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| Minutes of the meeting of the Riverhead Parish Council held in Riverhead Village Hall at 19.30 hours on Monday, 17th February 2020. |
| **1. PRESENT:**Mrs Collins (Chairman), Mr Himsworth (Vice Chairman), Mrs Kennett (Vice Chairman), Mr Colnet, Mr Denton and Mrs BrownAlso present: Mrs Penollar (Clerk)Absent: Mrs Stewart and Mrs Hooper |
| **2. DECLARATIONS OF INTEREST:**None |
| 3. MINUTES:The minutes of the meeting held on Monday, 20th January 2020 had previously been circulated and were approved and signed.  |
| 4. Reports from District/County CouncillorsNone |
| 5. To receive the minutes of the Standing Committee meetingThe minutes of the last Standing Committee dated 5th February 2020 will be distributed by email and will be formally approved at the next meeting of the Standing Committee.* Cllr Denton was asked to check that Mr Taylor has received the formal letter appointing him as it is still hoped to get the war memorial moved by early May.
* Cllr Himsworth is intending to apply for a grant by the next deadline on 7th April in respect of the Parkland biodiversity project.
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| **6. MATTERS FOR REPORT****a. Action points outstanding since previous meeting*** Riverhead Parish Council banner to be replaced before next use
* Contact West Kent Housing to discuss improved parking at Churchfields
* Nominated Councillors need to become more familiar with the online banking before there is a change in primary user. Chairman continues to check the account weekly
* Risk assessment for Communications
* It is still intended to refurbishment of fountain by the first week of May, with most of the labour being voluntary and only an electrician needed for contracted work.
* New street name plates to be fitted
* Co-option of a new Councillor - interest in the Parkland needed.

**b. Highways****Street lights*** Shoreham lane will be closed on 25th February to replace the street light and affected residents notified.

**Footpaths and pavements*** It was agreed to hold a working party to tidy the centre of the village from 9.30-11.30 on 21st March and participate with The Great British Spring Clean.
* **Street furniture**
* It was agreed to replace 2 more ground lights at The Heights as replacement bulbs did not solve the problem. The cost to supply and install the new LED versions is £250+VAT each.
* It was agreed to progress with seeking permission to put in 2 tall planters and 2 barrier baskets near the crossing points on the Aisher Way central reservation following advice from the current planting contractor. It was also agreed to approach Tesco to see if it will fund additional planters between the 2 crossing points.
* A local handyman will carry out repairs and replacement of the felt roofing to the bus shelter opposite the Village Hall, part of which blew off in the recent storm. The work will have to wait until the roof has dried out.
* A call for a volunteer to run an entry to the annual South & South East In Bloom competition will be sought via the Riverhead column in the local paper.
* Given the size and weight of the brackets for hanging baskets on street light, it was agreed that there was nowhere to store them and they should be disposed of as they are unlikely to be re-used. Options to remove and dispose of the remaining brackets will be discussed with the current planting contractor.
* The Highways sub-committee will arrange to meet to check the Christmas lights and replace the strips that no longer work during a school holiday period.

**Traffic and local parking*** There has been another incident in Chipstead Lane damaging several cars and the residents are planning to meet in the Village Hall to discuss their options to improve restrictions on the road.
* There has been one SpeedWatch session during the month with a 2nd one being carried out on 22 February.

**Local business and services*** There has been a theft from Rawstone during the month and at a later date another theft outside a nearby residence and an attempted break in on Worships Hill.
* The monthly Coffee morning continues to be a success.
* It was reported that Ark Trading is closing the Riverhead shop in March and that VIP have already moved.

