

RIVERHEAD PARISH COUNCIL
January Minutes 2017

	Minutes of a meeting of the Riverhead Parish Council held in Riverhead Village Hall at 19.30 hours on Monday, 16 th January 2017.
	1. PRESENT: Mrs Mercer (Chairman), Mr Himsworth (Vice Chairman), Mrs Kennett (Vice Chairman), Mr Colnet, Mrs Collins, Mr Wood, Mr Freedman from 8.25pm Also present: Mrs Penollar (Clerk), Mr Allen and Mr Stambollouian Apologies for absence: Cllr Bayley, Cllr Denton and Cllr Swanton
	2. DECLARATIONS OF INTEREST: None
	3. MINUTES: The minutes of the meeting held on Monday, 12 th December 2016 had been circulated and were approved and signed.
	4. REPORTS BY DISTRICT AND COUNTY COUNCILLORS: None
Clerk	5. OPEN COUNCIL: <ul style="list-style-type: none"> • Mr Stambollouian introduced himself as chair of a subcommittee of Montreal Park Residents Association to deal with concerns about proposals to develop 20 acres of land partly in Riverhead and backing on Montreal Park. This area is included as an ANOB, has ancient woodlands and is a high are of flood risk. Mr Stambollouian was aware of the review of sites by independent consultants and will attend the SDC meeting where it is being discussed. Cllr Mercer appreciated the information being forwarded to the Parish Council and it was agreed to continue to share information as the Council is also averse to it's development. • Cllr Mercer reported that the Council will also monitor any applications to develop land behind Riverhead Infant School owned by the Angling Society. • Mr Allen raised concerns following 2 road accidents outside the listed cottages on Amherst Hill in 2016 and discussed the email sent to all levels of council. Cllr Mercer reported that KCC may consider bollards or new bay markings, but would not implement any other of the resident's suggestions. Speed Watch was also discussed. Cllr Wood suggested Mr Allen investigate the option of a raised kerb. Clerk was asked to forward the relevant contact details for KCC and this site would be raised at an meeting the Parish Council is trying to arrange with Cllr Crabtree and the KCC safety engineer.
DF AW Clerk OS ICM CK	6. ACTION POINTS STILL OUTSTANDING <ul style="list-style-type: none"> • Leaflet to attract volunteers for Parkland working parties • Cllr Wood will contact the Scout Group to see if they are interested in designing a handle to assist in opening the Parkland gate at St Mary's Drive. • Clerk will see Sevenoaks Town Council at a Clerk's meeting and discuss their plans about taking over grass and hedge cutting from KCC. • Broadband/telephone/email supplier still to be investigated. • Potential development behind the Scout site to be investigated. • Cllr Kennett is waiting to hear from the local co-ordinator for South & South East in Bloom Competition.
	7. MATTERS FOR REPORT <u>a. Highways</u> <ul style="list-style-type: none"> • The new KCC highways steward, Andy Swanson has visited to office to introduce himself. He has had 2 years' experience as a highways steward with a neighbouring county council. • Streetlights • Awaiting quotes for the streetlight refurbishment and painting KCC lamp posts from 2 contractors and need to find a third contractor for the refurbishment project. • Footpaths and pavements

