

A meeting of the Seal Parish Council was held on THURSDAY 13th June 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

Mr Bulleid

Mrs Stiasny

Also present the Clerk and Councillor Thornton

- 1 To receive apologies for absence: Mr Bourne, Councillor Hogarth and Councillor Gough**
- 2 The clerk provided a set of minutes, and the Council adopted the Chairman's minutes of that meeting.**
- 3 Declarations of Interest - None**
- 4 Clerk's report**

UVA have informed us that Southeast Water will have completed the reinstatement of the village green by Saturday 15th June, this includes, any remaining rubble which will be removed from the ground works area, and it will be re seeded so that the cars can park there. The gateway is being replaced at the cost of Southeast Water and has saved the Parish Council £1300.

Southeast Water have also looked at the reservoir pipes and agreed to look at ways of hiding the exposed blue drainage pipe.

Seal Recreation Ground

The Seal Recreation Cricket Ground meter which the Parish Council asked for it to be disconnected, has since been delayed due to a permit that is required by Southeast Water, the case has been deferred and will reopen 18 July. It was mentioned to go back to Southeast Water about the permit as we don't think that it is required.

Godden Green

SDC received a complaint regarding the signs/bench at Godden Green, SDC removed the bench for safety reasons. This bench is not one of the Parish Council assets and nor is the PROW noticeboard. SDC will look to replace their signs around the area.

5 KCC Matters – Councillor Gough’s was not present, but he shared with the Council outstanding issues.

- Carters Hill – Gulley blocked outside Deane House. – These drainage assets were cleansed in July 2023, but the outfall is into a private system. The system is being monitored and if further flooding occurs, then KCC will carry out more jetting.
- Carters Hill – Update on the manhole and ditch that requires dredging. – Further requests have been raised by a resident. Gigaclear have not reinstated the grips. KCC will pursue it and if need be KCC will do it themselves. (Mark Hardcastle, the new drainage officer, suspects this will be the quickest way to deal with it. He will also inspect the ditch to confirm if an enforcement approach is needed with regard to the landowner). KCC will also jet 7 gulleys and 2 small chambers there.
- Childsbridge Lane gulley cleansing – from southside of railway bridge going north 6 gulleys require unblocking. KCC will follow up. – Work will be carried out on 11 gullies. There is a job in the system to have them cleaned, jetted and flood tested, which will be done in the next 28 days.
- Ash Platt footpath – cleansing should be carried out by SDC. KCC have been in contact with their senior PROW officer for the area, who is raising a request with SDC, and will look at other options if that is not responded to.

6 District Councillors Report

Councillor Thornton attended the meeting and confirmed that herself and Councillor Hogarth are happy to assist the Parish Council when required but on occasion may be unable to attend Parish Council meetings due to attending other Cabinet meetings and will inform the clerk as and when.

7 Other Matters Requiring Discussion and Action

7.1 Recycling Area

Mr Kay had been monitoring the recycling area and noticed between March and mid-May there were at most 3 collections, and Wednesday 5th June was the first time they were emptied in 21 days. Only 5 days later, all three bins are full again. The cardboard should be collected every 7 days to avoid fly tipping. The black bin by the recycling area was also discussed whether this could be moved but it was put there for people’s plastic bags for emptying their rubbish in the recycling area. ACTION: The Clerk will write to Trevor Kennett, SDC on the issue.

7.2 Annual Assembly

Councillors discussed the last Annual Assembly and agreed for future Annual Assembly meetings, we could look at ways to improve the advertising, which would be of interest to the Parishioners. It was agreed for a working party to be set up to discuss the next Annual Assembly and the Councillors involved would be Mr Haslam, Mr Kay, Mr Bulleid, Mrs Stiasny and Mr Penn alongside the clerk. ACTION: The Clerk will arrange a meeting post Summer.

7.3 Sevenoaks Greensand Commons – Countryside Ranger – Commons Land

Mrs Talbot raised that the Parish Council hadn’t seen the job description of the Countryside Ranger – Commons Land role which Seal Parish Council contributed £2,000 a year for a 3-year period. The Council would like to understand the job description and the hours that he and the volunteers will spend in the Seal Commons. ACTION: the clerk will write to SDC and cc Mrs Weston.

7.4 IT Support Services

Mr Penn proposes for the Parish Council to spend £120 plus VAT to appoint computer specialist MaxIT to undertake an audit and prepare a report on the setup and security aspects of

the SPC PC network located at the SPC Clerk's home and the office phone and Mr Kay seconded and it was agreed unanimously.

7.5 Seal Croft Cottages

Extension to parking bays - 9-12 Seal Croft Cottages

Mr Haslam proposes to accept the residents to extend the parking bay to the width of a disabled bay of 3 metres adjoining the bay to the existing hard standing area, subject to planning being approved, works being completed by an approved contractor, spoils being removed at the resident's cost and ongoing maintenance of the area by the residents, this was seconded by Mrs Stiasny and agreed unanimously.

ACTION: Mr Haslam will produce a letter for the next meeting to be agreed with the Council.

7.6 Funding for maintenance and clearing of Public Right Of Way (PROW) Restricted Byway SR157 (Kettlehill to Redlands)

Work is required to open up a safe off-road track from Underriver to Fawke Common, which is currently unpassable for horses and very difficult for walkers during the winter months. The total cost of the work is £4150. The working group have been successful in gaining over 50% funding from Kent County Council PROW, towards the project.

