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| Minutes of a meeting of the Riverhead Parish Council held in Riverhead Village Hall at 19.30 hours on Monday, 19th March 2018. |
| **1. PRESENT:**Mrs Collins (Chairman), Mr Himsworth (Vice Chairman), Mrs Kennett (Vice Chairman), Mr Colnet, Mr Swanton and Mrs Hooper Also present: Mrs Miles, Mrs Penollar (Clerk)Apologies for absence: Mr Denton, Mrs Stewart, Mr Wood |
| **2. DECLARATIONS OF INTEREST:**None |
| 3. MINUTES:The minutes of the meeting held on Monday, 19th February 2018 had been circulated and were approved and signed. |
| **4. REPORTS BY DISTRICT AND COUNTY COUNCILLORS:**None |
| **5. OPEN COUNCIL:**Mrs Miles informed the Council that Mrs Cronk, retired clerk to the Council, had recently passed away. |
| **6. ACTION POINTS STILL OUTSTANDING*** Cllr Denton is to follow up Mrs Mercer’s recommendation on TPOs in Riverhead.
* Cllr & Mr Collins will attend the Lord-Lieutenant of Kent’s Civic Service at Canterbury Cathedral tomorrow.
* Stone trough is still too damp to repair
* Repairs to Brittains Lane noticeboard
* Volunteer still needed to maintain annual scrapbook of Riverhead news and events. Mrs Miles will advertise again in the Riverhead column, Sevenoaks Chronicle.
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| **7. MATTERS FOR REPORT****a. Highways*** Clerk is trying to arrange for the Highways Committee to meet with Cllr Chard, KCC and Geoff Bineham, Kent Highways to discuss various issues in April.
* **Streetlights**
* Nothing to report.
* **Footpaths and pavements**
* Cllr Himsworth was thanked for clearing some fallen branches blocking the pavement on Maidstone Road during the snow fall.
* A new working party date to tidy the village was set for 9.30-11.30 Saturday 5th May, after snow cancelled both attempts to participate in the Great British Spring Clean. If the weather is warmer, the fountain will also be emptied to clean the pump and ensure the fittings are watertight.
* **Street furniture & garden**
* The Highways Committee will discuss when they meet with Kent Highways, the replacement of missing bollards on The Square and to address the safety issues on Amherst Hill for where the residents believe bollards are the safety solution. Cllr Stewart is still trying to find a suitable contractor to an estimate to supply and install bollards close to the highway for any additional bollards that the Parish Council may end up funding.
* Cllr Colnet was thanked to arranging and assisting the electrician and labour to install the new LED ground light in line of trees at The Heights. The LED version does a much better job of lighting up the trees. Cllr Colnet has also found new locks to replace the broken one for the box containing the electricity meter at The Heights and will arrange for them to be fitted.
* Cllr Colnet will repair the broken chain at Alison’s Garden.
* **Traffic and local parking**
* The KCC Joint Transportation Board met to discuss parking proposals put forward by SDC and Kent Highways in Riverhead. The minutes have not yet been received. Cllrs Collins and Stewart attended the meeting and understand that the residents’ objections on Cranmer Road were taken into account and the No Waiting restrictions has been limited to the peak problem times. Shoreham Lane residents’ objections to the failure to address the current dangerous parking issues is to be reconsidered again by Kent Highways and a further proposal can be presented to the Board. The Chipstead Lane residents’ majority wish for residents parking permits did not get approved. Cllr Bayley, SDC will meet with Cllrs Stewart and Collins to discuss possible other solutions and these will be raised at the next Highways Committee meeting. Cllr Bayley has been thanked for her help and support on these matters
* Cllr Chard has provided copies of the statistics from the traffic counts on London Road, Amherst Hill and Chipstead Lane. As expected the number of vehicles passing on London Road exceed 20,000 per average weekday and Amherst Hill exceed 21,000 per average weekday. On Amherst Hill 22% are speeding into Riverhead and 31% are speeding uphill southbound. The Highways Committee will investigate the data further to see how it can be used to support any future proposals such as new crossings and safety features. Clerk will forward a copy to Cllr Swanton.
