

MINUTES

Hever Parish Council on 2nd November 2021 at Hever Village Hall. The meeting commenced at 7.30pm.

In attendance: Rick Brookes-Smith (RBS), Angela Haydon (AH), John Hodson (JH) Chair, Stephen Lark (SL), Nick Roberts (NR), Joanna Wade (JW) Vice Chair

Also in attendance: Christina Divall (CD) Clerk, Margot McArthur, Matthew Dickins and 1 Member of Public.

Public Forum

Councillor Margot McArthur gave an update – Gatwick Expansion – there is to be a mobile information office in Edenbridge Market car park and also the Library at the Eden Centre. Home to school transport – there is a shortage of drivers and escorts and some cannot access schools. Unaccompanied Asylum children. KCC have reached an agreement and will state how many they can safely look after and the remainder will be distributed to other local authorities. Increase in National Insurance Contributions. Nominations for the 2021 Try Angle Awards have now closed. The Kent Coast AONB has been ranked 4th in the world by lonely planet for the Best Reason To Visit.

Councillor Matthew Dickins gave an update – The agenda is, as ever, extremely comprehensive covering all those topics on which I'd otherwise be tempted to touch, and I think my Link column covers the rest, so I'll leave it there. But as ever, very happy to take things away be that now or any matters that arise later in the meeting. Question to MD from Chair regarding the amount of emails/paperwork from SDC. MD said there is no obligation to answer but feedback is useful. Can check with MD first or could briefly reply.

Vice Chair asked advice about the Affordable Housing consultation and how difficult it had been for everyone. MD stated that in future all PC's will be asked to do the Housing needs survey. If there is a housing need and the PC would like, SDC can take over consultation. Local housing grows from the need. Member of Public asked about the Four Elms Nursery planning application. Clerk informed that HPC reply was now on SDC website. (Deadline was before the meeting).

1. To receive apologies for absence: Councillors Angela Connolly, last minute work demands; Stephen Sadler, longstanding prior appointment; Phil Lindsay, medical appt; Duncan Leslie, on holiday. Noted and approved.
2. No declarations of interest.
3. Approved the accuracy of the draft Minutes of the meeting on 7th September 2021 and hard copy signed.
4. Planning - Minutes will be recorded as decisions / comments submitted to SDC.
5. Items for consideration and resolution.
 - a. Inspection FE playground - Decision required on moving/removing the goal posts. Due to safety issues with regard to the condition of the surface and also the uneven surface exposing the post metal sleeve. It was decided to move the goal to more level surface. NR to liaise with Bobby. Note- costs will be around £300 plus budget for £100 each year to cover costs for regular moving as surface wears in future.
 - b. Planning policy – audit of key services and facilities across Sevenoaks District. AH Completed. Clerk to update spreadsheet and reply.
 - c. Gatwick – see committee reports
 - d. Pond – see committee reports
 - e. SDC Town and Parish Charter - ALL to let Clerk know any responses.
 - f. SDC Draft community plan – Clerk to place on Hever.org
6. Committee reports
 - a. Gatwick – (SL) report on meeting on 18th October.
 - i. Discuss and propose a resolution that HPC are strongly opposed to the expansion plans of Gatwick described in the [Consultation](#). All approved. Clerk to confirm to both the local and county councils and to our MP.

