

Minutes of the Council Meeting of EDENBRIDGE TOWN COUNCIL held in Rickards Hall at 7.30pm on Monday 11 January 2016

Present: Cllrs J Barnett, T Bryant, Mrs J Davison, R Davison (Vice Chairman), A Layland, V Maynard, M McArthur, S McGregor (Chairman), B Orridge, C Pearman, and B Todd

In attendance: Christine Lane (Town Clerk), three members of the public and no press.

1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received, noted and accepted from Cllrs M Robson, (unwell), J Chappell (work commitment), J Scholey (holiday) and J Woollorton (work commitment).

2. DECLARATIONS OF INTERESTS OR PREDETERMINATION

Cllr R Davison declared an interest in Item 8.15

The District Council members stated that although they would be considering planning applications at this meeting they would be reconsidering them at the district level, taking into account all relevant evidence and representations there.

The meeting was closed

3. PUBLIC QUESTIONS AND STATEMENTS

Two residents from Marsh Green raised concerns over the condition of the road surface and the drainage around The Green. The problem of a vehicle parking inappropriately overnight was causing further concern. The Clerk advised that the drainage and the potholes had been reported to Kent Highways and that although the police were the only authority able to ask the driver to move, but she would contact the company and see if informal pressure might have a positive outcome

A further resident challenged the Council on the actions it had taken following the closure of Stangrove Lodge and the actions it was taking to ensure adequate provision in the future. A number of Councillors explained that the site was privately owned so they were unable to force Abbeyfield to take action. The land is registered for a nursing home and any change would require a planning application. The Council had invited Abbeyfield to come and speak to members, but the offer had been declined.

The meeting reopened

4. TO CONFIRM THE MINUTES OF MEETING HELD ON 14 December 2015

Following amendments to show the correct Councillors presenting the minutes of meetings it was

Resolved: that the minutes of the Council meeting held on Monday 14 December 2015 be duly signed by the Chairman as a true and accurate record of the meeting.

5. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA - none

6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS

Planning Applications for consideration - none

7. TO ADOPT THE FOLLOWING REPORTS

7.1 Planning and Transportation, 21 December

Resolved: that the minutes presented by Cllr S McGregor be adopted.

7.2 Finance Committee, 21 December

Resolved: that the minutes presented by Cllr S McGregor be adopted.

- 7.3 County Councillor's - none
7.4 Working Groups / Delegate Reports / Clerk's and Officers' Reports
7.4.1 KALC AGM, 21 November 2015, - noted
7.4.2 Clerk's Reports - none

8. OTHER BUSINESS

8.1 Items referred from Committees for decision – none

8.2 Budget and Precept 2016/17

Members were advised that the Finance Committee had considered the Budget for 2016/17 and a briefing session had been attended by a number of Councillors on Thursday 7 January, at which the proposals were thoroughly scrutinized. Following further brief discussion it was

Resolved: that the Budget be adopted, resulting in an increase of 2%, based on a tax base of 3,463. The annual figure for the parish portion of the Council Tax, per Band D property, would be £133.49, an increase of £2.62 for the year, with a total Precept request to SDC of £462,278.

8.3 Health & Safety Performance Review 2015

	2015		
Employee Claims	0		
RIDDOR reportable incidents	0		
Other accidents/incidents across the Council	3	3 Staff/ 0 others	
Near misses	0		
Enforcement notices issued against the council	0		
Any accident trends identified	0		
Are there any outstanding enforcement issues	0		

2015 RIDDOR reportable 0 Accidents and Incidents 3

Annual Accident statistics (no of incidents/working days (252)/no of staff 10)) Total 0.0001

Members of Public (no of incidents/days in the year (365)/no of residents (8000)) Total 0.0001

Noted: Three minor accidents : Two heads banged on beams and a clock falling off wall

No near misses were identified

Resolved: to accept the review and to pass congratulations on to staff who have worked safely and taken their Health & Safety seriously.

8.4 Internal Audit Review

The Internal Audit Review was carried out on 18 December, a copy of the report was considered.

Resolved: to accept the report and the following recommendations.

- to add support for Councillor and staff training to the internal auditor's checklist
- potential devolution of services to be added as a standard item on Forward Planning Agenda
- Council to review its strategy and vision so it has a coherent plan to respond to the evolving situation at Forward Planning.

The Internal Audit Review Group will be proposing the Internal Audit Plan for 2016/17 shortly, for approval in May.

