

**A meeting of the Seal Parish Council was held on THURSDAY 12<sup>th</sup> January 2023 in Seal Pavilion on Seal Recreation Ground at 7.30pm**

**Present:**

**Mr Michaelides**

**Mr Martin**

**Mr Haslam ( Chairman)**

**Mr Boorman**

**Mr Talbot**

**Mr Bourne**

**Mr Bulleid**

**Mrs Stiasny**

**Also present the clerk**

- 1 To receive and accept apologies for absence: None**
- 2 The minutes of the last meeting had some amendments to be made and have been recirculated to the Council for signature for the next parish council meeting.**
- 3 Declarations of Interest - None**

**4 Clerk's report**

Seal Village Sign – KCC have responded to say that they have reviewed the request and considered that given the nature of the destination it did not meet their requirements for advanced direction signage. It is KCC policy to keep all destination signage to a minimum to help reduce sign clutter in urban areas. However, they did feel that by repositioning the existing sign within the verge would improve it without the need to add additional signage.

The clerk has instructed for the play equipment repairs highlighted by ROSPA inspection to be done as discussed at the last meeting for both Seal Recreation Ground and Bitchet Recreation Ground.

There is a broken cover on Seal Recreation Ground which has been reported to South East Water they have arranged for a Field Technician to attend. Dependent on their findings they may then need to liaise with other contractors or agencies to fully resolve the issue.

**5 KCC Matters – Councillor Gough's matters – Councillor Gough was not present and therefore the items were not discussed.**

- Childsbridge Lane – the Parish Council is in receipt of quotation.
- SID Bracket for A25 east before Park Lane – this is still outstanding and waiting further for information.
- Zion Street – at the last meeting we mentioned spaces weren't large enough has this been rectified?
- Godden Green Pond – the Parish Council to arrange a quote.

**6 Other Matters Requiring Discussion and Action**

**6.1 Elections**

Elections will be taking place on 4<sup>th</sup> May 2023, estimated to be for uncontested = £647.20 and contested (whole Parish or all Town/Parish wards) = £3791.26. The Council to note for our budget and earmark reserves.

## **6.2 Seal Over 60's**

The club has asked for a grant to go towards their social event and running costs. They have 25 people who attend the club and generally cater for their club themselves with a team of 5 people using the village hall kitchen facilities and sometimes they have caterers in. The Parish Council to consider a grant to help towards their cause. The Council proposed to pay £250 towards the grant and this was seconded by Mr Bourne and agreed unanimously.

RESOLVED: The Council will donate £250 towards their cause.

## **6.3 Highways**

The Parish Council have received a detailed quotation for the works on signage enhancements in Childsbridge Lane, the quotation stands at £2,164.84 after a deduction of £1,000 contribution which Councillor Gough would be funding. Mr Martin proposed that the Council should contribute towards the cost for signage in Childsbridge Lane and this was seconded by Mr Michaelides and agreed unanimously.

RESOLVED: The Council will contribute £2,164.84 for signage in Childsbridge Lane.

## **6.4 HIP**

Template change to be agreed with the Parish Council, and whether we would benefit to discuss items on the HIP with KCC to find out top priorities. The Council discussed that we should use the new template, we also should have a meeting with KCC and the Highways Working Group to look at possible items on our HIP to work towards being done for the next financial year. Possible ideas were Church Road, Mirror in Stone Street and Carters Hill Cyclist sign.

ACTION: A meeting to be arranged between the PC and KCC to discuss possible items on the HIP.

## **6.5 ROSPA Inspections**

At the last meeting we discussed possible operational inspections quarterly, the price per quarter for 2 playgrounds would be £362.00, totalling s £1086.00 per annum, with the additional annual inspections charge on top, the Parish Council to agree the cost for quarterly inspections. The Council discussed the cost which would be payable quarterly, and it was considerably higher than expected on an annual basis and at this stage it was decided not to propose the additional cost and we would complete weekly inspections. Mr Bourne would be provided with a checklist to inspect Bitchet Green Recreation Ground and the clerk will arrange with the Caretaker the same arrangement for Seal Recreation Ground.

ACTION: The Clerk to provide Mr Bourne with a copy of the Bitchet Green checklist to be completed and returned to the clerk as an office record and the Clerk will be in contact with the caretaker for the same process.

## **6.6 Civility and Respect**

It would be a good idea for Councillors to attend training courses on Civility and Respect there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils. By signing the pledge, you would be agreeing along with other Councils to adopt policies, attend training courses and encourage your peers to follow. Such support will send out a strong message and help evidence to the government that the standards regime must be strengthened, including sanctions for poor behaviour. At the last meeting in October the Chairman proposed to sign the pledge subject to viewing a short video. The Clerk was unclear as to whether he had any further comments from the short video and whether he was still happy to sign the pledge. The

Chairman confirmed no further comments and happy to sign the pledge and therefore he thought no further vote was necessary, the clerk also raised whether the Council should agree to put in place a training policy for our Council. Councillors raised that training courses are circulated through the clerk and it is up to the Councillors to decide to attend as required.