**c. Village Hall*** The following weekly and monthly checks were carried out:
* Hall emergency lighting
* 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.
* The minutes of the recent meeting by the Village Hall sub-committee were distributed and it was noted that the recommendation was to keep the role of bookings within the role of the Parish Clerk. Cllr Kennett and the Clerk have reviewed the booking procedures and made some improvements including the use of a ‘request to reserve’ form now downloadable from the website.
* A 4th radiator in 2 years will be replaced during half term at the cost of £310+VAT. It was noted that the remaining 8 radiators are also likely need replacing soon. The Clerk will settle the bill during the month as the electrician is carrying out the work this week whilst the hall is empty for half term.
* Cllr Colnet will arrange a plumber to visit to investigate the issue in the ladies cloakroom.
* Cllr Denton & the Clerk met with the SDC officer carrying out the licensing inspection and no issues were identified.
* A quote to machine scrub the hall floor and apply 2 coats or best quality lacquer for £745+VAT had been received and it was agreed that the Clerk would book the contractor to carry out the work at the start of August.
* Following two recent storms, there have been no reports of water leaking though the roof light, which may indicate the cause of the leak has been resolved.
* The hall has been booked by SDC for the Police & Crime Commissioners election on 7th May & the pre-school have been notified.
* Cllr Kennett will review the information in respect of Village Halls on the Rural Kent website and make a recommendation as to whether to renew membership next month.
* It was confirmed that all the water supply to the Village Hall is mains fed and therefore there is no risk of legionnaires due to no standing water in tanks or other equipment in the hall. Clerk will make a note on the current risk assessment.

**d. Parkland*** Unfortunately not enough quotes were received in respect of the Parkland Biodiversity project to meet the first grant application deadline. The Standing Committee have still passed a resolution to enable continuous grant applications until successful to both Ibstock Enovert Trust and Enovert Community Trust for the 2020/21 financial year.
* Cllr Himsworth is expecting a 2nd quote shortly and has just met with a 3rd contractor. The Parkland sub-committee will meet to discuss all 3 contracts once received and will include Mrs Carmichael, an interested resident.
* Cllr Himsworth confirmed the recent tree surgery has been completed and the contractor had made an effort to repair damage caused dragging a fallen tree from the pond.
* There were 6 volunteers at the last working party which spread wood chipping on the muddiest areas and cleared leaves from the newly seeded area under the oak tree
* The resident whose tree has fallen into the Parkland will get it removed shortly, but has asked for her tree surgeon to have access to the Parkland. Cllr Himsworth will arrange this.
* There was a lovely thank you email from a local resident for all the work in the Parkland. It was agreed to arrange a working party on a weekend to improve the area around the new orchard and invite him to help. Cllr Himsworth will liaise with the resident to arrange a suitable date on a Saturday afternoon.
* Cllr Denton reported that although trees appear to have been marked at the entrance to the footpath from Worships Hill alongside Riverhead Infants School, it doesn’t appear that any of the trees needing attention along the footpath are being cleared. Clerk will report via Kent Highways that the trees need assessing and for the rubbish to be cleared from the undergrowth.

**e. Allotments & Open Spaces*** All 3 remaining vacancies on Broadmead have recently been filled and there is a waiting list for Orchard Road.
* The draft allotment contract has been distributed around the plot holders including news of an increase in allotment fees. There has been positive response, although there was one query about the 60cm height limit of rabbit proofing fencing as a plot holder had raised his fence to stop rabbits jumping over it. The plot has been visited and Cllr Collins recommended the wording in the agreement is amended to include ‘without written consent’ to allow exceptions. Cllr Kennett volunteered to carry out a final review of the new draft before a resolution is passed in April to increase the allotment rent and issue a new contract to the plot holders on the old rate.
* A tree surgeon visited both sites last week and it is hoped to get the work done before the year end, but due to the storms it may be delayed.

**f. Communications*** A summary of a recent meeting by the Communications sub-committee has been distributed to assess the requirements of the new rules on accessibility. It has been agreed that someone must attend training and was agreed that the Clerk should participate in the SLCC webinar over 2 days in March at a cost £120+VAT.
* No breaches in GDPR were reported.
* The Acceptance of Office book is available in the office for Councillors to check the date they were co-opted onto the Council to enable completion of short biographies for the parish council website.
* It was agreed to appoint a solicitor to progress the Scout lease next month even if the lease has not been sent to The Scouts Headquarters for comments.
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| **7. FINANCE**1. Following the recommendation to keep the Village Hall booking role within the Clerk’s job description, Cllr Collins reported she has reviewed the Clerk’s record of her working hours and agree she is working at least 21 hours a week. The progress of public sector pay award was discussed and it was agreed that if it had not been published by next month’s meeting, that a prompt payrise in April would be discussed rather than waiting for it to be retrospectively awarded.

