

Minutes of the Meeting of Eynsford Parish Council held on Thursday 21st November 2024, at the Parish Office, Priory Lane, Eynsford, at 7.30pm.

9242 PRESENT

Members Present

Mr M Barker

Mr A Cooke

Mrs J Laird

Mr D Naylor

Mrs H Sim

Others Present

Clerk in Attendance

Mrs H Ivaldi

In the absence of Mr Robson, Mr Cooke chaired the meeting.

9243 APOLOGIES FOR ABSENCE

Mr J Griffiths, Mr V Robson, Mr O Young

9244 CHAIR'S REMARKS

Mr Cooke thanked everyone who helped to put up the Christmas lights and for all who assisted with planting bulbs at Chalk Hill.

9245 CLERK'S COMMENTS

None

9246 GOVERNANCE

a) Declarations of Interest

None.

b) Minutes of Previous Meeting

The minutes of the last full council meeting held on 17th October 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 October 2024 and a schedule of payments.

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

d) Outstanding Actions

Councillors were asked to review any outstanding actions.

Mrs Laird provided some updates: the legal work on the village hall lease was on hold until dates were closer. The Christmas lights had been put up and the bulbs had been planted.

RESOLVED: That the information is noted.

e) Street Lighting Energy Contract

Councillors were informed that the council agreed to enter a new contract street light energy with N Power at the last meeting. This was the only company willing to quote for the service with the new rates being 28.92026p and 27.68935p and a standing charge of 586.632p pr day for a four year contract until March 2028. However, the Clerk later calculated that these rates, in particular the new standing charge would triple the council's annual bill. The Clerk has carried out further research into this and has achieved a small reduction in energy costs as all of the streetlight are LEDs and is also seeking to remove a 'de-energised' MPAN (energy supply point) which is one of three and would significantly reduce the standing charge. Due to this new information the contract has not been renewed until this issue is resolved.

RESOLVED: That councillors support this action and review the situation again next month.

f) NALC Pay Review

Councillors were asked to approve the new pay scales for 2024/25 agreed by the National Joint Council for Local Government to be backdated from 1 April 2024. The increase is approximately 60p/hr for both staff members.

RESOLVED: That the new pay scales are implemented and backdated to 1 April 2024.

g) Water Leak Update

Councillors were informed that Castle Water had credited £16,363.59 to the parish council following a charge on the account in 2023 due to a water leak at Harrow Meadow.

RESOLVED: That the information is noted.

h) Creation of a Staffing Committee

Councillors were asked to discuss setting up of a staffing Committee to meet on an ad hoc basis to deal with matters of employment, staffing, reviews and annual appraisals.

RESOLVED That a HR (Human Resources) Committee is created consisting of Mrs Sim, Mr Cooke and Mr Griffiths. That this committee replaces the Grievance and Disciplinary Committee.

i) Parish Council Laptop

Councillors were asked to agree to the purchase of a laptop for use by the Clerks when working from home, for use during meetings and to facilitate online meetings. A suitable laptop would cost in the region of £400.

RESOLVED: That a suitable laptop is purchased up to a maximum of £500.

9247 **PLANNING**

a) Report of the Last Planning Committee Meeting

Councillors were asked to approve the report of the last Committee meeting held on 4th November 2024.

RESOLVED: That the report is approved

b) Notifications of Planning consent / refusal

24/02460/HOUSE – 20 Eynsford Rise, Eynsford – GRANTED

24/02348/LBCALT – Bower Farm House, Bower Lane, Eynsford – WITHDRAWN

24/01900/FUL – Land Adj. 42 Riverside, Eynsford - GRANTED

RESOLVED: That the information is noted

c) Planning Applications – Delegated Decisions

Councillors were informed that the following applications had been responded to by the Clerk:

24/02647/HOUSE – Mallards, High Street, Eynsford

Single storey rear extension with rooflights, alterations to fenestration.

Response – No Objections

24/02601/FUL – The Five Bells, High Street, Eynsford

Installation of an air conditioning unit.

