

Minutes of the Council Meeting of EDENBRIDGE TOWN COUNCIL held in Rickards Hall at 7.30pm on Monday 8 January 2018

Present: Cllrs T Bryant, R Bell, A Layland, (Vice Chairman), M McArthur (Chairman), B Orridge, C Pearman, J Scholey, B Todd and J Wooltorton.

In attendance: C Lane (Town Clerk), Cllr P Lake, County Councillor member, no members of the press and four member of the public.

1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received, noted and accepted from Cllrs J Barnett (holiday), Mrs J Davison (unwell), R Davison (unwell), S McGregor (holiday), V Maynard (unwell) and M Robson (unwell).

2. DECLARATIONS OF INTERESTS OR PREDETERMINATION

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 adjourned

3. PUBLIC QUESTIONS AND STATEMENTS

All four member of the public expressed their disappointment that there had been no Christmas lights or events held last year. The initiator of a new Facebook group advised members of the excellent response she had had, with 129 members joining in a week. There had been offers of help and finance. She has arranged a public meeting and hopes to approach established organisations for advice. It is intended to be a not for profit group and at the meeting it is hoped to select roles for those interested. She is being supported in the role by the author of the letter under consideration in Item 8.12, who fully supports the initiative. Two other residents raised concerns that there had been no prior notification from the Chamber of Commerce that the lights would not be going ahead and questioned who owned the current lights.

Cllr Margot McArthur thanked the residents for their interest and explained that in the past the Chamber had taken the lead in installing the lights across the High Street. Cllr Alan Layland, in his role on the Executive Committee of the Chamber of Commerce, explained that there had been a change in Chairman over the Christmas Lights issue. Historically it had cost 2-2.5K to put the lights up. The Council had given grants over many years towards the cost purchase and installation of lights.

The meeting was reconvened

4. TO CONFIRM THE MINUTES OF MEETING HELD ON 11 DECEMBER 2017

Resolved: that the minutes of the Council meeting held on Monday 11 December 2017 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

5.1 Neighbourhood Plan delay, response from SDC

Copies of the ongoing exchange of letters between ETC and SDC were noted. The Chief Executive of SDC is currently on leave but a response was expected on his return.

5.2 Angle Field, Hilders Lane/Troy Lane

Further to the meeting on 11 December 2017, item 5.1. "A complaint against one of the councillors was lodged with Sevenoaks District Council's Monitoring Officer in mid December. The Monitoring Officer had responded that the complaint failed the Initial Intake Test and no further action would be taken. His file on this matter has therefore been closed."

6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS

For information

Proposed loft conversion with rear dormer window and two front rooflights. **61 Lingfield Road Edenbridge KENT TN8 5DX** Ref. No: 17/03898/LDCPR, noted

Ash. Reduce crown by 1/3. **Kent Fire And Rescue Service Edenbridge Fire Station High Street Edenbridge KENT TN8 5AY** Ref. No: 17/03873/WTCA, noted

7. TO ADOPT THE FOLLOWING REPORTS

7.1 Planning and Transportation, 18 December

Resolved: that the minutes presented by Cllr A Layland be adopted

7.2 Finance Committee, 18 December

Resolved: that the minutes presented by Cllr J Scholey be adopted

7.3 County Councillor's Update

Cllr Peter Lake advised that KCC was likely to increase their element of the Council Tax by 3% in line with new guidance. This would still result in a £65 million pound. He offered the Christmas Lights group the possibility of applying for a grant from his members fund.

7.4 Working Groups / Delegate Reports / Clerk's and Officers' Reports

7.4.1 Schools working Group,

Cllr Roger Bell advised the group that disappointingly the DfE had still not set a date for applications and that the priorities are likely to change. A meeting is taking place shortly, where it is hoped the Harris Federation may be able to negotiate a swop with one of their other sites for Edenbridge.

8. OTHER BUSINESS

8.1 Items referred from Committees for decision, none

8.2 Budget and Precept 2018/19

A dispensation has been granted for all members to discuss the Budget.

