



6/20

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD
REMOTELY VIA ZOOM ON TUESDAY 16 JUNE AT 7.30pm**

Present: Cllr Willingham (Chair), Cllr Holden (Vice Chair), Cllr Burgham, Cllr Cracknell, Cllr Emmett, Cllr Fielder, Cllr Hall, Cllr Hogarth, Cllr Mitchem, County Cllr Rayner, Borough Cllr Betts, The Parish Clerk and 1 member of the public.

1. **APOLOGIES FOR ABSENCE** - None
2. **DECLARATION OF INTERESTS** - None
3. **MINUTES** - The Minutes of the Meeting held on 19 May 2020 were agreed subject to one amendment. The Clerk agreed to amend the Minutes and print off a copy to be signed by Cllr Willingham.
4. **UPDATE FROM BOROUGH COUNCILLOR, COUNTY COUNCILLOR**

Cllr Betts reported that the decision on Longcroft Lodge was due this week. There has been a lot of discussion about the application and concern from residents about the new tarmac access track. If the application is refused, Enforcement will look at the elements of works that don't have permission.

Subscriptions have been resumed for garden waste at TMBC.

Cllr Mitchem reported that a verge had recently been damaged by one of the waste collection trucks and when reported a contractor was sent to repair the damage. Cllr Emmett also reported that the contractors have been very helpful bringing bins down driveways. Cllr Betts said that Urbaser have had to deal with some staffing issues and higher volumes of waste and that the Allington incinerator has also been working 24/7. He felt that they had provided a good service. Cllr Cracknell said that we should pass on our thanks and it was agreed that following some initial teething problems, Urbaser should be praised for their work throughout the COVID crisis. Cllr Betts said that Local Authorities across the County hadn't been able to keep up with larger volumes of recycling during COVID and were having to incinerate waste; Urbaser has kept up with the increased levels and haven't had to push some recycling into incinerators. It was agreed overall that Urbaser had done well and The Clerk was asked to write a letter to thank them.

Cllr Betts said that around 90% TMBC business grants for rateable businesses in the hospitality sector had been taken up - businesses can claim either £10k or £25k depending on their rateable value. TMBC have had a few issues contacting businesses that had closed down but are actively pursuing them.

Cllr Betts said that the Ightham School recent OFSTED classification as "outstanding" was a great achievement under the current standards.

Cllr Fielder asked about replacement bins as there seemed to be a delay in deliveries – Cllr Betts suggested that he emailed him so that he could chase up the department dealing with it. Cllr Mitchem said that there was a lot of litter in the lanes – Cllr Betts said Street Scene had had some staffing issues and have had to prioritise other works so they may be behind with collections. Currently TMBC are spending over £1million on litter collecting and that there needed to be some

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education around littering. Cllr Mitchem asked whether TMBC had thought about going into the schools to talk to the children? Cllr Betts said that this had been brought up at the Kent Resources meeting and will be reignited as part of the climate change strategy but it was very difficult at the moment.

Cllr Rayner reported that he had received a complaint via Tom Tugendhat MP about too many HGV's going via the A227 in Ightham and asked whether we had been made aware? He said that if the number of vehicles exceeded 70 a day then it would be useful to have some evidence and he would be happy to support a sensor strip to gather data. It is possible that this is temporary due to the roads being quieter during COVID. East facing slips in the vicinity of junction 5 of M25 may help relieve pressure on our local roads and now may be the time for our MP Tom Tugendhat and Laura Trott (MP of Sevenoaks) to pick this up again.

Cllr Rayner reported that KCC were having some budget problems; Kent has a disproportionate amount of care homes, around 535, and a lot of funding has gone towards direct and indirect support of them and we will probably start to see funding cuts in the Autumn. Cllr Rayner recommended that if we were minded to apply for a Members Grant we should do it sooner rather than later. Cllr Hall asked why the County Council were bailing out private care homes? Cllr Rayner said that around 350 had required some kind of assistance ie where significant numbers of residents had died, putting care homes into administration. It is not in the interest of KCC to see private care homes in a situation where they would fail as it would mean rehoming people in a COVID situation.

Cllr Rayner reported that the application to restrict the number of vehicles going to the Borough Green tip had been lost by 7 votes to 6 however it was clear that the site wouldn't be released by 2026 as required by the local plan.

