

SUNDRIDGE WITH IDE HILL PARISH COUNCIL

Minutes of the Annual Meeting of the Sundridge with Ide Hill Parish Council held in the Village Hall, Ide Hill on Monday 28th May 2012 commencing at 7.00 p.m.

Present: Cllr. Jolley (elected Chairman)
Cllrs Banbrook, Edmonds, Evans, Meldan, Stokes and Wiltshire

1. Election of Chairman of the Parish Council for the ensuing local government year

Cllr Edmonds would like to stand down as chair. Cllr Evans proposed Cllr John Jolley this was seconded by Cllr Wiltshire.

Resolved: That Cllr Jolley was duly elected as the Chairman for the ensuing local government year and that he signed a declaration of acceptance of that office. All in favour.

2. Appointment of Vice-Chairman of the Parish Council for the ensuing local government year

Cllr Jolley proposed Cllr Edmonds as it should be a councillor for Ide Hill.

Resolved: That Cllr Edmonds was duly elected as Vice Chairman for the ensuing local government year. All in favour.

The Clerk accepted signed Declarations of Acceptance of Office from the elected Members present.

Apologies had been received from Cllrs Robinson and Piper as the meeting date had been changed. Cllr Evans apologized that he would need to leave early for a family birthday celebration.

3. Minutes of the meeting of the Parish Council held on 16th April 2012

Resolved: The draft minutes of the Meeting of the Parish Council held on 16th April 2012 as previously circulated were approved. The minute book was not presented so the signing of the minutes would be carried over to the next meeting.

4. Matters arising from the Minutes of the last meeting

Resolved: The Clerk would prepare an Action List for all Councillors that would be circulated as soon as possible by email after the meeting. **ACTION: KM**

Apologies from Cllr Booker were received by text.

5. Appointment of Members/Others to Areas of Responsibility:

The appointments were reviewed.

Resolved: That the following appointments were made for the ensuing local government year subject to the individual's agreement where they were not in attendance at the meeting.

Affordable Housing – Cllr Jolley

Burial Facilities and liaison with PCC - Cllr Edmonds

Footpaths/Tree Warden – Cllr Booker and Cllr Evans

Highways – Cllr Booker

Open Spaces – Ide Hill - Cllrs Edmonds and Wiltshire Sundridge – Cllrs Stokes and Banbrook

Street Lighting – Cllr Banbrook

Village Transport – Cllr Jolley

E Communications – Cllr Stokes and the Clerk

6. Appointment of Representatives on Outside Bodies:

Bough Beech Nature Reserve Management Advisory Committee, Conservation – Cllr Wiltshire

M.25 Slips Group – Cllr Edmonds and Piper

Clerk to find out if still in existence.

Council for the Preservation of Rural England (CPRE) – Cllr Evans and Stokes

DRIPS (Darent River Preservation Society) – Cllr Booker and Evans

Ide Hill Village Hall Management Committee – Cllr Edmonds

Sundridge and Ide Hill Charities - Nominative Trustees – Cllr Edmonds and Stokes

Sundridge Recreation Ground Trust Management Committee – Cllr Stokes to set up a working party to include the following: Cllr Edmonds, Meldan, Piper, Jolley and Banbrook and Dean Gregory, Sundridge Resident

Sundridge Recreation Ground Trust Management Committee – Auditor

To be delegated to the committee/working party to appoint

Sundridge Village Hall Nominees to the Management Committee – Cllr Meldan

7. Committees of the Parish Council

Planning

The following Cllrs were elected to the Planning committee Edmonds, Robinson, Jolley, Stokes, Evans, Booker, Meldan and Piper subject to those not present being in agreement.

Clerk to work out a schedule of dates for meetings for circulation and approval which can then be displayed on all noticeboards. If there are no planning applications to be discussed the planning meeting could be cancelled if there are no other issues to be discussed. These public open meetings would be held in between the monthly parish council meetings. **ACTION: KM**

The planning terms of reference would be amended to incorporate the formulation of a neighbourhood plan for recommendation by the Full Parish Council. The chairman would be voted for at the next planning meeting which would be arranged for next week. **ACTION: KM**

Resolved: that dates for planning meetings would be set for the year by the clerk and strategic planning issues would be added to the terms of reference.

Finance & Personnel Committee

The following Cllrs were elected to the finance committee Jolley (chairman), Banbrook (vice chair), Edmonds, Robinson, Stokes, Wiltshire and Piper subject to those not present being in agreement. The committee would meet 4 times a year, meeting dates to be added to the list of dates for circulation. The terms of reference were reviewed and remain unchanged.

