

Rachael Turner, Clerk and RFO

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# **Minutes**

**Attendees:** Angela Haydon (AH) Chair, Stephen Lark (SL), Nick Roberts (NR), Stephen Sadler (SS), Duncan Leslie (DL), Joanna Wade (JW) Vice Chair, Angie Connolly (AC), Phil Lindsay (PL)

Also in attendance: Rachael Turner (RT) Clerk and RFO plus Edward de Ryckman de Betz

Minutes of **Annual Meeting** of the Parish Council that was held in **Four Elms Village Hall on Tuesday 10th May 2022** which commenced at **7.30 pm**

1. Election of Chairman and Vice Chairman
	1. Election of Chairman. AH was proposed as Chairman and was unanimously appointed as Chairman for 2022/23. Acceptance of Office form was duly completed and signed in the presence of the Clerk.
	2. Election of Vice-Chairman. JW was proposed as Vice-Chairman and was unanimously appointed as Vice Chairman for 2022/23. Acceptance of Office form was duly completed and signed in the presence of the Clerk.
2. Appointment of Committees
	1. Appointment of Finance and Employment (FEC) Committee. Members unanimously approved the following for the FEC 2022/2023: Stephen Lark, Angela Haydon and Joanna Wade
	2. Appointment of Planning Committee. Members unanimously approved the following for the Planning Committee 2022/2023: Stephen Sadler – Chairman, Rick Brookes-Smith (Vice Chairman), Angela Haydon, Nick Roberts, Phil Lindsay and Duncan Leslie.
3. Apologies for absence received and approved from Rick Brookes-Smith, Margot McArthur and Matthew Dickins.
4. Declarations of interests – Duncan Leslie reminded Councillors of his role as Chief Executive, Hever Castle.
5. Minutes of last meeting. The minutes of the meeting held on the 9th March 2022 were approved and signed by the Chairman.
6. Planning:

Planning Committee comments were discussed for Planning Applications submitted with deadlines prior to the meeting for the following:

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| 22/00514/MMA & 22/00515/LBCALT | Little Warren House Hever Lane Hever Edenbridge Kent TN8 7ET | **Development:** Minor material amendment to 20/00608/MMA related to 19/02198/HOUSE to erect two-storey rear extension, single storey side extension with associated replacement windows, doors, external works and associated landscaping. Amended plan: Deleting the window headers on the southern elevationOutcome: HPC Supports application – Clerk emailed SDC |
| SE/21/03671/ADV | The Elms NurseryBough Beech RoadFour ElmsKENT TN8 6ND | The signs provide advertisements for the mixed use of the Elms Nursery.**Appeal Type** Refusal of Advert Consent**Requested Procedure** Written Representation |
| 22/00598/FUL | Hillcourt Bough Beech Road Four Elms Edenbridge Kent TN8 6ND | **Development:** Replacement Agricultural BuildingComments by: 1st Apr 2022.Outcome: HPC has no objection to this application – Clerk emailed SDC 31/3/22Outcome from SDC: Planning Granted 27.4.22 |
| 22/00550/FUL | Medhurst Row Farm Prettymans Lane Edenbridge Kent TN8 6LX | **Development:** Change of use from agricultural use to two bedroom dwelling house.Deadline for comments: 6th Apr 2022Outcome: Clerk emailed SDC: Hever Parish Council support this application of the proposed conversion of existing agricultural workshop. However, it is suggested that SDC impose a condition prior to any works commencing on site that a comprehensive construction management plan be approved given the various proposed building operations on site, the narrow nature of Prettymans Lane, and close proximity of the subject property to an unregulated railway crossing. |
| 22/00225/HOUSE | 3 Brookfield Four Elms Edenbridge Kent TN8 6NJ | **Development:** Formation of vehicle accessDeadline for comments: 22nd Apr 2022Outcome: No objection. Clerk emailed SDC: Hever Parish Council have no objection to this application subject to gaining necessary approvals from KCC Highways. |
| 22/00882/HOUSE | St Nicholas Cottage Hever Lane Hever TN8 7ET | **Development:** Demolition of existing bay window, construction of a new single storey rear extension with terrace over; associated internal and external alterations.Outcome: No objection. Clerk emailed SDC |