Cllr Rayner said that he had received several calls from parents concerned about differing levels of school work being set. He said that he is happy to field calls about this.

5. **PUBLIC** A member of public asked about the recent Travellers situation? Cllr Rayner said that he had nothing to report from Kent Police but last year had received some useful information from Inspector Kerry Rothwell on the legal process to evict Travellers. There had been an incursion in Otford last week and Otford Parish had worked with the Police and the Travellers have now moved on. The member of public said that it was important that we had sufficient numbers of police to carry out the correct enforcement.

6. PLANNING

6.1 Planning Applications

TM/20/01028/FL - Spicklewood Coach Road, Ivy Hatch, Sevenoaks, Kent, TN15 0HD. Demolition of existing garage and outbuildings. Construction of new garage block with ancillary accommodation and alterations to existing house. "No objection."

A query was raised by Cllr Burgham about whether we should be inspecting sites, following a comment at the PPP meeting last week. Cllr Rayner said that there was nothing in law to say that we shouldn't inspect sites.

TM/20/01029/FL - 1 Elim Cottages, Busty Lane, Ightham, Sevenoaks, Kent TN15 9HP. Garden room/summer house erected in rear garden. "No objection."

TM/20/01071/FL - Yew Tree Cottage, Redwell Lane, Ightham, Sevenoaks, Kent, TN15 9EH. Extension of existing stable block to accommodate garden and pasture management equipment. "No objection."

TM/20/01031/FL - Stone Acre, Copt Hall Road, Ightham, Sevenoaks, Kent, TN15 9DT. Demolition of dwelling and garage. Erection of dwelling. "No objection."

A general comment was made raising concern about after the fact amendments and the lack of enforcement.

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6.2 Planning Decisions -

Approved

20/00788/TNCA - Bay leaf tree to front of property reduce by 50% . 3 Oldbury Close. Ightham.

20/00690/FL - Demolition of existing detached garage and construction of new detached garage and associated driveway, removal of existing front porch and construction of new utility room and extension of entrance hall with porch. Bramble Down House, Ismays Road, Ivy Hatch.

20/00853/FL - Rear single storey extensions, replaced and extended porch, new dormer window, new rooflights to rear and one to front, removal of tile hanging and replacement with render, timber cladding to first floor rear elevation, minor landscaping works including nominal raise of patio level, Pergola frames (not attached to building), sunken external seating area and detached outbuilding. Dalkeith, Sandy Lane, Ivy Hatch, Sevenoaks, Kent, TN15 0PB.

Refused

TM/19/02842/FL & 19/02843/LB Construction of a relocated car park in the lower section of the field to the east of the Walled Garden and the existing parking area; the restoration of the North Drive, the removal of the temporary Visitor Reception building, the reinstatement of the Walled Garden and the erection of a replacement Visitor Reception and Shop, Glasshouse and Bothy within the restored Walled Garden together with associated landscaping and drainage works.

6.3 LOCAL PLAN – Borough Green Gardens Update - Update – No further information is available about remote hearings.

6.4 LEGAL OPINION – Judicial Review - Update Cllr Hall reported that a 2 day hearing had taken place last week and we will know the outcome next week.

7. MATTERS ARISING

Highways & PROW Matters – Cllr Fielder reported a number of signs left on the verges on Common Road. The road is breaking up between Standish and the crossroads of Common Road / Back Lane and Ismays Road. Cllr Mitchem reported the weeds on A25 from Crown Point to Borough Green, Cllr Willingham said that James Hayward had sprayed them but it was agreed that we should complain to Kent Highways and copy in Cllr Rayner. The Clerk said that an overhanging tree on the footbridge has already been reported.

Village Traffic Matters – Update - The bollards have now been put onto the corner of Leathercote Corner to prevent parking.

Scout Pavilion – Update - Summary of VAT issues – The Clerk had circulated an email exchange between Scouts and HMRC detailing the VAT exemption agreed with HMRC in respect of the Scout Pavilion and how it impacts limits on hiring. The limits on non-charitable use must not account for more than 5% usage, looking at time used and area and this allocation is fully taken up by the Football Club. A question was raised about how this would work if the Football Club wanted a second team. It was agreed that Cllr Holden, Cllr Hall, and the Scouts should meet to discuss how to accommodate the Football Club in practical terms as there is a license in place for them to use the facility.

