

A meeting of the Seal Parish Council was held on THURSDAY 13th October 2022 in Seal Pavilion on Seal Recreation Ground at 7.30pm

Present:

Mr Michaelides

Mr Martin

Mr Haslam (Chairman)

Mr Boorman

Mr Bourne

Mr Bulleid

Also present the clerk, Councillor Hogarth and Councillor Gough

THERE WAS A MINUTE SILENCE IN RESPECT OF THE QUEEN ELIZABETH II AND OUR PAST CHAIRMAN ROBIN WATSON

Parishioner Questions

There were 3 residents present at the meeting, one resident raised issues around Zion Street, requesting additional parking restrictions and road signage. It was asked if there could be yellow lines opposite No 3 Zion Street, the road is too narrow for any parked vehicles, which causes problems if an emergency vehicle had to pass. There are no restrictions on parking along there, there are cars parked on the corner and on the odd occasion when where there is an emergency vehicle they can't get through. By 40 Zion Street to 42 Zion, it's narrow and dangerous on the corner. There is a small sign No Right-Hand turn, but people are ignoring the signs and some vehicles coming from A25 are turning right into the road which is going the complete wrong direction. Could a no entry sign be marked on the road. Councillor Hogarth said he would take it up with SDC Parking Team. The Chairman reported that it was good to hear local knowledge of the area and improvements for our HIP.

- 1 To receive and accept apologies for absence: MP – work Commitments, LT – other commitments and Councillor Thornton**
- 2 The minutes of the last meeting were agreed and signed.**
- 3 Declarations of Interest - None**
- 4 Clerk's report**
KCC are sending notifications to residents about Zion Street /Church Road double yellow lines which are to be installed on 26 October.
KCC have completed the patchwork and resurfaced parts of Zion Street and Pudding Lane and Church Road.

The Clerk held a meeting with KCC about the verge in Underriver as the verge was looking very untidy with over 1 metre high of weeds in the centre of the village, KCC agreed that it was looking tired and that they have reprogrammed the verge to cut the whole verge which is now looking very tidy in the village.

The Dentist has informed us that the delivery company who damaged the brick wall have returned to repoint the brickwork and make good, the original brickwork doesn't match the new brickwork which has been completed but the pointing is better.

Residents are starting to complain about the amount of dog excrement in the Recreation Ground and have asked the Parish Council what we plan to do about it. We have been in contact with the dog warden who has produced signs to remind residents.

The basket ball hoop was installed by Rob Crouch and is now being used again.

A resident has questioned the cutting of Godden Green, been informed by David Crouch, SDC that it should be cut 6 times a year as programmed.

The wild area was increased in size this year with the agreement of Kent Wildlife Trust and local residents. As part of the wildlife project and meadow. It is to be cut and collected in autumn by KWT volunteers. They are considering grazing this area to maintain it in a traditional manner both methods will enrich biodiversity and increase wildflowers present in coming years.

Residents are looking at clearing the weeds from the pond again and are looking at the best way of moving the waste, unfortunately both contractors are unable to do the job, due to weight of each bag and cost. The clerk mentioned whether KCC could help with this as the silt requires removing as well and this could be tied in together.

5 KCC Matters – Councillor Gough’s matters

- Childsbridge Lane has gone to JTB and this was voted through for a speed reduction and is now with the Design Delivery Team, who will be in touch further with the Parish Council about the design and costing.
- Railway Bridge – the bridge study has been completed; with the hatching proposal it was decided a false sense of security could occur if implemented. KCC may look to link the railway bridge with the Tarmac development.
- Underriver House Road – Reminded Councillor Gough of the crack down the road maybe not a high priority but Mike Payton will review it.
- Zion Street resurfacing, the Parish Council felt that an inspection was required due to the additional spaces provided and car parking lines not finished properly, and the PC were expecting the patching to be resurfaced to School Lane and Church Road/The Green which hasn't been completed. Councillor Gough will take it up with Mike Payton.
- Zion Street yellow lines to be repainted 26 October. KCC asked whether a parish representative could distribute these notifications to the residents concerned. Our Chairman will be distributing these shortly.
- Seal Village Car Park sign –Councillor Gough had the impression it was completed, the Parish Council had instigated for a sign opposite the Butchers and A25 west side.
- Cyclist sign – There was one produced in Weald, Hubbards Hill but unfortunately it is not a Department of Transport sign, and we would have to consider other signage. The Parish Council to add this on our HIP.
- HGV's on A25 – there is signage and is a major trunk road.
- Godden Green Pond, a build up of silt – The Parish Council will look at how much was spent last time it was emptied in 2019. Councillor Gough said that the dredging was down to the landowner but because it effected highways, previously the Parish Council used a contractor which was then billed to KCC. The last time it was emptied was back in 2019 when Emily Kinsella was in post.
- Bentley's Meadow – A meeting was arranged with KCC, SDC, Councillor Hogarth and the clerk to discuss plans to weed kill and tidy the planters and street cleaning. SDC have installed 2 new litter bins to be emptied on a schedule. KCC have an action plan which they will pursue. West Kent Housing will ensure that the upkeep is moving forward and the Parish Council have dropped volunteering for the area. There were discussions about the plants and what should be put there for low maintenance.

