

Brasted Parish Council
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Minutes of the Council Meeting
Held on Monday 21 February 2022 at 7pm

Present: Councillors: D Edgar (Chair), S Heath (Vice Chair), D Binsted, L O'Hara, L Wentzell

In attendance: Clerk: A Hanson, K Bonin (item 9 only)

Public: None

1	To receive and accept apologies for absence H Furness, C Rogowska, C Wilson – sickness All apologies were accepted. J Robinson – absent.	
2	Open Session – public question time None.	
3	Declarations of Interest relevant to items on this Agenda None.	
4	Minutes of meeting on Monday 10 January 2022 Agreed. To be signed by the Chair after the meeting and e mailed to the Clerk.	DE
5	Matters arising not covered below None.	
6	<p>Recreation Ground & Open Spaces</p> <p>6.1 Update re recreation ground, tennis courts, playground, green gym, car park</p> <p>DE updated the meeting. He has erected the new signs in the car park. DE mentioned issues with the accuracy of the latest ROSPA playground inspection due to a 'technical error'. Clerk to investigate quotes from 3 alternative providers and report back at next meeting. DE to repair netting at bottom of tennis court. Football net has been moved over to the path – Clerk to investigate ownership.</p> <p>Due to Covid restrictions lifting later this week, the meeting discussed the policy for hiring out the Pavilion. At the moment, hire is restricted to school holidays only. Hiring at the weekends would mean additional cleaning on a Friday night. Now that we are coming out of Covid, the cleaning arrangement needs to be formalised. DE to speak to current cleaner to see if they can clean on Friday & Sunday nights.</p> <p>6.2 Pavilion</p> <p>6.2.1 Pavilion Update re requests from new nursery owner</p> <p>The nursery owner has confirmed she cannot give any further information on the issues involved that require changes to the pavilion and fencing.</p> <p>6.2.2 Consideration of Window Film Quote</p> <p>Quotes for 12 panels of one way privacy film (£325) and perforated film (£430) have been received. The parish council agreed to pause on this as they do not have sufficient information from the nursery to make an informed decision.</p> <p>6.2.3 Consideration of fencing quotes</p>	<p>AH</p> <p>DE</p>

	<p>Palisade and netting fencing quotes have been received. The parish council agreed to pause considering this further due to the fact that they have not received sufficient information from the nursery in order to make an informed decision.</p> <p>6.2.4 Agreement re Pavilion Fire Risk assessment quotes</p> <p>Clerk has circulated 3 quotes. Resolved: To accept the quote from Rapier Fire Engineering for £230 (Proposed SH, Seconded LH, unanimously agreed).</p> <p>New water smart meter</p> <p>Clerk has booked replacement of the water smart meter in April by Thames Water. DE to attend.</p> <p>Legionella work quotes & scheduling</p> <p>Agreed to obtain a further quote for the works as Envirocure are unable to carry out the work before the school Summer holidays.</p> <p>6.3 The Green & Orchard working party – update</p> <p>A local firm is supplying approx. 30 staff who will carry out volunteer tree planting on 17 March in the field to create the orchard. Resolved: To reimburse David Edgar for the trees already ordered by him (unanimously agreed).</p> <p>DE has created an access from the car park round the back of the allotments to the field. One resident has e mailed to query the nature of the work carried out to create the access. The Clerk has replied to them explaining why the work was carried out.</p> <p>DE will cut a spiral path in the field with a view to planting fruit trees along the side of the path (apple, pear cherry etc). Around the outside of this will be the other trees already purchased by DE. There will be 270 trees in total.</p> <p>Resolved: To purchase 300 stakes + 300 rabbit & deer guards for £1.1k (unanimously agreed). Clerk to check if this expenditure on the orchard is allowable for use of CIL.</p> <p>6.4 Discussion re possible Queen’s Jubilee Street party</p> <p>Agreed to hold a Jubilee picnic party on the Green on Sunday 5 June and residents can bring their own food and drink. Clerk to advertise in Brasted Diary, TN16 & website. Leaflets to be also sent out nearer the time. DE to see if the Teashop will be open that day. Clerk to research suitable decorations for the Green and bring to next council meeting. Parish Council can supply tables and chairs.</p>	<p>AH</p> <p>DE</p> <p>AH</p> <p>AH</p> <p>DE AH</p>
7	<p>Planning</p> <p>7.1 Planning applications awaiting comments to SDC:</p> <p>Ground floor rear extension. New staircase enclosure. New garden studio. Internal alterations. Pine Cottage Chart Lane Brasted Westerham Kent TN16 1LS Ref. No: 22/00210/HOUSE</p> <p>Unanimously agreed to support this application.</p> <p>7.2 Planning applications with comments already sent to SDC:</p> <p>None.</p> <p>7.3 Covers Farm – update</p> <p>See SDC councillor’s report.</p>	
8	<p>Finance</p> <p>8.1 Payments for Approval</p> <p>Clerk has circulated all the payments and added a late pavilion refund of £230. Bank balance at 21/2/22 = £78,122.12</p> <p>The following payments were submitted for approval:</p>	

