| Minutes of the meeting of the Riverhead Parish Council held in remotely using Zoom at 19.30 hours on Monday, 15th June 2020. |
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| **1. PRESENT: on Zoom meeting during Coronavirus pandemic**Mrs Collins (Chairman), Mr Himsworth (Vice Chairman) Mrs Kennett (Vice Chairman), Mr Colnet, Mrs Stewart and Mrs Hooper.**Apologies for absence**: Mrs BrownAlso present: Cllr Kim Bayley SDC, Cllr Nick Chard KCC, Mr Smith, Mrs Penollar (Clerk) and 3 Riverhead residents.  |
| **2. DECLARATIONS OF INTEREST:**None |
| 3. MINUTES:The minutes of the meeting held on Monday, 18th May 2020 had previously been circulated and were approved for signing.  |
| 4. Reports from District/County Councillors* Cllr Bayley reported that SDC were focusing on the next stage of opening up high streets during the Coronavirus pandemic and had produced a business pack for traders. She also reported there had been recent antisocial behaviour caused by teenage gatherings in open spaces especially round Chipstead Lake and this was being dealt with the SDC Community Services team and Kent Police
* Cllr Chard reported that KCC has carried out lots of work to support schools as they re-open during the pandemic. Despite a small fire at the Sevenoaks tip, tips are now open across Kent with a booking system in place. KCC is also supporting the provision of PPE to care homes. KCC has access to government financial support for town centres to be used set things moving for cyclists and pedestrians safely in the pandemic. It will benefit Sevenoaks town centre rather than Riverhead directly.
* Cllr Chard also reiterated his intentions made to residents before the meeting started, which were to find a new Kent Highways officer to look at the Chipstead Lane issue with a fresh pair of eyes as he believes the ‘quality of life’ criteria has already been met and a different approach is needed to ‘design the problem out’. He agreed with Kent Police that not all traffic incidents should be reported via 101.
* Cllr Chard also agreed to follow up the issue about the dead trees on KCC land alongside the public footpath beside Riverhead Infants’ School as no action had been taken since he found the correct team within KCC.
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| **5. MATTERS FOR REPORT****a. Action points outstanding since previous meeting*** Risk assessment for Communications

**b. Highways****Street lights*** There was an emergency call out to replace the access cover knocked off on a St Mary’s Drive street light.

**Footpaths and pavements*** A Kent Highways Engineers Manager has inspected the damaged unlisted wall as well as the newly damaged listed wall on Amherst Hill and he has advised both sides of the walls were checked and deemed safe.
* Cllr Chard has found the correct department with in KCC to inspect and deal with the dead trees alongside the public footpath beside the infant school. Has anyone noticed if there has been any tree surgery carried out?

**Street furniture*** Cllr Kennett was thanked for re-planting all the planters at the road entrances.
* The bench and noticeboard in Alison’s Garden were showing signs of rot and will be repaired over the summer if the condition has worsened. All Councillors were asked to report other damage to Parish owned benches, bus shelters and planters to the Clerk.
* It was agreed to investigate the possibility of refurbishing the fountain if the work can be carried out with the appropriate social distancing.

**Traffic and local parking*** Cllrs Collins and Kennett will progress the Chipstead Lane proposal, once the residents have worked with Cllr Chard and a new Kent Highways Officer.
* Speedwatch can be re-started and Cllr Stewart will approach volunteers individually to check that they do not fall within the exclusion list that includes government defined vulnerable and extremely vulnerable residents during the pandemic. She will also train up some more residents if there are enough volunteers to start it again.