- Councillor Gough asked the Parish Council whether we had received a response on the HIP process, the response should be with us soon.
- Mr Michaelides said he was approached by the Vicar where there is a patch of land outside St Peters and St Paul's Church which is not owned by the Church or the Farm and is unregistered Manorial Waste Land, attendees of the Church are finding this unsafe, could KCC take responsibility to resurface the area.
- There is a large projected overspend in the KCC budget and financial monitoring- £50 million overspend in month 5 increasing to £70 million due to inflation which will burn through KCC reserves.

6 Other Matters Requiring Discussion and Action

6.1 Administration

- a) Staff Committee Terms of Reference to be considered. The Clerk advised that the Council should be considering this ToR and it is not up to the Committee to decide. The Chairman raised there is feedback from Mrs Talbot and himself which needs to be incorporated in the Staff ToR before it should be put to the Council.
- b) Social Media and Electronic Communication Policy to approve as necessary. The Chairman has concerns and feels that it requires amending and therefore will look into it further.

6.2 Godden Green

A resident has asked whether parking restrictions could be considered around the triangle of grass and up the hill towards Cygnet clinic at Godden Green which gets blocked in the latter part of the week. This means emergency vehicles for fire etc or ambulances for the clinic can't pass up the road or get out, as well as it being a popular bridlepath and footpath. The Council discussed that the Highway Improvement working party would consider this further to present to the Council.

ACTION: LT/CH/OB

6.3 Wildflower Project

Should the Parish Council consider further seeds to be planted on our verges especially in villages and discuss plans for cutting back in Autumn. Mr Boorman is approaching Rob Crouch for a quote for the verges to be cut once a year.

ACTION: OB/Clerk

6.4 Memorial Garden

Report circulated to Councillors for discussion at the meeting. The Council were in support of Mrs Talbot proposal not to include the carving and have no Seal logo on the bench, they also agreed the lectern for the History of Seal.

ACTION: Clerk

6.5 Bus Routes in our Parish

The Parish Council to consider helping the campaign to retain school bus services. Unfortunately, due to our cancelled meeting in September this was an item for discussion, the time has now passed, and the Parish Council felt that it isn't necessary to comment further at this time. Councillor Gough had mentioned that the TW3 Kemsing and Seal bus route, KCC worked with operators which the routes were closed and these were resolved. BSIP funding from government for bus lanes, capital works might have some use. KCC are hopeful to develop part of a wider disruption.

6.6 Projector for the Parish

Unfortunately, due to Mr Penn unable to attend the meeting this item on the agenda was not discussed.

6.7 Defibrillators

The Defibrillators are now in Seal and Underriver, and we have had communication from Community Heartbeat Trust and The Circuit that all defibrillators should be registered with the new National Defibrillator Network “The Circuit” as the local ambulance service is no longer updating privately owned defibrillators sites. All defibrillators have been registered with the Circuit. We have been asked by CHT whether to continue with the Webnos system, governance system for keeping a record of the equipment. The Circuit also provides details to update, and two systems aren’t necessary.

All defibrillators’ cabinets have been checked to ensure that the temperature pads are working inside the cabinets.

6.8 CIL Contributions

The Council have used funds from Contributions A £178.54 and B £2,745.46 on installation of benches.

6.9 Seal Recreation Ground

Mr Martin had received the management plan which he reported there were no issues and the Council should ensure that further treatments are made next year and are ongoing for the period. The Treatment is necessary during the growing season.

