

A meeting of the Seal Parish Council was held on THURSDAY 9th May 2024 in Seal Pavilion on Seal Recreation Ground at 7.30pm

Present:

- Mr Michaelides
- Mr Penn
- Mr Boorman
- Mr Haslam (Chairman)
- Mr Ratcliffe
- Mr Kay
- Mrs Talbot

Also present the Clerk

Parishioner Question Time: One Parishioner attended to discuss Zion Street and the issues of cars parked and issues of the right turning from Zion Street and vehicles driving off the A25 past the NO ENTRY signs and marking. The Parish Council are engaging with KCC through the HIP and also engaging with the Police and Speed watch group.

1 To receive apologies for absence: Mr Bulleid, Mr Bourne, Mrs Stiasny, Councillor Thornton, Councillor Hogarth and Councillor Gough

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 Mrs Talbot 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 Mrs Talbot and agreed unanimously.

4 The minutes of the last meeting were amended in Item 6 of the District Councillors Report to include on the land to the east of the “Sevenoaks” High Street and this was agreed and signed.

5 Declarations of Interest - None

6 Clerk’s report
Underriver Recreation Ground
UVA have updated the Parish Council that Southeast Water will return and complete the ground works on 1-3 May 2024 and install the gate.

Seal Recreation Ground

There have been a few incidents of vandalism to our playground and Pavilion, and we ask that residents are vigilant and report anything to the Police.

7 Election of committees

| Standing Committees | |
|----------------------------|-----------------------------------|
| Finance Committee x 6 | AM, RB, MP, CH and LT, SR |
| Planning Committee x8 | AM, TB, RB, CH, OB, RS, SR, MK |

| Committee | |
|---------------------|----------------|
| Staff Committee x 4 | RS, RB, LT, AM |

Working Parties

| | |
|---|--------------------------------------|
| Highways reporting issues | ALL |
| Seal Recreation Ground and facilities x6 Childrens Play Equipment inspection | 6 Vacancies Caretaker |
| Government Consultations on rota basis | All Councillors (RS) |
| KALC Sevenoaks | AM and CH |
| Seal Village Hall Management Committee x 1 | Chairman 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 - Seal | RB SR |
| St Lawrence Sports Ground Liaison | CH, RB |
| Planting Horse Trough | *John |
| Parish Plan – Action plan | ALL |
| Village Spring Cleans – Stone Street - Seal | MP MK |
| Village Design Statements Seal Underriver St Lawrence | AM LT RB |
| Wildflowers, Sevenoaks Greensand Commons Climate Change x2 | OB, MP and 1 vacancy |
| PROW Group x3 | LT, OB, *Christine Owlett |
| Community communications and social media | CH, RS |

*Robert Talbot, John and Christine Owlett are non-Councillors

8 KCC Matters – Councillor Gough’s was not in attendance and therefore this was not discussed.

Carters Hill – Gulley blocked outside Deane House, update from Councillor Gough

Carters Hill – Update on the manhole and ditch that requires dredging.

Ash Platt footpath – Update from Councillor Gough on the path that requires clearing which has leaf mulch on both sides (Sevenoaks Town and Seal).

Gulley cleansing – from southside of railway bridge going north 6 gulleys require unblocking. KCC will follow up.

9 District Councillors Report – Councillor Thornton and Councillor Hogarth were not in attendance and therefore no report was received.

Mr Haslam reported that Councillor Hogarth is the new Leader of Sevenoaks District Council and he looks forward to working with him. He would like to thank Councillor Thornton for all the support she has given. Councillor Thornton will return to the SDC Planning Portfolio. We would like to thank Councillor Thornton for her help and support whilst she was Leader.

10 Other Matters Requiring Discussion and Action

10.1 Parish Council Accounts 2023/2024

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

Councillors agreed the following:-

i) Annual Governance Statement (Section 1)

- a. Consider the findings of the review
- b. Approve Annual Governance Statement

Mr Michaelides proposed the Parish Council agree the Annual Governance Statement (Section 1) as set out above and Mr Penn seconded, and it was agreed unanimously.

ii) Accounting Statement

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

Mr Michaelides proposed the Parish Council agree the Accounting Statement a, b and c as set out above and Mr Penn seconded, and it was agreed unanimously.

Mr Michaelides proposed the Parish Council agree for Lionel Robbins to continue as our internal auditor for next year and Mr Penn seconded, and it was agreed unanimously.

10.2 St Lawrence Cricket Ground

The Parish Council discussed the funding of £15,825 and agreed to use CIL Funds. Mr Haslam proposed to agree up to £16,000 subject to planning permission and this was seconded by Kay and agreed unanimously.

10.3 IT Support Services

Mr Penn proposed to set up and install the router in Seal Pavilion costing £181 for the Smarty Mobile SIMM only contract and £8 per month and this was seconded by Mr Michaelides and agreed unanimously. The clerk will cancel the BT contract once Mr Penn has confirmed it is up and running. Mr Penn will email the clerk with the proposal for the next meeting on the audit of the clerk's PC.

10.4 Seal Croft Cottages

The Chairman will defer this item to the next meeting on planning and land management for SDC owned parking bays by 2 feet on the road by 9-12 Seal Croft Cottages on Childsbridge Lane.

10.5 Administration

The Chairman will defer to the next meeting on the Grant Award Policy.

