

**Minutes of the Meeting of the Parish Council of Eynsford, held on  
Thursday 19<sup>th</sup> April 2018, at the Parish Office, Priory Lane, Eynsford, at 8 pm.**

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**8309 PRESENT**

Members Present

Mrs S Boyle  
Mrs A Cornwell  
Mr A Cooke  
Mrs T Durrant  
Mrs F Haxby  
Mr G Kirby  
Mr P Ward

Other Officials Present

None

Clerk in Attendance

Mrs H Ivaldi

**8310 APOLOGIES FOR ABSENCE**

Mr M Richardson, Mr R Gough (County Councillor)

**8311 CHAIR'S REMARKS**

Mrs Boyle reminded councillors about the next surgery to be held on 28<sup>th</sup> April between 9am and 11. Mrs Boyle would not be available.  
Mrs Boyle said she had attended the last Dementia Café on Friday and thanked Mrs Haxby for her good work on this.

**8312 CLERK'S COMMENTS**

Mrs Ivaldi said that the latest newsletter had been printed and was now being delivered.

**8313 GOVERNANCE**

a) Declarations of Interest

Mr A Cooke declared a non-pecuniary interest in item 8316c as one of the organisers of the Garden Safari.

Mr P Ward declared a non-pecuniary interest in item 8314f as a friend of the householder.

#### b) Minutes of Previous Meeting

The minutes of the last full council meeting held on the 15<sup>th</sup> March 2018 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 March 2018, as per Appendix A.

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

#### d) Outstanding Actions

No items were presented.

#### e) Insurance Quotes

Councillors were asked to discuss insurance quotes for the upcoming year from 1<sup>st</sup> June. The following quotes had been received for identical cover:

Came & Co. £877.79; Zurich £864.17.

**RESOLVED:** That the Clerks find out whether the cover includes risks relating to the new General Data Protection Regulations and bring the findings back to the next meeting.

#### f) Social Media Policy

Councillors were asked to review the Social Media Policy which is now called the 'Digital Communication Policy'. Various changes had been made to bring the policy in line with the General Data Protection Regulations.

**RESOLVED:** That the Digital Communications Policy is approved (Appendix B)

#### g) Register of Assets

Councillors were asked to review the council's register of assets including buildings, land, amenities and office items. Councillors had a number of questions about the contents.

**RESOLVED:** That the Register of Assets is reviewed and brought back to another meeting.

#### h) General Data Protection Regulations

Councillors were asked to approve various documents and actions produced and recommended by the General Data Protection Regulation (GDPR) Working Group.

**RESOLVED:** That the Data Retention Policy is approved (Appendix C). That the Information Security Policy is approved (Appendix D). That the Consent/Policy notices sent to Car Park and Allotment Tenants are approved retrospectively (Appendix E). That Mr Ward carries out GDPR training for councillors. That the Clerks carry out Data Cleansing with support from Councillors.

That Mrs Ivaldi considers whether to take on the role of Data Protection Officer before the next meeting.

i) Clerks Salary

Councillors were informed that due to an error, the agreed NALC salary increase for Mrs Ivaldi and Ms Morgan from 1<sup>st</sup> April 2017 had not been applied. Councillors were asked to approve the correction of the underpayment for the last financial year totalling £270.07.

**Recommended:** That the underpayment of the clerks' salaries is paid.

**8314** PLANNING

a) Planning Committee 3<sup>rd</sup> April 2018

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

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

b) Planning Notifications

The following planning notifications had been received since the last meeting:  
SE/17/03855/HOUSE – 4 Park House Cottages, Bower Lane, Eynsford – REFUSED  
SE/17/03763/FUL – Bluebell Bank, Station Road, Eynsford – GRANTED  
SE/18/00672/HOUSE – 2 Saddlers Hall, Saddlers Park, Eynsford- GRANTED  
SE/18/00620/HOUSE – Greenacres, 30 St Martin's Drive, Eynsford – GRANTED  
SE/18/00438/HOUSE – The Old Manse, 27 Eynsford Rise, Eynsford – GRANTED

c) Housing Allocations Policy Consultation

Councillors considered the updated housing policy from Sevenoaks District Council. Mr Ward had examined the consultation and had no issues with the majority of it. Councillors had a concern about whether the changes would affect how the affordable housing at Knights Field is allocated.

**RESOLVED:** That the Clerk contacts English Rural Housing Association to find out if the changes to the housing policy will affect the allocation of housing at Knights Field. That once known, Mr Ward submits the council's response to the consultation.

d) Tree Work Application SE/18/00965/WTCA – Staddles, Station Road, Eynsford

Councillors were told that the Tree Wardens had submitted No Objections to this application for various works to trees.

