

12th July 2022

You are hereby summoned to attend a meeting of the **SEVENOAKS TOWN COUNCIL** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Monday 18th July 2022**, at the conclusion of the Finance & General Purposes Committee commencing 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/pD1dNkdcQ6U> 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. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Deputy Town Clerk

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	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and 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	<p><u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.</p>	-
4	<p><u>MINUTES OF PREVIOUS MEETING</u> To receive, adopt and sign the Minutes of the Meeting of the Sevenoaks Town Council held on 6th June 2022 as a true record.</p>	Attached
5	<p><u>MINUTES OF COMMITTEES</u> Council is asked to consider and adopt the Minutes of the following Committee meetings:</p> <p><u>Planning Committee:</u> 30th May 2022 20th June 2022 27th June 2022</p> <p><u>Finance & General Purposes Committee</u> 6th June 2022</p> <p><u>Community Infrastructure Committee</u> 13th June 2022</p> <p><u>Youth Services Committee:</u> 29th June 2022</p> <p><u>Open Spaces & Leisure Committee</u> 4th July 2021</p>	Copies previously circulated and available on request
6	<p><u>ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2022</u> To receive and note the following minute of the Finance & General Purposes Committee held on 6th June 2022, and to consider the recommendation to Council therein.</p> <p>128.4 Annual Return for the Year Ended 31st March 2022 The Committee reviewed and confirmed the Accounting Statements 2021/22 and the supporting papers to be submitted to the External Auditors.</p> <p>RESOLVED:</p> <p>1) That the Accounting Statements 2021/22, signed by the Responsible Finance Officer, be approved and signed by the Chairman of the Committee;</p>	

	<p>2) That the Annual Governance and Accountability Return 2021/22, including the Annual Governance Statement, Statement of Accounts to 31st March 2022, and supporting papers for submission to the External Auditors, be RECOMMENDED to full Council for adoption; and</p> <p>3) That the approved accounts be made available for public inspection for 30 working days, from 9th June to 20th July 2022</p>	
7	<p><u>MAYOR'S ENGAGEMENTS</u> To receive and note:</p> <p>a) the functions attended by the Mayor or her representative up to June 2022</p> <p>b) the forthcoming Civic Events being organised by the Mayor during 2022/2023</p>	<p>Attached</p> <p>Attached</p>
8	<p><u>PRESS RELEASE</u> To consider any agenda item which would be appropriate for a press release.</p>	-

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Sevenoaks Town Council

Minutes of the Town Council Meeting held on 6th June 2022 Council Chambers, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG

Meeting Commenced: 8.35 p.m.

Meeting Concluded: 8.55 p.m.

Cllr Rachel Parry, Mayor	Present	Cllr Claire Shea, Deputy Mayor	Present
Cllr Libby Ancrum	Present	Cllr Keith Bonin	Apologies
Cllr Nicholas Busvine	Present	Cllr Sue Camp	Apologies
Cllr Dr Merilyn Canet	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 Richard Parry	Present
Cllr Robert Piper	Apologies	Cllr Simon Raikes	Present

In Attendance: Town Clerk, Responsible Finance Officer, Senior Committee Clerk

Representations received from Members of the Public:

Cllr Richard Streatfeild, Kent County Councillor for Sevenoaks, gave a brief update on the major projects for Kent County Council:

- Strategic Statement priorities:
 - Levelling Up Kent
 - Infrastructure for Communities
 - Environmental Step Change
 - New Models of Care and Support
- Re-organisation of Social Care and Health in the County

134. Apologies for Absence as shown above.

135. Requests for Dispensations: none received.

136. Declarations of Interest: none received.

137. Minutes of the Annual Meeting of Sevenoaks Town Council held on 9th May 2022

RESOLVED: to accept and sign the Minutes of the Annual Meeting of Sevenoaks Town Council held on 9th May 2022 as a true record.

138. Minutes of Committees

Council was asked to consider and adopt the Minutes of Committees as follows.

