

RIVERHEAD PARISH COUNCIL
November Minutes 2023

Meeting of the Riverhead Parish Council held at 19.30 hours on Monday 20th November 2023.

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 and two residents.

Apologies accepted: Cllr Bayley SDC, Cllr Chard KCC, Mrs Gallagher.

2. DECLARATIONS OF INTEREST

- No declarations of Interest declared.
- Nobody aware of any breaches of GDPR.

3. MINUTES:

The minutes of the meeting held on Monday 16th October 2023 had previously been circulated and were approved and signed.

4. Reports from District/County Councillors

Cllr Clack (SDC) reported that:

- SDC Local Plan 2024 is launching a consultation from the 24th November 2023 to the 11th January 2024.
- The Joint Transportation Board has published a document with useful information about Highways Improvement Plans. Recommendation for RPC to review.
- Consultation about LCWIP still in progress There is a missing lamp in Shoreham Lane that has been reported to SDC by resident in that lane. RPC has been investigating about it for a while and streetlights contractor has confirmed the lamp post used to belong to SDC but was removed after building work took place on site and never replaced. The area seems quite dark but the cost to replace will add to few thousand pounds and it is not on RPC jurisdiction.

5. MATTERS FOR REPORT

a. Action points outstanding from previous meeting:

- Risk Assessments – Finance, Comms and Parkland have been received. Thanks Phil. They need to be reviewed and updated every year. Copies have been sent to you all. Hard copy printed here for you to take, but please email updated version to Mara so we can save them electronically for future reference.

b. Highways

- Streetlights electricity contract for The Heights is ended on the 30.11.23. British Gas Lite has sent the renewal rates. They are offering a 1 year contract with the same standard charge per day 40p and a 34.11p Any Time p/kWh (currently paying 78.67p). All are happy to accept these rates.

Street lights

- Colin has kindly checked the electricity bills which has not been an easy job, thank you Colin. The current contract with MPower ends on the 31.11.2023 so we need to find an alternative provider. Mara has contacted a company who negotiates best rates for councils. We are waiting to hear what they come back with.
- Mara has reported the light outside 80-82 Marlborough Crescent to Ken (Streetlights).

Footpaths and pavements

- Mara has reported the asbestos and overflown bin by the allotment's footpath but SDC has responded they are in private land and therefore won't do anything about it. Janice will take pictures and send to Mara. Mara to write to the riding stables to

RIVERHEAD PARISH COUNCIL
November Minutes 2023

report the asbestos. Mara will search for a professional company to quote for the removal of the bins by the allotments and contents.

Street furniture

- Thanks Chris for ordering three new trough planters. Thanks Alan for fitting them so promptly.
- Alan confirmed that the street signs for Witches lane and Hamlin are fixed now.

Traffic and local parking

- Nothing to report.

Local business and services:

- E-Watch reports:

In Barnfield Road, Riverhead: On Sunday 5th of November around 05:52. Somebody tried to break into a Mercedes C63 AMG parked in the road. *Crime Report No. 46/198058/23*

c. Village Hall

- **Safety Checks** – Alan confirmed all OK.
- The Village Hall sub-committee were to discuss and update their recommendations regarding the broken notice board. Shirley to order new one via clerk. Mara to contact insurer to start claim.
- The Village Hall sub-committee were to discuss and update their recommendations regarding the broken blind. Shirley to search for alternative provider and report back.
- Mara to get copies of the office and committee room keys to give to Janet for her use when she is covering for Michele.
- Michele has reported that the hirers that had the party at the hall on Saturday 11TH Nov. dumped their rubbish in the bins outside Invicta, She only noticed this week and she has agreed to contact hirer and ask them to collect their multiple rubbing sack full. Alan volunteers to collect in his truck and dispose of the bags.
- Michele has also reported that the gents toilet is blocked and that the urinals don't flush. Alan will check them up.
- Alan, Shirley and Irene met with Michele for her annual appraisal especially to go through the caretaker duties and protocol after occasional hirers. Shirley will type up the protocol. Cllrs to think about options regarding increasing village hall rates for evening parties, reducing opening hours in the evenings and/charging extra for cleaning. Agenda item for next meeting to be discussed.

