

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

**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 **7.00 p.m. on Monday 18 November 2019** to transact the undermentioned business.

Clerk *Ananda Barrow* 13 November 2019

**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 21 October 2019
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
5. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.
6. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960
7. **Items for decision and allocation of resources if necessary.**
  - 7.1 To discuss and agree, if appropriate, next actions with regard Sundridge & Brasted Social Club
  - 7.2 To discuss and agree, if appropriate, next actions with regard to approving a bench(es) for the Bench Donation Policy
  - 7.3 To discuss and agree, if appropriate, next actions with regard to the Christmas newsletter
  - 7.4 To discuss and agree, if appropriate, moving funds for the Ide Hill public conveniences from earmarked reserves
  - 7.5 To agree the Financial Regulations Policy
  - 7.6 To adopt minutes of the Planning Committee meeting on 21 October and 13 November 2019
  - 7.7 To approve/note items payable and paid
  - 7.8 To discuss and agree, if appropriate, the next actions with regard to the Clerk's appraisal and pay review
- 8.0 **Items for report**
  - 8.1 **Amenities**
    - 8.1.1 To note the Clerk's Amenities Report
  - 8.2 **Stubbs Wood**
    - 8.2.1 To receive update
  - 8.4 **Finance**
    - 8.4.1 To note Budget for 2019/20
    - 8.4.2 To note the bank statement to 5 November 2019
    - 8.4.3 To note the minutes of the meeting of the Finance Committee held on 13 November 2019
- 9.0 **Items for noting**
  - 9.1 **Correspondence**
    - 9.1.1 To note general correspondence.
  - 9.2 **Christmas**
    - 9.2.1 Christmas Trees and Lights
    - 9.2.2 Christmas activities
  - 9.3 **Meeting Dates**
    - 9.3.1 To note the dates of meetings for 2019/20
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 20 January 2019 at Sundridge Hill Village Hall**

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

Please find below information to support the Agenda Items for the meeting of the Full Council on Monday November 18 2019 at 7pm at Ide Hill Village Hall

WiFi Code: IHvh6157

1. To receive apologies and reasons for absence – Cllr Allgood, Cllr Furse (possibly)
3. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 21 October 2019 – attached
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
  - 7.6 *Burselms – they have advised that they can do the additional work to the memorial at Coronation Gardens and the Clerk has asked Burselms to quote for repair to the brickwork around the memorial. Clerk suggests that the Full Council approve that the Amenities Committee discuss and agree the quote*
  - 7.7 *Ide Hill Well*
6. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960  
*Members are suggested to agree item 7.1 and 7.8 should be discussed confidentially.*
7. **Items for decision and allocation of resources if necessary.**
  - 7.1 To discuss and agree, if appropriate, next actions with regard Sundridge & Brasted Social Club
  - 7.2 To discuss and agree, if appropriate, next actions with regard to approving a bench(es) for the Bench Donation Policy
  - 7.3 To discuss and agree, if appropriate, next actions with regard to the Christmas newsletter
  - 7.4 To discuss and agree, if appropriate, moving funds for the Ide Hill public conveniences from earmarked reserves
  - 7.5 To agree the Financial Regulations Policy
  - 7.6 To adopt minutes of the Planning Committee meeting on 21 October and 13 November 2019
  - 7.7 To approve/note items payable and paid
  - 7.8 To discuss and agree, if appropriate, the next actions with regard to the Clerk's appraisal and pay review
- 8.0 **Items for report**
  - 8.1 **Amenities**
    - 8.1.1 To note the Clerk's Amenities Report
  - 8.2 **Stubbs Wood**
    - 8.2.1 To receive update
  - 8.4 **Finance**
    - 8.4.1 To note Budget for 2019/20
    - 8.4.2 To note the bank statement to 5 November 2019
    - 8.4.3 To note the minutes of the meeting of the Finance Committee held on 13 November 2019
- 9.0 **Items for noting**
  - 9.1 **Correspondence**
    - 9.1.1 To note general correspondence.
  - 9.2 **Christmas**
    - 9.2.1 Christmas Trees and Lights
    - 9.2.2 Christmas activities
  - 9.3 **Meeting Dates**
    - 9.3.1 To note the dates of meetings for 2019/20
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 20 January 2019 at Sundridge Hill Village Hall**

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

**AGENDA ITEM 3.0**

Sundridge with Ide Hill Parish Council  
Minutes of Full Council Meeting  
Monday 21 October 2019, 7.00 pm Ide Hill Village Hall

**Present:** Councillors Allgood, Baker, Banbrook, Darby, Evans (Chair) (in part), Furse, Jones and Powell  
**Attendance:** Amanda Barlow (Clerk) and 2 members of the public

1. To receive apologies and reasons for absence  
**Apologies were received and accepted by Cllr Kempster, Nash and Miller**
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.  
*Cllr Darby declared a personal interest in Agenda Item 7.5. Cllr Evans declared a pecuniary interest in Agenda Item 7.13.*
3. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 16 September 2019  
**The minutes were signed as a true and accurate record.**
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below  
*4.7.3 Members asked the Clerk to get an additional quote from Mr Jones.*
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.  
*Mrs Page gave some background information regarding the well at Goathurst Common. Mr Wiltshire came about a white line on the road by his house. Members agreed that the Clerk would get a copy of the appropriate Kent Highways form and take the matter up with the new Highways Steward. (Action: Clerk).*
6. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960  
**Members resolved to discuss Agenda Items 7.5, 7.11, 7.12 and 7.13 in confidence.**
7. **Items for decision and allocation of resources if necessary.**
  - 7.1 To discuss and agree, if appropriate, adopting the meeting procedures Policy  
**Members resolved to adopt the Procedures Policy. Members noted that the Clerk had circulated again to Members the Code of Conduct and Standing Orders.**
  - 7.2 To discuss and agree, if appropriate, adopting the Publications Policy  
**Members resolved to adopt the Publications Policy.**
  - 7.3 To discuss and agree, if appropriate, adopting the Social Media Policy  
**Members resolved to adopt the Social Media Policy.**
  - 7.4 To discuss and agree, if appropriate, adopting the Complaints Policy  
**Members resolved to adopt the Complaints Policy.**
  - 7.5 To discuss and agree, if appropriate, next actions with regard Sundridge & Brasted Social Club  
*Cllr Jones advised that he had arranged to meet along with Cllrs Banbrook and Darby with Brasted Parish Council's representatives to discuss the next steps. Members agreed that Cllrs Jones, Banbrook and Darby should proceed with he meeting and put forward Sundridge with Ide Hill Parish Council's proposals. Members agreed that Cllr Darby should submit an application on behalf of the Parish Council for an illuminating sign for outside the social club.*
  - 7.6 To discuss and agree, if appropriate, next actions with regard to Coronation Gardens  
**Members resolved to appoint Burslems to clean the memorial at Coronation Gardens. (Action: Clerk)**
  - 7.7 To discuss and agree, if appropriate, next actions with regard to Ide Hill Well  
**Members agreed that the Clerk should arrange the repairs at a cost of up to £400. Members noted that the well referred to was the one at Goathurst Common (Action: Clerk).**
  - 7.8 To discuss and agree, if appropriate, next actions with regard to the Christmas lights  
**Members resolved that £2,000 should be allocated to Ide Hill Christmas tree and lights and £1,000 should be allocated to Sundridge for the trees and the lights.**