* The general manager for Miller & Carter assisted in randomly selecting eight local businesses that had applied for the free parking permits being offered in the car park. As soon as the permits arrive from the head office, the Highways committee will give them to the selected businesses.
* Speed watch equipment is likely to be delivered on 29th March and it was agreed that the Clerk should settle the invoice if it arrives before the year end.
* Cllr Stewart will attend the Kent Police Community Speed watch Conference on 14th April.
* **Local business and services**
* During the month, there has been a burglary on Barnfield Road, two separate incidences of sheds being broken into on Marlborough Crescent, a car keyed on Amherst Hill and a motor bike stolen from the Miller & Carter car park.
* Feedback from fellow clerks indicate that other local parishes are not likely to take up the offer to fund a PCSO for a variety of reasons.
* **b. Village Hall**
* The following checks were carried out weekly and:
* Hall emergency lighting was checked and found to be in working order.
* The warning beeper on the fire alarm system was tested and found to sound.
* The alarm in the disabled toilet was functioning.
* First aid box was checked.
* The fire exit is clear.
* The defibrillator battery was “OK” and heated box is in working order.
* A visual inspection of all fire extinguishers has also been carried out this month
* Cllr Colnet reported that the rack of chairs has not been put back in place properly and found partially blocking the emergency exit. Clerk will re-do the notices to attach to the rack and remind regular hirers.
* The Clerk arranged for an emergency repair to the broken drain to the sink in the ladies toilet at the cost of £35 + parts.
* Cllr Himsworth was thanked for clearing snow and gritting the Village Hall paths.
* Eight new LED lights will be supplied and fitted to the main hall at the cost of £739.62+VAT and Cllr Colnet will follow up the electrician to get the work done in the Easter holiday period.
* The Pre-school have purchased a wall mounted changing table after agreeing with Cllr Colnet where it could be fitted without hindering disabled access in the disabled toilet. It will be reminded that the responsibility of keeping the table clean is their responsibility.
* The 6 week’s notice given by Perform, a long term user of the hall, to discontinue one of the two afternoons hall hire sessions after Easter was accepted.
* Clerk will remind regular hirers of their responsibility to clean the hall after use.
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| **c. Parkland*** The Parkland Committee meeting minutes and a summary of the costs were distributed last week and a hard copy is in your packs. In summary, the Parkland Committee recommend progressing with replacing the damaged and rotting chestnut paling fence with black galvanised metal estate fencing alongside London Road, clearing brambles alongside the stream and pond and creating the snail path in the wooded area near the St Mary’s Drive entrance.
* It was agreed that the more permanent solution to remove brambles using a digger rather than rotivator is preferable and the higher cost means the scope of the clearance is reduced. The clearance along the stream will only take place now along the length that was de-silted in 2016. The cost of benches and trees along the cleared area will have to be deferred, unless funded by donation.
* In respect of the residents' concerns raised last month, brambles are not being cleared along the strip of stream that is still silted up and the area that is being opened up will be no different in exposure compared to that all around the pond. There is plenty of undergrowth elsewhere along the stream and around the ponds for nesting birds and this year's work will now not take place until after the nesting season. Cllr Himsworth has visited Mr Harrison, who was spokesperson for the residents attending last month’s meeting and reported that he is happy with the revised proposal.
* The overall cost to is £20,000 for the 3 parts of the project using the 2 different contractors recommended by the Parkland Committee. The first step to progressing this is to apply for a grant to which a £2,000 contribution from a 3rd party is required.

**It was moved that an application is completed to Enovert Community Trust for a grant of £20,000.00 to carry out Parkland improvements including bramble clearance alongside the stream and pond, installation of metal estate fencing on the Parkland boundary alongside London Road and the creation a ‘snail’ path within the copse near the St Mary’s Drive entrance and that the 10% third party contribution of £2,000.00 be funded by Riverhead Parish Council.*** It was agreed to ask Mr Stewart to provide and install 17.5 metres 4’ high chestnut paling fencing alongside the entrance to St Mary’s Drive at the cost of £240.00.
