

**A virtual meeting of the Seal Parish Council was held on Thursday 14<sup>th</sup> May 2020 at 7.30pm**

**Present**

**Mrs F Weston**

**Mr R Bourne**

**Mr C Tavare**

**Mr C Haslam**

**Mr J Spencer**

**Mr T Martin**

**Mr A Bulleid**

**Mr M Penn**

**Mr A Michaelides**

**Also present the Clerk, Councillor J Thornton, Councillor R Gough**

**Apologises: Councillor R Hogarth, Mr M Brown**

**Parishioner's question time - None**

**The minutes of the last meeting were agreed and signed.**

**Declarations of Interest - None**

**ACTION**

**KCC Matters – Councillor Gough matters**

**RG**

New and high priority outstanding issues for the PC for discussion

Childsbridge Lane Railway Bridge

Traffic counts are needed when traffic returns to normal to in order to carry out moving the Seal village sign and the 30mph speed sign.

Narrow sign instigated from Geoff Bineham to be placed on the Green near Church Street – No further update. To be discussed at the next meeting.

Ongoing highway matters

15 gulleys on Childsbridge Lane – Councillor Gough believes that this has been completed. Mr Haslam pointed out that from Meadowlands, Zambra Way upto to Kemsing this is has not been completed. Councillor Gough to put appropriate contact in touch with Mr Haslam.

A25 Column – No further update

No HGV on Red Lane – sign pointing wrong direction towards Chaucer Business Park.

Highway Schemes

Resurfacing of Bank Lane and around Seal - Councillor Gough had put both forward and thinks they were approved. .

**Copse Bank**

A condition of the Planning Permission for Trinity School made £10,000 available for maintenance of Copse Bank footpath which is need of attention. Councillor Gough still taking this forward

**Ashplatt Footpath**

The Parish Council highlighted that the footpath heading towards the school needs a cleaning job. There is a lot of mulch on the pathway and bushes overgrown overcrowding the pathway which need

some maintenance work. Councillor Gough reported that the Head of Planning has said that work is now going ahead on it and further updates at the end of the month.

### **Bentleys Meadow**

This is a relatively small area that is not normally delegated, as it is not economic but they would consider delegating to West Kent Housing as it keeps recurring. Although they would not receive much money for it ie £20. The Parish Council agreed for Councillor Gough to set up a meeting between Mr Hadley, Mr Tavare and Councillor Gough to discuss further. Mr Tavare to include a discussion on the management of verges in the Parish with Mr Hadley.

### **COVID-19**

KCC have devoted a lot of attention to PPE . They have distributed 2.4million pieces of PPE equipment in order to save lives and a huge amount of energy and cost has gone towards that.

Household Waste Recycling Centres have opened this week under government guidelines, essential journeys only, using a booking system, to avoid a surge of cars and protect staff etc. manage demand and to avoid tail backs, overload and to sustain social distancing. There were some problems with the booking system but seems to be working and running smoothly. Mr Michaelides asked whether the tip will be relaxed for emergency use only. Councillor Gough replied given the volume of activity on website on booking system, he didn't want surge of demand and huge threats to staff and users.

Councillor Thornton thanked KCC for opening the Household Waste Recycling Centre as there was an increase in fly tipping. Also thanked the ladies of Underriver, Tonbridge and Hildenborough and local ladies for their contribution towards PPE.

Councillor Thornton pointed out that there is a roadside sign pointing in the wrong direction from Sevenoaks Prep towards Underriver. It's a spur road that cuts corner off towards Knole Park and Councillor Gough will look into this.

### **Other Matters Requiring Discussion and Action**

#### **Seal Recreation Ground Car Park - Height barrier, Bollards and Gates**

Awaiting update from Invicta and their solicitor to conclude the licence for operation of a walking bus with KCC.

The application for Lawful Development on the height barrier has had to be submitted again due to a minor fault in the application. Decision will be 4<sup>th</sup> June.

RB

The Clerk has obtained quotes for signage ranging from £1,025.30 -£2,205.00 and for line marking £950 - £1,628.75. The Council proposed the expenditure of Contract Signs of £1,055.30 and Hi-ways £1,140.00. Proposed by Mr Bulleid and seconded by Mr Penn and this was agreed unanimously.

Clerk

SDC have given permission to use the CIL money on replacement of the wooden fencing with polished cement bollards, concrete bollards to the entrance, replacement of the 3 rotten gates with 1 galvanized gate (for access to the playing fields /pavilion) and installation of a height barrier which can be opened at the entrance of the site.

Along the A25 at the recreation ground the fencing is deteriorating, Mr Penn and the clerk have looked at the site. A quote for full replacement had been obtained. It was agreed at the last meeting that the Clerk would ask Rob Crouch to quote for repairing the fence.

