

23rd February 2021

You are hereby summoned to attend a virtual meeting of the **SEVENOAKS TOWN COUNCIL** to be held **via Zoom** on **Monday 1st March 2021** following a meeting of the **Finance and General Purposes Committee** starting at 7pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/L6RiSkqH9X8> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Council Meeting should notify the Town Council by 12 noon on the day of the meeting. Zoom joining instructions will then be provided. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Mayor

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

AGENDA

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

- 1 **APOLOGIES FOR ABSENCE**
To receive and note apologies for absence. —
- 2 **REQUESTS FOR DISPENSATIONS**
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and

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voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).

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| 3 | <u>DECLARATIONS OF INTEREST</u>
To receive any declarations of interest from members in respect of any items of business included in this report. | – |
| 4 | <u>MINUTES</u>
To receive, adopt and sign the minutes of the meeting of the Sevenoaks Town Council held on 18 th January 2021 as a true record. | Attached |
| 5 | <u>MINUTES OF COMMITTEES</u>
Council is asked to consider and adopt the minutes of the following Committees meetings held via Zoom: | Copies previously circulated and available on request |
| 5.1 | <u>Planning Committee:</u>
11 th January 2021 25 th January 2021
8 th February 10 th February 2021 | on request |
| 5.2 | <u>Finance and General Purposes Committee:</u> 18 th January 2021 | |
| 5.3 | <u>Personnel Committee:</u> 1 st February 2021 | |
| 5.4 | <u>Community Infrastructure Committee:</u> 1 st February 2021 | |
| 5.5 | <u>Open Spaces and Leisure Committee:</u> 15 th February 2021 | |
| 6 | <u>MEETING SCHEDULE 2021/2022</u> | |
| 6.1 | To receive and adopt the schedule of meetings for the 2021/2022 year. | Attached |
| 6.2 | To note the change of meeting dates: <ul style="list-style-type: none">• Annual Council Meeting now to take place on Tuesday 4th May 2021• Planning Committee now to take place on Monday 10th May 2021 | – |
| 7 | <u>PRESS RELEASE</u>
To consider any agenda item, which would be considered appropriate for a press release. | – |

Sevenoaks Town Council

Minutes of the Town Council Meeting held on 18th January 2021

Following Finance & General Purposes Committee

Livestreamed on You Tube <https://www.youtube.com/watch?v=tv2wGzOlon0>

Meeting Commenced: 8.10 p.m.

Meeting Concluded: 8.23 p.m.

Cllr Keith Bonin		Cllr Nicholas Busvine, Mayor	Present
Cllr Sue Camp	Apologies	Cllr Dr Marilyn Canet, Dep Mayor	Present
Cllr Tony Clayton	Present	Cllr Andrew Eyre	Present
Cllr Victoria Granville-Baxter	Present	Cllr Roderick Hogarth	Present
Cllr Lise Michaelides	Present	Cllr Tom Morris Brown	Absent
Cllr Rachel Parry	Present	Cllr Richard Parry	Present
Cllr Robert Piper	Present	Cllr Simon Raikes	Present
Cllr Claire Shea	Present	Cllr Edward Waite	Present

In Attendance: Town Clerk and Responsible Finance Officer

385. Apologies for Absence as indicated above

386. Requests for Dispensations none received

387. Declarations of Interest none received

388. Minutes of the Town Council Meeting held on 23rd November 2020

RESOLVED: to accept and sign the Minutes as a true record of the meeting.

389. Minutes of the Planning Committee Meetings held on 16th November, 30th November, 14th December and 21st December 2020

RESOLVED: to accept and sign the Minutes as true records of the meetings.

390. Minutes of the Finance & General Purposes Committee held on 23rd November 2020

RESOLVED: to accept and sign the Minutes as a true record of the meeting.

391. Precept 2021 / 2022

The precept requirements had been debated at the prior meeting of the Finance & General Purposes Committee.

RESOLVED: It was unanimously agreed for the Precept for 2021 / 2022, being a 2% increase in total on the previous year to be set at £1,239,898, this equates to a Band D equivalent of £128.50 per annum, which is approximately £2.47 per week an increase of 6p per week.

392. Meeting Schedule 2021 / 2022

It was noted that the Meeting Schedule had been deferred to discuss at a later date.

393. Conclusion of Complaints Panel Hearing 8th January 2021

A copy of the document containing details of the Complaints Panel Hearing held on 8th January 2021 relating to the Town Council's decisions at Planning Committees in relation to the Planning Application Pinehurst Nursing Home was circulated to all Town Councillors prior to the meeting. Town Councillors discussed the following conclusions and the process.

Complaint Panel Conclusion:

Sevenoaks Town Council followed its normal and consistent procedure in the consultation process for Planning Applications and Amended Planning Applications, therefore the complaint is not upheld.

The Complaint Panel wanted the following informative to be noted.

