

# Brasted Parish Council

Brasted Parish Council, PO Box 576, Sevenoaks TN13 9RT  
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Annette Hanson, Parish Clerk

**Members of the Council are summoned and members of the public are invited** to attend an Ordinary meeting of the Parish Council on **Monday 9 May 2022 at 7.00pm** at Brasted Pavilion, Brasted Recreation Ground for the purpose of transacting the following business:

*The meeting will be recorded. Due to Government Covid-19 restrictions, if any members of the public wish to attend, it is advisable to contact the Parish Clerk ([clerk@brastedpc.org.uk](mailto:clerk@brastedpc.org.uk) or 01732 455374) in advance to register an intention to attend, particularly if there is a wish to speak during the public session. Regrettably, it will not be possible to participate in this meeting remotely.*

## AGENDA

1. **Election of Chair**
2. **Election of Vice-Chair**
3. **Declarations of Acceptance of Office** (Chair, Vice-Chair)
4. **To receive and accept apologies for absence**
5. **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.*
6. **Declarations of Interest relevant to items on this Agenda**
7. **Minutes of meeting on Monday 14 March 2022**
8. **Review of Terms of Reference for Committees and working parties**
9. **Appointment of members and non members and election of Committee chairs to committees & working parties**
10. **Review and adoption of Standing Orders and Financial Regulations**
11. **Financial Review of Direct Debits & Standing Orders in place**
12. **Representatives for specific issues:** Tree Warden; Highways & Streetlights; Footpaths; CPRE; Flood warden
13. **Review of other Governance Documents, including The Statement of Internal Control**
14. **Members' updates to Pecuniary & Other Interests Declarations**
15. **Matters arising not covered below**
16. **Recreation Ground & Open Spaces**
  - 16.1. Update re recreation ground, tennis courts, playground, green gym, car park & pavilion
  - 16.2. Update re siting of planters on Green and planting of them
  - 16.3. Further nematode work on Green
  - 16.4. Consideration of new hire proposal for tennis courts
  - 16.5. Consideration of recruitment of part time caretaker
  - 16.6. Pavilion
    - 16.6.1. Consideration of quotes for work on Pavilion double doors
    - 16.6.2. Pavilion Mid-week Booking policy – consideration of nursery proposal
    - 16.6.3. CCTV at Pavilion – consideration of costs
    - 16.6.4. Pavilion Fire Risk Assessment report
    - 16.6.5. Consideration of Solar Together Quote for solar panels on pavilion roof
    - 16.6.6. Expiration of British gas boiler cover
  - 16.7. Legionella online training outstanding (CW, SH, LOH)
  - 16.8. Orchard update & consideration of proposal for new signage
  - 16.9. Queen's Jubilee Street party on Green – agreement re arrangements

**16.10.** Streetlights for Church Road, Coles Lane & Rectory Lane

**16.11.** Litter issues on Green

**16.12.** Treework update

**16.13.** Car park surface – agreement re final payment

## **17. Planning**

**17.1** Lack of response from councillors to e mail requests for comments on planning applications

### **Planning applications awaiting comments to SDC:**

**17.2 General purpose barn with hay store and machinery store.** Pilgroves Farm South Brook Lane Toys Hill Edenbridge Kent TN8 6PA Ref. No: 22/01178/AGRNOT

**17.3 Erection of a new timber boundary fence (approx 290m long) to the western boundary of the Foxwold Estate.** Foxwold Pipers Lane Brasted Chart Westerham Kent TN16 1NE Ref. No: 22/01106/LBCALT

### **Planning applications with comments already sent to SDC:**

**17.4 Single storey extension to the ground floor of The White House to provide office space. Conversion of first and second floors into new residential apartments. 3 new houses to the rear of the White House.** The White House High Street Brasted Westerham Kent TN16 1JE Ref. No: 22/00980/LBCALT

**17.5 Addition of hipped roof to existing first floor flat roof (south elevation), installation of glass balustrade to existing flat roof on the south elevation and balcony access door.** Rothbury Canons Walk Brasted Chart Westerham Kent TN16 1NA Ref. No: 22/00936/HOUSE

**17.6** Covers Farm planning update

## **18. Finance**

**18.1.** Review of management accounts to 31 March 2022

**18.2.** Payments for Approval

**18.3.** Insurance renewal

**18.4.** Update of Bank mandate

**18.5.** Update to Clerk's salary Standing Order

**18.6.** Confirmation of receipt of VAT reclaim on 21 April 2022

**18.7.** Receipt of First Half of Precept from SDC on 29 April 2022

**18.8.** Potential Donation to Samaritans/Shout

**18.9.** Air Ambulance request for grant

**18.10.** Victim Support request for grant

**19.** District & County Councillors' Reports

**20.** Sundridge & Brasted Social Club Lease – update and agreement re next steps

**21.** Highways

**21.1.** Updates from reported faults

**21.2.** Rectory Lane parking issue

**22.** Correspondence

**23.** Information Exchange

**24. Date of Next Meeting: Monday 13 June 2022 at 7pm**