Resolved: that dates for finance meetings would be set for the year by clerk and that the terms of reference will remain unchanged. **ACTION: KM**

8. Parish policies including standing orders and financial regulations

Resolved: that these would be reviewed by the Finance & Personnel Committee

9. PUBLIC OPEN SESSION

There was no one present.

10. Reports from Representatives on Outside Bodies

Sundridge Recreation Ground – A report had been received from a local dog walker that the pavilion doors had been forced open and the junior goals were on the pitch and the fire extinguishers in the bushes. Cllr Stokes visited the pavilion where he found that the doors seemed secure. The police arrived at the recreation ground as they had received a report that youths with scooters were on the Approach Road. Cllr Evans was given the go ahead to proceed (up to £480) with changing the gate to stop scooters getting onto the rec. The gate needed to allow pushchairs through.

ACTION: JE

The Rec working party will look into demolition of the playground, security and repairs to the pavilion. A meeting will be convened as soon as possible.

ACTION: MS

Ide Hill Community Shop – Cllr Edmonds reported that a public meeting had been called for Wednesday 30th May to discuss the future of the shop. As it would not be viable for the shop to move back to its old site in the centre of the village, the steering group would be putting forward plans to build a purpose built shop on its current site by the Village Hall. The Treasurer of Ide Hill Village Hall Management Committee had received communication from SDC that the rateable value of the public car park at the front of the hall would now be at the charitable rate of £90. The grant from the parish council to the hall would cover this cost.

11. Communications

The following items of correspondence had been received:

Rural services network Weekly Email News Digest

Direct Technical Services Repair Tariff Increase – 2012/13 & notification of 3% increase for Maintenance Contract charges for 2012/13

Jubilee bank holiday refuse collection information

Sevenoaks District Seniors Action Forum (SDSAF) - AGM - 11th MAY 2012

Sky ride Local – free cycle ride along the Darent Valley Sunday 27th May 10am and 2pm

The Town and Village Green Roadshow 2012 – County Hall, Maidstone Friday 13th July 10am – 4pm 2 tickets available

Kent Wildlife Trust free Courses:

Management of Small Woodlands

16th May – Sandling, Maidstone and Bredhurst Woods – 10am to 3.30pm

Management of Chalk Grassland

12th June – Kemsing, near Sevenoaks and Kemsing Nature Reserve – 10am to 3.30pm

Management of Small Pastures

27th July – Tyland Barn, near Maidstone and a local farm. 10am to 3.30pm

Outdoorsy-Living – new co providing

Children's Safety Surfacing

- Artificial Grass areas
- Bound rubber mulch
- Children's Play equipment Maintenance & Repair

In & Around Spring Edition – the Magazine for West Kent stakeholders

Weekly e-watch.co UPDATE from KCC, Police & Fire service regards crimes, scams etc

Trading Standards Alert Messages

Parish News May Edition

Email from Ian Bigwood - Community Governance Review – Sundridge Parish boundaries to remain unchanged

Annual Council (Ide Hill) – 28th May 2012

Formal notice of KCC's mineral and Waste Local Plan

Letter from Audit commission – appointment of external auditor for 2012/13

SLCC Kent Branch Meeting - 13th June 2012 – Hawkinge

Public Sector Mapping Agreement newsletter - May 2012

Email from DML Stallard – re: closing file for Public Inquiry - Lakeview Developments - Green Cemetery (DMH Stallard Ref:228900-1)

Resolved: That the above information be received

Items requiring a response

Neighbourhood Planning Forum

It was agreed that 2 members of the planning committee would try and attend the on **Wednesday 30 May (at 7pm)** in the conference room at SDC **ACTION: MS/DR**

Sundridge Village Hall

Cllr Banbrook would to speak to Richard Essex to find out exactly what he wants done regarding parking signage at Sundridge Village Hall. Cllr Edmonds offered to become a trustee of the Village Hall and also to be on the Management committee. **ACTION: JB**

Sundridge & Brasted Social club buildings insurance

The buildings insurance for the Social Club is covered by the current lease. Cllr Stokes has seen a copy of this and it covers rebuild of £250,000. Cllr Jolley will get a copy of the insurance certificate for our files and the parish councils of Sundridge and Brasted are joint freeholders. **ACTION: JJ**

Sundridge Bowls Club request for Grant

Clerk to send Grants Form to Edna Partridge, secretary of Sundridge Bowls Club **ACTION: KM**

12. Committee reports

(1)Planning:

Resolved: Plans for SE/12/01262/HOUSE Hill View House, Sundridge Place Farm would be reviewed at the next planning meeting which will be held before 11th June when the comments need to be entered.

