

RIVERHEAD PARISH COUNCIL

May Minutes 2023

Meeting of the Riverhead Parish Council held at 19.30 hours on Monday 22 nd May 2023.
1. TO ELECT THE CHAIRMAN OF THE COUNCIL FOR 2023/2024 LGA 1972 s. 15(2) - Signing of the Declaration of Acceptance of Office
2. TO ELECT THE VICE-CHAIRMAN OF THE COUNCIL FOR 2023/24 Cllr Smith has nominated Irene Collins as Chairman for Riverhead Parish Council, seconded by Cllr Colnet. No other nominations. <i>Show of hands.</i> Cllr Collins nominated both Chris Kennett and Janice King as Vice-Chairmen and Cllr Smith has seconded both. No other nominations. <i>Show of hands.</i>
3. PRESENT: Mrs Collins (Chairman), Mrs Kennett (Vice-Chairman), Mr Colnet, Mr Croucher, Mrs Gallagher, Mr Smith and Mrs Stewart. Also present: Mrs Estefani (Clerk), Cllr Bayley SDC, Cllr Clack SDC, and Mrs Freda England Chairman of Dunton Green PC. Apologies accepted: Mrs King (vice-Chairman). Not present: Cllr Chard KCC.
4. DECLARATIONS OF INTEREST <ul style="list-style-type: none">• No declarations of Interest.• No declarations of any breaches of GDPR.
5. MINUTES: The minutes of the meeting held on Monday 24 th April 2023 had previously been circulated and were approved and signed.
6. Reports from District/County Councillors Kim Bayley & Cameron Brown have sent their reports and they had previously been distributed.
7. Review of terms of reference for Committees and Sub-Committees Clerk to send to all councillors for their review and signature.
8. TO APPOINT MEMBERS TO SERVE ON THE UNDER-MENTIONED COMMITTEES, SUB-COMMITTEES AND POSITIONS. <ul style="list-style-type: none">• All reminded that the Chairman and Vice Chairmen are ex officio voting members of all committees. Committees must hold their meetings in public and therefore must comply with publishing an agenda 3 clear days in advance. Also, the Standing Orders, which deal with the procedures that Committees and Sub-committees must follow, are available on the Parish Council website.• List of each committee and the current members was discussed and agreed as follows:<ol style="list-style-type: none">a. Standing Committee: Mrs Collins, Mrs Kennett and Mr Colnetb. Planning Committee: Mr Colnet, Mrs Stewart and Mrs Kingc. Finance Committee: Mrs Collins, Mr Smith and Mr Croucher<ol style="list-style-type: none">i.) Highways Sub-committee: Mrs Kennett, Mrs Stewart and Mrs Gallagherii.) Village Hall Sub-committee: Mr Colnet, Mrs Stewart and Mrs Gallagheriii.) Open Spaces Sub-committee: Mrs Collins, Mrs King and Mrs Kennettiv.) Parkland Sub-committee: Mr Smith, Mrs King and Mr Croucherv.) Communications Sub-committee: Mrs Gallagher, Mr Croucher and Mr Smithvi.) Safety Sub Committee – Mrs Collins, Mrs Kennett, Mrs Gallagher, Mrs King, Mr Colnetd. Health and Safety:<ul style="list-style-type: none">Parkland – Mr SmithVillage Hall - Mr ColnetHighways – Mrs StewartAllotments - Mrs Collins

RIVERHEAD PARISH COUNCIL
May Minutes 2023

e. Flag Person: Colin Croucher

- Colin to replace the coronation flag with the Union Jack as soon as possible.
- All current chairs of each committee or sub-committee shall call the first meeting within a month at which a chairman must be appointed and the terms of reference signed. Please send them to Mara once done.

9. REPORT OF PROCEDURES AND POLICIES THAT MUST BE REVIEWED IN THE YEAR.

- It is time that all the Parish Council documents on policy and procedures are reviewed.
- Financial Regulations are likely to have been amended post Brexit, Finance Committee to investigate this at their first meeting.
- Chris reviewed the draft Code of Conduct last year and it had changed, and she recommended that it is fully adopted by Riverhead Parish Council once finalised. Copy to be sent to all councillors.

