

**A virtual meeting of the Seal Parish Council was held on THURSDAY 6<sup>th</sup> May 2021 at 7.30pm**

**Present: Mrs Weston, Mr Penn, Mr Michaelides, Mr Tavare, Mr Bulleid, Mr Haslam, Mr Martin, Mr Spencer, Councillor Thornton**

**Also present: The Clerk**

**1 Apologies: Mr Bourne, Councillor Gough and Mr Brown**

**2 Election of Chairman and signing the Declaration book.**

Two candidates were nominated, Mrs Weston was duly elected as Chairman and signed the Declaration Book.

Proposed by Mr Spencer and seconded by Mr Tavare and agreed unanimously.

**3 Election of Vice Chairman**

Elected Mr Bourne as Vice Chairman, no declaration required. Proposed by Mrs Weston and seconded by Mr Bulleid and agreed unanimously.

The Chairman welcomed two parishioners at the meeting.

**4 The minutes of the last meeting were agreed and signed.** Proposed by Mr Penn and Mr Tavare seconded and agreed unanimously.

**5 Declarations of Interest - None**

**6 Election of committees**

Finance Committee x 5	AM, JS, RB, FW, MP, CT
Planning Committee x8	TM, AM, TB, RB, CH, CT (2 Vacancies)
Seal School Planning Liaison	TM & JS
Affordable Housing x5	AM, TM, FW, TB, CH
Highways reporting issues Seal Underriver  St Lawrence	Tony Bulleid Fidelity Weston and Tim Martin Rick Bourne
Seal Recreation Ground Committee x 4	JS, MB, CT (1 Vacancy)
Government Consultations on rota basis	All Councillors
KAPC an Action with Rural Communities in Kent x (2)	AM, TM
Seal Village MC x 1	MB
Underriver Village Hall Management and UVA	RT will keep us informed
St Lawrence Village Hall x 1	MP will keep us informed
Seal Community Crime Prevention x1	MP
Childrens play equipment inspection	KS and RB
Seal Transport Report	MB, CH (1 vacancy)
Speed watch and SID	RB
Review of Parish Trusteeship, properties and land x 1	JS
St Lawrence Sports Ground Liaison and sorting out Trust Deed x 2	JS and CH
Public Rights of Way Seal x 1 St Lawrence x 1 Underriver x 1	AM MP TM
Christmas Lights	MB
Youth Representatives x 1 Liaison with young people's groups an school	MP
Planting Horse Trough	John

Parish Plan – Action plan sub-committee x 4	FW, JS, MP (1 Vacancy)
J 5 Slips and A 25 Committee	CH
Village Spring Cleans	MB & MP
Village Design Statements	
Seal	AM
Underriver	FW
St Lawrence	RB

## 7 KCC Matters – Councillor Gough matters

Ongoing highway matters to be progressed outside the meeting. Items are listed in the Appendix and verbal updates given in the Clerk’s report if there are any.

### 7.1 New and priority highway matters for discussion

#### Zion Street

A resident has written to the parish council about the bad condition of small roads in our village. In particular, Church Road and Zion Street, several residents from Johnsons Court need to use rollators or wheelchairs to get to the village shops. The potholes make it quite dangerous.

**ACTION: Councillor Gough**

### 7.2 Shared Enforcement Van

Proposal to investigate an enforcement van after the County District Elections. To be updated at the next meeting.

**ACTION: Mr Bourne**

### 7.3 Seal Primary School

Thanks to Councillor Gough progress is now being made on the walking bus licence and the contract has been signed and this is due to the intervention of Councillor Gough.

### 7.4 Highway Issues – A25

The damage to the kerb on the small grass triangle by Pillar Box Lane on the A25 has been completed and repaired but we should keep an eye on the area especially larger vehicles turning and causing damage to the kerb.

## 8 Other Matters Requiring Discussion and Action

### 8.1 Speed Limit A25

Items on the HIP involved Sevenoaks Town Council and Kemsing so a meeting is to be arranged to discuss these.

