.35		100.35
172	Parish mobile telephone	06/12/2022	Mobile	Mrs A C Barlow	X	19.00		19.00
190	Christmas festivities Ide	06/12/2022	Christmas lights	Derry Wiltshire	S	162.00	32.40	194.40
180	Postage	06/12/2022	Postage	Mrs A C Barlow	X	6.85		6.85
189	Subscriptions	06/12/2022	SLCC Subscription for Cler	Society of Local Council (X	139.50		139.50
190	Christmas festivities Sun	06/12/2022	Christmas lights	Derry Wiltshire	X	72.75		72.75
192	Hire of Ide Hill Village He	06/12/2022	Hall Hire	Stanhope Brasted Ltd	X	72.00		72.00
193	Maintenance	16/12/2022	Boiler Repair and Nest sys	Gas Safe Solutions	S	395.00	79.00	474.00
194	Maintenance	16/12/2022	25% deposit for Hall reno	Akrom Construction Limit	S	1,683.33	336.67	2,020.00
195	Professional Services	16/12/2022	Stubbs Wood consultancy	Silva Woodland Manager	S	550.00	110.00	660.00
196	Maintenance	16/12/2022	Electrical Survey	J Langstaff Ltd	X	600.00		600.00
197	Pavilion Maintenance	16/12/2022	Electrical Survey	J Langstaff Ltd	X	400.00		400.00
198	Christmas festivities Ide	16/12/2022	Christmas Trees	Jim Smart	X	180.00		180.00
199	Christmas festivities Sun	16/12/2022	Christmas Trees	Jim Smart	X	180.00		180.00
169	WiFi	19/12/2022	WiFi	British Telecom	S	62.31	12.46	74.77
178	Cleaning	20/12/2022	Cleaning	Val & Sander Reytenbacl	X	210.00		210.00
179	Conveniences cleaning	20/12/2022	Cleaning	Val & Sander Reytenbacl	X	500.00		500.00
200	Maintenance	21/12/2022	Deposit for Hall Renovatio	Akrom Construction Limit	S	3,566.67	713.33	4,280.00
202	Defibrillators	21/12/2022	Defibrillator Installation	Banbrook Electrical Servi	X	228.00		228.00
201	Christmas festivities Ide	21/12/2022	Christmas lights	Martyn Fribbens	X	133.69		133.69
203	Bank Charges	31/12/2022	Bank Charges	Unity Trust Bank	X	18.00		18.00
215	Energy Costs	13/01/2023	Gas	Calor Gas	L	1,661.33	83.07	1,744.40
214	Energy Costs	13/01/2023	Electricity	EDF Energy	L	180.58	9.03	189.61
213	Conveniences energy co:	13/01/2023	Electricity	EDF Energy	L	237.64	11.88	249.52
210	Dog Bins	13/01/2023	Dog Bins Oct to Dec 22	Sevenoaks District Counc	S	504.40	100.88	605.28
204	Parish Zoom account	13/01/2023	Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
211	Photocopier and photocc	13/01/2023	Photocopier charges	KCC	S	32.82	6.56	39.38
212	Repairs	13/01/2023	Streetlight repairs	Streetlights	S	60.25	12.05	72.30
216	Energy Costs	13/01/2023	Electricity Oct to Dec	NPower	S	882.37	176.47	1,058.84
205	Parish WiFi (Clerk)	13/01/2023	WiFi	Mrs A C Barlow	X	10.00		10.00
206	Parish mobile telephone	13/01/2023	Mobile	Mrs A C Barlow	X	19.00		19.00
208	Cleaning	20/01/2023	Cleaning	Val & Sander Reytenbacl	X	180.00		180.00
209	Conveniences cleaning	20/01/2023	Cleaning	Val & Sander Reytenbacl	X	500.00		500.00

