

SEAL PARISH COUNCIL

Clerk to the Parish Council
Mrs Clare Boland

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Office hours: Monday, Tuesday, Thursday and Friday 9am-1pm

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You are hereby summoned to attend a meeting of the SEAL PARISH COUNCIL which will be held on THURSDAY 12th September 2024 in Stone Street Village Hall beginning at 7.30pm to transact the business shown on the agenda below.

There will follow 10 minutes parishioner's question time.

- 1 To receive apologies for absence:
- 2 The minutes of the last meeting to be agreed and signed.
- 3 Declarations of Interest
- 4 Clerks report
- 5 **KCC Matters – Councillor Gough matters**
 - Carters Hill – Update on the manhole and ditch that requires dredging. KCC would be contacting the landowner.
 - Childsbridge Lane cleaning out gully's near the bridge – Mr Haslam has reported that 3 gulleys are still blocked with vegetation following the clearance on 15th July. The gully on the south side of the railway bridge does not drain.
- 6 **District Councillors Report**
- 7 **Report Other Matters Requiring Discussion and Action**
 - 7.1 **Administration**
 - a) To review and agree the Standing Orders.
 - b) To review and agree the Finance Committee TOR, Planning Committee TOR and Staffing Committee TOR.
 - c) To review and the agree Seal Parish Council – Financial and General Risk Assessment
 - d) To review and agree the Privacy Notice and Policy for Data Protection
 - e) To review and agree the Health and Safety Risk Assessment
 - f) To consider the Health and Safety Policy.

7.2 **ROSPA Inspections**

The Parish Council to consider the ROSPA Inspections circulated.

7.3 PROW

Mrs Talbot to update the Council on SR157.

7.4 Recycling Area

Mr Kay to update on the recycling area in Seal Recreation Ground.

7.5 Wildflowers

Mr Boorman was awaiting quotes for the collection of cuttings to be completed in Autumn and will report at the PC meeting.

7.6 Review of SPC PC

Review of SPC PC network audit report and agree to investigate the need, cost and feasibility for any follow up actions, including:

- *System changes needed for improved operational efficiency, e.g. remote access, file-sharing, other?*
- *Upgrading the current IMAP-based email system to an Exchange-based system*
- *Appointment of an ongoing external IT-maintenance contractor*
- *The Parish Council to consider a [.gov.uk](#) domain*

7.7 Seal Recreation Ground

The Parish Council to consider the Japanese knotweed management plan circulated.

8 AGAR Return 2023/24

The notice of conclusion of the Audit Annual Return for the year ended 31 March 2024 was announced 8th August 2024.

The Parish Council to consider the internal auditor's report and the letter from the external auditors and the action to be taken.

9 Action Plan – To be agreed at this meeting.

There are outstanding items listed below which have been discussed at PC meetings and the clerk is awaiting information from Councillors.

- a) Grant Application Form
- b) Church Road, Childsbridge Lane – Assets of Community Value
- c) Letter to residents regarding Seal Croft Cottages
- d) A letter to Kent Highways and Leader of SDC for the maintenance and management of Godden Green Pond

10 Accounts and Cheques

11 Finance

The Parish Council to receive the Bank Reconciliation.

12 HR Services

The staffing committee would like to set up a small fund which can be used for any Peninsula expenses (travel etc). It is suggested this should be £500 for the remainder of the financial year. This is to avoid delay issues with expenses billed above and beyond the annual fee.

13 Items for Information only

14 Planning

The Council received and noted the minutes of the planning committee on 11th and 22 July and the responses to planning consultations submitted after those meetings which have been circulated.

Mrs Clare Boland 6th September 2024