Members reconsidered the proposed budget recommended by the Finance Committee and the recent Government announcements that Town and Parishes will remain uncapped and allowing higher levels of local authorities to increase their rates by 3%. After consideration members

Resolved: to accept the proposed budget, following amendment to increase in the precept in line with guidance for higher authorities to just under 3%. On a Tax Base of 3,548.58 this would result in a Precept of £497,298 an increase of £4.07 (2.99%) to £140.14 per Band D Household. £30,033 to be taken from the General Reserves to cover the shortfall. A copy of the budget is attached.

8.3 Health & Safety Performance Review 2017

	2017		
Employee Claims	0		
RIDDOR reportable incidents	0		
Other accidents/incidents across the Council	1		
Near misses	0		
Enforcement notices issued against the council	0		
Any accident trends identified	0		
Are there any outstanding enforcement issues	0		

2017 RIDDOR no Reportable Accidents and Incidents

Annual Accident statistics (no of incidents/working days (252)/no of staff 10)) Total 0.00

Members of Public (no of incidents/days in the year (365)/no of residents (8000)) Total 0.00

Noted: minor incident, finger injured by spike on gate when unlocking. Action taken, spike filed.

Members noted the Annual Review and had no further comments to make.

8.4 Internal Audit Review

This annual meeting is taking place in January and a report will be presented to February Council.

8.5 Review of Hirers' Agreement and Insurance Check

Members recalled that the Hirers' Agreement was thoroughly reviewed and a number of changes made last year. As a further improvement, , hirers will now be provided with a brief version of the Council's Building Risk Assessment Policy and required to complete brief Risk Assessments for activities that are public events.

8.6 Councillor Training, 29 January

Resolved: that training session on 29 January should include practical help on social media and be used as an opportunity for members to ascertain a clearer view of what the aims and opportunities are for the next 5-10 years.

8.7 Medical Practice Update

Members noted that the Project Manager for the Medical Practice scheme had delayed coming to update members until February. An update for residents was expected shortly and he hoped to be able to add to this next month. At the West Kent Clinical Commissioning Group meeting, held on 19 December, a paper was presented on the Edenbridge Options – Outcomes and Recommendations, which referred to the recent consultation results, and the establishment of a Programme Board. Initial work streams had been established, the first being the clinical model as other streams are dependent on it. This seems to be progressing well, and the model and patient flow diagrams and the provisional designs and layouts had been prepared for consideration and agreement with the CCG and KCHFT clinical leads. They have met with SDC planners in November and are intending to do so again in January. The final model of a new integrated facility should be ready by March. The Edenbridge Programme Board's Terms of Reference proposed that the Board Membership could, by invitation, include Edenbridge Town Councillors.

Resolved: that Cllrs Margot McArthur, Alan Layland and Bob Todd should be proposed to represent the Council on the board.

8.8 Lidl and Home Bargains Consultation

In December Ramac announced their major investment for the town. Lidl and Home Bargains want to improve the shopping choices for local people and are planning new stores on the corner of Fircroft Way and Station Road. Ramac are currently consulting with residents.

Members expressed their full support for the proposal.

8.9 Data Protection Regulations

The new General Data Protection Regulations will apply from 25 May 2018. Due to other work pressures we are a little late in starting our review but over the next couple of months will be aiming to get up to speed. There are 12 initial steps to take. The first step is to make people in your organization aware that the law is changing and the impact this will have.

This council holds data on a number of individuals and volunteers, in addition to those who use the council facilities, etc. To review this data, and to carry out the steps required to achieve

compliance, will require a significant number of hours. It is intended that the Information Assistants will carry out the checks and processes to cleanse our systems of any information we should no longer be holding. We will need to produce an updated privacy notice and may need to ask all those whose data is currently held, to confirm the uses they wish it to be used for. The Clerk is attending a training session in January and members will be kept updated on the progress towards compliance, which it is hoped will be in time for implementation in May. The Council may need to appoint a Data Protection Officer.

Members confirmed they are aware of their responsibilities with regard to the new legislation.