8.5 Review of Hirers Agreement and Insurance Check

There had been no significant changes in legislation that affect the hall hiring agreement so no changes were proposed at this time. All regular hirers have been asked to provide copies of their Insurance.

8.6 Councillor Training, 15 February

Resolved: that as the majority of the training requested had been provided, with the exception of the areas of Roles and Responsibilities, and Community Involvement and further training sessions are planned for 4 July and 3 October, the 15 February should be used to take forward the work of the Task and Finish Groups. No new training requirements were proposed.

8.7 Kent Police Council Tax consultation

The Police Crime Commissioner wishes to consult Town and Parish Councils on the proposed increase to the Council Tax of £5 per household, to enable the number of Firearms Officers on the payroll to be increased. This would meet the Government target of a 50% increase, providing 37 more Officers in Kent. The consultation ends on Friday 15 January.

Resolved: to respond advising the commissioner that this Council would not support an increase over 2%.

8.8 Changes to Kent Pensions, End of Contracting Out

Members are aware that with effect from 6 April 2016 Contracting Out will cease and there will be a single rate of National Insurance Contribution. This means that all employees who are members of the LGPS, the amount of National Insurance Contributions they pay will increase from 6 April 2016. The employer will also notice an increase in the employer's rate as well. Action is needed by the employer to inform employees who are affected that this is going to happen.

Resolved: that the correspondence from the pension section and the factsheet produced by the Work and Pension Section, should be circulated to all staff.

8.9 Proposed changes to National Planning Policy Consultation

The Department for Communities and Local Government (DCLG) has issued a consultation on proposed changes to the National Planning Policy Framework. The deadline for responses is Monday 25 January.

Resolved: that the Clerk and Cllrs Mrs G Davison, R Davison and A Layland should prepare and submit the Council's response.

8.10 Modernization of Post Office

Notification of the temporary closure of the Post Office at 36 High Street for modernization has been received. The branch will be closed from 5.30pm on Wednesday 3 February until 1pm on Wednesday 17 February, reopening as a main style branch with three low level serving positions, one screened and two open plan. They will be providing the same services and introducing longer opening hours. They will be open until 5pm on Saturdays.

The Clerk has had a lengthy conversation with the development team and the County Councillor, to see what, if any, provisions had been put in place for the two week closure and to ensure that vulnerable users had been considered.

The nearest branches are at Westerham and Dormansland but it was expected that most people will wish to go to Oxted. The bus service leaves regularly from outside the post office and the staff at the branch will, where possible, make special provision on an one-to-one basis to assist vulnerable users.

8.11 Graffiti Removal

Following the increased level of graffiti in the town Members held a lengthy discussion on how to address the problem it was

- Resolved: that the Council would make every effort to ensure that graffiti was cleaned off its own property as quickly as possible, employing graffiti busting companies if the in-house staff were unable to successfully remove it.
- Resolved: The Community Warden to continue whenever possible to contact the owners of affected sites, requesting them to remove it as quickly as possible.
- Resolved: To approach the Police and Community Safety unit at SDC to arrange a meeting to put in place a system for writing to owners if they do not respond to the Community Warden's requests.
- Resolved: The Clerk to highlight, via the press and through social media, the actions taken by the Council to raise awareness over the need to report graffiti as crime and to encourage residents to remove it swiftly.
- Resolved: That Cllr B Todd and the Clerk should raise the issue at the Youth Consortium meeting.

8.12 Water Meadows – progress report

The reports circulated and the assistance from the Groundstaff in clearing overgrowth was noted and appreciated.

8.13 Chairmanship Conference

KALC is hosting its Chairmanship Conference at the Orchards Conference Centre, East Malling ME19 6BJ on 26 February at 9.30pm.

- Resolved: that if available Cllr A Layland should attend.

8.14 Emergency Planning, Flood sacks

Members noted that parts of the town were put on Flood Alert on three occasions recently, fortunately the river receded and the Emergency Planning Team did not need to take any direct action.

- Resolved: that the Emergency Planning Committee should add 25 FloodSax to their equipment and the surplus recently provided by SDC should be made available for sale to residents, packed in batches of five at a competitive price of £25 inc VAT.

8.15 Council Representative to Great Stone Bridge Trust

- Resolved: that Cllr Richard Davison should be reappointed as one of the Council's representatives on the Great Stone Bridge Trust for another four year term.