RIVERHEAD PARISH COUNCIL
January Minutes 2017

All	<ul style="list-style-type: none"> • A working party was agreed on Sunday 5th February 10am to prune the trees at the Heights bolt in a new planter and then replant it. All councillors were asked to help.
All	<ul style="list-style-type: none"> • Great British Spring Clean litter campaign is 3-5th March and it was agreed a village working party would be held on Saturday 4th March 10.30am and advertised to residents.
CK/IC	<ul style="list-style-type: none"> • Street furniture & garden • Following Cllr Crabtree’s involvement, Kent Highways will wrap the white sections of the belisha beacons in reflective tape but will not replace the lights in the upright part. • Cllrs Collins and Kennett offered to manage the Valentine Hearts fundraiser in the telephone box again and it was agreed to support the British Heart Foundation again. St Mary’s Pre-school will be offered the opportunity to decorate the telephone box until then. • Mr Alun Colnet will fit the new notice board due to arrive on Thursday 19th January. • £2,000 grant for the new bus shelter has been offered and clerk has ordered the shelter. The supplier needs the contractor installing the bus shelter to be present on the day, but a local builder hasn’t been found who can commit to this. It was agreed to use Littlethorpe to install as well as supply the bus shelter. Cllr Colnet will remove the existing bench nearer the time of installation and it was agreed to ask Cllr Crabtree if further funds from the member’s grant were available towards the cost.
AC	<ul style="list-style-type: none"> • Traffic and local parking • Further complaints about parking on Worships Hill have been received from residents after being directed to the Parish Council by SDC. • SDC told us that they will not meet with the Parish Council to discuss the parking issues. Following Cllr Mercer’s reminder to SDC that Riverhead was promised a parking review in 2012 after Dunton Green, Cllr Brown SDC is now trying to arrange a meeting. Cllr Mercer is also trying to arrange a meeting with Cllr Margaret Crabtree & the KCC Safety Officer. Cllr Kennett reported the parking on Worships Hill hindered an emergency vehicle in the first week of the school term, which was only resolved by vehicles mounting the pavement being heavily used by school children. A similar incident was reported to the clerk by a Cranmer Road resident in the last week of the winter school term.
ICM	<ul style="list-style-type: none"> • New parking restriction have been put on Montreal Park, without the Parish Council being aware. It will be raised at the next meeting with KCC.
ICM	<ul style="list-style-type: none"> • Local business and services • £700 was raised during the Christmas Tree festival for Age UK Sevenoaks and St Mary’s Church <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. • Cllr Colnet was thanked for removing and disposing of the Christmas tree and taking down all decorations. • One of the regular hirers has not sent back their updated agreement or paid hire fees now overdue. Clerk will collect key if not paid by their next booking. • It was agreed to refund hall fees to Teddies Nursery after they had to cancel their meeting in the Village Hall due to the snow as the hall is not available on the revised date. • Clerk is waiting for 2 quotes for various electrical work needed in the village hall including the 5 year periodic inspection due in April.

RIVERHEAD PARISH COUNCIL
January Minutes 2017

DF AC	<ul style="list-style-type: none"> • Cllr Freedman will be asked if he is interested in liaising with Mr Arnold about the war memorial upgrade/replacement. • Cllr Colnet offered to set up the metal storage box has been delivered flat packed.
CH Parkland CK DF AW	<p><u>c. Parkland</u></p> <ul style="list-style-type: none"> • Mr Tilbury has carried out some tree work in the Parkland following a tree survey and Cllr Himsworth will need to check the work before settling the invoice as it seems work on T14 has been invoiced but not completed. A second quote for the non-urgent work is needed as the 2 quotes for urgent and non-urgent work were over £500 when added together. The Parkland Committee should review and report on the remaining non-essential recommendations. • Cllr Freedman arrived. • The ferreters have visited the Parkland and the Angling Club at the end of December and caught 15 rabbits. Cllr Kennett will enquire whether the ferreters have been visited the scout ground. • Cllr Denton led the Parkland working party on Wednesday. There was a good jolly turnout and they chopped up a lot of the wood from the felled tree, finished off taking down the ivy to make room on the stone wall by the St Mary's Drive entrance for the fund raising sheet, re 'wattled' the fence near St Mary's Drive to stop dogs entering no mans land and cleaned out the green store. • It was agreed that the first aid kit for the parkland box should be replaced. • Cllr Himsworth has submitted a grant application to Ibstock Cory and expects to hear early in March. • Cllr Freedman will shovel more bark/chippings onto the dell path from an existing supply. • Cllr Wood will forward some photographs of a nicely carved bench he has seen in Shoreham for future ideas in the Parkland.
IC/DF	<p><u>d. Allotments & Open Spaces</u></p> <ul style="list-style-type: none"> • Cllr Collins is waiting to hear back from the Allotment Association about some working party dates especially on the Macartney site which is higher priority than Broadmead. Cllrs Collins and Freedman will visit the sites together to identify the problem areas and where new sign posts are needed. • Mr Stewart has decided to defer the establishment of the communal plot for fruit trees. Cllr Collins has written to him to thank for his help so far and assure him that we do appreciate his work and support. • A working party will be arranged to lay the black membrane down on cleared plots. • All allotment rent has been received and Finance committee will write the cheque to pay the Allotment Associations annual insurance premium when requested as ploholders contributions have been collected on their behalf.
	<p><u>e. Finance</u></p> <p>i) Payments & receipts</p> <ul style="list-style-type: none"> • A list of payments totalling £4,368.48 was distributed and reviewed. The payment of £495 to Mr Tilbury was not approved until the work done has been clarified and a cheque will be raised to repay Teddies Nursery £39.00. Other than clerk's salary, there no payees over £500 excl VAT. • Receipts amounting to £2,064.00 were received. • A finance summary of receipts and payments for the 9 months to December 2016 was distributed along with the quarterly summary of payees who received more than £500 in the 3rd quarter and were reviewed. The quarterly summary of payees over £500 will be posted to the website.