8.10 IT Review

At the last council meeting, members agreed to a phased move onto a Service Plan with PS Technology. The Clerk has met with them and discussed the details of the proposals, and how best the transition can be managed. Currently, all the Council's computers are past their life expectancy and are running on Office 2010, using windows 7. Support for Office 2010 is expected to be withdrawn shortly and with great need for encryption, under new data protection regulation, the cost of updating the existing machines is not cost effective.

Resolved: that the Clerk should push ahead and work with the Council's IT provider to upgrade the the five desktop computers from the depreciation fund, and purchase a laptop/tablet for the Head Groundsman which is compatible with the file server, from Open Spaces equipment fund.

8.11 Kent Minerals Plan Options – consultation

Resolved: that Cllr Margot McArthur should look at the consultation and respond if appropriate.

8.12 Christmas Lights

Cllr Clive Pearman advised members of the Council, and the public present, that a small number of people, from no one organisation, would be meeting shortly to discuss how to make the town more attractive. The group would set the agenda and represent the core of the traders in the High Street. They are expected to discuss the hanging baskets, how the end of WW1 will be marked, Bonfire events and Christmas events/lights. No money is yet available but the meeting will indicate the level of commitment. Cllr Pearman advised that any proposals should be led by the Chamber or the High Street Traders, as they had the most to gain, with contributions by others interested groups.

Cllr Margot McArthur again expressed her thanks to the residents for mobilising, via social media, to develop proposals and advised that the Council looks forward to hearing back on progress following their open meeting.

To ensure clarity, any offers of help should be directed to the Chamber of Commerce.

8.13 Vandalism at Lingfield Road Sports Pavilion

The Building Manager reported that there had been an increasing number of incidents of vandalism and break in attempts at the Sports Pavilion, targeting the glazing on the side doors, to the changing room corridors. The cost of replacing these windows is over £100 each time.

Resolved: that the three doors should be panelled in the same manner as the exterior door which is used for access for cellar deliveries, with 180 degree spy viewers fitted to allow the doors to be opened safely from the inside.

9. PRESS RELEASE

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

10. CONFIDENTIAL ITEMS

10.1 Edenbridge Town Village Hall Charity, request for reduced fees 2018

Members considered a request for a reduction to the fees for work undertaken by the Council on behalf of the W.I.Hall. Members

Resolved: to refuse the request, stating that whilst the Hall Management Committee is responsible for setting the hiring fees for just the Hall, the Council has a responsibility to be fair to all the groups and organisations it deals with. There were no mitigating circumstances and the increase should stand.

The meeting closed at 8.45pm.

Financial Budget 2018/19

Comparison between 01/04/17 and 16/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/18	Actual Net	Balance	2018/19
Council Income					
100	C Precept	£29,575.00	£29,575.00	£0.00	£18,762.00
105	C Working Balance	£30,000.00	£0.00	-£30,000.00	£30,000.00
110	C Contingencies	£0.00	£0.00	£0.00	£0.00
115	C Grants	£0.00	£1,270.00	£1,270.00	£0.00
120	C Depreciation Fund	£0.00	£0.00	£0.00	£0.00
125	C Capital Fund	£25,000.00	£0.00	-£25,000.00	£30,033.00
130	C Election Expenses	£0.00	£0.00	£0.00	£0.00
135	C Neighbourhood Planning	£0.00	£0.00	£0.00	£0.00
140	C CIL	£41,746.88	£11,427.87	-£30,319.01	£53,174.75
145	Capital TR into Revenue	£0.00	£0.00	£0.00	£0.00
Total Income		£126,321.88	£42,272.87	-£84,049.01	£131,969.75
Expenditure					
1000	C Working Balance	£30,000.00	£0.00	£30,000.00	£30,000.00
1010	C Contingencies	£7,500.00	£4,158.03	£3,341.97	£7,725.00
1030	C Grants (April 17)	£7,500.00	£6,272.00	£1,228.00	£7,500.00
1040	C Depreciation Equipment/tools	£13,000.00	£2,060.86	£10,939.14	£13,260.00
1050	C EdenbridgeTwinning Association	£500.00	£500.00	£0.00	£500.00
1060	C Eden Valley Museum Trust	£6,000.00	£5,500.00	£500.00	£6,000.00
1070	C House Project	£7,500.00	£7,500.00	£0.00	£7,500.00
1080	C Earmarked Funds	£0.00	£295.00	-£295.00	£0.00
1100	C Capital Fund	£10,000.00	£519.10	£9,480.90	£0.00
1120	C Summer Playscheme	£1,650.00	£1,650.00	£0.00	£1,850.00
1130	C Bonfire Clean Up	£925.00	£917.31	£7.69	£960.00
1140	Capital transfer	£0.00	£0.00	£0.00	£0.00
1150	Legal & Professional fees	£0.00	£0.00	£0.00	£3,500.00
1195	C CIL	£41,746.88	£0.00	£41,746.88	£53,174.75
Total Expenditure		£126,321.88	£29,372.30	£96,949.58	£131,969.75

