

**Minutes of the Meeting of the Parish Council of Eynsford, held on  
Thursday 17<sup>th</sup> August 2017, at the Parish Office, Priory Lane, Eynsford, at 8 pm.**

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**8235 PRESENT**

Members Present

Mrs S Boyle  
Mr A Cooke  
Mrs A Cornwell (arrived 8:35pm)  
Mrs T Durrant  
Mr G Kirby  
Mr M Richardson  
Mr P Ward

Other Officials Present

None

Clerk in Attendance

Ms N Morgan

**8236 APOLOGIES FOR ABSENCE**

Mrs A Cornwell, for lateness  
Mrs F Haxby

**8237 CHAIRMAN'S REMARKS**

Mrs Boyle reminded councillors that the next surgery would be on the 26<sup>th</sup> August in the parish office and the annual walkabout would be on the 19<sup>th</sup> August. Mrs Boyle thanked the two clerks for two well attended family fun days.

**8238 CLERK'S COMMENTS**

None.

**8239 GOVERNANCE**

a) Declarations of Interest

None.

b) Minutes of Previous Meeting

The minutes of the last full council meeting held on the 20<sup>th</sup> July 2017 were presented for approval.

**RESOLVED:** That the minutes are accepted as a true and complete record, and that the recommendations are approved.

c) Finance Notes

The clerk submitted a list of accounts, and a budget report, for July 2017, as per Appendix A.

**RESOLVED:** That the accounts are approved and payments made.

#### d) Outstanding Actions

Councillors discussed items listed that had been outstanding for three months or more.

- Mr Cooke to write a management plan for the allotments – still in progress, will be completed by November 2017
- Mr Kirby to proceed with a Community Plan – Mr Kirby is awaiting details of the DVLP programme before meeting with Farningham Parish Council
- Get a quote to remove old timetable holder from bus shelter and re-stain, Mrs Ivaldi believed this belongs to the bus company, however councillors believed that it was built by Apex building company, when they built Gibson's Court, and gifted to the council. This is to be clarified.
- Mr Ward to remove old fencing from side of Parish office – Mr Ward will remove on Saturday 19<sup>th</sup> August.
- Mr Cooke to look at the allotment fencing near to the car park and make a recommendation of how to fix. Quote will be sought to fix the loose panels
- Appointment of Trustee to the Eleemosynary Charity – it was agreed to speak with Rev Gary Owen for him to engage with Eric Syddique before appointing another Trustee.

**RESOLVED:** That all of the outstanding actions are pursued, as detailed above.

#### e) Review of Office & Fire Risk Assessments

Councillors were asked to approve the updated Office Risk Assessment & Fire Risk Assessment produced by Mr Richardson.

**RESOLVED:** That the Office Risk Assessment & Fire Risk Assessment are approved and are added as appendices to the council's main Risk Assessment. That the review is diarised for the 1<sup>st</sup> August every year.

#### f) Salary Review

Councillors were informed that Mrs Ivaldi's salary was due for annual review in August. It was suggested that they take into account that Mrs Ivaldi has now received the Certificate in Local Council Administration. Salary details; Clerks last received an uplift in April 2016 due to NALC's National Salary Award for 2016 – 18. Mrs Ivaldi is currently on point 33 (£29,033 pro rata). (Ms Morgan's salary is due to be reviewed in November). The Clerk's contract states that one additional salary point will be added to the salary for success in obtaining relevant professional qualifications.

**RESOLVED:** That Mrs Ivaldi's annual salary is raised from point 33 on the NALC salary scale to point 34 – an increase of £830 p.a (pro rata c.£314.05p.a)

## 8240 PLANNING

### a) Planning Committee 7<sup>th</sup> August 2017

Minutes of the above meeting were circulated to all councillors for approval, as per Appendix B.

**RESOLVED:** That the minutes are accepted as a true and complete record, and that the recommendations are approved.

### b) Notifications of Planning Consents/Refusals Received from Sevenoaks District Council

None.

### c) Sevenoaks District Council Local Plan Consultation

Councillors were informed that Sevenoaks District Council was consulting on the latest part of its Local Plan – on its Issues and Options document. Consultation is open until 5<sup>th</sup> October 2017. Mr Ward noted that this was a very important document and all councillors should read the consultation, review and submit their comments to the clerk, to enable the council to collate all responses.

**RESOLVED:** That all councillors read the consultation, and submit their comments to the clerk, once all comments are in the item is to be brought back to a committee meeting to collate all the responses to be submitted.

### d) Village Hall/Harrow Meadow Update

Mr Richardson, noted that there had being no recent meetings, however the group had visited other village halls to look at what they had done and is considering different options

**RESOLVED:** That the information is noted.

## 8241 HIGHWAYS & TRANSPORTATION

### a) Highways & Transportation Committee 7<sup>th</sup> August 2017

Minutes of the above meeting were circulated to all councillors for approval, as per Appendix C. Mr Kirby noted that item 3 A225 improvements, is missing part of the recommendations: It should also state that Mr Kirby is to look further into the proposal to create a car park in the recycling layby.

