

Brasted Parish Council
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Minutes of the Council Meeting
Held on Monday 14 March 2022 at 7pm

Present: Councillors: S Heath (Chair), H Furness (until item 10), L Wentzell, C Wilson

In attendance: Clerk: A Hanson, SDC Cllr J London (items 1-3 & 9)

Public: One

1	To receive and accept apologies for absence D Binsted, D Edgar, C Rogowska – sickness L O’Hara J Robinson – holiday All apologies were accepted.	
2	Open Session – public question time The nursery owner came to explain their concerns with mid-week pavilion bookings.	
3	Declarations of Interest relevant to items on this Agenda CW declared an interest in Chipstead FC and pavilion cleaning.	
4	Minutes of meeting on Monday 21 February 2022 Agreed. To be signed by Cllr Edgar 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>CW updated the meeting. Playground & car park look fine. Resolved: To make final payment of balance re car park re surfacing subject to final inspection by Cllrs Wilson & Edgar (Proposed CW, seconded HF, unanimously agreed).</p> <p>CW confirmed the recreation ground verti draining and the drainage ditch dug by DE have helped but football matches have been cancelled for a few weeks due to a waterlogged pitch.</p> <p>CW will dispose of the recreation ground football nets mentioned at the last meeting.</p> <p>6.2 Playground Inspections – revised February inspection & update on quotes</p> <p>Inspection has shown the playground to be Medium risk. CW to monitor wood issues. Clerk confirmed that Playsafety are the only ROSPA approved playground inspection company so it has not been possible to obtain alternative quotes.</p> <p>6.3 Planters – update & agreement re siting and planting</p> <p>The planters from HSW Timber have been treated with wood preserver by DE and will be lined with plastic. All three planters will be placed on the Green in the positions suggested by DE with assistance from CW.</p> <p>6.4 Pavilion</p> <p>6.4.1 Booking Policy</p>	<p style="text-align: center;">CW,DE</p> <p style="text-align: center;">CW</p> <p style="text-align: center;">CW</p> <p style="text-align: center;">DE,CW</p>

