

RIVERHEAD PARISH COUNCIL
February Minutes 2017

	Minutes of a meeting of the Riverhead Parish Council held in Riverhead Village Hall at 19.30 hours on Monday, 20 th February 2017.
	<p>1. PRESENT: Mrs Mercer (Chairman), Mr Himsworth (Vice Chairman), Mrs Kennett (Vice Chairman), Mr Colnet, Mr Denton, Mrs Collins, Mr Wood Also present: Cllr Crabtree, Mrs Penollar (Clerk) Absent: Mr Swanton</p>
	<p>2. DECLARATIONS OF INTEREST: None</p>
	<p>3. MINUTES: The minutes of the meeting held on Monday, 16th January 2017 had been circulated and were approved and signed.</p>
	<p>4. REPORTS BY DISTRICT AND COUNTY COUNCILLORS:</p> <ul style="list-style-type: none"> • The KCC revenue budget has been approved at £907m for 2017/18 requiring £72m savings having already saved £514m in the past 6 years. Challenges being faced include the reduction of the government Revenue Support Grant which has been reduced from £111.4m in 2016/17 to £66.5m in 2017/18 and will be phased out by 2020/21. The greatest pressures next year are Adult Social Services, Children’s Services and rising costs of SEN transport. KCC’s council tax will rise by 1.99% for general services and 2% towards Adult Social care and there will be a drawdown of £4.6m from reserves. • Cllr Crabtree confirmed she could offer £2,000 for the new bus shelter from the Members’ Grant fund. • There has been a significant increase to 90% of Kent schools being rated good or outstanding by Ofsted in the last 4 years and KCC are not being complacent about the remaining 10%.
	<p>5. OPEN COUNCIL:</p> <ul style="list-style-type: none"> • None
Clerk OS MD	<p>6. ACTION POINTS STILL OUTSTANDING</p> <ul style="list-style-type: none"> • Clerk will finalise leaflet to attract volunteers to Parkland working parties • Broadband/telephone/email supplier • Cllr Denton offered to liaise with Mr Arnold concerning the war memorial issues.
ICM Clerk H’ways All	<p>7. MATTERS FOR REPORT</p> <p><u>a. Highways</u></p> <ul style="list-style-type: none"> • Streetlights • Streetlights is the cheaper supplier to carry out the redecoration of KCC streetlights but does not recommend carrying out the work until weather improves. It was agreed to carry forward the £1,500 budget to next year rather than put in reserves. Cllr Mercer will assess the lamp posts and specify which ones will be repainted and Clerk will apply for permission from KCC. • The refurbishment of Montreal Park streetlights owned by the parish council is estimated to cost between £23,500 and £32,000 depending on whether standard bulbs or LED lights are used. £24,000 has been reserved or included in budget and an interest free 5 year loan may be available if LED lights are used. It was agreed that the Highways Committee will try to complete the lights refurbishment this year and obtain a third quote. • The maintenance contract for streetlights expires in March and Streetlights will be asked to continue with the current contract with 3 months’ notice until a final decision is taken on the street light refurbishment. • Footpaths and pavements • Village tidy up tying in with The Great British Spring Clean has been heavily advertised including to all known Road Associations and Neighbourhood watch mailing lists. All

