

Agenda

To: The Members of Hever Parish Council. I hereby summon you to attend the meeting of Hever Parish Council which will be held at Mark Beech Village Hall on Tuesday 7th September 2021 commencing at 7.30 pm for the transaction of business as set out below.

Please note the Planning meeting has been cancelled.

Signed: Christina, Clerk & RFO

Date 01/09/21

***are attachments**

If a Councillor has declared an interest in an item on the agenda, they will be placed in the waiting room for the duration of the agenda item. Once the item has been concluded, they will be re-admitted.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

The Chairman may, if necessary, suspend or ultimately close the meeting if disruptive behaviour is not modified and obstructs the proceedings of a meeting.

For your information, in law, the public have a right to attend meetings but they have no right to speak. Schedule 12, LGA 1972

To assist in the speedy and efficient dispatch of business, please contact the Clerk in advance of the meeting if further factual information is required on an item on the Agenda.

There will be 15 minutes at the beginning of the meeting to hear questions or comments of the public present to draw the attention of the Parish Council to any pre-advised matter, at the discretion of the Chairman.

1. To receive apologies for absence and reason
To receive and consider for approval, apologies for absence and reasons given.
2. To receive declarations of interests
Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Hever Parish Council's Code of Conduct.
3. Minutes of last meeting
To approve and sign minutes of the meeting held on the 7th July 2021.
4. Clerk's report
To receive a report from the Parish Clerk outlining actions taken since the meeting held on 7th July 2021 and any other updates.
5. * Planning: applications responded to and outcomes.
 - a. Any planning notifications received between 01/09/21 & 07/09/21 (for info only).
6. Items for consideration and resolution
 - a. Four Elms Pond - The owner is considering selling and is offering HPC to purchase it.
 - i. To receive and consider the report (*attached) and any recommendations from Cllr Nick Roberts.
 - ii. To resolve if the Council wishes to enter into negotiations

- iii. To resolve the amount HPC may wish to budget for
 - iv. To resolve the next action steps.
 - b. Footpaths – To resolve whether HPC can give financial support for footpath improvements at the junction Rectory and Pigdown Lane and footpath from Hever churchyard to Threshers Field. Cllr Wade.
 - c. BT Openreach Fibre to the premises (FTTP) project in Hever - HPC has been approached to assist local householders by being the legal entity with which Openreach will contract. Cllr Wade has informed the householder group that HPC would like to see the contract so they can understand what the legal contractual relationship is with Openreach. There is no financial obligation from HPC.
 - d. Hever Church – Some wooden boards lining the path to the Church are missing and some are rotten. Does HPC resolve to get an estimate for the works to be carried out.
- 7. Items for information only
 - a. Correspondence
 - i. B2027 road closure. HPC were requested by a member of the parish to write to Metro buses and Tom Tugendhat in the hope of getting some bus routes reinstated as the revised timetable was very inappropriate for people trying to get from Four Elms to Edenbridge before 11am. Tom replied to HPC in agreement. He stated that there had not been the consultation with residents, bus operator and businesses that he had asked for. A meeting was set up to discuss with SES, but works have since been postponed and the road cleared for use.
 - ii. Email from KALC about KCC launching their consultation on the continuation of the booking system to visit KCC Household Waste Recycling Centres. The consultation questionnaire and supporting documents can be found at www.kent.gov.uk/wasteconsultation
 - iii. Email from NALC about the Cabinet Office national call for evidence into development of a National Resilience Survey.
 - b. Items for information
 - i. Hedge trimming around entrance/exit steps to Hever field completed to enable clearer site and movement across the road to parent's car parking.
 - ii. Bulk refuse freighter booked and first collection in all 3 villages on 21st August 21. The 2 Defibrillators have had their annual inspection and we have replaced a set of expiring pads.
 - iii. Uckfield & East Grinstead steering group meeting 7th Sept 21 9.00-10.30.
 - iv. The Queen's Platinum Jubilee Beacons lighting at 9.15pm on 2nd June 2022. Asking for registration so they can update the monthly guide.
 - v. Email via SDC about Counter Terrorism Policing South East and Regional Organised Crime Unit who will be undertaking a pilot communications campaign 'Small Towns and Villages - Deterring Crime, Defeating Terrorism'. Sevenoaks District residents and business will receive information by Royal Mail. Pilot to test responses ahead of a potential national roll out.
- 8. Finance
 - a. * Bank reconciliation for approval – to receive, approve and sign bank reconciliations prepared by the RFO.
 - b. * Ratify payments made between meetings.

- c. * Accounts for payment – to resolve to approve items of expenditure for payment.
 - d. To consider the invoice received from MPLC (Motion Picture Licensing Co. Ltd) of £216.11. I believe it is for the film club licence. Does HPC wish to continue the renewal this year – they are offering 18 months instead of 12 for the same price.
 - e. Does the Council wish to proceed with a regular Bulk Refuse slot as listed in SDC timetable schedule for the coming year? Dates – 27th November 2021, 12th Feb 2022, 26th March 2022, 23rd July 2022. This is more than agreed previously (5 instead of 4). If not, which one would they like to remove? Cost is ~£305.
 - f. Owing to the continuing problems with the new Clerk/RFO not having online access yet to make payments, ratify the use of the cheque book, when required. Cheques to be signed by 2 signatories. (currently JH, JW, CMD, CC)
 - g. Ratify to changing the banking mandate to add Cllr Angela Haydon as a signatory.
 - h. Ratify to adding Cllr Haydon for online banking in preparation for Bankline (see 9.k. below) and to create a robust back up system for making payments.
 - i. Resolve to appoint an HPC FEC member to ratify bank reconciliations (to take over from AH).
 - j. Ratify to changing the banking mandate to remove the previous Clerk.
 - k. Bankline – resolve to set up the use of a service by NatWest (free to community organisations) so that there is a two step process for making payments.
9. Items for noting or inclusion on future agenda at the discretion of the Chairman.

Date of next meeting 2nd November 2021.

2021-22 HPC meetings

7pm Planning

7.30pm Full Council meetings

Meeting dates/times can be subject to change, please always check Hever.org website for next meeting date/Agenda.

Tuesday	02/11/2021	Hever Village Hall
2022		
Tuesday	11/01/2022	Hever Village Hall
Wednesday	09/03/2022	Mark Beech Large Hall
Tuesday	10/05/2022	Four Elms Village Hall
Wednesday	25/05/2022	Hever Village Hall
Tuesday	12/07/2022	Four Elms Village Hall
Tuesday	13/09/2022	Hever Village Hall
Thursday	17/11/2022	Mark Beech Large Hall