

# Sundridge with Ide Hill Parish Council

## Minutes of Finance and Personnel Committee Meeting Thursday 8 January 2015, 7:00pm, Village Hall, Ide Hill

Present: Councillors Jolley (Chair), Blakemore, Evans, Mrs Green, Mrs Lovegrove and Stokes.  
Also present: Sarah Codling (Clerk), Fiona Parkin, Colin Kirby  
Start 7.10pm

**Apologies:** Received from Cllr Banbrook (did not think he was on the committee). Apologies were accepted.

**Declarations of interest:** None.

### 1. To approve as correct the Minutes of the Finance and Personnel Committee meeting held on 2 December 2014.

The minutes of the meeting 2 December 2014 were signed as a true and accurate record. It was noted that the minutes of the meeting 31 July 2014 have still not been approved. **Action: Clerk.**

### 2. To take matters arising from those Minutes.

None.

Fiona Parkin and Colin Kirby were invited to talk the Parish Council through their grant application for funding for the village plan:

Mrs Parkin distributed a breakdown of the costs to produce, analyse and publish the village plan. There is to be a village plan distributed to every member of every household, in order to gain a full picture of the household. The questionnaires will be delivered by hand in an envelope containing extra envelopes for sending the questionnaire back. The total cost for production and distribution is approximately £1,270. The questionnaires are to be completed anonymously but details of sex, age, number in the household and are of road will be known. It is important to know the approximate location in order to ascertain what corresponds with each area.

Stage 2 costs, for data analysis, have been approximated based on Chevening Parish Council. It was noted that the questionnaire cannot be distributed to the public online as it may be possible for one person to complete multiple entries. Once the physical questionnaires have been received, the results will be input into a database for analysis. Cllr Stokes advised that the database and survey should be designed in conjunction with each other. Mrs Parkin advised that the questionnaire will be tested on 10 families and amended as necessary. SurveyMonkey was proposed as an option to input the responses. It would be possible to get one individual to do that.

Mrs Parkin advised that the village plan is being completed as there is no data on Sundridge, ie. how many under 18, how many elderly, what they are interested in. The village plan would be beneficial if the Parish Council or another body are trying to push forward a project as the data could be used to support any requests to external bodies.

Mrs Parkin advised that Chevening spent a total of £8,000 but that was a few years back. There is funding available through the Lottery funding. Chevening also received money from their County Councillor. However, Cllr Parry has already advised that he has no money to give.

Councillors asked whether the database used by Chevening could be used but the questions changed. However, it was noted that Chevening have different areas of interest/concern. However, Chevening advised not to use Excel for data analysis and it may be possible to purchase a licence to use their software. Mr Kirby noted that his son in law is a software programme designer and is reviewing the plan. Councillors also suggested approaching Simon Pickard from Dibgate Farm, Sundridge.

Mrs Parkin agreed with Councillors requests not to proceed with printing the questionnaires until Stage 2 has been confirmed. Also, other grants applications are to be made.

The Parish Council agreed in principle to give the money for printing the questionnaires, ie Stages 1 and 3. Having this money behind them may help with future funding applications, especially the Big Community Fund. However, the Steering Group are to get more firm quotes and find out more about logistics. All Councillors agreed to reserve £1,270 for printing the questionnaires. Should the printing be funded via other sources the money could be allocated to other areas of the village plan. The Chair thanked and congratulated Mr Kirby and Mrs Parkin for their work to date. The Chair asked if the Steering Group felt they had enough support from the Parish Council. Mrs Parkin advised that they may look for more support in the coming months.

At this point, the Chair advised the Committee that Alex Manley has decided to resign from the Parish Council. The Chair is to write to Mr Manley for his service to the Parish Council. **Action: JJ.** It was noted that Mr Manley was working on the neighbourhood plan for Ide Hill. The Chair is to ascertain if it is Mr Manley's wish to continue the project. **Action: JJ.** Cllr Stokes advised that another Ide Hill member would need to join the Planning Committee to ensure that Ide Hill has proper representation. It was decided that a separate meeting should be held to discuss Committee structure.

