

RIVERHEAD PARISH COUNCIL

March Minutes 2024

Meeting of the Riverhead Parish Council held at 19.30 hours on Monday 18th March 2024.

1. PRESENT:

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

Also present: Mrs Estefani (Clerk), Cllr Nick Chard KCC, Cllr Graham Clack SDC, Cllr Kim Bayley SDC, PC Peter Wilson and 1 resident Ms. Jackie Brown.

Apologies accepted: none

2. DECLARATIONS OF INTEREST:

- Declarations of Interest:
 - Cllr King invoice for Seniors group expense Total £56.59.
 - Cllr Stewart invoice for expenses for Seniors group Cakes for £5.58 and £8.29.
 - Cllr Croucher invoice for expenses for Village Hall supplies for £3.99 and £34.77.
 - Cllr Collins for interest in storage space for Blind Dog Guides at the Village Hall.
- No other Declarations of Interest declared.
- Nobody aware of any breaches of GDPR.

3. MINUTES:

The minutes of the meeting held on Monday 19th February 2024 had previously been circulated and were approved and signed.

4. REPORTS FROM DISTRICT/COUNTY COUNCILLORS:

Cllr Chard reported that new proposal to help with traffic issues in Chipstead Lane will be presented soon.

Cllr Clack reported that the Local Plan will come out shortly.

PC Wilson updated about recent crime reports in the area and ways to avoid becoming a target for thieves.

5. MATTERS FOR REPORT

a. Highways

- Ownership of land South of Maidstone Rd. – Mara got in touch with SDC and they are going to send a ranger to take a look.
- Boundary Wall at The Heights – Mara got in touch with KCC and SDC. They both have confirmed that they don't own the land. Mara to get in touch with KALC to get advice.

Street lights

- Column 38, Uplands Way - Replaced faulty LED. Column 71, Marlborough Crescent - Replaced faulty LED and Column 79, Marlborough Crescent - Replaced faulty LED were reported to Streetlights.

Footpaths and pavements

Nothing to report.

Street furniture

- Planting across the village: Shirley handed out costings. Chris to arrange meeting with CJS to help understand contract and discuss option going forward. Chris and Mara to attend. Details to be shared at the next meeting for the council to make decision re planting of central reservation in 2025.

Traffic and local parking

- Alan reported issue with cars parking on the pavement outside the new kebab shop.

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Local business and services:

- E-Watch reports:
 - **Orchard Road** - On Friday 1st of March Somebody broke into a garage and stole a bicycle. Crime Report No. 46/34819/24
 - **Bullfinch Lane in Riverhead** - On Saturday 2nd of March Somebody broke into a shed at a residential property, stealing a spade and various garden items. Crime Report No. 46/35459/24

b. Village Hall

- **Safety Checks** – Alan confirmed all ok.
- Key log – Shirley brought in notebook to be signed and to be stored in the office.
- Alan confirmed that the Security light by the bins is now working.
- Alan confirmed that the Ladies toilet hand dryer is now working. Hand dryer in disabled toilet is very weak. New one to be ordered in next financial year.
- Alan – thanks for fitting new towel dispenser in the kitchen. Mara has ordered some new towel rolls that are compatible.
- Hall floor now fixed. Bishops trimmed the edges, inserted the floorboard, and filled the gaps. Michele to be asked to remove tape. Any regular hirers affected will be refunded or a discount offered for their cancelled sessions/inconvenience.
- Shirley updated the council about the meeting with Michele in February.
- The new Hall Hire Terms and Conditions – Shirley to send as soon as possible as they need to be updated on the booking system.
- Regular hirer in Committee Room – CGL has stopped their hire, their last session was the 14th March. They have decided to go to Bat and Ball as it is more convenient for their clients (car park and trains station near by were mentioned as main reasons). They have returned the CM Room key.
- Aquaoaks has given notice and they won't continue using the hall after Easter, this is not down to the facilities. They need to return the VH key.
- We have a new regular hirer – Cygnets Art School Fridays 4-7pm.
- New Notice Board – Mara has requested a new order form as the one Shirley had had expired. The insurance claim has been accepted (subject to authorization) for a total of £3,674. This is based on the original quote provided. The new one is for £2,220 only plus installation costs (Alan to quote). Mara has asked that the VH confirms the specifications of the order before paying as the measurements, colour, etc. need to be confirmed.
- Guide Dogs charity – request to use storage in VH even a small amount would make a huge difference. Irene declared an interest in this and stayed silent during the discussion. Councillors agreed to offer them the two empty storage units in the kitchen.
- Perform request - To try and stop further class closures and redundancies, Perform has asked if we would consider reducing our hire rates by 7% for the rest of the year. Councillors agreed that already have a discounted rate as their fee hasn't been increased since 2015. Mara to inform them.
- Ring cameras now up and running but no video recording service contracted. Phil offered to look at options to set up video recording so there is evidence in case of problems with hirers. Shirley to add information into T&Cs so occasional hirers are aware of the cameras and a fee will be deducted for leaving rubbish behind or any other damage, and regular hirers booking times of entry/exit can be monitored. Mara to purchase 'CCTV operating' signs to warn the public of the cameras now operating outside the hall.