Mr Haslam proposes to accept the proposal for the Working Group to part fund this project of £1800 and this was seconded by Mr Boorman and agreed unanimously.

7.7 Administration

The Grant Award Policy was discussed, and Mr Haslam said that he will prepare a grant application prior to the next parish council meeting where he will present to the Council.

7.8 Wildflowers

Mr Boorman had a meeting with Kent Wildlife Trust and KCC, we have 48 wildflowers on Childsbridge Lane verge and there will probably be another 25. KCC will cut the grass but unfortunately are not set up to collect the cuttings therefore the Parish Council will have to provide quotes for a contractor to do this in Autumn. Action: Mr Boorman will provide the quotes for the next meeting.

7.9 Parish Plan

The Parish Council agreed the plan and noted the copy of 2024/25 which was circulated to be advertised on our website. It was noted that we should review annually, and the next review date will be in March 2025.

7.10 Highway Improvement Plan

Mrs Talbot had not received any comments from Councillors on the HIP and she reminded all Councillors to read the HIP for the next meeting and comment by the end of June as she was preparing a HIP meeting, and the Parish Council would like to send a reply in July. Action: All Councillors to read the HIP prior to the next council meeting.

7.11 Seal Pavilion

Three quotes were obtained for the decoration of the exterior and interior of the Pavilion. It was agreed to postpone the work for the time being. It was agreed that a committee would be set up to oversee and facilitate the ongoing maintenance/works for the Pavilion and Recreation Ground.

7.12 Capital Grants

St Lawrence Recreation Ground, New Car Park (Surfacing) - in regard to the ongoing review of the proposed car parking area. Capital grants are available to the Parish Council for this work. Action: the clerk to reply to SDC to submit the request form outlining the application and quotes by 28th June.

- 8 **Action Plan** – The Parish Council agreed to take off for the time-being the 5-year Action Plan on Seal Recreation Ground as the Council require time to look into it in more detail.

9 Finance

Top Banana Annual Rent Review 24/25 – the new rates were shared with Top Banana. Mr Haslam proposed to agree Top Banana Annual Rent for the 2024/25 term, and this was seconded by Mr Michaelides and agreed unanimously.

The Parish Council discussed the CCLA and going forward we should be providing bank reconciliations for the end of the month at our Council meetings going forward.

10 Accounts and cheques

Cheque No	Payee	Amount	VAT Reclaim	Description
006661	Mrs C Boland	£67.52	£12.00	Broadband and dog bags
006662	Mrs C Ward	£454.16		Caretaker Salary
006663	HM Revenue and Customs Only	£175.18		Deductions
006664	Mrs C Boland	£1,452.28		Clerk Salary
006665	Kent County Council	£387.30		Pension
006666	Ms Sarah Rawlinson	£75.00		Hall Hire Deposit Returned
006667	Cancelled	£0.00		
006668	Automated Systems Group Limited	£126.00	£21.00	Photocopier
006669	Mrs C Boland	£200.00		Petty Cash
006670	K C Davies Limited	£30.00		Window Cleaning
006671	Sevenoaks District Council	£32.80		Refuse Collection
006672	Kent Wildlife Trust	£50.00		Annual Membership
006673	Stonepit Farm	£210.00	£35.00	Xmas Tree
006674	AJGIBL GBP Client NST Account	£4,889.38		Council Insurance
006675	CSG Global Education Limited	£252.71	£42.12	Cleaning Materials
006676	Richard Abel Landscapes	£594.00	£99.00	Planters and barrier baskets in the Parish
006677	Spy Alarms Limited	£210.00	£35.00	Emergency Lights
006678	CCLA Investment Management Limited	£120,148.00		Investment Account

006679	Cancelled Cheque	£0.00		
006680	Mr Penn	£110.98	£18.33	Router and Sim
006681	CSG Global Education Limited	£33.59	£5.60	Noticeboard for the Main Hall Seal Pavilion
006692	CSG Global Education Limited	£121.96	£20.33	Cleaning Materials

Direct Debits Received to date

Payment Date	Payee	Amount	VAT Reclaim	Description
26/6/24	Npower	£272.23	£12.96	Streetlighting
6/5/2024	BT	£437.76	£72.96	BT
5/6/2024	Peninsula	£206.31	£32.78	HR Services
6/6/2024	British Gas	£211.25	£10.06	Seal Pavilion Electricity

At the February Parish Council meeting, the Parish Council made a decision to keep £20,000 in our bank account and invest the rest into CCLA. In April we received our Precept which will be our expenditure for this year. We have since invested into the account which was set up in April and transferred £100,000 and in line with the agreement made in February, we have transferred another £120,148 and have transferred £1,000 from CCLA back into our NatWest account to ensure that it is easily transferable if required at urgent notice. Another payment will be required to ensure that we have invested the rest in line with February's agreement.

11 Items for Information only

12 Planning

The Council received and noted the minutes of the planning committee on 9th May and 27th May 2024 and the responses to planning consultations submitted after those meetings which have been circulated.

The Next Parish Council meeting will be 11th July in Underriver Village Hall 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 10pm.