

Brasted Parish Council

Brasted Parish Council, PO Box 576, Sevenoaks TN13 9RT
Tel: 01732 455374 e mail: clerk@brastedpc.kentparishes.gov.uk
Annette Hanson, Parish Clerk

Members of the Council are summoned and members of the public are invited to attend a remote online Extraordinary meeting of the Parish Council on **Wednesday 5 May 2021 at 7.30pm** for the purpose of transacting the following business:

Members of the public and Council may join this meeting at the following

link: <https://us02web.zoom.us/j/85156928714?pwd=SnBvQ01CSGxCTXBWVjNnVFkzblZadz09>

Meeting Id: 851 5692 8714

Passcode: 342113

The meeting will be recorded.

AGENDA

1. **Declaration of Acceptance of Office** (Cllr David Binsted)
2. **Election of Chairman**
3. **Election of Vice-Chairman**
4. **Declarations of Acceptance of Office** (*Chairman, Vice-Chairman*)
5. **To receive and accept apologies for absence**
6. **Open session – public question time**
This part of the meeting is set aside so that members of the public present may draw the attention of the Parish Council to any matter on the Agenda. Speakers are politely requested to talk for no more than 3 minutes. The total time allowed for the public session is 15 minutes.
7. **Declarations of Interest relevant to items on this Agenda**
8. **Minutes of meeting on Monday 12 April 2021**
9. **Review of Terms of Reference for Committees and working parties**
10. **Appointment of members and non members and election of Committee chairs to committees & working parties**
11. **Review and adoption of Standing Orders and Financial Regulations**
12. **Financial Review of Direct Debits & Standing Orders in place**
13. **Representatives for specific issues:** Tree Warden; Highways & Streetlights; Footpaths; CPRE; Flood warden
14. **Review of other Governance Documents, including The Statement of Internal Control**
15. **Members' updates to Pecuniary & Other Interests Declarations**
16. **Matters arising not covered below**
17. **Recreation Ground & Open Spaces**
 - 17.1. Update re recreation ground, tennis courts, playground, green gym, car park & pavilion CW
 - 17.2. Roles & Responsibilities CW
 - 17.3. Little Library CW
 - 17.4. Agreement re further nematode treatment for The Green DE
 - 17.5. Nursery Hire Agreement - update AH
 - 17.6. Piper's Green car park & woodland – signage & maintenance programme - update JHar
 - 17.7. The Green & Orchard working party - update JR,CR
 - 17.8. Unadopted path on Green – update JR
18. **Planning**
Planning applications awaiting comments to SDC:

18.1 Proposed ground floor front extension, facade alterations and internal redesign 21/01202/HOUSE Chart Heights Chart Lane Brasted KENT TN16 1LX *Deadline: 19 May 2021*

18.2 Single storey side extension. 13 St Martins Meadow Brasted KENT TN16 1NL Ref. No: 21/01049/HOUSE *Deadline: 5 May 2021*

18.3 Renovation of grade II listed house, rebuilding lobby, addition of 3 dormers in roof, alterations of landscaping, rooflights, balcony to garage and alterations to fenestration. Toyswood Cottage Toys Hill Brasted KENT TN8 6NP Ref. No: 21/00775/HOUSE *Deadline: 11 May 2021*

18.4 Planning applications with comments already sent to SDC:

None

19. Finance

- 19.1. Payments for Approval AH
- 19.2. Insurance renewal AH
- 19.3. Internal Audit Report Y/e 31/3/21 – to receive and note AH
- 19.4. Approval of Annual Return 2020/21
 - 19.4.1. Approval of Section 1 - Annual Governance Statement 2020/21
 - 19.4.2. Approval of Section 2 - Accounting Statements 2020/21

20. District & County Councillors' Reports

21. Sundridge & Brasted Social Club Lease – update AH

22. Highways

- 22.1. Updates from reported faults
- 22.2. Railing by the allotments update JHar
- 22.3. Update re resurfacing of A25 AH

23. Correspondence

24. Information Exchange

25. Date of Next Meeting: To be agreed