

SEAL PARISH COUNCIL

Clerk to the Parish Council
Mrs Clare Boland

Telephone: 01732 833360

Email: sealparishc@outlook.com

Website: www.sealparishcouncil.org.uk

Office hours: Monday, Tuesday, Thursday and Friday 9am-1pm

Clerk's Office
Valley House
Carters Hill
Underriver
Sevenoaks
Kent
TN15 0RY

You are hereby summoned to attend a meeting of the SEAL PARISH COUNCIL which will be held on THURSDAY 5th May 2022 in Seal Pavilion on Seal Recreation Ground beginning at 7.30pm to transact the business shown on the agenda below.

- 1 To receive and accept apologies for absence:
- 2 Election of Chairman and signing the Declaration book.
- 3 Election of Vice Chairman

There will be 10 minutes for Parishioners questions and a further 10 minutes at the Chairman's discretion during the meeting.

- 4 Agree the minutes of the last meeting
- 5 Declarations of Interest
- 6 Clerk's report
- 7 Election of committees

Finance Committee x 6	AM, JS, RB, MP, 2 vacancies
Planning Committee x8	TM, AM, TB, RB, CH, OB (2 Vacancies)
Staff Committee x 4	
Seal School Planning Liaison	TM & JS
Affordable Housing x5	AM, TM, TB, CH, 1 vacancy
Highways reporting issues Seal Underriver St Lawrence	Tony Bulleid 1 vacancy and Tim Martin Rick Bourne
Seal Recreation Ground Committee x 4	JS, (3 Vacancies)
Government Consultations on rota basis	All Councillors
KAPC an Action with Rural Communities in Kent x (2)	AM, TM
Seal Village Management Committee x 1	1 vacancy
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 and Highway Improvement Plan	CH, LT, OB
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	AM
Youth Representatives x 1 Liaison with young people's groups and school	MP
Planting Horse Trough	John
Parish Plan – Action plan sub-committee x 4	JS, MP (2 Vacancies)
J 5 Slips and A 25 Committee	CH
Village Spring Cleans - Stone Street - Seal	MP 1 Vacancy
Village Design Statements Seal Underriver St Lawrence	AM 1 vacancy RB
Wildflowers x2	2 vacancies
Climate Change x 2	MP, 1 vacancy
Seal History and Memorial Garden x2	2 vacancies
Sevenoaks Greensand Commons	1 vacancy
Facebook	CH

8 KCC Matters – Councillor Gough's matters

- Cylist Sign – Carters Hill
- Underriver Recreation Ground, PROW
- A25: The SID column. Councillor Gough will ask Toby Butler to contact the clerk.
- HGV's volume of traffic using A25, solutions to weight and width restrictions, dangerous to pedestrians, elderly and children in relation to air quality requires monitoring. Councillor Gough to update
- Childsbridge Lane is under consultation until 12 May.
- The Bridge is still under audit regarding the hatching out on the bridge. The dragon teeth on the Childsbridge Lane are under the Assets Management Team. An update required.
- Underriver House Road – KCC update

9 Other Matters Requiring Discussion and Action

9.1 Administration

- a) Finance Terms of Reference to be approved by the Council.
- b) Standards in Public Life Review – to note the government response to the committee for Standards in Public Life review and to consider writing to the MP to request support for an early day motion (EDM) calling for effective sanctions.
- c) To adopt the LGA Model Councillor Code of Conduct 2020.

9.2 Highway Improvement Plan

The Parish Council to propose the draft consultation letter on proposed waiting restrictions, double yellow lines Zion Street, Seal received from KCC and discuss where to publicise and deadline of response.

9.3 St Julians Road, Underriver

The Parish Council to consider drafting a letter to KCC on the consultation for double yellow lines which has now expired and consider writing to National Trust requesting that

the booking system for parking arrangements in Knole Park set up during Covid are removed.

9.4 Kent Association of Local Councils

To approve KALC Letter dated April 2022
KALC Membership Information Leaflet 2022/2023
NALC Summary of Benefits Flyer
Subscription Invoice

9.5 CIL Contributions

The Council has received contributions from qualifying development across the district. During the period 14 October 2021- March 2022 inclusive. Payment A £2,773.92 and Payment B £1,849.28

9.6 Covid-19 Contain Outbreak Management Fund

The Council application has been successful and the Council will receive £545.94 in grant funding for costs incurred between 1 November 2020 and 31 March 2022.

9.7 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.

9.8 Donations

Victim Support requesting a donation towards their work.

9.9 Bank Mandate

The Parish Council to propose that Mr Boorman, Mrs Talbot, Mr Haslam Mr Penn and the clerk, Mrs Boland to be authorised signatories and approve to remove Mrs Weston from the Bank Mandate.

9.10 Seal Village Memorial Tree

The Parish Council to consider Know your Neighbours request for a water butt to be placed on the right-hand side of the Fire Station. KYN has accepted the agreement for the tree to be placed on the forecourt area.

9.11 Old Fire Station

The Parish Council has been informed that the Dentist has had some work done on the windows and facias of the Old Fire Station and this has been completed. There has been some damage to the wall, of which the Dentist will provide further information to the Parish Council for the Parish Council to decide whether to arrange for work to be done privately or claim on the insurance.

The Dentist has accepted the agreement for the tree to be placed on the forecourt area.

10 Accounts and Cheques

11 Parish Council Accounts 2021/2022

The internal audited accounts have been circulated to Councillors before the meeting including the Section 1 Annual Governance Statement 2021/22 and Accounting Statements 2021/22.

Councillors need to agree the following:-

- i) Annual Governance Statement (Section 1)**
 - a. Consider the findings of the review
 - b. Approve Annual Governance Statement

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

The Parish Council to propose Lionel Robbins continues as our internal auditor for next year.

12 Items for Information only

12.1 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. If you would like to attend, please contact the clerk.

13 Planning

The Council to agree the minutes of the planning committee meeting on 14th April and 25th April and to ratify the responses to planning application consultations submitted after these meetings.

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.

Mrs Clare Boland 28th April 2022