* All councillors who regularly use the Parkland were asked to check that the padlock on the inner gate is locked, as it was found open last week. Cllrs Himsworth and Denton will investigate how this happened.
* There were 4 volunteers at this month’s working party and the waterfall at the bridge was cleared, ivy removed from trees and brushwood cleared from a fallen cherry tree.
* Cllr Himsworth will meet with Mr Tilbury to discuss some essential tree surgery.
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| **d. Allotments & Open Spaces*** All overdue rents have now been received. There are 2 small plots and 1 large vacant plot being advertised locally and Cllr Swanton will advertise them on Facebook and Mrs Miles in the Riverhead column of the Chronicle.
* Mr Stewart has completed the new fencing at Broadmead allotment and a lower cost than expected of £92.00
* Cllr Collins is liaising with a neighbour to Macartney allotments who is concerned about an overgrown tree on the boundary.
* Councillors were reminded that the working party dates to tidy up the allotments have been set for 10-12pm on Sundays 29th April and 20th May and encouraged to attend.
* Councillors confirmed they had visited the area with the pond, dovecot and stream behind the Miller & Carter rear car park, for which is has been suggested that the Parish Council approach Mitchell and Butler to ask for it to be opened up to the general public. It was agreed to defer this to the next meeting when more councillors were present.
* Mrs Hooper volunteered to liaise with the clerk and contact the solicitors who dealt with the previous renewal of the Scout lease for the Parish Council land they use. This renewal is due next year and Mrs Mercer has offered to assist if needed.
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| **e. Finance**i) Payments & receipts* A list of payments totalling £3,109.52 was distributed, reviewed and approved. There are no payments to suppliers over £500.
* Receipts amounting to £1,577.00 were received from hall hirers and allotment holders.

ii) Other issues * The current list of direct debits and standing orders in place or being set up was reviewed and approved.
* A business rate bill has been received for Riverhead Village Hall and Small Business Rate Relief continues to be received, so there is nothing due for 2018/19.
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| **8. PLANNING COMMITTEE REPORT*** Cllr Stewart will be asked if she is interested in reviewing two consultations on the National Planning Policy Framework. Cllr Swanton also asked for the information.
* Planning applications reviewed in the month were:

SE/18/00240/HOUSE - 107 Marlborough Crescent, TN13 2HNDemolition of existing rear element and rear conservatory. Demolition of existing side element. Erection of single storey front and side extensions. Erection of a two storey rear extension. Loft conversion with dormers and rooflights. Amended consultation - Amended plan P-450A to show 2 windows on the south elevation.SE/18/005796/CONVAR - Venesta 28 Bullfinch Lane, TN13 2DYVariation of condition 2 (materials) and 3 (approved plans) of application SE/17/01327/HOUSE for erection of a single storey rear extension with amendment to remove information required for materials as now shown on drawing and a revised plan P-002 rev C.SE/18/00716/MMA - 10 Bullfinch Lane, TN13 2DYMinor material amendment to application 17/02305/HOUSE (Erection of a two storey rear extension, alterations to roof, two new velux windows, circular roof light and front porch. Removal of chimneys to side elevations and alterations to chimney at the rear. Addition of two front dormers and two square bay windows to ground floor front elevation) to show alterations to the roof construction of with enlarged eaves which has resulted in a high level encroachment over the boundary. SE/18/00623/HOUSE - High Tor 23 Homefield Road, TN13 2DUProposed swimming pool enclosure.SE/18/00731/HOUSE - 29 The Floats, TN13 2QTFirst Floor side extension with pitched roof, roof light and light tube. New window to side elevation* The next planning meeting will be deferred to Tuesday 3rd April 7pm.
* Planning permission was granted for Westborne, Montreal Road, 3 advertising signs for Timpsons at Tesco and refused for the new external signage at Miller and Carter
* Tree work in the conservation area will take place in Pashley Down, Montreal Road
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| **9. CORRESPONDENCE*** General correspondence this month includes hard copies of The Clerk magazine and magazine called Arbor from Kent men of Trees. The Clerk will forward if you have any queries or interest in them.
