

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –June 18 2018

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 in the **VILLAGE HALL, IDE HILL** commencing at **6.30p.m. on Monday 18 June 2018** to transact the undermentioned business. *Ananda Egan*

Clerk 13 June 2018 **AGENDA**

1. To receive 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. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 14 May 2018
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
5. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.
6. To co-opt a member to the Council following the vacancy arising as a result of Andy Edmonds' decision to resign as a Councillor
7. **Items for decision and allocation of resources if necessary.**
 - 7.1 Annual Return 2017/18
 - 7.1.1 To approve Annual Governance Statements for 2017/18
 - 7.1.2 To approve Accounting Statements for 2017/18
 - 7.2 To discuss and agree, if appropriate, the next actions with regard to the General Data Protection Regulation
 - 7.3 To discuss and agree, if appropriate, adopting the Code of Conduct
 - 7.4 To discuss and agree, if appropriate, adopting the Standing Orders
 - 7.5 To discuss and agree, if appropriate, giving a grant to the PCC of Sundridge with Ide Hill and Toys Hill for grass cutting
 - 7.6 To discuss and agree, if appropriate, the next actions with regard to Sundridge Recreation Ground
 - 7.7 To discuss and agree, if appropriate, the next actions with regard to the grass cutting contract
 - 7.8 To discuss and agree, if appropriate, a request to use the Stubbs Wood car park for a bike race
 - 7.9 To adopt the Planning Committee meeting minutes of 21 May 2018
 - 7.10 To approve/note items payable and paid
- 8.0 **Items for report**
 - 8.1 **Amenities**
 - 8.1.1 To note the minutes of the Amenities Committee meeting held on 11 June 2018
 - 8.1.2 To note the Clerk's Amenities Report
 - 8.1.3 To note the keyholders to Parish properties
 - 8.2 **Stubbs Wood**
 - 8.2.1 To note minutes of Stubbs Wood Management Committee held on 11 June 2018
 - 8.3 **Finance**
 - 8.3.1 To note Budget
 - 8.3.2 To note dates of the Finance Committee Meetings
 - 8.3 **Outside Bodies**
 - 8.3.1 To receive update on the Community Land Trust project
 - 8.3.2 To note any reports from outside bodies.
- 9.0 **Items for noting**
 - 9.1 **Correspondence**
 - 9.1.1 To note correspondence.
 - 9.1.2 Email from Cllr Piper on Broadband
 - 9.1.3 Email from Cllr Piper on Safer Car Parking
 - 9.1.4 Email regarding speeding from PCSO Eleanor Collins 46059080
 - 9.2 **Email Addresses**
 - 9.2.1 To confirm the new email addresses for the Members, Clerk and RFO
10. **Urgent Business** that occurs and requires attention before the next meeting may be reported at the Chairman's discretion.
11. **Date of next meeting Monday 16 July 2018 at Sundridge Village Hall**

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Please find below information to support the Agenda Items for the meeting of the Full Council on Monday June 14 at 6.30pm – Ide Hill Village Hall

Internet access code: IHvh6157

8. Apologies - Cllr Banbrook, Hughes and Lovegrove

4. Minutes (enclosed) of the Parish Council meeting held on 14 May 2018 - attached

5 Matters arising from the Minutes

5.5.7.3 The Clerk has advised Kent Police of the locations.

7.1 GDPR on Agenda.

7.2 The bin has been purchased and located.

7.3 The Clerk has advised Sundridge & Brasted Primary School that they can use the recreation ground on 5 July 2018 free of charge.

7.4 Sundridge Village Hall Floors - Naos floors have been appointed to carry out the work which will be done in the summer holidays.

7.6. Clerk has advised Ide Hill Football Club regarding the grant of £750 and applying for planning permission.

7.7 Grant sent to Kent Air Ambulance

6. To co-opt a member to the Council following the vacancy arising as a result of Andy Edmonds' decision to resign as a Councillor

As many of the Members will be aware, Paulette Furse has applied for the vacancy. She attended the Annual Parish Meeting and the Amenities Committee Meeting. **Resume - attached**

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

7.1 Annual Return 2017/18 - attached

7.1.1 To approve Annual Governance Statements for 2017/18

7.1.2 To approve Accounting Statements for 2017/18

7.2 To discuss and agree, if appropriate, the next actions with regard to the General Data Protection Regulation - the group have been unable to meet. A date is being organised shortly and the documents will be ready for the next FC Meeting in July.

7.3 To discuss and agree, if appropriate, adopting the Code of Conduct – attached

7.4 To discuss and agree, if appropriate, adopting the Standing Orders – attached

These are the latest NALC recommended Standing Orders.

7.5 To discuss and agree, if appropriate, giving a grant to the PCC of Sundridge with Ide Hill and Toys Hill for grass cutting - attached

7.6 To discuss and agree, if appropriate, the next actions with regard to Sundridge Recreation Ground - attached

7.7 To discuss and agree, if appropriate, the next actions with regard to the grass cutting contract – update following inspection of Goathurst Common from Cllr Denbigh.

7.8 To discuss and agree, if appropriate, a request to use the Stubbs Wood car park for a bike race - attached

7.9 To adopt the Planning Committee meeting minutes of 21 May 2018 - attached

7.10 To approve/note items payable and paid – June 18 Payments updated

8.0 Items for report

8.1 Amenities

8.1.1 To note the minutes of the Amenities Committee meeting held on 11 June 2018 – attached

8.1.2 To note the Clerk's Amenities Report - attached

8.1.3 To note the keyholders to Parish properties – all Members to update the Clerk on any keys they hold to Parish properties. If possible please get a set of additional keys cut and give the Clerk the spare set of keys.

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8.2 Stubbs Wood

8.2.1 To note minutes of Stubbs Wood Management Committee held on 11 June 2018 – ATTACHED.

8.3 Finance

8.3.1 To note Budget - attached

8.3.2 To note dates of the Finance Committee Meetings

8.4 Outside Bodies

8.4.1 To receive update on the Community Land Trust project - attached

8.4.2 To note any reports from outside bodies – HWAGG Minutes attached

9.0 Items for noting

9.1 Correspondence

9.1.1 To note correspondence - attached.

9.1.2 Email from Cllr Piper on Broadband - attached

9.1.3 Email from Cllr Piper on Safer Car Parking - attached

9.1.4 Email regarding speeding from PCSO Eleanor Collins 46059080 - attached

9.2 Email Addresses

9.2.1 To confirm the new email addresses for the Members, Clerk and RFO – all members should now be using their Parish email addresses. Communication is only going to these addresses.

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

The Chairman has an urgent item regarding the trees at Coronation Gardens

11. Date of next meeting Monday 16 July 2018 at Sundridge Village Hall

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AGENDA ITEM 4.0

Sundridge with Ide Hill Parish Council
Minutes of Full Council Meeting
Monday 14 May 2018, 7.00 pm Sundridge Village Hall

Present: Councillors Baker (in part), Banbrook, Buys, Denbigh, Evans (Chair), Hughes, Jones, Lovegrove, Powell

Attendance: Amanda Barlow (Clerk) and 8 members of the public

1. Annual General Meeting
 - 1.1 To elect a Chair.
Members resolved to elect Cllr Evans as Chairman of the Parish Council. Cllr Evans signed his Declaration of Office form.
 - 1.2 To elect a Vice-Chair.
Members resolved to elect Cllr Buys as Vice Chairman of the Parish Council. Cllr Buys signed his Declaration of Office form.
 - 1.3 To elect Committee Members.
Members resolved to elect Members to Committees as at Appendix A.
 - 1.4 To elect Committees Chairs
Members resolved to elect Chairs of Committees as at Appendix A.
 - 1.5 Appointment of Members/Others to the following Areas of Responsibility:
Members resolved to elect Members as Representatives as at Appendix B.
 - 1.6 Appointment of Representatives of the Parish Council on Outside Bodies:
Members resolved to elect Members as Representatives as at Appendix B.
2. To receive apologies and reasons for absence.
No apologies were received.
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. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 16 April 2018
The minutes were signed as a true and accurate record.
5. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
5.7.3 Members resolved that the Clerk should advise Kent Police of two locations one at Ide Hill and one location on the A25 and the B2042 in Ide Hill. (Action Clerk)
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.
Members of the public discussed their concerns over speeding. A member of the public complained about Bowsers Meadow and Cllr Hughes advised that it is being cut tomorrow. She also expressed concern about a tree. Cllr Lovegrove advised that the budget for grass cutting has increased by 30% and the cuts for Bowsers Meadow has been increased. The play equipment also needs to be looked as there may be some safety issues. A member of the public came to discuss the lease and made comments about the request that the Parish Council have made to the Social Club. There was a discussion regarding the issues over the requests that the Parish Council have made to the Social Club and it was agreed that the Clerk would put the Social Club on the Agenda for the next Parish Council meeting. (Action: Clerk).
7. **Items for decision and allocation of resources if necessary.**
 - 7.1 To discuss and agree, if appropriate, the next actions with regard to the General Data Protection Regulation
The Clerk confirmed that she has carried out an audit and will send an audit questionnaire to all Members. The GDPR working party will meet to finalise the arrangements. (Action: Clerk and GDPR Working Party).

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7.2 To discuss and agree, if appropriate, the next actions with regard to dog bins and litter in the Parish
Members resolved that the Clerk should purchase a bin from Sevenoaks District Council at a cost of £350 plus VAT. (Action: Clerk). Members noted that the locks have been changed at the Sundridge Recreation Ground. Cllr Evans advised that Radnor House have asked to use the Recreation Ground and Members agreed that the Parish Council should enter into discussions with Radnor House.

7.3 To discuss and agree, if appropriate, the next actions with regard to Sundridge Recreation Ground
Members resolved that the Clerk should advise Sundridge & Brasted Primary school that they can use Sundridge Recreation Ground for their Sport's Day on Friday 5 July 2018. (Action: Clerk).

