

RIVERHEAD PARISH COUNCIL
February Minutes 2024

Meeting of the Riverhead Parish Council held at 19.30 hours on Monday 19th February 2024.
<p>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 Graham Clack SDC, Cllr Kim Bayley SDC and Mrs Avril Hunter. Apologies accepted: None</p>
<p>2. DECLARATIONS OF INTEREST:</p> <ul style="list-style-type: none">• No Declarations of Interest.• Nobody aware of any breaches of GDPR.
<p>3. MINUTES: The minutes of the meeting held on Monday 22nd January 2024 had previously been circulated and were approved and signed.</p>
<p>4. REPORTS FROM DISTRICT/COUNTY COUNCILLORS: Cllr Bayley reported that:</p> <ul style="list-style-type: none">• SDC has taken the decision that from 1 April it will no longer supply residents with black waste sacks.• The Council will also provide every household with a 'sack for life' for their recycling. These will replace clear recycling sacks and will cut down on single use plastics.• The Council will continue to supply residents with black sacks until 31 March and clear sacks until everyone has their recycling sack for life.• Removing free waste sacks has been shown to increase recycling rates as residents make the best use of their recycling facilities. Once fully implemented, the changes will also save 30,000 miles of driving every year to deliver sacks, further cutting carbon emissions.• From 1 April, residents are being asked to put their household rubbish in sacks made for waste. These could be the black or grey sacks available from most supermarkets and hardware stores.
<p>5. MATTERS FOR REPORT <u>a. Highways</u></p> <ul style="list-style-type: none">• Mara searched the title deed in Land Registry to find out who owns the land South of Maidstone Rd. The Land registry states that the landowners Wiseoak Estate Limited dissolved in 1997 and that therefore the land is currently not owned. RPC needs to decide who should be responsible to maintain the trees. Mara to ring SDC and try to get hold of someone in their legal department to find out who might be responsible.• Boundary Wall at The Heights, London Road, Riverhead. Shirley was corresponding with the residents. Shirley to meet with resident at no.2 who RPC believes has ownership of the wall and should be responsible to maintain it.• Village working party date agreed for Saturday 20th April at 10.30am meeting at Alison's Garden. Clerk to add event to website calendar and add news alert on website to engage volunteers. On the matter of Safety Equipment for Parish Councillors and Volunteers; it was noted that there are 4 high viz jackets in the office and 2 litter pickers. Other councillors have their own as well so it was agreed there was no need to purchase more for now. Chris volunteered to do the Risk Assessment. Shirley volunteered to provide refreshments at Alison's Garden.• A resident has reported a plant pot placed on London Road is hanging above Sai Convenience Store due to all recent storms and windy weather the pot is banging the wall

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of the house next to it causing unpleasant noise and it's not looking nice. Chris has emailed the resident and will follow it up.

- **Street lights**

Nothing to report.

Footpaths and pavements

Nothing to report.

Street furniture

- Planting across the village: It was discussed whether we should carry on with the floral planting or go back to planting shrubs in the central reservation planters. Shirley to provide watering costs before all costing can be considered and a decision made.

Pam to liaise with Coolings about planting, either shrubs or perennial plants, for Lakeview.

Traffic and local parking

Nothing to report.

Local business and services:

- E-Watch reports:
 - Elmstead Close in Riverhead - Between 13:00 on Saturday 3rd of February and 07:00 on Tuesday 6th of February. Somebody broke into a garage at a residential property. They stole a mountain bike. Crime Report No. 46/20865/24.
 - Aisher Way in Riverhead - On Wednesday 7th of February around 13:58. Somebody smashed a window of a vehicle parked at a car park. Crime Report No. 46/21115/24.
 - Uplands Close in Riverhead - On Thursday 8th of February between 08:00 and 18:35. Somebody broke into a residential property and stole various items. Crime Report No. 46/22966/24.
- Safety Update – Shirley reported about the meeting the council member help with SDC and KCC regarding the different crossings in Riverhead.

b. Village Hall

- **Safety Checks – all ok.**
- Key log – Shirley to bring notebook into the office.
- The Security light by the bins is not working – Alan to check it.
- Ladies toilet hand dryer isn't working – Alan to check it.
- Alan couldn't fit new dispenser in the kitchen as there was no key. Mara to contact Office Depot and request new one.
- Meeting with Michele will take place in February.
- Hall Hire Terms and Conditions – Shirley to send a copy to all by the end of this week.
- Issues with Committee room bookings coinciding with Pre-school were discussed. Hirers have found inconvenient accessing the room (garden is fenced up) and not having access to toilet facilities (children on premises). Also, the noise levels are very high and one of the hirer had booked the room to practice guitar and found it difficult with all the screaming outside and inside the hall. Council agreed to block bookings for the CR on the days when the preschool is in the hall. Mara will block bookings online.