Ightham Football Club – The Football Club have applied for a grant to buy some football posts for £1,440, new posts cost £1,980 so there is a shortfall of £480, it was agreed that the Parish Council would make up the difference. There may be some additional costs in installing the posts which will be fixed and this will help to get around the storage problem. Cllr Holden reported that the Football Club could also apply for a maintenance grant for pitch maintenance and asked whether we could get a costing from James Hayward. Cllr Holden also reported that the Football Club had requested

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whether we could purchase some pitch brushes that are a new and can be used to mark out the pitch; they fit flush to the ground and cost around £280, this was agreed.

The Football Club has asked for an indication of fees - the licence payable to the Parish Council to use the scout pavilion is £110 and it was agreed that the Football Club and Scouts should discuss a separate fee to cover cleaning costs.

The Football Club are due to celebrate their 120th anniversary and they want to have a charity football match.

Pitch Levelling – Cllr Willingham reported that we had had a ground survey done when the scout pavilion was built and now need to have a further survey to plot out where the pitches will go. Cllr Holden said that this should be done with regard to Football Association requirements in relation to size and run off. It was agreed that Cllr Willingham and Cllr Holden would meet with the surveyors, the cost was estimated at £700-£800.

Old Scout Hut – Refurbishment - Cllr Willingham reported that the vinyl flooring had cost more than anticipated as the whole floor had to be replaced with a non-slip surface. The Clerk reported that she had a list of questions from Warners about the Lease and would circulate to Cllrs Willingham, Holden and Hall. It was agreed that we should have a rent review at 3 years and 6 years. The rent will be pitched less than commercial rent, this was agreed. *(Starting at £2,000, rising to £2,250 after 3 years and £2,500 after 6 years)*

Cllr Willingham reported that the painter was due to start in 2 weeks time. The price was agreed last month.

Tennis Club - Update - Nothing to report.

Ightham Cricket Club – Update - Request for funding – We have received an email from the new Treasurer outlining the work that has been carried out to the septic tank and plans for work to the toilet block. They are still waiting for quotes for the work. The Cricket Club have funded the work to septic tank but are unable to raise funds at the moment due to COVID. It was agreed that we should wait for them to get quotes before considering any contribution towards the works and The Clerk was asked to write back to them to that effect. Cllr Holden suggested matched funding and Cllr Hall said that the Club should be fund raising themselves.

Busty Stream/ Flooding – Nothing to report. The Clerk reported that the Emergency Plan was ready to print and distribute once the COVID restrictions are lifted. Cllr Cracknell suggested that we should organise a village clean up in the autumn and that the section of the Busty Stream nearest to Durlings field should be inspected to see whether it is clear.

Recreation Ground –Wet pour repairs – The Clerk reported that we had received an invoice for the works to repair the wet pour but that the upper path hadn't been completed. The Clerk had been in contact with the Contractor to chase this up but hasn't received a response. The Clerk suggested delaying the payment of the invoice until we heard back, this was agreed. The Clerk reported that the ROSPA Inspection was due to take place in July. Cllr Fielder reported a complaint about **dogs** being off lead in the recreation ground following an incident. It was agreed that dogs should be allowed off lead in the recreation ground as long as owners are responsible as there are few places to let dogs off lead. The Clerk had received a couple of requests for people to run **exercise classes** in the recreation ground. In the past we have allowed people to run classes without any charge or formal agreement. It was agreed that we should allow people to run classes but without giving exclusive use and suggesting an optional donation. The Clerk will put a notice on the notice board in the recreation ground advising people of this. Once the pitch is levelled and if we purchase outdoor exercise equipment, we will revisit this. The Clerk will get some advice from KALC.

We have received a request to have a **mobile catering van** in the car park and it was agreed that we should suggest that it uses the layby but obtains the necessary permits from the Council.

Gates to the recreation ground – It was suggested that we needed to have a more robust lock and it was agreed that Cllr Emmett would get a key for the padlock. The Clerk had got quotes for a

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defibrillator, for an AED IPAD it will cost around £1,115. The Parish Council will fund the defibrillator and we need to have a discussion with the scouts about where it should be best placed taking into consideration both ease of access, security and proximity to an electricity feed.