d. Parkland

- Phil requested Les Langley to refund the Council the £800 paid for the carving of the bench. The funds have not been received yet.
 - Irene updated after meeting with SDC about LCWIP. Irene and Chris attended a meeting with 2 members of the LCWIP team, they were taken through the route metre by metre and reported that no trees would be lost. They asked for timed lighting and only on necessary bits, preferably solar due to the bats. They brought up the ongoing maintenance costs. RPC will not be debating the issue until they have more information on it.
- Phil volunteers to do a Christmas trail in the Parkland.

e. Allotments & Open Spaces

- DMB has sent a new query from Warners (Scouts lease lawyers). Their query in relation to clause 14, Schedule 2, regarding the repair and condition of the property:

RIVERHEAD PARISH COUNCIL
November Minutes 2023

“The original lease provided that our client would not be required to put the property back into any better repair than the condition of the property as at the original lease from 1999. This was later removed – please can this be reinstated?”

A previous tracked change draft shows that this is the clause they would like reinstated:

14.5 The repair obligations under this Lease will be construed by reference to the state of repair and condition of the Property as at the date of grant of the original Lease between the Landlord and Tenant dated 2nd July 1999.

Open Spaces had a meeting about it and they suggest that the clause say that “the building should be left in a weatherproof condition with working gas, electricity & sewage”.

All agreed. Mara to send wording to DMB layers to include in the lease.

- Ongoing problem: There has been damaged fencing and anti-social behaviour alongside the River Darent. There are concerns about safety as there is a high drop to the river. RPC agrees the land owner is responsible and not the council and issues as the issues are in private land.
- The water needs to be turned off at the allotments. Janice and Irene to liaise to Jon Constable at Broadmead and Chris Stewart at Macartney at the RAA AGM.
- Janice to request quote for the fencing.

f. Communications

- Mara and Irene have planned how RPC will begin to draw up a contact list of local residents using resident association stewards. A list of all the roads/areas will be compiled and the contact person in charge in order to have up to date data. Information will then be shared via the groups which will keep in line with data protocol.
- Christmas Lights event – Shirley to write list of jobs and who will be doing what and leave in the office. Mara to email poster to Phil and local schools.
- Christmas tree – Becca and Pam to decorate and take part in the competition.
- Christmas Window display competition – Thanks Chris for arranging it all and distributing all the leaflets to every business in the village.
- Chris and Pam volunteer to arrange the ballot for Parking spaces at Miller and Carter.

6. FINANCE COMMITTEE

a. Review and approval of invoices for payment.

List of payments over £500:

- Npower Total £903.27 for electricity supply.
- Mazars Total £504.00 for external audit.
- Bishops Flooring Total £1,071.60 for relacquering the village hall flooring.
- Npower Total £978.17 for electricity supply.

Total Income received since last meeting £5,960.01, including £1,407.75 for VAT refund, and £1,806.60 from CIL.

The list of receipts has previously been distributed.

b. Every Committee and Subcommittee should have their Draft Budgets ready now for financial year 2024-25 to be revised by the Finance Team. Monday 4th December is the cut-off date as any later and the Finance team will not have time to examine them Finance Committee and RFO to meet on the 11th December at 6.30pm to review draft budget and prepare the precept.

RIVERHEAD PARISH COUNCIL
November Minutes 2023

7. PLANNING COMMITTEE

Planning applications reviewed in the month were:

- 23/03006/LDCEX – The New Beacon School Brittain's Lane Sevenoaks Kent TN13 2PB.
- 23/02002/FUL - 112A Chipstead Lane Riverhead Sevenoaks Kent TN13 2AQ.
- 23/02290/HOUSE - 67 Marlborough Crescent Riverhead Sevenoaks Kent TN13 2HL.
- 23/03143/LBCALT - 40 Chipstead Lane Riverhead Sevenoaks Kent TN13 2AG.
- 23/02726/FUL – Riverhead Sandwich Bar 2 White Hart Parade London Road Riverhead TN13 2BJ.
- 23/03193/HOUSE - 11 The Close Riverhead Sevenoaks Kent TN13 2HE.

8. CORRESPONDENCE

A list of general correspondence has been distributed in the meeting room.

9. CLERK'S OFFICE

Michele is on holiday 30th Dec till 6th January. Janet has confirmed she can cover that week.

Mara is on holiday from 18th December until the 1st January inclusive.

Mara would like to change her working days on Tuesday for Wednesdays. The SDC meetings always fall on Wednesdays.

Becca- your bt email account keeps bouncing back emails.

Pam/Becca you should set up a separate email account to use for RPC. You can set up your own with gmail or please email Mara if you want her to do it for you.

The meeting closed at 9.15pm