

# RIVERHEAD PARISH COUNCIL

## April Minutes 2023

Meeting of the Riverhead Parish Council held at 19.30 hours on Monday 24<sup>th</sup> April 2023.

### **1. PRESENT:**

Mrs Collins (Chairman), Mrs Kennett (Vice-Chairman), Mrs King (Vice Chairman), Mr Colnet, Mr Croucher, Mrs Gallagher, Mr Smith and Mrs Stewart.

**Also present:** Mrs Estefani (Clerk), Cllr Bayley SDC, Cllr Graham Clack and Trevor Harrison (Riverhead resident)

**Apologies accepted:** none

**Not present:** Cllr Brown SDC and Cllr Chard KCC

### **2. DECLARATIONS OF INTEREST**

- No declarations of Interest
- No breaches of GDPR

### **3. MINUTES:**

The minutes of the meeting held on Monday 20<sup>th</sup> March 2023 had previously been circulated and were approved and signed.

### **4. Reports from District/County Councillors**

None

### **5. MATTERS FOR REPORT**

#### **a. Trevor Harrison, Riverhead residents, addressed the council to include the following questions and comments to the next council meeting.**

##### - Questions:

- 1. Has the Council considered and evaluated the proposal from KCC Highways Dept Engineers for Chipstead Lane?*
- 2. Is there anything preventing you from supporting the proposal they have made?*

##### - Comments:

- 1. The need for impartiality does not conflict your current responsibility to take a position on this issue.*
- 2. The people you represent who genuinely appreciate your efforts in other areas are expecting you to take effective action on their behalf in respect of this issue.*

#### **b. The King's Coronation event – Sunday 7<sup>th</sup> May in Riverhead Parkland.**

Order of events will be prepared and sent to Mara for printing before Thursday so copies are available to hand out on the day.

- Setting up / time: 8am all to meet at the Parkland gates.
- Phil to set up P.A. System, Music to play between the band breaks.
- Shirley to do Risk Assessment.
- Clearing up

Mara to find out flag protocol for coronation flag and send to Colin.

#### **c. Highways**

- The street signs for Church Fields and Witches Lane were delivered at the beginning of April and are stored in the office. Alan to arrange collection and set a date to install them.
- Quote from CJS for central reservation approved.

#### **Street lights**

- A resident reported that the light outside 82 Marlborough Crescent had not been working. Janice checked it and confirmed it needs fixing. Mara to contact Ken.

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- Nothing else to report on street lights.

#### **Footpaths and pavements**

- Highways are looking at illuminated posts and/or painting crossings in red and new dragon markings to improve safety. Also, to apply for 20mph max speed limits in Riverhead. CIL funds could potentially be used to fund these projects. Highways to discuss at their next sub-committee meeting and to repost back to full council.
- Nothing else to report.

#### **Street furniture**

- Nothing to report on street furniture.

#### **Traffic and local parking**

- Nothing to report.

#### **Local business and services:**

- E-Watch reports:
  - A21 Sevenoaks By-pass in *Riverhead* - Between 19:45 on Tuesday 14th of March and 08:54 on Wednesday 15th of March. Somebody stole fuel from a Scania parked in the road. Crime Report No. 46/48470/23
  - A21 Sevenoaks By-pass in *Riverhead* - On Friday 17th of March between 00:01 and 04:00. Somebody stole fuel from a Scania lorry parked in a layby. Crime Report No. 46/50844/23
  - Church Field in *Riverhead* - On Friday 31st of March around 10:00. Somebody keyed a Volkswagen parked in the road. Crime Report No. 46/61307/23
- Graham Batchelor reported seeing some guys pull up in a van and go backwards and forwards three or four times to collect daffodils from opposite his shop. Mara to send video evidence to everyone.
- Nothing else to report.

#### **d. Village Hall**

- **Safety Checks – Safety Log Book – Alan confirmed all done.**
- SSE energy – renewal due 1 June 2023. Need volunteer to find utility company that would offer refunds for un-used solar energy. SSE don't do it for commercial properties. Chris to look into alternative provider for solar panel batteries.
- Little Mill visited the hall on the 7<sup>th</sup> April and they fixed the broken window. They reported that "A small piece of the flashing on that unit had been detached, probably by strong wind at some point over the winter. They found the piece of flashing in the gutter directly under the unit. It was possible to replace the flashing externally, so the unit is now weathered properly".
- Village Hall to decide on dates to book Toni to re-paint the hall in the Summer and report back to Mara asap.
- SS would like to find a date/time to go through the Fire alarm settings. Mara suggests the 18<sup>th</sup> May when Spy Alarms are on site doing the year maintenance so they can do a test and help with any queries.
- The new baby changing unit was also ordered and delivered before the end of March and it is stored in the office. R Callow is waiting on instructions to move the hand dryer. Alun Colnet invoiced for the works and was paid before the year-end cut out so we need to get him over to install.

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- Shirley suggested to look into fencing options to block outside area for the preschool. Kids needs a safer outside space and a separate entrance for the committee room needs to be arranged. VH to discuss at the their next meeting and report back.
- Nothing else on Village Hall.