### **3. To receive update and approve quotes for the Ide Hill Well repairs**

Cllrs Mrs Green and Mrs Lovegrove met with John Pallot from WoodandWork. They discussed the proposed works and recommended to the Parish Council, via email, that he be employed. All Councillors agreed and a deposit has been paid. Heras fencing (provided free of charge) has been erected to ensure no one is hurt, should the structure become unstable.

Cllr Mrs Lovegrove advised that she has contacted the Conservation Officer at Sevenoaks District Council who has confirmed that the well is not listed.

Cllr Mrs Green has spoken to John Pallot who has advised that the surveyor is due to visit the well tomorrow. A written report should be provided quickly and the work is to be based on the report. The work is to be completed by the end of March.

Cllr Mrs Green has spoken to Paul Meredith, Chair of Ide Hill Society, advising of the decisions. It was also proposed that a plaque be put up depicting the history of the well. The Ide Hill Society are considering this. It was proposed to have the unveiling of the new well on the date of the village fete. Cllr Mrs Green is to advise Mr Pallot of the date to be completed by.

Cllr Jolley has published information about the progress of the well project in his column in The Chronicle.

*Cllr Evans arrived 8.10pm*

The Chair asked Cllr Evans to advise regarding his correspondence with Mr Wade. Cllr Evans advised that Mr Wade does not have a problem with the decisions made about the well but wishes to monitor the situation and give input.

### **4. To approve quote for cleaning at Sundridge Village Hall**

References are still awaited for the cleaners who have quoted. The Clerk is to chase. **Action: Clerk.**

Cllr Blakemore advised that Rebecca Cocker may be interested. He is to send her details to the Clerk.

**Action: SB.**

The Clerk advised that a request has been received to hold dog classes in the hall. This was approved based on a 6 week rolling contract.

### **5. Correspondence, including requests for grants.**

Grant for village plan discussed above.

### **6. To review and approve policies.**

Cllr Stokes has distributed a revised IT policy.

This matter is to be deferred. Cllrs Mrs Green and Stokes are to liaise and propose the disciplinary policy.

**Action: SG & MS.**

Cllr Mrs Green noted that the grievance procedure has come from SLCC. However, there are elements that need to be reviewed. Specific Councillors should have grievance training and it was proposed that it should

be the Personnel Committee. It was noted that if there should be a need for a panel on grievance there should be Councillors from Sundridge with Ide Hill Parish Council but it could be possible to go to other neighbouring Councils should it be necessary. Cllrs Mrs Green and Stokes are to review. **Action: SG & MS.**

**7. To receive update regarding Assets Working Party.**

No update. The Asset Working Party is meeting following this meeting.

**8. To discuss land transfer regarding Ide Hill Conveniences**

Sevenoaks District Council have suggested that the Parish Council are to seek legal representation about the proposed documentation. It was suggested to approach Richard Don from Klocker and Foskett.

**Action: Clerk.**

**9. To discuss application to the Big Community Fund.**

The Clerk has drafted the application. It was proposed that Cllr Banbrook should go through the application with Cllr Piper. The Chair is to ensure this happens. **Action: JJ, JB & RP.**

The application for the flood scheme needs to be written and put in. **Action: JE & RP.**

It was noted that there are rumours that the White Horse is going to close soon.

The Clerk advised that she has spoken to Greene King about The Cock Inn and they have said there have been many applicants. Cllr Jolley advised he has written something in The Chronicle to allay any rumours that the pub will shut.

**10. To discuss Street Lighting repairs and approve necessary expenditure.**

None.

**11. Payment of Accounts.**

To be presented at the Full Council meeting, 12 January 2015.

**12. Urgent issues at the discretion of the Chairman for noting or inclusion on future agenda.**

The Chair asked Cllrs Mrs Green and Mrs Lovegrove to meet with the Clerk to review working hours and training. The Clerk is to advise some dates. **Action: Clerk.**

**13. Date of next meeting.**

21 April 2015

There being no other business the meeting closed at 8:45pm