

## RIVERHEAD PARISH COUNCIL

### January Minutes 2024

Meeting of the Riverhead Parish Council held at 19.30 hours on Monday 22<sup>nd</sup> January 2024.

#### **1. PRESENT:**

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

**Also present:** Mrs Estefani (Clerk), Cllr Kim Bayley SDC, Mrs Hunter and Mr Hunter.

**Apologies accepted:** Cllr Graham Clack SDC.

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

- Declarations of Interest:

- Cllr Colnet for Invoice paid to Colnet Construction for total £169.90 for providing materials for VH storage room decorating.

No other declarations of Interest.

- Nobody aware of any breaches of GDPR.

#### **3. MINUTES:**

The minutes of the meeting held on Monday 15<sup>th</sup> December 2023 had previously been circulated and were approved and signed.

#### **4. REPORTS FROM DISTRICT/COUNTY COUNCILLORS:**

Cllr Bayley SDC reported that comments received from residents regarding the Local Plan 2040 consultation were being reviewed and were mostly against the developments. Cllr Bayley also confirmed that the new bus route was now up and running.

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

##### **a. Highways**

- A resident from Church Field reported some overgrown trees that are damaging her greenhouse and shed. Janice and Chris met her and suggested she got some quotes to cut them down. She has now sent three quotes to Mara and is waiting to hear if the council can help. The trees seem to be in a piece of land that nobody owns but SDC owns the path next to it. Mara to search the title deed in Land Registry to find out who owns the land and therefore responsible to maintain those trees.
- Boundary Wall at The Heights, London Road, Riverhead. Shirley is corresponding with the residents.
- Safety improvements across Riverhead crossings. Chris and Irene have both emailed Roger Gough concerning this as agreed at the last meeting copying Nick Chard in. Roger replied that he knew where we meant and would contact Neil Baker. Safety/Highways committee need to progress this safety issue asap before there is another accident. IC and CK to email Paul Leary.

A resident has sent the following concerns and would like the council to respond:

- *Speed along London Road between The Bullfinch and the Riverhead Library. I am sure cars go far quicker than 30mph and I assume this is the speed limit (as a non-driver) due to the street lighting and built-up road. Could there be a speed camera or other similar control implemented to deter / slow people down? Especially mopeds!*
- *Safety at the zebra crossing opposite Yesteryear as I have had two close calls here as a pedestrian with cars failing to stop when I'm waiting or continuing to go past the crossing when I was in the road.*

IC to ring the resident to inform her of the safety measures the Council is currently working on.

- Working party in the Spring to clean up around the village date agreed for Saturday 20<sup>th</sup> April at 10am meeting at Alison's Garden. New banner to be ordered. Mara to

## RIVERHEAD PARISH COUNCIL

### January Minutes 2024

post add to call for volunteers in social media, website and notice boards. Phil to email Riverhead and Amherst schools.

#### **Street lights**

#### **Footpaths and pavements**

- Shirley reported bad state of dropped curves in Chipstead Lane. Kim Bayley offers to provide contact at SDC who can help. Shirley to get in touch.

#### **Street furniture**

- Planting across the village: It was discussed whether planting shrubs in the central reservation planters as we used to would be cheaper in the long run. Some considerations mentioned were:
  - Would need to choose Shrubs/Hedging that will look good even in a few years and find someone to prune them.
  - Watering - councillors should not take this on as it is a hard, heavy job and fraught with safety hazards. Should watering of shrubs be paid for? Liability insurance for any volunteers, risks, etc. to be taken into account if this option is taken.
  - Something be included in the survey to test the general residents' opinions.

Shirley will put all the costings together and send to all. All to look at the options and be ready to make decision at the next meeting.

- Chris has done a great job checking the street signs and identifying the ones that need doing. Church Field and Park View have been ordered as there was budget left. Two signs for Amherst Place and the large one for Church Field – Church Villas will be ordered in the next financial year. Alan confirmed that Witches Lane and the other small sign for Church Field are ready to be fitted. He will report back when done.
- Pam to contact Becca to take over correspondence with Coolings regarding offer to provide trees for Lakeview.

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

- PC Peter Wilson attended part of the meeting to provide an update of local crime in the area.