Financial Budget 2018/19

Comparison between 01/04/17 and 16/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/18	Actual Net	Balance	2018/19
Open Spaces					
Income					
300	OS Allocation from Precept	£141,436.00	£141,436.00	£0.00	£152,092.00
301	OS Precept 10 Yr Maintenan	£41,000.00	£41,000.00	£0.00	£42,230.00
302	OS Precept 30 Yr Maintenance	£58,000.00	£58,000.00	£0.00	£59,740.00
304	OS 10 yr Sundry Receipt	£0.00	£0.00	£0.00	£0.00
305	OS Cemetery Fees	£12,000.00	£6,745.80	£-5,254.20	£11,000.00
310	OS Rents	£15,309.00	£11,462.09	£-3,846.91	£14,993.00
315	OS Maintenance Services	£5,180.00	£3,256.55	£-1,923.45	£5,465.00
320	OS Solar Panels	£850.00	£303.73	£-546.27	£850.00
325	OS Sundry Receipts	£9,250.00	£8,615.62	£-634.38	£9,500.00
330	OS Reserves 10 Yr Maintenance Plan TF	£34,930.00	£0.00	£-34,930.00	£2,373.00
390	OS 30 Yr Maintenance Plan Reserves TR Balancing Fund	£0.00	£0.00	£0.00	£0.00
Total Income		£317,955.00	£270,819.79	£-47,135.21	£298,243.00
Expenditure					
3000	OS Staff Costs	£104,050.00	£63,969.64	£40,080.36	£106,625.00
3010	OS Utilities	£11,440.00	£8,506.49	£2,933.51	£12,315.00
3020	OS Playground Repairs/Painting	£0.00	£0.00	£0.00	£0.00
3030	OS Services	£13,655.00	£7,911.18	£5,743.82	£14,880.00
3040	OS Equipment/Tools	£4,000.00	£1,637.86	£2,362.14	£4,250.00
3050	OS Materials	£17,130.00	£10,999.50	£6,130.50	£17,230.00
3060	OS Buildings	£2,100.00	£1,335.88	£764.12	£2,100.00
3070	OS Vehicles	£9,450.00	£4,514.98	£4,935.02	£9,550.00
3080	OS Contingencies	£3,000.00	£3,941.00	£-941.00	£3,000.00
3090	OS Others	£1,000.00	£642.54	£357.46	£1,000.00
3100	OS Small Projects	£0.00	£0.00	£0.00	£3,000.00
3110	OS Vandalism	£3,500.00	£3,646.32	£-146.32	£4,000.00
3120	OS Footpaths Equipment	£200.00	£7.43	£192.57	£200.00
3130	OS Public Street Lighting	£8,500.00	£5,543.66	£2,956.34	£9,500.00
3135	OS Public Street Light Contract	£6,000.00	£6,000.00	£0.00	£6,250.00
3140	OS 10 Yr Maintenance Plan	£75,930.00	£24,433.00	£51,497.00	£44,603.00
3141	OS Reserves TR Balancing 10 Yr Plan	£0.00	£0.00	£0.00	£0.00
3145	OS 30 Yr Maintenance Plan	£28,000.00	£0.00	£28,000.00	£23,175.00
3146	OS Reserves TR Balancing 30 Yr Plan	£30,000.00	£0.00	£30,000.00	£36,565.00
Total Expenditure		£317,955.00	£143,089.48	£174,865.52	£298,243.00

