

# 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 12 May 2025 at 7.00pm** at Brasted Pavilion, Brasted Recreation Ground for the purpose of transacting the following business:

*The meeting will be recorded. 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 10 March 2025
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; Net carbon neutral
13. Review of all other current Governance Documents, including The Statement of Internal Control
14. Legionella Policy to be agreed
15. Reserves Policy to be agreed
16. Renewal of Civility & Respect Pledge
17. Matters arising not covered below
18. Recreation Ground & Open Spaces
  - 18.1. Any general updates not covered below
  - 18.2. Pavilion
    - 18.2.1. Nursery new hire rates to be agreed from September 2025 AH
    - 18.2.2. Boiler Maintenance JV Geer AH
    - 18.2.3. Land Registry – amendment of address on freehold - completed AH
  - 18.3. Playground inspection AH
  - 18.4. Mowing issues AH
  - 18.5. Net carbon neutral LOH
  - 18.6. Bench on Green x 2 – update AH
  - 18.7. Fitness Hire ceased AH

## 19. Planning

**Planning applications awaiting comments to SDC:**

19.1 4 Rectory Lane Brasted Kent TN16 1JP Ref. No: 25/01210/FUL

**Change of use of first floor residential unit (Class C3) to office space (Class E)**

19.2 9 Horizon Close Brasted Kent TN16 1DH Ref. No: 25/00736/HOUSE

**Single storey side extension.**

19.3 Foxwold Pipers Lane Brasted Chart Kent TN16 1NE

[Ref. No: 25/00682/HOUSE New 2m high steel mesh fence to the western boundary. New metal entrance gates to south entrance with 2m high closeboard timber fence either side of the entrance.](#)

## **20. Finance**

- 20.1.** Review of management accounts & bank reconciliation to 31 March 2025
- 20.2.** Councillor's signature on bank statement & bank reconciliation at 31/3/25
- 20.3.** Annual Review of Risk Management for 25-26
- 20.4.** Review of Banking Signatories
- 20.5.** Review of Direct Debits & Standing Orders
- 20.6.** Payments & Invoices for Approval
- 20.7.** Credit Card statement for approval
- 20.8.** Internal Audit update
- 20.9.** Insurance renewal (1 June 2025)
- 20.10.** Receipt of First Half of Precept from SDC on 30 April 2025
- 20.11.** CIL Receipt
- 20.12.** Archived PC documents – certificate & invoice
- 20.13.** Request for grants
  - 20.13.1.** from Citizens Advice in North & West Kent
  - 20.13.2.** Request for grant from We Are Beams
  - 20.13.3.** Request for grant from Air Ambulance

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

**22.** Co option of new councillor

**23.** Brasted Chart Update

**24.** Toys Hill Update

**25.** .gov e mails & website

**26.** Highways

- 26.1.** Updates from reported faults
- 26.2.** Meeting with KCC Highways 2/4/25
- 26.3.** Kent Highways Speed Survey Results

**27.** Correspondence

- 27.1.** Digitisation of BT Landline
- 27.2.** Old Coal Yard Planning Application

**28.** Information Exchange

**29. Date of Next Meeting: Monday 9 June 2025 at 7pm**