7.4 To discuss and agree, if appropriate, the next actions with regard to Sundridge Village Hall
Members resolved that Naos should be appointed to restore the floors at Sundridge Village Hall unless a cheaper quote is obtained from a local contractor. (Action: Clerk).

7.5 To discuss and agree, if appropriate, the next actions with regard to the school parking in Ide Hill
Cllr Baker met with the Chair of Governors and Headteacher at Ide Hill Village School regarding a complaint with the parking around the school. Cllr Baker advised that the school have taken quite a lot of action regarding parking and put an article in every newsletter, they have introduced a drop and go facility and there are before and after schools which spreads the dropping off times. The PCSO has spoken to parents about parking. The school has constantly asked for parents not to park on the roundabout. The School are endeavouring to secure a piece of land near the school for staff parking. They have asked parents not to park to obstruct the bus. The school reported that the neighbours can be very obstructive and the yellow markings on the road have not been replaced following the resurfacing. Cllr Baker advised that he will be working with the school to help alleviate the problem.

7.6 To discuss and agree, if appropriate, making a contribution to the storage facility for Ide Hill Football Club

Members resolved that the Parish Council would contribute £750 and the Clerk would send an email to Ide Hill Football Club advising them of the grant and include the requirement to obtain planning permission. (Action: Clerk)

7.7 To discuss and agree, if appropriate, making a grant to the Kent and Sussex Air Ambulance
Members resolved to grant £300 to the Kent and Sussex Air Ambulance. (Action: RFO).

7.8 To agree the dates for the Parish Council and Committee meetings for 2018/19

Members resolved to accept the dates as presented at Appendix C.

7.9 To discuss and agree, if appropriate, continuing with subscriptions to NALC and KALC

Members resolved that the Parish Council should continue with subscriptions to NALC and KALC.

7.10 To approve/note items payable and paid

Members resolved to approve items paid and payable to the amount of £5,408.39.

8.0 Items for report

8.1 Amenities

8.1.1 To note the items on the Amenities Report

Noted.

8.1.2 To note grass cutting schedule

The Clerk is awaiting the schedule.

8.2 Stubbs Wood

8.2.1 To note actions of Stubbs Wood Management Committee

Nothing to update at the present time. The working party has begun work on the car park.

8.2 Finance

8.2.1 To note the minutes of the Finance Committee meeting on 24 April 2018

Noted.

8.2.2 To note Budget

Noted.

8.3 Outside Bodies

8.3.1 To note update on the Community Land Trust project

No further update.

8.3.2 To note any reports from outside bodies

Cllr Lovegrove attended the Gatwick Airport meeting.

Cllr Baker left the meeting.

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8.3.3 To note the Government's consultation on cycling

Noted.

8.4 Annual Parish Meeting

8.4.1 To note the arrangements for the Annual Parish Meeting and review the newsletter

Noted.

9.0 Items for noting

9.1 Correspondence

9.1.1 To note correspondence.

Noted.

9.1.2 To note correspondence from Sundridge and Brasted Social Club

Noted.

9.2 Email Addresses

9.2.1 To confirm the new email addresses for the Members, Clerk and RFO

Noted.

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

None.

11. Date of next meeting

Monday June 18 2018 at Ide Hill Village Hall

Annual Parish Meeting is on Monday 21 May 2018 at Ide Hill Village Hall

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Appendix A

Committee Membership 2018/19

Amenities	Graham Hughes (Chair) Don Baker Stephan Buys Mike Denbigh John Evans Trevor Jones Neil Meldan
Finance	Roni Lovegrove (Chair) Don Baker John Banbrook John Evans Ann Powell
Planning	Trevor Jones (Chair) Don Baker Mike Denbigh John Evans Roni Lovegrove District Cllr Robert Piper (Co-opted)

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Appendix B

Appointment of Members/Others to Areas of Responsibility:

Affordable Housing	Trevor Jones
Burial Facilities and liaison with PCC	John Banbrook
	Mike Denbigh
Footpaths and Tree Warden	John Evans
Highways	John Banbrook
Streetlighting	John Banbrook
Stubbs Wood	Graham Hughes
	Don Baker
	Roni Lovegrove
Sundridge Recreation Ground	Neil Meldan
	Trevor Jones
Sundridge Village Hall	Graham Hughes
	Ann Powell
Website Administrators	Clerk
	Stephan Buys
Sundridge & Brasted Social Club	Trevor Jones
Speedwatch Co-ordinators	John Evans
	Graham Hughes

Appointment of Representatives of the Parish Council on Outside Bodies

Gatwick	Mike Denbigh
	John Evans
	Roni Lovegrove
Bough Beech Nature Reserve Management Advisory Committee	John Evans
	Roni Lovegrove
M25 Slips Group	John Evans
	Ann Powell
Council for the Perseveration of Rural England (CPRE)	John Evans
	Roni Lovegrove
Darent River Preservation Society (DRIPS)	Mike Denbigh
	John Evans
Ide Hill Village Hall Management Committee	Mike Denbigh
Sundridge and Ide Hill Charities – Nominative Trustees	Chair
	Vice Chair

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Appendix C

2018-19 Parish Council Meeting Dates

Parish Council Meetings – Mondays at 7pm (alternating between Sundridge and Ide Hill)

18 June	Ide Hill Village Hall
16 July	Sundridge Village Hall
17 September	Ide Hill Village Hall
15 October	Sundridge Village Hall
19 November	Ide Hill Village Hall
2019	
21 January	Sundridge Village Hall
18 February	Ide Hill Village Hall
18 March	Sundridge Village Hall
15 April	Ide Hill Village
20 May	Sundridge Village Hall

Annual Parish Meeting – Wednesday 17 April 2019 – Sundridge Village Hall

Amenities Committee Meetings Mondays at 7pm Sundridge Village Hall	Finance Committee Meetings At 7pm Sundridge Village Hall
11 June 10 September 12 November 2019 14 January 11 March	Tuesday 11 September 2019
Planning Committee Meetings Mondays at 6.30pm Sundridge Village Hall (unless specified)	
May 21, June 4, 18 (at Ide Hill) July 2, 16 August 6, 20 September 3, 17 (at Ide Hill) October 8, 15 November 5, 19 (at Ide Hill) December 3, 17	January 7, 21 February 4, 18 (at Ide Hill) March 4, 18 April 1, 15 (at Ide Hill) May 13, 20

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Sundridge with Ide Hill Parish Council Items Payable and Paid

Cheque Payments up to 10th May, 2018					
Cheque No	Payee	Details	Total Payable	VAT	Basic Amount
			£	£	£
699	UK Power Networks	Column 7 repair	1,437.60	239.60	1,198.00
700	EDF	158 sundridge rd, sun vill hall (Electricity)	113.28	-	113.28
701	Kent County Council	Photocopying	240.58	0.00	240.58
702	Kent County Council	festive lighting	26.50	-	26.50
703	KCS	Photocopying	240.58	40.10	196.56
704	Calor Gas	Sun rec Gas	12.58	0.60	11.98
705	Streetlights	Maintainance contract	1,479.90	246.65	1,233.25
706	Mrs A Barlow/G Barlow	Clerks Salary	780.42	-	780.42
707	Mrs F Hensher	RFO Salary	327.56	-	327.56
708	Mrs A Barlow/G Barlow	Clerks expenses	98.54	-	98.54
709	Mrs F Hensher	RFO expenses	42.72	-	42.72
710	Anytime Locksmiths	Sun Pavilion rec	282.00	47.00	235.00
711	Sevenoaks Ltd	Sun Vill Hire	124.00	-	124.00
712	Birchfields ltd	Sun Rec	936.00	156.00	780.00
		Total	6,142.26	729.95	5,408.39

Correspondence –April 16 to May 11 2018

1. KALC - Chief Executive's Bulletin 15 - 13 April 2018
2. KALC - NALC LEGAL TOPIC NOTE UPDATES
3. Sevenoaks District Seniors Action Forum - SDSAF Newsletter 31 - April 2018
4. KALC – Information from the Engagement Team at Kent Police to discuss the “Don’t Ignore It, Share It” campaign
5. KALC - Kent Fire and Rescue - Volunteer Info for Parishes
6. Kent Can - Cross Sector Networking Event, 18th May
7. Kent Can - Kent In Brief - Complimentary Edition
8. KALC - NATIONAL SALARY AWARD 2018-2019 – sent to RFO and Cllr Lovegrove
9. KALC - Template Learning & Development/Training Policy and Plan and Training Budget
10. KALC - FW: PCC PRESS RELEASE: Kent’s rural residents encouraged to have their say on crime where they live
11. KALC - Kent Police Rural Liaison Team Report and Rural Matters magazine
12. KALC - FW: Chief Executive's Bulletin 17 - 27 April 2018
13. KALC - New Date for OCND Hedge survey course
14. DD Community - Invitation to Discover Gatwick 16th May 2018
15. KCC - April Bus monthly updates enclosed.
16. KALC - FW: KALC responses to: Government consultations on the National Planning Policy Framework & Developer Contributions
17. KALC - FW: KALC responses to: Government consultations on the National Planning Policy Framework & Developer Contributions – sent to all Cllr Jones
18. KALC - FW: Kent Police guidance on handling Suspect Packages
19. DD Community - Discover Gatwick 16th May 2018

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AGENDA ITEM 5.0 – MATTERS ARISING

5.5.7.3 The Clerk has advised Kent Police of the locations.

7.1 GDPR on Agenda.

7.2 The bin has been purchased and located.

7.3 The Clerk has advised Sundridge & Brasted Primary School that they can use the recreation ground on 5 July 2018 free of charge.

7.4 Sundridge Village Hall Floors - Naos floors have been appointed to carry out the work which will be done in the summer holidays.

