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| Minutes of the Annual meeting of the Riverhead Parish Council held in Riverhead Village Hall at 19.30 hours on Monday, 21st May 2018. |
| 1. **ELECTION OF CHAIRMAN**
* Cllr Kennett invited nominations for Chairman for the ensuing year 2018/19. Cllr Collins was nominated by Cllr Kennett and seconded by Cllr Himsworth and all agreed. Cllr Collins duly signed a Declaration of Acceptance of Office of Chairman.
1. **ELECTION OF VICE-CHAIRMAN**
* Cllr Collins invited nominations for Vice Chairman. It was agreed there is a continuing benefit to having two Vice Chairmen as they were ex-officio members of all committees. Both Cllrs Himsworth and Cllr Kennett were nominated and seconded by and the appointment of both was unanimously agreed.
1. **PRESENT:**

Mrs Collins (Chairman), Mr Himsworth (Vice Chairman), Mrs Kennett (Vice Chairman), Mr Colnet, Mr Denton, Mr Wood, Mr Swanton, Mrs Stewart, Mrs HooperAlso present: Mr Collins, Mrs Miles and Mrs Penollar (Clerk) |
| **4. DECLARATIONS OF INTEREST:**None |
| 5. MINUTES:The minutes of the meeting held on Monday, 23rd April 2018 had been circulated and were approved and signed. |
| **6. REPORTS BY DISTRICT AND COUNTY COUNCILLORS:**None |
| **7. OPEN COUNCIL:**Mrs Miles congratulated everyone for the Annual Parish Meeting. Her suggestion that the annual Chairman’s letter be reformatted to make it more of an invitation rather than a summary of the past year’s activities may encourage higher attendance of residents was appreciated and will be considered next year.Mrs Miles will also report her continuing concerns about the Amherst Hill wall and a new concern about a tree on the corner of Brittains Lane to Kent Highways. Cllr Himsworth confirmed that he and Cllr Wood will revisit the historic files on the Amherst Hill wall. |
| **8. APPOINTMENT OF MEMBERS TO SERVE ON COMMITTEES*** The Chairman and Vice Chairmen are ex officio voting members of all committees.
* Invite membership committee by committee - left in italic if I haven’t heard:
1. Standing Committee: Mrs Collins, Mr Himsworth, Mrs Kennett and Mr Colnet
2. Planning Committee: Mr Colnet, Mrs Stewart and Mr Wood
3. Finance Committee: Mrs Collins, Mr Himsworth and Mr Denton
4. Highways Committee: Mrs Kennett, Mrs Stewart and Mr Wood
5. Village Hall Committee: Mr Colnet, Mrs Kennett and Mr Denton
6. Allotment/Open Spaces Committee: Mrs Collins, Mrs Hooper and Mr Swanton
7. Parkland Committee: Mr Himsworth, Mrs Kennett and Mr Denton
8. Website & Media Committee: Mrs Hooper, Mrs Penollar and Mr Swanton
9. Health and Safety: Parkland - Mr Denton

 Village Hall - Mr Colnet Highways – Mr Wood Allotments - Mrs Collins1. Flag person: Mr Himsworth
* The current chairmen of each committee were reminded to call the first meeting within a month at which a chairman must be appointed and the terms of reference for their committee
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| **9. ACTION POINTS STILL OUTSTANDING*** Stone trough is now dry enough to repair
* Repairs to Brittains Lane noticeboard
* Most files still need reviewing for GDPR compliance, Cllr Kennett offered to finish all the Village Hall files and Cllr Stewart offered to do the Highways files.
* Quotes for replacement LED bulbs in remaining street lights
* Cllrs Wood and Himsworth will arrange a meeting to review the file in the office on the history of the wall along Amherst Hill
* Flyer to raise awareness of private residential driveway rental schemes to residents
* Cllr Stewart has suggested Speedwatch training date of 14th June and is waiting to hear back from the trainer. She asked all councillors to make an effort to attend as well as the local residents who have volunteered.