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- It has been reported that the school have been using the committee room for laminating and other work, they are not paying for this facility and have even left the heating on. Mara to ask for the key back.
- Michele has reported that the Preschool is using the cupboard in the hallway and taking up most of the space that was meant to be for VH supplies. Shirley offered a spare cupboard to solve the issue with lack of storage.
- Sadete has reported scratches all over the VH floor. Mara checked this morning and it looks quite bad.
- War Memorial Riverhead – Council agreed to discuss this as possible 2025 project. Janice to email Martin and discuss funding options.

c. Parkland

- Damaged shed – Thanks Chris for liaising with Alex. The shed was fixed and then vandalised again. Alex has materials to secure again. The total for the repairs has been £516.75 and was deducted from Parkland-sculptures budget with Phil's and Irene's approval as it was an unforeseen expense not budgeted for.
- Bench/sculptures – Phil confirmed the bench has been fitted. Sculptures to be looked at next year.
- East-West Route passing through the Riverhead Parkland area meeting taking place on Wednesday 28th February at 10am. All councillors welcome to attend.

d. Allotments & Open Spaces

- DMB – no updates.
- Ragstones – Shirley reported that she spoke to a lawyer at DMB but didn't get any solution from him. Colin suggested filing an official complaint with the legal authority.

e. Communications

- D-Day update – Shirley to find the vintage bunting she stored after the last event when it was used.
- Residents' Survey – Shirley and Colin proposed to contact neighbouring council to ask for survey sample. Sample survey to be ready ahead of APM.

f. AOB

- Sevenoaks District Council - Sports Facilities Research – Colin said it is not applicable to RPC
- Thanks for sharing minutes of the last sub-committee meeting. Can everyone please use the template that Chris sent. This will standardise the minutes and it makes it easier to identify action points and who is doing what.
- Co-option of new councillor: Avril Hunter.
RPC was informed by Electoral Services that we were not supposed to have co-opted Avril at the January meeting as the notice was open to the public until the 26th January (our meeting took place on the 22nd so we were 4 days too early). The Council re-enacted the co-option. All agreed by *Show of Hands*. Avril Hunter accepted her post as Councillor and signed the Declaration of Acceptance of Office.

6. NOTIFIED ITEM

- a. Motion to donate £1,000 funds received from the Kent Parish Council Winter Support Scheme to Amherst Primary School, Riverhead. LGA 1972 s137.**

Cllr Irene Collins proposed it. Cllr Chris Kennett seconded. All agreed by *Show of hands*.

7. FINANCE COMMITTEE

- a. Review and approval of invoices for payment.**

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List of payments over £500:

- Tilbury tree care Total £580.00 for emergency tree clearing in the Parkland after storm.
- Eon trading as Npower Total £769.94 for electricity supply January bill.

Total Income received since last meeting £3,924.41 which includes £1,000 Winter Sup Grant from KALK.

The list of receipts has previously been distributed.

- b. Motion to open savings account at HSBC and move funds from NS&I reserve accounts. *Cllr Irene Collins proposed it. Cllr Alan Colnet seconded.*
- c. Budget has been distributed. so have up-to-date figures. Please can all committees and sub-committees have a meeting to make sure funds for assigned project are spent before the end of financial year 31.3.24.
- d. No other issues to report or questions on Finance.

7. PLANNING COMMITTEE

Planning applications reviewed in the month were:

- a. 24/00061/HOUSE - 27 Bullfinch Lane Riverhead Kent TN13 2EB.
- b. 23/03559/HOUSE - 59 Marlborough Crescent Riverhead Kent TN13 2HL..
- c. CS14197625_VF80518_15_TEF33821 – London Road & Aisher Way Roundabout TN13 2DL.
- d. 23/03696/FUL - Unit E Ryedale Court Riverhead Kent TN13 2DN.

9. CORRESPONDENCE

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

10. CLERK'S OFFICE

a. Annual Parish Meeting:

Council agreed to set the APM on Friday 19th April 2024 from 6pm;

Chris happy to decide on the order for food and drinks via Mara.

Chairs of committees/sub committees each do a short presentation.

Next RPC meeting to take place on Monday 18th March 2024.

The meeting closed at 21.35pm