ID No	Date of invoice	Date of Payment	Payment method	Payee	Details	Total Cost (£)	Reclaim VAT (£)
P21166		04-Jan-22	DD	Direct Debit (EDF ENERGY)	Pavilion electricity	85.00	-
P21167	21-Dec-21	05-Jan-22	DD	Direct Debit (BT GROUP PLC)	Pavilion broadband	51.48	8.58
P21168	03-Jan-22	18-Jan-22	DD	Direct Debit (OPUS ENERGY GAS SU)	Pavilion gas	110.75	5.27
P21169	04-Jan-22	18-Jan-22	DD	Direct Debit (LLOYDS BANK PLC)		188.12	
				Amazon	Litter picker - D Edgar		2.58
				Amazon	Disposable gloves - cleaning supplies		2.17
				Amazon	Floor cleaner - cleaning supplies		3.94
				Amazon	Prime membership		16.00
				Amazon	Hand towels		6.18
				Amazon	Credit card fee		-
P21170		20-Jan-22	DD	Direct Debit (BT GROUP PLC)	Clerk's phone line	36.36	-
P21171		21-Jan-22	DD	Direct Debit (NPOWER BUSINESS SO)	Streetlights Electricity	61.25	-
P21172		28-Jan-22	SO		Clerk's salary January		-
P21173	31-Jan-22	21-Feb-22	BP		Cleaning Jan 2022		-
P21174	19-Feb-22	21-Feb-22	BP	National Allotment Society	2022 Membership	66.00	11.00
P21175	20-Oct-21	21-Feb-22	BP	KALC	Dynamic Councillor Course	60.00	10.00
P21176	11-Jan-22	21-Feb-22	BP	KALC Commercial	Planning Training x 3	180.00	30.00
P21177	10-Feb-22	21-Feb-22	BP	Services	Verti draining	384.00	64.00
P21178	28-Jan-22	21-Feb-22	BP	Jewson	Postfix car park signs	14.38	2.40
P21179	07-Jan-22	21-Feb-22	BP	Sevenoaks District Council	Bin collection 6/12/21 - 2/1/22	49.20	-
P21180	03-Feb-22	21-Feb-22	BP	Sevenoaks District Council	Bin collection 3/1/22 - 30/1/22	56.60	-
P21181		21-Feb-22	BP	David Edgar	Reimbursement re HSW Timber cost of planters	558.00	-
P21182		21-Feb-22	BP		Refund for Pavilion booking	340.00	-

The payments were all agreed.

8.2 2022/23 Budget

Resolved: To agree the 2022/23 Budget with a precept of £38,658, total income of £54,308 and expenditure of £55,472 (unanimously agreed).

This includes £5k provision for the Orchard.

8.3 Potential donation to Samaritans/Shout

Deferred to next meeting, so CR can give further information.

8.4 Bank mandate

Clerk is requesting information from LOH, DB and HF for the new bank mandate. Clerk will bring paperwork to next meeting.

8.5 Appointment of David Buckett as internal auditor

Resolved: To appoint David Buckett as internal auditor (unanimously agreed).

8.6 Sevenoaks Volunteer Transport Group request for grant

	<p>(i) Resident queried what to do when a tree comes down in Chart Lane. It is responsibility of landowner to sort out their trees. If it is blocking the road, then residents should contact KCC Highways.</p> <p>(ii) Access from Chart Lane along path to Chartfield Farmhouse There has been some dispute over whether members of the public can walk along this path. Agreed the public should report any issues online to the police.</p> <p>(iii) 20mph speed limit in Westerham Clerk has queried with KCC Nick Chard whether this is an option for Brasted. He has confirmed that it was not just the A25 in Westerham and also that Brasted is getting an average speed camera which can't operate in a 20mph zone.</p> <p>(iv) Church Road (mirror & lighting) Streetlights at Church Road, Coles Lane, Rectory Lane do not give sufficient light. Clerk to get quote for more lights. Mirror at junction of Church Road and A25 has been confirmed by KCC Highways that they cannot put this in as they cause accidents.</p> <p>(v) Gardening Flyer concern A resident has written in with concerns over a recent flyer offering garden services in Brasted may be a scam. The council agreed the resident should contact the police.</p>	AH
15	<p>Information Exchange DE meeting with SH and KCC Highways. DE mentioned the new Trooli fibre broadband Westerham/Brasted hub box on pavement outside the Teashop. Clerk is following up with Kent Highways as to whether its placement is lawful in a Conservation Area.</p>	AH
16	<p>Date of Next meeting Scheduled for Monday 14 March at 7pm.</p>	

The meeting closed at 9.00 pm.

Signed as a correct record Chairman Date