* Sevenoaks Town Council continue to send invites to the meetings about it’s Neighbourhood Plan and Northern Sevenoaks Masterplan, but the meetings usually clash with Riverhead Parish Council Plans. Cllr Wood does have copies of their documents for anyone interested and will be asked to leave them in the office.
* The open bus tour for Lizzy Yarnold, Gold medal winner at the Winter Olympics will take place on 18th April It is following a different route and visiting different schools this time and will not be passing by the Village Hall.
* SDC are offering local community groups and charities continued support by community grants. If you are aware of any such groups that would appreciate the grant, Clerk will forward the details.
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| **10. CLERK’S OFFICE*** A meeting to discuss GDPR and the draft privacy and retention policies was agreed for Wednesday 28th March 2018 and everyone was reminded to that compliance with GDPR was their responsibility as individual councillors and of the Parish Council.
* The two draft policies need reviewing and will be formally adopted by the Council and published to the website. For the privacy policy, each councillor was asked to especially consider if there is any more personal data that could be collected and what the Council may use it for. For the retention policy, councillors were asked to consider the draft periods suggested especially for the committees they sit on.
* The Clerk is in the process of drafting privacy letters to be sent to all councillors, employees, hall hirers and allotment holders. The Payroll officer, who acts as a data processor for the Council, has already issued a letter to the Council, Clerk and Caretaker to inform them how she uses their data and this has been attached to the Council’s agreement with the Payroll officer and provided to both employees.
* The agreement for Satswana to act as DPO has been signed and sent off and payment of £150+VAT needs to be set up as a standing order. Once paid, we should receive some further documents to help ensure the Council is in compliance.
* Cllrs Himsworth and Kennett were thanked for already checking the office files to remove unneeded information. Other committee chairs were reminded start as soon as possible and ensure papers to be destroyed were left out for checking by Clerk or Cllr Collins in case a summary of the information needs recording.
* Cllr Collins updated the Council on the progress of Helping Hands, the new group to assist vulnerable people in Riverhead.
* Chevening Parish Council will be sending out a questionnaire with it’s Annual Report asking amongst other things whether there is appetite for a playground somewhere else in the Parish and if so where. It hopes to get an idea of the strength of public opinion as at the moment it is believed 95% of their residents are not aware of a new playground proposal. Given the lack of any definitive plans, Cllr Collins is not proposing to raise such an uncertain issue in the Riverhead Annual Chairman’s letter.
* It was suggested that of the old award cups donated to the Council, the Riverhead one is used for the winner of the Christmas Windows display, the Montreal one is offered to the Montreal Park Residents Association to see if they can use it and others are offered to the Riverhead Allotment Association.
* Cllr Swanton will visit the office with the clerk to assist with some computer issues.
* Councillors were reminded of the Clerk’s annual leave in April. Cllrs Himsworth and Collins have offered to check emails, post and telephone messages in her absence.
* Due to the workload generated by GDPR, it was agreed that the Clerk can carry forward two days of unused holiday leave for her April holiday.
* The Annual Parish Meeting is Thursday 10th May and it was agreed to follow a similar format whereby each committee chairman gives a short speech, with the exception of planning. Cllr Swanton offered to see if the photographs held on the computer could be used to show 10 years of achievements in Riverhead and will liaise with Cllr Denton and the Clerk.
* All Councillors will be needed to deliver Chairmans Letter in April.
* Cllr Kennett will arrange for a new small banner to advertise APM on the Village Hall railings.
* Cllrs Collins and Kennett offered to arrange the buffet food, drinks and glasses.
* Volunteers were requested to help prepare the hall at 4.30pm on 10th May.
* A member of the Helping Hands group will be invited to attend the meeting to make a small presentation.
* The poster boards will be used for ‘Riverhead needs you’ to seek more volunteers to help at working parties and speed watch.
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The meeting closed at 8.50 pm