**Local business and services*** The Communications team are distributing the SDC online Business Pack for local businesses as part of recovery plans post the lockdown and in support of a safe re-opening of high streets.
* The Scout Carnival in September is likely to be cancelled this year.
* The Cricket club did have a brief visit by travellers moving round Sevenoaks. All Councillors were asked to keep any eye out on the lock at the Parkland to ensure it hasn’t been tampered with.
* Cllr Kennett read an email from a local resident thanking the Parish Council for the work it does

**c. Village Hall*** During the month, the following weekly checks were carried out:

Hall emergency lighting was workingThe 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 annual Portable Appliance testing has been completed.
* The Pre-school has re-opened in accordance with government guidelines, although only a few children have returned. The Pre-school are happy to stick to one side of the garden when using the outside.
* Cllrs Kennett and Colnet will review the Pre-schools risk assessment and the NALC Covid-19 risk assessment guide to see if the Parish Council’s own risk assessment guide needs updating. The Parish Council continues to follow government guidance with working from home where possible and all Councillors apart from Cllr Colnet are reminded to speak to the Clerk before visiting the office or hall to ensure no one else is there at the same time.
* In accordance with government guidance, Cllr Colnet has marked a white line 2 metres away from the office door and the Clerk puts out the appropriate notice should anyone visit when she is there for essential work.
* Perform have delayed their request to re-start in the hall until 7th July and will still be required to comply with Government guidance. There have been no other queries.
* It has been reported to Castle Water that the Village Hall has been closed during lock down as there may be a reduction in charge.
* Whilst the Clerk is working from home, it was agreed that the office is redecorated as soon as the Pre-school finish for the summer. The main hall will be left for another year although it is hoped the deep clean and re-varnish of the hall floor can still go ahead.

**d. Parkland*** The minutes of the Parkland sub-committee were distributed last week. Some voluntary work has re-started in the Parkland. A few people are helping to water a newly seeded grass patch. Several volunteers have worked separately to properly prepare the apple tree orchard, put in stakes to support saplings and water them during the dry spell. Volunteering will continue to be encouraged where they can work safely.
* With the extra risk during the pandemic to volunteers emptying the Parkland bins, SDC have now agreed to empty the 2 remaining parkland bins at the cost is £4.85 per bin per week. After teething problems causing litter problems in the first week, regular emptying has now started on Fridays. Any issues should be reported directly to the Clerk.
* A second grant application for the Parkland biodiversity project has been made.
* The Angling Society have warned that the antisocial behaviour beside Chipstead Lake may move on towards Riverhead now that action is being taken by SDC and Kent Police.
* Cllr Colnet will investigate whether a self-closing spring can be attached to the St Mary’s Drive entrance gate as the risk of a dog escaping onto the road and causing an accident is considered higher than the risk of catching the coronavirus from the metal. Local residents have not only removed signs to close the metal gate at the St Mary’s Drive entrance, but gone one step further and tied the latch down so that it can’t be closed properly.
* Given the increase in users in the Parkland during the pandemic, Cllr Hooper offered to design a poster for the entrances to seek more volunteers to be put on social media.

**e. Allotments & Open Spaces*** There have been some movement in plot holders, but people are still being added to the waiting list. Another volunteer is needed to show plots becoming vacant to those on the waiting list.
* In respect of the scout lease, the actual cost to prepare a Land Registry compliant map is £280+VAT.
* There have been instances of soft fruit being stolen and new netting being vandalised on Broadmead allotment. All plot holders have been informed and asked to be vigilant.

**f. Communications*** No breaches in GDPR were identified.
* Cllr Hooper offered to use social media to seek help in linking riverheadparishcouncil.org.uk to the new website and for existing user of accessibility tools that would be willing to test the new website to see if it works for those with disabilities.
* Cllrs Collins and Hooper will carry out the review of the first draft Accessibility statement for when the new website goes live. Both websites will have to be run in parallel until the new website is working correctly.
* The Chairman’s letter has been published to the website and will be distributed by resident group emails where known and via social media.
* Cllr Kennett offered to approach a lockdown artist to ask permission to use her water colour of The Square and church as the Riverhead facebook image.
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| **6. FINANCE**There have been no changes to the Annual Governance and Accountability Return 2019/20, which was emailed to all councillors last month. The signed Internal Auditors report was distributed during the month with no issues to report.**a. Review of the Annual Governance Statement*** All Councillors confirmed they had reviewed page 4 – Section 1 Annual Governance Statement 2019/20.

