

HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL

MINUTES OF THE MEETING OF THE HALLS COMMITTEE held on Tuesday 20th July 2021 in the Parish Room, Village Hall, South Darenth at 7.30 pm.

PRESENT: Cllr Moyle, Chair
Cllrs D Mitchell, P Rushbrook

T Friday, Riverside Pre-school

IN ATTENDANCE: Lisa Johnson, Parish Clerk

Three Councillors were present, the meeting was quorate.

53 APOLOGIES FOR ABSENCE

Received in advance from Cllr I Blackamore, R House and C Page.

54 DECLARATIONS OF INTEREST

None received.

55 MINUTES

The Minutes of the last meeting held on 16th March 2021 were signed as a true record.

56 MATTERS ARISING

From working party notes held 20/5/21:

PR carried out 'audit of the halls: Would like nursery to clear all equipment from green room.

Dissatisfied with May Harris storage of supplies.

w/b 7 June - Riverside are clearing as much as possible however, struggling with tables and sign.

May Harris carried out audit 4/6/21 and said they comply with COSHH. PR Looking at file 11/6/21

Refund of deposit request – Cllrs suggested deposit held as a credit note for a new booking within the next 12 months. LJ Advised 11/6/2021

Committee would recommend keeping disabled WC's at the Heathside open for all to use as no complaints received to date. Cllr Mitchell suggested that all the toilets in the Heathside should be opened (and cleaned daily) for the summer holidays. Cllr Rushbrook voiced concerns regarding anti-social behaviour. Cllr Mitchell proposed that all 3 Heathside toilets should be open as soon as possible with the proviso that should any damage or ASB occur, the situation would be reviewed.. Cllr Moyle seconded. The motion was carried.

Resolved That all 3 of the toilets at the Heathside are to be opened during the Summer holidays and monitored. Clerk to arrange with park keeper and cleaning contractor.

Clerk to vire amounts from Buildings to ROS to cover Pavilion costs as and when.

57 QUESTIONS FROM THE PUBLIC AND CORRESPONDENCE

Clerk had received an email from potential new regular hirer to ask the Committee if they would agree to them having a lockable storage facility in the Village hall garden plus storage in the Village hall. Councillors voiced concerns that if the outside storage was visible this may encourage ASB. Internal storage was discussed under Minute number 59. **Action:** Clerk to contact potential hirer with Council's comments.

58 REGULAR HIRERS

Trish Friday introduced herself as owner/manager of Riverside pre-school. Her first concern is the tree stump in the outside play area. The benches in front of the stump are in a poor state and Trish has health & safety concerns which Ofsted would highlight. Cllr Rushbrook advised that

the stump could be 'ground' out but this would result in the area becoming susceptible to droppage as the root system collapsed. Cllr Rushbrook proposed that new continuous seating should be installed with a raised flower bed constructed to cover up the stump and provide a growing area for the play school. Cllr Mitchell seconded and all were in favour.

Resolved that the Parish Council create seating and a raised flower bed around the tree & stump for H&S purposes.

Trish asked if the Parish council would agree for hooks or similar, could be added to the green boundary fencing in order that boards could be attached to them to provide sensory activity for the children and would also cover up the fence rather than putting plastic barriers along the border. Cllr Rushbrook explained that it would be difficult to do this to a security fence.

There was an issue with the fence at the end of the playschool garden. Cllr Rushbrook proposed that 2 more rows of 'rota spike' to be installed under contract 7 h& safety/reactionary funding. Cllr Moyle seconded and all were in favour.

Resolved that the Clerk is to purchase and arrange the installation of 2 more rows of 'rota' spikes

59 CARD READER

Clerk informed the committee that high percentage of customers coming into the office to pay for garden/waste sacks and pay deposits are wanting to pay by card. Supporting documents highlighted Zettle and Sumup as popular choice as just a card reader needs to be purchased, can be linked to office mobile phone. Approx. charge per transaction is 1.75% Worldpay charge a monthly fee. Unity Bank charges were averaging £45 per quarter. Cllr Mitchell said that throughout lockdown there had been no problems with the public paying cash when sold sacks from home and given the cost of bank charges, customers, including regular hirers, should be encouraged to pay via BACs and cheques should no longer be accepted.

