

## ASH-CUM-RIDLEY PARISH COUNCIL

### Minutes of the online meeting held on Thursday 16 April 2020, commencing at 7.45pm

Present: Cllr F Cottee  
Cllr Mrs Clark  
Cllr Mrs Clucas  
Cllr Mrs Connell  
Cllr Mrs Hobbs  
Cllr Mrs Howie  
Cllr J Kelly  
Cllr M Manley  
Cllr V Ngwenya  
Cllr P Nightingale  
Cllr J Scott (arrived 8pm)

In attendance: Alison de Jager – Parish Clerk  
Cllr D Brazier – Kent County Councillor

In the absence of the Chairman and Vice-Chairman, Cllr Mrs Clucas PROPOSED that Cllr F Cottee is elected Chairman of the meeting. SECONDED: Cllr Mrs Clark and UNANIMOUSLY AGREED

7841/20 Apologies were received from Cllr M Brown, (technical difficulties) and Apologies Cllr Mrs Brammer, (ill).

7842/20 a. Declarations of Interest – None  
Declarations Of Interest b. No changes to the Register of Interests. Members were reminded that any alteration or new interests must be registered with the Monitoring Officer within 28 days.

7843/20 None received  
Dispensations

7844/20 It was RESOLVED that the minutes of the meeting held on Thursday Minutes 19 March 2020 be approved and will be signed by Cllr F Cottee at the next meeting in person. PROPOSED: Cllr V Ngwenya SECONDED: Cllr P Nightingale and AGREED.

7845/20 The Local Authorities and Police and Crime Panels (Coronavirus) COVID-19 Regulations 2020 have been issued and came into force on 04 April 2020. It was NOTED that:

- Regulation 4(2) carries the current appointment of chairman on until the Annual Meeting in May 2021, although councils may elect a chairman at an earlier meeting should they wish to.
- Regulation 5 covers remote attendance; extending the definition of 'place' to include more than one location and including electronic, digital or virtual locations. Members attending remotely must be heard and where possible seen by other members.
- Regulation 6(c) removes the requirement for a parish council to hold an annual meeting in May 2020.
- Regulation 13 modifies the Public Bodies (Admission to Meetings) Act 1960, allowing for remote attendance by the press and public.

7845/20  
COVID-19

Approving the Annual Governance and Accountability Return (AGAR).  
The regulations will move the statutory deadlines back by 2 months:

- Accounts and AGAR to be approved and published by 31 August 2020 at the latest.
- Public rights period to commence on or before 1 September 2020.
- Final audited accounts and external auditor report and certificate to be published by 30 November 2020.

The time-line for completion of the accounts will be reliant on the availability of the Internal Auditor.

In accordance with instructions from H M Government, the Play Area at Hodsoll Street has been closed from midnight on 23 March 2020 for a minimum period of 21 days and no equipment safety checks are being carried out whilst the play area is closed.

The contractors for both the Burial Ground and Hodsoll Street and Ash villages are able to continue with the maintenance.

Waitrose at Longfield have allowed the Cook to purchase provisions for the Lunch Club without restriction, so we continue to provide take away lunches to 14 residents.

#### **ASH GREEN SPORTS CENTRE**

The Sports Centre meets the criteria for Furloughed workers, and letters have been sent to staff to advise that they have been formally furloughed.

***The meeting was adjourned at 7.58pm to allow members to take part in the Clap for the NHS, Carers and Key Workers.***

***The meeting reconvened at 8.04pm***

*(Cllr J Scott joined the meeting at 8pm)*

An application has been submitted to Sevenoaks District Council for the Government Support Grant in the amount of £10,000 for businesses in receipt of small business rate relief.

7846/20  
Planning

- a. Applications  
**SE/20/00816: Five Oaks, Oak Farm Lane, Fairseat, TN15 7JU – Demolish detached garage. Side extension, raise rear gable to extend bedroom.** Cllr F Cottee PROPOSED that the Parish Council does not object to this application as long as it does not conflict with local planning policy. **SECONDED: Cllr J Kelly and UNANIMOUSLY AGREED.**  
*(Cllr J Scott left the meeting)*
- b. The decisions, as set out in Appendix A to Agenda A/04/20 were RECEIVED and NOTED.
- c. Appeals  
None at time of Agenda.
- d. Enforcements  
None at time of Agenda.
- e. The minutes of the Planning Committee meeting held on 02 April 2020 were NOTED.

7847/20  
Finance

- a. The current financial position and accompanying reports were NOTED and Cllr V Ngwenga reported that the year end has been completed

and all in order.