Sundridge with Ide Hill Parish Council
RECEIPTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
62	Income RPA	06/12/2022	RPA Grant	Rural Payments Agency	X	3,720.00		3,720.00
65	Income Wood	12/12/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
61	Income Dance School	15/12/2022	Dance hall hire	Judith Essex School of D	X	1,343.12		1,343.12
66	Income Wood	16/12/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
67	Income Wood	23/12/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
60	Income Casual	28/12/2022	Village Hall Hire	Orwells	X	135.00		135.00
68	Income Wood	30/12/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
63	Income Radnor House	04/01/2023	Radnor Lease	Radnor House School	X	2,500.00		2,500.00
69	Income Wood	06/01/2023	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
Total						7,818.12		7,818.12

8.2 Grant request – Sevenoaks Volunteer Transport Group

Sevenoaks Volunteer Transport Group

Sevenoaks Hospital
Hospital Road
Sevenoaks
Kent TN13 3PH

Telephone 01732 458931
E-mail soaksvtg@yahoo.com

Registered Charity 276653

Mrs A Barlow
Clerk, Sundridge with Ide Hill Parish Council

7 January 2023

Dear Mrs Barlow

I hope you and your Parish Council members are in good health.

I am writing again with my annual appeal on behalf of Sevenoaks Volunteer Transport Group [SVTG], which continues to provide support to elderly and infirm residents of Brasted and the district.

As you may recall, our volunteer drivers collect their passengers, who are mostly over 75 years old, from their homes and take them to their appointments at hospitals and surgeries. Our drivers then wait for up to two hours before returning them. This transport is scheduled by our paid part time Co-ordinator. Our drivers use their private cars and receive a modest mileage allowance for their petrol and other costs. Passengers may be recommended by their medical professional or may approach SVTG directly. They contribute to the cost of their transport at rates, which are significantly lower than the alternatives.

Thanks to the dedication of our core band of volunteers, SVTG has operated throughout the pandemic. However, like all organisations, we are now faced with a new threat, increasing costs. The contributions paid by our elderly passengers do not recover all our costs. I am therefore writing to ask your Parish Council to support us with a grant towards covering the shortfall.

Would you please ask the Parish Council to consider making another grant to SVTG? If you prefer, this can be paid direct into our account at NatWest Sevenoaks, account 71586431, sort code 60-19-02.

Yours sincerely
for **SEVENOAKS VOLUNTEER TRANSPORT GROUP**



Chris Holgate, Chairman

www.sevenoaksvolunteertransport.com

8.3 To receive a report from the RFO on the accounts to 20 January 2023

To be provided at meeting (paper copy)

8.4 Budget 2023/24

To be provided at meeting (paper copy)

Precept Calculations

The Finance & Personnel Committee unanimously agreed to strongly recommend Option 3.

2022/23

Precept £65,909

$$£65,909/941.03 = £70.04$$

2023/24

Tax base is 944.90

Option 1:

Keep the precept the same

Precept £65,909

$$£65,909/944.90 = £69.75$$

Option 2:

Keep the payment the same

Precept £66,181

$$£66,181/944.90 = £70.04$$

Option 3:

5% increase

Precept £69,000

$$£69,000/944.90 = £73.02$$

4% increase per resident (as tax base higher)

8.6 To note the minutes of the Finance & Personnel Committee Meeting on Monday 16 January 2023

Minutes of the Finance Committee Meeting Held at Sundridge Village Hall on 16 January 2023, 7.30pm

Present: Councillors Banbrook, Evans and Maybury (Chair)
Apologies: Cllrs Allgood, Baker, Miller and Powell
In attendance: Amanda Barlow – Clerk and 0 members of the public

1. To receive apologies and reasons for absence.

Apologies were received and accepted from Cllrs Allgood, Baker and Powell

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

None

3. **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

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

None.

5. To approve as a correct record the **Minutes** (enclosed) of the Finance Committee meeting held on 19 October 2022

Members resolved to agree the minutes of 19 October 2022.

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

7.5 Utilities Aid – Cllr Maybury advised that he had spoken to the companies and it was agreed that further investigation needs to be carried out.