RIVERHEAD PARISH COUNCIL
January Minutes 2017

IC	<p>ii) Budget & precept</p> <ul style="list-style-type: none"> There were no questions arising from the draft budget 2017-18 handed out last month. Clerk has updated the budget to include the street light refurbishment project as agreed last month with the estimated £24,000 cost being funded from current reserves of £14,000 and next year's precept of £10,000. The net effect on the budget deficit is nil. If the precept is set at £51,774, it will cover the budget deficit of £51,527 without changing the charge to the residents. Tax band D will pay £41.85 for the 3rd year in a row. It is believed residents will get increases from KCC, SDC and Kent Police amounting to over £30. <p>It was moved to approve the 2017/18 budget is approved and agree a 0% change in tax to the residents and the precept is set at £51,774 for 2017/18, with two abstentions.</p> <ul style="list-style-type: none"> Cllr Collins offered to review the Kent Police consultation on their proposed 3.3% increase in precept. <p>iii) Financial Regulations</p> <ul style="list-style-type: none"> Further to issues raised last month, it was agreed: <ol style="list-style-type: none"> Lower limit above which 2 quotes will be increased to £700.00. Limit requiring public procurement procedures will remain the same at £60,000. There were no other queries after reviewing the new draft financial regulations handed out last month <p>It was moved to adopt the new Financial Regulations.</p> <p>iv) Other issues</p> <ul style="list-style-type: none"> From April 2017, public sector bodies can choose their water and wastewater services suppliers and since 30 September 2016, these services are being billed separately. Clerk will review bills to ensure that there are no duplication and Finance Committee will monitor alternative suppliers once competition is introduced. PKF Littlejohn have been chosen by the Smaller Authorities Audit Appointments procurement process to carry out the external audit for Kent authorities and therefore will continue to carry out the Parish Councils external audit until 2021/22.
	<p><u>8. PLANNING COMMITTEE REPORT</u></p> <ul style="list-style-type: none"> There is a Neighbourhood planning workshop in Lenham, Maidstone on Wednesday 22nd February 9.30-12.30pm and Planning Conference 17 March 9-4pm in West Faversham. There has been a s106 payment for the new upper floor of River House, but SDC allocated it towards affordable housing and said that it is going "<i>into the relevant Council's Housing pot</i>". The Parish Council objected again to a 2nd identical application by Tesco to install a Timpsons pod outside it. Planning applications reviewed in the month were: SE/16/0981/OUT – Land South West of 2 Uplands Close, TN13 3BP Outline application for the erection of a detached four bedroom dwelling, new access and off street parking with some matters reserved. SE/16/03368/HOUSE – 1 Uplands Close, TN13 3BP Erection of a replacement fence covering the length of the front boundary. SE/16/03642/HOUSE – Shandon, 5 St Mary's Drive, TN13 2AR Demolition of existing garage and erection of new two storey side extensions with dormers front and rear. Creation of new rear dormer and alterations to fenestration and new sun tunnels. SE/16/03665/HOUSE – 25 Chipstead Lane, TN13 2AH Erection of a two storey side extension. SE/16/03788/FUL - Tesco Superstore. Aisher Way TN13 2QS Installation of dry cleaning, key cutting, shoe & watch repairs pod to Tesco premises. SE/16/03789/ADV – Tesco Superstore. Aisher Way TN13 2QS The advertisements to promote the brand and the service the pod can provide. SE/16/03117/FUL – 19 Mount Close, TN13 3EG (ADJOINING PARISH)

