

A meeting of the Seal Parish Council was held on THURSDAY 10th March 2022 in Seal Pavilion on Seal Recreation Ground at 7.30pm

Present:

Mr Haslam
Mr Bourne
Mr Martin
Mrs Weston
Mr Spencer
Mrs Talbot
Mr Penn
Mr Bulleid
Mr Boorman
Mr Michaelides

Also present the Clerk, Councillor Thornton

1 Apologies: None

2 The minutes of the last meeting were agreed and signed.

3 Declarations of Interest - None

4 Clerk's report – No Update

5 KCC Matters – Councillor Gough's report – See Appendix for ongoing matters
Councillor Gough was not in attendance and therefore these items were not discussed.

- Reduction on A25 speed limit
- Childsbridge Lane Railway Bridge – update following receipt of Network Rail letter,
- Childsbridge Lane - speed signs, glasson gates
- Reducing speed limits along country lanes – information/contact details
- Bitchet Green Area, there is an area of hard standing off Rooks Hill at the Bitchet Green end which is currently barriered off, could be used for extra parking for the Cricket Ground.
- Ashplatt Footpath is covered with leafe mulch and is treacherous - Councillor Gough to follow up.
- Zion Street – KCC to produce a design and written consultation details.

6 Other Matters Requiring Discussion and Action

6.1 Administration

- a) Draft Terms of Reference Finance and Planning – Details of both Terms of Reference for Finance and Planning circulated to all Councillors, the planning TOR to include “ For Example KALC training” and was approved by Mr Bourne and seconded by Mr Bulleid and agreed unanimously. The Finance TOR was discussed and amendments to be made for approval at the next parish council meeting.
- b) Covid Risk Assessment - all Councillors received and noted the updated and reviewed covid risk assessment following new guidance received.

The clerk asked the Council if they would be happy if she carried forward 5 days of her holiday to start from May 2022 to May 2023. Mr Haslam proposed and Mrs Talbot seconded and this was agreed unanimously.

6.2 Highway Improvement Plan

Mr Haslam mentioned that in Grove Road, opposite Church Road a mirror to be placed where the street sign is for HGV, which was approved at the last meeting. The HIP will be ready to be placed on the website next week. We are still awaiting a letter from Whitney Gwillim on A25, Mr Haslam will draft a letter to the clerk for Councillor Gough regarding the A25. We may require organising another meeting with STC about the speed sign on

A25 near Seal Drive. STC haven't accepted the petition for A25. Mrs Weston will resend the previous letter sent to STC giving support to reduce speed limits to reiterate that we are happy with 30mph and this is supported by Seal Primary School and Trinity School.

Mr Haslam reported that the Agenda report received from the Joint Transportation Board meeting, KCC had forecasts works on Zion Street, but there seems to be nothing for resurfacing on Church Road but there are forecast for Electric Charging to 2030 he has a copy for circulation if any Councillors require it.

ACTION: CH and FW

6.3 Seal Village Memorial Tree

An update from Mr Tavare - No update.

ACTION: CT

6.4 Memorial Garden

The Parish Council to consider on ordering of the Lectern display and HMS Seal Memorial Bench. At a previous meeting it was agreed to order the HMS Seal Memorial Bench, the Seal Logo and HMS Seal Memorial Garden hand carved for a total of £1,446.75 and Lectern display. Proposed by Mr Michaelides and seconded by Mr Spencer and agreed unanimously.

ACTION: CT

6.5 Wildflower Project

The parish Council to consider purchasing wildflower seeds for verges along Seal Allotments estimated at £25. Proposed by Mr Michealides and seconded by Mr Spencer and agreed unanimously.

ACTION: CT

6.6 Seal Recreation Ground

To appoint a contractor as per management plan and mark out area to be fenced so that fencing contractors can give quotes. It was proposed that we appoint Down to Earth for treatment for 5 years to pay annually and the insurance. Also, to request that Down to Earth come back in April to check the proposals in case any changes are made. The clerk will organise for Down to Earth to mark the area out that requires fencing with chestnut paling to enclose the area for treatment in Autumn and seek a quotation to complete the fencing.