8.16 Neighbourhood Plan Update

It was reported that the first meeting with the consultant employed to assist with writing the policies has taken place, and the group is on target to start consultation in early spring.

9. FOR INFORMATION

9.1 Thank you letter Mrs Terri Scanes

Members noted the thank you letter from Mrs Terri Scanes, thanking all involved in the award to her of the Civic Medallion and stating that she feels VERY honoured to have been given the Decoration.

9.2 Tandridge District Council – Local Plan

Tandridge is embarking on the early stages of the development of their Neighbourhood Plan. They are currently consulting on an Issues and Approaches document; comments are being accepted via their website.

Resolved That the Council should respond stating that ETC would not expect any proposed development to impact or worsen the situation with flooding in the Eden Valley or surrounding areas.

9.3 Revised release date for Tender for Youth Services

KCC announced that the tenders for youth services would now be available week commencing 8 February it will be discussed at the Youth Consortium meeting on Wednesday 13 January.

9.4 River Medway Flood Storage Areas Newsletter, circulated

9.5 Equipment Audit Emergency Planning

The Emergency Planning Team had carried out a full review and audit of their equipment. Items that were stored in the loft space have been relocated so they can be easily accessed from the cupboard at the top of the stairs at Doggetts Barn, and the welfare equipment stored in the cupboard at the W.I. Hall. The Community Leader Cllr Margot McArthur wished to thank the volunteers who helped with the audit.

9.6 OBE Awarded to Cllr Peter Fleming

Resolved: to write congratulating Cllr Peter Fleming, Leader of Sevenoaks District Council the award of an OBE for services to Sevenoaks District Council and for work as the former chairman of the Local Government Association Improvement and Innovation Board.

9.7 CBE Awarded to John Sutrees

Resolved: to write congratulating John Surtees, on the award of a CBE in Britain's New Year's Honours list, in addition to the Officer of the British Empire (OBE) awarded in 2008. The award recognises not only achievements as a competitor, but also his ongoing involvement in motorsport and charity work through the Henry Surtees Foundation, named in honour of his son, who lost his life in a Formula 2 crash at Brands Hatch in 2009.

10. PRESS RELEASE

Resolved: to issue a press release on the Flood Sacks and Budget immediately and on graffiti when discussions with other partners were complete.

In view of the confidential nature of the following items to be discussed, the chairman moved that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960.

11. CONFIDENTIAL ITEMS

11.1 Doctors Surgery

Resolved: that Cllr R Davison should represent ETC at any meetings held with the Doctors and SDC be asked to support the appointment of Cllr A Layland to the same on the District behalf.

The meeting ended at 9.50pm

Draft Financial Budget 2016/17

Comparison between 01/04/15 and 16/12/15 inclusive.

Excludes transactions with an invoice date prior to 01/04/15

		2015/16	Actual Net	Balance	2016/17
Council Income					
10	Precept	£124,466.00	£124,466.00	£0.00	£78,310.00
11	Working Balance	£30,000.00	£0.00	-£30,000.00	£30,000.00
12	Contingencies	£0.00	£0.00	£0.00	£0.00
13	Grants/Capital	£0.00	£3,205.00	£3,205.00	£0.00
15	C Depreciation Fund	£0.00	£0.00	£0.00	£0.00
18	Property Fund	£0.00	£0.00	£0.00	£0.00
19	C Election Expenses	£0.00	£0.00	£0.00	£0.00
21	Neighbourhood Planning	£0.00	£0.00	£0.00	£0.00
22	CIL	£0.00	£0.00	£0.00	£0.00
Total Income		£154,466.00	£127,671.00	-£26,795.00	£108,310.00
Expenditure					
100	C Working Balance	£30,000.00	£0.00	£30,000.00	£30,000.00
101	C Contingencies	£5,000.00	£1,969.00	£3,031.00	£5,000.00
103	Grants (April 15)	£7,500.00	£5,500.00	£2,000.00	£7,500.00
104	C Depreciation	£69,173.00	£17,689.86	£51,483.14	£35,265.00
105	EdenbridgeTwinning Association	£500.00	£500.00	£0.00	£500.00
106	Eden Valley Museum Trust	£5,500.00	£5,500.00	£0.00	£5,500.00
107	House Project	£0.00	£0.00	£0.00	£7,500.00
108	C Earmarked Funds	£1,500.00	£106,351.62	-£104,851.62	£1,500.00
110	C Property Fund	£32,893.00	£20,625.97	£12,267.03	£13,120.00
112	Summer Playscheme	£1,500.00	£1,500.00	£0.00	£1,525.00
113	Bonfire Clean Up	£900.00	£0.00	£900.00	£900.00
114	CIL	£0.00	£0.00	£0.00	£0.00
Total Expenditure		£154,466.00	£159,636.45	-£5,170.45	£108,310.00

Draft Financial Budget 2016/17

Comparison between 01/04/15 and 16/12/15 inclusive.

