Minutes of the meeting of the Riverhead Parish Council held in Riverhead Village Hall at 19.30 hours on Monday, 20th May 2019.

Present: Mrs Collins (Chairman), Mrs Kennett (Vice Chairman), Mr Colnet, Mr Denton, Mrs Stewart, and Mrs Hooper

Also present: Mrs Penollar (Clerk), Mrs Miles, Mrs Brown, Mr Wood and Mr Carmichael.

1. ELECTION OF CHAIRMAN
   - Cllr Kennett invited nominations for Chairman for the ensuing year 2019/20. It was moved to appoint Cllr Collins as Chairman and she duly signed a Declaration of Acceptance of Office of Chairman.

2. ELECTION OF VICE-CHAIRMAN
   - Cllr Collins invited nominations for Vice Chairman. It was agreed there is a continuing benefit to having two Vice Chairmen as they were ex-officio members of all committees. It was moved to appoint Cllrs Himsworth and Cllr Kennett as Vice Chairmen.

3. APOLOGIES FOR ABSENCE: Accepted from Mr Himsworth

4. DECLARATIONS OF INTEREST:
   - Cllr Hooper declared an interest in an expense claim with no receipt.

5. MINUTES:
   - The minutes of the meeting held on Monday, 15th April 2019 had previously been circulated and were approved and signed.

6. CO-OPTION TO THE COUNCIL:
   - The candidates made a brief presentation and were then asked to leave the committee room. As there were only 2 vacancies on the Council, it was agreed to amend the wording of the motion.
   - It was moved to co-opt Mrs Brown and Mr Carmichael to the office of member of Riverhead Parish Council.
   - The meeting was halted whilst Cllr Collins left the committee room to invite the new councillors to return to the committee room.
   - Cllrs Brown and Carmichael signed a Declaration of Acceptance of Office.

7. APPOINTMENT OF MEMBERS TO SERVE ON COMMITTEES/SUB-COMMITTEES
   - The Chairman and Vice Chairmen are ex officio voting members of all committees.
   - Members were appointed to the following committees and sub-committees:
     - Standing Committee: Mrs Collins, Mr Himsworth, Mrs Kennett and Mr Colnet
     - Planning Committee: Mr Colnet, Mrs Stewart and Mrs Brown
     - Finance Committee: Mrs Collins, Mr Himsworth and Mr Denton
     - Highways Sub-committee: Mrs Kennett, Mrs Stewart and Mrs Brown
     - Village Hall Sub-committee: Mr Colnet, Mrs Kennett and Mr Denton
     - Open Spaces Sub-committee: Mrs Collins, Mrs Hooper and Mr Carmichael
     - Parkland Sub-committee: Mr Himsworth, Mrs Kennett and Mr Denton
     - Communications Sub-committee: Mrs Hooper, Mrs Collins and Mr Carmichael
     - Health and Safety: Parkland - Mr Denton
     - Village Hall - Mr Colnet
     - Highways – Mrs Stewart
     - Allotments - Mrs Collins
   - Flag person: Mr Himsworth

   - Current chairmen of each committee or sub-committee were asked to call the first meeting within a month at which a chairman must be appointed and the terms of reference signed.
9. Procedures and Policies

- The Standing Orders, Privacy and other GDPR policies have already been reviewed recently and undated where necessary.
- An explanation was provided as to why the Council is not eligible to use General Powers of Competence. The Clerk will provide on request, the information needed for any councillors interested in investigating further.
- A new draft Code of Conduct was distributed for review during the month and any queries should be addressed to Cllr Carmichael or the Clerk as it will be included in the agenda next month to adopt.
- The Clerk has confirmed she regularly checked with KALC for any required amendments to the Financial Regulations and there have been none. The Finance Committee will carry out a review especially in light of the recent changes to the standing orders and report back to full Council.
- The Communications sub-committee will review a new Communications and Social media policy and make recommendation to full Council.
- Cllr Brown offered to review remaining policies, mainly to do with staffing, together with the Clerk and report back to full council.
- Cllr Kennett will consider the possible use of bye laws by the Council.

10. MATTERS FOR REPORT

a. Action points outstanding since previous meeting

- TPOs on trees in the conservation area
- Highways sub-committee to investigate tree surgery on unclaimed land on Amherst Hill
- Highways sub-committee to consider parking issues at Church Field
- New solutions to bring flowers into Riverhead.
- Waterproof box to store speedwatch equipment
- Monthly coffee morning pensioners in a Riverhead venue

b. Highways

Street lights

- Streetlights have fully resolved a residents issue with the new led bulb on Chipstead Lane.
- The 3% increase to the maintenance charge for street lighting costs an extra £16.70/quarter.

Footpaths and pavements

- Clerk was asked to email Cllr Bayley, SDC about missing lifebouys and the state of the footpath alongside the lake in the Lakeside Place development.

Street furniture

- Cllr Colnet was thanked for helping to install the new Village gateway. There is a small cost for other labour and materials outstanding.
- The speed indicator device will be installed on 6th June and Cllrs Collins and Stewart will be trained how to use it. The Highways Committee will set up a rota to replace the battery and rotate the device.
- Cllr Himsworth and the Clerk will water the central reservation and monitor the fountain in June.
- It was agreed to permit the local Open Studios project to advertise the event on the Village Hall railings for 2 weeks given it included some charitable fundraising and for a Riverhead Infants’ PTA to advertise it’s summer fundraising for 2 weeks on the railings on the road. The Highways sub-committee will draft a policy for permitting advertising in the conservation area for the Council to review.