The Parish Council should look at the wider future of the Recreation Ground and the Pavilion. Suggested were solar panels for the Pavilion and a review of the heating system.

KCC did send out a plan for residents to get involved in solar heating which was a special deal for residents only. We would have to look at other ways through grants or schemes to fund it. It would require a volunteer to investigate further and to consider the insulation of the building. Mr Haslam said he would be happy to assist. We are awaiting from SDC further information.

ACTION: CH and MP

6.7 Seal Pavilion

Explore energy/solar panels for the pavilion. See above item 6.6.

ACTION: MP

6.8 Councillor Vacancy

The Parish Council is actively seeking new Councillors. An interest in the local community is the main qualification but we are particularly looking for legal skills due to our current councillor with these moving out of the Parish. If you would like to become a Parish Councillor or are interested in our work, please contact the Clerk on 01732 833360 or sealparishc@outlook.com.

Mr Haslam attended a course for recruiting Councillors and it would be good to know what a councillor is responsible for and what they are required to do, their involvement in the community or if there is a pack or details on website and if there was a councillor interested who they could be referred too. Mrs Talbot said the clerk sends a Good Guide to Councillors which is a good guide for any new Councillors considering being a Councillor. Mrs Weston has advertised in the Underriver Magazine. Mrs Weston would draft a letter to the Chairman of Wilderness Residents Association to see if anyone would be interested in becoming a Councillor. It was mentioned that we haven't attended their AGM and would be interested in attending.

6.9 Donations

The Parish Council to consider a donation towards Sevenoaks Volunteer Transport Group. The parish council would like to donate £200 this proposed by Mr Haslam and seconded by Mr Bourne and agreed unanimously.

6.10 Bus Shelter

SDC have contacted parish councils asking for suggestions on locations for a new bus shelter in the district. As part of their agreement with Clear Channel, SDC are owed 2 non-ad shelters. The parish council discussed possible locations and the agreed location was at 30 Childsbridge Lane as it serves the school location and is wide enough and has a wide pavement.

ACTION: Clerk

6.11 Spring Clean Litter Pick

The Parish Council to consider organising volunteers to litter pick in the area. Mr Penn said he would organise for Stone Street and Underriver has their own volunteer system for the area, Sevenoaks District Council have a clean up on 26th/27th March which could be linked into Seal area. Mr Haslam will put up a link to the village facebook page and speak to Marion Gilhurst for volunteers.

ACTION: CH

6.12 St Lawrence Recreation Ground

To discuss and vote a possible contribution based on quotes received, details to be circulated. Mr Bourne discussed the area by the triangle, last year wooden posts were put up due to prevent parking. The area by the Recreation Ground is now muddy and difficult to park it requires type 1 down ragstone to be put down which would require to be topped up over a few years. The land is owned by Knole Estate and Mr Bourne would arrange to meet Strutt and Parker to look at the area. St Lawrence is looking to celebrate the Queens Platinum Jubilee and Mr Bourne will have more details at the next meeting on the expenditure for this celebration.

ACTION: RB

6.13 Air Quality Action Plan Consultation

SDC are introducing a new plan to reduce air pollution further, the parish council to consider the consultation. Mr Michealides will be attending the zoom meeting tomorrow.

6.14 Queens Platinum Jubilee celebrations 2nd June to 5th June 2022

SDC are producing a short video of Jubilee tree plantings across the Sevenoaks District in advance of the June Bank Holiday weekend marking The Queen's Platinum Jubilee. Video's to be with SDC by Friday 20 May 2022. Mrs Weston and Mr Bourne will be planting trees tomorrow.

ACTION: RB and FW

7 Accounts and Cheques

The Clerk mentioned that our streetlights are on an unmetered supply and we will need to increase the budget due to the current situation. Our Finance Chairman confirmed that this will come out of our contingency.

It was also mentioned that we will look to terminate our contract we have with Gazprom for gas, our contract ends 2024 and we will look to move to another supplier. This was proposed by Mr Haslam and seconded by Mr Bulleid and agreed unanimously.

