Charlotte Cole, Clerk

[clerk@hever.org](mailto:clerk@hever.org)

**MINUTES**

Hever Parish Council ZOOM on **6th MAY 2021 Annual meeting and Annual Assembly.** The meeting commenced at 7.30pm. Planning meeting was held at 7pm and minutes as per submission of HPC comments to SDC.

In attendance: Stephen Sadler (SS), John Hodson (JH) Chair, Angela Haydon (AH), Nick Roberts (NR), Philip Lindsay (PL), Rick Brookes – Smith (RBS), Stephen Lark (SL), Joanna Wade (JW Vice Chair), Duncan Leslie (DL) joined after item 4. Also in attendance; C. Cole, Clerk and 11 Members of Public.

1i. Election ofChairman for 2021/22**.** NR proposed and SL seconded JH nomination. Voted on, JH elected Chair and Acceptance of office form completed.

1ii. Election ofVice Chair for 2021/22. John Hodson proposed and PL seconded JW as vice chair. Voted on and JW elected.

2. To receive apologies and declarations of interest in respect of business specified on the agenda (Chair). Apologies received and accepted from Stephen Sadler (prior commitments).

3. Approved the accuracy of draft Minutes of the previous meeting.

4. Public Forum (10 minutes)

Matthew Dickins (MD), SDC Councillor offered congratulations to JH & JW. Updated on the SDC Council tax support scheme. Report on SDC Local plan imminent. Note legislation re remote meetings. Hever Neverworld music festival cancelled. Working with MP Tom Tugendhat on Department of Transport night flights consultation. Environment Bill to be varied over till next Parliamentary year. Thanks from Chair to MD for assistance with covid grants.

Members of Public expressed concerns re Four Elms nursery site re noise. An outline of the planning process and permitted retrospective applications, noting roles of environmental health, planning enforcement etc.

**Items for discussion / decision;**

**5.** Resignation of the Clerk received (Chair) and update on the recruitment process provided.

**6.** Chairman’s report received – as per distributed in The Link and online.

**7.** Request by Hever School to hold school fete on Parish Field 21st June 2021 agreed to.

**8.** Noted of SS involvement with concerns re; SDC sewage recharge to some local residents.

**9.** Financial update. Receipts and payments since last update & accounts and statement reconciliation received and noted (Clerk). Annual accounts and internal audit report considered and approved for external audit.

**10.** Grant request - Kent, Surrey & Sussex Air Ambulance grant request £ 300 approved.

**11.** Theappointment of members of Committees;

* Planning – NR, PL, RBS, SS, AH, DL.
* Finance and Employment JW, JH, AH, Clerk
* Appointment of members to serve on outside bodies / local groups e.g. HWCAAG (currently RBS, SL, DL).

**12.** HPC Annual policies – noted and resolved to adopt;

Complaints Policy GDPR Planning Committee Terms of Reference

Finance Regulations Code of Conduct Terms of Reference of Finance and Employment Committee Standing Orders Training Policy for the Clerk and Cllrs.

Risk Management Asset register Co – option of Cllrs. procedure

**13.** Affordable housing. Update from AH – 2 further potential sites came forward from call for sites –

directed to English Rural Housing Association. One subsequently withdrew and second one not suitable

due to access arrangements. Bull Lane site remains the site in the final phase of public consultation until

the end of June – “drop in” sessions in Four Elms w/c 21.06.21 (subject to covid restrictions) and for further

public comments to be received by email to [clerk@hever.org](mailto:clerk@hever.org)

The full Council will consider the issues and comments received (qualitative and quantitative) at the next

meeting on 07.07.21.

**14.** Highways Improvement plan for the parish (21/22) – meeting between AH, Clerk and Highways KCC. Proposal is for extended double yellow lines around the Four Elms pond.

**15.** \*Planning; applications responded to and outcomes - attached to agenda.

**16.** Urgent issues at the discretion of the Chairman for noting or inclusion on future agenda – JW requested that footpaths across the parish be added to the Agenda in July.

**17.** GDPR – no update/

**18**. To determine matters arising from the previous minutes for updating / noting (Chair) – awaiting permission from neighbouring landowner to alter Heras fencing around pond.

**19.** Consultations / Other Correspondence – note that the additional seating at Hever station installed.

Family Fun Days – pencilled in for Four Elms 9th August 10am – 2pm.

Train noise through Bough Beech – SS working with relevant agencies and District Cllr.

Neverworld 2021 cancelled.

Items for updating on / for information;

**Gatwick update** - Clerk attended the CAGNE meeting on 08.04.21

2021 HPC meetings 7pm Planning 7.30pm Full Council meetings – awaiting central Govt. guidance on mode of meetings.

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| --- | --- | --- |
| MONTH | DATE | DAY |
| JULY | 7 | WEDNESDAY |
| SEPTEMBER | 7 | TUESDAY |
| NOVEMBER | 9 | TUESDAY |

The meeting ended at 9.02pm