

**Brasted Parish Council**  
**Parish Council Office Tel: 01732 455374**  
**Parish Council e mail: clerk@brastedpc.kentparishes.gov.uk**  
**Minutes of the online Council Meeting**  
**Held on Monday 12 July 2021 at 7.00pm**

**Present:** Councillors: D Edgar (Chair), D Binsted, S Heath, J Robinson, C Rogowska

**In attendance:** Clerk: A Hanson

**Public:** One

The meeting started at 7.10pm

<b>1</b>	<b>Election of Vice Chair</b> Agreed to defer this to the next meeting when more councillors are in attendance.	
<b>2</b>	<b>To receive and accept apologies for absence</b> L Wentzell – sickness, accepted C Wilson – family commitments - accepted	
<b>3</b>	<b>Open Session – public question time</b> Jenny Cowan (JC), Chair of Keep Westerham Green Residents Group (KWG), attended the meeting to give an update on the Cover's Farm planning application. JC advised that residents should write as individuals (hard copy preferable to electronic) to members of the KCC planning committee shortly before the date of the KCC planning committee meeting, stating the impact of the planning application on local people in Brasted. Signage along the route of the A25 has been commissioned by KWG and agreed by Brasted, Westerham & Sundridge with Ide Hill, stating opposition to the Cover's Farm application. The KCC planning committee decision meeting will be no earlier than September 2021, and the site meeting would be prior to this. KCC Cllr Nick Chard and Laura Trott MP have promised to ask why the access route could not be from Clacket Lane rather than through Brasted. Highways England have confirmed they have no concerns over the existing geology of the M25. JC confirmed there is no obligation for the applicant to import 800,000 m <sup>3</sup> of infill, the applicant has chosen to infill in this way. JC queried why the infill is not being brought in from the west ie Limpsfield & Oxted. The applicant has said that residential properties there are too close to the road. However, the houses on the route through Brasted are even closer to the A25. The names & addresses of KCC councillors are on the KCC website. None of them live in this area though, so it is important they are made aware of what it will be like for residents of Brasted if the planning application is approved. JC will inform Brasted PC when the date of the committee meeting and site meeting are known. Brasted PC is planning to leaflet residents to inform them of these dates and to advise them to write to the members of the KCC planning committee with their views. Brasted PC has agreed to pay a contribution of £168 towards the cost of the signs along the A25 ordered by KWG & Westerham TC.	
<b>4</b>	<b>Declarations of Interest relevant to items on this Agenda</b> None.	
<b>5</b>	<b>Minutes of meeting on Monday 5 May 2021</b> Agreed & signed by the Chair.	
<b>6</b>	<b>Matters arising not covered below</b> None.	