**ACTION: AM/CH/CT**

### 8.2 School Lane, Seal

Mr Tavare and Mr Bulleid to propose a list of priority sites for new benches in Seal Village. Types of benches and rough costs to be discussed. The Parish Council to approve a list of sites, numbers and types of benches so that quotes can be obtained. The Parish Council will liaise with the village community as previously reported.

Mr Tavare updated the parish council and had discussed with KYN group, areas where benches could be considered in priority order.

The main areas were Seal Recreation Ground near the south side of the football pitches. KYN Fund Group were looking at 3 to 4 benches in a U shape where people could gather as a community area and have shown interest in contributing £2,500 for areas where covid has been affected and £500 towards tree planting.

Priority 2) HMS Memorial Garden, runs behind the Pavilion alongside the Recreation Car Park near the Chestnut tree to be part of the HMS Garden. Looking at First World War Benches which are currently on the Vine. Displaying a submarine as a history display. An additional location Church Road/Childsbridge Lane - the bench slats are rotten and we could look into heritage benches which are recycled Aluminium and plastic.

Priority 3) Village Hall, an area where the cycle bike rack is placed.

Priority 4) The green at Zambra Way, maybe start with the west side, there is a tree which could be pruned to add additional light.

Priority 5) Recreation Edges, a few who aren't as mobile and benches could be placed along Lavendar Fields, it was suggested that a path for joggers and walkers might be a good idea.

Priority 6) School Lane Green, a bench for people who struggle to walk to the shops although some residents are concerned about youth causing problems. This area requires permission from Knole who own the green.

Priority 7) Childsbridge Lane near the wildflower bank, west side of lane to have the view of the church, looking here at Glasdon benches. The locations which are on the Highways the parish council would have to ask for permission from KCC.

Priority 8) 2 benches in front of the Pavilion recycled plastic

Woodlands costing £630 including VAT and £665 for heritage benches, hardwood £500 and £1200. Some maybe as solid and hardwearing. All benches would require concrete slabs and fixings.

Mr Haslam raised options for where the bus stop is in Seal just before the railway bridge, coming from Kemsing to Seal and whether to look at other areas in our parish.

The chairman praised the work of both Mr Tavare and Mr Bulleid and their clear presentation of the options. This would make an excellent covid recovery project for our community and we should be generous. We could use the grant received of £10,000 to cover the cost along with additional funds from CIL money, which the parish council would have to enquire further with SDC. The parish council agreed for Mr Tavare to provide further proposals and costings up to £10,000, this was proposed by Mr Bulleid and seconded by Mr Spencer and agreed unanimously.

**ACTION: CT and AB**

### **8.3 Traffic around the Fawke Common entrance to Knole Park/Carters Hill**

There is no update for this meeting.

### **8.4 Website Accessibility and Upgrade**

The Parish Council to propose a budget of £600 for maintenance costs and a further £160 for website and email hosting. Mr Penn proposed the expenditure and Mr Michaelides seconded and this was agreed unanimously.

### **8.5 Bitchet Green**

After subsequent meetings with SDC, the Cricket and Football Clubs and residents voicing concerns, chestnut poles have been installed. There is an issue with 2 of the poles as it slightly narrow. Mr Bourne will be in contact with SDC. There are twigs which are still placed around the triangle and require removal and some reseeding of areas which may well be required.

### **8.6 Climate Change**

To discuss and consider climate change and the effects in our parish.

Mr Penn updated the meeting of how we can improve the situation. Areas include controlling vehicles and our own buildings. Eynsford and Edenbridge have set up a strong initiative. We could have a Go Green page on our website and would help to have more parishioners on board. Charging points for electric vehicles and there are grants available which could be used for the Seal Recreation Ground. We would not want to limit parking for residents and this will require more thought. Common Infrastructure for extra funding which could back onto other parishes for joint funding sharing costs. There are lots of ideas from Community Gardens, Highway for Hedgehogs and Pollination Projects and a lot of scope. It would be good to see what Eynsford have applied in their area and developed. More research is required and for the whole parish and this is a large project to take on and could be looking in the region of a 5-year program or longer plan which is affordable and practical.

