

MINUTES

Hever Parish Council on **7th September 2021 at Mark Beech Village Hall**. The meeting commenced at 7.30pm.

In attendance: Rick Brookes-Smith (RBS), Angela Connolly (AC), Angela Haydon (AH), John Hodson (JH) Chair, Stephen Lark (SL), Duncan Leslie (DL), Philip Lindsay (PL), Nick Roberts (NR), Stephen Sadler (SS), Joanna Wade (JW) Vice Chair

Apologies for absence: Councillor Matthew Dickins.

Also in attendance: Christina Divall (CD) Clerk, Margot McArthur and 11 Members of Public.

Public Forum

Councillor Margot McArthur gave an update – unaccompanied children refugees arriving in Kent and staying there was overloading the whole system. There is to be a judicial review. Increase in NI funding to fund adult social care. Consultation of SDC household waste booking system. Gatwick night flights ceasing would mean 400million to 3billion losses and would affect up to 32,000 jobs. National bus strategy – improve network, publicity and promotion. There are Grants available for project in the community and there is also a Covid recovery grant to help with work activities. Edenbridge Health Centre is shortly awarding the tender and hopes to start at the end of the year.

1. To receive apologies and declarations of interest in respect of business specified on the agenda (Chair). Matthew Dickins sent apologies as he had a prior meeting, noted and accepted.
2. No declarations of interest.
3. Approved the accuracy of the draft Minutes of the meeting on 7th July 2021 and hard copy signed.
4. Clerk's report
The Clerk reported that the Fun Day in Four Elms went well although there was a hitch with the new bollards but the Clerk now has a set of keys. The fence at Four Elms pond was going to be constructed the following day. She was now able to make some online transactions but had not yet received her card and card reader to enable a wider range of transactions.
5. * Planning: no applications.
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. Received and discussed. NR had received some pledges of donations from some villagers to enable HPC to consider this purchase.
 - ii. To resolve if the Council wishes to enter into negotiations. After considerable discussions, it was resolved that HPC are interested in purchasing the pond.
 - iii. To resolve the amount HPC may wish to budget for. All approved a sum of between £2,500 to £5,000. This would need to be added to the budget preparations for next year's precept request.
 - iv. To resolve the next action steps. CLLR Nick Roberts would have discussions with the owner as it was felt the price was too expensive for HPC.
 - 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. CLLR DL said he had been requested for some access so some works could be carried out from Threshers field to the corner of Rectory Lane. Further discussions and

enquiries were needed to find out more information. Clerk to also see whether money could be sought from Margot McArthur's grant availability.

- c. BT Openreach Fibre to the premises (FTTP) project in Hever – no further information about the contract has been given and it seems that HPC might not be required to act for the householder group.
- 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. Resolved.

7. Items for information only

- a. Correspondence
 - i. B2027 road closure works have 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.
 - 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 had 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'.

8. Finance

- a. * Bank reconciliation for approval – to receive, approve and sign bank reconciliations prepared by the RFO. All CLLRS sent a copy and a hard copy seen and signed by member of Finance and Employment Committee (AH) Appendix A
- b. * Ratify payments made between meetings. Ratified. (AH) Appendix A
- c. * Accounts for payment – to resolve to approve items for payment. Resolved (ALL) Appendix A
- d. To consider the invoice received from MPLC (Motion Picture Licensing Co. Ltd) of £216.11. Resolved to carry on with the licence.
- e. Does the Council wish to proceed with a regular Bulk Refuse slot as listed in SDC timetable schedule for the coming year? Yes, but resolved to cancel the date in March 2022.
- 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). Use of cheque book ratified.
- g. Ratify to changing the banking mandate to add Cllr Angela Haydon as a signatory. Ratified.
- 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. Ratified.
- i. Resolve to appoint an HPC FEC member to ratify bank reconciliations (to take over from AH). Stephen Lark agreed to carry this out and was approved by all.
- j. Ratify to changing the banking mandate to remove the previous Clerk. Ratified.
- 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. Ratified.

9. Items for noting or inclusion on future agenda at the discretion of the Chairman.

- a. Horses had been reported entering the field at Hever. Nothing much can be done other than the poster already up and to hope that people would do the right thing.
- b. Four Elms school had requested that the netball court be repainted as it was faded and was difficult to teach. Clerk to get an Estimate to carry this out.

At the end of the meeting, the Chairman asked to be allowed to make a personal statement
 The Chairman said he would be stepping down at the January 2022 meeting, and after discussions, CLLR Angela Haydon has agreed to step into the role.
 The meeting ended at 9.25 pm.

Appendix A

BANK RECONCILIATION			
Opening balance 8th June 21	24646.44		
Receipts	1222.19		
Payments	6173.53		
Balance 31/8/21 as per bank statement	19695.10		
Less unrepresented cheques/payments	2473.20		
Adjusted bank balance	17221.90		
<u>Receipts 5/7/21 - 31/8/21</u>		<u>PAYMENTS 5/7/21 - 31/8/21</u>	
		Credit on a/c for next payment-dupl pm	59.42
VAT refund	1222.19	Caretaker works across parish	120.00
		Parish field cut	162.00
		Parish field cut	162.00
		Caretaker works across parish	239.50
		Annual Subscription	595.18
		Caretaker works across parish	45.00
		Caretaker works across parish	152.50
		Caretaker works across parish	50.00
		Salary May,June,July, Aug& extra hours	4528.37
		Meeting 7/7	25.00
		Emptying Dog Bins	34.56
			6173.53

<u>List of payments for approval/ratify payments made</u>	
Description	Payments out Gross
Credit on a/c for next payment, as duplicate	59.42
Caretaker works across parish	120.00
Parish field cut	162.00
Parish field cut	162.00
Caretaker works across parish	239.50
Annual Subscription	595.18
Caretaker works across parish	45.00
Caretaker works across parish	152.50
Caretaker works across parish	50.00
Staff costs May,June,July, Aug & extra hours	4528.37
Meeting 7/7	25.00
Emptying Dog Bins	34.56
<u>Unrepresented payments/payments for approval</u>	
IT support	42.00
IT support	60.00
Parish field cut	162.00
A H Drop in sessions	94.00
Vistaprint posters	33.00
SP Services Defibulator pads	56.28
NALC Eventbrite-Making rural hshg affordable event	38.93
Vistaprint Bulk refuse collection posters	54.88
Bulk refuse freighter	304.33
Amazon order vinyl stickers, posters	21.06
SLCC-Agenda & Minutes course	84.00
CMD Tax & NIC	185.76
CMD Pension	1149.88
Meeting mileage end May - end Aug	87.08
Caretaker works across parish	100.00