10. TO SET THE MEETING DATES FOR FULL COUNCIL MEETINGS FOR THE YEAR.

- 3rd Monday of the month does seem to work. However:
- The Christmas holidays are starting very early this year (schools finish on the 15th Dec). No objections to move the meeting in December a week earlier to the 11th instead of the 18th December 2023. Approved.
- The 15th April meeting is on the first Monday after the schools go back. No objections to defer that meeting until a week later - 22nd April 2024. Approved.

11. MATTERS FOR REPORT

a. Action points outstanding since previous meeting

- Trevor Harrison, Riverhead residents, addressed the council at the last meeting to include the following questions and comments to this meeting.

- Questions:

1. *Has the Council considered and evaluated the proposal from KCC Highways Dept Engineers for Chipstead Lane? Yes they have.*
2. *Is there anything preventing you from supporting the proposal they have made? No.*

- Comments:

1. *The need for impartiality does not conflict your current responsibility to take a position on this issue.*

We set out our position in the public meeting we held, please see the minutes Safety Meeting held 11th May 2023.

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.*

This was explained in the public meeting, please see the minutes Safety meeting held 11th May 2023.

b. Highways

- Kim attended the Dunton Green meeting and residents have raised the bad conditions of the railings outside Tesco and also asked for some of the signage on the roundabouts to be removed as well as the road signs around the area to be spruced up. The area really needs a facelift and we have drawn a blank with KCC regarding signage. Shirley is meeting KCC about the crossings and she will bring up with them and report back.
- 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.

RIVERHEAD PARISH COUNCIL

May Minutes 2023

Street lights

- Mara has reported the light outside 82 Marlborough Crescent to Ken.
- Nothing else to report on street lights.

Footpaths and pavements

- Nothing to report.

Street furniture

- Lamp post reported missing by resident in Shoreham Lane. Shirley to share list from Ken Bonner and raise inquiry.
- Nothing else to report on street furniture.

Traffic and local parking

- Nothing else to report.

Local business and services:

- E-Watch reports:
 - A21 Sevenoaks By-pass in *Riverhead* - Between 22:00 on Thursday 20th of April and 04:00 on Friday 21st of April. Somebody stole fuel from a MAN Trucks parked in the road.
Crime Report No. 46/73160/23
 - Church Field in *Riverhead* - Between 19:00 on Tuesday 25th of April and 07:00 on Tuesday 2nd of May. Somebody broke the number plates of a Renault G-modus parked in the road but did not take them away.
Crime Report No. 46/80143/23
- Holmesdale Cricket has reported that the fence needs painting and they have requested support from the council. Chris has agreed with them to paint it if they provide the paint.
- Tarmac outside library needs removing. Shirley to raise inquiry at KCC.
- Nothing else to report.

c. Village Hall

- **Safety Checks – Safety Log Book – Alan confirmed.**
- SSE energy – renewal due 1 June 2023. Chris volunteered to find utility company that would offer refunds for un-used solar energy. SSE don't do it for commercial properties. She will update at the next meeting.
- Castle Water needs meter readings for the village hall and both allotments.
- Has Village Hall needs to decide on dates to book Toni to re-paint the hall in the Summer.
- R Callow was booked to change the hand dryer. Alun Colnet needs to install the changing unit.
- Flooring has been damaged by tap examinations. Mara to get quote from bishops flooring to re-lacquer in the Summer. Mara to contact hirer and inform them they will need to pay a contribution toward the cost of re-lacquering the floor.
- Nothing else on Village Hall.

d. Parkland

- No updates from the last working party.
- The new storage unit has been set up by Alex, thank you Becca for the slabs. It is now in use.
- The new gazebo has been used and was a great success. It is now stored in the new shed.
- Bench is not finished and will be fitted in the Dell area soon.
- Carved animals should be finished by the end of May.
- No other issues to report or questions on Parkland.