7.6. Clerk has advised Ide Hill Football Club regarding the grant of £750 and applying for planning permission.

7.7 Grant sent to Kent Air Ambulance

AGENDA ITEM 6.0

PAULETTE FURSE

Boarhill Cottage, Hanging Bank, Ide Hill, SEVENOAKS TN14 6JE | (H) 7702886539

Professional Summary

Accomplished and energetic Company Director with a solid history of achievement in Accountancy and Administration. Motivated leader with strong organisational and prioritisation abilities. Areas of expertise include people and project management, as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency. Recently elected as Chairman to Sevenoaks Conservative Association.

Skills

- Critical Thinking
- Economics and Accounting
- Systems Evaluation
- Monitoring
- Management of Personnel Resources
- Negotiation
- Active Listening
- Speaking
- Administration and Management
- Time Management
- Personnel and Human Resources

Experience

Chairman 03/2018 to Present

Sevenoaks Conservative Association – Sevenoaks, England

- Leading by example
- Supporting the staff
- Chairing Association Committees
- Maintaining relations with Conservative Cllrs, MP, MEP and PPC
- Responsible to the wider Party - campaign support and campaign subscription
- Developing Action Plan

Managing Director 07/2012 to Present

All Polished Residential
Property Renovations

Operations Director 07/1999 to Present

Ferncroft – Kent, England

- The Ferncroft group consists of an accountancy, bookkeeping and tax specialist firms.
- managing the welfare and operational needs of 3 staff members;
 - strategy planning
 - legislation compliance

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AGENDA ITEM 7.1

Annual Internal Audit Report 2017/18

Sundridge with Ide Hill Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 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	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

* THIS PARISH COUNCIL DOES NOT MAINTAIN A PETTY CASH

Date(s) internal audit undertaken: *16/05/2018*
 Name of person who carried out the internal audit: *Steve BACHTHAL KIC*
 Signature of person who carried out the internal audit: *[Signature]*
 Date: *16/05/2018*

*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).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2018, that:

	Agreed		
	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 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. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE
 dated DD/MM/YY

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

Chairman SIGNATURE REQUIRED
 Clerk SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address
 AUTHORITY WEBSITE ADDRESS

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Section 2 – Accounting Statements 2017/18 for

Sundridge with Ide Hill Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	75124	86252	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	61989	61990	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	11291	83149	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	14044	13969	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	—	—	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	48108	141421	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	86252	76001	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	86252	76001	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	496037	557617	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	—	—	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	The Council 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 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date DD/MM/YY

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

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Explanation of variances – pro forma

Name of smaller authority: Sundridge with Ide Hill Parish
 County area (local councils and parish meetings only): ESCC

Please provide full explanations, including numerical values, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
Box 2 Precept or Rates and Levies	61989	61990	1	1.61%	—
Box 3 Total other receipts	11291	83149	71858	636.41%	Playground breakdown attached closed accounts
Box 4 Staff costs	14044	13969	75	—	£9250.81 —
Box 5 Loan interest/ capital repayments	—	—	—	—	—
Box 6 All other payments	48108	141421	93313	193.96%	Play down breakdown attached
Box 9 Total fixed assets & long term investments & assets	496037	557617	61580	12.41%	—
Box 10 Total borrowings	—	—	—	—	—
Explanation for 'high' reserves	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				

AGENDA ITEM 7.3

Sundridge with Ide Hill Parish Council

Code of Conduct for Members

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

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

The Seven Principles of Public Life

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

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Openness

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

Honesty

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

Leadership.

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

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

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

Part 1 – General provisions

Introduction and interpretation

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

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

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

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

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

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

(b) what action to take.

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(6) In this Code—

“authority” means Sundridge with Ide Hill Parish Council

“Code” means this Code of Conduct

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

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

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

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

"meeting" means any meeting of—

(a) the authority;

(b) the executive of the authority;

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

"member" includes a co-opted member.

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

Scope

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

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

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

and references to your official capacity are construed accordingly.

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

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

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

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

General obligations

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

(2) You must not—

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

(b) bully any person;

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

(i) a complainant,

(ii) a witness, or

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

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

4. You must not—

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

- (i) you have the consent of a person authorised to give it;
- (ii) you are required by law to do so;
- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (iv) the disclosure is—

(a) reasonable and in the public interest; and

(b) made in good faith and in compliance with the reasonable requirements of the authority;

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

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

6. You—

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

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

(i) act in accordance with your authority's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

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

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

(a) The Parish Clerk

(b) The Responsible Finance Officer

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

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

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Part 2 – Interests

Personal interests

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

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

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

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

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

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

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

(ii) any body—

(a) exercising functions of a public nature;

(b) directed to charitable purposes; or

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

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

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

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

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

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

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

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

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

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

Interest	Description
Employment, office, trade, profession	Any employment, office, trade, profession or vocation carried on for profit or gain.

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or vacation	
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	<p>Any beneficial interest in land which is within the area of the relevant authority.</p> <p>Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.</p>
Licences	<p>Any tenancy where (to M's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Corporate tenancies	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p>

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Securities	(b) either— (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
------------	--

These descriptions on interests are subject to the following definitions;

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

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

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

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

‘member’ includes a co-opted member;

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

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

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

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

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

Disclosure of personal interests (See also Part 3)

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

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

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

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

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

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

Prejudicial interest generally

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

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

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

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

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

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

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

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

Effect of prejudicial interests on participation

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

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

- (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
- (ii) in any other case, whenever it becomes apparent that the matter is being considered at that meeting;

unless you have obtained a dispensation from the Parish Clerk

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

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

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

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

Part 3 – Registration of Interests

Registration of members' interests

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

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

(b) your election or appointment to office (where that is later),

register in the register of members' interests details of-

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

by providing written notification to your Parish Clerk.

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

Sensitive information

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

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

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

Dispensations

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

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

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

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

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

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

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

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

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

AGENDA ITEM 7.4

**Sundridge with Ide Hill Parish Council
STANDING ORDERS 2018**

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.

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- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●

Amenities, Planning and Finance Committee meetings ●

Any sub Committees ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f **The period of time designated for public participation at a meeting in**

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- accordance with standing order 3(e) shall not exceed () minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than () minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

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rights present and voting.

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- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of () hours.

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4. COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days**

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following the day on which the councillors elected take office.

- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii Receipt of the minutes of the last meeting of a committee;
 - iv Consideration of the recommendations made by a committee;
 - v Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi Review of the terms of reference for committees;
 - vii Appointment of members to existing committees;
 - viii Appointment of any new committees in accordance with standing order 4;

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- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within () days of having been requested to do so by () members of the committee [or the sub-committee], any () members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

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9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least () clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least () clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;

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- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

Full Council meetings ●
Committee and Sub Committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13.

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14. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

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15. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

16. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;

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- ii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iii. **facilitate inspection of the minute book by local government electors;**
- iv. **receive and retain copies of byelaws made by other local authorities;**
- v. hold acceptance of office forms from councillors;
- vi. hold a copy of every councillor's register of interests;
- vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- viii. liaise, as appropriate, with the Council's Data Protection Officer;
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xi. arrange for legal deeds to be executed;
(see also standing order 23);
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

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17. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

19. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering

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tenders, is bound to accept the lowest value tender.

- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

20. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The chairman of Council and the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d The chairman of the Finance Committee and the chairman of the Council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Responsible Financial Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.

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- e Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Council or in his absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- f Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk or Responsible Financial Officer relates to the chairman or vice-chairman of Council this shall be communicated to another member of Council, which shall be reported back and progressed by resolution of the Council.
- g Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- h In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

21. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

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- f **The Council shall maintain a written record of its processing activities.**

23. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

25. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

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26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

27. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

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AGENDA ITEM 7.5

The Clerk has explained to Maria Lewington that the grant needs to be applied for each year and is not an automatic payment. Next year a grant application form will be available from the RFO.

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

From: "m_lewington" <m_lewington@sky.com>

Sent: Thursday, 7 June, 2018 11:02

To: clerk@sundridgewithidehill-pc.gov.uk

Subject: Grass cutting grant

Dear Amanda

Can you let me know when we will be getting the grass cutting grant for Sundridge and Ide Hill churches please, we normally receive the grant in May although last year it was a few weeks later

Many thanks

Maria Lewington

Hon Treasurer

Sundridge with Ide Hill and

Toys Hill PCC

Sundridge with Ide Hill Parish Council

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AGENDA ITEM 7.6

From: John Brett <John.Brett@aeromet.co.uk>

Sent: 23 May 2018 09:22

To: pc.swih@hotmail.com

Subject: new pitch marker.

Good Morning Amanda,

Sorry to trouble you, but we will need a new pitch marker to be able to continue the pitch marking at Sundridge next season. I have attached some information for the cheapest/type of pitch marker we would require,

Unfortunately the pitch marker that we currently use has been repaired on numerous occasions but is still leaking and has come to the end of its life.

Can you please put this forward to the council at your next meeting.

The Invoice for the 2017/2018 season will be with you shortly.

Regards

John Brett

07884428658

Pitch marking at Sundridge rec.

Please note my email address change, please add John.Brett@aeromet.co.uk to your address book.
Stone Foundries is part of the Aeromet Group



Briteliner Arrow 22L Transfer Wheel Line Markers

The Briteliner Arrow with its innovative design has re-engineered the regular transfer wheel Line Marker to bring you a lighter, hard wearing, easier to use marker with the highest accuracy. Briteliner Arrow is a great choice when selecting line markers on a strict budget. Despite it's updated features and materials, it is in fact cheaper than most predecessor machines.

Description

Delivery Information

Feefo Reviews

Briteliner Arrow Transfer Wheel Line Marker

The Briteliner Arrow with its innovative design has re-engineered the regular transfer wheel Line Marker to bring you a lighter, hard wearing, easier to use marker with the highest accuracy.