	<p>To be discussed further at the next council meeting. Clerk to also ask if potential hirer can hire on a Friday rather than a Thursday evening and to ask nursery for potential reimbursement of loss of hire income.</p> <p>6.4.2 Cleaning Arrangements</p> <p>Clerk confirmed that the parish council has a cleaning specification. Current cleaner is able to clean on Friday evening and Sunday evening which will facilitate weekend Pavilion bookings. It was agreed to retain the current cleaning arrangements.</p> <p>6.4.3 Vandalism at Pavilion & CCTV</p> <p>A window at the Pavilion has been damaged by a catapult. Sevenoaks Glazing have ordered a replacement pane which will be replaced next week, cost £133 + VAT. The vandalism has been reported online to Kent Police. Agreed that CW will e mail the Clerk information on equipment needed for CCTV to be discussed at next council meeting.</p> <p>6.4.4 Plumbing Repairs</p> <p>Leaking tap at Pavilion repaired at short notice last week, cost £258.</p> <p>6.4.5 Double Door repairs – quote</p> <p>DE has obtained a quote to repair the double doors. HF to obtain an additional quote.</p> <p>6.4.6 Pavilion Fire Risk assessment – update</p> <p>Agreed to check that the person carrying out the work is under the umbrella of the original company agreed at the last meeting.</p> <p>6.4.7 Legionella Work quotes & scheduling</p> <p>DE has sourced another quote which is higher than that submitted by Envirocure. Agreed to proceed with Envirocure.</p> <p>6.4.8 Legionella Online training</p> <p>DE has completed this. CW, SH and LOH to complete by next meeting.</p> <p>6.5 The Green & Orchard working party – update and agreement re fruit tree & gate purchase</p> <p>Resolved: To purchase 70 fruit trees for £1,774.10 and a wooden access gate to the orchard approx £173 + VAT. (Proposed HF, seconded CW, unanimously agreed). Clerk circulated the orchard planting plan prepared by DE. Fruit trees will be in a spiral with Simon Thorogood’s donated bench at the centre of the spiral. Volunteers will be coming on 17 March to plant the trees. It was agreed that if there are too many trees for the orchard, the excess can be planted along the A25 by the allotments.</p> <p>6.6 Queen’s Jubilee Street party on Green 5 June 2022 – decorations & any other business</p> <p>The Teashop and the Stanhope will be supporting. HF will e mail potential bunting ideas. Parish council to supply tables. DE to check length of bunting required. CW suggested prizes for best children’s fancy dress. Gazebos owned by parish council can be placed on The Green.</p> <p>6.7 Discussion re additional Streetlights for Church Road, Coles Lane & Rectory Lane</p> <p>Streetlights have quoted a cost of £2,200 per new column. An extra twelve lights in total might be needed to increase the brightness. Another option is to increase the output of each light to make them brighter at a charge of £41 + VAT for three. It was agreed that</p>	<p>AH</p> <p>CW</p> <p>HF</p> <p>AH</p> <p>AH</p> <p>CW,SH,L OH</p> <p>HF DE</p>
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	<p>residents in the affected roads should be leafletted first to see if they would like more lighting as this is a semi-rural area.</p> <p>6.8 Tennis Club hire rates</p> <p>Clerk confirmed that other local tennis courts have a membership scheme with an annual membership cost of approx. £150-£200 with online court booking. Agreed to retain the current model but to look into online booking for the future.</p> <p>6.9 Proposed new Darent Valley footpath</p> <p>Darent Valley Landscape Partnership Scheme are considering a new footpath along the river Darent which passes through Park Farm.</p>	AH																																																																																
7	<p>Planning</p> <p>Planning applications awaiting comments to SDC:</p> <p>7.1 Demolition of rear canopy and existing front extension. Construction of rear single storey extension with canopy and two storey front extension. Dormers within the existing habitable roof space. Whitewoods Chart Lane Brasted Westerham Kent TN16 1LS Ref. No: 22/00447/HOUSE Unanimously agreed to support this application.</p> <p>7.2 Confirmation that the use of both buildings as a single dwelling is lawful. Old Star House Chart Lane Brasted Westerham Kent TN16 1LU Ref. No: 22/00444/LDCEX No issues were raised with this application.</p> <p>7.2 Planning applications with comments already sent to SDC: None.</p> <p>7.3 Covers Farm – update Zoom pre meeting to be held on 14 April (Westerham TC, SWIH PC, Brasted PC).</p>																																																																																	
8	<p>Finance</p> <p>8.1 Payments for Approval</p> <p>Clerk has circulated all the payments. Bank balance at 14/3/22 = £75,282.59 The following payments were submitted for approval:</p> <table border="1"> <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>P21 183</td> <td></td> <td>01-Feb-22</td> <td>DD</td> <td>Direct Debit (EDF ENERGY)</td> <td>Pavilion electricity</td> <td>44.00</td> <td>-</td> </tr> <tr> <td>P21 184</td> <td>24-Jan-22</td> <td>07-Feb-22</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>P21 185</td> <td>02-Feb-22</td> <td>16-Feb-22</td> <td>DD</td> <td>Direct Debit (LLOYDS BANK PLC)</td> <td>Ark Trading (High Visibility Vests)</td> <td>95.65</td> <td>15.94</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Monthly fee</td> <td>3.00</td> <td>-</td> </tr> <tr> <td>P21 186</td> <td>03-Feb-22</td> <td>18-Feb-22</td> <td>DD</td> <td>Direct Debit (OPUS ENERGY GAS SU)</td> <td>Pavilion gas</td> <td>126.00</td> <td>6.00</td> </tr> <tr> <td>P21 187</td> <td></td> <td>21-Feb-22</td> <td>DD</td> <td>Direct Debit (BT GROUP PLC)</td> <td>Clerk's phone line</td> <td>36.61</td> <td>-</td> </tr> <tr> <td>P21 188</td> <td></td> <td>28-Feb-22</td> <td>DD</td> <td>Direct Debit (CASTLE WATER LTD)</td> <td>Pavilion water</td> <td>45.23</td> <td>-</td> </tr> <tr> <td>P21 189</td> <td></td> <td>28-Feb-22</td> <td>SO</td> <td></td> <td>Clerk's salary</td> <td></td> <td>-</td> </tr> <tr> <td>P21 190</td> <td>28-Feb-22</td> <td>14-Mar-22</td> <td>BP</td> <td></td> <td>Reimbursement for tree & guard purchase for orchard</td> <td>1,265.77</td> <td>-</td> </tr> </tbody> </table>	ID No	Date of invoice	Date of Payment	Payment method	Payee	Details	Total Cost (£)	Reclaim VAT (£)	P21 183		01-Feb-22	DD	Direct Debit (EDF ENERGY)	Pavilion electricity	44.00	-	P21 184	24-Jan-22	07-Feb-22	DD	Direct Debit (BT GROUP PLC)	Pavilion broadband	39.54	6.59	P21 185	02-Feb-22	16-Feb-22	DD	Direct Debit (LLOYDS BANK PLC)	Ark Trading (High Visibility Vests)	95.65	15.94						Monthly fee	3.00	-	P21 186	03-Feb-22	18-Feb-22	DD	Direct Debit (OPUS ENERGY GAS SU)	Pavilion gas	126.00	6.00	P21 187		21-Feb-22	DD	Direct Debit (BT GROUP PLC)	Clerk's phone line	36.61	-	P21 188		28-Feb-22	DD	Direct Debit (CASTLE WATER LTD)	Pavilion water	45.23	-	P21 189		28-Feb-22	SO		Clerk's salary		-	P21 190	28-Feb-22	14-Mar-22	BP		Reimbursement for tree & guard purchase for orchard	1,265.77	-	
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P21 191	17-Feb- 22	14-Mar- 22	BP	Safeplay	Inspection Report	93.00	15.50	
P21 192	12-Jan- 22	14-Mar- 22	BP	Envirocure Sevenoaks	Legionella Risk Assessment	180.00	30.00	
P21 193	25-Feb- 22	14-Mar- 22	BP	District Council	Dog Bins Oct - Dec 2021	224.64	37.44	
P21 194	01-Mar- 22	14-Mar- 22	BP	Arien Designs Ltd	Overlays for tennis & play area signs	6.60	1.10	
P21 195		14-Mar- 22	BP		Backdated payrise due per NALC		-	
P21 196	10-Mar- 22	14-Mar- 22	BP	SGE (Seal) Ltd Endsleigh Gardens	Pavilion tap repair	258.18	43.03	
P21 197		14-Mar- 22	BP	Nursery Ltd	Fruit trees for Orchard	1,774.10	-	
P21 198	20-Feb- 22	14-Mar- 22	BP	Jewson	Cuprinol wood preserver for planters	20.64	3.44	
P21 199	10-Feb- 22	14-Mar- 22	BP	Jewson Sevenoaks	Wood preserver & sandpaper for planters	23.47	3.91	
P21 200	25-Jan- 22	14-Mar- 22	BP	Volunteer Transport Group	Community Grant	200.00	-	
P21 201		14-Mar- 22	BP		Pavilion booking refund	150.00	-	
P21 202	28-Feb- 22	14-Mar- 22	BP		Pavilion Cleaning Feb 2022	76.50	-	
<p>The payments were all agreed.</p> <p>8.2 Bank mandate</p> <p>The following resolution to update the bank mandate was agreed:</p> <ul style="list-style-type: none"> • I/We confirm this resolution has been recorded in accordance with the rules of the organisation. • The people named in this form will be authorised individuals on all accounts. • I/We are aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory. • We acknowledge that Unity's <u>Terms and Conditions</u> may vary from time to time and we agree to be bound by them. • I/We will provide Unity with instructions and changes in line with the mandate. • Unity should rely on this Mandate until we send future amends. • I/We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's rules, our Trust Deeds or our registration documents if requested. We will inform Unity of any changes. • I/We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership. • Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions. <p>HF signed the mandate.</p> <p>8.3 NALC – Clerk’s backdated pay increase for 1 April 2021</p> <p>Noted.</p> <p>8.4 Potential Donation to Samaritans/Shout</p> <p>Deferred to next council meeting.</p>								
9	<p>District & County Councillor Reports</p> <p>SDC Cllr James London updated on:</p> <p>(i) Planning refusal for bunds at Chevening House is being appealed.</p>							