Excludes transactions with an invoice date prior to 01/04/15

	2015/16	Actual Net	Balance	2016/17
Open Spaces				
Income				
30 OS Allocation from Precept	£153,571.00	£153,571.00	£0.00	£198,228.00
32 OS Cemetery Fees	£14,000.00	£9,476.35	-£4,523.65	£12,000.00
33 OS Rents	£14,214.00	£9,819.25	-£4,394.75	£11,336.00
34 OS Maintenance Services	£4,800.00	£2,890.70	-£1,909.30	£4,840.00
35 OS Hire Charges	£0.00	£0.00	£0.00	£0.00
36 OS Solar Panels	£800.00	£730.20	-£69.80	£820.00
37 OS Sundry Receipts	£9,800.00	£6,549.25	-£3,250.75	£9,250.00
380 10 Year Maintenance Plan	£0.00	£0.00	£0.00	£0.00
Revenue TR				
385 10 Year Maintenance Plan Capital	£0.00	£0.00	£0.00	£0.00
TR				
Total Income	£197,185.00	£183,036.75	-£14,148.25	£236,474.00
Expenditure				
300 Staff Costs	£105,065.00	£66,692.29	£38,372.71	£108,400.00
301 OS Utilities	£8,370.00	£6,127.84	£2,242.16	£10,930.00
302 OS Playground Repairs/Painting	£5,000.00	£1,847.00	£3,153.00	£0.00
303 OS Services	£16,020.00	£11,818.60	£4,201.40	£8,020.00
304 OS Equipment/Tools	£6,000.00	£948.95	£5,051.05	£6,000.00
305 OS Materials	£18,480.00	£9,809.03	£8,670.97	£15,330.00
306 OS Buildings	£3,000.00	£1,356.20	£1,643.80	£2,300.00
307 OS Vehicles	£11,150.00	£4,533.01	£6,616.99	£10,050.00
308 OS Contingencies	£6,000.00	£1,601.00	£4,399.00	£3,000.00
309 OS Others	£1,400.00	£555.61	£844.39	£1,000.00
310 OS Small Projects ZZ	£3,000.00	£906.00	£2,094.00	£0.00
311 Vandalism	£3,500.00	£690.75	£2,809.25	£3,500.00
312 Footpaths Equipment	£200.00	£40.00	£160.00	£200.00
313 Public Street Lighting	£10,000.00	£4,643.19	£5,356.81	£10,000.00
3200 10 Year Maintenance Plan	£0.00	£0.00	£0.00	£57,744.00
Total Expenditure	£197,185.00	£111,569.47	£85,615.53	£236,474.00

Draft Financial Budget 2016/17

Comparison between 01/04/15 and 16/12/15 inclusive.
Excludes transactions with an invoice date prior to 01/04/15