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	<p>councillors were asked to make every effort to attend and encourage neighbours to join in on Saturday 4th March 10.30am.</p> <ul style="list-style-type: none"> • The telephone box will be decorated to advertise the event. • A Lakeside resident has requested the Parish Council to take on responsibility for litter picking up the footpath along the lake. RPC has no responsibility in litter and the path is part KCC, part privately owned. • Further to Mr Allen’s request last month for support in obtaining highways safety features in front of the 2 listed cottages, Cllr Crabtree did ask the KCC safety officer for feedback, but he has dismissed any suggestions. As highways safety is KCC’s responsibility, Cllr Mercer has responded to the residents and confirmed that the pavement is wide enough for KCC to install bollards and to offer continued support. • STC are not proposing to take over devolved services in grass mowing or hedge cutting from KCC. • Street furniture & garden • Thanks was expressed to those who turned up to prune the trees at The Heights and replant the central reservation planters. • Cllr Kennett submitted the entry form for Riverhead to be included in South & South East in Bloom 2017. Judging is between 3rd – 14th July and the entry fee has been waived this year. Cllrs Kennett and Collins will attend their practical workshop which includes a guide to making the most of your entry at total cost of £40.00.
CK/IC	<ul style="list-style-type: none"> • Another working party to tidy up the village was set for Saturday 1st July and Clerk will advise SDC that Riverhead has been included in the competition as they will also try to ensure the bins are not overflowing and litter has been picked. • There have been many verbal compliments about the new bus shelter at River Court, however the installers will be returning in the next couple of weeks to re-install it so that it is level! • The new notice board outside the village hall has been installed. Thank you to Alun Colnet. Cllr Crabtree has been thanked and it is hoped a photograph will be published in the Chronicle. • The bus shelter near the fire station has been repaired. • The lock to the electricity meter box at The Heights is broken and cannot be opened. Clerk has arranged for a locksmith to look at it as access will be needed for the next working party.
Clerk	<ul style="list-style-type: none"> • Traffic and local parking • Cllr Brown arranged a meeting with SDC officers responsible for parking issues which Cllrs Denton and Mercer and the clerk attended. Once all parties have agreed on the statements made and the action points decided, a summary will be distributed to Councillors so they can inform residents who complain directly to SDC. A positive outcome of the meeting is that the review of parking on the whole of Riverhead should be happened earlier than initially announced and we are waiting for a new date. • In the meantime, SDC have said that all complaints can be made directly to them and they will ensure that the correct authority is notified rather than tell residents to contact another council. • Cllr Denton has completed a response for KCC’s Freight Action Plan. Cllr Wood requested a copy.
Clerk	<ul style="list-style-type: none"> • Local business and services • Most traders participated in the British Heart Foundation fundraising and with another marriage proposal on display in the phonebox, the facebook page received over 4,000 hits and was also commented on in other networking media services. Cllr Collins was thanked for organising. • STC planted hazel shrubs and one broad-leaved cockspur thorn 'Prunifolia' tree on the green alongside Brittain's Lane. • There have been burglaries or attempted burglaries on Homefield Road and Uplands Way during the month.

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H'ways	<ul style="list-style-type: none"> • A second quote has been received for cleaning out the blocked rainwater drain on The Square and replacing part of the cast iron pipe with a view to getting a Business Area Improvement grant from SDC. As both quotes are well over the £500 grant and actual cost is expected to be over £1,000 it was agreed to ask neighbouring businesses to make a contribution. <p><u>b. Village Hall</u></p> <ul style="list-style-type: none"> • The following checks were carried out weekly and: • Hall emergency lighting was checked and found to be in working order. • 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. • Village Hall committee has decided to replace sockets without the safety shutter mechanism in all areas hired out and the faulty radiator in the main hall before the end of March at an estimated cost of £360.00. The office sockets will be checked too. • The periodic review of electrical installation due in April 2017 together with portable appliance testing will be carried out during the Easter holidays at an estimated cost of £470-£525. • Cllr Kennett is liaising with gardener to ensure moss is killed and removed from the Village Hall paths and will ask for the lawns in both gardens to have a spring treatment including moss killer too. • St Mary’s pre-school will be putting broadband into the Village Hall and Clerk has reminded them to use the existing phone line in the lobby.
CK	
AW	<p><u>c. Parkland</u></p> <ul style="list-style-type: none"> • The application for Village Green status for the Parkland is progressing, but now excludes 2 small strips of land that the Parish Council doesn’t own, one is unregistered and it will be difficult to track down the owners of the registered strip. Notices have been displayed until 3rd April and provided there are no objections, the matter will be referred to KCC’s Regulation Committee Member Panel which unfortunately is unlikely to meet until after the May election. Clerk has advertised on the website and facebook. • There were 5 volunteers at the Riverhead Parkland working party, who helped clear brambles and other undergrowth alongside the fence by the Angling Society’s border ready for stock fencing applied for in the Ibstock Cory grant application. • Cllr Wood will attach a handle to the entry gate at St Mary’s Drive as he hasn’t heard back from the scouts in designing a handle. • It was agreed the photographs forwarded from Cllr Wood of a bench design for the Parkland were very attractive and would be added to a wishlist.
All	<p><u>d. Allotments & Open Spaces</u></p> <ul style="list-style-type: none"> • There were 12 volunteers at the Macartney allotment working party including 8 allotment holders. A large pile of rubbish has been collected and a plot has been cleared. Three plots have been covered with black material. Those who attended were thanked. • Another working party is planned for 19th March at Broadmead and will address some way of preventing unauthorised access to the allotment driveway from Hawthorn Lane. A skip will be ordered for that weekend. • It was agreed to accept Mr Stewart’s quote of £150 to remove a dying apple tree on a prime vacant plot on Macartney to carry out the work in April. The plot holder with an overgrown hazelnut tree on her plot will be asked to prune and reduce it’s height. • Ferretting on the Scout site successfully caught 14 rabbits and Broadmead plot holders will be notified.

