

## MINUTES

Minutes of the Meeting of Seal Parish Council held on Thursday 13<sup>th</sup> February 2025 at 7.30 pm, at Seal Memorial Pavillion, Seal Recreation Ground, High Street, Seal TN15 0AF.

**Present:** Cllr Haslam Chairman, Cllr Bourne Vice- Chairman, Cllr Michaelides, Cllr Bulleid, Cllr Boorman, Cllr Talbot and Cllr Kay.

**Also Present – Nicola Ideson Locum Clerk**

**KCC Cllr Gough**

**District Cllr Thornton and District Cllr Hogarth were not in attendance due to a conflicting meeting.**

### BUSINESS TO BE TRANSACTED

**FC25/1. Apologies for absence received.**

Apologies were received from Cllr Penn. Cllr Ratcliffe and Cllr Stiasny were absent.

**FC25/2. Declaration of Changes to the register of interests.**

Cllr Haslam declared that he was soon to be a beneficiary of some land in the parish due to probate; was Director of the dormant company Ology (South East) Ltd. trading as Synergy Positive Change; a Charity Trustee of Oford Patient Participation Group; and as Seal Parish Council is the Custodian Trustee of Seal Village Hall, the Parish Council Chairman by ex-officio status is the Lead Trustee.

Cllr Bourne declared that he was now a Charity Trustee of St Lawrence Village Hall

**FC25/3. Declarations of Pecuniary Interests or other Interests** as defined by the LGA Code of Conduct and the Localism Act 2011 on any items on the agenda.

None were declared

**FC25/4. Requests for dispensation.**

None were requested.

**FC25/5. To agree the minutes of the Full Council Meeting.**

The minutes of the meeting held on 9th January 2024 were taken as a true record and signed by the Chairman.

**Public Forum (Minute book closed)**

No members of the public were in attendance.

**FC25/6. District and County Councillor Reports**

County Cllr Gough gave a verbal report

Cllr Haslam in his District Councillor position gave a verbal report.

**FC25/7. To adopt a Grants Policy**

Recommendation from the Clerk that the Council adopts the Grants Policy to ensure all applicants and members are aware of the legal requirements governing the award of financial assistance.

It was RESOLVED to AGREE the Grants Policy. Subject to the addition, at the beginning of the application form, the sentence as follows 'If you require any assistance, please contact the Parish Office, details are at the bottom of the form'.

**FC25/8. Finance**

**FC25/8.1 To approve the Payments Schedule for February–**

It was RESOLVED to AGREE the Payments Schedule for February. This was signed in accordance with the Financial Regulations.

To Pay

Spy Alarms	108.00
MDH Horticultural Contractors	1050.00
Sevenoaks District Council	32.80
Locum Clerk	2390.63

Direct Debits

Peninsula	206.31
Yu Energy	208.08
NatWest	20.00
Castle Water	94.62
British Gas	263.68
NPower	357.97
Three	8.40
NatWest	10.85

**FC25/8.2 To note the bank reconciliation for January in conjunction with the Bank Statements. -**

Noted by Council and signed in accordance with the Financial Regulations.

Financial position as of 31<sup>st</sup> January 2025 - £355,602.62

**FC25/8.3 To receive the payments and receipts report for January.**

Received by Council.

**FC25/8.4 To note the Progress against the Budget Report.**

Noted by Council

**FC25/8.5 To agree the Councillor acting as Service Administrator for online bank payments.**

It was RESOLVED to AGREE that Cllr Michaelides would be acting as Service Administrator until the March meeting.

**FC25/8.6 To note the Councillors (2) authorising payments on behalf of the Council for online bank payments.**

It was Noted that Cllr Haslam and Cllr Michaelides would be authorising the payments for February. Cllr Bourne was approved as reserve in the event of any unforeseen circumstances.

**FC25/9. To approve the meeting dates for 2025**

It was RESOLVED to APPROVE the meeting dates. Subject to the monthly Planning Committee meeting held on the fourth Monday of the month being amended to a 7.30pm start not an 8pm start.

**FC25/10. To consider the arrangements for the Council telephone service.**

It was AGREED that Cllr Bourne would continue receiving answer phone messages from the VoIP (Voice over Internet Protocol) phone, until a permanent clerk has been secured.

**FC25/11. To approve a quote to supply the Council with a gov.uk website address and .gov.uk email addresses for Clerk and Councillors.**

To avoid a qualification against the 24/25 AGAR the Council should have this in place by the end of March 2025.

The quote from NetWise is an initial cost of £50 for the domain name seal-pc.gov.uk and a yearly subscription of £24 per annum for each email address and £60 per annum for the domain appropriation.

It was RESOLVED to AGREE the quote from NetWise to provide the gov.uk domain name and email addresses.

Clerk to enquire whether the domain name sealparish.gov.uk is available.

**FC25/12. To approve a quote of £404.56 to repair the Stone Street noticeboard**

It was RESOLVED to AGREE the quote from Steadfast Services Ltd of £404.56.

Cllr Bourne to instruct the contractor.

**FC25/13. To consider the removal of the recycling bins situated at Seal Recreation Ground**

It was AGREED for the Clerk to ask SDC for advisory signs to be placed warning against fly tipping. The Parish Council will also position a sign warning against fly-tipping relating specifically to the Salvation Army donation bin.

**FC25/14. To remove the former Clerk from the CCLA investment account and appoint 2 more Councillor signatories, one signatory to be determined as correspondent.**

It was RESOLVD to AGREE that the former clerk be removed and that the additional signatories would be Cllr Haslam, Cllr Bourne and Cllr Talbot. It was noted that Cllr Michaelides is already signatory and was determined as correspondent.

Cllr Haslam and Cllr Michaelides were authorised to complete the mandate.

**Closed 9.05**

Chairman

Date

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