Briteliner Arrow is a great choice when selecting line markers on a strict budget. Despite it's updated features and materials, it is in fact cheaper than most predecessor machines.

The Briteliner Arrow Line Marker Features:

- 22L Tank Capacity
- A longer wheel base.
- Professional weight distribution.

Sundridge with Ide Hill Parish Council

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5/21/2018

Briteliner Arrow 22L Transfer Wheel Line Markers | Transfer Wheel Line Marker Machines | Pitchcare Shop

- Height adjustable handlebar with detachable 'cow horn' bar for greater control.
- A low centre of gravity to help ensure lines are arrow straight, time and time again!
- Easy circle marking via inbuilt eyelet hook.
- Spot brush for penalty/centre spots and finishing lines, incorporated in the line marker.
- Frame manufactured from triple coated steel tube meaning no weak welded points that could otherwise corrode.
- Folds down for transport and storage.
- Alternative wheel width options available.
- More than 8kg lighter than previous versions.

Why choose the Briteliner Arrow?

- **Accuracy** Modern technology has allowed improved straight lines and circle making. A longer wheel base(590mm) provides a better weight distribution allowing a stability of the front wheel on the surface.
- **Quality** The Briteliner's central transfer wheel is spring loaded and adjustable, achieving desired quality line definition and consistency with every time it is used.
- **Durable** The Briteliner has a 'tip-tank' feature which allows unused line marking equipment to be retained for future use, if required the tank can even be easily unclipped from the frame and washed.
- **Hard-wearing** A streamlined tank of high tensile moulded plastic can hold enough line marking liquid to mark 3 average football pitches.

For spare parts or replacements, please see the list of available parts, then contact our technical sales team.

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For advice or further information on our **Briteliner Arrow Line Markers** speak to a technical sales advisor on **01902 440250**.

4 Inch Line Marker (£440.00) ▼	
	Each
Our Code:	VTXBRT400
Mnfr Code:	4BA4
VAT	20.00%
Min Qty:	<input type="text" value="1"/>
Price ex. VAT:	£440.00
Price inc. VAT:	£528.00

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Sundridge with Ide Hill Parish Council

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AGENDA ITEM 7.8

Begin forwarded message:

From: Donna Brewer <donna@westerhamcyclingclub.co.uk>

Subject: Re: Stubbs Wood Car Park

Date: 12 June 2018 at 10:12:38 BST

To: Amanda Barlow <pc.swih@hotmail.com>

Dear Amanda,

I hope alls well.

We are once again running our annual Sportive and would like the use of Stubba Wood Car Park on Sunday 1st July.

Would you please let me know if this is possible?

Many thanks,

Donna

Sundridge with Ide Hill Parish Council

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AGENDA ITEM 7.9

PARISH COUNCIL OF
SUNDRIDGE WITH
IDE HILL

11 Clover Way
Paddock Wood, Kent TN12 6BQ

AMANDA BARLOW
Clerk to the Council

Telephone: 07495 962372
email: pc.swih@hotmail.com

Minutes of the meeting of the Planning Committee held in the **VILLAGE HALL, IDE HILL** at **6.30p.m** on **Monday 21 May 2018**

Attendees: Cllrs Jones (chair), Evans, Baker and Lovegrove Cllr Denbigh arrived at 7.00 pm.

No members of the committee declared any material interest regarding matters to be discussed at the meeting.

The business of the Committee was taken in the following order:

- 1. Minutes of the previous planning meeting were agreed.**
- 2. There were no Matters arising from previous minutes.**
- 3. No members of the public were in attendance at the meeting.**
- 4. The following planning applications were considered and the following comments made:**

Reference Number

Development

Location

SE/18/01344/House

Erection of octagonal
summer house

Little Norman Street Farm,
Little Norman Street,
Sundridge
TN14 6BH

SE/18/01345/LBCALT

Erection of octagonal
summer house

Little Norman Street Farm,
Little Norman Street,
Sundridge
TN14 6BH

The Parish Council supports these applications

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SE/18/01415/FUL

Demolition of existing stable buildings and erection of three bedroom single storey dwelling with associated garden landscaping and parking, utilising existing access to Brasted Lane.

Land adjacent to Hitherfield Farm
Brasted Lane, Knockholt,
TN14 7PJ

The Parish Council objects to this application as it is within an Area of Outstanding Natural Beauty and the previous use should have ceased over 10 years previously to comply with the original planning requirements.

If the District Council decides to approve the application the Parish Council would suggest that a condition is imposed for it to be solely used as an appurtenance to the existing buildings so as not to be separated and sold as a separate dwelling.

5. No appeals were reported for consideration.

6 No Applications were reported as Granted, or Refused by District Council.

7 No Licence Applications were reported.

8 No Tree Preservation Orders were reported.

9 There were no conservation proposals to review.

10 There was no correspondence to review.

11. Any other Business.

11.1 Application SE/18/01469/MMA relating to Couches, Ide Hill Road TN14 6JY, was received late and considered under Any Other Business,

The application relates to minor material amendments to application 17/01606/ HOUSE.

The Parish Council would raise no objection to this proposal, but would suggest that a condition is imposed for it to be solely used as an appurtenance to the existing building so as not to be separated and sold as a separate dwelling.

12. The date of next meeting: To be scheduled for Monday June 04 2018 at 6.30 pm. at Sundridge Village Hall

Sundridge with Ide Hill Parish Council

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AGENDA ITEM 7.10

Sundridge with Ide Hill Parish Council Items Payable and Paid					
Cheque Payments up to 18th June, 2018					
Cheque No	Payee	Details	Total Payable £	VAT £	Basic Amount £
713	Nick Clark		55.00	-	55.00
714	Steve Brentnall	Internal Auditor	370.00	-	370.00
715	Kent County Council	Photocopying	69.72	11.62	58.10
716	UK Power Networks	Column & repairs	644.40	107.40	537.00
717	Mr J Brett	Sundridge Recreation	1400.00	0.00	1400.00
718	N.B.C inv 26	Sun Vill Hall	120.00	-	120.00
719	N.B.C inv 27	Sun Vill Hall	120.00	-	120.00
720	N.B.C Inv 28	Sun Vill Hall	150.00	-	150.00
721	Mrs F Hensher	RFO Salary	265.90	-	265.90
722	Mrs A Barlow/G Barlow	Clerks Salary	829.64	-	829.64
723	Inland Revenue	Tax & NI	1,115.44	-	1,115.44
724	Nick's helping hand	Sun Vill Hall	20.00	-	20.00
725	Sevenoaks DC	Dog Bins	425.88	70.98	354.90
726	Mrs A Barlow/G Barlow	Clerks expenses	161.18	-	161.18
727	Mrs F Hensher	Rfo Expenses	64.74	-	64.74
728	Vision ict	Website/emails	144.72	24.12	120.60
729	Mr M Denbeigh	Keys for Stubbs Wood	38.99	6.50	32.49
730	the Parish noticeboard company	noticeboard	474.00	79.00	395.00
731	Grass Cutting Grant	Grant	1,965.00	-	1,965.00
734	Ide Hill Village Hall Management committee	Ide Village Hall	44.00	-	44.00
732	Mrs A Powell	APM expenses	33.00	-	33.00
733	Streetlights	Repairs	9.60	1.60	8.00
735	Kent & Sussex Air Ambulance	Grant	300.00	-	300.00
736	J evans	Keys and Padlocks	17.45	-	17.45
737	Sevenoaks DC	New litter bin in Stubbs Wood car park	420.00	70.00	350.00
			9,258.66	371.22	8,887.44

AGENDA ITEM 8.1.1

Sundridge with Ide Hill Parish Council
Minutes of Amenities Committee Meeting
Monday June 11 2018, 7:00pm, Village Hall, Sundridge

Present: Councillors Baker, Buys, Denbigh (in part), Evans, Jones,

In attendance: Mrs A Barlow – Clerk and 3 members of the public

1. To receive apologies and reasons for absence.
Apologies received and accepted from Cllr Hughes. In the Chair's absence Members resolved that Cllr Buys should Chair the meeting.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
None.
3. To approve as a correct record the **Minutes** (enclosed) of the Amenities Committee meeting held on 12 March 2018.
The minutes were approved and signed as a true and accurate record.
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
 - 6.1 *The rate of hire for the Village Hall has been increased to £15 and all the information is on the website.*
 - 6.3 *The Bus shelters have been repaired and invoice settled.*
 - 6.4 *The solution to Ide Hill Football Club storage was agreed at Full Council meeting.**Cllr Denbigh arrived at the meeting.*
5. **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.
A member of the public commented on the very nice new notice board. He also asked about volunteering for Stubbs Wood and discussed the issue of fly tipping. Cllr Baker responded to the questions advising that there was a Volunteer Day on 3 May 2018 and the second day is on 28 June 2018. The volunteers cleared the car park. However, the car park still needs more work and some furniture. Cllr Baker gave a further update on the actions following meeting held this afternoon.
A member of the public complained about the speeding on his road and the Clerk asked him to give more information about the location and the Parish Council would raise this with the police.
6. **Items for decision and allocation of resources if necessary.**
 - 6.1 To discuss and agree, if appropriate, the next actions with regard to the grass cutting contract
Members agreed that Cllr Denbigh would review the quality of the work when Goathurst Common is cut and follow this with a meeting with Simon Kidd of Landscape Services. (Action: Cllr Denbigh). Members agreed that the following the inspection of Goathurst Common the next actions would be agreed at the Full Council Meeting.
 - 6.2 To discuss and agree, if appropriate, the next actions with regard to Sundridge & Brasted Social Club
Members agreed that the Clerk should contact the Land Registry to see that all the Parish Council assets are registered. (Action: Clerk). Members resolved that the Clerk should contact the Sundridge and Brasted Social Club to offer an option to meet with the new Committee Members of the Club to offer assistance. (Action: Cllr Jones and Clerk).