**It was unanimously resolved to approve the Annual Governance Statement 2019/20****b. Review of the Accounting Statements*** Page 5 – Section 2 Accounting Statements has not changed since the Clerk signed it on 29 April 2020 and there were no questions on the accounts and the supporting papers distributed.

**It was unanimously resolved to approve Accounting Statements 2019/20.****c. Review and approve invoices for payment*** The list of payments distributed for approval totals £4.609.53 and the first 3 invoices have already been settled under delegated powers. Companies paid over £500 include SSE Swalec for Village Hall electricity £803.84, although a subsequent credit note has been issued since this was based on estimated readings.
* The list of invoices was reviewed and the Clerk confirmed that all invoices were reviewed by 2 councillors remotely or in person prior to the meeting. Payments were approved.
1. **Matters to report**
* Shinseido Karate have made a £20 donation to the Parish Council in support during the period that the hall cannot be hired out. The Clerk has thanked them.
* The only other income is for allotment hire, in respect of some changes that have happened during the month.
* Cllr Himsworth and the Clerk will investigate possible grants that the Council can apply for due to the loss of hall letting income.
* BT are now billing for the correct amount on a monthly basis and have one more issue to resolve after setting up the last contract incorrectly. The account is in credit after BT allocated £250.00 to it to cover its mistakes with the mis-billing.
* With the continued likelihood that that the Clerk will work from home to avoid having to share facilities with the pre-school, it was agreed that a mobile phone contract would be set up at a cost of £6.00 per month to solve the council phone usage problem. This was the preferred option to diverting the office phone as it saved the Clerk giving out her personal mobile number when returning calls.
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| **7. PLANNING COMMITTEE REPORT*** The Planning Committee have had a much quieter month. It was confirmed that the Abbeyfield application had currently been withdrawn.
* Planning applications reviewed were:

**20/01481/HOUSE** – Beech House, Montreal Road, TN13 2EPProposed external swimming pool with landscaping to rear of beech house.* Sevenoaks District Council have followed up the newly damaged listed wall on Amherst Hill to ensure that it is rebuilt in accordance with rules for it’s listing.
* Planning permission was granted for 1 Shoreham Lane, 7 Barnfield Road, 78 Marlborough Crescent, 11 Barnfield Road, 30 Lyndhurst Drive
* Tree surgery permitted in the Conservation area: 18 Amherst Place and Barrow Way, Amherst Hill
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| **8. CO-OPTION OF COUNCILLOR*** Cllr Collins reported that Mr Smith can best help the Parish Council given his preferences and experience, by starting on the Finance Committee and Communications and Parkland sub-committees. There were no further questions for Mr Smith, whose co-option to Riverhead Parish Council has been proposed by Cllr Stewart and seconded by Cllr Collins.

**It was moved to co-opt Mr Philip Smith to office of member of Riverhead Parish Council.*** Cllr Smith was welcomed to the Council and will sign the declaration of office in the presence of the Clerk on Wednesday. He will also complete a declarations of interests to be submitted to Sevenoaks District Council.

**CORRESPONDENCE*** Correspondence continues to be forwarded when specific to Riverhead and Sevenoaks.
* Cllr Hooper volunteered to prepare a response to NALC’s request for evidence to support its response to the Labour party’s request for views on the impact on and future of local government, housing and transport - during and after the Covid 19 lockdown.
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| **9. CLERK’S OFFICE*** There was only one further request for help through the SDC Care for our Community scheme since 21 May. Families asked to isolate for 2 weeks under track and trace may be able to use this scheme.
* Councillors were reminded to review their own declaration of interests on the Sevenoaks District Council website and ask the Clerk for a form if they need to make an amendment.
* The death of a past Councillor, Adrian Henley who joined Riverhead Parish Council in 1983 and also served on the District Council from 1987 was reported. The Clerk will send a card to the family.
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The meeting closed at 8.34 pm