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

7.9 To adopt minutes of the Planning Committee meeting on 30 September 2019

**Members resolved to adopt the minutes of the Planning Committee meeting on 30 September 2019.**

7.10 To approve/note items payable and paid

**Members resolved to approve items payable and paid at Appendix A.**

7.11 To discuss and agree, if appropriate, the next actions with regard to the Clerk's pension

**Cllr Allgood advised that the Sundridge with Ide Hill Parish Council is now enrolled on a pension scheme.**

7.12 To discuss and agree, if appropriate, the next actions with regard to the Clerk's appraisal and pay review

**Cllr Allgood advised that Cllr Kempster, Cllr Evans and Cllr Allgood had carried out the Clerk's appraisal and that any proposals will be taken to the next Full Council Meeting.**

**It was agreed to discuss this item 7.13 at the end of the meeting.**

7.13 To discuss and agree, if appropriate, the next actions with regard to the Parish assets in Sundridge

## **8.0 Items for report**

### **8.1 Amenities**

8.1.1 To note the Clerk's Amenities Report

*Noted.*

8.1.2 To note the minutes of the Amenities Committee meeting on 14 October 2019

*Noted.*

### **8.2 Stubbs Wood**

8.2.1 To receive update

*Cllr Baker advised that Miller Land Management Ltd has come up with a tender document which is being sent to contractors and is marking trees that are affected by the planned vistas. The tree survey is being carried out. A full report will be given to the next Stubbs Wood Management Committee meeting where a plan for next year will be put together.*

### **8.3 Ide Hill Playground**

8.3.1 To receive update

*Cllr Baker advised that a sign had been ordered and Members confirmed that the Parish Council could purchase it on behalf of the Ide Hill Playground.*

### **8.4 Finance**

8.4.1 To note Budget for 2019/20

*The Clerk advised that the Budget will be prepared for the next Finance Committee meeting.*

8.4.2 To note date of the next Finance Committee meeting

*Members are agreeing a mutually convenient date prior to the next Full Council meeting.*

## **9.0 Items for noting**

### **9.1 Correspondence**

9.1.1 To note general correspondence.

*Noted.*

9.1.2 Sevenoaks Town Council precept flyer

*Noted.*

9.1.3 Kent Resilience Forum Parish Partner Pack

*Noted.*

9.1.4 Brexit Communications

*Noted.*

### **9.2 Meeting Dates**

9.2.1 To note the dates of meetings for 2019/20

*Noted.*

### **9.3 Remembrance Sunday**

9.3.1 To note arrangements

*Members noted that Cllr Evans and Cllr Furse would lay the wreaths on behalf of Sundridge and Ide Hill Parish Council.*

**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 18 November 2019 at Ide Hill Village Hall**

*Cllr Evans left the meeting.*

7.13 To discuss and agree, if appropriate, the next actions with regard to the Parish assets in Sundridge

**Members resolved to look further at possibilities for the Parish assets in Sundridge.**



Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019  
Correspondence 19 09 16 to 19 10 20

1. Sevenoaks District Council: Sevenoaks District Council supports National Recycle Week
2. SDC -  
Development Control Committee – 26 September 2019 – Agenda  
Licensing Hearing – 11 September 2019 – Minutes
3. Sevenoaks District Seniors Action Forum (SDSAF) Newsletter 37 -September 2019 [3]
4. SDC - Health Liaison Board – 4 September 2019 – Minutes
5. Invitation to Discover Gatwick 2019/20
6. Police update – sent to all Cllrs
7. FW:  NALC Chief Executive's bulletin
8. SDC -  
Sevenoaks Joint Transportation Board - 10 September 2019 – Minutes
9. The Rural Bulletin - 24 September 2019
10. Kent Police - Rural Task Force report & Rural Matters4
11. Gatwick Expansion Plans
12. The Rural Bulletin - 01 October 2019
13. SDC - Delegated Decision List by Parish from 02.09.19 to 29.09.19
14. SDC - KALC NEWS SEPTEMBER 2019
15. RSN Rural Funding Digest - October 2019 Edition
16.  NALC Chief executive's bulletin
17. The Rural Bulletin - 08 October 2019
18. KALC - IMPORTANT FW: NALC Policy Consultation E-Briefing 12-19 Independent Review Into  
Local Government Audit Call For Evidence
19. KALC - KCC Trading Standards - Amazon Scam Alert
20. SDC - Development Control Committee – 26 September 2019 – Minutes
21. SDC - 13 (2019/20) Establishment of a Single Commissioning Group for Kent and Medway  
14 (2019/20) NHS Urgent Care Services Dartford, Gravesham and Swanley
22. KCC Public Health Media Release: 'Every Mind Matters' campaign underway in Kent
23. KALC CEO Bulletin - Issue 1 - October 2019
24. NALC Chief Executive's bulletin
25. KALC - Public Works Loan Board - Increase in Interest Rate
26. The Rural Bulletin - 15 October 2019
27. KALC - Interfaith week 2019
28. SDC -Improvement and Innovation Advisory Committee – 3 October 2019 – Minutes
29. SDC - Fly Tipping.docx
30. SDC - People and Places Advisory Committee – 1 October 2019 - Minutes