Sundridge with Ide Hill Parish Council

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6.3 To discuss and agree, if appropriate, the next actions with regard to the Sundridge Recreation Ground
Members resolved that the Clerk should accept the amount of £3,400 from Chipstead Football Club for the last year.

Members resolved that the Clerk should investigate Sevenoaks District Council's playing fields lettings policy.

Members resolved that the Clerk should get a list of key holders and a full set of keys should be kept at the Village Hall in Sundridge and the Clerk should keep a set.

(Action: Clerk)

7. Items for report and/or noting:

7.1 To receive any reports/minutes from the Stubbs Wood Management Committee

The notes of the meeting held today will be available at the Full Council meeting on 18 June 2018.

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

Members kindly accepted the donation of free bollards for Ide Hill Recreation Ground and the Clerk should instruct a contractor to install them. (Action: Clerk).

9. Date of next meeting. – Monday 10 September 2018

Sundridge with Ide Hill Parish Council

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AGENDA ITEM 8.1.2

Clerk's Amenities Report for Full Council 18 June 2018

1. Sundridge Village Hall

1.1 Floors – Naos Floors have been appointed to do the floors and these will be done during the summer holidays as there are fewer renters during this period.

1.2 Chain at front of hall – Cllr Evans has advised that as the welder has been unwell he has been unable to discuss it with him.

1.3 Gas Bill

The bill has now been settled.

1.4 Hirers

There is now a new permanent hirer at the Hall on Sundays. The regular bookings are as follows:

Monday – Puppy School – private lessons as and when plus Parish Council meetings

Tuesday – Dance School – 1.45 hours

Wednesday Puppy School – 2 hours

Thursday – Puppy School – 2 hours (until July)

Friday – Dance School – 2.45 hours

Saturday – Dance School- 5 hours

Sunday – Rachelle Sloan (Fitness) – 4 hours

There are also casual hirers throughout the week and weekend.

1.5 Charges

The Amenities Committee have agreed to raise the charging rate to £15 per hour for new hirers.

Long-term regular hirers and community hirers may seek preferential rates at the discretion of the Amenities Committee and Clerk.

1.6 Contracts

The Clerk and RFO will be putting together new contracts for both the long term regular hirers and the casual hiring contract. Cllr Jones has been asked to hold with the negotiations.

2.0 Grass Cutting Contract

The new grass cutting contract started on 1 April 2018. There have been some serious complaints and issues over the cutting. It was agreed at the Amenities Committee meeting that Cllr Denbigh would inspect the cutting of the grass at Goathurst Common and this will be followed up by a meeting with Cllr Denbigh, Cllr Jones and Cllr Hughes and Simon Kidd of Landscape Services.

3.0 Sundridge Recreation Ground

3.1 Security measures

Clerk is waiting to contact the ironmonger to do the work.

3.2 Decorating of outside of building to be done once security measures completed. Cost for redecoration already approved at £2,450.

3.3 The locks have been replaced again but only Alan Black has keys.

3.4 The Amenities Committee agreed that the Parish Council would accept £3,400 as payment for use of the recreation ground from Chipstead Football Club. It was agreed that the Clerk/RFO would look at a proper lease for the Football Club next year.

4.0 Bowers Meadow

Birchfields have carried out the work and the invoice has been paid. There seem to have been many complaints about Bowers Meadow and this is something that the Members will need to address.

Sundridge with Ide Hill Parish Council

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5.0 Notice Boards

The Notice Boards have now been installed and several residents have commented on how nice look.



6.0 Bus Shelters

The bus shelters have been repaired and the invoice paid.

7.0 Stubbs Wood

The Clerk has sent out the Tree Survey Tender to the following companies and the deadline for response is 30 June 2018.

Treecraft Ltd, Rushmore Hill, Hillside Farm, Knockholt, Sevenoaks TN14 7NL
Aspen Tree Services Wierton Hall, E Hall Hill, Boughton Monchelsea, Maidstone ME17 4JU
Bartlett Tree Experts Sepham Farm, Filston Ln, Shoreham, Kent TN14 5JT
TreeAbility Ltd Ightham, Sevenoaks Please check full address - 01732 440050
Down to Earth Trees Ltd Preston Farm, Shoreham Rd, Sevenoaks TN14 7UD
Chartfords Trees Ltd 93 Hazelwood Rd, Oxted RH8 0JA
SL TreeCare Ltd Lochinvar, Kingsingfield Road, West Kingsdown Kent TN15 6LH

Fly Tipping – A member of the public has asked the PC to send a letter to those houses bordering Stubbs Wood to advise about fly tipping. The PC will need to take further advice before doing this.

8.0 Ide Hill Football Club

The Clerk has advised Ide Hill Football Club they the Parish will contribute £750 towards the container but they must obtain Planning permission.

9.0 Ide Hill Recreation Ground

Cllr Denbigh reported that some new bollards were required at Ide Hill Recreation Ground. Cllr Evans kindly donated 6 bollards and the Clerk has instructed Birchfields to install them.

10.0 Asset Register

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The Clerk and Chair of Amenities will be arranging for the asset register to be prepared and agreed at prior to the next Full Council meeting.

11.0 Land Registry

The Clerk has been asked to contact the Land Registry to confirm all PC's properties are registered.

AGENDA ITEM 8.2

The Stubbs Wood Management Advisory Group:

Meeting Notes 11th June 2018 at 4pm

Attendance:

Clive Witton, Stephen Palmer, Caroline Lingham, Don Baker, Roni Lovegrove.

Apologies: Graham Hughes, Richard Don

The following items on the Agenda were discussed:

From the outset of the meeting, Clive Witton wished to inform the Group that he would no longer be able to take such an active role in the Group due to family circumstances. Therefore, he would not be able to continue with the organisation of the volunteers.

On behalf of the Group and Parish Council Don Baker thanked him for his involvement within the Group to date, his work with the volunteers and wished his family well.

A/P: It was agreed that Dominic Rossi should be approached to step into Clive's shoes and Don Baker will approach Dominic to establish his level of interest.

This has been subsequently undertaken, and Dominic has agreed to join the Group and organise/supervise the volunteer programme. Clive and Dom have undertaken a hand over of responsibilities and there are follow up emails from Dominic arranging the volunteers programme for the rest of the year.

1) Management Plan Update: – Further to Roni's telephone enquiry to FC regarding an update to the Man. Plan, Caroline reported on her meeting with Libby Carlton on the 31st May when Libby (FC – Officer in charge of Stubbs Wood) confirmed that the FC had received the application for approval for the Management Plan and had also carried out a site survey with Julian Miller. It appears that the FC have several approvals to carry out in this area, hence the delay. However, it is expected that approval to our Man. Plan will be forthcoming shortly.

2) Tree Survey: The Parish Clerk has confirmed that she has sent out the tender forms for quotations to local contractors listed on the AA website which require to be returned by 30th June.

The meeting agreed that the criteria which should be used to select the successful quotation.

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A/P: The Group await the receipt of the quotation tenders from the Parish Clerk and will arrange a meeting on Friday 6th July at 11.30am to evaluate the quotations.

3) York Hill Repairs: Clive W has obtained two quotes for the repair of the pothole directly at the entrance to Stubbs Wood Car Park from Richard Marchants and Deano. If a third quotation is required, then Trevor Baldwick may be approached.

A/P: The Group recommends to the Parish Council that Deano being the lower of the two quotations is employed to repair this pothole through the PC.

4) Volunteer Scheme: Clive reported back on the work already carried out at the Car Park area and the Group recommend to the Parish Council that the volunteers should be thanked for their efforts and suggested that this may best be undertaken by an individual letter to all the volunteers.

The Group expressed their appreciation for the work carried out at the Stubbs Wood Car Park and discussed the best way forward for the volunteer's scheme.

Due to the likely expense on the Tree Survey this year and the severity of the slopes at the remaining viewing areas, it was suggested that these should be left until the PC can afford professional (contractors) assistance to clear the trees obscuring the views.

Therefore, our immediate work (this year) which will require volunteer assistance would be:

- 1) to maintain the car park area by disposing of the rubbish (brambles etc) which formed part of the first phase of the clearance. Roni very kindly volunteered to organise the site clearance and destruction of this dead wood etc...
- 2) to re - strim the car park area and maintain the car park fringe and picnic areas.
- 3) to install replacement picnic tables so that the public can enjoy the woods.
- 4) To prune and widen the footpaths/bridleways throughout the woods so that the rides can be exposed for walkers and horse riders.

The Group would recommend that this work should be carried out in accordance with the guidance received for the SSSI - 'Operations likely to damage the special interest' and in accordance with the formal approval of the Man. Plan.

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In this respect the Group expect this work to be carried out with strimmers and hand tools only so that the wildlife is not endangered by the work.

A/P: The Group asked Don Baker to consult with a local resident who has expressed her concerns so that she is fully aware of our actions and invite her to become involved in the process of the voluntary work.

The Group also recommend that a risk assessment for this voluntary work is arranged by Dominic Rossi and forwarded to the Parish Clerk prior to further work.

Meeting concluded at 5.30pm

Next Meeting will be 6th July at 11.30am.