6.10 Seal Pavilion

It is unfortunate that Seal Football Club no longer hire the facilities at Seal Recreation Ground but we are fortunate that our existing hirer has expressed an interest in hiring both Senior and Junior pitches, the Hire of Conditions have been amended due to the change. The Hirer had asked whether he could use a number of different size pitches that will be different to the size of the pitch previously used by Seal Seniors. He will not remove ground sleeves and use standing free goals. The Council took in account the increase in the hiring the facilities and agreed that along as it was within the footprint of the Senior pitch the council agreed that they could use the space.

6.11 Seal Primary School

An update from Mr Haslam regarding meeting at the school on 7th September on parking issues. Mr Haslam reported that it was KCC responsibility with the parking issues. The school has arranged walking buses at the Ash Platt Road gate and in Zambra Way, KCC were interested in a small section of land to see if it could be developed, unfortunately some of the land is owned by Biffa and or is Private land. There is a speed reduction proposal in Ashplatt Road to reduce to 20mph which is part of STC proposals, we would encourage residents to support it. Councillor Hogarth said that the parking problem is also a behavioural issue and as he is part of the Public Realm Commission, he has asked the school to make a video on arriving and leaving school to submit to the panel to be voted on and may win an award.

6.12 Civility and Respect Project

The Council to consider signing up to the Civility and Respect Pledge. Details circulated. The Council proposed to agree subject to the Chairman viewing the short video which was circulated. Mr Michealides proposed and Mr Martin seconded and it was agreed unanimously.

6.13 Underriver Village Hall

The Council to agree to support the request of expenditure to go towards the kitchen refurbishment and to agree the grant to be given. The Finance committee had discussed this in the finance meeting and said that the part of the village hall reserves budget which is split

between all three halls could be used to support the shortfall that is required to complete their refurbishment, as well as using the Underriver Village Hall budget. The Council discussed further and agreed that UVA could find other funds/grants to support it. Therefore, the Council to propose for expenditure to pay £4000 which was in our budget this year and the extra £1,000 for next year's financial budget to approve in November's meeting.

ACTION: AM

7 Accounts and Cheques

Cheques signed September 2022

Cheque No	Payee	Amount	VAT Reclaim	Description
006324	Clerk			Salary
006325	Kent County Council			Pension Fund
006326	Inland Revenue			Deductions
006327	Cancelled Cheque			Cancelled
006328	Caretaker			Salary
006329	Sevenoaks District Council	£65.60		Refuse
006330	Cancelled Cheque			Cancelled
006331	Flare Electrical Contractors Limited	£225.00	£37.50	Defibrillators
006332	Edward Tyrell Fencing Limited	£4,695.00	£782.50	Fencing
006333	Safeplay Playground Services Limited	£83.40	£13.90	Repair
006334	St Lawrence Village Hall	£29.00		Hall hire
006335	MDH Horticultural Contractors	£1,656.00	£276.00	Mowing
006336	Kent County Council	£138.77	£23.13	Cleaning materials
006337	K C Davies Limited	£15.00		Window cleaning
006338	Mr Boorman	£24.47	£4.08	Shingle
006339	Mrs C Boland	£200.00		Petty Cash
006340	Open Spaces Society	£45.00		Annual Subscription
006341	Stead Electrical Services Limited	£180.00	£30.00	Pat testing
006342	ASL Group Limited	20.91	£1.57	Photocopier
006343	PKF Littlejohn LLP	£480.00	£80.00	Audit
006344	Castle Cleaning Services (Kent) Limited	£300.00		Bitchet Green
006345	Robert Crouch	£120.00		Litter Bin Installation
006346	Spy Alarms Limited	£468.00	£78.00	Repair Emergency Lighting
006347	Mrs C Boland	£155.78	£21.14	Broadband, Zoom and Kettle
006348	Kent County Council	£118.30	19.72	Cleaning materials
006349	Just Rackets	£858.32	£171.66	Basketball Unit
Credit				
Payment date	Payee	Amount	VAT Reclaim	Description
1 Nov-30 Nov 2021	Eon	£135.17	£6.44	Streetlighting

