

Minutes of the Meeting of Eynsford Parish Council held on Thursday 19th September 2024, at the Parish Office, Priory Lane, Eynsford, at 7.30pm.

9218 PRESENT

Members Present

Mr M Barker
Mr A Cooke
Mrs J Laird
Mr D Naylor
Mr V Robson
Mrs H Sim

Others Present

Two members of the public, Cllr Roger Gough (9.04 – 9.21pm), Tree Warden John Gee.

Clerk in Attendance

Mrs H Ivaldi

9219 APOLOGIES FOR ABSENCE

Mr J Griffiths, Mr O Young.

9220 CHAIR'S REMARKS

None

9221 CLERK'S COMMENTS

None

9222 GOVERNANCE

a) Declarations of Interest

None.

b) Minutes of Previous Meeting

The minutes of the last full council meeting held on 15th August 2024 were presented for approval.

RESOLVED: That the minutes are accepted as a true and complete record and that the recommendations are approved.

c) Finance Notes

The clerk submitted a list of accounts, and a budget report, for August 2024 and a schedule of payments.

RESOLVED: That the accounts are approved, and that the payment schedule is approved and signed.

d) Completion of Audit for year-end 31st March 2024

Councillors were informed that the audit has now been completed and that the notice of completion and the statement of accounts had been published on noticeboards and on the website

as required. A few points, described as ‘minor scope for improvement’ were raised by the auditors as follows:

- Ensure the correct box in 11a, section 2 is completed.
- Ensure that the exact/correct time period is adhered to for public inspection of accounts.
- Clarify use of ‘petty cash’ in future.
- Use the standard pro-forma when preparing bank reconciliations.
- Provide detailed explanations including figures of variances in the accounts.
- Ensure the council specifically considers the effectiveness of internal controls at council meetings.

RESOLVED: That the council notes the points raised and will review them during the preparation of next year’s audit.

e) Outstanding Actions

Councillors were asked to review any outstanding actions.
There were no updates.

RESOLVED: That the information is noted.

f) Review of Financial Regulations

Councillors were asked to review the council’s Financial Regulations, in particular in relation to the Clerk’s delegated spending powers.

RESOLVED: That regulation 3.4 is amended to change the Clerk’s authority to approve expenditure to £300.

g) Review of the Council’s Risk Assessment

Councillors were asked to review the council’s risk assessment and to suggest any changes.

RESOLVED: That a review of the risk assessment is carried out by Mr Cooke, Mr Griffiths and Mrs Ivaldi, and that any changes are brought back to a future meeting to approve.

h) Change in Domain Name

The Clerk informed the council that parish councils are being advised to change their domains/email addresses to the .gov.uk suffix. Initial research had been carried out.

RESOLVED: That the council agrees in principle to changing to a .gov.uk domain and that the Clerk finds out more details about the costs and process.

i) Business Rates

Councillors were advised that the parish office has now been registered for business rates by Sevenoaks District Council. Rates were calculated at £3093.80 for the last financial year. However, Small Business Rate relief was then applied cancelling out the charges.

RESOLVED: That the information is noted.

j) Water Bill, Harrow Meadow Changing Rooms

The Clerk informed councillors that following the water leak last year and the repair this year, the meter was finally replaced in July. Following the submission of subsequent readings, a recent bill for £2577.89 was credited. The supplier has now put in a request for a refund of the £18,918.97 to the wholesaler (Thames Water). A decision should be made within 25 days.

RESOLVED: That the information is noted.

k) Budget Review

Councillors were asked to approve proposed changes to the budget for 2024/25.

RESOLVED: That the following changes are made:

Income

Allotments Income: increase to £1300.00

Grant Income: increase to £7000.00

Harrow Meadow Changing Rooms Income: decrease to £2000

Parish council services income: increase to £2000.00

Expenditure:

A225 Footpath: add new budget line £1844.50

Annual Parish Meeting: increase to £255.31

Chalk Hill: increase to £3197.00

Clerks & Councillors Training: decrease to £1500.00

Green Initiatives: decrease to £500.00

Harrow Meadow Football Pitch Maintenance: increase to £800

Harrow Meadow Grounds Maintenance: decrease to £1200.00

Insurance: decrease to £963.89

Puffin Crossing: decrease to £0.00

Street Light Replacement Rolling Fund: increase to £16000.00

Village Hall Associated Fees: increase to £6000.00

Village Hall Project Support: increase to £36,533.77

9223 **PLANNING**

a) Report of the Last Planning Committee Meeting.

