

RIVERHEAD PARISH COUNCIL
March Minutes 2017

	Minutes of a meeting of the Riverhead Parish Council held in Riverhead Village Hall at 19.30 hours on Monday, 20 th March 2017.
	1. PRESENT: Mrs Mercer (Chairman), Mr Himsworth (Vice Chairman), Mrs Kennett (Vice Chairman), Mr Colnet, Mr Denton, Mrs Collins, Mr Wood, Mr Swanton Also present: Mr Fenner, Mrs Penollar (Clerk) Apologies for absence: Cllr Crabtree
	2. DECLARATIONS OF INTEREST: None
	3. MINUTES: The minutes of the meeting held on Monday, 20 th February 2017 had been circulated, approved and signed.
	4. REPORTS BY DISTRICT AND COUNTY COUNCILLORS: None
	5. OPEN COUNCIL: Mr Fenner introduced himself and, having helped at the Parkland working parties recently, has been asked if he was interested in being co-opted to the Parish Council. Mr Fenner will meet with clerk to discuss further.
OS MD Clerk CK	6. ACTION POINTS STILL OUTSTANDING <ul style="list-style-type: none"> • Cllr Swanton has reviewed business broadband/telephone suppliers and will summarise in a document for discussion next month • Clerk to assist in contacting Mr Arnold about the war memorial corrections and relocation • Manufacturer has been asked for a replacement lock for meter cupboard at The Heights • Repair to drainpipe The Square, outstanding to ask businesses to contribute • Village Hall path will be power washed to remove remaining moss.
CK ICM ICM AW/ CH	7. MATTERS FOR REPORT <u>a. Highways</u> <ul style="list-style-type: none"> • Cllrs Kennett and Collins attended the In Bloom workshop and a summary of key points was distributed. One main requirement is that the team managing the In Bloom competition includes the community outside the council and Cllr Kennett proposed contacting residents associations for volunteers. Cllr Mercer will prepare a flyer to invite shops to join in with window displays. • Streetlights • Cllr Mercer and clerk will meet with a 3rd contractor on Wednesday about the refurbishment of street lights on Montreal Park. • The KCC street lights needing re-decoration have been identified and the authorisation request sent to KCC. Cllr Swanton reported that none of the street lights on Lakeside Place are painted. • KCC have confirmed which advertising posters on the streetlights do not have permission. Cllrs Wood and Himsworth agreed to meet to remove as many as possible. • Footpaths and pavements • The Village tidy over the Great British Spring Clean weekend was very well attended with record number of volunteers, 22 in total, and a record amount of rubbish. All volunteers were informed of the next working party on 1st July. • The KCC safety engineer declined to meet with residents and the council about safety issues to pedestrians and road users on Amherst Hill and he cannot identify any solutions. Cllr Crabtree continues to pursue this, but is recommending that the next KCC member is approached for support once elected. • Street furniture & garden

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AW	<ul style="list-style-type: none"> • The bus shelter at River Court has been refitted and is levelled. Cllr Wood has offered to clean off some remaining cement at the base. • Cllr Crabtree offered another £775 members grant and agreed to Cllr Mercer’s suggestion to pay for the recently damaged planter in the central reservation and the stock of planters in the central reservation be replenished as these frequently need replacing. • The telephone box has been redecorated for Easter. • The colour of the flowers in the planters for the summer will be red and pink. • Traffic and local parking • The PCSO has volunteered to carry out speed watches and will be asked to include Amherst Hill, London Road and Worships Hill outside peak traffic times. • The PSCO’s crime report was distributed. In addition to those crimes, there has also been a burglary on Bullfinch Lane. • The action points arising from the meeting with SDC about parking issues in Riverhead last month have been distributed for review. On the back is the note to be distributed to residents, which has been amended by SDC. SDC will be followed up for their outstanding actions points, once meetings with the Harvester and schools have been held. • Local business and services • The Valentines event raised £86.56 for British Heart Foundation. <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.
CK	<ul style="list-style-type: none"> • Cllr Kennett will follow up with the caretaker after damage to the gents cloakroom over the weekend. • An electrician has carried out the replacement of the heater and electrical sockets at the slightly higher cost of £240, as the original quote was for the work to be carried out in conjunction with the Periodic Review.
	<p><u>c. Parkland</u></p> <ul style="list-style-type: none"> • Five volunteers assisted at the monthly working party and cleared ivy from the trees by the stream and pond and cleared soil from the path. • Additional emergency tree work after storm Doris has been carried out by Mr Tilbury, whilst completing other contracted work. • A donation has been received from Mr R Harris towards the memorial bench and tree for Prof & Mrs Harris. As the Parkland spending has been limited this year because the promised donation did not look forthcoming, the remainder of the current year budget will be rolled into next year and ring fenced for planned new fencing at the St Mary’s Drive entrance.
ICM	<p><u>d. Allotments & Open Spaces</u></p> <ul style="list-style-type: none"> • The allotment contract has been updated to specify the type, size and number of fruit trees permitted, to require the tenants to maintain the paths and to ban sprinklers. A new plot holder has signed up at Macartney. The new contract will be send to all tenants next September. • The working party at Broadmead has been well attended by plot holders and councillors and the only vacant plot has been cleared and covered. The skip has been filled completely. Mr Stewart also cleared the remaining waste at Macartney after the last working party apart from metal, which will be dealt with separately.

