

**RIVERHEAD PARISH COUNCIL**  
**June Minutes 2017**

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|                                      | Minutes of a meeting of the Riverhead Parish Council held in Riverhead Village Hall at 19.30 hours on Monday, 19 <sup>th</sup> June 2017.  |
|                                      | <b>1. PRESENT:</b><br>Mrs Mercer (Chairman), Mr Himsworth (Vice Chairman), Mrs Kennett (Vice Chairman), Mr Colnet, Mr Denton, Mrs Collins, Mr Wood, Mr Swanton<br>Also present: Mrs Miles, Mrs Penollar (Clerk)<br>Apologies for absence: Cllr Bayley  |
|                                      | <b>2. DECLARATIONS OF INTEREST:</b><br>None  |
|                                      | <b>3. MINUTES:</b><br>The minutes of the meeting held on Monday, 15 <sup>th</sup> May 2017 had been previously distributed and were reviewed and approved.   |
|                                      | <b>4. REPORTS BY DISTRICT AND COUNTY COUNCILLORS:</b><br>None  |
|                                      | <b>5. OPEN COUNCIL:</b><br>None  |
| MD<br>Clerk<br>CK<br>ICM<br>MD<br>OS | <b>6. ACTION POINTS STILL OUTSTANDING</b> <ul style="list-style-type: none"> <li>• No further action taken on war memorial corrections and relocation</li> <li>• Replacement lock for meter cupboard at The Heights still being sought.</li> <li>• Repair to drainpipe The Square – no further progress.</li> <li>• Flyer to advertise a photograph competition for website and facebook images to be designed.</li> <li>• SDC have visited the proposed TPO sites, but provided no further information.</li> <li>• Watering options Aisher Way roundabout still being investigated.</li> </ul>  |
| IC<br>CK<br>ICM<br>OS<br>CK          | <b>7. MATTERS FOR REPORT</b><br><b><u>a. Highways</u></b> <ul style="list-style-type: none"> <li>• Cllr Wood has been appointed Chairman to the Highways Committee and the terms of reference have been reviewed and adopted. Minutes of the subsequent Highways committee meeting were distributed.</li> <li>• The Riverhead in Bloom committee will meet again during week, but the brochure for the judges is nearly finished and the telephone box will be decorated with flowers loaned by Coolings. Cllr Wood suggested asking if Lancaster Jaguar had an electric car to display.</li> <li>• <b>Streetlights</b></li> <li>• Cllr Mercer is meeting with the contractor who has provided the cheapest quote to check the specification in detail on Wednesday and a Standing Committee meeting will be called to finally decide and appoint the contractor as a notified item.</li> <li>• KCC street light engineer has given permission for the re-decoration of KCC streetlights in Riverhead. Cllr Mercer has prioritised which ones will be done with the £1500 budget, but if the start will be delayed to see if a further discount can be obtained by combining it with Montreal Park street lighting refurbishment.</li> <li>• <b>Footpaths and pavements</b></li> <li>• In response to requests to help tidy up the Village, 1 Shoreham Lane is seeking quotes to repair the fence at the entrance of that street and the owner of the house by the bus shelter on Amherst Hill has cleared all the weeds on the highways side of their boundary.</li> <li>• The working party on Saturday 1<sup>st</sup> July has been split into two sites with Cllr Swanton directing the one at Lakeside Place. Cllr Himsworth offered to assist at Lakeside Place. Cllr Kennett will manage the list of work to be carried out in the centre of Riverhead if given the number of volunteers expected.</li> <li>• <b>Street furniture &amp; garden</b></li> </ul> |

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| Clerk       | <ul style="list-style-type: none"> <li>• Mr Measures has carried out a substantial amount of redecoration and staining around the village including repainting bollards, railings and the telephone box. It was agreed to ask him to redecorate the 2 other sign posts in the village and the mile marker on Worships Hill.</li> <li>• Clerk has diagrams to support location of a village gateway and has finally been supplied with the correct KCC application form for permission which will be completed this week</li> <li>• Cllr Colnet will repair the chain in Alison’s Garden again.</li> <li>• <b>Traffic and local parking</b></li> <li>• SDC will shortly commence their parking review in Riverhead and will start by issuing a letter to residents. Clerk has emailed residents associations where known to make residents aware that they should liaise with each other to suggest the best solution for their road.</li> <li>• Cllr Mercer has written to Invicta about their staff parking issues on Church Field but had no response.</li> </ul> |
| Clerk<br>AC |   |
| ICM/MD      |   |
| AW          |   |
| MD          |   |
| AC/CK       |   |
| Clerk       |   |
| Clerk       |   |
| Clerk       |   |
| Clerk       |   |