Councillors were asked to approve the report of the Planning committee, held on 2nd September 2024.

RESOLVED: That the report is approved.

b) Notifications of Planning Consents/Refusals

24/01923/HOUSE – 38 Eynsford Rise, Eynsford – GRANTED

24/01729/LDCEX – Robsacks Kennels, Shoreham Road, Eynsford - GRANTED

RESOLVED: That the information is noted.

c) National Planning Policy Framework Consultation

The council was asked to agree a response to the government's consultation on the revised National Planning Policy Framework. Councillors had all been given the opportunity to contribute comments to the response.

RESOLVED: That the agreed response is submitted (detailed in attached document).

d) Pedham Place Update

Mr Robson said that Sevenoaks District Council had an upcoming meeting where the Local Plan would be discussed. Responses to questions posed by Laura Trott MP on behalf of local parish councils had also been received and would be circulated. An initial meeting with the planning consultant hired by local parishes would be held on 4th October and Mr Robson and Mr Barker would attend.

RESOLVED: That the information is noted.

e) Neighbourhood Plan

Councillors discussed their research into neighbourhood plans. Mr Robson had a copy of Sevenoaks Town Council's neighbourhood plan for everyone to look at. It was suggested that councillors also look at Fawkham Parish Council's plan. It was noted that grants were available to help with the costs of developing a plan but would not cover the whole cost. Following our approach, Farningham Parish Council had suggested a meeting to discuss the possibility of a joint plan. This would be held on 3rd October.

RESOLVED: That the information is noted.

f) Tree Work Application 24/02188/WTCA – Yew Tree Cottage, Station Road, Eynsford

The council was notified of an application for various works to trees at this address. The details had been sent to the Tree Warden for comment who had no objections to the work.

RESOLVED: That the information is noted.

g) Planning Application 24/02204/HOUSE – 12 Pollyhaugh, Eynsford

Councillors were asked to discuss an application for a first floor side and rear extension with new crown roof.

RESOLVED: That no objections are made.

h) Planning Application 24/01317/HOUSE – 10 Eynsford Rise, Eynsford

Councillors were asked to discuss an application for a proposed porch.

RESOLVED: That no objections are made.

i) Asset of Community Value

Councillors were informed that Riverside Tea Rooms had been re-listed as an Asset of Community Value by Sevenoaks District Council and would remain on the register for the next five years.

RESOLVED: That the information is noted.

9224 HIGHWAYS & TRANSPORTATION

a) Report of the Last Highways & Transportation Committee Meeting.

Councillors were asked to approve the report of the Highways & Transportation committee, held on 2nd September 2024.

RESOLVED: That the report is approved.

b) Kent Local Transport Plan

Councillors were asked to agree a response to a consultation on the Kent Local Transport Plan. Mr Robson had read the consultation and noted that there was very little directly relevant to Eynsford.

RESOLVED: That a response is made stating the council's disappointment that junction 3 of the M25, the A20 and Darent Valley corridor are not mentioned in any way, in particular in terms of health, cycling or public transport.

9225 COMMUNITY

a) Police & Crime Report

The Clerk provided details of crime statistics. In July 8 crimes were reported as follows:

Eynsford Station	1 x Burglary
	1 x Criminal damage/arson
Lullingstone Lane	1 x Anti Social Behaviour
Riverside	1 x Anti Social Behaviour
	1 x Other Theft
Crockenhill Lane	2 x Violence / sexual offences
	1 x Burglary

RESOLVED: That the information is noted.

b) Parish Newsletter

Councillors were asked to agree articles to be included in the next quarterly newsletter due out in October.

RESOLVED: That the following articles are submitted to the Clerk by 6th October:

Chalk Hill Project - Mrs Laird

Renewable Energy Survey – Mrs Ivaldi

School Travel – Mr Naylor

Pedham Place and NPPF Update – Mr Robson

Village Hall project update – Mr Cooke

Community Bus & Citizen’s Advice at The Space – Mrs Sim

Community Cupboard – Mr Naylor

Ukraine Support Project – Mr Schofield (Baptist Church)

Grant and info for people in need – Mr Gough (KCC)

Eynsford in Bloom update – Ms Langridge

c) Poppy Wreath & Donation

Councillors were asked to decide on the purchase of a wreath for Remembrance Sunday in Eynsford and to consider a donation to the Royal British Legion poppy appeal.