10.6 Wildflowers

Mr Boorman and Mr Haslam attended an online meeting with Sarah Goodhew from KCC, the outcome of the meeting was that KCC were prepared to cut the verge once a year at their cost. It was suggested that the grass is taken away and if we could have seeds for Seal Recreation Ground wildflower area. Kent Wildlife Trust will assess the verge on 5th June to see what wildflowers are present, Mr Boorman will be in attendance. KCC confirmed that the cultivation licence is not needed, as there are no volunteers.

10.7 Parish Plan

The Chairman deferred the Parish Plan discussion to the next meeting, Mrs Talbot will update and share the HIP before the next meeting.

10.8 Seal Recreation Ground

Mrs Talbot proposed that we purchase a bin from SDC for Zambra Way for £400.00 to include installation costs and we source our own bin for Seal Recreation Ground to be installed by Robert Crouch and this was seconded by Mr Boorman and agreed unanimously.

11 **Action Plan** – It was mentioned that we require to register the land in Church Road on the corner of Childsbridge Lane as a Community Asset, which the Chairman will be actioning.

12 Finance

The Finance Committee recommended the increases for Top Banana's rent of £10 per week, and the Parish Council agreed for the clerk to speak in person to them over their rent increase.

Mr Michaelides proposed that the Parish Council agree the increase of £180 for Sevenoaks Football annual rent for this financial year and this was seconded by Mr Haslam and agreed unanimously.

13 Accounts and cheques

Mr Michaelides proposes the cheques and direct debits and Mr Haslam seconded and agreed unanimously.

Cheques signed May 2024

| Cheque No | Payee | Amount | VAT Reclaim | Description |
|------------------|----------------------------------|---------------|--------------------|---|
| 006640 | C Cornwell | £180.00 | | Plumbing for referee toilet |
| 006641 | Edward Tyrrell (Fencing) Limited | £448.80 | £74.80 | Replace Gate post and deposit for gate and knee rail Seal Recreation Ground |
| 006642 | Streetlights | £715.49 | £119.25 | Maintenance Contract |
| 006643 | Sevenoaks District Council | £32.80 | | Refuse Collection |
| 006644 | Cancelled cheque | £0.00 | | |
| 006645 | Laurentiu Prodan | £75.00 | | Hall Hire Deposit Returned |
| 006646 | Sevenoaks Gutters Limited | £102.00 | £17.00 | Guttering Repairs due to Vandalism |
| 006647 | CPRE | £36.00 | | Membership renewal |
| 006648 | Jans Kangizers | £160.80 | £26.80 | Locksmith – repair to handle due to vandalism |

| | | | | |
|--------|-------------------------------------|-----------|---------|---|
| 006649 | Mr R A Crouch | £190.00 | | Strimming work Underriver Recreation Ground |
| 006650 | Edward Tyrrell (Fencing) Limited | £529.20 | £88.20 | Knee rail repair and gate replacement in Seal Recreation Ground |
| 006651 | Information Commissioner | £40.00 | | Data Protection Fee Renewal |
| 006652 | Clerk | | | Clerk Salary |
| 006653 | Caretaker | | | Caretaker Salary |
| 006654 | Kent County Council | | | Pension Fund |
| 006655 | HM Revenue & Customs | | | Deductions |
| 006656 | Mrs C Boland | £51.50 | £8.58 | Broadband |
| 006657 | Mr R A Crouch | £160.00 | | Hedge Strimming in Underriver Recreation Ground |
| 006658 | MDH Horticultural Contractors | £1,589.40 | £264.90 | Parish Mowing (May) |
| 006659 | Spy Alarms Limited | £1,183.20 | £197.20 | Annual Maintenance |
| 006660 | MDH Horticultural Contractors | £924.00 | £154.00 | Parish Mowing and branch clearance winter months |

Direct Debits Received to date

| Payment Date | Payee | Amount | VAT Reclaim | Description |
|--------------|--------------|---------|-------------|------------------------------|
| 20/5/2024 | British Gas | £242.95 | £11.57 | Seal Pavilion Electricity |
| 22/4/2024 | SEFE | £164.43 | £7.83 | Seal Pavilion Gas |
| 24/5/2024 | Npower | £290.89 | £13.85 | Streetlighting |
| 03/5/2025 | Castle Water | £24.42 | £4.08 | Seal Cricket Ground |
| 5/5/2024 | Peninsula | £206.31 | £32.78 | HR Services |

14 Items for Information only

14.1 Annual Assembly

Our Annual Assembly takes place on Wednesday 15th May at 7.30pm and Parishioners are welcome to attend. There will be a chance to discuss any issues with Councillors, County Councillors and District Councillors and there will be refreshments afterwards.

14.2 Assets of Community Value

SDC have informed the Parish Council that the nomination has been successful for Five Bells Pub in Seal and Seal Library.

15 Planning

The Next Parish Council meeting will be 13th June at Seal Pavilion at 7.30pm.

Matters for Information Only

A reminder to report all Highway issues direct to KCC 03000 41 81 81

<https://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.

<https://www.kent.gov.uk/environment-waste-and-planning/public-rights-of-way/report-a-problem-on-a-right-of-way>

Please report street light outages in Seal (other than on the A25) to the Parish Council.

Meeting closed 9.40pm