Sundridge with Ide Hill Parish Council

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AGENDA ITEM 8.3.1

Sundridge & Ide Hill Budget for 2017/18

Income

Code	Description	Actual	Budget	Actual vs Budget	Recommendations
100	Precept	£31,000.00	£62,000.00	£31,000.00	
101	Grants				
103	Sevenoaks District Council				
104	Evans Cycle				
105	Misc	£358.77			
1000	Hall hire		£1,000.00		
1001	Puppy school	£147.50	£2,000.00		
1002	Dance School	£886.87	£2,500.00		
1006	Recreation Ground		£3,500.00		
106	VAT	£8,317.26			
	Sub-total	£40,710.40	£71,000.00		
1005					
	Total Income	£40,710.40	£71,000.00		

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Code	Description	Actual	Budget	Actual vs Budget	
<u>Clerk & RFO Expenses</u>					
400	Clerks & RFO Salary	£2,200.47	£14,500.00	-£12,299.53	-84.82%
401	Clerk & RFO Tax & NI		£1,500.00	-£1,500.00	-100.00%
402	Retirement Gratuity		£600.00	-£600.00	
403	Travel Expenses	£257.31	£1,000.00	-£742.69	-74.27%
	Totals	£2,457.78	£17,600.00	-£15,142.22	-86.04%
<u>Members Expenses</u>					
500	Chairmans Allowance		£400.00	-£400.00	
501	Members Allowance		£1,100.00	-£1,100.00	-100.00%
502	Election Expenses		£500.00	-£500.00	
	Totals	£0.00	£2,000.00	-£2,000.00	-100.00%
<u>Administration Costs</u>					
600	Insurance Main Policy		£1,350.00	-£1,350.00	-100.00%
601	Insurance Sundridge Rec		£150.00	-£150.00	-100.00%
602	Postage & Delivery	£30.57	£150.00	-£119.43	-79.62%
603	Printing		£50.00	-£50.00	-100.00%
604	Photocopying	£240.58	£400.00	-£159.42	-39.86%
605	Stationary	£28.25	£100.00	-£71.75	-71.75%
606	Subscriptions		£1,100.00	-£1,100.00	-100.00%
607	Telephone	£41.98	£250.00	-£208.02	-83.21%
608	Hire of Village Ide Hill hall		£150.00	-£150.00	-100.00%
609	Equipment Software	£516.99	£325.00	£191.99	59.07%
610	Misc Contingency	£24.02	£300.00	-£275.98	-91.99%
611	Training		£170.00	-£170.00	-100.00%
612	Aviation Group Clerk		£125.00	-£125.00	-100.00%
613	Village Plans			£0.00	
615	Website Development		£1,000.00	-£1,000.00	-100.00%
616	Wi Fi			£0.00	
	Totals	£882.39	£5,620.00	-£4,737.61	-84.30%
<u>Professional Services</u>					
6000	Legal	£172.17	£1,500.00	-£1,327.83	-88.52%
6001	Payroll and Auditor		£1,000.00	-£1,000.00	-100.00%
	Totals	£172.17	£2,500.00	-£2,327.83	-93.11%
TOTAL OVERHEAD COSTS		£3,512.34	£27,720.00		

Sundridge with Ide Hill Parish Council

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Street Lighting

700	Energy Cost	£1,479.90	£5,000.00	-£3,520.10	-70.40%
701	Maintenance Cost		£3,500.00	-£3,500.00	-100.00%
702	Repairs	£1,437.60	£1,000.00	£437.60	43.76%
	Totals	£2,917.50	£9,500.00	-£6,582.50	-69.29%

Stubbs Wood

800	Running Cost		£3,000.00	-£3,000.00	-100.00%
801	Dog Bin	under Code 2005			
	Totals	£0.00	£3,000.00	-£3,000.00	-100.00%

Highways

1000	Bus shelters	£1,650.00	£1,000.00	£650.00	65.00%
1001	Village signs		£1,400.00	-£1,400.00	-100.00%
1002	Notice boards		£100.00	-£100.00	-100.00%
1003	Misc Contingency		£1,500.00	-£1,500.00	-100.00%
	Totals	£1,650.00	£4,000.00	-£2,350.00	-58.75%

Grounds' Maintenance

2000	Grass cutting - Sundridge	under code 7002			
2001	Grass cutting - Ide Hill		£9,300.00	-£9,300.00	-100.00%
2002	Tree Work		£1,000.00	-£1,000.00	-100.00%
2003	Hedges		£550.00	-£550.00	-100.00%
2004	Contingency		£1,000.00	-£1,000.00	-100.00%
2005	Dog bins		£1,750.00	-£1,750.00	-100.00%
	Totals	£0.00	£13,600.00	-£13,600.00	-100.00%

Sundridge Village Hall

3000	Cleaning		£2,000.00	-£2,000.00	-100.00%
3001	Maintenance	£124.00	£3,200.00	-£3,076.00	-96.13%
3002	Energy	£3,739.06	£250.00	£3,489.06	1395.62%
3003	Water	£312.16	£300.00	£12.16	4.05%
3004	Insurance		£500.00	-£500.00	-100.00%
	Totals	£4,175.22	£6,250.00	-£2,074.78	-33.20%

Sundridge Recreation & Pavilion

7000	Cleaning		£700.00	-£700.00	-100.00%
7001	Pavilion Maintenance		£2,000.00	-£2,000.00	-100.00%
7002	Ground Maintenance	£1,008.00	£3,000.00	-£1,992.00	-66.40%
7003	Energy	£12.58	£250.00	-£237.42	-94.97%
7004	Water		£300.00	-£300.00	-100.00%
7005	Insurance		£500.00	-£500.00	-100.00%
7006	Miscellaneous	£282.00	£500.00	-£218.00	-43.60%
	Totals	£1,302.58	£7,250.00	-£5,947.42	-82.03%

Ide Hill Car Park & Conveniences

5000	Ide Hill car Park		£250.00	-£250.00	-100.00%
5001	Ide Hill Conveniences	£121.55	£3,000.00	-£2,878.45	-95.95%
5002	Contingency		£250.00	-£250.00	-100.00%
	Totals	£121.55	£3,500.00	-£3,378.45	-96.53%

TOTAL ASSET COSTS

£10,166.85 £47,100.00 -£36,933.15 -78.41%

Total Overhead

£13,679.19 £74,820.00 -£61,140.81 -81.7%

Sundridge with Ide Hill Parish Council

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AGENDA ITEM 8.4.1

Community Land Trust Project (CLT)

Report to the current situation with the CLT

- Articles of association have been drafted and is with lawyers
- Trustees confirmed
- Site meeting and office meetings held at SDC. Present were Cllr Piper, Cllr Evans, Duncan Parr, Richard Morris and Head of Planning SDC, Emma Henshall
 - Planner - Very positive within constraints of laws of planning permission. .
- Site meeting with 2 landowners - final details complete.
- Engineers have completed initial survey for roads and flooding measures.
- Plans given to architect for more detailed drafting.
- Meeting to be arranged with Sundridge & Brasted Primary School, Cllr Evans and Duncan Parr and architect to suggest competition for kids to design new school and houses.
- CLT aiming for September planning permission application on advice from SDC.
- Housing Needs Survey is under way for the village and the cut off date for this is June 25th 2018.

Cllr J Evans

Chair – 16 June 2018

Sundridge with Ide Hill Parish Council

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AGENDA ITEM 8.4.2

**HIGH WEALD COUNCILS AVIATION ACTION GROUP
MINUTES OF THE ANNUAL GENERAL MEETING HELD ON WEDNESDAY 30TH MAY 2018
AT 7.30PM IN CHIDDINGSTONE CAUSEWAY VILLAGE HALL**

Present: Tom Tugendhat, MP for Tonbridge & Malling
Matt Boughton, office of Tom Tugendhat

Chiddingstone Parish Council:	Richard Streatfeild (Chairman) Louise Kleinschmidt (Clerk, Chidd and Leigh Parish Councils)
Dormansland Parish Council:	David Bright
Leigh Parish Council:	Colin Stratton-Brown
Penshurst Parish Council:	Rob Rees
Rusthall Parish Council:	Jon Clark
Speldhurst Parish Council:	Neil Barrington Johnson Joy Podbury (also member TWBC) Alan Rowe
Sundridge/Ide Hill Parish Council:	John Evans
Withyham Parish Council:	Marcus Tarling (also member ESCCAN)
Kent County Council:	Michael Payne
Tandridge District Council:	Nicholas White
GACC:	Peter Barclay
GON:	Martin Barraud Charles Lloyd
Speldhurst Air Traffic Committee:	Derek Robinson
Local Residents:	David Baron (Hever) Jonathan Cook (Leigh)

Apologies: Jane Vogt:	Dormansland Parish Council
Clive Pearman:	Edenbridge Town Council
Bob Orridge:	Edenbridge Town Council
Stephen Lark:	Hever Parish Council
Duncan Leslie:	Hever Parish Council
Rick Brookes-Smith:	Hever Parish Council
Joe Kaye:	Leigh Parish Council
Sue Smith:	Leigh Parish Council
Richard Britain:	Leigh Parish Council
Roni Lovegrove:	Sundridge with Ide Hill Parish Council

- 1. Election of the Chair of HWCAAG for the year 2018/19**
Neil Barrington-Johnson proposed that Richard Streatfeild be elected as Chair of HWCAAG for the year 2018-19. This was seconded by Rob Rees and all were in favour. There were no other nominations. Richard Streatfeild was elected accordingly.
- 2. Election of Vice-Chair(s) of HWCAAG for the year 2018/19**
Richard Streatfeild proposed that Neil Barrington-Johnson and Colin Stratton-Brown be elected as Vice-Chairs of HWCAAG for the year 2018-19. This was seconded by Joy Podbury and all were in favour. There were no other nominations. Neil Barrington-Johnson and Colin Stratton-Brown were elected accordingly.
- 3. To welcome Tom Tugendhat MP and to hear about current and future aviation legislation and what steps the Government is taking to reduce the impact of aviation on our communities**
Tom thanked the group for the opportunity of attending the meeting, and said that there are a few points to cover. There is a feeling that we have defeated the second runway at Gatwick, that is a mistake as these battles will rumble on. Many MPs on the Gatwick Co-ordination Group have largely lost interest which is a shame for all of us, as making sure that the threat of a second runway does not come back is something that needs the pressure kept on.