**b. Village Hall**

- 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.
- Cllrs Colnet and Kennett will carry out a staff review with the caretaker.
- Cllr Denton has been appointed Chairman to the Village Hall Committee and the terms of reference have been reviewed and adopted. Minutes detailing other issues discussed were distributed for review.
- Remedial work to obtain the EICR sign off has been carried out and clerk will follow up the revised certificate.
- The hall has been booked regularly over a 3 week period during the summer holidays for an 11+ tutor group.
- Mr Measures will carry out the redecoration in the week commencing 17<sup>th</sup> July as soon after the pre-school finishes.
- The defibrillator manufacturer has recommended battery and electrodes are replaced in December 2017, the expiry date of the electrodes, provided the external display continues to show the battery is ok.
- Cllr Colnet was thanked for installing a water butt at the back of the Village Hall that will be used to water the planters in the garden and opposite the village hall.
- Pre-school now have broadband installed using the old line for the payphone and currently pack away the router every night.

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| <p>All</p> <p>CH</p> <p>Clerk</p> <p>CK</p> | <p><b><u>c. Parkland</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Himsworth has been appointed Chairman to the Parkland Committee and the terms of reference have been reviewed and adopted. Minutes detailing other issues discussed were distributed for review.</li> <li>• Cllr Himsworth has obtained grant of £12,901 from Cory Environmental Trust in Britain to which a 10% of £1,290.10 contribution will be funded by the Parish Council. Work must start before 31 July and be completed within 6 months. Cllr Himsworth and the Clerk have reviewed the standard agreement and the requirement to insure the assets of the project has been amended by the Trust Secretary Angela Haymonds, who agreed that the sculpture is not a tangible asset that can be insured.</li> </ul> <p><b>Notified item: It was moved to approve the funding agreement and that it be signed by Cllr Himsworth and the Clerk.</b></p> <ul style="list-style-type: none"> <li>• A summary of the quotes for the oak tree sculpting was distributed. The oak tree sculpture design by Simon Archer had previously been chosen in January 2016 and the Parkland Committee have selected Playground Imagineering to supply and install the fairy ring mushroom seating and Tyrrells to carry out the fencing work.</li> </ul> <p><b>Notified item: It was moved to appoint Simon Archer to complete the oak tree sculpture, Playground Imagineering to supply and install the mushroom fairy ring and Tyrrells to supply and install the fencing in the Parkland.</b></p> <ul style="list-style-type: none"> <li>• A risk assessment has been prepared for this project and the Parkland Committee will monitor, but all councillors visiting the Parkland are asked to call Cllr Himsworth immediately if they notice anything suspicious.</li> <li>• The tree surgeon has confirmed that there were no bats roosting in the tree and it was agreed to try and move the large log away from the tree on Saturday for scaffolding to be installed. Cllr Himsworth and Mr Fenner will also meet during the week to clear the hedge along St Mary's Drive before Tyrrells start work. P&amp;T Scaffolding have been visited the site to provide a quote for scaffolding and security fencing.</li> <li>• With only 3 volunteers at the working party, the tarmac path was strimmed at the edges and leaves were cleared.</li> <li>• Mr Davies has been booked to mow the grass in July.</li> <li>• Mr Stewart will be asked to investigate the entrance gate at St Mary's Drive which is now difficult to open after his repair earlier in the year.</li> </ul> <p>CK</p> <ul style="list-style-type: none"> <li>• Cllr Kennett will ask for ferreting will be carried out along the boundary with Marlborough Crescent at the top of the steep hill.</li> <li>• Deer have been spotted a couple of times in the Parkland.</li> <li>• Some local residents wish to donate tree in memory of a past resident and it has been suggested that a sweet chestnut would be suitable.</li> </ul> |
| <p>IC</p>                                   | <p><b><u>d. Allotments &amp; Open Spaces</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Collins has been appointed Chairman to the Allotment and Open Spaces Committee and the terms of reference have been reviewed and adopted.</li> <li>• The chain is now in place across the Broadmead drive and the plot holders have been asked to make sure it is kept up to reduce the unauthorised use of the drive.</li> <li>• The allotment noticeboards have been made more stable and Cllr Collins has found a metal worker to replace the damaged pinboard with magnetic metal on the noticeboard in both allotment sites.</li> <li>• Mrs Miles was thanked for advertising vacant plots and asked to advertise again towards the end of the summer.</li> </ul>   |