	(ii) SDC are looking at 20mph zones in Sevenoaks (iii) Sevenoaks District Councillors are willing to call in any planning applications the parish council feels are contentious.	
10	Sundridge & Brasted Social Club lease – update SH updated on the Zoom meeting held on 8 March between the working party and the Social Club. Next steps will be discussed at the next parish council meeting. HF left the meeting.	
11	Invitation to PCSO re women & girls’ safety - update Deferred to next meeting.	
12	12.1 KCC Bus Funding Reduction Public Consultation https://letstalk.kent.gov.uk/bus-funding-reductions?utm_medium=email&utm_medium=email&utm_source=ehq_newsletter&utm_source=ehq&utm_campaign=ehq-Have-your-say-on-our-bus-funding-reduction-consultation&utm_campaign=website (deadline 25 April 2022). Noted. 12.2 SDC Air Quality https://www.sevenoaks.gov.uk/airquality (deadline 24 March 2022). Noted. 12.3 KALC request for items to raise with Police & Crime Commissioner (deadline 14 March 2022). Improved visibility would be helpful.	
13	Kent Highways 13.1 Updates from reported faults Noted. 13.2 Average Speed Camera Update KCC Highways will be trimming back trees in recreation ground along A25. It was observed that the traffic along the A25 already appears to be slowing due to the existence of the speed cameras. The parish councillors are interested in reviewing the data produced by the trial. 13.3 Teams meeting with new Steward of Kent Highways 15 March 10:00 (DE & SH) Clerk to attend with DE. 14.3 Trooli Fibre Broadband A25 works update New box on pavement by Teashop and crosses have appeared on pavement where digging will take place. Clerk has queried whether planning permission was needed with SDC Planning Department & KCC Highways. Awaiting information from Highways.	
14	Correspondence 14.1 Tree planting by A25 allotments Complaint has been received re gaps along A25 where ash trees were removed. Parish council had agreed to review this, DE will install any excess trees purchased for the orchard. 14.2 Route to orchard E mail complaint has been received re the damage from the creation of the route to the Orchard from the car park. It was confirmed that only overgrown blackthorn was damaged to create the path and the parish council is planting hundreds of trees of quality in the orchard.	DE
15	Information Exchange Clerk raised recent e mail correspondence received re the idea of housing Ukrainian refugees at the Pavilion. It was concluded this was not possible at the moment due to the lease with the nursery.	
16	Date of Next meeting Scheduled for Monday 9 May at 7pm.	

The meeting closed at 9.10 pm.

Signed as a correct record Chairman Date