The Council agreed for Mr Crouch to repair the fence and Mr Michaelides proposed the expenditure of £640.78 and seconded by Mr Bulleid and this was agreed unanimously.

Clerk

#### **Playground Equipment in Seal Recreation Ground**

The work organised to complete the artificial grass has been delayed due to the current situation with lockdown and COVID-19. Work should recommence on 4 May weather permitting.

**Dentist**

The Dentist has asked for support from the Parish Council for a 3 month rent holiday to support the business due to COVID-19. The Parish Council has agreed to this, with rent being deferred throughout the year. A letter to be sent setting out details.

**Air Ambulance**

The Parish Council have received a letter regarding a grant of £250 for the vital work in saving lives and treating patients with life-threatening injuries. 89% of their income comes from donations and funds raised by the people of Kent, Surrey and Sussex. The Council to propose £250 for their grant. Mr Bourne proposed that we spend £250 and this was seconded by Mr Bullied and this was agreed unanimously.

**Castle Water**

The Parish Council have received a letter to change our billing from monthly to six-monthly to help manage account and by reducing the administration. If we pay by DD then we will be invoiced monthly if not six months billing by cheque. Mr Penn proposed that we pay by Direct Debit and Mr Michaelides seconded and this was agreed unanimously.

**Highway Improvement Plan**

To review the HIP from last year and to consider a new Highway Improvement Plan for this year. The Council agreed for Mr Haslam, Mr Martin and Mr Tavare to work on a new HIP for this year and a draft to be completed for circulation prior to the next meeting for consideration and agreement at that meeting.

CH/TM/CT

**Parish Bus Shelter Grant Application for the financial year 2020/21**

Kent County Council (KCC) runs a Parish Bus Stop Shelter Grant (PBSSG) scheme, through which financial assistance and support can be offered to Parish Councils to refurbish or replace existing bus shelters in a poor state of repair, or if the situation is appropriate, erect a new bus stop shelter., Deadline date 21 August 2020. Mr Haslam raised that a resident had asked for a bench by the bus stop in Seal. The Council decided that each Councillor would take on their own village and report back to the Council at the next meeting any repairs or improvements need to bus shelters in the parish.

ALL

**St Lawrence Recreation Ground**

The Parish Council have been approached by St Lawrence Recreation Ground Trust for support with maintenance costs during the COVID-19 outbreak and whether the Parish Council could consider supporting this during the lockdown period. Mr Herbert has made an application to HMRC to get charitable status and this is progressing. They have won their league for the first time since the club started. The football club have applied for emergency grants for costs and the cricket club have gone to members to raise as much as they can while not playing. They are looking for support of ground maintenance whilst not being able to play. The Parish Council have agreed to match their raised funds to pay 50% up to £500. Mr Bulleid proposed and Mr Haslam seconded and this was agreed unanimously.

RB

**Support from the Parish Council to the community**

There has been considerable support throughout the parish, KYN have supported the community and additional volunteer groups throughout the parish. SDC Community Volunteer who are fully ID and ID Checked have also contacted people who are not on KYN or are elderly and need help.

Councillor Thornton has taken on a huge amount of responsibility as cabinet member. Over 1400 volunteers help with regular food packages, prescriptions runs, help the

elderly who are not able to leave their home to go shopping. There are 8 emergency food supply boxes a week. A lot of people are relying on neighbours etc. to help out.

SDC Community Fundraising for local charities are under pressure. Charities such as Charities for domestic abuse, Age UK, Friends for Families and West Kent Mind are facing exceptional demand due to Coronavirus. The Parish Council have committed to donate £500 for the appeal to help go towards this cause.

### **Items for information only and updates if necessary**

#### **Community Asset**

Mr Spencer is dealing with the village hall application. No further update.

#### **Verge Cutting and Wildflower**

The parish council were due to give an information evening on 16 April at 7.30pm but due to COVID-19 this was cancelled, for the time-being this is on hold due to the current situation.

In the November minutes the Council said that they would approve a budget of £286.49 and so far, the estimated figure on expenditure is £155.18. The Council to propose that we spend a budget of £286.49 for this project.

An application for Licence to cultivate the public highway has been completed and sent to KCC.

#### **Councillor Vacancy – Seal Ward**

At present we have an opportunity to become a parish councillor and have two vacancies available. If you are interested in becoming a parish councillor, please contact the Clerk.

#### **Seal Parish Council Contact Details**

Seal Parish Council has changed their email address, all future correspondence to be sent to [sealparishc@outlook.com](mailto:sealparishc@outlook.com)

#### **Seal Spring Clean**

Due to COVID-19 this is cancelled but rescheduled for 11-27<sup>th</sup> September. More details to follow.