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Clerk	<ul style="list-style-type: none">• A kind plot holder Mr Rudland has repaired both gates at the Macartney site. The noticeboard was blown down in Storm Doris, but can be repaired using a metpost with the further offer of help of plot holders. It was agreed to reinforce the noticeboard at Broadmead and see if the pinboards can be replaced.• Another kind volunteer, plot holder Mr Harker has put a post at the entrance to Broadmead allotments for a chain to hang across the drive to prevent unauthorised access.• The water board have failed to repair a leak on their side of the meter at Broadmead site. Although it does not affect the meter, clerk will continue to follow up.
	<p><u>e. Finance</u></p> <p>i) Payments</p> <ul style="list-style-type: none">• A list of payments totalling £11,855.23 was distributed, reviewed and approved. Other than clerk's salary, there 3 payees over £500, Alex Tilbury £565 for tree surgery in Parkland and Littlethorpe of Leicester bus shelter £6,340+VAT and planters for the central reservation up to £599.33+VAT.• As the financial year ends, the costs of £39.62 incurred this month using the credit card have been included in total cheque raised of £330.95 although they will appear on the April statement. This is to ensure that the expenditure is settled in the correct accounting year.• Receipts amounting to £7,126.10 were received, including KCC grants towards the new noticeboard and bus shelter. <p>ii) Other issues</p> <ul style="list-style-type: none">• s137 expenditure limit for 2017/18 has been published at £7.57 per resident and clerk confirmed the budgeted s137 expenditure used to donate to charities is below this.
	<p><u>8. PLANNING COMMITTEE REPORT</u></p> <ul style="list-style-type: none">• SDC followed the Parish Council views and has refused the Tesco application for a Timpsons pod after deciding that more weight should be allowed for existing businesses in Riverhead.• Cllr Wood has offered to monitor the development of the Northern Sevenoaks Masterplan as it evolves and distributed a report summarising current proposals after attending a recent consultation session.• Cllr Denton has followed up Mr Jones, SDC about the list of proposed TPOs in Riverhead but no response.• Planning applications reviewed in the month were: SE/17/00521/HOUSE – 10 Bullfinch Lane, TN13 2DY Erection of a two storey rear extension, alterations to roof, two new Velux windows and circular rooflight and front porch. Removal of chimneys to side elevations and alteration to chimney at the rear. SE/17/00427/HOUSE – 79 Marlborough Crescent, TN13 2HL Proposed ground floor rear extension with roof light; first floor side extension, ground and first floor side extension; new porch; demolish and rebuild garage in line with the house; loft conversion with rear dormer and roof light. SE/17/00394/FUL – 32 Bullfinch Lane, TN13 2EB Demolition of existing bungalow and erection of replacement dwelling on same footprint with an infill extension and first and attic floors. SE/17/00004/HOUSE – 18 Shoreham Lane, TN13 3DT amended consultation Demolish the conservatory, boiler room, and detached garage building; provide rear and south side extensions on all 3 levels, including rear dormer and attached garage. SE/17/00569/HOUSE – 99 Marlborough Crescent Proposed garage conversion to habitable accommodation, construction of part single and part 2 storey rear extensions; new roof lights and solar panels, change of bedroom window to juliet balcony. SE/17/00541/HOUSE – 69 London Road, TN13 2DT

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	<p>Demolition of existing conservatory and erection of a single storey rear extension. Alterations to rear fenestration.</p> <ul style="list-style-type: none"> • Planning permission was granted for 5 Brittain's Lane, 94 Marlborough Crescent, 58 Marlborough Crescent, 23 Chipstead Lane, 70 Bullfinch Lane, 34 Uplands Way, 18 Shoreham Lane, 19 Mount Close (neighbouring Riverhead). • Planning permission was refused for Land South West of 2 Uplands Close, Tesco Timpson pod and advertising and Unit E Ryedale Court. • Tree work in conservation area – The Red House, 1 Maidstone Road 50-60% reduction to an ash tree.
All	<p><u>9. CORRESPONDENCE</u></p> <ul style="list-style-type: none"> • Councillors were asked to contact the Clerk with any queries or interest in the list of general correspondence distributed.
All	<ul style="list-style-type: none"> • The annual Councillors Conference is in Maidstone on 8 July for anyone who wishes to attend.
All	<p><u>10. CLERK'S OFFICE</u></p> <ul style="list-style-type: none"> • Cllr Himsworth attended the funeral of a past councillor John Stevenson, who served for 29 years until 2008. • The new website will go live this week and clerk will attend a training course and will raise issues already identified from Councillors' reviews. All Councillors were asked to continue reviewing it once live. It was agreed to hold a photograph competition to find new pictures for the home pages of the website and facebook.
All	<ul style="list-style-type: none"> • Cllr Denton would like to collect photographs of unusual features in Riverhead eg chimneys, doorways, old signs for a slide show at the APM.
All	<ul style="list-style-type: none"> • Draft changes to the standing orders prepared by a sub-committee have been distributed and all councillors were asked to review the proposed changes before the next meeting, where it will be a notified item to adopt the new standing orders. Cllr Mercer will answer any questions arising before then. The other amendment to s45 of the standing orders will be 'The chairman, elected annually, cannot keep that position more than 5 years consecutively'.
Clerk	<ul style="list-style-type: none"> • Kent, Surrey & Sussex Air Ambulance are offering talks to present their charity and it was agreed to invite them to do a talk at the APM on 11th May.
OS	<ul style="list-style-type: none"> • Cllr Swanton will attend the Dynamic Councillor course on 22nd April in Tonbridge.
OS	<ul style="list-style-type: none"> • Cllr Swanton has offered to manage the facebook page and work with the clerk on maintaining the website. Setting up a domain name for Riverhead Parish Council to link the current website and new email service was discussed and Cllr Swanton will investigate domain names available and clarify the costs next month. • Mr Freedman sent his thanks for the personalised mug. • Cllrs Mercer and Himsworth have carried out the clerk's staff review, which is available in the office. • Due to Easter Monday bank holiday, the next meeting will be a week later than usual on Monday 24th April

The meeting closed at 8.35pm