Mr Penn was thanked for taking this on and he would provide further updates.

#### **8.7 Road Safety Strategy for Kent 2020-2026**

A 5-year road strategy for Kent circulated to Councillors, provide free workshops for Vision Zero Strategy. We are awaiting the next steps to be communicated to us.

#### **8.8 CIL Contributions**

During the period of October 2020 to March 2021 inclusive, £6,589.31 in CIL contributions has been collected from development within the parish. Therefore, in line with CIL Regulations 2010 (as amended) the parish council is entitled to a proportion of the CIL contributions collected. Payment A £3,953.59 and Payment B £2,635.72

#### **8.9 Bus Shelter – Stone Street**

A resident has asked whether the parish council could consider repainting the bus shelter as it is looking considerably tired. Our Councillor has visited the area and agrees that it could do with cleaning the paintwork and pruning. The clerk will organise for our contractor to tidy the area up and arrange for it to be cleaned.

#### **8.10 HMS Seal Memorial Garden**

Following a meeting to discuss a course of action regarding the memorial garden Mr Tavare, Mr Spencer and Mr Penn to propose a new design and plan for its restoration. If agreed, it is proposed that we obtain three quotes for the work to be carried out.

Mr Tavare produced a plan of the HMS Seal Memorial Garden for restoration, cutting back overgrowth, remove Rheus, Rhododendron and Laurel. Taking into account benches and history display boards. It was agreed to come back in July's meeting to discuss specific costings and proposals at the meeting.

#### **8.11 Seal Recreation Ground**

We have been approached by Inspire Federation who are currently working with Seal Primary School asking whether Seal Recreation Ground and Seal Library would take part in an exciting learning experience. The experience is called 'Geocache Stash' and are focusing on our local landmarks in Seal and trying to encourage people to visit them. It is for permanent use and basically a little plastic box with details of Geocache will be placed in bushes around Seal Recreation Ground. People find the Geocaches based on the coordinates they are placed at, therefore the Geocache would have to be put back in exactly the same place as it is found. On the top of the small box there is a sign that tells people that the box is a Geocache and this will have our contact details on it, therefore if there is a problem they can be contacted. Inside the box there is a small log book for people who find the geocache to write their names in. Children are able to leave small items in the boxes, such as marbles, however food items are not permitted and so the box should not attract animals. The parish council discussed Seal Recreation Ground and wondered whether this could be done jointly for both schools in St Lawrence and Seal Primary School to be involved in.

## 9 Accounts and Cheques

006090	Inland Revenue		Deductions
006091	Clerk		Salary
006092	Caretaker		Salary
006093	Mr C Tavare	£39.00	Outdoor posters
006094	Martins Painting and Decorating & General Repairs	£120.00	Bench repair (HMS Memorial Garden)
006095	Douglas F Williamson	£60.00	Internal Audit
006096	Mr R Crouch	£180.00	Annual strimming
006097	Sevenoaks District Council	£32.80	Refuse collection
006098	Clerk expenses	£53.39	Zoom and Broadband
006099	Kent County Council		Pension Fund
006100	Cancelled Cheque	£0.00	Cancelled
006101	SLCC Enterprises Limited	£36.00	Course

## 10 Parish Council Accounts 2020/2021

The internal audited accounts have been circulated to Councillors before the meeting including the Section 1 Annual Governance Statement 2020/21 and Accounting Statements 2020/21

Councillors need to agree the following:-

### i) Annual Governance Statement (Section 1)

- a. Consider the findings of the review
- b. Approve Annual Governance Statement

Proposed by Mr Michaelides and seconded by Mr Bulleid and agreed unanimously.