#### **6.7 Seal Housing Need Survey**

The council to discuss the report received which was circulated for our parish and update the council on it's position. Mrs Talbot gave a brief summary of the survey there were 139 replies received in the parish, 127 people didn't require affordable housing, 3 households require housing now, 2 households will in 2 years require housing and 4 households will want housing in the next 5 years. The information provided will help with future planning applications, at the moment we have Foxbury Farm and Mill Crescent developments. Mr Martin thought it would be a good idea for someone to lead on the working group.

#### **6.8 HMS Memorial**

The Parish Council to approve the proof before purchasing the Lectern for printing. The Council were happy with the amended wording and Mrs Talbot is in the process of editing the proof.

ACTION: LT – as discussed above.

#### **6.9 Wildflower Project**

The wildflowers licences have been renewed for Catts Cottage, Black Charles, and Seal Allotments and will expire next December 2023. The clerk had a meeting with KCC to discuss the verges to be cut once a year in Autumn and for seeds for Seal and Underriver verge and we are awaiting 2 quotes. The clerk had sent a letter to the 4 Cottages in Underriver and had no response from them, Mr Boorman said that he would drop by to see if there was any feedback. The Council also discussed having the signs taken down during no cutting season in Seal and Underiver and any other verges which have licences for.

ACTION: Mr Boorman said he would take down the signs during no cutting season and place them back up when required.

#### **6.10 Seal Pavilion**

The Parish Council to discuss the Village Hall grants and whether we should consider better insulated French windows and whether there is quiet alternative to the wall mounted radiators with fans. Mr Martin discussed the constraints on the current village hall grant scheme but this was not something the Council could do in the timeframe. We would require doing further research into purchasing new heaters and better insulation around the windows for Seal Pavilion. Unfortunately due to the deadline and the minimum grant value it isn't feasible but if the Council research and prepare for next time we might be in a position to apply.

ACTION: Mr Bourne and Mr Boorman would be happy to get together and discuss further.

#### **6.11 Councillor Vacancy**

There are currently vacancies in Seal Ward if you would like to become a Parish Councillor, please contact the clerk. There are currently 3 vacancies in Seal Ward and if anyone would like further information then they should contact the clerk, there will be advertisements in going out shortly, and Mrs Staisny said that she would support Mr Haslam in the social media post.

ACTION: CH to arrange a meeting with RS to support him in the social media post.

## 6.12 KALC Nomination Award

The Parish Council will adopt the scheme and will ascertain an appropriate nominee for the next parish council meeting.

ACTION: ALL

## 7 Accounts and Cheques

Cheques signed December 2022

<b>Cheque No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT Reclaim</b>	<b>Description</b>
006385	Mrs C Boland	£200.00		Petty Cash
006386	K C Davies Limited	£30.00		Window Cleaning
006387	SLCC	£187.00		Annual Membership
006388	MDH Horticultural Contractors	£2,700.00	£450.00	Mowing
006389	Spy Alarms Limited	£108.00	£18.00	Seal Pavilion
006390	Safeplay Playground Services Limited	£3,363.30	£560.55	Play equipment
006391	Mrs C Boland (Clerk)	£63.39	£10.57	Zoom and Broadband
006392	Caretaker			Salary
006393	Holiday Caretaker			Salary
006394	Inland Revenue			Deductions
006395	Kent County Council			Pension Fund
006396	Clerk			Salary
006397	Mr D J Martin	£1,783.34		Phone Boxes
006398	Mr D J Martin	£675.60		Repairs Seal Pavilion
006399	Cancelled cheque			
006400	Automated Systems Group Limited	£19.72	£3.29	Photocopier

Cheques returned

006369	Martins Painting and Decorating and General Repairs	£1,783.34		Red Telephone Boxes
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Direct Debits Received

<b>Payment Date</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT Reclaim</b>	<b>Description</b>
29/11/2022	Castle Water	£1,170.13	£106.34	Water rates
26/11/2022	SEFE Energy	£78.87	£3.76	Seal Pav Gas

Cheques signed January 2023

<b>Cheque No</b>	<b>Payee</b>	<b>Amount</b>	<b>VAT Reclaim</b>	<b>Description</b>
006401	Sevenoaks District Council	£427.50	£63.05	Dog and Refuse collection