- ii. Respond to the consultation document. Committee to respond.
 - iii. Advertise and encourage residents of Hever Parish to individually respond to the consultation through use of social channels and publicity of GACC / Gatwick Obviously Not model responses before 1st December. Approved. Clerk.
 - b. Pond
 - i. To resolve that a Pond management sub-committee of Councillors is set up headed by Nick Roberts. Approved. AC and SS agreed to stand.
 - ii. To resolve that any member of the community with/without a fishing background, is most welcome to join occasional meetings of pond committee and help at working parties. Approved.
 - iii. Risk assessment – To resolve to carry out a Risk Management Assessment to ensure Insurance cover and inform HPC members and any volunteers of hazards. Approved. NR and Clerk to liaise and complete. Inform volunteers and sign to say received.
 - iv. To resolve that a Pond Officer (Karl Capon)– to represent HPC (but is a Self Employed Contactor and not an employee of HPC) is involved for a 1 year period with a review after 6 months. Insurance was discussed and Karl Capon needs to arrange. All approved. NR.
 - c. Finance – recommendations from 15/10/21 meeting included in 7 below.
7. Finance
- a. Bank reconciliation prepared by the RFO. Approved by all and signed by member of FEC (SL)
 - b. To resolve to approve for payment items of expenditure to include ratification of items made between meetings. Approved by all. See Annex.
 - c. To resolve to approve that a ring-fenced NatWest sub-bank a/c is created, to hold cash donations that have been specifically designated for the pond - it will be referred to as the 'pond a/c'. Any surplus funds, after all costs of purchase, will be used for ongoing pond management and maintenance. Approved by all.
 - d. To resolve a figure of £2,500 as being a suitable contribution from HPC towards pond cost and maintenance to be added into the Budget and added to next years precept.
 - e. To resolve to approve Stephen Lark to be added to the Bank Mandate. Approved by all.
 - f. Budget for next year for Precept. FEC recommend a budget be set for around £50-£55K. It was agreed that increasing the Precept was necessary owing to increasing costs and wish to enable more projects to be undertaken. Summary of budgets and costings to follow and decision will be made in January 22 when next year's Tax Base is known.
 - g. To resolve to approve membership to the Society of Local Council Clerks. Approved.
 - h. To resolve to approve £120.00 + vat for Clerk to do the Introduction to Local Council Administration training. Approved.
 - i. [CAGNE](#) – resolve to donate to GACC instead.
 - j. [GACC](#) – resolve to join membership £10 on annual standing order. Approved.
8. To receive report from Clerk outlining any actions taken since the previous meeting and any other updates.
- a. AGAR – external audit report completed. Notices and certificate published on Website/noticeboards as per legal requirement.
 - b. Banking Mandate was completed by CD, JH and AH but unable to add CLLR Haydon to online banking until the Mandate has been processed.
 - c. Bankline is now open for applications – Clerk to start process when Banking Mandate processed.
 - d. Welcome back fund – It was decided to ask for 2 benches/picnic tables for Four Elms Recreation.
 - e. New Internal Auditor required as previous one now retired. Increase in costs ~ 400%. Noted
 - f. Netball court repainting grant request – Four Elms School. Clerk sent details of all grants that were available for their application.
 - g. Four Elms Playground Inspection Report –A few repairs required. Bobby has them in hand.

- h. Footpaths grant – Clerk emailed Margot and received guidance. JW and SL to liaise about the grants and apply. Member of public suggested another path alongside the FE Recreation ground be included and has forwarded the information.
 - i. CIL –
 - i. There has been a bank receipt of £2849.18 from the CIL Board – plans/ideas on spending on infrastructure for next Agenda. All.
 - ii. The last 2 CIL reports (2018-2019 and 2019 – 2020) had errors. Clerk has corrected , informed SDC and place on Website. This brings forward a balance of £252.76 which the Clerk will include in this year's return as not spent and investigate whether Footpaths can be included.
 - j. Sutton and East Surrey Water - B2027 (Case Ref: TT39041). SESW have confirmed that they will now be able to do this without a complete closure of the road (start Feb 2022).
9. Items for information only and correspondence
- a. Platinum Jubilee celebrations – Councils are encouraged to share guidance about street parties to mark the Celebrations in 2022. JW to ask DL about Castle plans.
 - b. Bulk refuse freighter 27th November 2021.
 - c. Gatwick - Open Meeting, 8pm on Tuesday 9th November at Penshurst Church TN11 8BN.
 - d. Pond working party 14th November 9am. Risk assessment to follow.
10. Items for noting or inclusion on future agenda at the discretion of the Chairman. None.
- The Clerk has given her Resignation and the vacancy will be advertised.
- Meeting ended at 9.20pm.

