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| **1. PRESENT:**  Mrs Collins (Chairman), Mr Himsworth (Vice Chairman), Mrs Kennett (Vice Chairman), Mr Colnet, Mr Denton, Mr Wood, Mrs Stewart, Mrs Hooper and Mr Carmichael  Also present: Mrs Penollar (Clerk) |
| **2. DECLARATIONS OF INTEREST:**  None |
| 3. MINUTES: The minutes of the meeting held on Monday, 18th March 2019 had previously been circulated and were approved and signed. |
| **4. MATTERS FOR REPORT**  **a. Action points outstanding since previous meeting**   * TPOs on trees in the conservation area * Tree surgery quote for along Amherst Hill * Parking issues at Church Field * Press/media policy * Update terms of reference for sub-committees by May meeting   **b. Highways**  **Street lights**   * Nothing to report   **Footpaths and pavements**   * Kent Highways have confirmed that it eventually cleared the pavement privately owned within the Lakeside Place development. * Cllr Wood is in communication with the manager at the car showroom to see if it will also landscape the public land in front of the site as part of its redevelopment.   **Street furniture**   * The watering rota was set up for the central reservation during the summer. * A local teenager will be asked to water the other planters in the Village Hall and around the village on a casual labour basis. * CJS Plants have stopped watering the hanging baskets in preparation for removing them now there is no longer permission in place to use the street lights. Cllr Kennett is in ongoing discussions to find alternative ways to bring more flowers into the village and they have already agreed to plant up and maintain the 3 square planters opposite the Village Hall to make up for the lost business. Therefore there has been no increase in price to supply and maintenance for the barrier baskets. * A sterilising solution will be used to try and keep the fountain clean rather than using the current chemicals. Cllr Wood confirmed he will clear the leaves and debris regularly. * Cllr Wood will collect the Christmas lights at the hire shop so that they can be included in the annual PAT testing. * SDC have confirmed that the CIL levy received to date - £72 can be spent towards the speed indicator device, which is likely to be installed in the first half of June. * A decorator visiting the Village Hall has expressed an interest in maintaining benches, bus shelters and noticeboards etc. Cllrs Stewart and Himsworth will provide a list of priority to the Clerk.   **Traffic and local parking**   * It was agreed that Cllr Collins should investigate the cost of waterproof storage for the Speed Watch equipment so that volunteers other than Cllr Stewart can access the equipment and carry out Speed Watch. * Cllr Stewart confirmed that there have been 3 sessions during the month and there was no speeding high enough to report. * Cllrs Collins and Kennett will prepare a voting form in respect of proposed changes to traffic signs on Chipstead Lane once a hard copy of the final information pack has been received. * **Local business and services** * There have been continued break-ins and burglaries on Montreal Park and theft of a bike on Aisher Way and a car keyed on Chipstead Lane. PCSOs have clarified that everyone needs to be encouraged to report all attempted and actual break-ins even if nothing is stolen as individual incidences so a proper picture can be obtained. Old crime references should not be re-used for new incidences.   **c. Village Hall**   * The following weekly and monthly checks were carried out: * Hall emergency lighting * The 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. * Billing for water supply and waste is finally up to date, but the current supplier is using old readings and significantly over-estimating supply on current bills. The Clerk has managed to update readings on the supplier’s website, but the supplier says it is not legally obliged to take a water reading in July 2019. Given that it appears that rates are increasing 5% from April 2019, Cllr Kennett and the clerk will investigate alternative suppliers for the Village Hall and 2 allotment sites. * Local council elections have been cancelled as both are uncontested and the pre-school have confirmed that they will use the hall on that day. The Village Hall has been booked for the European Elections. * Cllr Kennett is seeking quotes for redecorating the Village Hall during the summer. The Village Hall sub-committee need to meet to discuss some problems that have been identified.   **d. Parkland**   * Mr Stewart has been asked to repair the weir in the stream just past the bridge at an estimated cost of £90.00. * Mr Tilbury has carried out some emergency tree surgery in the Parkland at the cost of £160.00. * The application for the Enovert Trust grant to which the Parish Council will need to contribute 10% as budgeted has been submitted. Apart from clarification on the apple trees types to be planted, there are no other differences to the project to clear brambles, thistles and plant an orchard as previously agreed. * Cllr Himworth reported there were 6 volunteers at the recent working party who helped clear the stream of debris and cleared a fallen tree in the Dell area which was used to create further seating. * Cllr Himsworth will supervise the DoE volunteer working in the Parkland now that insurance and child protection requirements have been satisfied.   **e. Allotments & Open Spaces**   * The Clerk together with the help of a plot holder has checked the Broadmead water meter and confirmed there are no leaks. Again the water supplier has overestimated the water supply here too by using historic estimates by nearly £217 on this account. Macartney water bills appear fine. * Cllr Collins will meet with a neighbour to the Macartney site to resolve an issue with a shared hedge. Longer serving Councillors were not able to clarify the history with this issue. * It was confirmed that there is still an issue with the unsupervised dog accessing the Broadmead site and that plot holders continue to plug the holes it makes in the hedge. * It was agreed to join the National Allotment Society for one year at a cost of £56 to the allotment budget as this will give us access to a proforma allotment agreement and other advantages such as advice and risk assessments etc.   **f. Communications**   * All councillors confirmed they were not aware of a breach in GDPR. * Cllrs Carmichael and Wood will look at an alternative site to host the Parish Council website that will give free emails for @riverheadparishcouncil.org.uk. |