7	<p><b>Recreation Ground &amp; Open Spaces</b></p> <p><b>7.1 Update re recreation ground, tennis courts, playground, green gym, car park &amp; pavilion</b></p> <p>Clerk updated the meeting. A seat has been stolen from the Green Gym, CW has ordered a replacement. No bookings are being taken at the pavilion at the moment until all restrictions are released. There will be no bookings over the Summer due to Clerk's leave, September will therefore be the next time bookings are taken.</p> <p>At the allotments some green and other waste has been dumped between the allotments and the A25. Clerk has sent an e mail to all allotment holders. No further waste has been added to the existing waste. The issue will be monitored.</p> <p><b>7.2 Recreation Ground &amp; Allotments</b></p> <p><b>7.2.1 Car park resurfacing</b></p> <p>The members reviewed the car park surface. All members agreed the work was not carried out to the standard that was expected. The parish council has concerns over the quality and longevity of the work carried out. <b>Resolved:</b> It was agreed to withhold 50% of the agreed amount until May 2022 ie £6,750 + VAT to see whether any damage occurs over the winter (Unanimously agreed).</p> <p><b>7.2.2 Wildlife Camera &amp; Signage</b></p> <p>DE confirmed he reviews the camera every week and deletes the footage.</p> <p><b>7.2.3 Hire of recreation ground for fitness</b></p> <p>Agreed in principle to go ahead with hiring out the recreation ground, back loos and storage facilities for a local fitness firm. It was noted that there should be an obligation on hirers to clean the back loos after every use.</p> <p><b>7.2.4 Football goal &amp; neighbours</b></p> <p>CW has spoken to the people using the football goal and reminded them to be respectful of the neighbours. It was agreed to put up a sign by the football goal to remind users of this. Clerk to organise.</p> <p><b>7.2.5 Himalyan Balsam clearance, North West Kent Partnership</b></p> <p>The map received today has confirmed that the area to be cleared is in fact in Park Farm and not Brasted PC land.</p> <p><b>7.3 Pavilion</b></p> <p><b>7.3.1 Nursery Hire Agreement – update</b></p> <p>This has been circulated to all members in advance. The changes from the previous agreement are very minor. DE has suggested that broadband is included as the nursery make a contribution towards this. CR queried whether the nursery have a tv licence – Clerk to check. Risk assessment of car park to be completed by hirer. The new agreement will start in September 2021.</p> <p><b>7.3.2 PAT testing in the Pavilion</b></p> <p>Clerk to arrange over the Summer including the Xmas tree lights.</p> <p><b>7.3.3 Redecoration</b></p> <p>Decorator will meet DE this week and hopefully the redecoration delayed from last Summer can be carried out over the Summer holidays.</p>	<p>AH</p> <p>AH</p> <p>AH</p> <p>DE</p>
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	<p><b>7.3.4 Potential nursery donation</b></p> <p>Current nursery owner has offered to make a donation to the parish council to express her thanks for the assistance given to her by the parish council during her tenure. It was agreed to put these funds towards the cost of decorating the nursery.</p> <p><b>7.4 Roles &amp; Responsibilities update</b></p> <p>Agreed SH as Toys Hill Green &amp; Pipers Green Lane, DB as deputy for litter &amp; dog bins and DE as Highways &amp; Streetlights.</p> <p><b>7.5 Piper's Green car park &amp; woodland – signage &amp; maintenance programme</b></p> <p>Agreed to proceed with draft signage prepared by the Clerk. Clerk to agree with CW and order the sign. Clerk has asked PCSO to speak to the owner of the abandoned car which has a SORN. The owner was given 30 days to clear the car by the PCSO. Clerk to ask PCSO to notify owner when the 30 days is up and then will go via SDC Enforcement Officer to get it removed.</p> <p><b>7.6 The Green &amp; Orchard working party – update</b></p> <p>JR has applied for 2 grants (National Lottery &amp; People's Trust for Endangered Species – 20 trees). Will need 70 bare root trees, cost £25-£30 each, 10 metres between each tree.. JR also applied for grants for 2 benches (£1k) and 2 bee hives (£1.4k) JR is happy to maintain the hives. Idea is to plant in Winter (November/December/January). Access from allotments for maintenance and deliveries. JR to keep parish council updated.</p> <p><b>7.7 Tree Survey</b></p> <p>Clerk will arrange quotes for consideration at September meeting.</p> <p><b>7.8 Fly tipping update</b></p> <p>DE updated the meeting on some recent fly tips. DE has distributed flyers to locate CCTV cameras that would be useful for catching fly tippers. DE has also assisted SDC Enforcement with locating evidence on fly tips. There has been a very good response from householders with CCTV cameras.</p>	<p>AH</p> <p>JR</p> <p>AH</p>
8	<p><b>Planning</b></p> <p><b>Planning applications awaiting comments to SDC:</b></p> <p>8.1 <a href="#">21/01939/FUL The White House, High Street, Brasted KENT TN16 1JE</a> 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. <i>Deadline: 23 Jul 2021</i></p> <p>Agreed to delay the decision until CR has viewed the property. SH expressed reservations due to lack of parking provided for the new houses and existing offices.</p> <p>8.2 <a href="#">21/01853/HOUSE Hunters Lodge, Toys Hill, Brasted KENT TN16 1QG</a> Erection of double garage with log store and relocation of access to the southern part of the frontage. Creation of new driveway and formation of vehicle access. <i>Deadline: 21 Jul 2021</i></p> <p>Agreed to object (Object: 3, Support: 1, Abstention: 1) as Brasted PC considers the garage is not aesthetically in keeping and the location of the garage within the plot is too visible.</p>	