**2019-20 Parish Council Meeting Dates**

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

20 May	Sundridge Village Hall
17 June	Ide Hill Village Hall
15 July	Sundridge Village Hall
16 September	Ide Hill Village Hall
21 October	Sundridge Village Hall
18 November	Ide Hill Village Hall

**2020**

20 January	Sundridge Village Hall
17 February	Ide Hill Village Hall
16 March	Sundridge Village Hall
20 April	Ide Hill Village
18 May	Sundridge Village Hall

**2020 Annual Parish Meeting – Wednesday 13 May 2020 - Ide Hill Village Hall**

<p><b>Amenities Committee Meetings</b> <b>Mondays at 7pm</b> <b>Sundridge Village Hall</b> July 2019 at 7.00 pm (to be confirmed)</p> <p>14 October</p> <p><b>2020</b> 10 February 6 April</p>	<p><b>Finance Committee Meetings</b></p> <p>17 June 2019 at 6pm (prior to Full Council Meeting) 30 July 2019 at 7.30 pm Sundridge Village Hall</p>
<p><b>Planning Committee Meetings</b></p> <p>Members have agreed that, in some instances, Planning Committee meetings may take place by email. Please visit the website or contact the Clerk if you would like further information.</p> <p>Meetings are at 6.30 pm at Sundridge Village Hall unless otherwise stated.</p>	
<p>July 29 August 12 September 2, 16 (at Ide Hill), 30 October 21 November 4, 18 (at Ide Hill), December 9</p>	<p>January 6, 20 February 2, 17 (at Ide Hill) March 2, 16, 30 April 20 (at Ide Hill) May 18</p>

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

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

AGENDA ITEM 7.1

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

Subject: RE: Social club

Hi Simon, comments noted.

It will be for discussion, but I personally would not object to the principle of your suggestions as both PCs would be seen to be providing some support for the Club and also receiving income from which their parishioners could benefit.

However there are, I think, widely differing views within SWIH PC which will have to be considered.

I have copied this response to Amanda and Steve Nash (the chair of Amenities) and would ask them to respond in due course, as I might well not be able to attend meetings for a while as I am booked on for a total knee replacement at the end of the month and do not know as yet how that will affect my mobility.

There is to be a Full PC meeting in about a weeks time so this can be discussed then.

Regards

TJ

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

From: sdthorogood@sky.com

Sent: Tuesday, 12 November, 2019 14:44

To: trevor.jones@sundridgewithidehill-pc.gov.uk

Cc: "Annette" <brasted.clerk@gmail.com>

Subject: RE: Social club

Hello Trevor

At last evening's Council meeting those present still asked for a meeting of the two councils to try to find the next steps forward so if it is possible to arrange it do let me know. I'm sure that Brasted would be happy to host or to come to Sundridge.

The general feeling is that whilst we understand that the club could be supported and that we are likely to be happy to allow a very low rent we are not so keen on the money coming in from the letting of the flat being used to subsidise operations. I'm sure the two councils could quite easily come to an agreement on the way forward.

There was some comment about the running of the club in comparison with the one in Westerham!

Do let me know what transpires from your Council's point of view but the sooner we get moving the better if that is possible with the CLT plans.

Simon

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

**AGENDA ITEM 7.4**

**Ide Hill Car Park & Conveniences**

5000	Ide Hill car Park		£250.00	£250.00	0.00%
5001	Ide Hill Conveniences	£6,562.85	£3,000.00	-£3,562.85	218.76%
5003	Contingency		£250.00	£250.00	0.00%
<b>Totals</b>		<b>£6,562.85</b>	<b>£3,500.00</b>	<b>-£3,062.85</b>	<b>187.51%</b>

<b>Earmark Reserves</b>					
					<b>Recommendations from finance meeting 15/04/2019</b>
<b>15/01/2018</b>	<b>15/01/2018</b>				
Election Expenses			£2,000.00		£2,000.00
Well			£500.00		£0.00
Bowers Meadow			£9,000.00		£9,000.00
Highways			£5,000.00		£5,000.00
Sundridge Rec			£5,000.00		£5,000.00
Ide Hill rec			£2,000.00		£2,000.00
Sun Vill Hall			£10,000.00		£10,000.00
Coronation Gardens			£2,000.00		£2,000.00
Goathurst Rec			£2,000.00		£2,000.00
<b>Ide hill public conveniences</b>			<b>£5,000.00</b>		<b>£5,000.00</b>
Ide Hill Parking lot			£3,000.00		£3,000.00
Emergency/flood plan			£2,000.00		£2,000.00
Professional Services			£15,000.00		£15,000.00
Village Plan			£5,000.00		£5,000.00
<b>Total</b>			<b>£67,500.00</b>		<b>£67,000.00</b>

## FINANCIAL REGULATIONS FORMING AN INTERNAL CONTROL SYSTEM

Adopted by the Council 13 November 2018

### 1. **General**

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

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

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

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

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

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

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

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

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

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

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

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

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

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

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

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

8. The RFO shall regularly provide the council with a statement or receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose 'material' shall be in excess of £200 or 15% of the budget.
9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

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

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

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

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

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the RFO and Member. A programme of regular checks of standing data with suppliers will be followed.
18. Any Debit Card issued for use will be specifically restricted to the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases will be reported to the council and authority for topping-up shall be at the discretion of the council.
20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

**7. Payment of Salaries**

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

**8. Loans and Investments**

1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
6. All investments of money under the control of the council shall be in the name of the council.
7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

**9. Income**

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

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

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

**11. Contracts**

1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. For the supply of gas, electricity, water, sewerage and telephone services;

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

- ii. For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - v. For additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- b. Where it is intended to enter into a contract exceeding £2,500 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
  - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
  - d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
  - e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of the council.
  - f. If less than three tenders are received for contracts above £5,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
  - g. Any invitation to tender issued under this regulation shall be subject to Standing Order []
  - h. When it is to enter into a contract of less than £2,500 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10(3) above shall apply.
  - i. The council shall not be obliged to accept the lowest of any tender, quote or estimate.
  - j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
  - k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

**12. Assets, Properties and Estates**

1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
5. Subject only to the limit set in Reg.14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

**13. Insurance**

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

**14. Charities**

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

**15. Risk Assessment**

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

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

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

Notes

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

**AGENDA ITEM 7.6**

**MINUTES OF THE SUNDRIDGE WITH IDE HILL PLANNING COMMITTEE MEETING**

in the **VILLAGE HALL, SUNDRIDGE** commencing at **6.30pm** on **Monday 21 October 2019**

The following Councillors were in attendance: Cllrs. Jones (Chair), Evans, Baker, Allgood, Furse, Derby and Powell.