138.1 Planning Committee

RESOLVED: To receive and adopt the minutes of the meetings of the Planning Committee held on 19th April, 3rd May and 16th May 2022 as true records.

138.2 Youth Services Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Youth Services Committee held on 18th May 2022 as a true record.

Sevenoaks Town Council

139. NALC & SLCC Civility & Respect Pledge

The Town Councillors considered the promotional material from NALC & SLCC relating to the new Civility & Respect Pledge. Whilst there was not a problem within Sevenoaks Town Council it was agreed to support the overall ethos of the Civility & Respect proposed culture change for the local council sector and Sevenoaks Town Council agreed to sign up to the following pledge.

RESOLVED:

Our Council has agreed that it will treat all Councillors, Clerk and all employees, members of the public and representatives of partner organisations and volunteers with civility and respecting their roles.
Our Council has put in place a training programme for Councillors and staff
Our Council has signed up to the Code of Conduct for Councillors
Our Council has good governance arrangements in place including staff contracts, and Dignity at Work Policy
Our Council will commit to seeking professional help at early stages should Civility and Respect issues arise.
Our Council will commit to calling out bullying and harassment if and when it happens.
Our Council will continue to learn from Best Practice in the sector and aspire to being a Role Model / Champion Council e.g., via Local Council Award Scheme.
Our Council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

140. Mayor's Engagements

RESOLVED: To note and accept the reports relating to Mayoral activities:

- a) the functions attended by the Mayor or her representative to May 2022
- b) the forthcoming Civic Events being organised by the Mayor during 2022/23.

141. Press Release

RESOLVED: That a press release be issued in relation to the NALC & SLCC Civility & Respect Pledge.

142. Exclusion of Public and Press

RESOLVED: under the Public Bodies (Admission of Meetings) Act 1960, to exclude the public and press for the following item by reason of the confidential nature of the business.

Sevenoaks Town Council

143. Bat & Ball Centre Flooring

Town Councillors considered an offer of settlement received from Kent County Council regarding the Bat and Ball Centre flooring.

RESOLVED: That the offer of settlement received from Kent County Council, dated 1st June 2022, be accepted.

There being no further business the Mayor closed the meeting.

Signed

Mayor

Dated

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Sevenoaks Town Council – 18th July 2022

Events Attended – 2022/2023

Mayor: Councillor Mrs Rachel Parry

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 12.00	11 May	Women of Kent Luncheon	Mayor
Mon 9.00	16 May	McDonalds Restaurant Otford – Spring Clean Litter Event	Mayor & Consort
Mon 2.00	16 May	Mayor of Swale – Afternoon Tea and Tour of the Old Forge War Time House	Mayor & Consort
Tues 11.00	24 May	Mayor of Tunbridge Wells – Visit the Amelia Centre followed by Lunch	Mayor & Consort
Wed 10.15	25 May	Service of Thanksgiving and Celebration for the life of Dorothy Ann Allen MBE at Canterbury Cathedral	Mayor & Consort
Tues 10.30	31 May	Judging of the Best Dressed Window Competition for the Platinum Jubilee with Dawn Blee and Mike Reid	Mayor & Deputy Mayor
Thur 11.40	2 Jun	Emily Jackson House – Planting a Tree for the Queen’s Platinum Jubilee	Mayor
Thurs 8.45	2 June	Beacon Lighting for the Queen’s Platinum Jubilee	Mayor
Fri 12.00	3 June	Big Picnic Lunch to Celebrate Queen’s Platinum Jubilee at the Vine Gardens	Mayor & Consort
Sat 10.30	4 June	Prize Giving for the Best Dressed Window Competition for the Platinum Jubilee	Mayor
Mon 1.45	6 June	Kippington Nursing Home – Planting a tree for the Queens Platinum Jubilee	Mayor
Tues 11.00	6 June	Welcome SERCAF members to the meeting at Bat and Ball Station	Mayor
Tues 7.30	7 June	The League of Friends of Sevenoaks Hospital – Annual General Meeting in the Hospital Dining Room	Mayor & Consort
Wed 7.00	8 June	SAYT Trustees’ Meeting – The Chairman’s house, Otford	Mayor & Consort
Fri 6.30	10 June	Sevenoaks Business Awards at the Bat and Ball Centre	Mayor & Consort
Thur 6.30	16 June	Kent Armed Forces Briefing 2022 at Regimental Headquarters, Maidstone	Mayor & Consort
Sun 9.30	12 June	900 th Anniversary Celebrations - St Nicholas Church	Mayor & Consort
Sat 11.00	18 June	Opening of the Sevenoaks Festival in Bligh’s Meadow	Mayor
Sat 11.30	18 June	Sevenoaks Festival – Manned the STC stall for two hours	Mayor & Consort
Sat 8.00	18 June	Concert in aid of Sevenoaks Samaritans at St Luke’s Church	Mayor & Consort
Sun 7.30	19 June	Sevenoaks Philharmonic Choir – “The Armed Man” at the Stag	Mayor & Consort