Financial Budget 2018/19

Comparison between 01/04/17 and 16/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/18	Actual Net	Balance	2018/19
Central Services					
Income					
200	CS Allocation from Precept	£165,365.00	£165,365.00	£0.00	£181,320.00
201	CS Precept 10 Yr Building Plan	£12,600.00	£12,600.00	£0.00	£12,852.00
202	CS Precept 30 Yr Buildings Plan	£22,575.00	£22,575.00	£0.00	£23,027.00
205	CS Interest (Barclays Base Rate Reward)	£200.00	£0.00	£-200.00	£200.00
210	CS Interest Precept	£150.00	£0.00	£-150.00	£50.00
215	CS VAT Reclaimed	£30,000.00	£11,107.02	£-18,892.98	£25,000.00
220	CS Sundry Receipts	£3,115.00	£1,873.39	£-1,241.61	£2,925.00
225	CS Interest (Lloyds Investments)	£1,000.00	£2,639.38	£1,639.38	£1,000.00
230	Charity Account Transfers	£12,000.00	£0.00	£-12,000.00	£19,000.00
235	Church House	£6,190.00	£3,175.99	£-3,014.01	£6,190.00
240	Rickards Hall Lettings	£15,000.00	£8,603.60	£-6,396.40	£13,000.00
245	WI Hall Admin	£1,900.00	£0.00	£-1,900.00	£1,970.00
250	CS Reserves 10 year Maintenance Plan (TF)	£0.00	£0.00	£0.00	£0.00
260	CS Reserves 30 year Maintenance Plan	£43,575.00	£0.00	£-43,575.00	£0.00
Total Income		£313,670.00	£227,939.38	£-85,730.62	£286,534.00
Expenditure					
2000	CS Staff Costs	£157,480.00	£105,763.64	£51,716.36	£166,350.00
2010	CS Utilities	£9,445.00	£5,773.37	£3,671.63	£9,070.00
2020	CS Services	£7,155.00	£5,178.62	£1,976.38	£9,615.00
2030	CS Equipment/Tools	£4,300.00	£1,876.08	£2,423.92	£3,800.00
2040	CS Materials	£1,200.00	£547.63	£652.37	£1,000.00
2050	CS Buildings	£7,750.00	£4,874.84	£2,875.16	£7,500.00
2060	CS 10 Year Buildings Maintenance Plan	£11,500.00	£1,614.59	£9,885.41	£12,285.00
2061	CS Reserves TR 10 year Maintenance Plan	£1,100.00	£0.00	£1,100.00	£567.00
2062	CS 30 Yr Building Maintenance Plan	£22,575.00	£0.00	£22,575.00	£0.00
2063	CS Reserves TR 30 Yr Building Maintenance Plan	£43,575.00	£0.00	£43,575.00	£23,027.00
2065	CS Buildings Materials	£2,000.00	£191.78	£1,808.22	£2,000.00
2070	CS Other	£7,670.00	£3,366.61	£4,303.39	£6,850.00
2100	CS Charity Account Transfer	£12,000.00	£0.00	£12,000.00	£19,000.00
2200	Church House	£3,400.00	£2,183.45	£1,216.55	£3,250.00
2210	Public Toilets	£9,020.00	£4,924.44	£4,095.56	£9,000.00
2220	Rickards Hall	£13,500.00	£6,388.95	£7,111.05	£13,220.00
Total Expenditure		£313,670.00	£142,684.00	£170,986.00	£286,534.00