Annex

Hever Parish Council Meeting	2nd November 21		
Finance update			
Witnessed and signed by member of Finance and Employment committee....			
BANK RECONCILIATION			
Opening balance 1st Sept 21	19695.10		
Receipts - Precept	20650.00		
Receipts - Other cil	2849.18		
Receipts - Pond account donations	13170.00		
Payments	6566.54		
Balance 15 Oct 21 as per bank statement	49832.30		
Less Pond account donations	13170.00		
Adjusted bank balance	36662.30		
Hever Parish Council Meeting	2nd November 21		
<u>List of payments for approval/ratify payments made since statement reconciliation</u>			
Description	Payments out Gross		
CMD Tax & NIC May to Aug	185.76		
Office expenses	43.68		
Parish field cut	162.00		
Tax & NI CC	1196.82		
Tax & NI CC	2.22		
Tax & NI CC	2.22		
Tax & NI CC	2.41		
External Audit	360.00		
Office costs September & mileage	70.35		
Staff costs September + extra hours	1340.70		
Caretaker works across parish	50.00		
Vistaprint posters	33.95		
CMD Tax, NIC	293.02		
Dropbox 1 year 21/10/21-20/10/22	95.88		
CMD Pension May to Aug	1149.88		
Pension Sept	451.98		
	5440.87		

	RECEIPTS	BALANCE	PAYMENTS
Emptying Dog Bins		19695.10	34.56
Parish field cut		19533.10	162.00
AH Drop in sessions		19439.10	94.00
IT support		19397.10	42.00
IT support		19337.10	60.00
Vistaprint posters		19304.10	33.00
SP Services Defibrillator pads		19247.82	56.28
NALC Eventbrite-Making rural hsg affordable event		19208.89	38.93
SLCC-Agenda & Minutes course		19124.89	84.00
Parish field cut		18962.89	162.00
Vistaprint posters		18908.01	54.88
PPD Ltd/Amazon order vinyl poster stickers		18886.95	21.06
Meeting mileage end May - end Aug		18799.87	87.08
Website hosting, Mailbox storage yearly charge		18704.87	95.00
Parish field cut		18542.87	162.00
Caretaker works across parish		18492.87	50.00
Bulk refuse freighter		18127.67	365.20
Dropbox Jly and Aug		18107.69	19.98
Motion Picture Licence - film club		17891.58	216.11
Parish field cut		17729.58	162.00
Caretaker works across parish		17466.08	263.50
Fencing around FE pond		16776.08	690.00
Pest control June to August 21		16665.68	110.40
Playground inspection		16579.28	86.40
CMD Tax & NIC May to Aug		16393.52	185.76
Office expenses		16349.84	43.68
Parish field cut		16187.84	162.00
Tax & NI CC		14991.02	1196.82
Tax & NI CC		14988.80	2.22
Tax & NI CC		14986.58	2.22
Tax & NI CC		14984.17	2.41
External Audit		14624.17	360.00
Office costs September & mileage		14553.82	70.35
Staff costs September + extra hours		13213.12	1340.70
Caretaker works across parish		13163.12	50.00
Precept	20650.00	33813.12	
Pond ac donation	1000.00	34813.12	
Pond ac donation	250.00	35063.12	
Pond ac donation	500.00	35563.12	
Pond ac donation	500.00	36063.12	
Pond ac donation	100.00	36163.12	
Pond ac donation	500.00	36663.12	
Pond ac donation	300.00	36963.12	
Pond ac donation	2000.00	38963.12	
Pond ac donation	1000.00	39963.12	
Pond ac donation	300.00	40263.12	
Pond ac donation	5000.00	45263.12	
Pond ac donation	1000.00	46263.12	
Pond ac donation	100.00	46363.12	
Pond ac donation	20.00	46383.12	
Pond ac donation	500.00	46883.12	
Pond ac donation	100.00	46983.12	
CIL payment	2849.18	49832.30	
TOTALS	36669.18		6566.54