Day & Time	Date	Organisation & Event/Venue	Attending
Sun	19 June	Blue Flamingo Music – Vanity Ball in the Plaza Suite, Stag Theatre	Mayor & Consort
Mon 9.45	20 June	Armed Forces Day Flag Raising Ceremony at Sessions Square, County Hall, Maidstone	Mayor & Consort
Mon 10.15	20 June	Chairman SDC – Fly the Flag for Armed Forces Day	Mayor & Consort
Wed 10.00	22 June	900 Years of Sevenoaks – Exhibition at the Kaleidoscope Gallery	Mayor & Consort
Wed 7.30	22 June	Sevenoaks Historical Society Event at St Nicholas Church	Mayor & Consort
Sat 9.,50	25 June	Armed Forces Day – Flag raising ceremony at the Vine Flagpole	Mayor & Consort
Sat 6.30	25 June	Sevenoaks Three Arts Festival Concert at the Ship Theatre, Walthamstow Hall Senior School	Mayor & Consort
Sun 11.00	26 June	Civic Service at St Nicholas Church	Mayor & Consort
Wed 11.30	29 June	Photocall for the Stag town Take over Event	Mayor
Wed 12.30	29 June	West Heath School – Celebration in honour of HM Queen Elizabeth II Platinum Jubilee	Mayor & Consort
Fri 7.30	1 July	Sevenoaks Festival performance at the Stag of Mrs Churchill - My Life with Winston	Mayor & Consort
Sat 6.30	2 July	Chance to Dance – Summer Performance at the Stag Theatre	Mayor & Consort
Sun 6.30	3 July	Mayor of East Grinstead – Civic Service	Mayor & Consort
Sun 7.30	3 July	Festival Finale – Swinging at the Cotton Club	Deputy Mayor
Sat 7.00	9 July	Eynsford Concert Band Concert inspired by life and times of Winston Churchill	Mayor & Consort



2022 – 2023

The Mayor of Sevenoaks Councillor Mrs Rachel Parry
Provisional Dates for Mayoral Events

<p>May/June 2022</p> <p>25th June Armed Forces Day</p> <p>26th June Civic Service</p>	<p>July 2022</p>	<p>August 2022</p>
<p>September 2021</p> <p>3rd September Merchant Navy Day</p> <p>16th September Cocktail Party</p>	<p>October 2021</p>	<p>November 2022</p> <p>11th November Armistice Day</p> <p>13th November Remembrance Day</p> <p>Tree Planting</p>
<p>December 2021</p>	<p>January 2023</p>	<p>February 2023</p>
<p>March 2023</p> <p>8th March International Women’s Day Lunch</p> <p>13th March Commonwealth Day</p> <p>11th March Quiz Night</p>	<p>April 2023</p> <p>April Tour of Knole House</p> <p>End of Term Reception</p>	<p>May 2023</p> <p>May Luncheon at Chevening</p>

Follow the Mayor on Twitter @sevenoaksmayor