

RIVERHEAD PARISH COUNCIL

June Minutes 2024

Meeting of the Riverhead Parish Council held at 19.30 hours on Monday 17th June 2024.

1. PRESENT:

Mrs Collins (Chairman), Mrs Kennett (Vice Chairman), Mrs King (Vice Chairman), Mr Colnet, Mr Smith, Mrs Stewart, Mrs Garratt and Mrs Hunter.

Also present: Mrs Estefani (Clerk)

Apologies accepted: Cllr Kim Bayley SDC

2. DECLARATIONS OF INTEREST:

- Declarations of Interest:
 - Cllr Collins declared an interest in ESC discussing regarding pre-school VH booking.
 - Cllr Smith and Cllr Stewart as residents of Chipstead Lane registered an interest in the new HIP. Motion to move the HIP to the end of the meeting was proposed by Chairman. Seconded by Alan Colnet.
- Nobody aware of any breaches of GDPR.

3. MINUTES:

The minutes of the meeting held on Monday 20th May 2024 had previously been circulated and were approved and signed.

4. REPORTS FROM DISTRICT/COUNTY COUNCILLORS:

None

5. MATTERS FOR REPORT

a. Highways

- Estimates for Riverhead zebra crossings – quote from Sue Kinsella had previously been distributed and was discussed. CIL funds to cover up to £16k of the costs. Finance to look into overall costings and review if reserves needed to cover £8k deficit.
- HIP 2024: This item was moved to the end of the meeting but it will remain in this section for recording purposes. Cllr Smith and Cllr Stewart left the meeting before the HIP was discussed.
A vote is needed to determine the order of priorities and proposed solutions in the new HIP.
 - Order of priorities and proposed solutions to be agreed and voted on at full council after Cllr Kennet has met Nigel Rowe and a senior KCC officer to go through the new HIP.
 - Cllr Kennet to contact KCC to invalidate current HIP submitted in February 2023.

Street lights

- The lights in The Heights have been replaced by R. Callow.

Footpaths and pavements

- Nothing to report.

Street furniture

- Alan to fix the signs at the gate leading out of Church Field Estate.
- The street signs in Church Field (No through) and Park View installed now.
- The 2 new signs for Amherst Place and Church Field have been ordered.

Traffic and local parking

- Alan asked to raise complaint to KCC regarding gas works in London Road. Temporary traffic lights are causing traffic jams and cars are beeping disturbing residents at all times of day and night. Clerk to ask Kim/Graham.

RIVERHEAD PARISH COUNCIL

June Minutes 2024

Local business and services:

- E-Watch reports:
 - Aisher Way in Riverhead - On Thursday 30th of May. Somebody keyed a Vauxhall Corsa parked in a car park. Crime Report No. 46/89839/24.

b. Village Hall

- **Safety Checks** – all ok.
- The new Hall Hire Terms and Conditions – This has been a pending action since December 2023. Shirley to send to Phil to review within the next 24 hours.
- Preschool request to book the hall every day from September (Mon-Fri) for full sessions 8.00 – 3.30pm was discussed. Council agreed to extend only 4.5 days to allow the senior exercise class ESC to continue using the hall on Tuesday 2.00-3.30pm and to allow for Fire Alarm and safety inspection of the VH to take place when the premises are empty. Mara to update the Hire Agreement and send to Sadete for signature. Mara to inform ESC they can keep their slot on Tuesdays.
- Aquaoaks has returned and have signed a new agreement starting on the 18th June on Tuesday 6.30-7.30. They hope to continue with their regular slot in September.
- New regular hirer on Mondays 3.45-6.15 for tuition lessons starting in September.
- Gidae – has not paid even after being chased for payment, they have cancelled three consecutive weeks. Mara has cancelled their slot and has informed them that hire agreement is no longer valid.
- Purchasing of sundries for the VH was discussed. Avril to look into suppliers and costs with Mara.
- VH terms of reference need to be reviewed and signed. Mara to send to Avril.
- Minutes from meetings need to be distributed quicker. New template available eases the process and available in hard copy from the office and electronically. Committees should aim to send minutes within 24hours after meeting for their review and to Mara within 48h for distribution.

c. Parkland

- East-West Route passing through the Riverhead Parkland. Alan Osuoha's email – concerns to be discussed. A resident has reported that "SDC suggests things have largely been decided already, other than a section on the A25, and that construction will begin in the autumn". SDC told this resident last year that parish councils had been given notices to post along the proposed route and he is inquiring about why there aren't any in the Parkland. Phil confirmed he had spoken to the resident, and he will engage with Alan Osuoha to check next steps.
- Working party – 5 people attended. Brambles were cleared and mushrooms reinstated.
- Phil will be strimming the picnic area at the weekend.
- Section of fence is collapsing and will need looking into.
- Chris to look into gate springs and closer fixtures.

d. Allotments & Open Spaces

- All allotments have now been taken on.
- Parking in Orchard Road – residents have requested we send the allotment holders a notice regarding parking as they are obstructing drives. Janice will look into house numbers. Then Mara to email allotment holders.
- Janice to look into converting allotment to parking spaces.
- Nothing else to report.

