

WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held at Russell House on
Monday 21st March 2022 at 7 pm

Present: Councillors: Mrs H Ogden (HO) – Chairman
Mr E Boyle (EB), Mrs D Coen (DC)
Mr B Holt (BH), Dr J Lord (JL)
Mr C Pither (CP), Mr N Robson (NR)
Mrs S Sheen (SS) and Mr K Thompson (KT)

In attendance: Deputy Clerk: Mrs D Rogers (DR)
Finance Officer: Mrs D Marshall (DM)
District Cllr D Esler

Item		Action
1	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Kay, Cllr Davies, Cllr Bird – sickness and Cllr Eldson-Wortley – work commitment.	
2.	<u>Declarations of Interest not previously declared</u> Cllr Ogden shared a message from the Bottle Store at Squerryes for transparency purposes.	
3.	<u>Minutes of the Council Meeting on 24th January and 28th February 2022</u> 24 th January 2022 - Item 17 – should read Cllr Ogden had conversations (not conservations) with It was resolved to approve and sign the minutes of the Council meetings held on 24 th January and 28 th February.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> Item 11, Changes to Bus service – Cllr Esler gave an update and advised Stagecoach appeared happier knowing that the car park had CCTV and the height of the light had been dealt with. No further comments received from TFL. It was agreed to monitor situation.	AH
5.	<u>To receive and consider the following Minutes of Committee:</u> Cllr Robson presented the Minutes which had been approved by the Committee: 5.1 <u>Planning and Development – 02.02.22</u> SDC Local Plan – call for sites underway, aiming for completion by 2023. Tandridge District Council Draft Local Plan - ongoing Covers Farm application - it was unclear if it would be heard at the March or April meeting.	

	<p>Resolved: that the Minutes be adopted.</p> <p>5.4 <u>Planning and Development – 17.02.22</u></p> <p>Resolved: that the Minutes be adopted.</p> <p>5.5 <u>Planning and Development – 03.03.22</u></p> <p>Resolved: that the minutes be adopted.</p> <p>5.8 <u>Planning and Development – 17.03.22</u></p> <p>Cancelled due to sickness and therefore meeting not being quorate.</p> <p>5.2 <u>Highways and Lighting – 07.02.22</u></p> <p>Cllr Sheen presented the Minutes.</p> <p>Item 5.5, Hosey Hill Footpath – refer to H&L Committee to find out width of road.</p> <p>Item 6.4, Church Floodlights –the 2 non-working floodlights were deemed essential lighting for the public footpath and would be replaced.</p> <p>Resolved: that the Minutes be adopted.</p> <p>5.3 <u>Youth and Community – 14.02.22</u></p> <p>Item 9, upskilling and media training had received excellent feedback from participants.</p> <p>Item 6, Loneliness project – Cllr Coen had undertaken research into other options along the lines of a befriending scheme. Do volunteers pay for DBS check?</p> <p>Resolved: that the Minutes be adopted.</p> <p>5.6 <u>Allotments, Playing Fields and Open Spaces</u></p> <p>Cllr Lord explained that emergency tree works had been required after recent storms on land leased to Churchill Primary school. F&GP to review lease. Should WTC be liable for tree work? Part of area was to be used for a Forest School. A risk assessment had been requested by the Town Clerk.</p> <p>Item 8.1, Fence repair - it had been hoped that the WSA would contribute to fence work alongside the WSA car park/KGF. WTC had fully funded the repair.</p> <p>Item 9.2, Written notice had been given to the Grasshopper on the Green about tables on the paved area and this had raised feedback that was being dealt with by the APFOS committee</p> <p>Resolved: that the Minutes be adopted.</p> <p>5.7 <u>Finance and General Purposes</u></p> <p>Congratulations were given to the Deputy Clerk for passing her CILCA qualification.</p> <p>Resolved: that the Minutes be adopted.</p>	<p>SS</p> <p>DC/AH</p> <p>F&GP AH</p> <p>APFOS</p>
6.	<p><u>Finance</u></p> <p>6.1 <u>Payment List to 28th February 2022</u></p> <p>Cllr Sheen reported that she had nothing to bring to Council's attention. There were no other queries and the lists were approved.</p> <p>6.2 <u>Committee Accounts to 28th February 2022</u></p> <p>Cllr Sheen reported that the accounts were in line with what was expected, and she had nothing to bring to Council's attention. F&GP would approve any virements with Committee chairs. Rollovers would be avoided where possible.</p> <p>There were no queries and the accounts were approved.</p> <p>6.3 <u>To approve Internal audit plan 2022/23 and approve auditor</u></p>	