Apologies for Absence were received from: Cllr. Kempster

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

1. The minutes of the previous meeting were agreed as correct.
2. There were no Matters arising from those Minutes.
3. One member of the public was in attendance, Mrs Susan Collier.  
Mrs Collier wished to ensure that her application relating to 11 Greystone Park, which had been incorrectly recorded by SDC, had been corrected so that the PC was aware of the correct proposal.  
  
Mrs Collier confirmed that the proposal remained mainly as notified, but that it included the replacement of two separate garage doors with a single door and not vice-versa as stated incorrectly.

4. The following applications were considered:

**APPLICATION NUMBER: SE/19/02837/HOUSE**

**Deadline:** 31 October 2019

**Site:** 11 Greystone Park Sundridge KENT TN14 6EB

**Development:** Single storey rear extensions. Replacement of 2 no garage doors with single vehicle door and new mono-pitch roof over porch.

**The parish Council raised no objections**

**APPLICATION NUMBER: SE/19/02872/HOUSE**

**Deadline:** 5 November 2019

**Site:** 1 Brook Place Cottages Little Norman Street Sundridge KENT TN14 6BL

**Development:** Two storey side extension and erection of porch.

Cllr. Evans abstained from contributing to the consideration as he is personally known to the applicant

**The parish Council raised no objections**

**APPLICATION NO: KCC/SE/0223/2019**

**PROPOSAL:** Section 73 application to vary permission SE/17/3215 (and subsequent amendments SE/83/1511, SE/96/903 and SE/02/1636) to enable an extension of time to restore the quarry (formerly known as Squerryes Sandpit) until 31 October 2021

**The Parish Council was concerned that the original proposals to restore the quarry, which were approved by the County Council many years ago, had been delayed by extension many times, and would yet gain be delayed due to the total inaction of the applicant.**

**If there were any means by which the County Council could enforce action to comply with the approved scheme the Parish Council could not see any reason for this to be delayed further.**

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

**However, if there are no means by which the County Council can require specific performance of the previously approved scheme the Parish Council has no alternative but not to object to the extension.**

5 There were no applications subject to Appeals which were Dismissed or Allowed

6 The following Applications had been approved by the District Council

**Site:** Croachs Ide Hill Road Ide Hill

**Development:** To change South West windows to a French door and side windows full height. To move door on the North West elevation across to the existing window.

**Site:** 163 Main Road Sundridge KENT

**Development:** Single storey side return extension with rooflights.

No applications were refused or withdrawn.

7 There were no Licence Applications.

8 The PC noted any Tree Preservation Order: Application No: SE/19/02749/WTPO  
Site: The Old Rectory, Church Road, Sundridge, KENT, TN14 6EA

9 There was no proposed Conservation work.

10 There was no correspondence to consider.

11 There was no other business to consider.

12 The date of next meeting was agreed to be Monday 4 November 2019 at 7pm at Sundridge Village Hall, if there are applications to consider at that date,

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

**Minutes of the Planning Committee of the Parish Council of Sundridge with Ide Hill**  
held in the **VILLAGE HALL, IDE HILL** commencing at **6.30pm** on **Wednesday 13 November 2019**

Apologies for Absence were received from Cllr. Baker and Cllr. Furse.

Members attending were: Cllrs. Jones (chair), Evans, Derby, Kempster, Allgood and Powell

1. The Minutes of the previous Planning Committee meeting on 21 October 2019 were agreed as correct.
2. There were no matters arising from those Minutes.
3. Public Forum: Two members of the public were present: Mr Peter Bone, Estates Manager of the Montreal Estate, and Mr James Easterbrook owner of Amherst Lodge, Ide Hill.

Mr Bone presented an explanation of the Estate's application SE/19/02970/FUL, relating to the conversion of existing farm building to Montreal Estate's farm office.

Mr Easterbrook presented an explanation of his application SE/19/02953/HOUSE, relating to a proposed two and single storey side extensions.

Both parties responded to questions relating to their respective proposals.

4. The following planning applications were considered and the following comments made:

**APPLICATION NO: SE/19/02953/HOUSE**

**Deadline:** 15 November 2019

**Site:** Amherst Lodge Ide Hill KENT TN14 6JG

**Development:** Proposed two storey and single storey side extensions.

**The parish Council would raise no objections to this proposal**

**APPLICATION NO: SE/ 19/02970/FUL**

**Deadline:** 30 November 2019

**Site:** Land North East Of Penn Farm Penn Lane Ide Hill KENT TN14 6BG

**Development:** Conversion of existing farm building to Montreal Estate's Farm Office

**The parish Council would raise no objections to this proposal, but would ask SDC to impose a condition limiting the use of the converted building to be for Estate occupation and purposes only.**

**APPLICATION NO: SE/ 19/02964/FUL**

**Deadline:** 2 December 2019

**Site:** Hare And Now Camberwell Lane Ide Hill KENT TN14 6JN

**Development:** Change of use of a long time vacant former hair salon (Class A1) to residential.

**The parish Council would raise no objections to this proposal**

**APPLICATION NO: SE/ 19/02996/TELNOT**

**Deadline:** 23 October 2019

**Site:** Land West Of Dust Wood Wheatsheaf Hill Goathurst Common Ide Hill KENT

**Development:** Installation of a 12m Telegraph Pole design mast on a concrete base accommodating 3No shrouded antennas and 2No 300mm transmission dishes for the EE Emergency Services Network (ESN) on land at Wheatsheaf Hill, Ide Hill, Sevenoaks, Kent, TN14 6DF NGR: 549119,151782. The proposal also involves the installation of 1 x equipment cabinet (1650mm x 710mm x 1910mm); 1No electrical meter cabinet (500mm x 600mm x 1520mm) and 1No 1200mm satellite dish the dish will be situated within a compound made of 1.8m close boarded fence.

