

**Minutes of the Meeting of the Parish Council of Eynsford, held on
Thursday 20th July 2017, at the Parish Office, Priory Lane, Eynsford, at 8 pm.**

8226 PRESENT

Members Present

Mrs S Boyle
Mrs T Durrant
Mrs F Haxby
Mr G Kirby
Mr M Richardson
Mr P Ward

Other Officials Present

None

Clerk in Attendance

Mrs H Ivaldi

8227 APOLOGIES FOR ABSENCE

Mrs A Cornwell, Mr A Cooke.

8228 CHAIRMAN'S REMARKS

Mrs Boyle reminded councillors that the next surgery would be on the 29th July in the parish office. Mrs Boyle congratulated the clerk, Holly Ivaldi, on gaining the Certificate in Local Council Administration (CILCA). She also thanked and congratulated Mr Cooke for dealing with the emergency tree work situation so promptly, and Mrs Haxby for all her work promoting and explaining dementia awareness around Eynsford and Farningham over the past months. Mrs Boyle noted that she would be away for the September main meeting and the October committee meeting.

8229 CLERK'S COMMENTS

The clerk let councillors know that the newsletter was now out for delivery. She also reminded councillors that fun days would be held on 1st and 15th August, and invited them to attend if they were available.

8230 GOVERNANCE

a) Declarations of Interest

Mr Richardson declared a non-pecuniary interest in minutes 8231c as a trustee of the village hall.

b) Minutes of Previous Meeting

The minutes of the last full council meeting held on the 15th June 2017 and the minutes of the extraordinary general meeting held on 16th June 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 June 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
- Mr Kirby to proceed with a Community Plan – Mr Kirby is awaiting details of the DVLDP programme before meeting with Farningham Parish Council
- Mr Richardson to look into grants and training around disability access and bring back a revised version of his survey to the next meeting – Mr Richardson report that the survey had been revised ready for the next meeting, but that he could not find any suitable grants available for commercial premises.

RESOLVED: That all of the outstanding actions are pursued.

e) Review of the Standing Orders

Councillors were asked to review the Standing Orders.

RESOLVED: That the following changes and additions (in italics) are made to the council's Standing Orders:

10. Code of Conduct

10.1 The Clerk will compile and hold a Register of Members Interests, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority. *Councillors must, within 28 days of taking office as a member or co-opted member, notify the monitoring officer of any disclosable pecuniary interest.*

10.2 If a member has a ~~personal~~ *non-pecuniary* interest as defined by the Code of Conduct adopted by the Council on ~~14th June 2007~~ *20th September 2012* then he or she shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

10.3 Where a member has a ~~prejudicial~~ *pecuniary* interest in any business of the Council, (a) they may attend a meeting, but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.
(b) they must withdraw from the room where a meeting considering the business is being held immediately after making representations, answering questions or giving evidence (where (a)

applies); otherwise whenever it becomes apparent that the business is being considered at that meeting.

11. Expenditure

11.2 Where it is necessary for the Clerk to make a payment before it has been authorised by the Council, such payment shall be limited to £150. Councillors shall require authorisation from the Chairman of the Council or, in his or her absence, the Vice-chairman but the limit of such expenditure shall be £50.

In a case of risk to health or safety to an employee, a contractor or a member of the public, and when immediate action is required, the Clerk may approve expenditure of up to £1000 with the agreement of the Chair or Vice Chair and one other councillor in order to mitigate the risk.

f) Review of the Financial Regulations

Councillors were asked to review the Financial Regulations.

RESOLVED: That the following changes and additions (in italics) are made to the council's Financial Regulations:

3.5 In a case of risk to health or safety to an employee, a contractor or a member of the public, and when immediate action is required, the Clerk may approve expenditure of up to £1000 with the agreement of the Chair or Vice Chair and one other councillor in order to mitigate the risk. The Clerk shall report this expenditure to the Council as soon as is practicable thereafter.

5.6 A separate account shall, *if deemed to be necessary*, be held for use with a debit card with a maximum balance of £200. This shall be topped up as needed by means of a bank transfer approved by two signatories. No payment in excess of £200 may be made on the debit card without prior authorisation from the council, with sufficient funds transferred. All debit card payments must be reported to the council on a monthly basis and listed with the schedule of payments (5.2). The RFO will date and initial debit card payment receipts to confirm that they have been matched against the bank statement, and a copy of the receipt will be presented to the council along with the corresponding bank statement, on a monthly basis, where they will be countersigned by two councillors.

g) Review of the Council's Risk Assessment

Councillors were asked to approve the council's Risk Assessment.

Mr Richardson noted that the Office Safety Assessment and Fire Risk Assessment also needed to be reviewed.

RESOLVED: That the risk assessment is approved. That the Clerk works with Mr Richardson to set up an annual inspection of trees on parish land by an expert.

h) Review of the council's Equality Policy

Councillors were asked to approve the council's Equality Policy.

RESOLVED: That the Equality Policy is approved. That the Clerk checks whether there are any updated laws regarding transgender and gender identity.

i) Membership of Kent Association of Local Councils

Councillors were asked to approve renewal of membership of KALC for 2017/18 at a cost of £631.30.