Village Hall - Refurbishment – Cllr Willingham reported that we had received a grant of £10k from TMBC which can be used towards some refurbishment work. We have received an email from a resident backing onto the village hall to request access to the rear of their property – this has been previously agreed but we have been asked whether some vegetation and brickwork could be cleared. It was agreed that Cllr Willingham would meet with the resident to discuss what needs to be done and who should be responsible for the cost.

Crime Report/Neighbourhood Watch - Nothing to report.

Climate Change - Farm Waste - Cllr Betts reported that he had contacted Crispin Kennard at TMBC regarding the plastic waste.

Cllr Betts left the meeting at 8.55pm.

Allotments behind Common Road – Renewal of agreements - It was agreed that the Clerk should reissue the current agreements as we haven't heard back from Warners.

Ightham Club – Tree work and redecoration – The Clerk had sent some information on grants to Cllr Burgham who forwarded it to the owner of the Ightham Club; they are both meeting remotely later this week. A cheque for the agreed donation of £450 will be presented at this meeting.

Ightham Volunteers – Update – Cllr Mitchem said that we should give thanks to Helen Crook who has co-ordinated volunteers in Ightham.

7. FINANCE & POLICY

The Clerk reported that the Internal Auditor had signed off the accounts; all papers were circulated prior to the meeting.

- i. Internal Audit – Approval of Annual Governance Statement – This was circulated prior to the meeting and it was agreed that it should be passed to Cllr Willingham to be signed off.
- ii. Internal Audit - Approval of Accounting Statements - This was circulated prior to the meeting and it was agreed that it should be passed to Cllr Willingham to be signed off.
- iii. Data Protection and Website Accessibility – New email addresses – Nothing to report.
- iv. The Pensions Regulator – The Clerk reported that she had completed the Redecoration of Compliance with the Pensions Regulator.

The following accounts were submitted for payment: Proposed by Cllr Mitchem and seconded by Cllr Burgham. Cheques will be passed to Cllrs Willingham and Hall and the Clerk will set up the online transfers and email one of the signatories to authorise.

Online Transfers - Unity Trust Bank

Parish Clerk Salary & Expenses May	£673.98
Paulette Furse – Internal Audit	£400.00
Gel Creative -June	£50.00
Zen Internet - Business Full Fibre 2 June	£46.20
Total	£1,170.18

Cheques

JH Estate & Gardening Services – Grass cutting	£1,032.00
Rialtas – Software License	£148.80
Anthony Edwards – Maintenance to Churchyard May	£591.96
Anthony Edwards – Maintenance to Parish Council May	£384.09
Anthony Edwards – Maintenance to Parish June	£592.92
Anthony Edwards – Maintenance to Churchyard June	£588.36

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James Reid – Reimbursement padlocks	£43.19
EDF – Old scout hut	£158.78
Ightham Club – Donation s.137 LGA.	£450.00
R Willingham – Concrete and keys for old scout building	£29.59
D Tozer – Plumbing work at old scout hut	£48.00
Total	£4,004.68

Deferred Payments

RedLynch – Repairs to wetpour	£9,940.80
SKIPS – Reimbursement water and rental (awaiting amount)	£tbc

As at 31 May 2020 - Deposit Account: £162,759.44 Current Accounts: £31,653.29 Unity Trust Bank
£36,416.94

9. CORRESPONDENCE – (Please email Clerk if you would like to receive information)

TMBC - list of funds: <https://www.grantsonline.org.uk/coronavirus.html>

KALC NEWS MAY 2020 - circulated

TMBC – Update from Nicholas Heslop - circulated

South East Water request: The importance of saving water – information to be posted onto the website

Update from Tom Tugendhat – Cycle paths – grants will be available to pay for cycle lanes, we have been asked to assess the local interest.

Ightham Mote car park and gardens reopening – booking required

NALC - New Model Code Of Conduct Consultation - Consultation

HM Prison & Probation Service - Community Payback Scheme – The Clerk was asked to get further information

NALC call for evidence - Coronavirus & the future of local government - Labour commission on local gov., housing & transport - circulated

TMBC – Garden waste subscriptions have now reopened

10. AOB

Cllr Cracknell reported that the church would be partially reopened within the next 2 weeks for private prayer.

The Clerk asked about putting information in the Parish magazine about the old scout hut, it was agreed that a formal announcement would be better in September.

Cllr Willingham reported that the village hall remained shut but hoped that the Parish Council would be able to meet in July.

The meeting closed at 22.45pm.

Signed.....Dated.....