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c. Parkland

- East-West Route passing through the Riverhead Parkland area meeting. Mara to ask Alan Osuoha for minutes of the meeting and update.

d. Allotments & Open Spaces

- DMB – no updates.
- Ragstones – Mara has sent the Compensation Fund application to the Solicitors Regulation Authority.
- Working party update – Janice informed they did a lot clearing and put the signs up.
- Allotments /Open spaces subcommittee meeting agreed to look into increasing the rent fees next year.
- Inspection of the allotments to take place on the 2nd April. Mara to email all allotment holders to inform them.
- An allotment holder and resident (Michael Way) has asked Irene if we can help advertise his business. Councillors agreed to post his flyer on social media and notice boards.

e. Communications

- Residents' Survey – No progress. The survey should be ready to be distributed at the APM.
- The speaker for the APM:
 - Mara to contact PC Wilson to ask him if he would like to be the speaker.
 - Chairs of sub/committees to prepare a short presentation on your committee and email it to Irene by Friday 12th April.
 - Avril would you present on the LCWP
- Avril is working on creating a list of communication WhatsApp/email groups to allow us to contact our residents.
- Irene attended the latest KALK meeting where recommendations were made on how to put together a 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 lead this.

f. AOB

- None raised.

6. FINANCE COMMITTEE

a. Review and approval of invoices for payment.

List of payments over £500:

- CJS Total £780.00 for Autumn planting in central reservation.
- Amherst School donation Total £1000 from Winter Sup Grant.

Total Income received since last meeting £1,016.45.

The list of receipts has previously been distributed.

b. CIL funds spending:

We have £2,290.38 that need to be spent before October 2024. Accepted use of funds include:

- Community centre floor replacement
- CCTV equipment for community facility – Mara has already deducted the cost of the Ring cameras.
- Upgrading street lighting.

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- Refurbishment or replacement of bus shelter and seating.
 - Accessibility facilities in allotments eg paths.
 - Purchase and installation of defibrillator.
- No other issues to report or questions on Finance.

7. PLANNING COMMITTEE

Planning applications reviewed in the month were:

- a. 24/24/00255/HOUSE - 6A Orchard Road Riverhead Kent TN13 2DX.
- b. 24/00235/LBCALT & 24/00234/HOUSE - 40 Chipstead Lane Riverhead Kent TN13 2AG.
- c. 24/00341/HOUSE - Hilbre Cottage 21 Croft Way Sevenoaks Kent TN13 2JU.

8. CORRESPONDENCE

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

9. CLERK'S OFFICE

a. Annual Parish Meeting:

The date for the Annual Parish Meeting has been set for 19th April 2024 from 7pm. Chris and Irene will order cheese/wine via Mara on the 17th/18th April. Shirley to hire glasses from Majestic.

Everyone to meet in the hall by 6pm to set up.

b. Easter holidays:

- Clerk is on leave from 3rd April till the 16th April inc. Mara's last day in the office is Tuesday 2nd April, should you need to place any orders/request before her return, please do so before then. The credit card and passwords will be left with Irene as Chairman in a sealed envelope for emergency use only.
- Cllr Kennett away on holiday from 9th - 16th April inc.
- Cllr Garratt is on holiday from 17th April to the 20th May inc. She sends apologies for not been able to attend the APM and the RPC April and May meetings.

Next RPC meeting to take place on Monday 22nd April 2024.

The meeting closed at 9.20pm