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| **7. MATTERS FOR REPORT****a. Highways*** Cllr Chard, having met with Amherst Hill residents by himself, is still aware of the need for a meeting with Kent Highways and Riverhead Parish Council Highways Committee
* **Streetlights**
* The quarterly maintenance bill for street lights has been increased by 3% to cover inflation, however the repair tariff will not be increased.
* **Footpaths and pavements**
* Cllr Wood is investigating concerns raised by a Hamlin Way resident about the footpath and pavements from Hamlin Way to Dunton Green especially through Ryedale Court. She has been asked to report it to Kent Highways, but it is not obvious that Kent Highways are responsible for it.
* **Street furniture & garden**
* There was a good turnout of 15 volunteers at the Village working party. As all but one of the volunteers were connected to the Parish Council, it was agreed to ask the schools to advertise the next event and purchase a new banner to advertise it on the Village Hall railings to improve awareness amongst residents. Facebook and neighbourhood groups are already used.
* Although the fountain and pump have been cleaned out, there is still a problem with the flow of water. Cllrs Wood and Swanton offered to have another look at it.
* Mrs Mercer and a tree surgeon have pruned the trees at the Heights. It was agreed to ask the tree surgeon to provide an quote for the ongoing maintenance.
* Cllrs Denton and Wood will take over watering the central reservation planters in June.
* Cllr Colnet will replace the bulb in one of the lights at the Heights.
* **Traffic and local parking**
* Use of the free parking permits issued by Miller & Carter will continue to be monitored as it appears they are not being used as expected.
* Kent Highways say that 30mph roundels painted on Amherst Hill are not permitted, despite support from Cllr Chard, KCC and the residents. No additional speed restrictions can be added to an A road where there are already 30mph signage and street lights that indicate the road speed. Councillors were asked to let the clerk know of other A roads with roundels painted on the road. Clerk will still push for a meeting between the Highways Committee, the Kent Highways officer and Cllr Chard to find a permissible solution. It was agreed that the Highways budget should be used to help match fund any KCC member’s funding when a solution is found.
* **Local business and services**
* Crimes reported in Riverhead include damage to the communal area of flats in Aisher Way and a stolen number plate from Tesco carpark
* The PCSO has requested suggested sites for the PCSOs to carry out speed watches in Riverhead and it was agreed to ask her to prioritise Amherst Hill, Worships Hill and London Road in that order, but outside the peak traffic hours.
* **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 will liaise with Invicta Insurance, who have advised of damage to the boundary wall.
* The minutes of the recent Village Hall committee meeting will be distributed next month, but it has been decided to keep hire rates the same despite a fall in reservations since the increase in January.
* Cllrs Collins and Kennett met with the Pre-school chairman to discuss various issues. Following deep cleans carried out by St Mary’s Pre-school and the Council, it has been agreed that all hall hirers will be emailed again to remind them that they are responsible for cleaning up properly after use, including the cloakrooms and lobby area. As part of the summer redecoration programme, the aging toilet seats will be replaced and tile grouting cleaned and repaired where necessary.
* The Sunday evenings regular hirer has reduced their weekly booking from 4 to 2 ½ hours and the Wednesday morning regular hirer will finish in July.
* The annual Portable Appliance Testing has been completed at a cost of £150 and all appliances have passed.
* The hourly rate for the gardener has increased to £16 per hour.
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| **c. Parkland*** The dog owner responsible for an incident reported to Cllr Hooper has been spoken to and reminded to keep his dog on the lead if it misbehaves.
* Cllr Denton will continue to follow up the metal inserts for the Parkland bridge. Cllr Colnet has offered to collect and store them until they can be fitted.
* Cllr Himsworth was thanked for replacing the padlock to the Parkland gate so promptly after it was found unlocked again. There are now only 3 keys to monitor.
* Sevenoaks District Council have explained and apologised for not emptying the Parkland bin at the Brittains Lane entrance. The normal collection will be on Fridays, but consideration has been asked for if delays arise due to unplanned staff absences. The Clerk has put up notices to remind dog walkers to use the dog bins and not general parkland bins.