7. **Items for decision, discussion and/or allocation of resources if necessary.**

7.1 Review of 2022/23 budget as at 31 December 2022

Members noted the budget of 2022/23 and thanked the RFO for the update.

Members noted the higher utility bills principally due to the war in Ukraine and other factors as widely reported in the press. The Council had taken steps to mitigate the costs:

Village Hall:

- Service and cleaning of boiler
- Installation of NEST system
- Electrical survey has taken place
- Agreement to replace lighting with led lighting as required

Pavilion

- New boiler
- Looking at WiFi to enable a card system to be installed for payment of electricity
- Electrical survey has taken place

7.2 Agree the 2023/24 Budget for recommendation to Full Council

Members reviewed the budget and made some changes and agreed that this 2023/24 budget should be presented to agreement at the Full Council Meeting.

7.3 Agree the 2023/24 Precept for recommendation to Full Council

Members unanimously resolved to recommend to the Full Council the precept of £69,000.00

7.4 Bank Accounts

7.4.1 Review of bank accounts and names

The bank account names have been changed as previously agreed:

- Working Capital
- General Reserve
- Earmarked Reserve
- Stubbs wood Ring Fence

7.4.2 Agree to add an additional signatory, Cllr Fribbens

Members agreed recommend to the Full Council that Cllr Fribbens was added as a signatory on the bank account and to become a Member of the Finance & Personnel Committee.

8. Date of next meeting

It was agreed to have a meeting in April once the 22-23 Budget had been finalised.

8.7 To agree new membership of the Finance & Personnel Committee

Finance	Vikki Allgood Don Baker John Banbrook John Evans Martyn Fribbens Russell Maybury (Chair) Ann Powell
Personnel	Vikki Allgood Don Baker John Evans Russell Maybury (Chair)

8.8 Bank Account:

8.8.1 New Names of accounts

- Working Capital
- General Reserve
- Earmarked Reserve
- Stubbs wood Ring Fence

8.8.2 Add Cllr Fribbens as a signatory on the bank accounts

8.8.3 Savings Account(s) To agree to investigate and open an interest bearing savings account

9. Items for discussion and noting, decision (if appropriate) and allocation of resources (if appropriate)

9.1. **Sundridge Village Hall**

9.1.1 Renovations and improvements for the hall

The hall renovations and improvements are underway and should be completed soon.

9.1.2 Utilities

See Finance Committee minutes

9.2 **Sundridge Recreation Ground**

9.2 Pavilion – repairs and new boiler

The pavilion urgently requires a new boiler (to heat hot water) and repairs to window and ceiling.

9.3 **Electrical Survey**

9.3.1 Sundridge Village Hall – attached separately

9.3.2 Sundridge Pavilion – attached separately

9.4 **Sundridge and Brasted Social Club**

9.4.1 KALC advice

KALC advised the Clerk that they did not have the expertise to give advice and recommended a law firm. Brasted Parish Council did not want to seek legal advice.

Cllr Baker contacted KALC and gained alternative advice.

Brasted Parish Council would like to meet with Sundridge with Ide Hill Parish Council (all Members) before taking any further action.

9.4.2 Meeting with Brasted Parish Council

A meeting has been provisionally arranged, subject to approval at this meeting, between the two Councils with all Members invited but not open to the public. Monday 30 January 2023 at Brasted.

9.5 Streetlighting

To receive a report from Streetlights and agree any actions, if appropriate.