RESOLVED: That natural wreath is ordered from the florist as previously and that a donation of £100 is made to the Royal British Legion. Mr Cooke agreed to lay the wreath.

9226 OPEN SPACES

a) Report of the Last Open Spaces Committee Meeting.

Councillors were asked to approve the report of the Open Spaces committee, held on 2nd September 2024.

RESOLVED: That the report is approved.

b) Work Party, Access Road

Councillors were asked to agree to a work party to cut back growth and remove weeds from the verge on the access road to the allotments.

RESOLVED: That a working party is held on 5th October at 10am and all councillors are invited to take part.

c) Line Marking, Harrow Meadow

Councillors were informed that the football clubs had historically been responsible for arranging and paying for line marking on Harrow Meadow. However, they had been in touch with the parish council to say that they think the parish council should take on the line marking of the pitch..

RESOLVED: That costs of line marking are obtained and an average cost of the season is calculated. That the cost is split evenly between the clubs. That the price is agreed once costs are known.

At this point, 8.57pm, the meeting was paused for questions from members of the public. The meeting resumed at 9.21pm.

d) Cricket Club Agreement

Councillors were asked to approve the revised draft of the agreement with Eynsford Cricket Club and to discuss the accessible kissing gate and the boundary nets. Some minor amendments were made to the agreement.

RESOLVED: That the council approves the agreement subject to the minor amendments suggested and to include a plan of the areas. That the Clerk finds out what other parishes charge in rent to cricket clubs. That the issue of the kissing gate and the nets are discussed when a meeting is held with Eynsford Cricket Club..

e) FA Grant for Pitch Maintenance

Councillors were advised that the application for a pitch maintenance grant with the Football Association had been successful. A total of £3200 has been awarded to be paid over 6 years. £800 will be paid in the first year. The grant would need to be accepted and signed by two officers from the council. Also two representatives would need to complete a Grounds Management Association level 1 Football Groundsmanship course.

RESOLVED: That the grant is accepted and signed by the Clerk and the Chair. That Mr Cooke and Mr Gee complete the training course.

9227 FACILITIES & ENVIRONMENT

a) Tree Survey

Councillors were told that a quote had been received to undertake a Tree Survey of trees on parish land for £570 + VAT.

RESOLVED: That another quote is obtained before a decision is made.

9228 CONFIDENTIAL ITEM

Due to the confidential nature of the following matter, members of the public were excluded from this discussion.

a) Castlefield Car Park Tenant

Councillors discussed issues relating to a Castlefield Car Park tenant.

RESOLVED: That the car park tenant is contacted and told that in this circumstance the council agrees to waiving the rent for the period 1 April – 30 September 2024, and that the grating has now been repaired.

The meeting ended at 9.59pm.

Chairperson: 17th October 2024

Appendix Q

Public Questions from the Meeting of Eynsford Parish Council, held on Thursday 19th September 2024

At 8.57pm, the meeting was opened to questions from the public.

Mrs Penney asked whether the council would consider holding a list of vulnerable members of the community. The Clerk noted that the council did not have any training or expertise on helping vulnerable people, nor would it be able to share their personal information due to data protection legislation. However, the council would be happy to provide useful information to members of the public about agencies that could help. Mrs Penney also suggested including an article from Eynsford in Bloom in the newsletter.

Cllr Roger Gough provided a report on various issues:

Due to the closure of ACRK, a new organisation is being formed – Kent ACRE that would work with Kent Rural Partnership.

It was likely that DVLP funding would be extended until Summer 2025, which should hopefully mean that the path at Lullingstone can be completed.

Road closures are planned on Bower Lane on 7th October and Maplescombe Lane on 1st October which will affect traffic through Eynsford.

Mr Gough noted that works are planned on the A20 in Farningham to install average speed cameras in early November.

The Highways Engineer has reported that the proposed yellow lines outside the Five Bells will not be permitted.

Mr Gough mentioned the schemes run by The Space including the Community Bus, and that the Government Support Fund, which has helped this amenity in the past, will be continued.

Mr Gough also mentioned other KCC services which were aiming to help those people most in need.

The public questions ended at 9.21pm.

Minutes of the Extraordinary meeting of Eynsford Parish Council held on Thursday 26th September 2024, at the Parish Office, Priory Lane, Eynsford, at 12pm.