* There were 5 volunteers at the monthly work party. The hedge at the St Mary’s Drive entrance was trimmed and the stream cleared from the small bridge to the sluice where it enters Miller and Carter land. The hedge trimmer has been serviced.
* Another volunteer has offered to cut back the bolts protruding from a Parkland sign.
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| **d. Allotments & Open Spaces*** The 4 councillors and 1 allotment plot holders were thanked for helping to clear various nettle patches at the recent Broadmead working party.
* Cllrs Collins and Stewart visited the Scout site with a tree surgeon, Mr Tilbury, to get a second opinion on the essential work required. He has provided an estimate for the work identified and the work will be progressed with the Scout Group who have also obtained a quote.
* Cllr Hooper has obtained one quote for updating the lease with the Scout Group for the scout site. It is only a broad estimate for 2-3 hours work at a cost of between £750-£900+VAT and disbursements. Cllr Hooper will seek a second quote and liaise with Mrs Mercer to check the rules for a Parish Council to issues leases and discuss the Scout Group’s wish for a longer lease.
* Cllrs Collins and Swanton will carry out a review of the allotment plots on 3rd June. Plot holders have been informed of the review.
* There is still one vacancy at Macartney although there is potential interest.
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| **e. Finance*** Mrs Chamberlain, the internal auditor has completed her review for 2017/18 and signed the internal audit report for the Annual Return with no issues to report. The Clerk has signed the Accounting statements. The Clerk explained the various documents that had been previously emailed to Councillors, which included the summary of the Internal Auditors review, the Council’s own working document to show compliance with Annual Governance during the year and both parts of the Annual Return. She explained that other schedules produced during the year such as the Administration risk assessment, the 3 quarterly finance summaries that compare actual to budget information, the detailed comparison of historic data provided during the budgeting process also form part of the control to ensure governance is complied with. There were no further questions raised in the meeting.
1. **It was moved that the Annual Governance Statement is approved and it was duly signed by the Chairman and Clerk.**
2. **It was moved that Accounting Statement is approved and it was duly signed by the Chairman.**
* Clerk will email all the relevant paperwork to the External Auditor.
1. **Payments and receipts**
* Cllr Himsworth and the Clerk have reviewed the insurance policy and the amended annual insurance premium is £2,535.49 with Zurich.
* Other annual renewals include the accounting package Scribe software licence at £339.60, payroll services from Diane Malley £102 and the renewal of the contract to empty the Sanitact cloakroom units for £45.36.
* The cost of electricity use at the Village Hall looks high at £998.65 but is based on actual meter readings rather than estimates that have been used since the summer.
* It was agreed to attend the Riverhead Carnival to promote the council and use the key in the lock game to fundraise for the Scout Group. All Councillors were asked to try and help on 16th September.
* BT have deferred payment of a recent bill whilst it is being investigated after the clerk reported a discrepancy.
* A list of payments totalling £7,665.01 was distributed. Payments to suppliers over £500 included insurance premium £2,535.49 to Zurich Municipal and £668.05 to Streetlights for the quarterly maintenance charge and £988.65 to SSE Swalec for the Village Hall electricity supply. All payments were reviewed and approved.
* Receipts amounting to £29,003.34 were received, including 50% of the annual precept £26,508.00 and a VAT refund of £1,238.84.
1. **Other issues**
* The Internal Auditor has suggested consideration is given to using direct payments. The Finance Committee investigate the choices of banks again that might suit a Parish Council’s needs.
* The Internal Auditor will also visit the office again in July to see the process in place for generating the bank reconciliation and a VAT return.
* The Finance Committee will consider using the Internal Auditor to commit to a 3 or 5 year internal auditor role on an ongoing basis.
* The Finance committee is also reminded that auto-enrolment for workplace pensions is due for review in October this year.