RIVERHEAD PARISH COUNCIL

June Minutes 2024

e. Communications

- Residents' Survey to be ready in January. Comms to look into it and report back.
- Avril attended course on Community Flood Resilience Plans and has requested a template to adapt to Riverhead. Avril and Shirley will look into it.
- Feedback about the D Day Party was very positive. Everyone felt it was a happy and successful event for the community. Irene to email thank you letters.
- GOV.uk domain for website and emails - Mara attended the Clerks conference organised by SLCC and she learnt that RPC's website is not compliant with current regulation and that emails with the domain gmail.com, aol.com, etc are not compliant either. The council should create new email accounts for each councillor that are exclusively for council matters and they should be linked to the website domain. Mara will distribute all the details including costs for Comms to look at their next meeting. This is something that should be done in this current year if the budget allows it.

6. NOTIFIED ITEM

- a. To review and approve payments of £1,225 from budget to the following charities which will bring direct benefit to Riverhead and its inhabitants. *LGA 1972 s137*
- | | |
|---|--|
| - DAVSS £100 | - Riding for the Disabled Association £100 |
| - West Kent Mediation Services £100 | - Hospice in the Weald £100 |
| - Royal British Legion £100 | - Air Ambulance Kent Surrey Sussex £200 |
| - Sevenoaks Larder £100 | - West Kent Mind £125 |
| - Sevenoaks Community First Responders £100 | |
| - Sevenoaks Volunteer Transport Group £100 | - Women's Refuge £100 |

7. FINANCE COMMITTEE

- a. Review and approval of invoices for payment.

List of payments over £500:

- Zurich Insurance £2,486.85.
- Streetlights £1,326 for maintenance (painting 17 columns).
- CJS Plants £900 for watering central reservation.

Total Income received since last meeting £1,649.77.

The list of receipts has previously been distributed.

- b. Annual Return 2023-24 **Amended** documents to be approved:

b.1 Consider the Annual Governance Statement previously distributed.

Notified Item: Motion to approve the Annual Governance Statement 2023/24 Accounts and Audit Regulations 2015 s.6 (2) (b). *Agreed by All by Show of Hands.*

b.2. Consider the Accounting Statements previously distributed.

Notified Item: Motion to approve the Accounting Statements 2023/24 Accounts and Audit Regulations 2015 s.9 (2) (b). *Agreed by All by Show of Hands.*

The AGAR is due before the 30th June 2024. The Internal Audit couldn't sign the documents at her visit on the 23rd May as the NS&I statements for the 4 savings accounts had not arrived and the total cash book couldn't be updated with the interest income for the year. A complaint was filed with NS&I and they have agreed to send the correct statements asap and to reimburse the £75 fee as a gesture for the inconvenience. Mara had to post the interest without the statement and the internal auditor has now signed the report on this basis and made a note to review at her next visit when the statement should have been received.

RIVERHEAD PARISH COUNCIL

June Minutes 2024

c. New internal controls to be introduced regarding reimbursement for councillors purchases. All purchases by any councillor will require pre-approval from Finance chair.

Expenses submitted today by Shirley for a total of £134.52 need clarification. Finance will look into them.

No other issues to report or questions on Finance.

8. PLANNING COMMITTEE

Planning applications reviewed in the month were:

- a. **24/00576/FUL** - 28 London Road Riverhead Kent TN13 2DE.
- b. **24/01418/HOUSE – (Amended)** 59 Marlborough Crescent Riverhead Kent TN13 2HL.

9. CORRESPONDENCE

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

10. CLERK'S OFFICE

a. Clerk's Annual Appraisal was carried out on the 14th June. Responsibilities and objectives were reviewed and agreed. Management of the caretaker was reverted back as a responsibility for the clerk going forward.

Mara is also to continue to liaise with all hirers and suppliers as their main contact. All supplier and third party interaction has to be centralised via the Clerk , unless the Clerk expressly allocates an action to a specific councillor.

No direct correspondence between a councillor and a hirer/supplier should occur without Mara being copied in, including dealing with the pre-school or any other regular hirer.

b. Clerks annual salary review. Mara's salary will increase to point 26 pay scale as published by NALC 2023 E01-23 2022/23 Local Government Service Pay Agreement 2023, applicable from 1 April 2024 to 31 March 2025.

c. SDC has confirmed that No requests have been received to fill the casual vacancy in the Parish by election. So it is the responsibility of our Members to co-opt to fill the vacancy "as soon as practicable" (Rule 8(3) of The Local Elections (Parishes & Communities) Rules 1986).

d. For info - Mara will be in the office Monday, Tuesday and Thursday next week.

Next RPC meeting to take place on Monday 15th July 2024.

The meeting closed at 21.22pm