

RIVERHEAD PARISH COUNCIL
June Minutes 2023

Meeting of the Riverhead Parish Council held at 19.30 hours on Monday 19th June 2023.

1. PRESENT:

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

Also present: Mrs Estefani (Clerk) and Trevor Harrison.

Apologies accepted: Cllr Kim Bayley SDC and Cllr Graham Clack SDC.

Not present: Cllr Nick Chard KCC

2. DECLARATIONS OF INTEREST

- Declarations of Interest:
- Cllr Stewart invoice for expenses for coronation party Total £442.63.
- Cllr Croucher invoice for expenses for coronation refreshments for band Total £97.50.
- Cllr Colnet invoice from Colnet Constructions for providing plywood Total £132.00.
- Cllr King invoice for expenses for coronation window display prizes Total £74.46.
- No breaches of GDPR were reported.

3. MINUTES:

The minutes of the meeting held on Monday 22nd May 2023 had previously been circulated and were approved and signed.

4. Reports from District/County Councillors

None

5. MATTERS FOR REPORT

a. Highways

- The street signs for Church Fields and Witches Lane were delivered at the beginning of April and have been installed but one pair of ball finials are missing from the order. Mara to contact Signs of the Times and chase them.
- The light outside 82 Marlborough Crescent has been replaced.
- There is nothing else to report on street lights.

Footpaths and pavements

- Highways to report back about new posts and/or painting crossings in red and also new dragon markings. They hope to apply for 20mph max speed limits in Riverhead.

Street furniture

- Regarding the missing lamp post in Shoreham Lane. Shirley has been in correspondence with Ken and they are still trying to figure out who's lamp post it is and who took it / who is responsible to replace it. She will report back.
- Broken planters in Amherst Hill to be replaced.

Traffic and local parking

- Nothing to report.

Local business and services:

- E-Watch reports:
 - Marlborough Crescent in Riverhead - On Thursday 25th of May somebody stole a wheelie bin. Crime Report No. 46/96476/23
 - Long Meadow in Riverhead - On Saturday 10th of June somebody stole a recently delivered parcel from a doorstep. Crime Report No. 46/104503/23

d. Village Hall

- **Safety Checks – all ok.**
- SSE energy – our renewal was due on 1 June 2023. We are on a variable rate at the moment. Day unit has gone up from 54p/day to 86p/day in April and May. Mara has

RIVERHEAD PARISH COUNCIL

June Minutes 2023

contacted a comparison site to try and get some quotes and they are printed for your review. All agree to secure these rates.

- Toni has confirmed dates in August to re-paint the hall. Bookings are on hold between the 14th- 25th August. Office floor to be done at the same time.
- Spy Alarms carried out the year maintenance successfully.
- The new baby changing unit has been installed and the hand dryer moved to the side.
- SS suggested to look into fencing options to block the outside area for the preschool. The children need a safer outside space and a separate entrance for the committee room needs to be arranged. At the moment we are not renting the committee room out during pre-school sessions so it was decided to put this on hold for now.
- SS also suggested to remove panel heater from disabled toilet and replace with a new slimline panel heater. Also, to remove wall thermostat from main hall. R Callow has quoted £250 + Vat for the labour. VH to check if there are funds in the budget and if not to be added to next year's budget at their next sub-committee meeting. Mara to send VH budget to team.
- Nothing else on Village Hall.

e. Parkland

- It was reported that five volunteers attended the last working party. They cleared out the old shed, stored items in the new shed and trimmed around benches.
- There is still one more rail for Darryl to do at the Parkland.
- A quote to mow the lawn for £700 has been acquired by Clive and he recommends to book them to do the job in the middle of July. Parkland team agrees it is too soon and it will be more effective to do later on in the year so it has only need to be done once. PS to speak to Clive and let him know.
- It was agreed that there should be a disabled/pushchair access in the Parkland. JK to ask Darryl to quote to enlarge gate / entrance fence.
- No other issues to report or questions on the Parkland.

f. Allotments & Open Spaces

- No news from DMB. Mara to chase an update.
- The allotment inspection is to take place on Friday 23rd June.
- A quote is needed to get some fencing done. There are funds in the budget available for this.
- Litter bin left in the pathway by Broadmead. Mara to contact SDC to remove.
- Disable access in the allotments is needed. CiL funds might be available for this purpose. PS suggests a grant application that would be suitable for creating disable access in open spaces areas like the allotments.
- No further issues or questions on Open Spaces.

g. Communications

- Nothing to report or questions on Comms.

6. FINANCE COMMITTEE

a. Review and approval of invoices for payment:

- Quotation from A Tilbury of £1,110 to remove two willow trees at Macartney allotments and one ash tree at Alison Garden. Approved.
- List of payments over £500:
 - EoN trading as Npower April bill - Total £750.33 for street lights electricity.
 - Starboard Systems– Total £673.92 for Scribe Annual Subscription.

RIVERHEAD PARISH COUNCIL
June Minutes 2023

<ul style="list-style-type: none">- EoN trading as Npower May bill - Total £960.78 for street lights electricity. A list of payments has previously been distributed.• Total Income received since last meeting £1,325.00. The list of receipts has previously been distributed. <p>b. The annual Return 2022-23 is due before the 30th June 2023. Governance statement and required documents are ready to be sent this week.</p> <ul style="list-style-type: none">• The finance Committee to agree date in July to go through 1st quarter of the budget. Would you check your diaries and fins some suitable dates to meet in the office? Mara is happy to swap days if a Friday is better. <p>c. Parish Council Community Cost of Living Support Grant. <i>All agree by Show of Hands.</i></p> <ul style="list-style-type: none">• No further issues to report or questions on Finance.
<p>7. PLANNING COMMITTEE</p> <ul style="list-style-type: none">• Planning applications reviewed in the month were:• KCC/SE/0495/2018 – Covers Quarry, Westerham, Kent• 23/00009/RFPLN - 1-1A Chipstead Lane Riverhead TN13 2AH• 23/01294/HOUSE - 11 The Close Riverhead TN13 2HE• 23/00688/HOUSE – Beech House, Montreal Road, Riverhead TN13 2EP• 23/01451/HOUSE - 10 Uplands Close, Riverhead TN13 3BP• 23/01440/HOUSE - 3 Blackmead, Riverhead TN13 2QU• 23/00862/HOUSE - 6 Chipstead Lane, Riverhead TN13 2AG• 23/00863/LBCALT - 6 Chipstead Lane, Riverhead TN13 2AG
<p>8. CORRESPONDENCE</p> <p>A list of general correspondence has been distributed in the meeting room.</p>
<p>9. CLERK'S OFFICE</p> <p>Reminder that risk assessments and terms of reference should be reviewed and signed by each committee and sub-committee.</p> <ul style="list-style-type: none">• AC is on holiday 28th June – 8th July.• JK is on holiday 24th – 28th July and 12th – 19th August.• Mara is on holiday 26th July – 10th August.• Michele is on holiday 8th – 24th September.• Items to be included at the next meeting:<ul style="list-style-type: none">- Community survey- RPC branding / colours

The meeting closed at 8.55pm