### ii) Accounting Statement

- a. Consider the Accounting Statement
- b. Approve the Accounting Statement
- c. Ensure the Accounting statements are dated and signed.

Proposed by Mr Michaelides and seconded by Mr Bulleid and agreed unanimously.

Douglas William will continue to be our internal auditor for the Council.

## 11 UVA

UVA have started planning the village celebration for next year's Platinum Jubilee & will keep us posted on how it progresses and have asked for funding for this community event. It was agreed to make a contribution of £1,000 for this community event. Proposed by Mr Penn and seconded by Mr Martin and unanimously agreed.

## 12 Items for Information only

### 12.1 Councillor Vacancy

At present we have 2 vacancies in Seal if you would like to become a parish councillor please contact the clerk.

### 12.2 WKHA Rural Exception Housing Scheme at Mills Crescent, Seal

WKHA Rural Exception Housing Scheme at Mills Crescent, Seal was permitted. The scheme will provide 9 new genuinely affordable homes for rent for people with a strong local connection to the Parish. WKHA anticipate the homes will be ready in July 2023.

### 13 Planning

The Council agreed the minutes of the planning committee meeting on 8<sup>th</sup> and 26 April 2021 and ratified the responses to planning application consultations submitted after this meeting. Proposed by Mr Penn and seconded by Mr Martin and agreed unanimously. There will be a short meeting of the Planning Committee after the Council meeting for which an agenda will be circulated.

There was a short discussion over the restrictions in place for planning and parish council meetings. The June parish council meeting will be cancelled due to restrictions, the next parish council meeting to be held on 8 July at Underriver Village Hall. Planning meetings will take place in Seal Pavilion on 24 May, and 10<sup>th</sup> June as planned but will have restricted numbers. Please contact the clerk if you would like to attend.

### Matters for Information Only

Please see website for further information on health advice, financial advice for residents and waste and recycling services and residents who are vulnerable

<https://www.sevenoaks.gov.uk/info/20069142/>

KMCCG COVID-19 Vaccination

<https://www.kentandmedwayccg.nhs.uk/your-health/coronavirus/covid19vaccine>

KCC advice on Coronavirus updates

<https://www.kent.gov.uk/social-care-and-health/health/coronavirus>

Main source of advice for Coronavirus

[www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

A reminder to report all Highway issues direct to KCC 03000 41 81 81

<http://www.kent.gov.uk/roads-and-travel/report-a-problem> –

A reminder to report problems on PROW to 03000 41 7171 8am-8pm Mon-Friday.

<http://www.kent.gov.uk/waste-planning-and-land/public-rights-of-way/report-a-problem-on-a-right-of>

Please report street light outages in Seal (other than on the A25) to the Parish Council.

**Meeting closed at 9.30pm**

**Appendix to Agenda – ongoing road items that need to be completed. The Clerk will keep an eye on progress directly with Kent County Council and this list updated for each meeting.**

A25 SID column needs to be reinstated; traffic counts are required.

No road sign heading towards Sevenoaks, Fawke Wood Road, third sign missing for Underriver and a couple of verge markers require reinstating near One Tree Hill – KCC are chasing for a delivery date.

Junction of Bank Lane and Mill Lane – it could do with resurfacing but more important is the need to keep it clear of mud and debris, making it slippery down to the junction. Potholes, running water and drainage covered by mud outside Riverdale Farm is also a problem.

KCCs survey of two bridges on Mill Lane by Tumbling Bay, requires replacement of small slab extension on both sides of Tumbling Bay West and on north side of Tumbling Bay East.

Looking into double yellow lines on the corner of Zion Street and Church Road.

Flooding at Grove Lane and Park Lane from the pond. Emily Kinsella KCC Drainage works organised a CCTV survey on 4<sup>th</sup> January. The highway drainage into the pond, the water drains to west and the pond overflows with high levels of silt and therefore the drainage isn't working properly. KCC will contact the landowner.

Copse Bank footpath – Completed to a good standard, Parish Council asked whether this could be considered annually for general maintenance.