Response – No Objections

RESOLVED: That the information is noted

d) Planning Application 24/02884/HOUSE – Brooklands, Crockenhill Lane, Eynsford

Councillors discussed an application to demolish the existing garage and to erect a detached garage at this address.

RESOLVED That the council has no objections.

e) Pedham Place Update

There was no update available although a meeting with the planning consultants had been arranged for 27th November for which the Clerk would circulate a link.

RESOLVED: That the information is noted.

f) Neighbourhood Plan Update

Councillors were told of the most recent meeting with Farningham Parish to discuss the Neighbourhood Plan. At the meeting there were proposals to create a flyer to invite local people to get involved and to hold one or more open meetings. Mrs Sim had been in touch with the headteacher at Anthony Roper Primary School to discuss holding a meeting there. However, since then Sevenoaks District Council had informed the Clerks that a six week consultation on the area to be designated was required, as it was for two parishes rather than one.

RESOLVED: That the next Neighbourhood Plan meeting is delayed until January. That the council's wait to hear more about the consultation process before taking any more actions.

9248 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 4th November 2024.

RESOLVED: That the report is approved.

b) Reduction of Speed Limit

Councillors were informed that a resident had emailed with concerns about the speed of vehicles travelling on Station Road and had asked whether a speed limit reduction to 20mph could be considered for the A225 in Eynsford.

RESOLVED: That the Clerk contacts Kent Highways to find out if a 20mph speed limit throughout the village would be feasible.

9249 COMMUNITY

a) Report of the Last Community Committee Meeting.

Councillors were asked to approve the report of the Community committee, held on 4th November 2024.

RESOLVED: That the report is approved.

b) Police & Crime Report

The Clerk provided details of crime statistics. In September 6 crimes were reported as follows:

Eynsford Station	1 x Vehicle Crime
Lower Austin Lodge Farm	1 x Burglary
Riverside	1 x Other Theft
High Street	1 x Burglary
	1 x Other Theft
	1 x Vehicle Crime

RESOLVED: That the information is noted.

c) Donation – Farningham & Eynsford Local History Society (FELHS)

Councillors were asked to consider a donation to FELHS to help to purchase a laptop to be used by visitors to the archive centre. The cost of the laptop would be about £360.00.

RESOLVED: That a donation of £200 is made to Farningham & Eynsford Local History Society.

9250 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 4th November 2024.

RESOLVED: That the report is approved.

b) Rental Agreement – Riverside Wanderers Football Club

Councillors were told that Riverside Wanderers FC had suggested some changes to the rental agreement for 2024/25 which were discussed.

RESOLVED: Councillors agreed to include a point about the ownership and the storage of football goals. That the Clerk sends an amended version back to the football club for signature.

9251 FACILITIES & ENVIRONMENT

a) Report of the Last Facilities & Environment Committee Meeting.

Councillors were asked to approve the report of the Facilities & Environment Committee Meeting, held on 4th November 2024.

RESOLVED: That the report is approved.

b) New Litter Bin, Eynsford Car Park

Councillors were asked to agree on a quote to remove the two existing bins in the flower beds at the front of the car park and to replace them with a larger bin for general/recycling between the two noticeboards nearby. The quote received from Sevenoaks District Council was £760 for the bin and the associated works.

RESOLVED: That the quote of £760 is approved to be taken from the Recreation General budget.

c) Quotes from the Handyman

Quotes had been received for the following jobs:

To remove and dispose of the rotten bench at Riverside - £100

To reset the posts at Riverside - £150

To rub down and treat the bench at Priory Lane - £250.

RESOLVED: That the quotes to remove and dispose of the bench at Riverside, and to reset the posts at Riverside are accepted. That additional quotes are sought to rub down and treat the bench at Priory Lane.

d) Trees/Vegetation at Castlefield Car Park

A quote had been received for the following work: cut back tree behind the parish office; even up the hedge on the left hand side of the access road; but back trees and bushes on opposite sides of the car park closer to the fence line so they are not obstructing the parking spaces. The quote was £320 for this work.