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|  | <p><b><u>e. Finance</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Denton has been appointed Chairman to the Finance Committee and the terms of reference have been reviewed and adopted.</li> <li>• Sevenoaks Home Library have written to thank Riverhead Parish Council for the years of support towards funding a vehicle to take library books to residents who cannot access the public libraries. However due the use of private vehicles, the van is no longer needed and no further donations are needed. Three new charities offering support that includes Riverhead residents were discussed and it was decided to donate £100 to West Kent Mind and £50 each to League of Friends of Sevenoaks Hospital and Wealden Sailability, with the donation to the local air ambulance being reduced to £200 this year.</li> </ul> <p><b>Notified item: It was moved to make the following s137 payments:</b></p> <table style="margin-left: 40px;"> <tr><td>Hospice in the Weald</td><td style="text-align: right;">£100</td></tr> <tr><td>Royal British Legion</td><td style="text-align: right;">£100</td></tr> <tr><td>Kenward Trust</td><td style="text-align: right;">£100</td></tr> <tr><td>West Kent Mediation Services</td><td style="text-align: right;">£100</td></tr> <tr><td>Sevenoaks Citizens Advice</td><td style="text-align: right;">£100</td></tr> <tr><td>Kent Surrey &amp; Sussex Air Ambulance</td><td style="text-align: right;">£200</td></tr> <tr><td>Tunbridge Wells &amp; District Samaritans</td><td style="text-align: right;">£100</td></tr> <tr><td>Sevenoaks Voluntary Transport Group</td><td style="text-align: right;">£100</td></tr> <tr><td>Sevenoaks Community 1<sup>st</sup> Responders</td><td style="text-align: right;">£100</td></tr> <tr><td>West Kent Mind</td><td style="text-align: right;">£100</td></tr> <tr><td>League of Friends of Sevenoaks Hospital</td><td style="text-align: right;">£50</td></tr> <tr><td>Wealden Sailability</td><td style="text-align: right;">£50</td></tr> </table> <ul style="list-style-type: none"> <li>• Clerk reported that the payment to the Royal British Legion would be made in November for Remembrance Sunday.</li> </ul> | Hospice in the Weald | £100 | Royal British Legion | £100 | Kenward Trust | £100 | West Kent Mediation Services | £100 | Sevenoaks Citizens Advice | £100 | Kent Surrey & Sussex Air Ambulance | £200 | Tunbridge Wells & District Samaritans | £100 | Sevenoaks Voluntary Transport Group | £100 | Sevenoaks Community 1 <sup>st</sup> Responders | £100 | West Kent Mind | £100 | League of Friends of Sevenoaks Hospital | £50 | Wealden Sailability | £50 |
| Hospice in the Weald                           | £100  |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| Royal British Legion                           | £100  |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| Kenward Trust                                  | £100  |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| West Kent Mediation Services                   | £100  |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| Sevenoaks Citizens Advice                      | £100  |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| Kent Surrey & Sussex Air Ambulance             | £200  |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| Tunbridge Wells & District Samaritans          | £100  |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| Sevenoaks Voluntary Transport Group            | £100  |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| Sevenoaks Community 1 <sup>st</sup> Responders | £100  |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| West Kent Mind                                 | £100  |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| League of Friends of Sevenoaks Hospital        | £50   |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| Wealden Sailability                            | £50   |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| Clerk  | <p>i) Payments</p> <ul style="list-style-type: none"> <li>• A list of other payments totalling £9,569.38 was distributed, reviewed and approved. Other than clerk's salary, there 4 payees over £500, Mr Measures £798 for handyman work in village, allotments and parkland, Cory Environmental Management Ltd £1,290.10 for 10% contribution towards grant, Simon Archer £2,700 for the deposit for the oak tree sculpture and SSE Swalec £525.20 for electricity used at the Village Hall. It was agreed to make an additional payment to Tyrrells £736.50 deposit for fencing work</li> <li>• Receipts amounting to £2,978.75 were received.</li> </ul>   |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| Clerk  | <p>ii) <u>Other issues</u></p> <ul style="list-style-type: none"> <li>• Finance committee meeting minutes were distributed for review and attention was drawn to the increased cost of the licence to use Scribe, the accounting package. The Clerk did follow up the large increase with Scribe, who explained most of the increase was due to Riverhead Parish Council moving into a higher fee rate now the precept has increased over £50,000. Given the long term use of Scribe, they are willing to continue offering the lower banding rate for 3 years. The charge has therefore been reduced from £347+VAT to £283+VAT.</li> <li>• All Councillors reminded to let clerk know if they can think of someone who could carry out the internal audit review.</li> </ul>   |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |
| All  | <p><b><u>8. PLANNING COMMITTEE REPORT</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Colnet has been appointed Chairman to the Planning Committee and the terms of reference have been reviewed and adopted.</li> <li>• Northern Sevenoaks Master Plan</li> </ul> <p>Cllrs Wood and Mercer attended a meeting on 31st May aimed at Parish Council and Cllrs Kennett and Mercer attended a meeting at Otford Parish Council a week later. It appeared that the previous meetings were not presentation but supposed to be consultations although no opportunity was given to comment; that the Plan comprises the construction of 1054 new dwellings around</p>   |                      |      |                      |      |               |      |                              |      |                           |      |                                    |      |                                       |      |                                     |      |  |      |                |      |   |     |                     |     |