		2015/16	Actual Net	Balance	2016/17
Central Services					
Income					
20	CS Allocation from Precept	£166,770.00	£166,770.00	£0.00	£179,540.00
23	CS Interest (Barclays Base Rate Reward)	£150.00	£176.69	£26.69	£200.00
24	CS Interest Precept	£150.00	£0.00	£150.00	£150.00
25	CS Lettings (DB) ZZ	£50.00	£0.00	£50.00	£0.00
26	CS VAT Reclaimed	£30,000.00	£15,207.60	£14,792.40	£30,000.00
27	CS Sundry Receipts	£3,115.00	£1,316.90	£1,798.10	£3,115.00
28	CS Interest (Lloyds Investments)	£3,200.00	£1,611.78	£1,588.22	£2,000.00
29	Charity Account Transfers	£12,000.00	£0.00	£12,000.00	£12,000.00
31	Church House	£5,750.00	£2,045.00	£3,705.00	£6,050.00
32	Rickards Hall Lettings	£10,500.00	£8,099.70	£2,400.30	£12,000.00
33	WI Hall Admin	£1,815.00	£0.00	£1,815.00	£1,860.00
	Total Income	£233,500.00	£195,227.67	£38,272.33	£246,915.00
Expenditure					
200	CS Staff Costs	£153,250.00	£98,456.72	£54,793.28	£157,430.00
201	CS Utilities	£9,525.00	£5,255.69	£4,269.31	£9,345.00
202	CS Services	£7,730.00	£4,666.95	£3,063.05	£7,975.00
203	CS Equipment/Tools	£4,000.00	£2,648.79	£1,351.21	£4,300.00
204	CS Materials	£1,600.00	£404.13	£1,195.87	£1,240.00
205	CS Buildings/ Planned Maintenance	£7,200.00	£4,068.30	£3,131.70	£20,230.00
207	CS Grants	£0.00	£0.00	£0.00	£0.00
208	CS Other	£8,170.00	£3,397.32	£4,772.68	£7,970.00
210	CS Charity Account Transfer	£12,000.00	£0.00	£12,000.00	£12,000.00
220	Church House	£4,600.00	£1,672.70	£2,927.30	£4,000.00
221	Public Toilets	£11,095.00	£6,778.57	£4,316.43	£8,745.00
222	Rickards Hall	£14,330.00	£7,725.22	£6,604.78	£13,680.00
	Total Expenditure	£233,500.00	£135,074.39	£98,425.61	£246,915.00

Draft Financial Budget 2016/17

Comparison between 01/04/15 and 16/12/15 inclusive.
Excludes transactions with an invoice date prior to 01/04/15

	2015/16	Actual Net	Balance	2016/17
Emergency Planning Committee				
Income				
85 EP Allocation from Precept	£200.00	£200.00	£0.00	£200.00
86 EP Balance B/F	£0.00	£0.00	£0.00	£0.00
87 EP Sundry Receipts	£0.00	£0.00	£0.00	£0.00
Total Income	£200.00	£200.00	£0.00	£200.00
Expenditure				
854 EP Equipment/Tools	£100.00	£0.00	£100.00	£100.00
855 EP Others	£100.00	£75.00	£25.00	£100.00
Total Expenditure	£200.00	£75.00	£125.00	£200.00

Draft Financial Budget 2016/17

Comparison between 01/04/15 and 16/12/15 inclusive.

Excludes transactions with an invoice date prior to 01/04/15

	2015/16	Actual Net	Balance	2016/17
Community Warden				
Income				
120 Precept (ETC Cont)	£6,000.00	£6,000.00	£0.00	£6,000.00
121 Moat Housing	£0.00	£3,100.00	£3,100.00	£0.00
122 West Kent Housing	£0.00	£3,500.00	£3,500.00	£0.00
123 Westerham	£0.00	£1,920.00	£1,920.00	£0.00
124 John Coldman Trust	£5,000.00	£500.00	£-4,500.00	£5,000.00
125 Police	£0.00	£0.00	£0.00	£0.00
126 Great Stonebridge Trust	£0.00	£2,000.00	£2,000.00	£0.00
127 KCC	£0.00	£0.00	£0.00	£0.00
128 Contribution for Vehicle	£0.00	£0.00	£0.00	£0.00
129 Reserve	£9,000.00	£0.00	£-9,000.00	£9,000.00
Total Income	£20,000.00	£17,020.00	£-2,980.00	£20,000.00
Expenditure				
1120 Salary	£13,000.00	£8,655.62	£4,344.38	£13,000.00
1121 Management Costs	£2,625.00	£0.00	£2,625.00	£2,625.00
1122 Phone	£240.00	£118.20	£121.80	£240.00
1123 CRB Check	£0.00	£0.00	£0.00	£0.00
1124 Sundries	£300.00	£141.30	£158.70	£300.00
1125 Clothing & Supplies	£300.00	£77.77	£222.23	£300.00
1126 Vehicle Running Costs	£2,000.00	£477.87	£1,522.13	£2,000.00
1127 Vehicle Purchase	£0.00	£0.00	£0.00	£0.00
1128 Contingency	£1,535.00	£0.00	£1,535.00	£1,535.00
1129 Reserve	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£20,000.00	£9,470.76	£10,529.24	£20,000.00
	2015/16	Actual Net	Balance	2016/17
Total Income	£605,351.00	£523,155.42		£611,899.00
Total Expenditure	£605,351.00	£415,826.07		£611,899.00
Total Net Balance	£0.00	£107,329.35		£0.00