Cheques signed March 2022

Cheque No	Payee	Amount	VAT Reclaim	Description
006235	Mr C Haslam	£42.00	7.00	Councillor Training Course
006236	Underriver Village Association	£1,000.00		Donation
006237	Mrs C Boland	£200.00		Petty Cash
006238	T D Geer Limited	£109.20	18.20	Plumbing
006239	Martins Painting and Decorating and General Repairs	£125.00		Repairs
006240	Jane Haselden	£160.00		Annual Website Renewal
006241	Sevenoaks District Council	£2,036.10	68.55	Sevenoaks Greensand Commons, Dog Bins, Sacks, Refuse
006242	T D Geer Limited	£147.60	24.60	Plumbing
006243	Mr Penn	£463.19	72.36	Office 2019, hard drive, SSD, projector screen, projector stand, webcam, HDMI cable, and extension leads x 2
006244	Cancelled Cheque	0.00		
006245	Mrs C Boland	£123.38	20.57	Microsoft Annual Subscription, Broadband, zoom subscription
006246	Clerk			Salary
006247	Caretaker			Salary
006248	Inland Revenue			Deductions
006249	Kent County Council			Pension Fund

Direct Debits Received to date

Payment Date	Payee	Amount	VAT Reclaim	Description
21 Feb 2022	BT	£367.49	61.25	Phone and Broadband
20 Feb 2022	British Gas	£140.64	6.70	Seal Pavilion Electricity
28 Feb 2022	Gazprom	£216.99	10.33	Seal Pavilion Gas

8 Items for Information only

8.1 Social Housing

Following approval by SDC cabinet the draft housing register allocation scheme is now out to public consultation runs out 18 April 2022.

8.2 Annual Assembly

Our Annual Assembly will be held 18th May 2022, please come along and support the Council at this meeting. It is the parishioner's chance to put forward ideas and raise questions. The Parish Council mentioned it might be a good idea to prepare a flyer for new Councillors who might like to join the Parish Council and see what we are involved in. Councillor Thornton mentioned it would be nice if Mr Tavare was able to do a talk on the Wildflowers in our Parish.

9 Planning

The Council to agree the minutes of the planning committee meeting on 10th February and 28th February and to ratify the responses to planning application consultations submitted after these meetings. Mr Bourne proposed and Mr Bulleid seconded to agree the minutes and ratify the responses to planning applications consultations submitted after these meetings and this was agreed unanimously.

Housing Strategy 2022-2027 out to public consultation ends 18 April.

Other matters

Mr Bourne raised the KCC Bus Consultation, which were looking to stop the S4 that runs from Ide Hill to Plaxtol, Mr Bourne has completed the consultation personally and will write to Councillor Gough directly.

The meeting closed for the Clerks Salary Review, NJC Salary Scales 2021-2022 have been received and backdated to April 2021. It was agreed that the Clerk should move up a point in recognition of training undertaken.

The planning meeting followed after the Clerks Salary Review.

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

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 9pm

APPENDIX – Ongoing Matters with KCC and the Parish Council

Seal

- A25: The SID column needs to be replaced. – The Parish Council to ask KCC for a bracket for a mobile SID.
- Update on resurfacing due to the bad condition of small roads in Seal, in particular Church Road, Pudding Lane and Zion Street.
- Yellow lines on the corner of Zion Street and Church Road:– This is already one of our priorities on the HIP.
- Cope Bank footpath – Completed last year to a good standard, Parish Council asked whether this could be considered annually for general maintenance.
- Flooding at Grove Lane and Park Lane from the pond. The highway drains into the pond which drains to west but overflows with high levels of silt. – KCC have dredged the pond and therefore this work has been completed.
- A resident has reported a Park Lane wall has been damaged on over 10 occasions. Large vehicles are unable to get by where the lane narrows because cars are parked all day in the free bays. Councillors to decide whether this should be raised as a priority or included in the HIP. The Parish Council agreed that this was not a HIP issue, and it should be reported to KCC.

Underriver

- Fawke Wood Road, third sign missing for Underriver, this has now been completed by KCC.
- Cyclist are coming down Carters Hill at great speed. The Schemes Project Manager to investigate examples of signage produced by the parish council. The clerk to contact Weald PC.
- Bank Lane is made narrower on the bend at Riverdale Farm by deep accumulated debris at the side the road and by potholes, creating a hazard.
- KCC's 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.