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Also the idea that the problem has gone away is fiction. Tom said that he cannot battle on on this alone. In January there was a debate in Parliament where the Transport Minister accepted arguments and now there is a foothold into a change in Government policy. There has been a rotation in Aviation Ministers which has been a problem. Currently, the Aviation Minister is Baroness Sugg, who realises that this is a Government problem and not just a Gatwick problem, with NATS, the CAA, the DfT and others having responsibility for parts of the problem. None of these organisations or the airports can do it on their own, and they must work together. We are now working towards a full review of airspace. Airspace from Manchester down is very busy and needs untangling. There are some supporters in the aviation industry but there is not enough pressure on the DfT. Baroness Sugg is willing to help but in order for her to do so, pressure needs to be put on her and the DfT so that she has to respond. The Gatwick Co-ordination Group was so important and it is now important to try and include other MPs who represent areas that are affected by aviation, starting locally with the Gatwick area MPs, which should be achievable. Tom asked us all to work together in order to achieve more involvement from MPs, and undertook to speak to his colleagues representing areas around Heathrow and Stansted too, as it is not just a local problem.

4. **To accept apologies for absence** as listed above were accepted.

5. **To approve the minutes of the meeting held on 2nd May 2018**

The Clerk reported that following comments were made by Peter Barclay, Chairman of GACC:

- i. Item 12: Compensation: the current compensation provides for a financial contribution to double glazing up to a value of £3000 provided by GAL's designated supplier (Anglian). GAL's FAQ's at www.airportwatch.org.uk/airportwatch-contact-details provide useful information on the scheme, it has actually expired but is about to be renewed. There is also reference in the last minutes to a rebate in council tax, that was a carrot dangled as part of the 2nd runway scheme but no such scheme exists.
- ii. Item 11: EasyJet have said that if the new South East runway were to be built at Heathrow they will open up some services on prime routes (eg Frankfurt). If it were to be built at Gatwick they would expect a significant number of their routes to move to Stansted to avoid increased landing charges. These flights couldn't go to Heathrow as there's no capacity.
- iii. On the question of what's happening with the Heathrow runway the Government has stated its intention to hold the full parliament vote before the summer recess (24 Jul- 4 Sep)
- iv. Item 9: HWCAAG does also have the option of engagement with GAL through GATCOM via GACC.

The Clerk reported that the following comments were made by Michael Payne:

- i. He is the KCC Deputy Cabinet member for Highways and Transportation.
- ii. He said that it is difficult to express a cohesive or joined up view at the NMB.

Richard proposed that these changes are made where possible and new items could be included as a note at the bottom of the minutes. This was seconded by Neil and all were in favour.

6. **To welcome Charles Lloyd, who is Coordinator of the Community Noise Groups on the NMB, a member of the CAA Community Noise Forum and the DfT version of that body ANEG.**

Charles Lloyd said that the Noise Management Board has been in existence now for two years, the first meeting being in June 2016. There have been ten meetings to date. Charles said that there is a structured work programme and the Board is in the process of putting together an action plan for 2019. Originally the NMB had a lifespan of 3 years. The 8 Community Noise Groups are part of the NMB, and since Christmas, or earlier in some cases, there has been some level of discord. The groups to the west of the airport are frustrated about the lack of a departures review. Other groups are concerned about the lack of progress being made on CDA. Charles has been trying to get the topic of Gatwick's growth and noise on the NMB agenda for some time. The Community Noise Groups met in January to discuss the NMB and, despite obvious frustrations, there was no call to withdraw. Since then, the frustration has grown and there was another meeting last week. Groups do not have an appetite to withdraw at this moment as they feel that it is better to have a seat on the NMB than not to be involved. It has however been agreed to draft some proposals to put to the Board (i) changes to the Terms of Reference, and (ii) for the leadership to be looked at and to consider whether the current chair of the NMB is the right one in order to put pressure on the aviation industry to change. Charles said that he is in the process of preparing these proposals, which will be sent to the Community Noise Groups for their approval prior to submitting to the NMB. If a united Community Noise Group position could be agreed then there is some chance of getting some changes made on the NMB.

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7. To welcome Peter Barclay, Chairman of Gatwick Area Conservation Campaign (GACC) and member of Gatwick Area Consultative Committee (GATCOM)

Peter Barclay said that GATCOM has similar problems to that of the NMB, in particular getting the balance of members right with what they are trying to achieve. There are 27 members and GACC has just one seat. He has successfully got the GACC voice heard at GATCOM due to the support of local authorities who agree that communities should be recognised. Growth vs noise mitigation is being brought up in the Noise Action Plan, and working on this together should help the situation. GACC hopes to produce a document that will make the airport feel more responsible than it ever has before. The Chair of GATCOM has recently resigned and they are looking for a replacement although the current Chair has agreed to stay until the end of the year. It is a shame he is leaving as he has been a supporter of GACC. Peter has been asked to sit on the interview board for the new Chair.

8. To hear report of HWCAAG

Richard Streatfeild said that the situation from 2014 has not changed - there is a marginal return in quieter periods, but in busy periods the impact over Penshurst, Chiddingstone and Hever is getting worse and worse. There is a good technical reason why that is the case. It is all about spacing of aircraft and capacity. Aircraft need to arrive at Gatwick at 3nm apart in order to achieve the 55 air traffic movements per hour capacity. Currently there is no technical way of improving this over the next 5 to 10 years, say TO70 and NATS, who are looking at Fair & Equitable Dispersal. There is a negative picture overall. Increasingly, aircraft are flown over a narrower and narrower strip of airspace, which impacts fewer and fewer residents but those that are affected are affected much more than they ever were. It is difficult now to get residents to write to their Town or Parish Council and their MP. The NMB has been successful in achieving the retro-fitting of the Airbus A320 series of aircraft, but in terms of FED over the RMA, the NMB appears to be going in the opposite direction by recommending the use of a narrow approach just in order to retain Gatwick's capacity.

Richard asked whether there are any questions from the floor:

1. Jon Clark asked Tom what his view is on the parliamentary vote on the second runway? Tom said that between now and July there will be a lot of parliamentary angst. He does not know when the vote will be but hopes that it will be treated as a stand alone issue. Tom added that it must be clear that if the vote goes against Heathrow it does not automatically re-open a debate on Gatwick.
2. Neil Barrington-Johnson said that some members of the Gatwick Co-ordination Group seem to have lost interest, why is that and how do we re-energise those MPs and other local MPs? Tom said that he has no command over other MPs but the best way to energise them is to get people from their constituencies to write to them.
3. Neil asked whether letters from individual residents hold more weight than one letter from a Town or Parish Council. Tom said that it is the volume that makes a difference, so yes many residents' letters will hold more weight than one letter from a Town or Parish Council.
4. Rob Rees asked what powers does the NMB have to remove people from the board? Charles said that there is a Code of Conduct and the Chair can have people removed if they fail to conform to the code. Members can only put a case forward for consideration of the removal of the Chair.
5. Colin Stratton-Brown asked whether it is worth residents or Town and Parish Councils writing to Baroness Sugg? Tom said that there would be more weight gained if people write to their own MP. Ministers have a huge workload and it would be more beneficial if MPs write to her direct.
6. Joy Podbury said that two years ago, the Town and Parish Councils were getting inundated by letters from residents, who also wrote to their MP. This had dried up. Some people are not so badly impacted by aviation noise – some planes are quieter and some people are not so overflown. Neil said that people are frustrated at not seeming to get anywhere. Martin Barraud said that two years ago there were a lot of issues to tackle – the threat of the second runway, the A320 whine and night flights. It all came at once. The noise & growth issue is very important. There is also a failing level of professional attendance at NMB meetings. The noise monitoring expert created a list of bullet points to show that less people would be affected by PR-NAV but these people will be affected to a greater level.
7. Rob asked whether communities feel that they are being as adversely affected? He thought that Penshurst is slightly less impacted now. Richard said that there are more planes overhead but people are tuning out. However the damage is being done especially at night if people are continually being woken by aircraft noise. Blood pressure will rise through lack of sleep and there will be damage to children academically.

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8. Derek Robinson asked about the night flight trial using PR-NAV. Charles said that the proposal from Gatwick is to use PR-NAV from 01.30 to 05.00 as a trial. Planes can approach at a higher level but every plane will use the same route within a 200m band. The community groups are unanimously against this trial and there is the concern that PR-NAV will eventually be used for day flights as well.

Martin said that industry is deeply frustrated by the objections from the community groups. Jon asked how many movements there would be at night. Richard said that there would be 79 night time movements in the summer. Richard said that this is a singular failure and it will not get better in the next 5 years. Tom said that he has raised this with the Transport Minister on a number of occasions. Charles said that the quota for night flights was looked at last year but unfortunately the Government came down on Gatwick's side. If GAL grows, say, by 15% capacity they would have to reduce their noise by 15%. Peter Barclay said that Heathrow night flights are mainly inbound and long-haul. However they are considered to be important nationally. If Gatwick could have longer distance flights at night, there would be less arrivals and this would benefit communities. Richard suggested that all Town and Parish Councils put their energy into supporting GACC in tackling night flights rather than trying to work with the NMB.

9. Rob said that if Gatwick were to introduce 4 to 8 routes under PR-NAV, would the height of aircraft mean an improvement for people living under these routes? Richard said that there is no way that Gatwick will introduce PR-NAV at busy times in the next 5 to 10 years because it would have to lose capacity. They may introduce it at quieter times of the day/year. Even if there were 4 PR-NAV routes, capacity would need to be reduced by 10%. He added that GAL wants to demonstrate that there would be an improvement in the impact of aircraft using PR-NAV but although less people may be impacted, they will be impacted to a far higher degree.