#### **Greensand Project – Bitchet Common**

A walk organised at Bitchet Common open to the parish on 12<sup>th</sup> May, has been postponed until current COVID-19 restrictions are lifted

#### **Annual Assembly**

Due to the current situation with lockdown and COVID-19 the Annual Assembly is cancelled for this year and the Annual meeting has been deferred for this year with the Chair able to continue for another year.

### **Planning**

The Council agreed the Minutes of the Planning Committee meetings on 12<sup>th</sup> and 23<sup>rd</sup> March 2020 and 27<sup>th</sup> April 2020. Mr Bourne proposed and Mr Michaelides seconded and this was agreed unanimously.

The Council ratified the responses to planning application consultations submitted after these meetings, Mr Bourne proposed and Mr Michaelides seconded and this was agreed unanimously.

Tarmac meeting on 23 March cancelled due to COVID-19.

**Accounts and cheques**

## Cheques signed in April 2020

005897	Mrs C Boland	£39.00	Reimburse Gigaclear
005898	Mrs C Boland	£45.34	Dog Bags and Floor Cleaner
005899	Cancelled cheque	£0.00	Cancelled
005900	Cancelled cheque	£0.00	Cancelled
005901	Kent County Council		Pension Fund
005902	Mrs C Farrow-Ward		Salary
005903	Kent Association of Local Councils	£1,125.02	Subscription
005904	Edward Tyrell Fencing Limited	£1,737.60	New Gate and Bollards
005905	Kent County Council	£154.14	Cleaning Materials and Stationery
005906	Treestyle (UK) Limited	£408.00	Tree work
005907	R Crouch	£85.00	Refit Dog Dispenser and repair wood posts
005908	Castle Water Limited	£22.88	Water rates
005909	K C Davies Limited	£45.00	Window Cleaner
005910	Sevenoaks District Council	£378.30	Quarterly Dog Bins
005911	Community Heartbeat Trust	£219.36	Defib battery and pads
005912	Inland Revenue		Deductions
005913	Mrs C Boland		Salary
005914	Cancelled cheque	£0.00	Cancelled cheque
005915	Richard Abel Landscapes	£73.12	Mowing
005916	Kent Wildlife Trust	£50.00	Subscription

## Cheques for May 2020

005917	Namesco Limited	£28.79	Website
005918	Richard Abel Landscapes	£588.69	Mowing
005919	Spy Alarms Limited	£900.00	Annual Maintenance
005920	Came & Co	£3,252.47	Insurance
005921	Streetlights	£681.42	Street lighting
005922	Sevenoaks District Council	£32.00	Refuse collection
005923	D F Williamson	£60.00	Internal Audit
005924	Mrs C Farrow-ward		Salary
005925	Mrs C Boland	£14.39	Zoom
005926	Mrs C Boland	£39.00	Reimburse Gigaclear
005927	Kent County Council		Pension Fund
005928	Mrs C Boland		Salary
005929	Inland Revenue		Deductions
005930	Mrs C Boland	£40.00	Reimbursement – data protection renewal

**Parish Council Accounts 2019/2020**

The internal audited accounts have been circulated to Councillors before the meeting including the Section 1 Governance Statement and Account Statement.

Councillors need to agree the following:-

**i) Annual Governance Statement (Section 1)**

- a. Consider the findings of the review
- b. Approve Annual Governance Statement

Mr Michaelides proposed that “The Parish Council agree the Annual Governance Statement (Section 1a and b as set out above) Seconded by Mr Bourne. This was approved unanimously.

**ii) Accounting Statement**

- a. Consider the Accounting Statement
- b. Approve the Accounting Statement
- c. Ensure the Accounting statements are dated and signed.

Mr Michaelides proposed that “The Parish Council agree the Accounting Statement (Section a, b and c as set out above)”. Seconded by Mr Bourne. This was approved unanimously.

Douglas William will continue to be our internal auditor for the Council. Mr Michaelides proposed, and Mr Bourne seconded and this was agreed unanimously.

**Matters for Information Only**

**All agendas and minutes to be available on website only during the lockdown period of COVID-19.**

Please see website for further information on health advice, financial advice for residents and waste and recycling services and residents who are vulnerable <https://www.sevenoaks.gov.uk/info/20069142/>

KCC advice on Coronavirus updates

<https://www.kent.gov.uk/social-care-and-health/health/coronavirus>

A reminder to report all Highway issues direct to KCC 03000 41 81 81

<http://www.kent.gov.uk/roads-and-travel/report-a-problem> –

A reminder to report problems on PROW to 03000 41 7171 8am-8pm Mon-Friday.

<http://www.kent.gov.uk/waste-planning-and-land/public-rights-of-way/report-a-problem-on-a-right-of>

Please report street light outages in Seal (other than on the A25) to the Parish Council.

**Meeting closed 9.15pm**