

Rachael Turner, Clerk and RFO

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# **Draft Minutes**

**Attendees:** Angela Haydon (AH) Chair, Stephen Lark (SL), Nick Roberts (NR), Phil Lindsay (PL), Angie Connolly (AC)

Also in attendance: Rachael Turner (RT) Clerk, Cllr Matt Dickens. No other members of the public were present.

Minutes of the Hever Parish Council Meeting held inFour Elms Village Hall on Tuesday 5th July 2022 which commenced at 7.30 pm.

During the Public Forum Cllr Dickens reported that a bin collection review had taken place resulting in a change of collection day for many. During August, each household will receive a postcard that details the new bin collection information. All waste, recycling and garden waste will be collected on the same scheduled day.

The report from Cllr McArthur was read out: Work continues on the Homes for Ukraine Scheme with over 3000 matched applications to 1200 sponsors in Kent. So far, 90 of the children have accepted school places. Over time, numbers may well ramp up, which will present very different challenges.

With many residents experiencing severe pressures from the rising cost of living, a further grant of £11m from the Household Support Fund Extension was received. Some was allocated to Free School Meals for the May half term, as well as a £50 flat rate assistance for the summer holidays, along with support for vulnerable residents’ energy and water bills and other help to those experiencing financial hardship

An extra £7m has been approved for further pothole repairs. Children’s Services had an Ofsted review and the service achieved an ‘Outstanding’ rating.

1. To receive apologies for absence and resolve to approve reasons given. Apologies received from Stephen Sadler, Cllr Margot McArthur, Joanna Wade and Rick Brookes-Smith.
2. To receive declarations of interests – No declarations received at the meeting.
3. Minutes of last meeting - to approve and sign minutes of the meeting held on the 10th May 2022. Unanimously approved and signed by Chairman.
4. \*Planning. Resolved to approve the comment for Hever Parish Council for the following Planning Applications that were discussed at the Planning Meeting on 5th July 2022:

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| **SDC Ref.**  | **Address** | **Summary of application** |
| 22/01296/FUL | Land Adjoining 1 Keepers Cottages Pigdown Lane Hever Edenbridge Kent TN8 7LU | Development: Conversion of stables to create new 2-bedroom dwelling with associated parking, private space and landscaping. No objection to original application |
|   View: whilst they have no objection to the conversion of the stable block, there is concern that it will materially impact on the openness of the greenbelt and existing character of the area. |
| PROW/SR527/1607 | Proposed diversion of public footpath SR527 at Hever and Chiddingstone TN8 7NG | to divert part of public footpath SR527 at Hever and Chiddingstone due to removal of unsafe bridge |
|   View: Support application |
| 22/01531/HOUSE) | The Hollies How Green Lane Hever Edenbridge Kent TN8 7NN | Erection of single storey side/rear extension |
| View: No objection |
| 22/01581/FUL) | Hever Village Hall Hever Road Hever Kent TN8 7NH | Demolish the existing village hall and replace it with a new structure. |
|    View: Support application |
| 22/01670/FUL | Land West Of High Stables Roodlands Lane Four Elms Kent | Development: Proposed extension of existing riding ménage, erection of proposed stables, angle of existing access from Roodlands Lane to be widened, existing hay barn to be relocated and proposed associated muck heap and parking for horse lorry |
| View: no objection to this application, however, there is no information available on the existing hay barn/ outbuilding structure and more information is required on how utilities will be provided and how waste will be disposed of with regards to sanitation. |

1. Finance

a) Bank reconciliation prepared by the RFO, for approval by all and signed by member of FEC (SL). Duly approved and signed by SL.

b) To resolve to approve for payment items of expenditure to include ratification of items made between meetings. (ALL). Unanimously approved.

1. Committee Reports
	1. Pond – The Pond Officer contractor is to provide his own DBS check. NR is to clarify liability insurance requirements with SL. Routine maintenance and repairs to the fence have been carried out. The duck house has become dislodged and re-anchoring will take place once the moorhen chicks have fledged.
	2. Gatwick – The consultation regarding ongoing use of the second runway is still open. The consultation appears to relate to infrastructure and highways rather than the actual runway use itself. GACC are asking for support on their campaign regarding the Noise Envelope. It was approved that the Clerk should confirm HPC support the GACC campaign and also ask them to question if all airlines are complying with the minimum height restrictions that in place over the Parish. It was also requested the Clerk contacts Tom Tugendhat to see if there is further news on the narrowing of the flight path in that he referred to.

There is a public on line session regarding Gatwick on 13th July.