9229 PRESENT

Members Present

Mr M Barker

Mr J Griffiths

Mr V Robson (Chair of the Council)

Mrs H Sim

Others Present

Clerk in Attendance

Mrs H Ivaldi

9230 APOLOGIES FOR ABSENCE

Mr A Cooke

Mr D Naylor

Mrs J Laird

Mr O Young

9231 GOVERNANCE

1) Declarations of Interest

None.

Due to the confidential nature of the following matters, members of the public were excluded from this discussion.

2) Appointment of Assistant Clerk

Councillors discussed issues relating to the appointment of an Assistant Clerk.

RESOLVED: That the post of Assistant Clerk is offered to Mrs J Tunbridge with terms and conditions as recommended.

3) Clerk's Contract

Councillors discussed issues relating to the Clerk's contract.

Resolved: That the Clerks contracted hours are increased to 16 hours per week, and that overtime will be paid as required whilst training of the Assistant Clerk takes place.

The meeting ended at 12.25pm.

Minutes of a meeting of the Planning Committee of Eynsford Parish Council held on Monday 2nd September 2024 held at Eynsford Parish Office at 7.30 p.m.

Members Present:

Mr M Barker (Chair of the Planning Committee)
Mr A Cooke
Mrs J Laird
Mr D Naylor
Mr V Robson
Mrs H Sim (arrived 7.43pm)

Clerk in Attendance:

Mrs H Ivaldi

Others Present

Three members of the public: Mrs Penney, Ms O'Brien, Mr Brind.

Apologies for Absence:

Mr J Griffiths
Mrs H Sim (for lateness)

1) Declarations of Interest None

- 2) Tree Work Application 24/02159/WTCA – Mallards, High Street, Eynsford
Details of an application for various works to trees had been forwarded to the Tree Warden for comment.
Resolved: That the information is noted.

- 3) Tree Work Application 24/02126/WTCA – The Cottage, High Street, Eynsford
Details of an application for various works to trees had been forwarded to the Tree Warden for comment.
Resolved: That the information is noted.

- 4) Planning Application 24/01865/HOUSE – 59 Pollyhaugh, Eynsford
Councillors discussed an application for the demolition of the existing detached garage, the erection of single storey rear/part side extension with roof lights and landscaping.
Resolved: That no objection is made.

- 5) Planning Application 24/01969/HOUSE – Clevelands, Eynsford Road, Eynsford
Councillors discussed an application to raise the roof height and to convert the loft space into a glazed sunroom.
Resolved: That no objection is made.

- 6) Consultation on the new National Planning Policy Framework (NPPF)
Members discussed making a response to the government consultation on this document with a deadline of 24th September.
Resolved: That the council makes a response. That the Clerk creates a shareable document into which councillors can add the comments to the various questions and paragraphs within the consultation. That a follow up meeting is held on 11th September at 7.30pm where responses will be discussed. That the final response is brought to the council meeting on 19th September for approval.

The meeting of the Planning Committee closed at 7.49 p.m.

Minutes of a meeting of the Highways & Transportation Committee of Eynsford Parish Council held on Monday 2nd September 2024 held at Eynsford Parish Office at 7.49 p.m.

Members Present:

Mr M Barker
Mr A Cooke
Mrs J Laird
Mr D Naylor
Mr V Robson (Chair of the Highways & Transportation Committee)
Mrs H Sim

Clerk in Attendance:

Mrs H Ivaldi

Others Present

Three members of the public: Mrs Penney, Ms O'Brien, Mr Brind.

Apologies for Absence:

Mr J Griffiths

- 1) Declarations of Interest
Mrs Sim declared a non-pecuniary interest in item 5.
- 2) Parking Scheme Survey
Members discussed the responses received following an article in the last parish newsletters about a possible resident permit parking scheme. About fifty responses had been received, with the majority being against a resident permit scheme.
Resolved: That the council does not pursue a resident parking permit scheme. That Mr Robson reads through the responses to see what other useful suggestions could be considered.
- 3) Driving Old Mill Close
An email had been received from a resident concerned about speeding and inconsiderate parking in Old Mill Close and asking how to request a speed reduction.
Resolved: That councillors noted that the current speed limit was 30mph and speeding was unlikely to be a frequent occurrence. Councillors acknowledged that parking could be problematic with pavement parking and parking on double yellow lines. That the Clerk writes to residents of Old Mill Close requesting that they park more considerately and to keep pavements accessible. That the Clerk asks the school to include an item in the parent newsletter asking them to park considerately and not block pavements and roads.
- 4) Local Transport Plan Consultation
Councillors were asked to agree a response to the Local Transport Plan consultation from Kent County Council.
Resolved: That Mr Robson drafts a response and that this is circulated to councillors for comment. That the final version is brought back to the next meeting for approval.
- 5) Coffee Van
An email had been received from an individual seeking the council's support in stationing a coffee van permanently in a parking space at Riverside.
Resolved: That the council does not support this proposal as parking is at a premium at Riverside for residents and visitors.