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| All<br>ICM         | <p>Bat &amp; Ball; that no thought has been given so far to infrastructure; that the Plan is part of Sevenoaks future Neighbourhood plan and that their Neighbourhood plan does not include housing development south of the town. As it is part of the Neighbourhood plan, it will be subject to referendum but only for the residents of STC and not the surrounding villages that are the most affected. Once adopted it will be incorporated into the Sevenoaks District Councils Local Plan. This would contribute to SDC's target of 8,000 new homes, which has been reduced from 12,000 initially set by government. Cllr Mercer has drafted a common letter for the chairmen of Otford, Seal, Chevening and Dunton Green Parish Councils but only two chairmen have shown interest so far. A letter has been written to STC Councillors to confirm our disagreement but their reply was not satisfactory. All councillors agreed to feed back their comments to Cllr Mercer who would submit another response to STC before 6<sup>th</sup> July.</p> <ul style="list-style-type: none"> <li>• Tesco are appealing the refused planning application to install a Timpson pod. Clerk has directed Cllr Wood's question as to whether SDC will defend this appeal and another for a new build on London Road to the District Councillors.</li> <li>• Planning applications reviewed in the month were:<br/>SE/17/01441/HOUSE – 77 Marlborough Crescent TN13 2HL<br/>Conversion of loft space to create a habitable room. Installation of a new rear facing flat roof dormer and 2 no. rooflights.<br/>SE/17/01433/FUL – Sai Newsagent, 34 London Road TN13 2DE<br/>Security screen to front elevation of shop<br/>SE/17/01239/HOUSE – 1 Church Field, TN13 3DU<br/>Demolition of garage. Erection of a two storey side extension and loft conversion.<br/>SE/17/01791/HOUSE – 53 Lyndhurst Drive, TN13 2HG<br/>Erection of a single storey rear extension. Garage conversion with a first floor side extension. Removal of chimney and a new chimney.</li> <li>• Planning permission was granted for 79 Marlborough Crescent and 23 Chipstead Lane, 69 Chipstead Lane</li> <li>• Tree work in a conservation area at 1 Park View</li> </ul> |
| All<br><br>Clerk   | <p><b><u>9. CORRESPONDENCE</u></b></p> <ul style="list-style-type: none"> <li>• A list of general correspondence was distributed. Please ask the Clerk if you have any queries or interest in those.</li> <li>• Riverhead Carnival will be on Sunday 17<sup>th</sup> September this year and it was agreed to add payment of £25 to reserve the same pitch as last year to the approved list of payments.</li> <li>• The Good Councillors Guide has been updated for 2017 and clerk will forward a pdf version to all councillors and purchase a hard copy for review in the office at the next KALC course.</li> </ul>  |
| Clerk<br><br>Clerk | <p><b><u>10. CLERK'S OFFICE</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Mercer has been appointed Chairman to the Standing Committee and the terms of reference have been reviewed and adopted.</li> <li>• The draft minutes to the APM 2017 were distributed during the month and the clerk has amended typing errors identified by Cllrs Mercer and Collins. There were no other questions or changes so the Clerk will post the draft to the website for residents to review.</li> <li>• Following recent ransomware attacks, clerk has checked that Microsoft software is automatically updated on the office computer.</li> <li>• It was agreed to commit to a 2 year contract with BT for one of their Infinity packages which is on special offer at £1 more for much faster broadband &amp; unlimited calls £38.90 per month if it can be set up before the offer deadline expires. BT will also handle the taking over of the current broadband account for £20 one off fee with free installation of the new router (delivered separately at a cost of £8) Clerk still investigating how long access to the current email address can continue for.</li> </ul>   |

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| OS  | <ul style="list-style-type: none"><li>• riverheadparishcouncil.org.uk domain name has been purchased and Cllr Swanton will link it to the existing site.</li><li>• Councillors planning to work on the office computer were asked to advise Clerk beforehand as password has been changed including if the wifi is to be used as this has been found left on.</li><li>• An updated contact list with committee roles on the reverse has been distributed, which includes Cllr Wood's new email address.</li></ul> |
| All |   |

The meeting closed at 9.22 pm