1. \*Grant Applications – To consider Markbeech Village Hall Grant Application for 5k. Grants have already been allocated for 50% of the S137 spend this year. It was proposed to give a grant of £500 and the Clerk is to research alternative avenues of funding for them. Grant of £500 unanimously approved.
2. Tribute Bench – To consider requests made and possible locations for a bench in Four Elms. A request was received from the family of Daisy and Ray Hays to place a tribute bench in Four Elms. A further request from MOP to place a bench to rest on in Bough Beech Road. A verge has been identified and ownership is trying to be established. Clerk is finding a contact at SDC to check if it is owned by Highways. This is ongoing and the Clerk will continue investigations into suitable location and ownership.
3. Footpath around Hever Field – to consider request from Hever School PTA to improve footpath around the field. The path has narrowed where edges have overgrown. The path is reported to be slippery in the wet weather. In first instance Clerk is to arrange for the path to be cleared and then review the situation.
4. To resolve to approve Meeting Dates for 2023. Proposed Meeting Dates are:

Thursday 12th Jan - Markbeech Village Hall

Tuesday 7th March - Hever Village Hall

Tuesday 2nd or 9th May AGM - Four Elms Village Hall

Thursday 25th May Annual Parish Assembly - Markbeech Village Hall

Tuesday 11th July - Four Elms Village Hall

 Thursday 14th September - Hever Village Hall

 Thursday 9th November - Markbeech Village Hall

This item will be carried forward to the next meeting.

1. To discuss the review date for the Local Housing Needs Survey. The current survey, carried out in 2018, expires in June 2023. Options were to carry out a new survey in June 2023 or hold it until September 2023. It was proposed the new survey should be scheduled for June 2023. Proposal approved. AH to inform SDC.
2. To receive report from Clerk outlining any actions taken since the previous meeting and any other updates.
	1. Insurance Policy renewed with Zurich and a fixed annual rate agreed for a 5 year period. Cyber Liability Insurance – do we need it? This is not an option offered by Zurich. General thoughts were this was not needed by HPC. The Clerk is to establish what other Parish Councils do as a comparison.
	2. Public disclosure re AGAR – Notice of Public Rights displayed from 17th June to 29th July.
	3. HMRC – National Insurance Employers Allowance was incorrectly applied previously for the 21-22 tax year. This resulted in liability of £1554.23 for Employers National Insurance. Clerk has now paid this to HMRC.
	4. Climate Energy Action – Clerk attended a free on line course. There is an Energy Service Company offering free availability for a community survey and finding potential green energy options for the community. Agreed this was worth instigating. Clerk to complete Register of Interest.
	5. Pet crematorium in Parish – reports were received of a pet crematorium being set up at Hever Hotel. The website indicated it was active from May 2022. No planning applications had been received. Clerk raised it with SDC Planning and Environmental Health. They have investigated and the owners confirmed there is no pet crematorium currently but are looking for a venue and have been made aware of the planning requirements should they wish to proceed.
	6. Annual Safety Inspections of the Four Elms playground and Hever Trim Trail have been arranged.
3. Items for information only and correspondence
	1. Bulk refuse freighter – 23rd July 2022 – If possible the Four Elms freighter should be situated in the layby opposite the church. Clerk to request this.
	2. Parish Field – grass cuts HCS are still doing these Allan Agate is the contact.
	3. Family Fun Day – Monday 8th August – Four Elms Field 10.00 am to 2.00 pm. The PTA are running a refreshment stall. AC has requested contact details of the organiser. Clerk to organise.
4. Items for noting or inclusion on future agenda at the discretion of the Chairman.
	1. CIL – Further information on acceptable Community Infrastructure Levy spending to be researched and clarification sought on utilising this for projects such as refurbishment of Village Hall kitchens.
	2. Parking outside of Four Elms School – complaints have been received about dangerous parking where cars are parking on the pavement at school pick up and drop off times, necessitating pedestrians and those with pushchairs to have to go out on to the road in the path of traffic to get round. Clerk to raise this with the school and ask if they can politely request that parents refrain from doing this and keep access clear on the footpath at all times. Clerk to suggest they find alternative solution to enable parents to park safely, considerately and keep pavement clear to enable access at all times.

8.40 pm meeting closed.

Date of next meeting Tuesday 13th September 2022 – Hever Village Hall 7.00 pm Planning, 7.30 pm Full Council Meeting

2022 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 13/9/22 - Hever Village Hall
* Thursday 10/11/22 – Markbeech Village Hall