RIVERHEAD PARISH COUNCIL
January Minutes 2017

	<p>Proposed rear dormer loft conversion to No.19 Mount Close, and the erection of an attached dwelling to the side of No.19 Mount Close. SE/16/03900/HOUSE 5 Brittain's Lane, TN13 2JN Demolition of car port. Erection of a garage and single storey side extension</p> <ul style="list-style-type: none"> • Planning permission was granted for 3 The Close, 34 Marlborough Crescent, 22 Long Meadow, 11B London Road • Tree works to be carried out to 12 lime trees in Montreal Road
<p>All</p> <p>All</p> <p>Clerk</p> <p>OS</p> <p>Clerk</p> <p>All</p>	<p><u>9. CORRESPONDENCE</u></p> <ul style="list-style-type: none"> • KCC has acknowledged the voluntary registration of Riverhead Parkland as a new Village Green and started work on it in January • There is an Annual Civic Service at Rochester Cathedral to celebrate the continuing contribution made by local authority mayors and chairs in their civic year on 14th March and councillors were asked to let clerk know if they can represent the council. • Councillors were asked to notify clerk if they could suggest any unsung hero for SDC Making it Happen Community and Voluntary Awards. • Clerk will forward the SDC consultation about introducing parking charges in Bligh's carpark on Sundays for councillors to respond on a personal level. • Dynamic Councillor course for new Parish councillors 23rd February 7-9.30 in Sellenge. Clerk will forward details to Cllr Swanton. • Clerk will forward the invite to a consultation on a new free school to Cllrs Collins and Freedman. • NALC parish news is available on request by email • 1000 Beacons of Light for Battles Over – A Nations Tribute 11 November 2018 was discussed. Cllr Himsworth reported that Sevenoaks Town Council organised a beacon previously. • Tesco funding Bags of help grant scheme is open if anyone has any ideas.
	<p><u>10. CLERK'S OFFICE</u></p> <ul style="list-style-type: none"> • The Standing Orders are currently up to date with the NALC proforma. However two historic raised issues were discussed concerning limiting the number of consecutive years that a councillor can hold the position of chairman and giving power to the Council to give an official warning to a councillor who fails to comply with standing orders, financial regulations and the code of conduct. In accordance with the law, only SDC can remove a Councillor. The matters will be discussed at the next meeting. • The Annual Parish meeting for residents was set for 11th May and it was agreed to use the same format as last year. • Cllr Himsworth has collected another another scrap book from Mrs Barratt. Clerk will arrange for some thank you flowers. • Cllr Swanton was thanked for setting up Dropbox for back up purposes. The email account and Scribe still need to be backed up manually to DropBox, • Cllr Freedman distributed proposed wording to seek volunteer help in the Parkland and elsewhere and asked for comments on the wording.

The meeting closed at 9.15pm