#### **e. Parkland**

- No updates from the last working party.
- The new storage unit was delivered to Chris at the end of March. Chris will ask Alex to set up.
- The new gazebo is also stored in the office and needs to be collected. It as agreed it will be stored in the new shed after the coronation party.
- Phil and Janice to meet and agree on new bench positioning in the Parkland.
- Phil to go ahead with carving project.
- No other issues to report or questions on Parkland.

#### **f. Allotments & Open Spaces**

- DMB was given the go-ahead with the lease and we are waiting for Warners to confirm the changes.
- It was agreed at the last meeting that the council would decide on whether CJS would take over the planting and care of the troughs on the central reservation. All agreed.
- Some allotments holders have requested the taps to be re-open at both sites. Janice to ask Peter at Broadmead and Irene to ask someone at Macartney.
- One of the taps in Macartney has been reported leaking. It has temporarily been blocked but needs replacing. Janice has ask Andy Harris if he can fix it.
- Quote needed to get fence done. Funds in budget available for this.
- No further issues or questions on Open Spaces.

#### **g. Communications**

- Shirley would like to offer the senior group that attends the coffee morning another session to get together on a Sunday at the committee room. Council agreed to offer them the room free of charge as it is for the benefit of a vulnerable resident group.
- Nothing to report or questions on Comms.

### **6. FINANCE COMMITTEE**

#### **a. Review and approve invoices for payment.**

- List of payments over £500:
  - Alex Tilbury Total £940.00 for maintenance works in Parkland.
  - Alun Colnet Total £500.00 for VH repairs.
  - Signs of the Times Total £1217.57 for street signs.
  - Gala Tent Total £879.97 for gazebo.
  - EoN trading as Npower Total £1,061.75 for street lights electricity.
  - Streetlights Total £722.50.
  - KALC Total £1126.14 for membership fee.

A list of payments has previously been distributed.

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- Total Income received since last meeting £3959.79.  
The list of receipts has previously been distributed.
- b. Annual Return 2022-23 is due before the 30<sup>th</sup> June 2023. The internal auditor is reviewing before the accounts are approved at full council at the May meeting.
- The Finance Committee met on the 21<sup>st</sup> April and have started to fill out the paperwork needed. Phil/Colin is going through the fixed assets list for the insurance renewal.
- Mara is looking at the other documents required for the AGAR but she will need assistance as this is her first year doing the year end accounts.
- Finance Committee agreed to meet once every quarter to keep on top of the budget.
- No further issues to report or questions on Finance.

#### **7. PLANNING COMMITTEE**

- Planning applications reviewed in the month were:  
a) 23/00688/HOUSE – Beech House, Montreal Road, Riverhead TN12 2EP

#### **8. CORRESPONDENCE**

- A list of general correspondence has been distributed in the meeting room including Kent Countryside Voices (Spring-Summer 2023), Hospice in the Weald News (Spring-Summer 2023), Clerks & Councils Direct Magazine (March 2023), Great Value Shelters & Street Furniture catalogue, and Wholesale J. Parker Catalogue (Spring 2023).

#### **9. CLERK'S OFFICE**

- Welcome Becca Gallagher as new Councillor for RPC. She will be make it up to 8 councillors in total going forward to the next elections. Therefore we are still down one councillor and we are all re-elected as uncontested election. Committee and subcommittee members will be decided at the May meeting.
- Mara will need Becca's contact details to add her to the contact list and a picture for the website.
- Candidate spending forms are available for you to collect. Please remember to submit a spending return, even if there has been no spending. The deadline to be returned to the District Council is 1 June 2023.
- The new printer was delivered and Colin very kindly has set it up and it work great. HP offers an automatic ink
- Mara's has completed her first year as clerk of RPC. As per her contract, the annual appraisal is due in April 2023 and subject to satisfactory performance, she will progress automatically through the next range point 25 in salary scale LC2 as set out in the 2022 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. If agreed, Mara's salaries will need to be updated and back paid from 1<sup>st</sup> April 2023. Her hours should also be updated from 21 hours to 22 hours as this was already agreed before Caroline retired and it appears to be a mistake in her current contract. An updated contract will be signed reflecting the change in salary and hours. Approved by *Show of hands*.

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- The Annual Parish Meeting dates is confirmed for the 18<sup>th</sup> May 2023 at 7.30pm. There is hirer in the hall booked until 7pm. The set up will have to be done very quickly in 30mins.
- Please each Committee and Sub-committee chairs prepare a short summary of the work their committee has carried out during the past year and send them to Irene by Monday 11<sup>th</sup> May. The reports will be read by the chairs at the APM on the 18<sup>th</sup> May 2023.
- Chris and Irene to get together to order food and drinks for the APM.
- Alan is on holiday 11<sup>th</sup> – 16<sup>th</sup> May.
- The next RPC meeting to be moved to the 22<sup>nd</sup> March to have Alan back for the meeting as the Draft Year-Ends accounts will need to be signed at full council.

The meeting closed at 20.35pm