RESOLVED: That the quote for tree work is accepted.

e) Handyman Contract

Councillors were asked to consider inviting tenders to take on a handyman contract instead of getting quotes for ad hoc jobs around the parish. Other councils have contracts with self employed handymen/women to carry out jobs such as cutting back vegetation, cleaning signs and play equipment, carrying out small repairs to benches and noticeboards, and suchlike.

RESOLVED: That the proposal is agreed in principle. That the Clerk works out past expenditure on these kinds of jobs. That details are considered in more detail.

f) Permissive Footpath

Mr Cooke, Mrs Laird and Mrs Ivaldi had met with the Alexanders to discuss the proposed permissive path route around Castlefield to link up with the new Chalk Hill footpath. The Alexanders were still willing to proceed with the project. Signage would be required and Kent County Council needed to be contacted about the creation of permissive paths. Councillors discussed this and whether or not dog walkers would be able to walk through Harrow Meadow.

RESOLVED: That the Clerk contacts Kent County Council about the creation of a permissive path. That dogs on leads are allowed to walk through Harrow Meadow to access the path via the wooden gate.

9252 CLOSED SESSION

a) Staffing Matters

There was a short discussion about the Clerk's salary and appraisal.

RESOLVED: That an appraisal and salary review is organised.

The meeting ended at 9.13pm.

Chairperson: 19th December 2024

Minutes of a meeting of the Planning Committee of Eynsford Parish Council held on Monday 4th November 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 O Young
Mr J Griffiths

Clerk in Attendance:

Mrs H Ivaldi

Others Present

Ms Karen Langridge from Eynsford in Bloom

Apologies for Absence:

Mrs H Sim
Mr V Robson
Mr D Naylor

- 1) Declarations of Interest
None

- 2) Planning Application 24/02647/HOUSE – Mallards, High Street, Eynsford
Councillors discussed a single storey rear extension with rooflights, alterations to fenestration. Mr Barker noted that the property is in a conservation area and the extension would be visible from Common Meadow. He was waiting for advice from the Sevenoaks District Council's Conservation Officer on this.
Resolved: That the response been delegated to the Clerk who will take advice from Mr Barker.

- 3) Planning Application 24/02565/LBCALT – Toll Bar Cottage, 5 Riverside, Eynsford
Councillors discussed the replacement of the existing 1930s style pine front door with a handmade solid oak door.
Resolved: That no objections are made.

The meeting of the Planning Committee closed at 7.38 p.m.

Minutes of a meeting of the Highways & Transportation Committee of Eynsford Parish Council held on Monday 4th November 2024 held at Eynsford Parish Office at 7.38 p.m.

Members Present:

Mr M Barker
Mr A Cooke
Mrs J Laird
Mr O Young
Mrs J Griffiths

Clerk in Attendance:

Mrs H Ivaldi

Others Present

Ms Karen Langridge from Eynsford in Bloom

Apologies for Absence:

Mrs H Sim
Mr V Robson
Mr D Naylor

In the absence of Mr Robson, Mr Cooke chaired the meeting

1) Declarations of Interest

None

2) Double Yellow Lines, Five Bells

The Clerk gave an update from Kent Highways on the Double Yellow Lines.

Kent Highways are not prepared to put yellow lines outside the Five Bells as requested by the parish council, they stated that this is due to there being no hard safety concerns to back this up and that it may push on-street parking to less suitable areas. They maintained their offer of double yellow lines outside Elizabeth Cottages and around the Bower Lane junction.

Resolved: Councillors agree not to proceed with the yellow lines at this time.

The meeting of the Highways & Transportation Committee closed at 7.43 p.m.

Minutes of a meeting of the Community Committee of Eynsford Parish Council held on Monday 4th November 2024 held at Eynsford Parish Office at 7.43 p.m.