Traffic and local parking
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• Councillors were reminded to encourage residents to report dangerous parking to SDC and KCC, rather than rely on the Parish Council to report it second hand.
• Cllr Stewart reported that 3 more volunteers for Speedwatch came forward at the APM.
• Local business and services
  • Police reports included cars broken into on two separate nights on Lakeside Place and a break in and theft on St Mary’s Drive during the month
  • Councillors were reminded of help needed for the Scouts Carnival on 15th September.

c. Village Hall
  • The following weekly and monthly checks were carried out:
    • Hall emergency lighting
    • 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.
  • A visual inspection of all fire extinguishers has also been carried out this month.

Notified Item:
• The 2 quotes to redecorate the hall during the summer were discussed in detail and given the large price difference, the lower quote was chosen.

It was moved to appoint TGA Decorating to decorate the Village Hall.
• The Village Hall sub-committee will meet to discuss and find 2 additional quotes to replace the broken roof blind in the main hall as the first quote received is so high.
• PAT testing will take place shortly.

d. Parkland
  • The Clerk was instructed to accept the offer of £6,928 grant from Enovert Community Trust, which will require a 10% contribution as budgeted.
  • The Parkland Committee will seek quotes and recommended timescales to remove an oak tree that is now unbalanced and with a larger wound following a fallen limb. This is based on advice from the tree surgeon who carried out the emergency tree work to remove the limb, although it is reported not to be in imminent danger of falling.
  • Any new or replacement dog bins will now need to be for mixed litter, although SDC will continue to empty existing dog bins. The Parkland committee will investigate further.
  • Cllrs Collins and Brown will meet with a local resident to remove an invasive plant, allium triquetrum reported in the Parkland.
  • The Parkland Committee were asked to draft a formal policy about use of memorials in the Parkland, following a statue and stones left around a recently planted memorial fruit tree.
  • Clerk confirmed she had reported that the bin at the Brittains Lane entrance had not been emptied for three weeks.

e. Allotments & Open Spaces
  • With 2 plots potentially becoming vacant, those on waiting list have been approached.
  • Cllr Collins is reviewing the detailed membership pack from the National Allotment Society.
  • The Scout Group are waiting for a legal expert to draft the re-wording for the new lease agreement

f. Communications
  • No breaches in GDPR were reported.
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### 11. PLANNING COMMITTEE

- A new senior officer for planning enforcement has been recruited at SDC and Cllr Colnet and the Clerk will prepare a list of all enforcement issues they are aware of in Riverhead that are as yet unresolved.
- Planning applications reviewed in the month were:
  - SE/19/01154/HOUSE - Montreal Cottage Amherst Hill, TN13 2EL
  - SE/19/01095/FUL - Tesco Superstore Aisher Way, TN13 2QS
  - SE/19/01096/ADV - Tesco Superstore Aisher Way, TN13 2QS
- Planning permission was granted for 13 Homefield Road, 2 Barnfield Road, 4 The Close and 34 Bullfinch Lane.
- Tree work in the conservation area will be carried out on Chipstead lane to reduce the crown by 2 metres

### 12. FINANCE

- Mrs Chamberlain, the internal auditor has completed her review for 2018/19 and signed the internal audit report for the Annual Return with no issues to report. The Clerk has signed the Accounting statements. The Clerk summarised the various documents that had been previously distributed to Councillors to enable them to ensure governance is complied with. There were no further questions.
  
  a) **It was moved to approve the Annual Governance Statement for 2018/19** and the Statement was duly signed by the Chairman and Clerk.
  
  b) **It was moved to approve the Accounting Statement for 2018/19** and the statement was duly signed by the Chairman.

- Clerk will email all the relevant paperwork to the External Auditor.
- Review and approve invoices for payment
- Cllr Carmichael and the Clerk reviewed the assets being insured and amended where necessary. The Finance Committee will re-assess the insured value for the Village Hall during the year and carry out a full insurance review with additional quotes in early 2020 as the 5 year period to explicitly name a grant provider finishes.

- Other annual renewals include the accounting package Scribe software licence at £339.60 and the contract to empty the cloakroom sanitary units for £45.36

- A list of payments totalling £6,242.96 was distributed. Payments to suppliers over £500 included insurance premium £2,613.17 to Zurich Municipal and £688.09 to Streetlights for the quarterly street lighting maintenance charge. All payments were approved including the permissible expense of £25 for babysitting costs incurred by Cllr Hooper in order to attend the APM.

- Income received is £34,591.79 and includes 50% precept £26,655, the KCC grant £3,738 and a VAT refund of £2,459.29.
- The clerk was instructed to move £15,000 to the NS&I general repairs account until it is needed in order to reduce the balance on the current account until needed.
- The Finance Committee will investigate the Internal auditor continued recommendation that the Parish Council start using internet banking to minimise the clerks time especially in reconciling and following up uncashed items. The Clerk will implement the other recommendation to use the year end calculation within Scribe every quarter to prepare the VAT return to minimise the chances of another error arising.

- A list of prior year section 137 payments has been distributed for consideration to decide such donations totalling the £1,300 budget next month. The Stag was the preferred charity from those chosen by the Sevenoaks Town Mayor after the loan of the Town Council’s projector for the APM. All councillors were invited to make suggestions to the Clerk for consideration at the next meeting.
13. CORRESPONDENCE

- A list of general correspondence was distributed and councillors were reminded to ask the clerk if interested in seeing any item.
- A list of Dynamic Councillor events was distributed and it was recommended that Councillors should attend one if they have not already done so.
- The Armed Forces Charity has sent their outline of plans to celebrate and commemorate the 75th anniversary of VE Day next year. It was agreed to participate and Cllrs Denton, Collins and Carmichael will meet to discuss.

14. CLERKS OFFICE

- It was agreed the APM was a successful event and some changes needed to the buffet next year.
- Clerk will attend an SLCC training course on Wednesday 26th June at a cost of £80+VAT.

The meeting closed at 9.25 pm