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

**The Parish Council strongly objects to the proposed location of this mast and ancillary equipment. The Parish Council believe that there are number of sites in close proximity to the proposed site which would be more favourable and render the equipment less obtrusive.**

**The proposed site is within 100 metres of a conservation area, natural beauty spot, Pre - school, SSSI and in an ANOB and the mast and equipment will disfigure this landscape.**

**The Parish Council supports the initiative to improve the mobile phone signal for emergency services but in this very sensitive location a balance must be struck between the necessity for improved communication and the visual impact of the mast and equipment. This may well mean selecting a site which is less obtrusive and/or in which the structures have lesser visual impact, but is not the cheapest and easiest accessible option.**

**In an effort to be constructive, we would suggest the following sites as alternatives:**

- 1) Location in Stubbs Wood at the top of Wheatsheaf Hill, where the road forks, there is an entrance gate to Stubbs Wood win an area which is relatively free from trees.**
- 2) Location in Stubbs Wood Car Park.**
- 3) Location at the top of the field to the North of the current site close to the woodland.**

5. To Note Appeals, Dismissed or Allowed by District Council

Dismissed: *None*

Allowed: *None*

6. Applications Amended, Granted, Refused and Withdrawn by District Council were as follows:

Amended: *None*

Granted:

**Site:** Octavia House Camberwell Lane Ide Hill

**Development:** Detached outbuilding

**Site:** Penn Farm Penn Lane Ide Hill

**Development:** Variation of conditions 2 and 5 of 18/00635/FUL to demolish of existing dairy shed and open barn and the erection of new agricultural buildings with amendment to approved drawings and new plan numbers.

Refused:

**Site:** Woodcote Church Road Sundridge

**Development:** Erection of a double garage and home office and a single story rear extension with internal alterations.

Withdrawn: *None*

Prior Action Not Required: *None*

Not Valid: *None*

No Objection Lodged: *None*

7. There were no Licence Applications.

8. There were no Tree Preservation Orders.

9. There was no conservation work.

10. There was no correspondence to review.

11. There was no Other Business to discuss.

12. Date of next meeting: Wednesday 18 November 2019 if there is any business to transact.



Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

AGENDA ITEM 8.4.1

**Sundridge & Ide Hill Budget for 2019/20**

**Income**

Code	Description	Actual	Budget	Actual vs Budget	Recommendations 2019/20
100	Precept	£63,000.00	£63,000.00	£0.00	£63,000.00
101	Grants			£0.00	
103	Sevenoaks District Council/CiL	£2,669.89	£4,000.00	£1,330.11	£4,000.00
104	Evans/Catford Cycle	£100.00	£100.00	£0.00	£100.00
105	Misc			£0.00	
1000	Hall hire	£300.00	£500.00	£200.00	£500.00
1001	Puppy school		£1,500.00	£1,500.00	£1,500.00
1002	Dance School	£831.25	£2,500.00	£1,668.75	£2,500.00
1006	Recreation Ground	£2,415.00	£3,500.00	£1,085.00	£3,500.00
106	VAT	£6,884.54		-£6,884.54	
	<b>Sub-total</b>	<b>£76,200.68</b>	<b>£75,100.00</b>	<b>-£1,100.68</b>	<b>£75,100.00</b>
1005					
	<b>Total Income</b>	<b>£76,200.68</b>	<b>£75,100.00</b>	<b>-£1,100.68</b>	<b>£75,100.00</b>

