

RIVERHEAD PARISH COUNCIL

April Minutes 2024

Meeting of the Riverhead Parish Council held at 19.30 hours on Monday 22nd April 2024.

1. PRESENT:

Mrs Kennett (acting Chairman), Mrs King (Vice Chairman), Mr Colnet, Mr Croucher, Mr Smith, Mrs Stewart and Mrs Hunter.

Also present: Mrs Estefani (Clerk), Cllr Graham Clack SDC,

Apologies accepted: Mrs Garratt, Cllr Kim Bayley SDC and Mrs Collins (Chairman).

2. DECLARATIONS OF INTEREST:

- Declarations of Interest:
 - Cllr King total of £6.99 for Coblands Graden Centre charge. Plant for fountain needed and credit card not available.
 - No other Declarations of Interest.
- Nobody aware of any breaches of GDPR.

3. MINUTES:

The minutes of the meeting held on Monday 18th March 2024 had previously been circulated and were approved and signed.

4. REPORTS FROM DISTRICT/COUNTY COUNCILLORS:

Cllr Clack reported:

- 20mph scheme has been approved to go ahead.
- Local Plan update.
- Consultations going to Sevenoaks Town Council looking at the town centre, and to Sevenoaks District Council looking to redevelop the land by Buckhurst Lane to include a new leisure centre, a hotel, new library, housing and new adult education centre. This project is an expected 10 year plan.
- Council meeting are now fully recorded and available to view online for up to 6 months. Remote voting is now also available.

5. MATTERS FOR REPORT

a. Highways

- Ownership of land South of Maidstone Rd. – no update.
- Boundary Wall at The Heights – no update.
- Chipstead Lane – There has been a lack of communication from KCC regarding the trial 'No through' access from May till October.

Street lights

- Resident reported bad condition of lamppost in The Floats. Cllr Clack confirmed that Nick Faulkner was the developer and responsible of maintenance in that area. Mara to give his details to residents to contact him directly.
- Lights in The Heights have also been reported as not working. Alan and Colin to check them in person and report back to Mara.

Footpaths and pavements

- Nothing to report.

Street furniture

- Planting across the village: Chris, Shirley and Mara met CJS on the 26th March. Options to reduce planting and maintenance costs in the Central Reservation were discuss and they agreed to send quotes for three options that were agreed would keep cost within budget. Shirley has sent an email with summary of costing and all options listed. Council needs to decide which option is most suitable. All agreed to keep planters as they are now and only pay for watering. Planting to be reviewed in

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October/November when the new budget is set. Chris to contact CJS and confirm decision.

Quote from TGA decorators was approved **Total £2,673:**

- 5 benches £510
- Litter bin £182.50
- 3 bus stops £850
- Phonebox £480.50
- Ladies/gents/disable toilets and entrance hall £650.00 (to be included in Village Hall budget).

Traffic and local parking

- Nothing to report.

Local business and services:

- E-Watch reports:
 - Marlborough Crescent in Riverhead - On Thursday 14th of March Somebody stole a vehicle, V6***, from the road. Crime Report No. 46/42535/24

b. Village Hall

- **Safety Checks** – Alan confirmed all ok.
- The new Hall Hire Terms and Conditions – Shirley still working on them.
- Phil, Shirley, Janice, Mara, Chris and I met to discuss how we need to fashion new procedures now we have used Scribe for some time. Mara has sent this out.
- The Finance Team are also looking at what we should be charging per hour for the VH in light of price rises eg fuel.
- New Notice Board – ordered and paid on the 21st March. Waiting on artwork from the supplier.
- Shirley has requested to order a pack of x10 brass padlocks from Screwfix - cost £38.49. Mara has notice that the panel that has been installed to stop hirers changing the temp doesn't stop them from moving the rails. Shirley/Alan confirmed the padlocks will solve this issue. Mara to order the padlocks and Shirley/Colin will fit them.
- Request to buy a dry mop for Michele to use in the VH. Spary mop can be used with rinse free detergent, no water needed, washable pads, £17 plus vat. Info printed out if anyone wants to check it out. Approved.
- Preschool request to add extra two mornings from September – Tuesday and Thursday from 8am-12pm. Fees to be agreed by Finance. Mara to inform Sadete once Finance has agreed new hire fees from September.