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| **8. PLANNING COMMITTEE REPORT*** Sevenoaks District Council have issued a new TPO for an Oak tree in a Shoreham Lane garden which is in a conservation area, because TPOs offers the tree more protection than the conservation area. It was agreed that as this is precisely the argument Riverhead Parish Council used when requesting other trees be protected, that a further 6 trees outside Riverhead Parkland will be raised again with SDC.
* Cllr Swanton departed.
* Planning applications reviewed in the month were:

SE/18/01087/LBCALT - 42 Chipstead LaneSE/18/01396/HOUSE - 18 Shoreham Lane, TN13 3DTSE/18/01451/HOUSE - 7 The Square, TN13 2AASE/18/01370/HOUSE - 4 Uplands Way, TN13 3BN* Planning permission was granted for 14 Homefield Road, 29 The Floats, Sandalwood, Montreal Road, 4 Lyndhurst Drive
* Tree work in the conservation area includes pruning of an Oak Tree at Glebe House, Shoreham Lane, work to conifers at Hillstone, Montreal Road, work to various trees Cawdries, Montreal Road
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| **9. CORRESPONDENCE*** A list of general correspondence was distributed and Councillors were reminded to ask the Clerk if they have any queries or interest in them.
* The Chevening Parish Council have minuted that ‘The Council unaminously resolved not to pursue a playground on the Common at this time.’
* An objection to the proposal to relocate Sevenoaks Hospital ‘Out of Hours’ services to Maidstone or Tunbridge Wells has been submitted, however it appears this will go ahead this year.
* The District Council is looking to record achievements of women in the District over the past 100 years and are seeking any suitable information and volunteers interested in taking part in a Steering Group to bring this together and the clerk will pass on the details if anyone is interested.
* Cllr Collins will attend the next Sevenoaks KALC meeting.
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| **10. CLERK’S OFFICE*** An amendment to GDPR last week means Parish Councils will be exempt from the requirement to appoint a Date Protection Officer, although still required to comply with all other parts of GDPR. The renewal of the DPO contract with Satswana will be reviewed when it expires next year.
* Clerk is now registered as the Data Controller with the ICO at the annual cost of £35. This is required now there is automatic back up of data storage via the web.
* SLCC have reported that a certain version of DropBox should be used to ensure compliance with GDPR and this version may result in an additional fee. Clerk will ask Cllr Swanton to review.
* GDPR consent letters for regular hall hirers, allotment holders, employees and councillors have been distributed and councillors were asked to review and complete one if not already done so.
* The Clerk will use procedures/proformas issued by SLCC to follow in cases of non- compliance or requests to remove data in respect of GDPR.
* Cllr Denton offered to review the new model version of Standing Orders.
* It was agreed that the APM was well received and that answering questions after each speaker worked better for the residents. It was agreed that in addition to reaching out to younger parishioners, a speaker for the police would be sought next year. Councillors were reminded not to report discussions between councillors until they had been discussed at full council.
* Mr Fraser, a Riverhead resident, volunteered at the APM to take over updating the scrap book for Riverhead News. Mr Collins was thanked for covering since January.
* Clerk will join a SLCC webinar course in June on Agenda and Minutes
* Any specific issues that need raising with SDC should be reported to the Clerk, who is attending a lunch for Parish Clerks with the Chief Executives at SDC on 20th June.
* Cllr Swanton will be asked to set up a chairman@riverheadparishcouncil.org.uk email address as well as speedwatch@riverheadparishcouncil.org.uk
* In preparation for the 100 year anniversary of the end of WW1, it was agreed to participate in the national ‘Ribbon of Poppies’ scheme. The use of white poppies to commemorate those that survived the war was discussed. Cllr Himsworth will look into getting a flag to fly. It was agreed to involve children. Cllr Kennett will ask for red and white flower baskets and planters. Councillors were asked to bring other ideas to the Council next month.
* The Union Jack flag is now very faded and Cllr Himsworth will investigate purchasing a new one.
* Clerk will be taking Wednesday 30th May as time off in lieu for recent overtime.
* Everyone was thanked for their hard work this month.
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The meeting closed at 9.10 pm