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

Sundridge & Ide Hill Budget for 2019/20

Overhead costs

Code	Description	Actual	Budget	Actual vs Budget	
<b>Clerk &amp; RFO Expenses</b>					
400	Clerks & RFO Salary	£8,208.66	£15,000.00	£6,791.34	54.72%
401	Clerk's pension	£1,792.96			
402	Clerk & RFO Tax & NI	£1,096.63	£4,000.00	£2,903.37	27.42%
403	Travel Expenses	£790.38	£1,000.00	£209.62	79.04%
	<b>Totals</b>	<b>£11,888.63</b>	<b>£20,000.00</b>	<b>£8,111.37</b>	<b>59.44%</b>
<b>Members Expenses</b>					
500	Members Expenses		£1,000.00	£1,000.00	0.00%
502	Election Expenses	£311.91	£1,565.00	£1,253.09	19.93%
	<b>Totals</b>	<b>£311.91</b>	<b>£2,565.00</b>	<b>£2,253.09</b>	<b>12.16%</b>
<b>Administration Costs</b>					
600	Insurance Main Policy	£1,225.20	£1,350.00	£124.80	90.76%
601	Insurance Sundridge Rec		£150.00	£150.00	0.00%
602	Postage & Delivery	£75.02	£200.00	£124.98	37.51%
603	Printing	£3.75	£50.00	£46.25	7.50%
604	Photocopying	£832.92	£1,000.00	£167.08	83.29%
605	Stationery	£90.06	£100.00	£9.94	90.06%
606	Subscriptions	£940.90	£1,000.00	£59.10	94.09%
607	Telephone and WiFi	£698.15	£400.00	£298.15	174.54%
608	Hire of Village Ide Hill hall	£10.00	£50.00	£40.00	20.00%
609	Equipment Software	£4.99	£325.00	£320.01	1.54%
610	Misc. Contingency	£140.55	£300.00	£159.45	46.85%
611	Training		£170.00	£170.00	0.00%
612	Aviation Group Clerk		£125.00	£125.00	0.00%
613	Village Plans			£0.00	
615	Website Development	£514.00	£700.00	£186.00	73.43%
	<b>Totals</b>	<b>£4,535.54</b>	<b>£5,920.00</b>	<b>£1,384.46</b>	<b>76.61%</b>
<b>Professional Services</b>					
6000	Legal	£69.72	£6,000.00	£5,930.28	1.16%
6002	Pension enrolment package	£599.00			
6001	Payroll and Auditor	£618.30	£1,000.00	£381.70	61.83%
	<b>Totals</b>	<b>£1,287.02</b>	<b>£7,000.00</b>	<b>£5,712.98</b>	<b>18.39%</b>
<b>TOTAL OVERHEAD COSTS</b>					
		<b>£18,023.10</b>	<b>£35,485.00</b>	<b>£17,461.90</b>	<b>50.79%</b>
<b>Street Lighting</b>					
700	Energy Cost	£3,044.18	£5,000.00	£1,955.82	60.88%
701	Maintenance Cost	£2,794.95	£3,500.00	£705.05	79.86%
702	Repairs	£117.30	£1,000.00	£882.70	11.73%
	<b>Totals</b>	<b>£5,956.43</b>	<b>£9,500.00</b>	<b>£3,543.57</b>	<b>62.70%</b>
<b>Stubbs Wood</b>					
800	Running Cost	£300.00	£3,000.00	£2,700.00	10.00%
801	Dog Bin		under Code 2005		
	<b>Totals</b>	<b>£300.00</b>	<b>£3,000.00</b>	<b>£2,700.00</b>	<b>10.00%</b>
<b>Highways</b>					
1000	Bus shelters		£500.00	£500.00	0.00%
1001	Village signs		£400.00	£400.00	0.00%
1002	Notice boards		£100.00	£100.00	0.00%
1003	Misc. Contingency		£700.00	£700.00	0.00%
	<b>Totals</b>	<b>£0.00</b>	<b>£1,700.00</b>	<b>£1,700.00</b>	<b>0.00%</b>
<b>Grounds' Maintenance</b>					
2001	Grass cutting	£5,873.62	£9,300.00	£3,426.38	63.16%
2002	Tree Work		£1,000.00	£1,000.00	0.00%
2003	Hedges	£96.00	£550.00	£454.00	17.45%
2004	Contingency		£500.00	£500.00	
2005	Dog bins	£605.28	£1,750.00	£1,144.72	34.59%
	<b>Totals</b>	<b>£6,574.90</b>	<b>£13,100.00</b>	<b>£6,525.10</b>	<b>50.19%</b>
<b>Sundridge Village Hall</b>					
3000	Cleaning	£870.00	£1,500.00	£630.00	58.00%
3001	Maintenance	£571.43	£2,000.00	£1,428.57	28.57%
3002	Energy	£128.51	£1,250.00	£1,121.49	10.28%
3003	Water		£300.00	£300.00	0.00%
2005	WiFi	£179.64			
3005	Insurance	£526.94	£500.00	£26.94	105.39%
	<b>Totals</b>	<b>£2,276.52</b>	<b>£5,550.00</b>	<b>£3,273.48</b>	<b>41.02%</b>
<b>Sundridge Recreation &amp; Pavilion</b>					
7000	Cleaning	£257.00	£700.00	£443.00	36.71%
7001	Pavilion Maintenance		£2,000.00	£2,000.00	0.00%
7002	Ground Maintenance	£2,644.00	£3,000.00	£356.00	88.13%
7003	Energy	£1,244.65	£250.00	£994.65	497.86%
7004	Water	£29.04	£300.00	£270.96	9.68%
7005	Insurance		£0.00	£0.00	#DIV/0!
7006	Miscellaneous	£950.00	£500.00	£450.00	190.00%
	<b>Totals</b>	<b>£5,124.69</b>	<b>£6,750.00</b>	<b>£1,625.31</b>	<b>75.92%</b>
<b>Ide Hill Car Park &amp; Conveniences</b>					
5000	Ide Hill car Park		£250.00	£250.00	0.00%
5001	Ide Hill Conveniences	£6,562.85	£3,000.00	£3,562.85	218.76%
5003	Contingency		£250.00	£250.00	0.00%
	<b>Totals</b>	<b>£6,562.85</b>	<b>£3,500.00</b>	<b>£3,062.85</b>	<b>187.51%</b>
<b>Bowers Meadow</b>					
8000	Maintenance	£850.00	£7,500.00		
	Others (grants, Playground, Misc)		£6,050.00		
	<b>Totals</b>	<b>£850.00</b>	<b>£13,550.00</b>	<b>£12,700.00</b>	<b>93.72%</b>
<b>TOTAL ASSET COSTS</b>					
		<b>£26,795.39</b>	<b>£43,100.00</b>	<b>£16,304.61</b>	<b>62.17%</b>
<b>Total Overhead</b>					
		<b>£44,818.49</b>	<b>£92,135.00</b>	<b>£47,316.51</b>	<b>48.6%</b>

## Sundridge & Ide Hill Budget for 2019/20

### Other costs

Code	Description	Actual	Budget	Actual vs Budget
<b>Grants</b>				
900	Annual grants	£1,290.00	£3,500.00	£2,210.00 -63.1%
901	Church grant	£1,965.00	£250.00	-£1,715.00 686.0%
902	Funridge grant	£295.37		-£295.37 #DIV/0!
<b>Totals</b>		<b>£3,550.37</b>	<b>£3,750.00</b>	<b>£199.63 -5.3%</b>
<b>Play Areas</b>				
4,000	Playground, incl, maintenance & inspection		£2,000.00	£2,000.00 -100.0%
4,001	Dog Bins			£0.00
<b>Total</b>		<b>£0.00</b>	<b>£2,000.00</b>	<b>£2,000.00</b>
<b>Miscellaneous</b>				
614	Christmas festivities		£250.00	£250.00 -100.0%
615	Annual Parish Meeting	£325.88	£50.00	-£275.88
<b>Total</b>		<b>£325.88</b>	<b>£300.00</b>	<b>£525.88</b>
<b>Total Other Costs</b>		<b>£3,876.25</b>	<b>£6,050.00</b>	<b>£2,173.75 -35.9%</b>