6.2 Resolved to approve the comment for Hever Parish Council for the following Planning Applications that were discussed at the Planning Meeting on 10/5/22:

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| 22/00624/FUL | Land Adj To New House Farm Rectory Lane Hever Kent TN8 7ERChanged to:Land Adj to New House Farm Bungalow, Newhouse Farm Lane, Hever, Edenbridge Kent TN8 7EQ | **Development:** Construction of a new stable block with associated landscaping, sand school and new access.Deadline for comments: 8th Apr 2022Outcome Clerk emailed SDC: This is to confirm that Hever Parish Council object to this application. The Council believe it could result in a degree of permanence that could be adapted for other use in the future and referred to Policy LT2.Amended letter received: **Postal address of site corrected. –Site:** Land Adjacent To New House Farm Bungalow, Newhouse Farm Lane, Hever,Edenbridge Kent TN8 7EQ**Amended deadline 12/5/22**Outcome: HPC still object to this application**.** The Council believe it could result in a degree of permanence that could be adapted for other use in the future and referred to Policy LT2. |
| 22/00987/HOUSE | The Barn Newhouse Farm Lane Hever Kent TN8 7EQ | **Development:** Removal of rear windows and side door to be replaced with larger rear facing door and side window, 2no conservation roof windows.Deadline for comments: 11th May 2022Outcome: No objection |
| 22/00988/LBCALT | The Barn Newhouse Farm Lane Hever Kent TN8 7EQ | **Development:** removal of rear windows and side door to be replaced with larger rear facing door and side window, 2no conservation roof windowsDeadline for comments: 11th May 2022Outcome: No objection |
| 22/01034/FUL | Camp Site Wilderness Farm Wilderness Lane Hever Kent TN8 7LP | **Development:** Change of use of land from agricultural to camping during the period between 1st April and 30th October each year together with provision of mobile washingand sanitary facilities.Deadline for comments: 27th May 2022.Outcome: As this application has recently been received, further information is required. Planning Committee to investigate and discuss further. |

1. Finance
	1. Approve the Annual Governance and Accountability Return (AGAR) Annual Governance statement (Section 1) by resolution. Unanimously approved.

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|  | Annual Governance Statement | ‘Yes’ means this Authority | Response based on evidence |
| 1  | We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | *prepared its accounting statements in accordance with the Accounts and Audit Regulations.*  | **YES** – income & expenditure accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations  |
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 | We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | *made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*  | **YES** – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny  |
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| We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.  |

 | *has only done what it has the legal power to do and has complied with Proper Practices in doing so.*  | **YES** – the Clerk is experienced, sources help when required and advises the council in respect of its legal powers.  |
| 4 | We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.  | *during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.*  | **YES** – the requirements and timescales for 2020/21 year-end were followed.  |
| 5  | We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | *considered and documented the financial and other risks it faces and dealt with them properly.*  | **YES** – the council has a risk management scheme and appropriate external insurance.  |
| 6  | We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | *arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*  | **YES** – the council has appointed an independent and competent internal auditor has completed two audits during the year.  |
| 7  | We took appropriate action on all matters raised in reports from internal and external audit. | *responded to matters brought to its attention by internal and external audit.*  | **YES** – where matters are raised, action taken by council is recorded in the minutes. |
| 8  | We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.  | *disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*  | **YES** – no matters were raised during the internal audit visits.  |
| 9  | Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.  | *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*  | **N/A** – the council has no trusts.  |
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* 1. \*Consider the Accounting statements (Section 2), (Accounts and Audit Regulations 2015) and findings on the review by the members meeting as a whole. Discussed and considered.
	2. Approve the Accounting statements by resolution. Unanimously approved and statements signed and dated at the meeting by Chairman.