Direct Debits Received to date

Payment Date	Payee	Amount	VAT Reclaim	Description
25/7/2022	Gazprom	£46.46	£2.21	Seal Pavilion Gas
27/7/2022	Npower	£167.23	£7.96	Streetlighting
20/8/2022	BT	£288.74	£48.12	BT
25/8/2022	Gazprom	£26.11	£1.24	Seal Pavilion Gas
24/8/2022	Npower	£167.02	£7.95	Streetlighting
20/8/2022	British Gas	£106.59	£5.08	Seal Pavilion Electricity

Cheques signed October 2022

Cheque No	Payee	Amount	VAT Reclaim	Description
006350	Sevenoaks District Council	£65.60		Refuse
006351	Spy Alarms Limited	£648.00	£108.00	Extinguishers
006352	Down to Earth Trees Limited	£617.64	£88.94	Treatment
006353	MDH Horticultural Contractors	£1,680.00	£280.00	Mowing
006354	Kent County Playing Fields Association	£20.00		Annual Subscription
006355	The Royal British Legion Poppy Appeal	£95.00		Wreaths
006356	Richard Abel Landscapes	£420.00	£70.00	Planters
006357	Seal PCC	£650.00		Churchyard Mowing
006358	St Lawrence PCC	£600.00		Churchyard Mowing
006359	St Margarets PCC	£575.00		Churchyard Mowing
006360	K C Davies Limited	£30.00		Window Cleaning
006361	Kent Association of Local Council	£60.00	£10.00	Training Course
006362	Mrs C Boland	£63.39	£10.57	Zoom and broadband
006363	Caretaker			Salary
006364	Clerk			Salary
006365	Inland Revenue			Deductions
006366	Kent County Council			Pension Fund
006367	R Crouch	£585.23		Basketball installation and tree work
006368	Sevenoaks District Council	£378.30	£63.05	Dog waste

Direct Debits Received to date

Payment Date	Payee	Amount	VAT Reclaim	Description
20/09/2022	British Gas	£95.96	£4.57	Seal pavilion Electricity
26/09/2022	Gazprom/SEFE Energy	£22.86	£1.09	Seal Pavilion Gas
3/10/2022	Npower	£169.61	£8.08	Streetlighting
12/10/2022	Castle Water	£115.26	£19.21	Water rates
07/10/2022	British Gas	£115.48	£5.50	Seal Pavilion Electricity
26/10/2022	Npower	£179.01	£8.52	Streetlighting

8 The Annual Governance and Accountability Return 2021/22

The Parish Council received the Notice of Conclusion of Audit along with the External Auditor Report and Certificate published 16th August 2022 and reported no further action.

9 External Auditor

The Parish Council has received communication for an option to opt out of the SAAA central external auditor appointment arrangements. The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA. The Council proposed to opt in and this was proposed by Mr Michaelides and seconded by Mr Bulleid and agreed unanimously.

10 Remembrance Sunday

Wreaths to be laid on Remembrance Day 13th November at St Lawrence Church - MP, St Peters and Pauls - CH, Godden Green – OB and St Margaret’s Church either LT or TM

11 Items for Information only

11.1 Councillor Vacancy

11.2 The Parish Council is actively seeking new Councillors. An interest in the local community is the main qualification. We now have 4 vacancies, one in Underriver Ward although Mrs Talbot has expressed her wish to change Wards and become a Councillor for Underriver and 3 vacancies 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.

11.3 Victim Support

The Parish Council received a letter of thanks for the kind donation towards their cause.

12 Planning

The Council accepted the minutes of the planning committee meeting on 14th July and 25th July and 26th September and ratified the responses to planning application consultations submitted after these meetings. This was proposed by Mr Martin and seconded by Mr Bourne and agreed unanimously.

The Council agreed the response to planning application consultations on 8th September due to the announcement of the death of the Queen and ratified the response to planning application consultations submitted. This was proposed by Mr Martin and seconded by Mr Bourne and agreed unanimously.

Matters for Information Only

KCC Consultation on 20mph speed limit in Sevenoaks, the Parish Council would encourage residents to comment on the consultation, which ends 10th November 2022. It was agreed the Parish Council should comment on the A25 and Ash Platt Road proposal only. The Parish Councillors felt an individual response was required for the overall consultation if Councillors wished to comment.

ACTION: CH to draft/Clerk

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

Date of Next Meeting 10th November, 7.30pm at Seal Pavilion