

**A meeting of the Seal Parish Council was held on THURSDAY 5<sup>th</sup> May 2022 in Seal Pavilion on Seal Recreation Ground at 7.30pm**

**Present:**

**Mr Michaelides - elected as Chair at the meeting**

**Mr Martin**

**Mr Haslam**

**Mr Bulleid**

**Mr Spencer**

**Also present: Councillor Thornton and Clerk**

**1 To receive and accept apologies for absence:**

Mr Boorman – Family Commitments

Mr Penn – Work Commitments

Mrs Talbot – Other Commitments

Mr Bourne – Other Commitments

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

Mr Haslam was elected as Chairman and signed the Declaration book. Proposed by Mr Michaelides and seconded by Mr Spencer and agreed unanimously.

**3 Election of Vice Chairman**

Election of Mr Bourne as Vice Chairman, no declaration required. Proposed by Mr Michaelides and seconded by Mr Spencer and agreed unanimously.

**No parishioners attended the meeting.**

**4 Agree the minutes of the last meeting. The clerk noted that there were amendments to the minutes which were St Julians Road, item 6.2 “may have” and under HIP “send to KCC for comments” and item 6.9 the proposal “towards the Platinum Jubilee Celebration”.**

**5 Declarations of Interest - None**

**6 Clerk’s report**

I received a response from Weald Parish Council clerk, apparently, they were not consulted on the type of cyclist signs that were erected on Hubbards Hill. The signs were provided and erected by Kent Highways. Councillor Gough is aware of the situation and asked to follow up.

**Seal Benches – Welcome Back Fund**

It was suggested at the last meeting to find the flammability of the bench, which the clerk asked SDC for further information. The response which I received from SDC is “if a flame maintained against it, it would eventually catch fire and burn like wood. While they appreciate that this isn't what everyone would like, it is essential to the overall sustainability of their recycled plastic as adding a fire retardant would mean that it could not melt and therefore be subsequently recycled at the end of its life.

As per the criteria of UL94 horizontal burn test, our recycled plastic has been classified as HB, which is an equivalent of BS EN 60695-11-10:- Part 11-10: Test flames - 50 W horizontal and vertical flame test methods”.

**Bus Shelter**

At the last meeting it was asked for the clerk to contact the residents near 30 Childsbridge Lane to advise that there could be a bus shelter placed there if we were successful in the district. A resident had contacted the clerk to feedback the parking space is for service vehicles and occasional parking for local residents of those houses. Apparently, some time ago they tried to

put a bus shelter there and KCC declined it. Another resident reported that they were concerned about youths hanging around and the litter it may cause. KCC will need to look at this space again if it is suitable for a bus shelter.

We also wanted to take this opportunity to thank Mrs Weston for all her hard work and support that she has given to the council, she has resigned, and she will be missed.

Mr Tavare has also resigned, and we would like to thank him for all his support his has given to the council and the projects that he has been involved in and we wish them both well for the future.

## 7 Election of committees

<b>Standing Committees</b>	
Finance Committee x 6	AM, JS, RB, MP, CH and LT
Planning Committee x8	TM, AM, TB, RB, CH, OB (2 Vacancies)
<b>Committee</b>	
Staff Committee x 4	CH, RB, LT, AM
<b>Working Parties</b>	
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 x6 Childrens Play Equipment inspection, Seal History and Memorial Garden	JS, (4 Vacancies) RB and *Kirsty Spencer will keep us informed
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	*Robert Talbot will keep us informed
St Lawrence Village Hall x 1	MP will keep us informed
Seal Community Crime Prevention x1	MP
Seal Transport Report and Highway Improvement Plan	CH, LT, OB
Speed watch and SID	RB
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	CH, 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, Sevenoaks Greensand Commons and Climate Change x2	OB, MP
Community communications and social media	CH

\*Robert Talbot, Kirsty Spencer and John are non-Councillors

The clerk will organise for a Staff Committee Terms of Reference, it was noted that the Chairman and Vice Chairman normally complete the clerk's appraisal which will continue as normal and then the results can be reported to the staff committee. The staff committee would deal with recruitment, disciplinary, grievance and sickness and any other staffing matters including salary.

Mr Haslam suggested to have a Highways Committee and Facilities and Recreation Ground committee, although further discussion is required of how this would work. Councillor Thornton suggested that a working party would work under Highways as Councillor Gough is present at a parish council meeting and all it would require is a Parish Councillor to oversee and report to the clerk on items that requires discussing and placing on the agenda.

#### **8 KCC Matters – Councillor Gough's was not in attendance and these matters were not discussed at the meeting.**

- 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
- A25 and Childsbridge Lane TRO was under consultation until 2 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 required.