9. **To discuss the effectiveness of the Noise Management Board and to consider whether HWCAAG should remain a member or withdraw from the Board**

Richard suggested that there are three options:

- to remain in the NMB to see whether the paper that Charles is preparing will be an improvement.
- to withdraw from the NMB
- to stay in the NMB

Neil said that he is totally disenchanted with the NMB and if HWCAAG decides to withdraw it will give the group the opportunity of working on our own, and to raise issues with the CAA, NATS, DfT etc as previously. However, if there is a drive to try and make some changes, which may or may not be achieved, we could wait and see if the NMB is improved. If HWCAAG withdraws, will this weaken the case for the other community groups? Charles said that if just HWCAAG withdraws it will not negatively impact the other community groups. Michael Payne said that he feels that Richard's paper is finely balanced, and feels it would be beneficial to stay within the NMB. Plane Wrong who had a gripe on departures managed to get departures on the NMB agenda. Airspace change is the answer and it is important to concentrate on what we can influence. Helios have said that there could be multiple routes under PR-NAV. There is much to be gained with the group remaining in the NMB and political goodwill would be lost if we left. He said that GAL is still keen on pushing the second runway proposal and it would be better to work together. Tom said that you could have an active withdraw or a passive withdraw which would allow you to follow other paths, however he felt that it would be beneficial to keep the seat on the NMB. Richard said that prior to joining the NMB HWCAAG was having meetings with the chief executives of NATS and the CAA. The NMB members will say that they will not deal with anything as it has to go through the NMB. Richard said that Charles's paper should include a caveat that there must be a time limitation – either January 2019 or January 2020. GIP may sell the airport during that time and if HWCAAG could leave with good community relations it will be a benefit.

Richard proposed that HWCAAG stay within the NMB pending the changes to be proposed in Charles's paper until January 2019 and we retain an option to withdraw at that time if there are no positive changes. HWCAAG to write to the NMB to make this explicit, and to the other players (NATS, CAA, DfT) to outline our concerns regarding the NMB. Charles to co-ordinate the timing of the letter. This was seconded by Rob and all were in favour.

(Tom Tugendhat and Matt Boughton left the meeting at 8.45pm)

10. **Additional runway capacity in the South-East**

Peter said that if a statement is made and the vote is taken before 24th July, there is a six week window for a Judicial Review, which will most probably go to the high court, the appeal court and then the supreme court.

Sundridge with Ide Hill Parish Council

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11. **GAL compensation scheme**
To be discussed further at the next meeting.
12. **Noise Monitors**
Richard reported that GAL has 22 noise monitors, and we have asked whether we can borrow a couple for the summer months. No response has been received and Richard undertook to chase. This may go to The Noise and Track Monitoring Advisory Group (NATMAG) for a decision.
13. **Finance**
Louise reported that the balance of the bank account remains unchanged at £746.39.
14. **Any other matters for reporting**
None.
15. **To agree date of next meeting: Tuesday 10th July at 7.30pm in Chiddingstone Causeway Village Hall.**

The meeting closed at 8.50pm


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Sundridge with Ide Hill Parish Council

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AGENDA ITEM 9.1.1

Correspondence –May 12 to June 14 2018

1. KALC - Event Announcement: Annual Councillors' Conference 2018, 10 July 2018 – sent to all Cllrs
2. Kent Can – Kent In Brief - Complimentary Edition
3. KALC - FW: NALC Chief Executive's bulletin – 11 May 2018
4. KALC - Enjoy the countryside responsibly with your dog campaign
5. KALC NEWS - MAY 2018
6. KALC - FW: GA/NALC Guide - Principal and local councils working in partnership
7. KALC - Chief executive's bulletin – 18 May 2018
8. KALC - NALC Chief Executive's Bulletin 21 - 25 May 2018
9. KALC - Message from Kent Police
10. KALC - GDPR - Conference for Elected Members County Hall Maidstone
11. KALC - NALC Chief Executive's Bulletin 22 - 1 June 2018
12. KCC - Bus monthly updates enclosed for May 2018
13. KALC - Highways England - Operation Stack Listening Exercise - deadline 22 July
14. KALC -  NALC Annual Conference 2018
15. Kent Police - Newsletter May 2018
16. SDC - Community Infrastructure Levy (CIL) Spending Board - 8 May 2018 -Minutes
17. SDC - Invitation: Public events in west Kent to discuss local care hubs – sent to all Cllrs
18. SDC - Finance Advisory Committee - 5 June 2018 – Minutes
19. SDC - Cabinet - 7 June 2018 – Minutes
20. Sevenoaks District Council: Sevenoaks District Council secures over £1.2m to fund local projects- sent to all Cllrs
21. SDC - June newsletter
22. SDC - Health Liaison Board – 23 May 2018 - Minutes
23. SDC - 01 (2018/2019) Local Lettings Plan for Woodlands Court Northview Swanley
24. Kent Pond and Tree wardens - June/July upcoming events
25. Kent Highways - Temporary Road Closure – Coles Lane, Brasted – from 7 September 2018 for up to 1 month – sent to all Cllrs
26. Kent Highways - Fw: Temporary Road Closure – Coles Lane, Brasted – from 9 July 2018 for up to 1 month – sent to all Cllrs
27. Sevenoaks District CPRE

Sundridge with Ide Hill Parish Council

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AGENDA ITEM 9.1.2

Agenda Item

From: Robert Piper <robertpiper3@hotmail.com>
Sent: 23 May 2018 00:02
To: jaandplevans@yahoo.co.uk; Amanda Barlow
Subject: Fw: Broadband speed in rural West Kent

FYI--R

From: Mark.Dance@kent.gov.uk <Mark.Dance@kent.gov.uk>
Sent: 22 May 2018 08:44
To: Nick.Chard@kent.gov.uk
Cc: robertpiper3@hotmail.com; George.Chandler@kent.gov.uk
Subject: Re: Broadband speed in rural West Kent

Hi Nick

George Chandler is the person to give you any updates and will copy him in.

Kind Regards

Mark

Sent from my iPad

On 22 May 2018, at 07:32, Chard, Nick - MEM <Nick.Chard@kent.gov.uk> wrote:

Dear Mark,

I was cornered at an Annual Parish meeting last night, (Sundridge and Ide Hill) where I asked about broadband speeds.

There is an increasing number of residents who want to work from home rather than commute and the one thing that is preventing them is very slow broadband speed.

Who would be the best person to give a briefing on what has to be done to improve speed and reliability, and when is that improvement likely to happen.

Kind regards

Nick

07855 787511

Sundridge with Ide Hill Parish Council

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AGENDA ITEM 9.1.3

From: Robert Piper <robertpiper3@hotmail.com>
Sent: 06 June 2018 00:46
To: Amanda Barlow
Subject: Fw: Safer Parking Around Schools

Amanda--would this be useful for either Sundridge or Ide Hill schools , please ??--R .

From: John Strachan <John.Strachan@sevenoaks.gov.uk>
Sent: 05 June 2018 09:15
To: Councillors (except Cllr Halford)
Cc: John Strachan
Subject: Safer Parking Around Schools

Dear Councillors

Following a scheme trialling tackling dangerous and inconsiderate parking around schools, operated at three schools in Swanley in 2017, we are looking to extend the “Safer Schools Zones” scheme to other schools in the District.

Under these arrangements, schools with school keep clear areas, school crossing patrols and yellow lines that suffer from illegal parking at drop off/pick up times are designated as “Safer School Zones” where no stopping and/or parking is allowed. This is intended to deter drivers who cause danger and obstruction by stopping on restrictions close by schools, when safer more appropriate parking is available nearby.

Highly visible “Safer School Zone” signs are put up at the approaches to the Zone. Civil Enforcement Officers (often referred to as traffic wardens) patrol and issue immediate parking tickets to vehicles stopped on restrictions within the Zone.

I am asking District Councillors if they know of any parking problems at schools in their area, which could benefit from this scheme. Participation would be subject to the suitability of the site and the agreement of the school.

I look forward to hearing from you soon, please do not hesitate to contact me if you have any queries or you require any additional information.

John Strachan
Parking Services Manager
Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG
Phone: 01732 227000
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Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –June 18 2018

AGENDA ITEM 9.1.4

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

Sent: Friday, 18 May, 2018 10:13

To: "mick cove" <mickcove@hotmail.com>

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

Subject: RE: Speeding

Good Afternoon,

In regards to your concerns about the speeding in Sundridge, we are aware of this and are currently working, in conjunction with the Parish Council, towards putting together some dates to conduct Police speed checks. I have noted that you believe that the Community Speed Watch team is 'as much use as a chocolate teapot', however I would respectfully disagree. In areas where the Community Speed Watch team are being used effectively, they have noticed a drop in the amount of speeding; Brasted is a good example of this. If anything it provides road users with a very visible presence that will deter them from speeding as there is no pattern to where they will be and when and drivers don't want to risk a speeding ticket.

In regards to your concern about the speed limits, unfortunately we as the Police are unable to do anything about speed limits. This is all decided by Highways so it may be worth submitting a suggestion or a complaint to them as a step towards getting the speed limit changed.

On a final note if you have any further concerns or complaints regarding the speeding in the village please report this through the proper channels such as 101 or the online reporting system for any non-emergencies or 999 if a crime is in progress or life is in danger. The main reason for this is if I am on leave I will be unable to pick up any emails until my return so any reports and concerns will go unnoticed. Also it means that by reporting via official channels, if there is a resource in the area that can attend straight away our control room will try and resource it to be dealt with there and then.

I hope this has been helpful and has answered your concerns.

Kind Regards,

Eleanor Collins
PCSO 59080
Sevenoaks District

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

From: mick cove [mailto:mickcove@hotmail.com]

Sent: 14 May 2018 06:57

To: Eleanor Collins 46059080

Subject: Speeding

The speed of vehicles through Sundridge village is now beyond a joke now i know we have the community speed monitoring but to be honest this is as much use as a, chocolate teapot, Are there any plans to get these speeds to 30 to what it should be,.

Sundridge with Ide Hill Parish Council

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