

A meeting of the Seal Parish Council was held on THURSDAY 12th September 2024 in Stone Street Village Hall at 7.30pm

Present:

Mr Michaelides

Mr Haslam (Chairman)

Mr Ratcliffe

Mr Kay

Mrs Talbot

Mr Bourne

Mrs Stiasny

Also present the Clerk, Councillor Thornton and Councillor Gough

One Parishioner attended and expressed her gratitude for the work completed on Kettlehill Public Footpath SR157. The residents are very pleased and thanked Kent County Council for contributing towards the cost.

She had also volunteered to look at the Ash trees in the Parish, but has made no further progress, although she has visited Seal Recreation Ground, and noticed a tree hanging towards the roof of the Dentist which in her own opinion felt that it required removal and mentioned another tree hanging over the playground which required pruning and this also came up on the ROSPA inspection. The Parish Council will ask our Tree Warden to advise us further.

To receive apologies for absence: Mr Penn, Mr Bulleid, Mr Boorman and Councillor Hogarth

1 The minutes of the June and July's meeting were agreed and signed.

2 Declarations of Interest - None

3 Clerks report

Southeast Water removed the water metre for Seal Pavilion as it was unreadable and installed a smart metre. Castle Water have produced an itemised bill as previously this has been underestimated. Unfortunately, we are still awaiting information from the wholesaler about the disconnection of the water meter for the cricket ground.

Action: The Clerk was asked to request a final statement of the account and invoice

The clerk arranged for the Defibrillator cabinet in Seal to be replaced and it has now been installed and this should make it easier for people to access in an emergency.

The bench for Godden Green has been delivered and is now with our contractor to install with the 4 rubbish bins for Seal Recreation Ground.

Dalton Joinery replaced the signage on the top of Godden Green notice board .

SDC have provided a litter bin in Zambra Way. SDC had advised that there were a couple of complaints from residents who didn't want a bin in the street. Mr Kay had reported that the bin had been moved and propped up nearer the school, the clerk has emailed SDC who will do a site visit.

Action: The Clerk to request the bin is permanently fixed to the ground.

At the June meeting, it was requested for The Clerk to provide bank reconciliations for the end of month at our Council meetings.

Action: The Clerk was requested to apply and setup online banking for the council and change the date of the statements in order to be able to provide the financial reconciliation.

Mr Bourne had been working for the Parish Council to gain planning permission for the car parking surface as part of the UKSPF project, which planning permission has been granted and the grant of £4,000 has successfully been received. We hope that the local residents will benefit from this project. SDC have asked for photographs of the finished project.

4 KCC Matters – Councillor Gough matters

- Carters Hill – Update on the manhole and ditch that requires dredging. – there is no update.
- 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.
Councillor Gough said that he had met up with Nigel Rowe, Mike Payton to discuss the gully's and the position with them.

At the last meeting Mrs Talbot discussed various HIP items and asked KCC if there was any money that could be used from the member's fund. Councillor Gough might be able to help and will discuss it with the Parish Council, he does need to finalise things by 10th November and will cc the clerk on any communication. KCC have recruited inspectors and are looking at better compliance out of the contractors. Mr Haslam said that the double yellow lines for Ashplatt Road is on STC HIP.

5 District Councillors Report

Councillor Thornton advised the Autumn budget will start soon.

There is lots of information coming out shortly in the In Shape magazine and leaflets on the 190 litre recycling bags for life, which will be distributed from 27th September. This bag is for clean recyclable items and the black sacks are processed to generate energy. Due to the geography of the District it is not currently feasible to have food waste recycled. The brown paper Garden Waste bags will soon have a QR code register them for collection.

Mr Michaelides shared that the Ashplatt footpath looks in good condition and leaves will start falling and it is necessary to have an annual cleanup. SDC are responsible for cleaning it and fly tipping.

Councillor Thornton discussed the District Council NPPF response and we should pay close attention to the increase amount of housing, the Planning Committee planned to discuss the response after the PC meeting.

6 Report Other Matters Requiring Discussion and Action

7.1 Administration

- a) To review and agree the Standing Orders. The Council agreed for each Chair to review the standing orders and to come back with proposals to the Council.
- b) To review and agree the Finance Committee TOR, Planning Committee TOR and Staffing Committee TOR. The Council agreed for each Chair to review the TOR and to come back with proposals to the Council.