RIVERHEAD PARISH COUNCIL
May Minutes 2023

e. Allotments & Open Spaces

- 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. Chris has confirmed with CJS and they will be working on it soon.
- 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.
- 2 more allotments on Broadmead have been taken and 1 more is under consideration.
- An allotment inspection will be undertaken in June, the date to be arranged after this meeting.
- No further issues or questions on Open Spaces.

f. Communications

- Coronation party – Irene thanks Janice and Shirley for their hard work organising the coronation party. She also thanks Chris and Becca for all the work during the day doing face painting non-stop. Irene thanks Alan, Phil and Colin for all their help setting up and tidying up on the day.
- Everyone to bring to the office for storage all the decorations and leftover materials e.g. facepainting, arts crafts, bunting, table clothes, etc.
- Maggie Miles send her apologies for not be able to attend the APM. She also raised her concerns about the Minutes not downloading in phones or ipad. She is only able to download from desktop and wondering if any other residents are having the same issue. She asked if we could look at the issue. Mara to download minutes in PDF format on the website.
- Riverhead Residents Survey – as suggested by Colin during a past meeting, do we want to go ahead with this suggestion? And of so please would everyone bring their suggestions of what should go on the survey to the next council meeting.
- Nothing else to report or questions on Comms.

12. PLANNING COMMITTEE

- Planning applications reviewed in the month were:
 - 23/00981/HOUSE – 14 Marlborough Crescent Riverhead TN13 2HP
 - 23/01026/MMA - Land West Of White Hart Parade, London Road,
 - 23/01023/MMA - 6 Colnet Mews London Road Riverhead TN13 2BH
 - 23/01029/HOUSE - 7 The Patch Riverhead Sevenoaks TN13 2DH
 - 23/00862/HOUSE - 6 Chipstead Lane Riverhead Sevenoaks TN13 2AG
 - 23/00863/LBCALT - 6 Chipstead Lane Riverhead Sevenoaks TN13 2AG
 - 23/00970/FUL - 43 Shoreham Lane Riverhead Sevenoaks TN13 3DX
 - 23/00867/FUL - 112A Chipstead Lane Riverhead Sevenoaks Kent TN13 2AQ
 - 23/01104/HOUSE - 23 Marlborough Crescent Riverhead Sevenoaks TN13 2HH
 - 23/01253/HOUSE - 46 Lyndhurst Drive Riverhead TN13 2HQ
 - 23/01209/MMA - 111 Marlborough Crescent Riverhead TN13 2HN

13. FINANCE COMMITTEE

- a) Consider the Annual Governance Statement previously distributed.
Notified Item: Motion to approve the Annual Governance Statement 2022/23
Accounts and Audit Regulations 2015 s.6 (2) (b)
- b) Consider the Accounting Statements previously distributed.
Notified Item: Motion to approve the Accounting Statements 2022/23
Accounts and Audit Regulations 2015 s.9 (2) (b)
- c) Approve invoices for payments, including renewal of annual insurance policy.
Review and approve invoices for payment.

RIVERHEAD PARISH COUNCIL

May Minutes 2023

- List of payments over £500:
 - CJS Plants Total £3,963 (three payments of £1321 each).
 - SSE Swalec Total £2734.02.
 - Les Langley Total £800 for carved bench.

A list of payments has previously been distributed.

- Total income received £33,273.83 since last meeting, including Precept £28,776.

d) Other matters to report

- Coronation Party invoices: need to be reviewed and approved by the Finance Committee. Since there are still a couple more to be submitted, Finance committee will need to set a date for a meeting to approve them.

14. 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).

15. CLERK'S OFFICE

- Mara found the door to the office unlocked on Tuesday 2nd May. Michelle hadn't been in since the 30th so we don't know who left it unlocked. The printer was also found switched on and the phone unhooked.
- Michele has booked her holiday from the 8th to the 24th September this year.
- Please would everyone give their holiday dates to Mara please so she knows not to contact you during those dates.
- Samantha Evans has offer to volunteer

The meeting closed at 8.45pm