**It was resolved to increase the Clerk’s working hours by 1 hour a week to 21 hours and the annual salary increased pro-rata accordingly from 1st March 2020.**1. To approve invoices for payment
* The list of payments distributed for approval totals £2601.63 and the only amount paid to a contractor that exceeds £500 is the quarterly maintenance charge of £688.09 payable to Streetlights. The late arrival of the invoice totalling £1,188.00 for tree surgery by SL TreeCare Ltd was approved and membership to Rural Kent is deferred to next month. All other payments were approved
* The cost of the replacement heater in the village hall mentioned earlier £310+VAT was also approved for settlement before the next meeting.
1. Other matters for report
* Receipts total £1885.04, but £52.54 of that is a refund on the old BT account.
* Despite total payments this year being higher than budget namely due to an overspend on street light and village hall repairs, the large unexpected CIL receipt of £14,668 will mean income has exceeded £100,000. Therefore next year’s external audit fee and fee for Scribe accounting software will increase as these are based on the size of receipts and payments. Furthermore reserves will exceed £90,000 due to the CIL receipts.
* BT have still not resolved the issues with the new account, but have verbally admitted a mis-sale and added £300 credit to the account to prevent the Parish Council becoming liable to settle incorrect bills whilst the issues are being resolved.
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| **8. PLANNING COMMITTEE REPORT*** The KCC planning permission for a new hall at Riverhead Infants’s School has been approved and the Clerk has been made aware that the school has been told to liaise with the residents, Parish Council and District Council about the issues raised in respect of parking.
* Following a request from the Sevenoaks branch of Campaign to Protect Rural England, Cllr Colnet has offered to draw attention to this charity if any planning application concerns countryside issues that may require extra backing or pressure to be brought to bear. The branch has been liaising with Westerham Town Council in respect of the Covers quarry application.
* Planning applications reviewed in the month were:

SE/20/00070/FUL - 46 Bullfinch Lane, TN13 2EB.SE/20/00119/CAN - Telephone call box opp Riverhead Village Hall, TN13 2ELKCC/SE/0495/2018 - Covers Quarry, Westerham, KentSE/19/03272/ HOUSE - Minerva House, 54 London Road, TN13 2DJ* Planning permission was granted for 27 Homefield Road, Unit E Ryedale Court, 6 Marlborough Crescent, Huskards Montreal Road, 4A Orchard Road, 2 Barnfield Road
* It was agreed that the Clerk should ask SDC what provision has been made for a replacement tree after a tree with a TPO was given permission to cut down on Uplands Way.
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| **9. CORRESPONDENCE*** The Clerk has forwarded the relevant emails from NALC, KALC & SLCC when there are parts relevant to the sub-committees. As well as these periodic emails, the PCSOs have sent a monthly report which has been posted to the website and KALC News January has been received, Councillors were advised to let the clerk know if they wish to see these emails.
* The 21st February meeting of Sevenoaks KALC has been cancelled, with next planned meeting June 5th.
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| **10. CLERK’S OFFICE**1. VE Day 75
* Mr Bull had been invited to discuss a proposed joint event with the church over the VE Day 75 bank holiday weekend. It was agreed that as the only WWII memorial in Riverhead is in the church, to investigate the possibility of a lunch event in the church hall where residents can visit the memorial if interested and review the album commemorating those that died in WWII. Mr Bull will take the suggestion back to the Church and check the hall availability. Cllrs Collins and Brown will assist from the Parish Council.
* It was agreed that bunting should be put on the village railings on the weekend before VE Day 75 and that a plea for a WWII uniform would be made to be used in the phone box.
1. Other matters to report
* The Clerk will take her last day of annual holiday in March and leave a note on the office door to explain her absence.
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The meeting closed at 8.45 pm