The item c)- f) were deferred until the next meeting as the Council require more time to review them.

- 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 discussed the ROSPA Inspections, Mrs Talbot was surprised that the caretaker had not picked up on the repairs stated on her weekly inspections. The clerk discussed the ROSPA inspection and had mentioned areas of concern which the Council agreed to repair medium to moderate risk and the Caretaker should monitor the low risk areas.

Action: The Clerk to have the repairs carried out and ask the Caretaker to monitor the other items of concern.

7.3 PROW

Mrs Talbot to update the Council on SR157 and produced photos at the meeting of the work that was completed. There has been some good feedback. Due to the dry weather it would have taken 5/6 days and it only took them 3 days, we have a very good relationship with the contractor and it cost £2,327.40 which has benefitted the Council and finished the job quicker than expected.

7.4 Recycling Area

Mr Kay, Mr Haslam and the clerk had a meeting in the holidays with Trevor Kennett to discuss the recycling area and it was noted that we should follow up with him on the double bin, CCTV and Enforcement Team. Yesterday he reported that the area looked clear and swept. The Council agreed to write to SDC to replace the inner bin outside the horse trough and copy Councillor Thornton and Councillor Hogarth and Mr Haslam.

Action: The Clerk to write to SDC requesting a new insert to the bin by the horse trough and obtain a quote to clear the litter out of the hedge by the recycling area.

7.5 Wildflowers

KCC will cut the Childsbridge Lane verges but the cuttings are expected to be fine to collect, we will request another quotation when the verge has been cut to see if it is possible to collect the cuttings.

7.6 Review of SPC PC – Mr Penn was not present for this meeting and no report was given.

The Parish Council decided to apply for the .gov.uk domain for the council. Mr Haslam will register for the fund but will speak to Mr Penn first to see what work he has completed.

7.7 Seal Recreation Ground

The Parish Council noted the Japanese knotweed management plan and the Parish Council should replace the fencing which requires repair.

7 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 noted the internal auditor's report and the letter from the external auditors and the clerk mentioned that we should look at our Financial Regulations as there are new updates and note the internal auditors report regarding the LGFA 1992 s49A Mr Michaelides will lead on this. The Internal Auditor suggested the Council should consider the .gov.uk domain.

Action: Mr Haslam to follow up the .gov.uk domain.

8 Action Plan – This was been deferred to the next meeting.

9 Accounts and Cheques

Cheques signed September 2024, and note additional cheques signed in August.

Mr Michaelides proposed the payments and Mr Haslam seconded it and it was agreed unanimously.

Cheque No	Payee	Amount	VAT Reclaim	Description
006700	ATEX UK Limited – August	£559.95	£93.32	Godden Green Bench
006701	Roadware Limited - August	£1,070.16	£178.36	Bins for Seal Recreation Ground
006702	Cancelled Cheque	£0.00		
006703	Sevenoaks District Council	£455.60	£65.00	Refuse Collection and Emptying of Dog Bins
006704	Mrs C Boland	£139.00	£20.49	Broadband and Smarty SIM for Seal Pavilion
006705	The Community Heartbeat Trust (Solutions) Limited	£76.74	£12.79	Defibrillator Pads
006706	Castle Cleaning Services Kent Limited	£375.00		Jet Wash Bitchet Playground
006707	The Open Spaces Society	£45.00		Annual Membership
006708	Lionel Robbins	£175.00		Internal Audit
006709	Automated Systems Group Limited	£126.00	£21.00	Photocopier
006710	Jane Haselden	£312.50		Website Maintenance January to June 2024 and Domain renewal