Members Present:

Mr M Barker
Mr A Cooke
Mrs J Laird (Chair of the Community Committee)
Mr O Young
Mrs J Griffiths

Clerk in Attendance:

Mrs H Ivaldi

Others Present

Ms Karen Langridge from Eynsford in Bloom

Apologies for Absence:

Mrs H Sim
Mr V Robson
Mr D Naylor

1) Declarations of Interest None

2) Emergency Planning

Councillors were asked to decide whether to start the process of creating a Community Resilience Plan for Eynsford. Kent and Medway Resilience Forum are encouraging parish councils to create a Community Resilience Plan for their areas which would work alongside the emergency services in the case of an incident affecting the village.

Resolved: Councillors agreed to proceed with a plan for Eynsford, but to support Farningham Parish Council if they created their own plan. That Mrs Laird, Mr Griffiths and Mr Barker lead on the project and that Mr Cooke will contribute his knowledge from being a flood warden. That local residents and businesses will be consulted and involved through the newsletter and social media.

The meeting of the Community Committee closed at 7.51pm.

Minutes of a meeting of the Open Spaces Committee of Eynsford Parish Council held on Monday 4th November 2024 held at Eynsford Parish Office at 7.51 p.m.

Members Present:

Mr M Barker
Mr A Cooke (Chair of the Open Spaces Committee)
Mrs J Laird
Mr O Young
Mrs J Griffiths

Clerk in Attendance:

Mrs H Ivaldi

Others Present

Ms Karen Langridge from Eynsford in Bloom

Apologies for Absence:

Mrs H Sim
Mr V Robson
Mr D Naylor

1) Declarations of Interest None

- #### 2) Litter Bin, Riverside Green Councillors were advised that Sevenoaks District Council have quoted £75 to remove the bin from by the bench on Riverside Green and reinstall it at the edge of the green. **Resolved:** Councillors agreed the quote of £75 to have the bin moved.

- #### 3) Football Pitch, Fertiliser Councillors were asked to approve expenditure of £400 to apply slow-release fertiliser to the pitch as recommended by the FA Pitch Report and the agrostis. **Recommended:** Councillors agreed to the £400 quote for applying fertiliser and that it is taken from the Harrow Meadow Football Pitch Maintenance Budget.

The meeting of the Open Spaces Committee closed at 7.56 p.m.

Minutes of a meeting of the Facilities and Environment Committee of Eynsford Parish Council held on Monday 4th November 2024 held at Eynsford Parish Office at 7.56 p.m.

Members Present:

Mr M Barker
Mr A Cooke
Mrs J Laird
Mr O Young
Mrs J Griffiths

Clerk in Attendance:

Mrs H Ivaldi

Others Present

Mrs Karen Langridge from Eynsford in Bloom

Apologies for Absence:

Mrs H Sim
Mr V Robson
Mr D Naylor

In the absence of Mr Naylor, Mr Cooke chaired the meeting

- 1) Declarations of Interest
None
- 2) Moving Litter Bins, Car Park
Councillors were asked if they would support Eynsford in Bloom's request to have the two bins currently positioned in the flower beds at the front of the car park on the High Street to be replaced with a smart bin to be placed between the two nearby noticeboards.
Resolved: Councillors supported this and we will request a quote from Sevenoaks District Council.
- 3) Damaged Post, War Memorial
Councillors were asked if they agree to getting a damaged post at the back of the war memorial repaired.
Resolved: Councillors agreed to get a quote to replace the post.

The meeting of the Facilities and Environment Committee closed at 8.02p.m

Appendix Q

Public Questions from the Meeting of Eynsford Parish Council, held on Monday 4th November 2024

At 8.02pm, the meeting was opened to questions from the public.

Karen from Eynsford in Bloom gave an update from her team.

- They on average have 10 volunteers per meeting.
- They work on 13 sites around the village.
- They have worked 420 hours so far this year.
- They thanked the Eynsford Parish Council for their donations and said they do some fund raising.
- They may need to find somewhere to store their tools soon and are looking for options, councillors mentioned the Five Bells and maybe the football changing rooms on Harrow Meadow.
- They would like to have more volunteers on a Saturday and would love to see more young people helping, Karen mentioned maybe advertising to have help from children doing the Duke of Edinburgh scheme.

The public questions ended at 8.13pm.