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| Minutes of the meeting of the Riverhead Parish Council held at 19.30 hours on Monday 21st February 2022. |
| **1. PRESENT:**Mrs Collins (Chairman), Mrs Kennett (Vice Chairman), Mr Colnet, Mrs Stewart, Mrs Hooper, Mr Smith and Mr CroucherApologies accepted: Mrs King and Mrs HooperAlso present: Mrs Penollar (Clerk) and 1 Riverhead residentPresent by Zoom: Cllr Chard, KCC, 1 Riverhead resident |
| **2. DECLARATIONS OF INTEREST:**Cllr Colnet has declared a related party interest in agenda item 7a and will abstain from approving one invoice. Cllr Collins declared an interest in agenda item 6 and will abstain from voting.  |
| 3. MINUTES:The minutes of the meeting held on Tuesday 18th January 2022 had previously been circulated and were approved and signed.  |
| 4. Reports from District/County Councillors* Cllr Chard reported that he has asked the Kent Highways Officers to meet with 10-12 local residents from Barnfield Road, Chipstead Lane, Witches Lane and Bullfinch Lane to talk though the Chipstead Lane issues and find an amicable solution.
* The Covers Farm planning application will go to the KCC April planning meeting and any responses should be submitted to KCC rather than to the County Councillor.
* Cllr Chard confirmed he would support a meeting to be held with Kent Highways to discuss the safety issues at the Tesco roundabout. Clerk will forward a pedestrian crossing count carried out by local residents.
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| **5. MATTERS FOR REPORT****a. Action points outstanding since previous meeting*** Solar panel storage battery
* Cllr Stewart reported that the drawing for the amendment to the right of way on the Parkland entrance had been completed and the papers provided to Baker MacDonald Solicitors. She will follow it up.
* Cllr Hooper sent an update on the Scout lease. DMB Law now have a draft lease with amendments and comments from the local solicitor appointed for the Scout Group and will make their own amendments/comments before sending it back to Cllr Hooper.
* Cllr Croucher will look at the free carbon footprint calculator provided by KALC before the Clerk retires in case there are questions that need answering.

**b. Highways****Street lights*** The lantern damaged probably by a catapult on the corner of Shoreham Lane and Church Field has been repaired.

**Footpaths and pavements*** It was agreed to hold a Village working party on 26th March to tie in a Big Clean Up campaign, endorsed by Sevenoaks District Council and the national Great British Spring Clean.
* A local resident reported a blocked drain on Brittains Lane to Kent Highways and the Clerk has reminded the Highways Steward to ask the drainage team to remove the blockage rather than push it down into the soakaway in the Parkland.

**Street furniture*** There has been no response from Kent Police in respect of the dangerous driving and damage to the Council’s planter formally reported last month.
* A local contractor has collected a replacement laminated glass for the damaged bus shelter window outside River Court and will fit it this week. The correct type of Perspex has not been available locally for months.
* Kent Highways is going to provide a quote for the cost of a Riverhead sign on the gateway on the Maidstone Road entrance.
* Kent Highways have now done a proper notification that double yellow lines are needed to prevent parking on Hamlin Road near to the junction with London Road. These will extend 11 metres into Hamlin Road.
* Two large advertising banners in the Conservation area were reported to SDC and have subsequently been removed.
* It was agreed to seek a DofE volunteer to water the planters around the Village over the summer.
* Cllrs Kennett and King were thanked for planting up a new planter under the village gateway on Worships Hill and attending to many other planters in the Village. Cllr Kennett has reported the loss of pansies in the barrier planters and CJS Plants will plant some new ones shortly.
* Cllr Kennett and the Clerk will investigate a new supplier of Christmas lights and quality will be considered as well as cost.

**Traffic and local parking*** February Speedwatch session had to be cancelled due to rain.
* The Clerk will visit the Tonbridge mobility scooter supplier to get advice on suitable replacement rechargeable batteries for use in the SID. Identical replacement ones are no longer available.