	<p>8.3 <a href="#">21/01707/HOUSE Meadow House, Scords Lane, Brasted KENT TN16</a> 1QE Demolition of an existing outbuilding and erection of a replacement outbuilding measuring 3.75m x 6.25m, together with a proposed new outbuilding (garage) measuring 5.3m x 8.325m and associated landscaping. <i>Deadline: 30th Jun 2021</i></p> <p>Unanimously agreed to support.</p> <p>8.4 <a href="#">21/01441/HOUSE Courtside Lodge, Station Road, Brasted KENT TN16 1NT</a> Demolition of existing garage with erection of a replacement garage. <i>Deadline: 8th Jul 2021</i></p> <p>Unanimously agreed to support.</p> <p><b>Planning applications with comments already sent to SDC:</b></p> <p>8.5 21/01247/HOUSE 4 St Martins Meadow Brasted KENT TN16 1NL Ground floor rear extension and extension on existing side utility space extending it to the rear <i>Granted</i></p> <p>8.6 21/01169/HOUSE The Old Rectory Rectory Lane Brasted KENT TN16 1JU Construction of detached summerhouse <i>Granted</i></p> <p><b>8.7 Covers Farm – signs along A25</b> See Public Session.</p>																																																																																																	
19	<p><b>Finance</b></p> <p><b>9.1 Payments for Approval</b></p> <p>The bank balance at 30/6/21 is £79,560.79</p> <p>The following payments were submitted for approval:</p> <table border="1" data-bbox="261 1160 1347 2033"> <thead> <tr> <th>ID No</th> <th>Date of invoice</th> <th>Date of Payment</th> <th>Payment method</th> <th>Payee</th> <th>Details</th> <th>Total Cost (£)</th> <th>Reclaim VAT (£)</th> </tr> </thead> <tbody> <tr> <td>P21046</td> <td>24-May-21</td> <td>07-Jun-21</td> <td>DD</td> <td>Direct Debit (BT GROUP PLC)</td> <td>Pavilion broadband</td> <td>39.54</td> <td>6.59</td> </tr> <tr> <td>P21047</td> <td>02-Jun-21</td> <td>16-Jun-21</td> <td>DD</td> <td>Direct Debit (E.ON)</td> <td>Streetlights electricity</td> <td>105.32</td> <td>5.02</td> </tr> <tr> <td>P21048</td> <td>02-Jun-21</td> <td>16-Jun-21</td> <td>DD</td> <td>Direct Debit (LLOYDS BANK PLC)</td> <td>Credit card - Microsoft 365 - Amazon - HM Land Registry - Monthly fee</td> <td>59.99 46.76 3.00 3.00</td> <td>10.00 7.79 0.00 0.00</td> </tr> <tr> <td>P21049</td> <td>03-Jun-21</td> <td>18-Jun-21</td> <td>DD</td> <td>Direct Debit (OPUS ENERGY GAS SU)</td> <td>Pavilion gas</td> <td>61.00</td> <td>2.90</td> </tr> <tr> <td>P21050</td> <td></td> <td>21-Jun-21</td> <td>DD</td> <td>Direct Debit (BT GROUP PLC)</td> <td>Clerk's phone line</td> <td>36.36</td> <td>0.00</td> </tr> <tr> <td>P21051</td> <td></td> <td>21-Jun-21</td> <td>BP</td> <td></td> <td>PAVILION REFUND</td> <td>125.00</td> <td>0.00</td> </tr> <tr> <td>P21052</td> <td></td> <td>21-Jun-21</td> <td>BP</td> <td></td> <td>PAVILION REFUND</td> <td>55.00</td> <td>0.00</td> </tr> <tr> <td>P21053</td> <td></td> <td>21-Jun-21</td> <td>BP</td> <td></td> <td>BRASTED PC REFUND</td> <td>80.00</td> <td>0.00</td> </tr> <tr> <td>P21054</td> <td></td> <td>28-Jun-21</td> <td>SO</td> <td></td> <td>Clerk's salary June</td> <td></td> <td>0.00</td> </tr> <tr> <td>P21055</td> <td></td> <td>30-Jun-21</td> <td>DD</td> <td>Service Charge</td> <td>Bank charges</td> <td>18.00</td> <td>0.00</td> </tr> <tr> <td>P21056</td> <td>30-Jun-21</td> <td>12-Jul-21</td> <td>BP</td> <td></td> <td>Cleaning