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

**Sundridge & Ide Hill Budget for 2019/20**

Overview of Income and Expenditures

Code	Description	Actual	Budget	Actual vs Budget	Recommendations
<b>Income</b>					
	Precept	£63,000.00	£62,000.00	£1,000.00	1.6%
	Sevenoaks District Council	£2,669.89	£4,000.00	£1,330.11	
	Other	£10,530.79	£8,100.00	£2,430.79	
	<b>Sub-total</b>	<b>£76,200.68</b>	<b>£74,100.00</b>	<b>£2,100.68</b>	<b>2.8%</b>
				£0.00	
	<b>Total Income</b>	<b>£76,200.68</b>	<b>£74,100.00</b>	<b>£2,100.68</b>	<b>2.8%</b>
<b>Expenses</b>					
<b>Overhead:</b>					
	Clerk & RFO Expenses	£11,888.63	£17,600.00	£5,711.37	-32.5%
	Members Expenses & Election Costs	£311.91	£2,000.00	£1,688.09	-84.4%
	Administration Costs	£4,535.54	£5,620.00	£1,084.46	-19.3%
	Professional Services	£1,287.02	£2,500.00	£1,212.98	-48.5%
	<b>Sub-total - Overhead</b>	<b>£18,023.10</b>	<b>£27,720.00</b>	<b>£9,696.90</b>	<b>-35.0%</b>
<b>Asset costs:</b>					
	Street Lighting	£5,959.43	£9,500.00	£3,540.57	-37.3%
	Stubbs Wood	£300.00	£3,000.00	£2,700.00	-90.0%
	Highways		£4,000.00	£4,000.00	-100.0%
	Grounds' Maintenance	£6,574.90	£13,600.00	£7,025.10	-51.7%
	Sundridge Village Hall	£2,275.52	£6,250.00	£3,974.48	-63.6%
	Sundridge Recreation & Pavilion	£5,124.69	£7,250.00	£2,125.31	-29.3%
	Ide Hill Car Park & Conveniences	£6,562.85	£3,500.00	£3,062.85	87.5%
	<b>Sub-total - Assets</b>	<b>£26,797.39</b>	<b>£47,100.00</b>	<b>£20,302.61</b>	<b>-43.1%</b>
<b>Other Costs:</b>					
	Grants	£3,550.37	£4,750.00	£1,199.63	-25.3%
	Playground areas		£2,000.00	£2,000.00	-100.0%
	Bowers meadow	£850.00			
	Miscellaneous	£325.88	£250.00	£75.88	
	<b>Sub-total - Other</b>	<b>£4,726.25</b>	<b>£7,000.00</b>	<b>£2,273.75</b>	<b>-32.5%</b>
	<b>Total Expenditures</b>	<b>£49,546.74</b>	<b>£81,820.00</b>	<b>£32,273.26</b>	<b>-39.4%</b>
	<b>Operating Balance (Surplus/Loss)</b>	<b>£26,653.94</b>	<b>-£7,720.00</b>	<b>£30,172.58</b>	<b>-445.3%</b>
	<b>Total</b>	<b>£49,546.74</b>			
	<b>Adjusted Operating Balance</b>	<b>£76,200.68</b>			
<b>Simple Statistics:</b>					
	<b>Income less Overheads</b>	<b>£72,200.68</b>	<b>£49,546.74</b>		
	Overhead as % of Income				
	Asset costs as % of Income				
	<b>Income less O'heads &amp; Asset</b>	<b>£72,200.68</b>			
	All costs as % of Income	63.9%	107.7%		
<b>Total Costs as % of Total Income</b>					
	Bank Accounts	05/04/2019		05/11/2019	
4407	Sundridge Recreation Account	£9,259.81	closed	Closed	
3008	Stubbs Wood	£15,000.00		£15,000.00	
3024	Sundridge Village Hall	£9,612.16		£9,612.16	
5553	Eliza charity Account	£0.00	£0.00	£0.00	
7268	Current Account	£69,251.22		£93,620.77	

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

AGENDA ITEM 8.4.2

01576 01



Current Account

Branch details  
Tunbridge Wells Branch  
89 Mount Pleasant Road  
Tunbridge Wells  
Kent  
TN1 1QJ

03457888444 Your Branch  
N36700/01297126/M 557013/01576



SUNDRIDGE WITH IDE HILL PARISH  
11 CLOVER WAY  
PADDOCK WOOD  
TONBRIDGE  
KENT  
TN12 6BQ

Summary	4 Oct 2019	to	5 Nov 2019
Previous balance	101,697.59		
Withdrawn	8,191.92		
Paid in	115.10		
<b>New balance</b>	<b>93,620.77</b>		

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

If you have changed your address or telephone number, please let us know

For Bank use

Account Number 78467268  
Branch sort code 55-70-13  
National Westminster Bank Plc

SUNDRIDGE WITH IDE HILL PARISH  
COUNCIL  
COMMUNITY ACCOUNT

BIC NWBK GB 2L  
IBAN GB39 NWBK 5570 1378 4672 68

**Minutes of the Finance Committee Meeting  
13 November 2019, 7.00pm, Village Hall, Ide Hill**

**Present:** Councillors Allgood (Chair), Evans, Kempster and Powell  
**In attendance:** Mrs A Barlow – Clerk and 0 member of the public

1. To receive apologies and reasons for absence.  
*Apologies received and accepted from Cllrs Baker and Banbrook*
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 30 July 2019  
***The minutes were approved and signed as a true and accurate record.***
4. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960  
***Members resolved that Agenda Item 10. and 11. should be discussed in confidence.***
5. **To take Matters arising** from the Minutes where these are not covered under the subject headings below  
*The Clerk advised that she will contact HMRC regarding the rates at Ide Hill Toilets.*
6. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.  
*None.*
7. To review budget for 2019/20  
***Members agreed the Clerk and the Chair of Finance Committee should meet to rework the budget to give more information on the expenditure regarding the Parish's assets prior to setting the precept. (Action: Clerk and Cllr Allgood)***
8. To review earmarked reserves  
***Members agreed to recommend to the Full Council that the reserves for the Ide Hill public conveniences moved to the budget.***
8. To discuss cleaning of parish assets  
***Members resolved that the Clerk should reduce the hours of the cleaning at Ide Hill public conveniences from 1 December 2019 to 31 March 2020. Members agreed to look at other options to reduce the cost of running the toilets such as amalgamating the cleaning contracts and a pay system to use the toilets. (Action: Clerk).***
9. To discuss internet banking  
***Members agreed to move the bank accounts to HSBC for internet banking.***
10. To discuss and agree, if appropriate, the Clerk's pay and pay issues  
***Members resolved to agree the proposals provided by the payroll provider. Cllrs Allgood, Kempster and Evans agreed to meet after the meeting to discuss a proposal to recommend to the Full Council meeting on Monday 18 November 2019.***
11. Urgent issues at the discretion of the chairman for noting or inclusion on future agenda.  
***Members discussed a FOI request received by the Clerk.***
12. Date of next meeting  
*To be confirmed.*