006711	T D Geer Limited	£1,190.52	£198.42	Heating and draining system and replacement of thermostatic radiator valves and boiler repairs – completed work March and July. Unfortunately hadn't received cheque so this is a replacement cheque
006712	Playsafety Limited	£211.20	£35.20	ROSPA Inspections Play Equipment
006713	Laurentiu Prodan	£75.00		Hall Hire Deposit to be returned to hirer
006714	The Community Heartbeat Trust	£948.00	£158.00	New Cabinet for Defibrillator in Seal
006715	M&S Electrical Services Limited	£114.00	£19.00	PAT Testing for the Pavilion
006716	K C Davies Limited	£30.00		Window Cleaning
006717	Cancelled Cheque	£0.00		
006718	MDH Horticultural Contractors	£4,305.00	£717.50	Parish Mowing for July and August
006719	KALC	£1,067.86	£213.48	Annual Membership
006720	Spy Alarms Limited	£231.00	£38.50	Emergency Lights
006721	Kent County Council			Pension Fund
006722	Mrs C Boland			Clerks Salary with Accommodation Allowance
006723	Mrs C Ward			Caretaker Salary
006724	HM Revenue and Customs Only			Deductions
006725	Forvis Mazars LLP	£504.00	£84.00	External Audit
006726	Mr P Martin	£250.00		Put up Noticeboard in Seal Pavilion, outside floor tiles reinstated by the main hall double doors/ boiler room, hang the HM King's Portrait marking the start of the new Reign
006727	Locum Locks	£397.17	£66.19	2 door locks for Seal Pavilion, and handle for main hall door
006728	Down to Earth Trees Limited	£353.64	£58.94	Management plan and Treatment costs for Japanese Knotweed in Seal Recreation Ground
006729	Dalton Joinery	£554.40	£92.40	Signage for the Noticeboard – Godden Green
006730	CSG Global Education Limited	£254.66	£42.44	Cleaning materials and stationery
006731	Sevenoaks District Council	£32.80		Refuse Collection
006732	St Lawrence Village Hall	£31.00		Hall Hire
006733	Mr Robert Crouch	£2,327.40		PROW SR157

Returned Cheques

006645	Laurentiu Prodan	£75.00		Hall hire Deposit – Cheque returned as hirer never received payment
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Cancelled cheques

006631	T D Geer	£444.00	£74.00	Heating and draining system and replacement of thermostatic radiator valves and boiler repairs – completed work March and July. Contractor didn't receive cheque
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Direct Debits Received to date

Payment Date	Payee	Amount	VAT Reclaim	Description
7/8/2024	Castle Water	£2,198.73	£243.56	Seal Pavilion Water May – July 2024
2/9/2024	Castle Water	£94.62	£10.30	Seal Pavilion Water August 2024
2/8/2024	Castle Water	£496.04	£82.67	Seal Recreation Cricket July 2024
6/9/2024	Castle Water	£52.16	£8.69	Seal Recreation Cricket August 2024
18/7/2024	Castle Water	£21.56	£3.60	Seal Recreation Cricket June
4/7/2024	Yu energy	£145.82	£6.94	Seal Pavilion Gas
11/8/2024	Yu energy	£147.26	£7.01	Seal Pavilion Gas
11/9/2024	Yu Energy	£155.47	£7.40	Seal Pavilion Gas
05/7/2024	Peninsula	£206.31	£32.78	HR Services
05/08/2024	Peninsula	£206.31	£32.78	HR Services
20/7/2024	British Gas	£203.54	£9.69	Seal Pavilion Electricity
6/8/2024	British Gas	£204.41	£9.73	Seal Pavilion Electricity
24/7/2024	Npower	£239.19	£11.39	Streetlighting
3/8/2024	Npower	£245.99	£11.71	Streetlighting
4/8/2024	SEFE	£71.75	£3.42	Seal Pavilion Gas
7/8/2024	BT	£202.69	£33.78	BT
5/9/2024	Peninsula	£206.31	£32.78	HR Services
6/9/2024	British Gas	£180.65	£8.60	Seal Pavilion Electricity
25/9/2024	Npower	£248.42	£11.83	Streetlighting
Credit				

23/7/2024	Castle Water	£415.22	£43.27	Seal Pavilion May credit
23/7/2024	Castle Water	£157.05	£13.20	Seal Pavilion June credit
5/9/2024	Castle Water	£496.04	£82.67	Seal Recreation Cricket July Credit

Action: The Council to approve the KALC membership at the next meeting.

10 Finance

The Finance Chairman approved the Bank Reconciliation for 31 July 2024.

11 HR Services

Mr Bourne proposed that the Council agree to set up a disbursement fund for Peninsula of £500 for the remainder of the financial year, this was seconded by Mr Michaelides and agreed unanimously.

12 Items for Information only

13 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.

Meeting closed 9.45pm