Financial Budget 2018/19

Comparison between 01/04/17 and 16/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	2017/18	Actual Net	Balance	2018/19	
Emergency Planning Committee					
Income					
500	EP Allocation from Precept	£275.00	£275.00	£0.00	£275.00
505	EP Sundry Receipts	£0.00	£0.00	£0.00	£0.00
Total Income		£275.00	£275.00	£0.00	£275.00
Expenditure					
5000	EP Equipment/Tools	£100.00	£6.67	£93.33	£100.00
5010	EP Licences	£175.00	£11.97	£163.03	£160.00
5011	Training	£0.00	£0.00	£0.00	£15.00
Total Expenditure		£275.00	£18.64	£256.36	£275.00

Financial Budget 2018/19

Comparison between 01/04/17 and 16/01/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	2017/18	Actual Net	Balance	2018/19	
Community Warden					
Income					
400	CW Precept (ETC Cont)	£6,000.00	£6,000.00	£0.00	£7,000.00
405	CW Moat Housing	£0.00	£1,000.00	£1,000.00	£0.00
410	CW West Kent Housing	£0.00	£3,500.00	£3,500.00	£0.00
415	CW Westerham	£0.00	£0.00	£0.00	£0.00
420	CW John Coldman Trust	£1,000.00	£2,000.00	£1,000.00	£2,000.00
425	CW Police	£0.00	£0.00	£0.00	£0.00
430	CW Great Stonebridge Trust	£2,000.00	£3,250.00	£1,250.00	£3,000.00
435	CW KCC	£0.00	£0.00	£0.00	£0.00
440	CW Contribution for Vehicle	£0.00	£0.00	£0.00	£0.00
445	CW Reserve	£10,500.00	£0.00	£-10,500.00	£7,575.00
450	Sundry Receipts	£0.00	£250.00	£250.00	£0.00
	Total Income	£19,500.00	£16,000.00	£-3,500.00	£19,575.00
Expenditure					
4000	CW Salary	£13,750.00	£9,563.18	£4,186.82	£14,500.00
4010	CW Management Costs	£2,625.00	£0.00	£2,625.00	£2,625.00
4020	CW Phone	£240.00	£145.23	£94.77	£280.00
4030	CW CRB Check 0	£0.00	£0.00	£0.00	£0.00
4040	CW Sundries	£300.00	£290.78	£9.22	£240.00
4050	CW Clothing & Supplies	£310.00	£140.77	£169.23	£310.00
4060	CW Vehicle Running Costs	£1,500.00	£791.38	£708.62	£1,500.00
4070	CW Vehicle Purchase 0	£0.00	£0.00	£0.00	£0.00
4080	CW Training	£775.00	£0.00	£775.00	£120.00
4090	CW Reserve 0	£0.00	£0.00	£0.00	£0.00
	Total Expenditure	£19,500.00	£10,931.34	£8,568.66	£19,575.00
		2017/18	Actual Net	Balance	2018/19
	Total Income	£777,721.88	£557,307.04		£736,596.75
	Total Expenditure	£777,721.88	£326,095.76		£736,596.75
	Total Net Balance	£0.00	£231,211.28		£0.00

Edenbridge Town Council	Individual Precept	Amount of increase to each household per year	Tax Base	% Increase per household	Total
Year 10/11	120.09	£0.20	3,626.68	0.17%	435,538.00
Year 11/12	120.09	£0.00	3,624.98	0.00%	435,323.85
Year 12/13	120.09	£0.00	3,651.85	0.00%	438,552.00
Year 13/14	120.09	£0.00	3,320.50	0.00%	441,208.00
Year 14/15	129.58	£9.49	3,383.75	7.90%	438,482.00
Year 15/16	130.87	£1.29	3,446.21	1.00%	451,007.00
Year 16/17	133.49	£2.62	3,462.90	2.00%	462,278.00
Year 17/18	136.07	£2.57	3,504.34	1.93%	476,826.00
Year 18/19	140.14	£4.07	3,548.58	2.99%	497,298.00

(398,766+42,208 SDC Grant)
Based on no grant

This column is band D amount per household