* 1. \*To resolve to approve for payment items of expenditure to include ratification of items made between meetings. (ALL). Unanimously approved.
	2. To resolve to approve the £2,500 payment to the Pond Account (as discussed at November 21 meeting and budgeted for 2022). Unanimously approved.
	3. To note that VAT reclaim of £1076.80 has been submitted. Duly noted.
	4. Banking – Now the current Clerk has access, to approve the removal of previous clerk, C Divall, from HPC banking. Unanimously approved.
1. Review and adopt HPC Annual Policies:

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| Code of Conduct | GDPR Policy | Planning Committee Terms of Reference | Standing Orders |
| Finance Regulations | Terms of Reference of Finance & Employment Committee  | Training Policy for the Clerk and Cllrs | Risk Management |
| Complaints Policy | Co–option of Cllrs. Procedure | Asset Register |  |

All were unanimously approved. Comment made from the Clerk regarding Risk Management was that whilst majority of documents were stored in the Hever Shed cabinet, as some documents were being kept at home a small lockable cabinet was required to safely store them in. Approved that Clerk is to source a cabinet.

1. Committee reports

Pond Committee – The first meeting of the newly formed Pond Committee had taken place. Signage for the pond detailing rules of fishing are being made. It is hoped a Pond Marshall has now been found. Details to be confirmed.

1. Vacancy of the office of Councillor. An application had been received from Edward de Ryckman de Betz. Edward introduced himself to the Council. His application was considered. AH proposed the co –option of Edward de Ryckman de Betz to the Four Elms Councillor vacancy with all Councillors present supporting so Edward was co –opted to the Council. Acceptance of Office form was duly completed and signed in the presence of the Clerk.
2. Grant Application from Air Ambulance Charity - Kent Surrey Sussex £300. The application was considered and, given the work the charity does, it was proposed that £500 should be donated. This was supported and the £500 donation unanimously approved.
3. To receive report from Clerk outlining any actions taken since the previous meeting and any other updates.
	1. Banking Update – online access now in place for the Clerk, final address changes to the account are being made to remove CD.
	2. Insurance Policy renewal – Zurich – End of 3 year LTA and the renewal rate is favourable. Alternative quote received from Gallagher which was double the cost of the Zurich quote. SL is to check the policy cover and a further LTA of 5 years with Zurich was unanimously approved.
4. Items for information only and correspondence
	1. Bulk refuse freighter – came on 26th March. Positive feedback given to SDC for great customer service and helpfulness of the freighter team on the day. Could the Four Elms freighter alternate location each time from lay-by adjacent to Village Hall to lay-by adjacent to Four Elms School to enable residents that don’t have access to a car to use it? Clerk to investigate.
	2. Parish Field - Request by Hever School to hold Jubilee Picnic - with maypole dancing and refreshments on Sunday 29 May and Summer Fete on Saturday 2 July on Parish Field. Request approved. Clerk to remind the School to park on the field for these events.
	3. Dog waste bin at Hever Field is in need of placement as it was knocked over and is not secured down. Clerk to ask Bobbie Groves to relocate it on to field and cement it in. Clerk to clarify costs of emptying with Sevenoaks District Council.
5. Items for noting or inclusion on future agenda at the discretion of the Chairman.
	1. Tickets to the Platinum Jubilee Celebration have now sold out.
	2. Parish Assembly on 26th May. Clerk to send reminder email out to residents. JW to arrange model of the new Village Hall to be on display at the meeting.
	3. Affordable Housing to be an agenda point at a future Parish Council Meeting.

Meeting closed at 8.35 pm

Date of next meeting Thursday 26th May 2022 - Parish Assembly 7.00 pm Hever Village Hall.

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 5/7/22 - Four Elms Village Hall
* Tuesday 13/9/22 - Hever Village Hall
* Thursday 10/11/22 – Markbeech Village Hall