| **5. FINANCE**  **a. Review and approve invoices for payment**   * The list of payments distributed amounts to £5,353.25. It was agreed to renew the membership of KALC for £797.76+VAT and membership of the Campaign to Protect Rural England for £36.00. It was also agreed to set up a direct debit for the automatic renewal of the Data Protection fee at the current discounted cost of £35.00 if renewal is set up as a direct debit. Payment to suppliers over £500 is to CJS Plants Ltd for £1,848 including VAT for the summer planting. All payments were approved.   **b. Draft Annual Governance and Accountability Return 2018/19**   * The draft Annual Governance and Accountability Return and accompanying papers to be submitted to the external auditor were distributed. Cllr Collins summarised the main changes from the previous year and asked all Councillors to review the handout as soon as possible and ask the Clerk or Cllr Denton if there are any questions prior to the next meeting. Once the internal audit is complete, the Clerk will email the annual checklist that is completed throughout the year to enable Councillors to check that internal procedures have been followed. * Cllr Denton and the Clerk will review the updated document on Governance and Accountability for Smaller Authorities in England - A Practitioners’ Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements and report any changes impacting on Riverhead Parish Council. * The Clerk confirms that she has periodically checked the KALC website though out the year and that there have been no amendments that have been recommended for Financial Regulations for parish councils. The Finance Committee will review the current Financial Regulations at its next meeting in light of the new Standing Orders.   **c. Matters to report**   * Income received was £1,260.00 * The summary of quarterly expenditure over £500 to any one supplier has been updated and distributed. It will be published on the website soon. * An error to a previous quarter’s VAT reclaim was reported and the Clerk confirmed it has been amended for the most recent reclaim. The Clerk does not know if there is interest or a penalty to pay yet. * It was agreed to remain with the current virus protection for the office computer for the next year. * It was agreed to purchase a pop up gazebo for use at the Scout carnival and other events. |
| **6. PLANNING COMMITTEE REPORT**   * Planning applications reviewed in the month were:   SE/19/00666/MMA - 60 Marlborough Crescent, Tn13 2HJ Minor Material Amendment  SE/19/00642/HOUSE - 4 The Close, TN13 2HE Double storey extension and new porch  SE/19/00823/HOUSE - 2 Barnfield Road, TN13 2AY Proposed garage demolition; proposed ground floor side extension with rooflights; driveway enlarging at front.  SE/19/00865/FUL - Formerly Riverhead Toolmakers, London Road Change of use from the former car body repair workshop to a gym.  SE/19/00880/HOUSE - 34 Bullfinch Lane, TN13 2EB Proposed part two storey rear extension and single storey extension. Roof alterations.   * Planning permission was granted for 61 London Road, 21 Homefield Road, 34 Uplands Way and 11 The Glebe Field |
| **7. CORRESPONDENCE**   * The NALC Newsletter and various chief executive bulletins received during the month are available for review. * Councillors interested in participating in the Royal British Legion campaign to participate in writing a personal message to the D-Day veterans that are returning to Normandy this 75th anniversary year will need to note the deadline of 9th May. * A Kent Police flyer on anti-social behaviour has been posted to the website. * The Community Safety Partnership April newsletter distributed by SDC is available by email. |
| **8. CLERK’S OFFICE**   1. **Annual Parish Meeting**  * It was agreed to make a s137 donation to the Sevenoaks Town Council Mayors Charity, if a projector can be borrowed for the APM. * The noticeboards for the APM were made available to Councillors decorating them for the APM. Cllr Stewart will prepare one for Speed Watch, Cllrs Denton and Carmichael for WW1&2 commemorations and Cllr Kennett for Councillors individual photographs. * Chairmen of each committee were asked to prepare their speeches for the APM in advance and email them to Cllr Collins by 9am Monday 29th April. * Food has been ordered for the APM and it will be delivered and the clerk has offered to arrange and collect the glasses. * Cllrs Denton, Himsworth and Collins and the Clerk will set up the Village Hall at 4pm and Cllrs Carmichael, Stewart and Hooper will clear up afterwards. * Cllr Stewart will continue to see if someone from Speedwatch can come to make a presentation, otherwise a video of Speedwatch in progress will be considered. * It was agreed to ask for a show of hands from residents at the APM as to how many use the Riverhead library as Chevening Parish Council is proposing at its own APM.  1. **Parish Vacancies after 2nd May 2019**  * Cllr Collins has checked the KALC publications for unfilled seats after an uncontested election and confirmed with SDC that Riverhead Parish Council should follow these procedures. It was agreed to advertise the 2 unfilled seats in the usual way and to co-opt any interested individuals at the May meeting which is within 35 days of an uncontested election. The deadline for Councillors to notify the Clerk that of the intention to propose and second a co-option is noon on Monday 13th May, when the next agenda is due to be issued. * Councillors who received notification of election to Riverhead Parish Council from SDC were reminded that they need to complete an expense return even if there are nil expenses.  1. **Other matters to report**  * All councillors were requested to notify the clerk of any known holiday dates * Cllr Wood requested any suggestions as to how the Village scene oil painting in the office could be displayed more prominently. * Cllr Stewart will investigate the coffee morning for over 65s run by a pub in Chevening with a view to approaching Riverhead pubs or restaurants to see if they would run a similar activity. |

The meeting closed at 9.08 pm.