RESOLVED: That membership is approved from the KALC membership budget.

8231 PLANNING

a) Planning Committee 3rd July 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

Planning Application SE/17/00407/HOUSE – Pax, Eynsford Road, Eynsford – REFUSED.

Tree Work Application SE/17/02107/W5DAY – Common Meadow, Eynsford – NO OBJECTION.

c) Eynsford Village Hall/Harrow Meadow Update

Mr Richardson gave an update on the working group's recent work on this project. He said that they had met with the architects the previous week and had provisionally agreed the final plans. They had been seeking quotes on levelling the land and were awaiting quotes for a 5-a-side pitch and a MUGA as well as for turning the pitch. The group was visiting other village halls to look at what they had done and considering different options.

RESOLVED: That the information is noted.

d) Planning Application SE/17/01582/MMA – Girdle Bridge Cottage, Shoreham Road, Eynsford

Further to the council's decision with regard to this application in June 2017, it was brought to the council's attention that some of the information in the survey document had been overlooked and misinterpreted. Following this, councillors agreed, via email, that the documents did show the existence of the original glass house and attic in the 1940s, bringing the development within 50% of the original size. Councillors were asked to retrospectively agree to send a comment of Sevenoaks District Council stating that the parish council no longer has any objections to this application.

RESOLVED: That the council's response is changed to No Objection.

e) Tree Work Application SE/17/02130/WTCA- Institute Cottage, High Street, Eynsford

Councillors discussed plans to removed three yew trees.

RESOLVED: That the Tree Wardens are asked to make a response.

f) Appeal – Planning Application SE/16/03693/TELNOT – Thames Water Works, Lullingstone Lane, Eynsford

Councillors were asked to decide whether or not to make any further representations or to withdraw their previous representations in relation to this application to install a telecommunications mast.

RESOLVED: That no further comment is made.

g) Lullingstone Liaison Group Update

Mr Richardson reported on the recent meeting of the Lullingstone Liaison Group he had attended. There had been questions over the funding from the Darent Valley Landscape Partnership and if and when it would start. Preston Hill Park will be handed back to the Country Parks team in August. Lullingstone Country Park had been awarded the Certificate of Excellence by Trip Advisor.

RESOLVED: That the information is noted.

8232 HIGHWAYS & TRANSPORTATION

a) Rail Users' Group Meeting

Mr Richardson reported on the first meeting of the Eynsford Rail Users' Group. Issues discussed included: poor timekeeping, cancellations, congestion, oyster card, pensioner fares, unreliable information, future routes and more. There was a discussion about whether to try to link up with Sevenoaks Rail Travellers Association and whether to work together or separately. The next step was to set up a meeting with the Sevenoaks Rail Travellers Association.

RESOLVED: That the information is noted.

b) Streetlighting Contract

Councillors were informed that final figures had been received regarding the costs of the maintenance contract, and councillors were asked to make a decision about which part to take on. The basic contract would be £2094.40, the repairs aspect would be £791.56 and the night patrol would be £254.60. The new LED lamps have a five year warranty.

RESOLVED: That the basic and repairs contract are taken on for the current financial year at £2885.96.

8233 COMMUNITY & ENVIRONMENT

a) Community & Environment Committee 3rd July 2017

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

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

b) Police Report

None available. The Clerk was asked to contact the PCSO for an update.

8234 **RECREATION**

a) Safety Works on Willow Tree

Councillors were asked to retrospectively approve urgent expenditure made on making safe the willow tree at Common Meadow which had lost an additional limb on 2nd July. The cost of the work to remove the limb and reduce the crown was £888 + VAT.

RESOLVED: That the work is retrospectively approved to be paid for from the Tree Maintenance Fund.

b) Quotes for Fence Repairs at Riverside

Three contractors had been asked to quote to repair the low fence at Riverside green. Two quotes had been received which were very different. Councillors also discussed the possibility of replacing the whole of the fence in the future.

RESOLVED: That Mr Richardson draws up a specification for the cost to repair in the short term. That a smaller group of councillors meet to discuss options for a complete replacement.

c) Quotes for Tree Work at Common Meadow

Councillors were told that three quotes had been received to reduce the crowns of the remaining four willow trees by 25% and to report any other safety concerns: Aspen Tree Care £1680, Down to Earth £2664 + VAT, Sam Rogers Tree Care £3000 + VAT.

RESOLVED: That Aspen Tree Care's quote is accepted (subject to permission from Sevenoaks District Council). That the work is paid for from the Tree Maintenance Fund with the rest coming from Contingency.

d) Quotes for Notice Boards

None received.

e) Allotment Allocation

Councillors were informed that an allotment at Castlefield had been provisionally offered to a new family to the village as there was no-one on the waiting list. However, the allotment is significantly overgrown so it would be offered free of charge for the first year as per normal procedure. Councillors were asked to discuss whether to offer any additional help in making the allotment usable as the family has limited means.

RESOLVED: That the allotment is offered free of charge for a year, subject to annual review.

The meeting of the council closed at 9.15pm

Chairman: 17th August 2017