**Local business and services*** There has been another theft of a bank card by deception at the Tesco atm last month. Food was stolen at Miller and Carter earlier this month. Break ins and thefts have happened on Shoreham Lane and The Close and a car was stolen from Chipstead Lane.
* The Clerk was asked to investigate how permanent speed cameras were installed recently in Brasted.

**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.
* Cllr Kennett will approach new decorators to carry out work to the hall in the summer holidays.
* The Clerk was instructed to purchase a new Union Jack from the usual supplier of flags at the cost of £103.00 including delivery +VAT. Cllr Croucher will arrange to meet with either the Clerk or Mr Himsworth to learn how to use the flagpole.
* The fire alarm system is being upgraded on 21st March the day of the next parish council meeting. The Clerk was instructed to raise a cheque for the final invoice £1,585.80 which is required by the contractor at the end of the installation.
* The pre-school finally finished using the hall in January and has donated several small tables and chairs for residents to use at parties.
* The pre-school wishing to use the Village Hall told the Clerk that the Ofsted application was being progressed during half term, but no further update has been forthcoming. The Clerk was instructed to ask for evidence that the Ofsted application is progressing as a there is a new query from someone setting a pre-school from scratch.
* Any further issues to report or questions on Village Hall?

**d. Parkland*** Cllr Kennett will put up flyers asking for help to plant trees for the Platinum Jubilee at 2pm on Saturday 2nd April. The 30 new saplings will be planted in a curve in the field below the apple orchard towards the fishing lake fence.
* It was agreed to purchase an official plaque from The Royal British Legion made by Armed Forces veterans to mark trees being planted for the Platinum Jubilee at the cost of £154.99.
* Parkland benches have been ordered by SDC using the Welcome Back Fund and it is hoped they will arrive before the Platinum Jubilee event.
* An application for Jubilee Funds to contribute to the Platinum Jubilee event has been made although it may not be successful.
* The fallen Riverhead Parkland sign nearest the infant school has been repaired. Cllr King has checked the other 2 Riverhead signs and there was no evidence of rot on those posts.
* There were 7 volunteers altogether at the monthly working party and wood chippings left from the recent tree surgery were spread on the muddy parts of paths. Next month the working party will be asked to take the stakes off the apple trees.

**e. Allotments & Open Spaces*** One new person from the waiting list has been offered a plot after an existing plot holder with more than one plot gave up one of them.

**f. Communications*** No breaches in GDPR have been reported.
* No volunteers have come forward to take over the maintenance of the Riverhead scrapbooks. When the current scrapbook is returned, it will need completing to the end of 2021.
* There has been an increase in social media followers, largely due to a post about the Valentine display. Cllr Hooper has requested more good news stories to be forwarded to her to create a good balance alongside other posts.
* Social media has been used for regional and local advice for the recent storms and how to report issues.
* Riverhead Library have been asked to do a monthly promotion on the Riverhead social media to promote its displays and activities available to local residents.
* Requests are being made via social media for help providing activities for The Queens Platinum Jubilee event in the Parkland on 4th June.
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| **6. MATTERS TO BE CONSIDERED BY THE COUNCIL****To review and consider payments from budget of £250.00 to charities which will bring direct benefit to Riverhead and its inhabitants** ***LGA 1972 s137**** The Clerk confirmed that St Mary’s Pre-school have returned the £250 donation it was given last year now it has closed.
* Four charities had previously been suggested and were discussed in detail as to how much direct benefit was being provided to Riverhead and its inhabitants.

**It was moved that £250.00 is donated to Every Step Counts.**  |
| **7. FINANCE****a. Review and approve invoices for payment*** The list of payments totalling £7,837.91 was reviewed. It was noted that some invoices had already been settled or charged to the credit card. It was noted that the 50% deposit £1,585.80 for the upgrade of the fire alarm system, something identified as urgent in the fire risk assessment done at the end of last year has been included. Mr Tilbury has also been paid £940.00 as agreed at last month’s meeting for tree surgery in Riverhead Parkland. The recent streetlight repair and the quarterly streetlight maintenance bill have both arrived, so Streetlights have invoiced £960.79 this month. Also as usual, the SSE Swalec electricity bill for the winter months is high and totals £799.70. The list of payments was approved.