c. Parkland

- East-West Route passing through the Riverhead Parkland. Alan Osuoha's email – concerns to be discussed. Avril to keep an eye on this for us. Details printed out if anyone needs to check them.
- Phil updated on the works he has been doing in the Parkland; most areas have been mowed and cleared.
- Quote from Alex Tilbury to remove collapsed tree and ivy in the river - £440.00. Approved.

d. Allotments & Open Spaces

- DMB – documentation signed was submitted at DMB Law on Tuesday 26th March. No updates.
- Allotment inspection took place on the 2nd April. A number of plots appeared unattended and Mara has contacted them to ask if they are still interested or if they should be offered to someone else.

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e. Communications

- Residents' Survey – No updates. Communications subcommittee to meet and get a plan together. Aim to have the survey draft ready for January 2025 so it can be presented at the APM.
- Community Flood Resilience Plan – PC would receive support from Environment Agency. RPC to review/create a plan, we can look at others that have been created to form a basis. Avril to look into this.
- Sevenoaks District CPRE has requested confirmation of membership. Council agreed not to renew the subscription.

f. AOB

- None.

6. FINANCE COMMITTEE

a. Review and approval of invoices for payment.

List of payments over £500:

- EoN £590.94 for street lights electricity supply.
- Noticeboards.Online £2220 for new notice board.

Total Income received since last meeting £817.03. Please note that we have also received the following payments:

- £3,000 from SKM electrical for refund of solar panel batteries deposit.
- £3674 from Zurich Insurance claim for the replacement notice board.

The list of receipts has previously been distributed.

b. . Annual Return 2023-24 is due before the 30th June 2024. Mara has started going through the AGAR documents. The internal auditor is reviewing the documents after the accounts are approved at full council at the May meeting.

- The Finance Committee needs to meet with Mara between now and before the May meeting to review and signed all the relevant paperwork. Date 3rd May agreed.
- Phil/Colin to go through the fixed assets list for the insurance renewal.

No other issues to report or questions on Finance.

7. PLANNING COMMITTEE

Planning applications reviewed in the month were:

- 24/00341/HOUSE** - Hilbre Cottage 21 Croft Way Sevenoaks Kent TN13 2JU.
- 24/00420/ADV** - Riverhead Sandwich Bar 2 White Hart Parade London Road Riverhead TN13 2BJ.
- 24/00419/FUL** - Riverhead Sandwich Bar 2 White Hart Parade London Road Riverhead TN13 2BJ.
- 23/03696/FUL** - Unit E Ryedale Court Riverhead Kent TN13 2DN.
- KCC/SE/0495/2018** - Covers Quarry, Westerham, Kent.
- 24/00576/FUL** - 28 London Road Riverhead Kent TN13 2DE.
- 24/00695/HOUSE** - Rose Cottage Amherst Hill Riverhead Kent TN13 2EL.
- 24/00664/HOUSE** - 66 Chipstead Lane Riverhead Kent TN13 2AG.
- 23/03274/HOUSE** - Shaldon 22 Uplands Way Riverhead Sevenoaks Kent TN13 3BW.

8. CORRESPONDENCE

A list of general correspondence was distributed in the meeting room.

9. CLERK'S OFFICE

- a. Annual Parish Meeting

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Council agreed to set the APM to be the 3rd Thursday of May each year and to inform residents so they can make arrangements to attend well in advance.

Mara to order new badges for AC, CC, SS, PG and AH.

Next RPC meeting to take place on Monday 20th May 2024.

The meeting closed at 20.50pm