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

- E-Watch reports:  
Aisher Way, Riverhead- On Sunday 14th of January, Some-body damaged a vehicle parked in a car park. Crime Report No. 46/7368/24

#### **c. Village Hall**

- **Safety Checks** – Alan confirmed all ok.
- The fire Alarm annual service was carried out. The batteries of the detectors need replacing as the 2- year life span has been reached. Spy Alarms will call to arrange another visit to change them all.
- Key log – Shirley has organised the keys in the safe box in the office and is created a log- book to keep track of all key holders. She will bring a key log notebook into the office.
- Michele has reported that the security light by the bins is not working – Alan will have a look next time he is in the hall.
- We have a meeting with Michele scheduled in February. Mara would like to ask Michele if it is possible that she contacts occasional hirers with more notice as many are calling to check how to access the hall for their party as haven't heard anything 3-4 days before their booking. All to think of anything they might like to change/discuss ahead of Michele's appraisal and report back at the next meeting.

## RIVERHEAD PARISH COUNCIL

### January Minutes 2024

- Shirley has been working on the Hall Hire Terms and Conditions and she will send a copy to all for review ahead of the February RPC meeting when they will be discussed.

#### **d. Parkland**

- Damaged shed - Chris to contact Alex and ask for a quote to restore/repair the door if possible.
- Fallen trees after the storm – Alex Tilbury has sent quote to clear the various trees fallen across the paths, total £640. Quote approved. Janice will ask Alex to proceed with the works.
- Phil reported that the bench should be delivered and fitted in the Parkland on the 30<sup>th</sup> January.

#### **e. Allotments & Open Spaces**

- DMB – no updates.
- Ragstones – no updates.
- Thanks, Janice for liaising with Daryll and getting the gate done. Also, for organising the new signs ‘keep dogs on leads’.
- Only one allotment holder still pending to pay for this year’s rent. Mara has sent invoice several times by email and left voicemail. Irene volunteers to hand deliver invoice as she knows the allotment holder.

#### **f. Communications**

- Inter-D-Day update – Date changed to Sunday 9<sup>th</sup> June for an Afternoon Tea Party at the Village Hall. The band ‘The Stompers’ has been booked. Shirley and Janice to liaise with WI Sennocke volunteers to provide cakes for the event.
- Residents’ Survey – Shirley and Colin proposed to contact neighbouring council to ask for survey sample.

#### **g. AOB**

- Sevenoaks District Council - Sports Facilities Research – Colin raised good points and he will look at the survey.
- Minutes of all committees and subcommittees meeting must be sent to Irene before the monthly RPC meeting. Someone, not the Chair needs to be appointed to take the minutes at each meeting and send a copy to Irene and Mara please. Chris offered to create and share a minutes template.
- Co-option of new councillor: Avril Hunter.

#### **6. NOTIFIED ITEM**

- a. Motion to approve the 2024/25 budget (available on noticeboards and website) and to set the precept at £59,229.43 and increase the Band D tax charge by 90 pence to £46.19 per annum. *LGA 1972 (s.41) Approved by All by Show of Hands.*

#### **7. FINANCE COMMITTEE**

- a. Review and approval of invoices for payment.

List of payments over £500:

- SKM Electrical Total £3,000 for deposit to order solar panel battery for VH.
- Eon trading as Npower Total £1,017.07 for electricity supply December bill.
- Eon trading as Npower Total £613.52 for electricity supply January bill.
- Tilbury Tree Care Total £1500 for tree surgery in Parkland and allotments.
- Riverhead Infant School Total £10,340 donation for Forest School.

## **RIVERHEAD PARISH COUNCIL**

### **January Minutes 2024**

- TGA Decorators Total £570.00 for decorating VH Storage Room. No budget in VH, finance to approve funds to be used from another budget?

Total Income received since last meeting £4,578.67 which includes a VAT claim of £1,837.20.

The list of receipts has previously been distributed.

- b. A reminder to all that we need Committee and Sub-committee budgets, having been agreed with ALL members of the Committee or sub-committee, including proper costings for any projects, submitted on time. Once again, we had a few late budgets submitted and Finance had to spent longer than necessary. If they would have been costed properly and submitted before the deadline this could have been avoided.
- c. Better Together Community Mobilisation Grant. Phil confirmed it has been granted and funds will be transferred to Amherst Primary School, Riverhead.

No other issues to report or questions on Finance.

#### **8. PLANNING COMMITTEE**

Planning applications reviewed in the month were:

- 23/03559/HOUSE - 59 Marlborough Crescent Riverhead TN13 2HL
- 23/03552/HOUSE - 50 Chipstead Lane Riverhead TN13 2AG
- 23/03274/HOUSE - Shaldon 22 Uplands Way Riverhead TN13 3BW
- 23/03568/HOUSE - 113 Marlborough Crescent Riverhead TN13 2HN

#### **9. CORRESPONDENCE**

A list of general correspondence was distributed in the meeting room.

#### **10. CLERK'S OFFICE**

Next RPC meeting to take place on Monday 19<sup>th</sup> February 2024.

The meeting closed at 9.20pm