**RESOLVED:** That the minutes are amended to show that Mr Kirby is to look further into the proposal to create a car park in the recycling layby, and then, be accepted as a true and complete record, and that the recommendations are approved.

## 8242 COMMUNITY & ENVIRONMENT

### a) Police Report

There had being a burglary about two weeks ago in Station Road and jewellery was taken, and later some of it was found discarded at the railway station.

Break-ins at Eynsford Road, Telephone Masts, cables and batteries stolen (councillors believed this to be the mast at Priory Lane, not Eynsford Road)

Lullingstone Golf Course, two motorbikes riding around with false plates, trespassing on farm land.

**RESOLVED:** That the information is noted.

### b) Changes to Local Policing

It is understood that our current PCSO is leaving and that a new structure of policing will be in place from 12<sup>th</sup> September. Eynsford will be covered by two PCSOs along with five other areas

**RESOLVED:** That the information is noted.

### c) Disability/Access Survey

Mr Richardson reported that he had now completed the survey for local businesses about their accessibility to people with different types of disabilities. Ms Morgan has narrowed down all the business in Eynsford, which are open to the public, which is now 25-30. Councillors discussed the best way to distribute and collect the surveys.

**RESOLVED:** That Mr Richardson & Mr Kirby distribute the surveys and will collect the surveys direct from the business.

### d) Bank Holiday

Councillors were asked to discuss contingency plans for any possible problems over the bank holiday weekend, particularly with visitors to Riverside. Ms Morgan, reported that it had being announced that there would be another trap rally starting in Horton Kirby, travelling 19 miles, with 3 stops on the Bank Holiday Monday, however the announcement did not mention where the stops would be. Mr Richardson suggested that the residents of Furlongs Road could close their gate as it is a private road, which would help reduce places to park along Riverside. It was agreed that we should inform the police regarding the proposed trap rally, in relation to the issues with traffic management, and also inform all the public houses of the proposed trap rally

**RESOLVES:** That we contact the police and the local public house regarding the proposed trap rally. In addition, available councillors are on standby to clarify the situation and notify the relevant authorities, if necessary.

## 8243 RECREATION

### a) Recreation Committee 7<sup>th</sup> August 2017

Minutes of the above meeting were circulated to all councillors for approval, as per Appendix D.

**RESOLVED:** That the minutes are accepted as a true and complete record, and that the recommendations are approved.

At this point, the meeting was open for public questions 8.55pm. The meeting resumed at 9.10pm.

### b) Quotes for Fence Repairs at Riverside

Revised quotes have been sought from three contractors. 2 quotes have been received, one for repair at a cost of £835 + VAT, and for a complete replacement at a cost of £4750 + VAT, and one for repair at a cost of £970.00 and for a complete replacement at a cost of £13438.00. The 3<sup>rd</sup> Quote is still awaited. It was also suggested that the councillors review the fence on their annual walkabout and make a decision as to whether to repair the fence, or replace the whole of the fence. Once a decision is made, quotes from three companies will be sought, and brought back to the next meeting, to consider.

**RESOLVED:** That councillors review the fence and make a decision at their annual walkabout as to whether repair or replace. That three quotes are sought for either repair or replacement and brought back to another meeting.

### c) Tree Work at Common Meadow

Councillors were informed that permission had been sought from Sevenoaks District Council to carry out work to the four willow trees at Common Meadow. If there are no objections, work can start after 7<sup>th</sup> September.

**RESOLVED:** That the information is noted

### d) Quotes for Notice Boards

None received.

### e) Annual Walkabout

Mr Cooke reminded Councillors of the annual walkabout to inspect parish assets and amenities to take place on 19<sup>th</sup> August. Commencing at the Parish Office at 10.30am

**RESOLVED:** That the information is noted.

### f) Rental Rates for Harrow Meadow for next season

Councillors were asked to agree rental rates for the two football clubs for the 2017-2018 season. It has been provisionally agreed that Eynsford Football Club be charged £60 per match on an initial one year basis (as recommended at the committee meeting). The Riverside Wanderers Football Club paid £820.00 for the 2016/2017 season.

**RESOLVED:** That Eynsford Football Club is a charged £60 per match on an initial one year basis. That Riverside Wanderers Football Club is charged £850.00 for the 2017/2018 season.

g) Allotment Lottery Funding

The Clerk had received an e-mail from Kent County Council about a lottery funded project called Magnificent Meadows. It is aimed at improving management of grasslands and wildflower meadows and providing more access towards them. It has been suggested that the 'nature' area of the Castlefield Allotments is included in the proposal. Councillors are asked to agree whether the allotments could be included within the scheme.

**RESOLVED:** That councillors agree that the 'nature' area of the Castlefield Allotments is included in the proposal.

h) Use of Riverside Cycling Event

A request had been received to use Riverside for a pop-up gazebo to serve tea and coffee for a group of cyclists for a cycling event. This would be on 5<sup>th</sup> October and would be for about an hour at 11am

**RESOLVED:** That permission is given, along with the usual constraints.

The meeting of the council closed at 9.25pm

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Chairman: 21<sup>st</sup> September 2017