006402	Mr D J Martin	£463.34		Bus Stop Redecoration
006403	Robert Crouch	£100.00		Removal of Litter Bin
006404	NALC	£38.93	£6.49	Training Course
006405	Jane Haselden	£150.00		Website
006406	Starboard Systems Limited	£561.60	£93.60	Annual Software Licence
006407	Caretaker			Salary
006408	Clerk			Salary
006409	Kent County Council			Pension
006410	Mrs C Boland	£63.39	£10.57	Zoom and Broadband
006412	SLCC	£72.00	£12.00	Training Course
006413	Kent County Council	£298.27	£49.71	Cleaning materials
006411	Cancelled Cheque			
006414	Inland Revenue			Deductions

#### Direct Debits Received to date

Payment Date	Payee	Amount	VAT Reclaim	Description
20/12/20	British Gas	£103.02	£4.91	Seal Pavilion Electricity
21/12/22	Npower	£123.35	£5.87	Streetlighting
24/12/22	Npower	£137.50	£6.55	Streetlighting
26/1/23	Npower	£158.81	£7.55	Streetlighting
24/12/22	SEFE Energy	£178.13	£8.48	Seal Pavilion Gas
20/1/23	British Gas	£118.09	£5.62	British Gas

#### Credits

Payment Date	Payee	Amount	VAT Reclaim	Description
15/12/2022	South East Water	£2,500.00		Water
3/11/2022	Npower	£197.61	£9.41	Streetlighting

#### 8 To agree the budget

The Council to formerly approve the budget for 2023/24 of £120,678.04. Mr Michaelides reported a small increase of 0.1% tax base, increase 2.1% precept. In total Band D property 2% increase. Mr Michaelides proposed that the budget be approved for 2023/24 at £120,678.04 and this was seconded by Mr Bourne and agreed unanimously.

#### 9 To agree the precept

The Council to formerly approve the precept for 2023/24 of £80,250.00. Mr Michaelides also proposed that the precept be approved for 2023/24 at £80,250.00 and this was seconded by Mr Bourne and agreed unanimously.

#### 10 Items for Information only

#### 11 Planning

The Council to accept the minutes of the planning committee meeting on 10<sup>th</sup> November and 28<sup>th</sup> November and to ratify the responses to planning application consultations

submitted after these meetings. Mr Bourne proposed and Mr Haslam seconded and agreed unanimously.

SDC Local plan 2040 the Council to agree the amended comments submitted. Comments 1<sup>st</sup> stage local plan update on government change of policy particularly greenbelt. The inspector is to look at the neighbourhood plan, they didn't except our comments, but this will go through amendments with STC and SDC will have a referendum,

## **Matters arising since distribution of the January agenda.**

### **Consultations**

South East Water consultation closes 20 Feb 2023 Thames Water is holding a public consultation on a proposed strategic plan for future water supply the draft water resource management plan 2024

Correspondence circulated to all Members Gatwick Airport FASI South Airspace Change Proposal Invitation for stakeholders to participate in an engagement session about the first of three rounds of iterative options appraisal to support Gatwick Airport's Redesign of Arrival and Departure Procedures. A councillor to volunteer to attend 3 virtual meetings.- No one volunteered at the meeting.

KALC Winter Training Courses

Boundary Commission Review - The Chairman noted that this didn't effect our parish.

Mr Bourne updated the Council regarding the SID bracket on A25, he has spoken to Toby Butler about the quotation received for £851.85 to remove and disconnect electricity and ground works for a new post. Due to the limitations by KCC of only having no more than 6 locations per SID, we will have to drop one of the locations in Stone Street. Mr Butler has further advised that we should consult immediate neighbours regarding the SID pole location to obtain views on the SID location. Mr Bourne to liaise with Mr Butler and draft a consultation letter and location plan. The cost of replacing the pole will be included on the agenda for the next meeting. Mr Bourne will liaise with the clerk the appropriate wording required for the meeting.

ACTION - RB

MDH Horticultural Contractors – The Clerk raised that she will have to do a review on their agreement for another year, she is happy with the work that has been completed and will see what their Rate of Inflation is for the following year to ensure that it is within the budget..

Mr Michaelides raised that Mr Penn advised a new laptop is required to work with the projector as the current one does not interoperate with the projector due to its age. The Clerk will liaise with Mr Penn on for finding quotes for the next agenda.

The clerk raised that she will be attending further training courses which are advertised to her. It was mentioned in her appraisal that the Council could support the clerk with additional hours to be paid on the courses available to her. The Council will need to agree this at the next parish council meeting.

She also mentioned that the Staff Committee TOR still requires to be agreed by the Council and is still outstanding, could we try and review it ready for February meeting.

## **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 9pm**

**Date of Next Meeting 9<sup>th</sup> February, 7.30pm at Seal Pavilion**