Sundridge – Service Inspection Report 2022

- 2 – Broken Mains cut-out. (UKPN £191 without excavation £1,022 with excavation)
- 4 – Vandalised lantern. (£350 + Vat.)
- 5 – Missing lantern and pole bracket (just the broken plate remains on the column). (£485 + Vat.)
- 6 – Broken Mains cut out. New standard 5m round cornered door required. (UKPN £191 without excavation £1,022 with excavation) (Door £105 + Vat.)
- 10 – Wrong door fitted. (£105 + Vat.)
- 13 – No Secondary Isolation. Vandalised diffuser and refractor (top entry concrete column). New door required. (New Column Required – £1300 + Vat., refreshed UKPN quote required)
- 14 – New Swan neck required – heavily corroded joint with a hole at the joint. (£260 + Vat.)
- 19 – **SEVERE ISSUE** - New column required – heavily corroded at the base with a hole covering at least a quarter of the column. No Secondary Isolation. (£1300 + Vat. + UKPN)
- 22 – **SEVERE ISSUE** – New Swan neck required – heavily corroded joint with multiple holes covering over a quarter of the column. (£260 + Vat.)
- 32 – NOTE ONLY - Column has started to thin below the door recess, very minor at this stage.
- 35 – Swan neck needs to be re-positioned facing forwards if the grub screws can be undone. The now pruned branches have forced it round to an angle of forty five degrees to the road. (£41.25 or £260 + Vat.)
- 36 – This was the hit pole bracket & pole box. No Secondary Isolation and the pole box has no Earth. Pole box door is missing its locking wingnut & bolt. Pole box thread connection to the pole bracket has snapped and the hanging box is now temporarily screwed to the pole. The chaffed cable to the lantern needs replacing. New pole box and bracket required. SRL diffuser is heavily discoloured and cracked. (£740 + Vat.)
- 44 – Heavily corroded Swan neck joint also has a large hole in it – new Swan neck bracket required. Heavily discoloured SRL diffuser. (£610 + Vat.)
- 50 – Requires a link between Neutral and Earth in the Secondary Isolation unit to upgrade the Earth path to the column. (£41.25)
- 53 – The bottom of the flat drop lock door is rusting away (top entry concrete column). (£1300 + Vat. + UKPN)
- 54 – Concrete chunks missing from the off the end of the concrete top entry arm. (£1300 + Vat. + UKPN)
- 55 – No Secondary Isolation – no room. Neck joint heavily thinned by corrosion but is still solid. (£65 + Vat.)
- 56 – New Swan neck required – multiple holes in the joint caused by heavy corrosion. (£260+ Vat)
- 57 – Day burning. No Secondary Isolation. No Neutral block. Earth upgrade required. Ladder column that is hard to reach the lantern on. Suggest Swan cut off and post top adapter used with any lantern change, which would suit the location much better too. (£391.25 + Vat.)
- 61 – No Secondary Isolation and the column Earth needs upgrading. (£100 + Vat.)
- 63 – Pole box has no Earth. (£35 + Vat.)

66 – Pole box is missing the lock bolt and wing nut. (£25 + Vat.)

SRL lanterns on the following columns have very heavy/badly broken down fibreglass cases - 21, 22, 26, 35, 36, 39, 41, 44, 46, 48, 49, 52, 55, 56, 58, 59, 65 & 66. These should therefore be considered for the next batch of lantern replacements.

9.6 Communications/Events

9.6.1 Local Elections – May 4 2023

9.6.2 Coronation of HM The King – May 6 2023

9.6.2 Ide Hill Village Green/Ide Hill Fair

Dear Amanda

I have been asked by the organisers of the Ide Hill Village Fair to seek PC permission to use the Green at Ide Hill for the Village Fair on the weekend of 27th - 29th May 2023. Can you please raise this at the upcoming meeting?

I also have given permission, on behalf of the PC, for the siting of a skip on the Green that weekend for the clearance of rubbish. I trust that is ok.

Best regards

Martyn Fribbens

9.7 Correspondence

9.7.1 To note general correspondence.

Correspondence 22 11 19 to 23 01 23

1. SDC - Warm Spaces Project
2. Laura Trott MP - Ancient Woodland Project Report
3. Kent's Plan Bee summit 2022 – Land management for pollinators - video and slide pack
4. CAGNE Gatwick - December Newsletter
5. Sevenoaks District Council: Bradbourne Lakes funding update
6. SDC - Ukraine Host Scheme
7. Sevenoaks District Council: Views sought on Homelessness and Rough Sleeper Strategy
8. M20 Moveable Barrier: project update
9. Sevenoaks District Council: Free event offers information and support for disabled people

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

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