	<p>Resolved: To approve the internal audit plan and approve auditor.</p> <p>6.4 To review Effectiveness of Internal Audit Cllr Sheen reported that F&GP had reviewed the Effectiveness of Internal Audit and recommended approval. There were no queries.</p> <p>Resolved: To approve the Effectiveness of Internal Audit</p> <p>6.5 To review Financial Risk Assessment Cllr Sheen reported that F&GP had reviewed the Financial Risk Assessment and recommended approval. There were no queries.</p> <p>Resolved: To approve the Financial Risk Assessment.</p> <p>6.6 To review Asset Register Cllr Sheen reported that F&GP had reviewed the asset register in detail. RFO stated valuations should be current. Assets must be valued. RFO to undertake this for next insurance policy renewal.</p> <p>Resolved: To approve the Asset Register.</p> <p>6.7 To consider Grant Application to Home-Start, SW Kent The grant application and attachments had been circulated. Following discussion it was agreed to award a grant of £500 with the following condition: WTC would need to see how many Westerham families benefited.</p> <p>6.8 To consider Grant Application for WTP – Queen’s Jubilee The grant application and attachments had been circulated. Following discussion it was agreed to award a grant of £450 for a Queen’s Jubilee Marquee.</p> <p>6.9 To consider Grant Application for Parkrun gazebo The grant application and attachments had been circulated. Following discussion it was agreed to award a grant of £140 with the following conditions a) gazebo to include the WTC Logo b) money cannot be paid to a private individual.</p> <p>6.10 To consider Grant Application for Crockham Hill Village Hall Trust - The grant application and attachments had been circulated. Following discussion it was agreed to award a grant of £300 to support a Jubilee picnic lunch celebration for Crockham Hill village.</p>	<p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p>
7.	<p><u>Annual Town Meeting 18th May – update</u> Following the last Council meeting AH had invited and received responses from the following organisations: - Sea Cadets – Yes would like a stall or happy to give presentation St Mary’s Church – Yes would like a stall or happy to give presentation Information on Swifts – happy to have a stall National Trust (Chartwell & Quebec House) – Yes would like a stall Greensands Project – Yes would like a stall Westerham Cubs/Scouts – Yes to providing display information Churchill School – possibly could provide display information Kent Wildlife Trust were unable to take part. No response received from the following: - Local Beekeepers Catholic Church Congregational Church National Allotments Association Horticultural Society</p>	

	to be painted on road when travelling into the Town from Oxted. Not signed off due to outstanding issues and referred back to H&L Committee. Council asked for actual date of when Speedwatch can be started.	ER
9.	<u>To consider registering for the Kent Wilder Awards</u> Agreed to register. The Clerk and Deputy Clerk to take forward.	AH/DR
10.	<u>To note activities planned for Westerham and Crockham Hill Celebration of the Queen's Platinum Jubilee</u> Cllr Ogden asked for input to create a comprehensive list of all activities planned for the Queen's Platinum Jubilee. The list would then be published on the website and social media. Events so far included;- <ul style="list-style-type: none"> • Trees to be planted at Russell House and KGF • Wildflower areas to be planted at Russell House and KGF • Picnic on the Green • Flower Festival in Church • Crockham Hill picnic lunch event 	HO/AH
11.	<u>Correspondence</u> A query had been received on the actual height of the height barrier at Crockham Hill car park. This was being investigated.	DM
12.	<u>Reports from Councillors</u> Cllr Coen and Cllr Holt were presenting at the KALC Health and Wellbeing Conference by zoom on the 22 nd March. Cllr Robson had attended Keep Westerham Green meeting as the WTC representative. Cllr Coen asked how the Council could support vulnerable people in the event of a lengthy power cut as had happened recently. Agreed that the Emergency Plan should be reviewed. Y&C to take forward. Cllr Coen asked how the Council/community could support refugees from Ukraine. Cllr Ogden suggested Cllr Coen contact Sevenoaks refugees' group. Cllr Ogden had met with SDC Cllr Maskell and Cllr Esler about the Local Plan. Cllr Holt was organising the Crockham Hill Summer Fete and the theme would be youth and community. Cllr Holt reported that he had recruited a person to join IPAG.	AH DC
13.	<u>TN16, Edenbridge Magazine & website</u> Jubilee Celebrations in Westerham and Crockham Hill Annual Town Meeting Completion of the Car Parking Project KGF redevelopment project	
14.	<u>Matters for District and County Councillors</u> Bus services	
15.	<u>Further matters for consideration at the next meeting</u> Emergency Plan review	AH

	12-month review of Eco Plan and Action Plan - October meeting	AH
16.	<p><u>Date of next meeting</u> Monday 23rd May. Cllr Ogden – apologies due to holiday. Cllr Boyle to Chair. Cllr Esler's end of term would be 10th May and she thanked WTC for its support. Thanks were given to Cllr Esler.</p>	

The meeting was concluded at 9.15 pm

Minutes confirmed as a correct record:

Chairman