**b. Matters to report*** Income received £4,265.84 and as expected very little annual interest was earned from the NS&I accounts.
* Section 137 payments per elector has been set at £8.82 for 2022/23. This will not be exceeded by the amount set in the budget of £1400.
* The external auditors fee for 2022/23 has been increased by 5% as negotiated by an external body on behalf of parish councils.
* It was noted that the Clerk will need to arrange a transfer of funds from the investment accounts to meet expenditure costs in March.
* There were no queries on the 3rd quarter Finance report distributed last month.
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| **8. PLANNING COMMITTEE REPORT*** Planning applications reviewed in the month were:

21/04236/OUT - Land South Off Little Brittains, Brittains Lane, Sevenoaks TN13 2JWOutline application for development of up to 70 new homes (Class C3), including 50% (35no.) affordable homes and 10% self-build, and the formation of a new T junction vehicular access onto Brittains Lane with associated landscaping, parking, open space, play areas, and all other associated development works. Means of access is the only detailed matter with some matters reserved. Response: Objection with reasons provided22/00271/HOUSE - 36 Uplands Way Riverhead Sevenoaks Kent TN13 3BWEnlargement of existing bedroom and construction of new Ensuite at first floor level. Roof alterations and demolition of chimney. Response: Support22/00347/HOUSE - 29 Homefield Road Riverhead Sevenoaks Kent TN13 2DUPart ground and first floor extension to existing bungalow to create an additional bedroom and living accommodation and demolition of existing double garage and replacement with a new double garage. And alteration to fenestration. Response: Support22/00385/HOUSE - 10 Marlborough Crescent Riverhead Sevenoaks Kent TN13 2HPProposed two-storey side extension, garage demolition, floor plan redesign and all associated works. Response: Support* Planning permission was granted for 11 Marlborough Crescent, 15 Homefield Road and refused for Lister Cottages 67A&B London Road.
* Tree work in the conservation area is being carried out on Barrow Way, Amherst Hill. An Elm tree with a TPO will be removed as it is growing too close to another on Marlborough Crescent.
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| **9. CORRESPONDENCE*** General correspondence has already been forwarded to relevant Councillors when relating to a committee, sub-committee or full Council.
* There were no queries on the Clerk’s response to a Freedom of Information request emailed in advance of the meeting. Cllr Collins reiterated that the Parish Council will discuss any proposed changes to Chipstead Lane and Barnfield Road if and when an informal survey is completed and Kent Highways decide to progress it and that it will be included in the agenda before the meeting?
* Cllr Stewart expressed an interest in attending an online policing event “Working Together to make Communities Safer”. The Clerk will forward the agenda.
* SDC have advised re-registration for planning alerts is required as it changing to a new engagement portal.
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| **10. CLERK’S OFFICE*** The date for the Annual Parish Meeting has been set for 29 March 2021 7pm. Councillors were asked to attend to set up the hall from 6pm and reminded that this meeting is Councillor run. The Clerk has offered to come and take the minutes again. Cllr Collins will prepare an invitation and the agenda. It was agreed to distribute the invitation using social media and residents’ groups as well as using the website and noticeboards. The Chairman’s annual report will be presented at the meeting. Councillors were requested to distribute hard copies to residents they were aware of that did not use social media.
* Cllrs Collins and Kennett will order the food and drink.
* Cllr Kennett will investigate if a local resident is willing to design a Platinum Jubilee card from Riverhead for The Queen.
* Cllr Collins has discussed the Clerks holiday and agreed that she will take 2 weeks before the year end and that any remaining holiday will be carried forward into April. It was noted that if needed, she will work in April to help hand over to the new clerk.
* Cllrs Collins, Kennett and Smith reviewed 6 applications for the clerk’s vacancy and agreed that 3 would be invited for interviews. The candidates were named, but not known to the Councillors present. It was agreed that Cllrs Collins, Kennett and Smith would make the decision as to who to appoint immediately after the interviews with a view to the appointment starting on 1 April.
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The meeting closed at 8.45 pm