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<p>MD</p> <p>Clerk</p>	<p><u>e. Finance</u></p> <p>i) Payments & receipts</p> <ul style="list-style-type: none"> • A list of payments totalling £5,852.47 was distributed, reviewed and approved. Other than clerk's salary, there 2 payees over £500 – Streetlights £685.63 (incl VAT) for a quarterly maintenance charge, SSE Swalec quarterly electricity bills totalling £795.03 for the Village Hall & Heights and Shorecourt Joinery £1,112.46 for replacement of the roof and other repairs to the London Road bus shelter near Uplands Way. • The payment for public liability insurance on behalf of The Riverhead Allotment Association is funded by contributions from plot holders. • Receipts amounting to £3,865.09 were received, including annual interest on the savings accounts and a VAT refund. <p>ii) The National Joint Council pay award scheme</p> <ul style="list-style-type: none"> • It was approved to increase the Clerk's salary by 1 pay point to SCP 29 in accordance with her contract from 1st April 2017 based on the 2016-18 NJC pay award scheme. <p>iii) Other items</p> <ul style="list-style-type: none"> • Our current Payroll Services Contract is due for renewal in April and Cllr Denton will review the formal contract with the cost for the year being £102.00 for 2 employees payslips, payroll reports and online RTI reports to HMRC. • It was agreed that £14,000 is transferred to the reserve for the street light refurbishment as estimated future receipts and payments until the end of April when 50% of the precept is received will still be available in the current account. • Clerk will attend a Best Practice Workshop – Preparing for your audit £30+VAT.
<p>AW</p> <p>IC</p> <p>Clerk</p> <p>ICM</p> <p>AW</p>	<p><u>8. PLANNING COMMITTEE REPORT</u></p> <ul style="list-style-type: none"> • Cllr Wood will attend the Planning Conference 2017 is in Lenham 23rd March. Councillors were reminded to check with their insurer when using own car for council purposes. Maximum HMRC petrol/mileage allowance payment 45p per mile. • Cllr Collins offered to complete the consultation on new planning proposals which will amend the Planning Policy Framework, following the Housing White Paper – “Fixing our broken housing market”. • The 2.46 hectares next to the scout site is on SDC list of possible development for 60 residential units and it was agreed to check neighbouring houses were aware. • A meeting will be arranged with The Harvester about advertising signs in the conservation area and help will be asked for in respect of some other issues in Riverhead. • Cllr Wood will check whether all signs on lamp posts in Riverhead have permission from KCC. • Planning applications reviewed in the month were: SE/16/03781/HOUSE 23 Chipstead Lane, TN13 2AH Erection of a new single storey side extension. Part demolition and re-erection of existing rear extension. Adaptions and enlargement to existing conservatory, including a new roof and alterations to fenestration. Alteration to door opening to form a window opening. SE/17/0035/HOUSE 70 Bullfinch Lane, TN13 2EB Erection of a single storey side and rear extensions including two rooflights to rear. SE/17/00073/HOUSE 58 Marlborough Crescent, TN13 2HJ Erection of a single storey rear extension with flat roof and lantern light and a two storey front and side extension with pitched roof and new rooflights. Removal of existing chimneys. Erection of an open porch. Alterations to fenestrations. SE/17/00100/HOUSE St Martins Lodge, 34 Uplands Way, TN13 3BW

