

A meeting of the Seal Parish Council was held on THURSDAY 11th May 2023 in Seal Pavilion on Seal Recreation Ground at 7.30pm

Present:

Mr Michaelides

Mr Haslam (Chairman)

Mrs Talbot

Mr Bourne

Mr Bulleid

Mrs Stiasny

Mr Boorman

Also present the clerk

Parishioners Question Time – No parishioners attended.

- 1 Apologies: MP, Councillor Thornton, Councillors Hogarth and Councillor Gough**
- 2 Signing the Declaration book by all Councillors and returning completed interest forms.**

The signing of the Declaration book took place by Councillors and completed Interest forms.

For Councillors who did not attend the Annual Meeting of the Council and were elected, it was agreed for them to contact the clerk to arrange signing of the declaration book and complete their interest form before the next parish council meeting.

- 3 Election of Chairman and signing the Declaration book.**

Mr Michaelides proposed “Mr Haslam as Chairman” and this was seconded by Mr Bulleid and agreed unanimously.

- 4 Election of Vice Chairman**

Mr Haslam proposed “Mr Bourne as Vice Chairman” and this was seconded by Mr Boorman and agreed unanimously.

- 5 Election of Planning and Finance Chairman**

Mr Bourne proposed “Mrs Stiasny as Planning Chairman” and this was seconded by Mr Bulleid and agreed unanimously.

Mrs Talbot proposed “Mr Michaelides as Finance Chairman” and this was seconded by Mr Bourne and agreed unanimously.

- 6 The minutes of the last meeting were amended to include “Mrs Stiasny volunteered to work with Mr Haslam to produce a new Councillor Recruitment Plan to fill the four vacancies we have in Seal Ward.**

- 7 Declarations of Interest - None**

- 8 Clerk’s report**

One of the residents from Johnsons Court has been in touch with the Parish Council about the boundary fence backing onto the memorial garden, The management company is in the process of replacing the boundary fencing. There seems to be intruders using this access and would ask the public to be vigilant and report anything suspicious, the Parish Council has padlocked the gate to prevent this further, we await to hear further from the management company of when the boundary fencing is likely to be completed.

9 Election of committees

Standing Committees	
Finance Committee x 6	AM, RB, MP, CH and LT (1 Vacancy)
Planning Committee x8	AM, TB, RB, CH, OB, RS (2 Vacancies)
Committee	
Staff Committee x 4	CH, RB, LT, AM

Working Parties

Highways reporting issues	ALL
Seal Recreation Ground and facilities x6	6 Vacancies
Childrens Play Equipment inspection	RB and Caretaker
Government Consultations on rota basis	All Councillors (RS)
KALC Sevenoaks	AM and CH
Seal Village Hall 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
Highway Improvement Plan	CH, LT, OB
Speed watch and SID	RB
St Lawrence Sports Ground Liaison	CH, RB
Planting Horse Trough	*John
Parish Plan – Action plan	ALL
Village Spring Cleans – Stone Street - Seal	MP 1 Vacancy
Village Design Statements Seal Underriver St Lawrence	AM LT RB
Wildflowers, Sevenoaks Greensand Commons Climate Change x2	OB, MP and 1 vacancy
Community communications and social media	CH, RS

*Robert Talbot and John are non-Councillors

Mr Boorman proposed the changes to the working parties and this was seconded by Mrs Stiasny and agreed unanimously.

10 District Councillors Elections

We welcome Councillor Thornton and Councillor Hogarth as our re-elected District Councillors.

11 KCC Matters – Councillor Gough’s matters

- Godden Green Pond – dredging of pond
- Wildflower verges – The PC are still awaiting a quotation for KCC to cut verges
- A25 SID Column update – RB will chase for an invoice
- Proposed reduction of Speed A25 update
- Pedestrian crossing near Zambra Way – road markings are wearing and effecting visibility.

- It was raised that Childsbridge Lane 40mph has now gone to the contractors and it will take 90 days to complete the work.

12 Other Matters Requiring Discussion and Action

12.1 Parish Council Accounts 2022/2023

The internal audited accounts have been circulated to Councillors before the meeting including the Section 1 Governance Statement and Account Statement.

Councillors need agree the following:-

i) Annual Governance Statement (Section 1)

- Consider the findings of the review
- Approve Annual Governance Statement
Mr Michaelides proposed the Annual Governance Statement section (1, a and b as set above) and this was seconded by Mr Boorman and agreed unanimously.

ii) Accounting Statement

- Consider the Accounting Statement
- Approve the Accounting Statement
- Ensure the Accounting statements are dated and signed.
Mrs Stiasny proposed the Accounting Statements (Section a, b, c as set out above) and this was seconded by Mrs Talbot and agreed unanimously.

Mrs Stiasny proposed to reappoint Lionel Robbins as our internal auditor for next year and this was seconded by Mrs Talbot and agreed unanimously.

The Parish Council noted the Annual Internal Audit report.

12.2 Sevenoaks Football Club

The Parish Council discussed the agreement, and it was agreed for Mr Bourne to negotiate to progress it and then the proposed agreement will be agreed with the Council.

ACTION: RB

12.3 Kent Plan Tree – Call for sites

The Parish Council discussed the Kent Plan and it was suggested for landowners to contact KCC for the scheme.

12.4 Parish Council Newsletter

The Parish Council discussed the newsletter which was presented to the Council and it was agreed to keep it as it is, as Underriver Village Association and KYN already have a newsletter which works well for the community.

13 Accounts and cheques

Cheques signed May 2023

Cheque No	Payee	Amount	VAT Reclaim	Description
006466	Jane Haselden	£150.00		Website
006467	Kent Wildlife Trust	£50.00		Membership
006468	Sevenoaks District Council	£32.80		Refuse Collection
006469	MDH Horticultural Contractors	£1,652.40	£275.40	Mowing
006470	Air Ambulance Charity KSS	£300.00		Donation

006471	Friends of Seal Church	£2,500.00		Donation
006472	Streetlights	£715.49	£119.25	Streetlight
006473	R Crouch	£240.00		Installation of Memorial Bench, Lectern
006474	CSG Global Education Limited	£419.30	£69.88	Stationery and Cleaning Materials
006475	Lionel Robbins	£150.00		Auditor
006476	Spy Alarms Limited	£1,074.00	£179.00	Annual Maintenance
006477	Inland Revenue			Deductions
006478	Kent County Council			Pension
006479	Caretaker			Salary
006480	Clerk			Salary
006481	Clerk expenses	£138.00	8.17	Broadband and Licence

Direct Debits Received to date

Payment Date	Payee	Amount	VAT Reclaim	Description
20/05/2023	British Gas	£219.32	£10.44	Seal Pavilion Electricity
17/4/2023	Castle Water	£129.46	£21.58	Water Rates
30/4/2023	SEFE Energy	£223.29	£10.63	Seal Pavilion Gas

Mr Michaelides proposed that we accept the payments list, and this was seconded by Mrs Stiasny and agreed unanimously.

14 Items for Information only

14.1 Annual Assembly

Our Annual Assembly will be held on 17th May at Seal Pavilion starting at 7.30pm, if anyone would like to attend, you would be welcome to join us, there will be refreshments after the meeting.

15 Planning

The Council to receive and note the minutes of the planning committee on 27th March and 13th April, and the responses to planning consultations submitted after those meetings which have been circulated.

It was informally discussed the planning applications and conversations were held about which planning applications needed to be responded too and these will be ratified at the next planning 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

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 9.30pm

Next meeting 8th June 2023