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019

AGENDA ITEM 9.1.1

Correspondence 19 10 21 to 19 11 14

1. Sevenoaks District Council: Calling all landlords
2. KALC -Local Government Brexit Bulletin 16 October
3. KALC - Chief executive's bulletin
4. Gatwick Airport - Airspace & NMB Annual Public Meeting - 3 December 2019
5. The Rural Bulletin - 22 October 2019
6. Gatwick's Big Enough campaign - update 2
7. SDC - [Housing & Health Advisory Committee – 8 October 2019 - Minutes](#)
8. Tourism Forum - Notes from Eden Valley Tourism Forum - 2 July 2019
9. KALC - Hate Crime Awareness - Partner Information Pack on 'Preventing Extremism & Hate'
10. KALC - Inheritance scam
11. KALC - DYNAMIC COUNCILLOR - 23RD NOVEMBER 2019
12. KALC - NATIONAL CSSC Green Message - NCTPHQ Bulletin - 25 October 2019
13. NALC Chief Executive's bulletin
14. KALC UPDATE ON SMART MOTORWAY M20 PROGRAMMED WORKS INFORMATION - 28TH OCTOBER TO 3RD NOVEMBER
15. SDC - [Development & Conservation Advisory Committee – 15 October 2019 – Minutes](#)
16. SDC - FW: Electric Vehicles
17. The Rural Bulletin - 29 October 2019
18. GAGNE - Nov/ Dec Newsletter
19. SDC - Development Control Committee - 17 October 2019 – Minutes
20. KALC Information Note - IT Update on websites
21. KALC - CHIEF EXECUTIVE'S BULLETIN
22. SDC - Appointments Committee - 7 November 2019 - Supplementary Agenda  
[Appointments Committee – 30 October 2019 – Minutes](#)
23. The Rural Bulletin - 05 November 2019
24. SDC - [Cleaner & Greener Advisory Committee – 29 October 2019 - Minutes](#)
25. KALC - KCC Public Protection - Autumn Newsletter
26. RSN Rural Funding Digest - November 2019 Edition
27. NALC NEWSLETTER
28. Sevenoaks District Council Community Grants Scheme
29. KALC - Sevenoaks District Council Community Grants Scheme
30. Sevenoaks District Council Community Grants Scheme
31. SDC - [Cabinet – 7 November 2019 – Minutes](#)
32. [Appointments Committee – 7 November 2019 – Minutes](#)
33. The Rural Bulletin - Election Special
34. KALC - KALC Community Awards Scheme 2020
35. SDC - [16 \(2019/20\) - Approval of a privately owned property for consideration under the Kent Syrian Vulnerable Persons Relocation Scheme \(SVPRS\)](#)
36. FW: Sevenoaks District Council: Six candidates fight for the Sevenoaks seat
37. KALC - UPDATE ON SMART MOTORWAY M20 PROGRAMMED WORKS INFORMATION
38. KALC - CHIEF EXECUTIVE'S BULLETIN

**2019-20 Parish Council Meeting Dates**

<b>Parish Council Meetings – Mondays at 7pm (alternating between Sundridge and Ide Hill)</b>	
20 May	Sundridge Village Hall
17 June	Ide Hill Village Hall
15 July	Sundridge Village Hall
16 September	Ide Hill Village Hall
21 October	Sundridge Village Hall
18 November	Ide Hill Village Hall
<b>2020</b>	
20 January	Sundridge Village Hall
17 February	Ide Hill Village Hall
16 March	Sundridge Village Hall
20 April	Ide Hill Village
18 May	Sundridge Village Hall
<b>2020 Annual Parish Meeting – Wednesday 13 May 2020 - Ide Hill Village Hall</b>	
<p style="text-align: center;"><b>Amenities Committee Meetings Mondays at 7pm Sundridge Village Hall</b></p> <p>July 2019 at 7.00 pm (to be confirmed)</p> <p>14 October</p> <p>Wednesday 11 December (Sundridge Village Hall at 6.30pm)</p> <p><b>2020</b></p> <p>10 February</p> <p>6 April</p>	<p style="text-align: center;"><b>Finance Committee Meetings</b></p> <p>17 June 2019 at 6pm (prior to Full Council Meeting)</p> <p>30 July 2019 at 7.30 pm Sundridge Village Hall</p> <p>Wednesday 13 November 2019 (Ide Hill Village Hall at 7.00 pm)</p>
<p><b>Planning Committee Meetings</b></p> <p>Members have agreed that, in some instances, Planning Committee meetings may take place by email. Please visit the website or contact the Clerk if you would like further information.</p> <p>Meetings are at 6.30 pm at Sundridge Village Hall unless otherwise stated.</p>	
<p>July 29</p> <p>August 12</p> <p>September 2, 16 (at Ide Hill), 30</p> <p>October 21</p> <p>Wednesday 13 November 2019 (Ide Hill Village Hall at 7.00 pm)</p> <p>Wednesday December 11 (Sundridge Village Hall at 6.30pm)</p>	<p>January 6, 20</p> <p>February 3, 17 (at Ide Hill)</p> <p>March 2, 16, 30</p> <p>April 20 (at Ide Hill)</p> <p>May 18</p>

Sundridge with Ide Hill Parish Council  
Full Council Meeting – Monday 18 November 2019