(2)Finance & Personnel:

(a) The clerk reported that Cllr Edmonds will be amending the existing Standing Orders to reflect current legal requirements but keep the discretionary rules similar to those already in place and bring to the next finance committee meeting.

The bank signatories have now been changed and all Cllrs can now sign cheques.

The Fixed Assets register will be reviewed by the finance committee at the next meeting.

The Annual Return was agreed and signed by the Chairman and Clerk. It was agreed by the committee that the internal controls were sufficient and that the internal auditor's report was accepted. The Chairman and Clerk also completed and signed the Annual Governance Statement.

Resolved: Report from last finance committee meeting 1st May was received.

(b) Annual accounting statement and Annual governance statement

Resolved: This was agreed and signed by the Chairman and Clerk in the presence of the Parish Council.

(c) The matter of delegated power for expenditure, the Chairman's allowance for 2012/2013 and payments to the Members was also discussed.

Resolved: It was agreed to keep the delegated powers for emergency expenditure the same for the forthcoming year which is that the Clerk with the agreement of either the Chairman or in his absence the Vice Chairman could authorise emergency expenditure of up to £500. The amounts for the Chairman's and members allowance will be devolved to the finance committee to discuss.

(d) Payment of Accounts - the outstanding accounts will be presented for payment.

cheque No	Payee	Details	Basic Amount £	VAT £	Total Payable £
200863	K McKerlie	May Salary	936.67		936.67
200863	K McKerlie Expenses	Mileage 210 miles at 45p	94.50		94.50
200864	Direct Technical Services	Payment 1 street lighting maintenance contract	956.50	191.30	1,147.80
200865	Get Mapping PLC	Parish online	40.00	8.00	48.00
200866	Sundridge Village Hall	Hire of Hall for meeting 16.04	18.00		18.00
200867	Kent County Playing Fields Assn	Subs	20.00		20.00
200867	Kent County Playing Fields Assn	Donation			
Direct debit	Haven Power	Energy charges for April 12 (acct SUND0012)	323.11	64.62	387.73
Direct debit	Haven Power	Energy charges for April 12 (acct SUND0011)	5.31	0.27	5.58
CREDITS	HMRC VAT 2011 - 12	£3,279.51			
	HMRC repayment of penalty charges	£500.00			
		total	2,065.67	199.30	2,264.97

Resolved: That the above payments schedule should be agreed.

12. Street Scene:

Footpaths/Trees – nothing to report

Highways – nothing to report

Open Spaces - Ide Hill Football Club

The clerk reported that extra funding for the new building was being sought from the Football Foundation but before awarding they wish to discuss with the Parish Council the renewal of the lease. It was agreed that the following Cllrs would be present at the meeting - Jolley, Wiltshire, Robinson and Edmonds. Cllr Edmonds had received a draft form from an Ide Hill resident which could be used to tackle the problem of swearing on the pitch – this form was felt to be unworkable. It was agreed that the issue of swearing should be raised at the meeting with the football club and somehow incorporated into the new lease.

Sundridge Recreation Ground Working party – was discussed at point 10 above.

Street Lighting – Cllr Banbrook reported that lights were being repaired or replaced only when it became necessary and saw no reason to change this policy at present.

13. Amenities

Jubilee celebrations

The Sundridge children's party would be in the White Horse Car Park beginning at 12. This event has now been advertised to residents.

Annual Council (Ide Hill) – 28th May 2012

Scout Hut Lease

The clerk should instruct Graham Grove, legal department of SDC to prepare a draft lease at an initial cost of £300. Valuations to be sought for both scout hut and football clubhouse with a view to amending the peppercorn rent charged.

ACTION: KM

Family Fun Day – August 15th

It was agreed that this should be held at Bowers Meadow, Sundridge instead of at Camberwell Lane, Ide Hill. Cllr Meldan suggested that Barbara Longbon at the Social Club could help to publicize the event. It was also agreed that the clerk could order a magician and the inflatable team at an extra cost of £225. This cost will be funded from money reserved for jubilee coins.

ACTION: KM

Sundridge Village Plan update

Cllr Banbrook reported that they were still looking for residents to join the steering committee and also need a chairman for the group that is not a parish councillor.

Annual Parish Meeting

Nothing to report.

14. Urgent Business

The clerk to find out the best way to contact the PSCO.

ACTION: KM

A resident of Goathurst Common had asked to use the recreational field for an after christening party – this was agreed.

THE MEETING WAS CONCLUDED AT 10.10 PM

Chairman

Date of Next Meeting: 25th June 2012 (Sundridge)