June 2021</td> <td></td> <td>0.00</td> </tr> </tbody> </table>	ID No	Date of invoice	Date of Payment	Payment method	Payee	Details	Total Cost (£)	Reclaim VAT (£)	P21046	24-May-21	07-Jun-21	DD	Direct Debit (BT GROUP PLC)	Pavilion broadband	39.54	6.59	P21047	02-Jun-21	16-Jun-21	DD	Direct Debit (E.ON)	Streetlights electricity	105.32	5.02	P21048	02-Jun-21	16-Jun-21	DD	Direct Debit (LLOYDS BANK PLC)	Credit card - Microsoft 365 - Amazon - HM Land Registry - Monthly fee	59.99 46.76 3.00 3.00	10.00 7.79 0.00 0.00	P21049	03-Jun-21	18-Jun-21	DD	Direct Debit (OPUS ENERGY GAS SU)	Pavilion gas	61.00	2.90	P21050		21-Jun-21	DD	Direct Debit (BT GROUP PLC)	Clerk's phone line	36.36	0.00	P21051		21-Jun-21	BP		PAVILION REFUND	125.00	0.00	P21052		21-Jun-21	BP		PAVILION REFUND	55.00	0.00	P21053		21-Jun-21	BP		BRASTED PC REFUND	80.00	0.00	P21054		28-Jun-21	SO		Clerk's salary June		0.00	P21055		30-Jun-21	DD	Service Charge	Bank charges	18.00	0.00	P21056	30-Jun-21	12-Jul-21	BP		Cleaning June 2021		0.00	
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P21057	20-May-21	12-Jul-21	BP	Safeplay Sevenoaks District	Inspection 5/5/21	93.00	15.50
P21058	01-Jul-21	12-Jul-21	BP	Council	Dog bins Apr - June 2021	224.64	37.44
P21059	18-Jun-21	12-Jul-21	BP	MI Payroll & Bookkeeping	Payroll Apr - June 2021	60.00	0.00
P21060		12-Jul-21	BP	HMRC	NI Apr - Jun 2021	130.50	0.00
P21061		12-Jul-21	BP	Westerham TC	Payment re Covers Farm signs	168.00	0.00
P21062		13-Jul-21	BP		Refund re use of outside loo	20.00	0.00
<p>The meeting approved all the payments.</p> <p>Previous payments approved since the last council meeting on 5 May 2021 under the Clerk's Delegated authority are as follows:</p>							
ID No	Date of invoice	Date of Payment	Payment method	Payee	Details	Total Cost (£)	Reclaim VAT (£)
P21041		28-May-21	SO		Clerk's salary May		0
P21042		01-Jun-21	DD	Direct Debit (EDF ENERGY)	Pavilion electricity	85.00	0.00
P21043		07-Jun-21	DD	Direct Debit (BT GROUP PLC)	Pavilion broadband	39.54	6.59
P21044	09-Jun-21	14-Jun-21	DD	Sevenoaks District Council	Supply & installation of litter bin in car park	558.00	93.00
P21045	28-May-21	14-Jun-21	DD	Sevenoaks District Council	Pavilion bin collection	49.20	0.00
ID No	Date of invoice	Date of Payment	Payment method	Payee	Details	Total Cost (£)	Reclaim VAT (£)
P21029		04-May-21	DD	Direct Debit (EDF ENERGY)	Pavilion electricity (new provider)	85.00	0.00
P21030	20-Apr-21	05-May-21	DD	Direct Debit (BG BUSINESS)	Pavilion electricity (old provider - final bill)	68.28	3.25
P21031	24-Apr-21	10-May-21	DD	Direct Debit (BT GROUP PLC)	Pavilion broadband	39.54	6.59
P21032	01-May-21	17-May-21	DD	Direct Debit (E.ON)	Streetlights electricity	101.91	4.85
P21033	04-May-21	18-May-21	DD	Direct Debit (OPUS ENERGY GAS SU)	Pavilion gas	89.95	4.28
P21034	04-May-21	18-May-21	DD	Direct Debit (LLOYDS BANK PLC)	Credit card - monthly fee	3.00	0.00
P21035		20-May-21	DD	Direct Debit (BT GROUP PLC)	Clerk's phone line	36.36	
P21036		28-May-21	BP		Pavilion cleaning May 2021		0.00
P21037		28-May-21	BP	David Edgar expenses	- Allen Concrete (barrel post) - Disk for Wildlife Camera (allotments) - Leaflet printing re fly tip cameras - Nematodes Direct	61.02 12.99 59.00 113.92	