6) Parking Problems, Bower Lane

An email had been received by a resident concerned about increased parking on Bower Lane due to Eynstock (local music event). They also expressed concern about possible overflow parking from the new village hall, once built.

Resolved: That the Clerk responds to the concerns including that the new village hall will have a car park with 31 spaces, and that the council will remind event organisers to consider parking provision in their planning.

The meeting of the Highways & Transportation Committee closed at 8.22 p.m.

Minutes of a meeting of the Open Spaces Committee of Eynsford Parish Council held on Monday 2nd September 2024 held at Eynsford Parish Office at 8.22 p.m.

Members Present:

Mr M Barker
Mr A Cooke (Chair of the Open Spaces Committee)
Mrs J Laird
Mr D Naylor
Mr V Robson
Mrs H Sim

Clerk in Attendance:

Mrs H Ivaldi

Others Present

Three members of the public: Mrs Penney, Ms O'Brien, Mr Brind.

Apologies for Absence:

Mr J Griffiths

1) Declarations of Interest

None

2) Re-Opening of the Football Pitch at Harrow Meadow

It was noted that an inaugural match had been arranged on Saturday 7th September by Eynsford Football Club and Riverside Wanderers Football Club which would be followed by a social event at the Five Bells. Mr Cooke noted that work had been carried out to make the changing rooms ready.

Resolved: That the information is noted.

3) Playground Inspection

Members discussed the annual inspection report on the play area carried out by ROSPA Play Safety. Areas of concern were - part of the soft surfacing needed cleaning of moss/algae, the legs of the toddler swing frame had some rot, one of the benches was not very stable, the remaining trim trail posts need to be removed and some bolts need to be checked.

Resolved: That the councillors check the legs of the swing set regularly during their inspections. That the bench is removed from under the tree and a decision is taken on whether to find a more suitable spot and whether it can be refurbished. That Mr Cooke decides if the 'Walkling' bench can be sited in the playground. That the Clerk finds out who owns the trees overhanging the play area. That councillors continue weekly inspections until the end of September. That thereafter Mr Cooke will take over inspections during the winter months.

4) Access to Common Meadow

It was noted that previously a bar had been put across part of the kissing gate at Common Meadow to prevent access onto the meadow by horses. However, this meant that the kissing gate was not accessible to wheelchair users.

Resolved: That Eynsford Cricket Club are asked to remove the bar from the kissing gate.

5) Harrow Meadow Car Park and Play Area

Members were asked to discuss how to allow children and families to access the play area safely whilst the car park was in use for football matches.

Resolved: That, during football matches when the car park is in use, that playground users are asked to use the further gate to access the play area to reduce the chance of children running out into the path of cars. That the near gate is chained up during matches and a sign is put up explaining the changes.

The meeting of the Open Spaces Committee closed at 8.49 p.m.

Appendix Q

Public Questions from the Meeting of Eynsford Parish Council, held on Monday 2nd September 2024

At 8:49pm, the meeting was opened to questions from the public.

Ms O-Brien said that she was satisfied with the council's discussion about driving and parking at Old Mill Close. She also mentioned that she thought the proposed development at Pedham Place would not happen for many years.

Mrs Penney mentioned that The Ramblers magazine contained an article asking people to write in about footpaths under threat. She offered to lend it to the parish council.

Mrs Penney also spoke about blocked drains in the village that are not being cleared quickly enough by Kent Highways.

Mrs Penney also had suggestions to help with parking problems. One was to put a note on the windscreen of cars with details of alternative parking places. Another was for residents with space on their drives to offer them to neighbours without parking.

Mr Brind said that the white lines on the A20 were unfinished and were not safe. It was suggested that he follows this up with Cllr Gough.

The public questions ended at 8.56pm.