1. Sevenoaks Town Council will request from Sevenoaks District Council clarity to what constitutes an 'Amended Planning Application'.
2. Sevenoaks Town Council to review its current planning process for Amended Planning Applications and potential conflict with Standing Orders.
3. Residents are reminded that Sevenoaks Town Council are consultees with the planning process and encourage residents to make their views known to the Sevenoaks District Council's Development Control meeting where a planning decision will be made.

RESOLVED: To note the outcome of the Complaint Panel Hearing on 8th January 2021.

394. Review of Code of Practice for handling complaints

It was noted that Sevenoaks Town Council's Code of Practice procedure was to involve three Town Councillors including the Mayor and Chairman or Vice Chairman of Committees. The document needed to be updated to include Chairman or Vice Chairman of the Community Infrastructure Committee and Youth Services Committee.

It was also requested that the document change references from Town Mayor to Mayor.

RESOLVED: to update the Code of Practice to take into amendments agreed above.

395. Press Release

RESOLVED: it was noted that the Mayor would produce a public letter relating to the first use of the Bat & Ball Centre as a COVID-19 Symptom Free Testing Centre.

There being no further business the Mayor closed the meeting.

Signed
Mayor

Dated

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Draft Meeting Schedule 2021-2022

MAY 2021		
Tues 4	Annual Council Meeting	
Thu 13	Stag Trustees	
Mon 10	Planning	
Mon 17	Planning	
Weds 19	Youth Council	Youth Services
Mon 24	No meeting	
Mon 31	May Bank Holiday - Whitsun	
JUNE 2021		
Tues 01	Planning	
Mon 07	Finance & General Purposes	Town Council
Mon 14	Planning	
Wed 16	Sevenoaks Town Team	
Mon 21	CIC	
Mon 28	Planning	
Wed 30	Youth Council	Youth Services
JULY 2021		
Mon 05	Open Spaces & Leisure	
Wed 07	Stag Trustees	
Mon 12	Planning	
Mon 19	No meeting	
Mon 26	Planning	
AUGUST 2021		
Mon 02	Finance & General Purposes	Town Council
Mon 09	Planning	
Mon 16	Community Infrastructure	
Wed 18	Sevenoaks Town Team	
Mon 23	Planning	
Mon 30	Bank Holiday	
SEPTEMBER 2021		
Mon 06	Planning	
Wed 08	Youth Council	Youth Services
Mon 13	Finance & General Purposes (Grants)	Town Council
Mon 20	Planning	
Tues 21	Stag Trustees AGM & Ordinary Meeting	
Mon 27	Open Spaces & Leisure	
OCTOBER 2021		
Mon 04	Planning	
Wed 06	Sevenoaks Town Team - AGM	
Mon 11	Community Infrastructure	
Mon 18	Planning	
Mon 25	Personnel	
NOVEMBER 2021		
Mon 01	Planning	
Wed 03	Youth Council	Youth Services
Mon 08	Open Spaces & Leisure	
Mon 15	Planning	
Mon 22	Finance & General Purposes (Estimates)	Town Council
Mon 29	Planning	

DECEMBER 2021		
Mon 06	Town Council (Christmas)	
Tues 07	Stag Trustees	
Mon 13	Planning	
Wed 15	Sevenoaks Town Team	
Mon 20	Planning	
Mon 27	STC Offices Closed	
JANUARY 2022		
Mon 03	No Meeting	
Mon 10	Planning	
Wed 12	Youth Council	Youth Services
Mon 17	Finance & General Purposes (Precept)	Town Council
Mon 24	Planning	
Mon 31	Community Infrastructure	
FEBRUARY 2022		
Mon 07	Planning	
Tues 10	Stag Trustees	
Mon 14	Open Spaces & Leisure	
Mon 21	Planning	
Wed 23	Sevenoaks Town Team	
Mon 28	Finance & General Purposes	Town Council
MARCH 2022		
Mon 07	Planning	
Mon 14	Annual Town Meeting - B&B Cntr	
Mon 21	Planning	
Wed 23	Youth Council	Youth Services
Mon 28	Personnel	
APRIL 2022		
Mon 04	Planning	
Wed 06	Sevenoaks Town Team	
Mon 11	Finance & General Purposes	Town Council
Tues 12	Stag Trustees	
Fri 15	Bank Holiday – Good Friday	
Mon 18	Bank Holiday – Easter Monday	
Tues 19	Planning	
Mon 25	No meeting	
MAY 2022		
Mon 02	Bank Holiday – May Day	
Tues 03	Planning	
Mon 09	Annual Council Meeting	
Mon 16	Planning	
Wed 18	Youth Council	Youth Services
Mon 23	No meeting	
Mon 30	Planning	
JUNE 2022		
Thu 02	Bank Holiday (moved from 30 May)	
Fri 03	Bank Holiday – Queen's Jubilee	

Town Council Meetings commence at conclusion of F&GP
 Sevenoaks Town Team commences at 6.30pm
 Youth Council commences at 6pm
 All other meetings commence at 7pm