- b. The cheques signed since the last meeting were authorised.  
PROPOSED: Cllr V Ngwenya SECONDED: Cllr M Manley and AGREED.
- c. It was NOTED that the next meeting of the Finance Committee will be held on 19 May 2020.
- d. Cllr V Ngwenya PROPOSED that a working from home allowance is paid to the Assistant Clerk in the amount of £4 per week in addition to claiming reasonable expenses. SECONDED: Cllr P Nightingale and UNANIMOUSLY AGREED.
- e. Cllr M Manley PROPOSED that the annual subscription to the Kent Association of Local Councils in the amount of £1,15.00 plus VAT is renewed. SECONDED: Cllr Mrs Clucas and UNANIMOUSLY AGREED.
- f. Cllr Mrs Clucas PROPOSED that the annual membership to the Institute of Cemetery and Crematorium Management in the amount of £95.00 is renewed. SECONDED: Cllr Mrs Connell and UNANIMOUSLY AGREED.
- g. Cllr Mrs Connell PROPOSED that the amount of £250.00 is awarded to the British Red Cross under **Section 137 of the LGA 1972**. SECONDED: Cllr Mrs Clark and UNANIMOUSLY AGREED.

7848/20  
Sports Centre

- a. It was NOTED that Ash Green Sports Centre is closed due to the COVID-19 pandemic in line with government requirements.
- b. It was NOTED that the Sports Centre Management Committee meeting scheduled for 18 May 2020 has been suspended until further notice.
- c. It was noted that the installation of the air source heat pumps in the squash court and circuit training room have been completed.

7849/20  
Barnfield  
Park

- a. It was NOTED that future meetings have been cancelled due to the COVID-19 pandemic.

7850/20  
Northfield

- a. All future meetings have been suspended, including the meeting due to be held on 06 April 2020.
- b. It was NOTED that the horse riding route has re-opened to existing members and renewals are being processed at the Parish Office.

7851/20  
Burial Ground

- a. The minutes of the meeting of the Burial Ground Committee held on 16 March 2020 were NOTED.
- b. Memorial Garden – the contractor will provide sample bricks for members consideration.

7852/20  
Youth

- a. It was NOTED that the youth provision has not started due to the COVID-19 pandemic.

**The meeting was suspended at 8.32pm to receive reports from the County Councillor.**

The report from the County Councillor is attached to these minutes.

**The meeting reconvened at 8.35pm**

7853/20  
Highways

- a. It was NOTED that the scheduled repairs on North Ash Road has not started. Cllr Mrs Howie reported that the potholes on Rectory Road have not been repaired and the Clerk will make enquiries.

- 7854/20  
Footpaths
- a. It was NOTED that more members of the public were using public footpaths as part of their daily exercise during the lockdown.
- 7855/20  
Transport
- a. No report.
- 7856/20  
Health
- a. No report.
- 7857/20  
Ash, Hodsoll  
Street, Ash &  
New Ash  
Green
- a. Ash – A tree fell at Ash Village Hall causing some damage to a fence panel. The tree has been cleared.
- b. Hodsoll Street – i. it was NOTED that the 'Ivor's Field' signs have been installed at eh play area.  
ii. the redundant telephone kiosk at Hodsoll Street & Ridley Village Hall has been fitted out as and exchange for food and books and will be up and running next week.  
iii. there is no information on how Holywell Care Home is coping during the pandemic.
- c. Ridley – Cllr Mrs Howie advised that she thought that using Bowdler's Well as a geocaching destination was a good idea. Cllr M Manley PROPOSED that this is progressed. SECONDED: Cllr Mrs Hobbs and UNANIMOUSLY AGREED.
- 7858/20  
Bulletin and  
Website
- a. Bulletin – It was NOTED that the next edition of the Bulletin has been cancelled due to the COVID-19 restrictions.
- b. Website – it was suggested that the website is used to give up to date information regarding COVID-19. The agendas and minutes need to be updated.
- 7859/20  
Focus Group  
and Police
- a. It was NOTED that the Focus Group meeting due to be held on 06 April 2020 has been cancelled.
- 7860/19  
Lunch  
Provision
- a. The Cook continues to work from the Youth Centre preparing 14 take away meals to members of the Thursday Lunch Club that are delivered by volunteers.
- 7861/20  
KALC
- a. No Report
- 7862/20  
Reports,  
Circulars and  
Correspond.
- The reports, circulars and correspondence as set out in A/04/20 were NOTED.

The meeting closed at 8.52pm

Signed: .....  
Chairman

Date: .....