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	<p>Erection of a part single, part double rear extension with a roof lantern. Erection of a single storey side extension and alterations to the existing garage, extending it to the side and front, it's roof creating a new porch. Erection of a first floor side extension. A replacement roof with a small gable, nine roof lights and two rear dormers. Internal alterations and alterations to existing window fenestrations. Modifications to rear patio adjacent to the proposed extension. SE/17/00138/HOUSE 36 Lyndhurst Drive. TN13 3HQ</p> <p>Erection of a two storey rear and side extension with first floor mezzanine extension over existing garage. Proposal included the inclusion of velux windows in the roof slopes associated alterations to the roof. SE/17/00070/HOUSE 94 Marlborough Crescent, TN13 2HR</p> <p>Erection of a rear and side single storey extension with rooflight. Alterations to fenestration.</p> <ul style="list-style-type: none"> • Planning permission was granted for 5 St Mary's Drive, 1 Uplands Close, 25 Chipstead Lane • Various works to trees, St Mary's Drive and 16 Uplands Close • Cllr Colnet raised concerns about the 2nd planning application by Tesco for a Timpson pod. Clerk has emailed SDC to ask that residents comments raised from the 1st withdrawn application are considered with the 2nd application and asked the District Councillors for their support in this request. A note will be sent to the Chronicle on the subject as a follow up of the article of October 2016.
<p>Clerk</p> <p>Clerk</p>	<p><u>9. CORRESPONDENCE</u></p> <ul style="list-style-type: none"> • Hard copies of Clerks & Councils Direct January issue and The Clerk magazine are available for review. • The BBC are seeking items in disrepair that have a community value to assist with the repair for a new tv programme and it was suggested that the milestone and listed railings on Worships Hill could be reported. • A 5 step guide for Councillors on How to Keep it Local has been produced by a national network of community organisations is available from the clerk. • Dynamic Councillor courses ideal for newer members are being run in April and May and clerk will forward details to Mr Swanton. • A defibrillator use training is available on 25 March.
<p>Clerk</p> <p>ICM</p> <p>Clerk</p> <p>All</p>	<p><u>10. CLERK'S OFFICE</u></p> <ul style="list-style-type: none"> • Cllr Freedman resigned due to work and overseas commitments on 25th January 2017. It was agreed to personalise a thank you gift with picture of his work in Riverhead. • SDC provided the Notice of Vacancy which has been displayed appropriately on the noticeboards and website. Once the notice expires, the Council will be permitted to co-opt a new member and a St Mary's Drive resident who already volunteers at the Parkland working parties will be approached. • Cllr Mercer will draft an amendment to Standing Order to limit the number of consecutive years for chairmanship. A temporary committee will discuss and draft a proposal for full council in respect of the possibility of a vote of no confidence when the behaviour of a councillor seems not appropriate. • Volunteers are needed to join Parkland and Allotment committees, but it was agreed to ask any co-opted councillor. • Cllr Swanton will be asked to check, update and manage the facebook page. • Everyone was asked to attend on 4th March rather than just the same few councillors. Any councillor before joining the Parish Council has been specifically asked to actively participate.

The meeting closed at 9.35 pm