	<b>P21038</b>	01-May-21	28-May-21	BP	Streetlights	Maintenance Contract (1 of 2)	810.60	135.10	
	<b>P21039</b>	19-May-21	28-May-21	BP	Trevor May Came & Company	Tennis Net replacement	150.00	25.00	
	<b>P21040</b>	06-May-21	28-May-21	BP		Insurance 21/22	1,296.92	0.00	
	<p><b>9.2 Bank reconciliation &amp; management accounts at 30/6/21</b>  The bank reconciliation and management accounts had previously been circulated. On expenditure, the positive variance against budget is due to delayed invoicing from CS Landscapes, which is a timing difference rather than a variance. If this is removed, then there would be a positive overall variance against budget of just over £1k. The bank reconciliation was agreed.</p>								
<b>10</b>	<b>District &amp; County Councillor Reports</b> None.								
<b>11</b>	<b>Sundridge &amp; Brasted Social Club lease – update</b> Draft minutes of the last working party meeting have been circulated. The Social Club committee has changed – the clerk was asked to find out who the new committee members are. A meeting of the working party will be scheduled shortly.								
<b>12</b>	<b>Co option planning</b> Agreed the Clerk will e mail previous candidates to see if they would be interested in re applying. In addition, the vacancy will be advertised on the website, the Brasted Diary, TN16 and the noticeboard.								
<b>13</b>	<b>Approval of Clerk’s contractual unpaid leave</b> The Clerk’s 7 weeks unpaid leave until 6 September 2021 was approved. During this time, the Clerk will check e mails weekly and urgent queries will revert to DE.								
<b>14</b>	<b>Clerk’s delegated authority</b> Arrangements were made for the Clerk to be able to carry out essential business in the event that council meetings are disrupted due to Covid-19. <b>Resolved:</b> That in response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The clerk will further consult with the chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases on 31 December 2021. (Proposed SH, seconded CR, unanimously agreed).								
<b>15</b>	<b>Kent Highways</b> <b>15.1 Updates from reported faults</b> Noted. The clerk was asked to log a blocked drain in Rectory Lane. <b>15.2 Railing by the allotments</b> DE has completed the railings and was thanked for his work. <b>15.3 Anna Firth correspondence re 20mph through Brasted</b> The correspondence was noted by the meeting. The members felt the possibility of achieving 20mph on an ‘A’ road which is the relief road for the M25 was not achievable. <b>15.4 Correspondence from Tanners re Combe Bank lodge accident</b> The correspondence was noted. Kent Highways will not reinstate the chicane on the A25. Pinching would be a good alternative, at the entry point of Brasted from Sundridge. <b>15.5 Zebra crossing update</b>								

	Although the zebra crossing has been repainted, the 'SLOW' signs have not been repainted. These will be painted when the A25 is resurfaced later this year. The zebra crossings will be repainted again then too.	
<b>16</b>	<b>Correspondence</b> All relevant correspondence has been circulated in advance to councillors.	
<b>17</b>	<b>Information Exchange</b> DE noted that he was not happy with the quality and frequency of the current mowing contractors and that it would be useful to put it out to tender in the Autumn.	
<b>18</b>	<b>Date of Next meeting</b> Scheduled for Monday 13 September at the earlier time of 7pm.	

The meeting closed at 9.10 pm.

Signed as a correct record ..... Chairman      Date .....