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

e) Planning Application SE/18/03965/FUL – Land North East of Park House Farm, Bower Lane, Eynsford

Councillors considered an application for the change of use from domestic storage (B8) to residential (C3).

**RESOLVED:** That councillors object to the application for the following reasons:

This residential development would be inappropriate and detrimental to the Green Belt and AONB. In addition, any use of the surrounding land for domestic purposes would adversely impact on the character and openness of the Green Belt and AONB.

Councillors are concerned that the applicant is using the planning system to gain domestic use as the barn was in agricultural use until August 2017 and the application then was for 'storage' use. Councillors object to the installation of parking on Green Belt land.

Councillors want to ensure that any trees on the site are protected.

f) Planning Application SE/18/00976 – 55 Pollyhaugh, Eynsford

Councillors considered an application for the demolition of the existing garage and erection of a part two storey and part single storey side and rear extension, a first floor dormer extension.

**RESOLVED:** That councillors object to this application due to the impact of the size of the proposed building on neighbouring properties, and the effect of infilling.

At this point, 9.04pm, the meeting opened up for questions from the public. The meeting resumed at 9.12pm.

g) Planning Application SE/18/00921/HOUSE and SE/18/00922/LBCALT – Willow Cottage, Station Road, Eynsford

Councillors considered an application for a single storey rear extension.

**RESOLVED:** That councillors offer no objection to this application.

h) Planning Application SE/18/00975/HOUSE – 2 Lower Austin Lodge Farm, Upper Austin Lodge Road, Eynsford

Councillors considered an application for the demolition of an existing outbuilding and the construction of a new outbuilding.

**RESOLVED:** That no objection is made.

i) Planning Application SE/18/00973/HOUSE – 1 Oliver Cresecent, Farningham

The application for the conversion of a detached garage into an annexe was no longer valid.

## **8315 HIGHWAYS & TRANSPORTATION**

a) Highways & Transportation Committee 3<sup>rd</sup> April 2018

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

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

b) Street Lighting

Councillors were informed that the replacement of the last concrete lamp post has been postponed while Mr Richardson queries the cost from UKPN. In 2015 UKPN charged £542 per post and connected and disconnected the electricity on the same day. This time they are quoting £774 and a same day reconnection would cost an additional £561 – a total of £1355 for the same service, a 145% increase. Mr Richardson will query this with UKPN and the Department of Business Energy and Industrial Strategy.

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

**8316** **COMMUNITY & ENVIRONMENT**

a) Police Report

No report was available but Mrs Ivaldi reported that at a recent meeting a police inspector had emphasised the importance of reporting any crimes on 101 or online.

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

b) Volunteer Centre Donation

Councillors considered a donation request from Volunteer Centre North West Kent.

**RESOLVED:** That a donation of £150 is made from the Ad Hoc Donation budget. That the Volunteer Centre are asked if they can provide details of services they have provided in Eynsford.

c) Eynsford Garden Safari Donation

Councillors considered making a donation towards the cost of banners, flyers and publicity materials for the Garden Safari which will be raising money for Eynsford Village Hall.

**RESOLVED:** That, as the council is already making a substantial contribution towards the village hall, a donation is not made. That the council provides a cost price quote to print the programmes for the event provided that someone from the Garden Safari 'mans' the machine.

d) Eynsford Village Society Donation

The council had received a request from Eynsford Village Society to fund additional costs related to the public art installation at Eynsford station.

**RESOLVED:** That, as a donation has already been made towards this project, that no donation is made at this time.

e) Citizens Advice Bureau Donation

Councillors considered a donation request from Citizen's Advice Sevenoaks and Swanley. It was noted that during the past 12 month, the service had helped 17 Eynsford residents with 51 separate issues.

**RESOLVED:** That a donation of £75 is made from the Regular Donations budget.

f) Eynsford & Crockenhill Rights of Way Group Donation

Councillors were asked to consider making a donation towards this group.

**RESOLVED:** That a donation of £70 is made from Regular Donations.

**8317** **RECREATION**

a) Recreation Committee 3<sup>rd</sup> April 2018

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

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

b) Legionella Testing Contract

Councillors were told that a new quote had been received to carry out legionella testing at Harrow Meadow Changing Rooms that was substantially higher than the previous contract.

**RESOLVED:** That the clerk researches other quotes. That the clerk checks whether a risk assessment is required when one was carried out recently. That this is brought back to the next agenda.

c) New Tree at Riverside

Mr Ward told councillor that research he had done into a suitable tree to be planted at Riverside. His preferred tree was an Acer which would cost around £200 for a suitably sized specimen. There would be additional costs around delivery, planting and protecting the tree.

**RESOLVED:** that the planting of an Acer is approved. That a budget of up to £300 is approved for the project to come from the Tree Planting budget.

The meeting of the council closed at 10.10 pm

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Chairman: 17<sup>th</sup> May 2018