Action: Clerk to inform regular hirers that invoice payments to be made via BACs only. Clerk to monitor numbers of walk in customers who would rather pay via card.

60 MAINTENANCE

All current, completed and outstanding maintenance matters are monitored on the Maintenance List shared under Maintenance.

CURRENT

Indoor Bowls cupboard under the stage: Cllr Rushbrook to draw up specification for tender.

Ongoing

Outside lightbulb to the right of the Jubilee hall front door needs replacing. **Action**

Inspection hatch in Jubilee Hall: Clerk to purchase 2 inspection hatches at £28 to be installed. 1 hatch delivered March 21 Awaiting installation. **In Progress**

SUGGESTED

JAN 21 - Replace lightbulb to right of JH front door

Jan 21 – Moss/slime on slope by fire exit making it slippery

Feb 21 - Repaint of HS toilet block

13/5 – Men's toilet void walls needs painting with mould remover

May 21 Blinds in Village Hall need repairing

01 Jul 21 Office/Parish Room door needs planing? Top rh corner

July 21 - Blind in JH has fallen down

20 Jul 21 – investigate rainwater leaking in by JH/VH corridor fire exit

To be carried out by May Harris:

Window cleaning

Cupboards – befrienders/dirty & dusty crockery

Inside of windows need deep clean

Blinds in Village Hall need repair

Action: clerk to contact May Harris for a quote

8.10pm At this point, the meeting was paused in order for the Committee to view the green room riverside large storage cupboard and fencing.

Once viewed, the meeting continued in the Parish room.

Trish explained that staff would be returning on the 3rd August to go through the storage cupboard and clear out unused items which would create more space. Cllr Rushbrook emphasised the importance of this with regards to fire regulations and having access to the far right hand corner of the room. The green room had been almost cleared of playschool equipment and the Committee discussed options for new regular hirers to rent storage space. The room was limited as to where shelving could go and need to explore having storage in the middle of the room. Cllr Rushbrook asked who the mats and toys belonged to in the table and chair store. Trish advised they belonged to the Monday Club.

Action: Cllr Mitchell to investigate shelving and storage options. Clerk to advise new regular hirers the possibility of hiring storage space in the near future. Clerk to contact Monday Club to ask if they wish to retain toys in the chair/table store.

61 PLANNING

21/01607/LBCALT

21/01606/FUL

Coach House at Reynolds Place

Rays Hill

Horton Kirby

Kent DA4 9DB

Restoration, alteration and conversion of existing building to form three self-contained dwellings

Amended plans showing replacement of the close boarded fence by post and rail.

Cllr Rushbrook noted that even with replacement fencing, the Parish council should maintain their objection based on previous comments sent to SDC in June. **Action:** Clerk

62 BOOKINGS SYSTEM

Clerk demonstrated what the bookings facility looked like on the Parish website and the Rialtas software. Clerk noted that it was a great improvement and confirmations and invoices could not be automatically emailed once all the information had been inputted to the system but both Clerks were still getting used to it. There were no comments.

63 CASUAL HIRERS

Clerk explained quite a few bookings had cancelled due to the extension of stage 3 restrictions. However, more enquiries were coming in every day and there were 9 definite and 10 provisional bookings for the weekends for the next 3 months.

Clerk advised that there were 17 different groups offering classes in both halls from September and 1 more enquiry in progress.

64 FUTURE PROJECTS

Cllr Rushbrook said that to comply with fire regulations all internal doors and locks were to be looked at and changed if necessary.

Storage options for the Green room.

Rear fire door and gutter leak

65 BUDGET MONITORING

The Committee had received the latest finance report. There were no questions.

66 DATE OF NEXT COMMITTEE

The next meeting will be Tuesday 21st September 2021.

Meeting closed at: 9.25pm

Date:

Chairman: