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| Minutes of the meeting of the Riverhead Parish Council held in Riverhead Village Hall at 19.30 hours on Monday, 18th February 2019. |
| **1. PRESENT:**Mrs Collins (Chairman), Mr Himsworth (Vice Chairman), Mrs Kennett (Vice Chairman), Mr Colnet, Mr Denton, Mrs Stewart, Mrs Hooper and Mr Carmichael Also present: Mrs Penollar (Clerk)Apologies of absence accepted: Mr Wood |
| **2. DECLARATIONS OF INTEREST:**Cllr Stewart declared an interest in Agenda item 4.b.i) |
| 3. MINUTES:The minutes of the meeting held on Monday, 21st January 2019 had previously been circulated and were approved and signed.  |
| **4. MATTERS FOR REPORT****a. Action points outstanding since previous meeting**High priority in bold* **Dedicated email addresses for Councillors and Speedwatch in about 3 weeks time**
* TPOs on trees in the conservation area
* Tree surgery quote for along Amherst Hill

**b. Highways**1. Cllr Collins explained the usual procedures and costs to take a proposal for changes to Highways signage or road layout to the Joint Transportation Board that authorise such changes. Cllr Stewart summarised the 4 possible solutions proposed by Kent Highways that had been discussed at a Chipstead Lane residents meeting. Chipstead Lane residents have requested Riverhead Parish Council to carry out the first survey to save costs that would otherwise be incurred if the District or County Council carried out the survey. Cllr Stewart did not participate in further discussion or the resolution, except to answer questions. Cllr Carmichael asked that a fifth option was included to allow residents to choose no changes. Cllr Collins offered to carry out the survey as she had attended the residents meeting. She will check with Kent Highways as to which residents need to be included in an initial survey. The cost for obtaining permission for any change is £2,500 and although any one option will need individually pricing. Cllr Stewart confirmed that residents were aware that neither Riverhead Parish Council nor Kent Highways could fund these costs. Cllr Stewart will investigate funding as a resident of Chipstead Lane, but believes private funding is available.

**Resolved:** **Riverhead Parish Council carry out a formal survey of traffic calming measures proposed by Riverhead residents on Chipstead Lane.**1. **Resolved: Riverhead Parish Council purchase a village gateway to install on London Road, using the existing Riverhead sign, on the north bound side of the road at a cost of £418+VAT to supply and deliver.**
2. Other matters to report
* **Street lights**
* A new certificate on the unmetered electricity supply on the streetlights from UK Power Network is still outstanding.
* **Footpaths and pavements**
* The Village Working party will be on 9th March 9.30-11.30 am and has been included as part of the Great British Spring Clean, although the official dates for this are a few weeks later.
* Kent Highways are taking action against the current owners of the land that has encroached onto the pavement between Longford Bridge and the footpath into Lakeside Place, but KCC will clear the encroachment on London Road pavement just past Uplands Way shortly.
* **Street furniture**
* To access the KCC Members Funds for the Speed Indicator Device Scheme, The clerk has been asked to complete an application form, which means that Riverhead Parish Council will pay the cost in full and receive back 50% by way of grant. This means that the actual financing is likely to occur in the next financial year.
* The Brittains Lane noticeboard was safely removed and is drying out for the carpenter to repair in the next couple of weeks.
* Cllr Wood has been unable to identify where the plant overhanging over the fountain is rooted and is now investigating netting. It looks like the wall is owned by KCC.
* **Traffic and local parking**
* Shoreham Lane will be closed temporarily on 28th February to carry out a cctv survey of the problem drains.
* Cllr Stewart gave an update on speed watch after the last planned dates were cancelled due to lack of volunteers. Cllr Stewart will set up regular dates after it was suggested every 2 weeks on a Friday morning would be suitable, with the another regular time on a weekend to be decided on the alternative weeks. Cllr Stewart will draft wording to seek new volunteers in the Riverhead column of the Chronicle.
* Cllr Wood is revisiting parking issues on Church Field following a complaint from a resident which now appears to be about evening parking.
* **Local business and services**
* The resident enquiring about a commemoration plaque on the Shoreham Lane bridge rail tragedy is actually a past councillor and has offered to attempt to make contact with Network Rail to seek permission to put on the plaque
* Cllr Hooper gave an update on the progress in getting the library and Post Office to meet. The main issue is funding, as it appears a viable business independent of the library would need to be found. It was agreed to consider alternative locations such as Tesco next month if there was not further progress. The new fund for start up businesses could be a possibility for the library venue.

**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.
* There is now availability on Wednesdays during the day and Friday evenings, due to regular hirers’ cancellations.
* The Village Hall committee have met with the caretaker and carried out a staff review.
* Cllr Colnet will arrange access for the electrician replacing a LED bulb in the hall that should be under guarantee as it was fitted less than a year ago.

**d. Parkland*** Nine of the regular volunteers helped at last week’s working party following the request on social media to help replace the serpent on it’s footings.
* The Parkland sub-committee have suggested that the proposed orchard on the grant application is planted in a diamond shape where the thistles are being dug out behind the memorial bench in the field next to the Angling Society. Heritage apple trees from the same fertilisation group will be proposed to the successful contractor.
* Mr Chewter is hoping to start the de-silting project again mid-March and to be finished by the end of March, but special machine hire is weather dependent.
* Mr Stewart attempted to repair loose posts in the Parkland, but found them to be rotting. The posts will therefore require concrete spurs cemented in and Mr Stewart will provide another quote.

**e. Allotments & Open Spaces*** Cllr Hooper summarised the recent meeting with the Scout Group about the lease renewal. It has been agreed to issue the lease for 50 years with a break clause in it at 25 years. The Scouts will pay the ground rent included in the RICs surveyors report and the lease will be tidied up to specify that the Scout Group own the building and are responsible for maintenance of the land. The amendments to the lease will be drafted by a volunteer lawyer for the Scout Group before a legal firm is appointed to review it and arrange for it to be signed.
* The Riverhead Allotment Association has requested a cheque to pay their annual public liability insurance money and the clerk confirmed that enough plot holders have made a specific contribution to cover this premium of £130.98.
* There will be a vacancy at Macartney at the end of September, but there is currently someone on the waiting list.

**f. Communications**1. The minutes of the recent meeting by the Communications committee were distributed. The appointment of a DPO was discussed and as appointing a DPO is not necessary for a parish council and the chances and impact of a breach were assessed as minimal, the Clerk was asked to inform the current DPO that it will not be automatically re-appointed. Information will be sought from other councils as to who is providing DPO services if appointed.
2. Other matters
* No breaches in GDPR were reported.
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| **5. FINANCE**1. **Resolved: To re-appoint Mrs Julia Chamberlain as Internal Auditor for 2019/20.**
2. The list of payments for approval totalling £5,720.47 was distributed and reviewed. Payments to individual suppliers over £500 were noted as Michael D Chewter £744.00 for work already completed with the de-silting, Streetlights £668.05 quarterly maintenance charge and Bracketts £840 for RICS report. It was explained why the Clerk arranged for 3 cheque payments on agreement with the Chairman in advance. All invoices were approved.
3. Other matters to report
* Income received during the month is £2,148.50.
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| **6. PLANNING COMMITTEE REPORT*** Cllr Colnet drew to councillors attention that change of use of the old Barclays Bank had been granted, but the applicant may still have to apply for planning permission to any changes including signage as it is in the conservation area.
* Cllr Colnet asked clerk to follow up again as to when SDC would respond on planning permission required for the poles which support the cameras in Miller and Carter car park.
* Cllr Stewart attended a planning course, but was disappointed with the content and presentation and did not find it as useful as expected.
* Planning applications reviewed in the month were:

SE/18/03867/HOUSE - 7 Barnfield Road, TN13 2AY Amended consultationDemolition of existing single storey side extension. Erection of two storey side extension and part single, part two storey rear extension with skylights. Alteration to fenestration.SE/19/00160/HOUSE - 61 London Road, TN13 2DTSingle storey front extensionSE/19/00186/MMA - 21 Homefield Road, TN13 2DUMinor material amendment to 18/02752/FULSE/19/00108/HOUSE - Whitebeams 11 Glebe Field, Shoreham Lane TN13 3DRRemove and clear remains of old post and rail/barbed wire fence and replace with new close featheredge board fence.* Planning permission was granted for land to the rear of 2 Uplands Close, Former Barclays Bank, The Square and 4 Longmeadow.
* Tree work in the conservation area to fell 2 conifer trees in Montreal Road
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| **7. CORRESPONDENCE*** Clerk will continue to forward the frequent KALC News emails to the sub-committees where there are specific areas of interest unless otherwise advised.
* The election process has been issued by SDC and registration of nominations of parish councillors is between 21 March and 3rd April.
* The Sevenoaks District Community Safety Partnership newsletter is available
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| **8. CLERK’S OFFICE**1. As there is no press and media policy yet, section 5.k.ix will be amended for one of the bullet points to read ‘Establish or review of the Council’s policy for dealing with the press/media;’ Cllr Hooper will draft a press and media policy. There were no other issues raised.

**Resolved: To amend the draft Standing Orders section 5.k.ix as above and adopt as final Standing Orders for Riverhead Parish Council.** 1. It was discussed as to which committees should be open to the public and press and agreed that the Finance Committee, Planning and Standing Committees will be formal committees. All others will be sub-committees of the Finance Committee as the power to use the approved budget within Clerk’s authority to commit to that expenditure can be delegated to the sub-committees. As is already usual, the sub committees will still be making recommendations for resolution of all other matters at full Council meetings.

**Resolved: The Parkland, Village Hall, Open Spaces, Highways and Communications committees are now designated as sub-committees of the Finance Committee*** Cllr Denton will update the terms of reference for the sub-committees and Finance Committee to ensure they comply with the Standing Orders.
1. Other matters
* A new Parish Council contact list has been distributed and Councillors reminded to burn or shred the previous copy.
* It was confirmed that recent letters in the Chronicle about new M25 slip roads were raised by the Borough Green residents.
* Cllr Collins was congratulated on receiving the Highly Commended award for Individual Community Champion in the SDC Making It Happen Community & Voluntary Awards
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The meeting closed at 21.03pm