

**RIVERHEAD PARISH COUNCIL**  
**January Minutes 2023**

Meeting of the Riverhead Parish Council held at 19.30 hours on Monday 16<sup>th</sup> January 2023.

**1. PRESENT:**

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

**Also present:** Mrs Estefani (Clerk)

**Apologies accepted:** Cllr Bayley SDC

**Not present:** Cllr Brown SDC and Cllr Chard KCC

**2. DECLARATIONS OF INTEREST**

- No declarations of Interest declared.
- No breaches of GDPR reported.

**3. MINUTES:**

The minutes of the meeting held on Monday 19<sup>th</sup> December 2022 had previously been circulated and were approved and signed.

**4. Reports from District/County Councillors**

None reported.

**5. MATTERS FOR REPORT**

**a. Action points outstanding since previous meeting**

- No outstanding issues.

**b. Highways**

- Invoice from EON – Npower for December for a total £1251.52 has been queried. Mara chased it today but we still have not had a reply. We think the Standing and metering charges have been added by mistake. As a preventive solution, shall Mara cancel the Direct Debit for this month as we believe the bill should be no more than £600 based on last month's usage.
- Lamp no. 79 in Marlborough Crescent has been reported to be very low. Has anyone had the change to check it and then follow it up.
- The purchase of Street signs for Hamlin Road, Churchfields and Witches Lane were approved to be ordered in January. Do we have any updates?
- Residents in Park View have requested a street sign. They claim to have many issues with post been delivered to the Heights by mistake and vice versa. I believe Colin and Shirley have looked into this.
- Anything else to report on highways?

**Street lights**

- Anything to report on street lights?

**Footpaths and pavements**

- Anything to report?

**Street furniture**

- Anything to report on street furniture?

**Traffic and local parking**

- Miller & Carter's free car park spaces have been selected and contacted. Thanks Chris.
- Anything else to report?

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

- Please would each Cllr suggest a local charity plus a back-up in case of duplication so we have a fresh donation list under S137 payments. The charity should be local and or be used by locals.
- Anything else to report?

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

- **Safety Checks – Safety Log Book – Alan?**
- Michele returned to work on the 7<sup>th</sup> January and seems to be fully recovered.
- A Velux pole to reach the skylight windows has been ordered and arrived, it is stored in the office.
- Little Mill has been chased to confirm the date to replace the broken window but they still haven't got back with a date.
- The online bookings are coming in at a steady pace!
- Alan has offered to secure shut the broken blind and leave it closed for the time being.
- I noticed today that the kitchen shutters have come apart from the sides since last Monday.

#### **d. Parkland**

- Alex Tilbury has carried out the urgent works in the T12 section.
- Are there any updates from the last working parties?
- Phil would you update us concerning the new storage container?
- Any other issues to report or questions on Parkland?

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

- DMB Law has finally sent the reviewed comments and amendments to the draft lease. They have mentioned that "The tenant's solicitors have not agreed to include the provisions relating to the Landlord and Tenant Act. As the previous lease was not excluded from the Act, it is unlikely that even a judge would consider it reasonable to insist on including these provisions."  
Someone needs to go through the document and accept the changes. Colin/Phil is this something you could help with?
- Alex is working on the new gate. Chris please will you update us?
- Are there any further issues or questions on Open Spaces?

#### **f. Communications**

- The Coronation Party: we agreed at the last meeting that Janice and Shirley would look at the costs involved at the Jubilee Party and report back. Also, that they would put together a detailed list of what they would like provide at the Coronation Party and the costs. Could you run us through the costings please.
- Anything to report or questions on Comms?

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

Before we vote on this you need to know that the Finance Team have redesigned the budgets to include more detail therefore making it easier to see where the money is spent and where it should come from. It will also be easier to calculate and run the budgets without overspending.

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It has been very difficult this year and I would like to thank the finance team for their hard work and for giving up a large chunk of their weekend to work on the budget.

We need Committee and Sub-committee budgets in on time having been agreed with all members of the Committee or sub-committee and proper together with proper costings. With the new system it should be easier to work out specific costs and where they go.

a) Motion to approve the 2023/24 budget.

Draft Budgets 2022/23 prepared by all Committees and Sub-Committees were reviewed by the Finance Committee meeting on the 14<sup>th</sup> January and need to be approved.

**7. FINANCE COMMITTEE**

a) Review and approve invoices for payment.

- List of payments over £500:
  - EoN trading and Npower Total £522.76.
  - Tilbury Tree Care Total £600.00.
  - SDC Total £555.36.

• A list of payments has previously been distributed.

b) Total Income received £ 1,779.87 since last meeting.

The list of receipts has previously been distributed.

c) No further issues to report or questions on Finance.

**8. PLANNING COMMITTEE**

• Planning applications reviewed in the month were:

a. **22/02228/FUL** – Birchwood House, Amherst Hill, Riverhead.

b. **KCC/SE/0237/2022** – Riverhead Infant School, Workshops Hill, Riverhead.

• Brittain's Lane Association has asked if any Cllr is interested in attending and taking part in opposing the appellant at the Public Inquiry next month. BLA is putting together a list of party speakers and topics. If you are interested please let Mara know by the 6<sup>th</sup> February.

**9. CORRESPONDENCE**

• A list of general correspondence has been distributed in the meeting room and councillors are reminded to ask the Clerk if they are interested in seeing any item:

- Focus on Local Councils
- Shelters & Street Furniture catalogue
- Coronation personalised merchandising order form
- Cuttings – Coolings Magazine
- J. Parker's Wholesale Catalogue – Spring 2023

**10. CLERK'S OFFICE**

• Mara has offered to do her ongoing training and take the time off in lieu rather than getting the extra hours paid.

• Any updates regarding the candidates for the Councillor vacancies?

The meeting closed at 21.35 pm