#### **9 Other Matters Requiring Discussion and Action**

##### **9.1 Administration**

- a) Finance Terms of Reference to be approved by the Council. Proposed by Mr Michaelides and seconded by Mr Spencer and agreed unanimously.
- 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. It was requested that the clerk forward the template letter which has been received by SLCC for the Council to approve at the next meeting. The Clerk discussed that it was a EDM motion for bullying and harassment for councillors and staff and discussion on Civility and respect project. EDM calling on government to establish appropriate and effective sanction mechanism to deal with local councillors who have been guilty of bullying and harassment.
- c) To adopt the LGA Model Councillor Code of Conduct 2020. This was proposed by Mr Michaelides and seconded by Mr Spencer and agreed unanimously.

### **9.2 Highway Improvement Plan**

The Parish Council proposed the draft consultation letter on proposed waiting restrictions, double yellow lines Zion Street, Seal received from KCC and this was seconded by Mr Spencer and agreed unanimously. The Parish Council also discussed where to publicise and it was agreed to advertise on our website, social media and hand deliver to the immediate vicinity. The Chairman would ask for Mrs Talbot to collate the responses to present at a parish council meeting.

### **9.3 St Julians Road, Underriver**

The Parish Council to draft 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. This was discussed at the last meeting and the parish council will organise for a letter to be sent to the clerk on feedback on yellow lines. Also the parish council require to send a letter to National Trust on parking.

### **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 was approved and proposed by Mr Michaelides and seconded by Mr Spencer and agreed unanimously.

### **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. We now have 3 vacancies, one in Underriver Ward and 2 in Seal Ward. 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](mailto:sealparishc@outlook.com).

### **9.8 Donations**

Victim Support requesting a donation towards their work. It would be helpful for the parish council to know the connection within the parish and the value of their donation.

### **9.9 Bank Mandate**

The Parish Council proposed 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. and this was seconded by Mr Bulleid and agreed unanimously. It was agreed that each Parish Councillor who is elected as a member of the Parish Council is approved and requested on the bank mandate as and when required.

### 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. The parish council discussed the water butt and required further information and justification on where the water butt would be placed and the cost and the responsibility required.

### 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 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 Parish Council are concerned about the wall and the hazard it will cause to pedestrians and whether it is structurally sound.

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

## 10 Accounts and Cheques

Cheques to be signed May 2022

<b>Cheque No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT Reclaim</b>	<b>Description</b>
006265	Inland Revenue			Deductions
006266	Kent County Council			Pension Fund
006267	Clerk			Salary
006268	Caretaker			Salary
006269	Sevenoaks District Council	£32.80		Refuse
006270	Arthur J Gallagher Insurance Brokers Ltd	£3,741.80		Insurance
006271	Kent County Council	£204.54	£34.09	Cleaning materials
006272	Martins Painting and Decorating and General Repairs	£88.00		Repairs
006273	Mrs C Boland	£63.39	£10.57	Broadband and Zoom
006274	Kent Wildlife Trust	£50.00		Membership renewal
006275	Seal KYN	£1,000		Donation
006276	KSS Air Ambulance Charity	£300		Donation
006277	K C Davies Limited	£45.00		Window cleaning
006278	Lionel Robbins	£150.00		Auditor
006279	Kent Association of Local Council	£42.00	£7.00	Training Course
006280	Mrs C Boland	£200.00		Petty Cash
006281	Streetlights	£681.42	£113.57	Streetlights

## Direct Debits Received to date

Payment Date	Payee	Amount	VAT Reclaim	Description
15/4/2022	Castle Water	£76.83	£12.80	Water rates
2/5/2022	Gazprom	£156.30	£7.44	Seal Pavilion Gas

### 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

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

The Parish Council to propose Lionel Robbins continues as our internal auditor for next year. This was proposed by Mr Martin and seconded by Mr Spencer and agreed unanimously. We should note his comments raised about the budget and precept which should be adopted separately.

### 12 Items for Information only

#### 12.1 Annual Assembly

Our Annual Assembly will be held 18<sup>th</sup> 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 agreed the minutes of the planning committee meeting on 14<sup>th</sup> April and 25<sup>th</sup> April and ratified the responses to planning application consultations submitted after these meetings. Proposed by Mr Michaelides and seconded by Mr Bulleid and agreed unanimously.

It was noted by Councillor Thornton that it would be good to have Parishioners Question time at the end of the parish council meeting and that the date of the next meeting would be helpful. Mr Haslam raised that Councillors Reports and the date of the next meeting could be added to the agenda.

### **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 8.45pm**

**Next Meeting 9<sup>th</sup> June 2022**