

	<p>JH agreed he had not carried out weekly flushing since the last council meeting and had not completed an electronic log book. Agreed JH will provide weekly flushing evidence shared every week via Drop Box. If JH has holiday or cannot carry out weekly flushing, he will notify the parish council so the deputy can carry out the weekly flushing. JH will also carry out monthly temperature profiling. JH to start the weekly flushing and monthly temperature profiling this week.</p> <p>6.2.7 Lagging of pipes in loft DE to organise with contractor.</p> <p>6.2.8 Boiler service & Swale cover Boiler was serviced by Swale last Friday and all is fine. The boiler is covered under a Swale heating maintenance agreement.</p> <p>6.2.9 Gas & Electricity Contract The existing gas & electricity fixed price contracts with EDF are up for renewal on 1/4/24. Clerk has circulated schedule of existing and new EDF prices and prices from GoCompare. Clerk agreed to check EDF fixed prices for next meeting.</p> <p>6.2.10 Burglar Alarm Three quotes have been sought for a new burglar alarm. Bluebird have submitted their quote today. Premier declined to quote, Spy Alarms will survey the pavilion this week. Quotes to be discussed at next meeting.</p> <p>6.3 Net carbon neutral</p> <p>6.3.1 Solar Panel Survey Deferred as LOH not present.</p> <p>6.3.2 Geospatial Survey Deferred as LOH not present.</p> <p>6.3.3 Carbon Literacy Action Day Training 4 December 2023 Deferred as LOH not present.</p> <p>6.4 Possible Pitch Funding from Kent FA – update Clerk met today with Kent FA to progress the application. It requires the parish council to submit the freehold for the recreation ground. It was noted the address on the current freehold document is out of date and needs updating.</p> <p>6.5 Tree Survey Trecraft have carried out the additional aerial survey of the oak tree at Toys Hill, cleared undergrowth at Pipers Green to survey the trees and given a quote for cutting back the oak tree at the recreation ground to 7 metres rather than felling it. Agreed to now proceed with obtaining 2 further quotes for all the recommended works. Agreed to get a quote for felling and a quote for reducing to 7 metres the oak tree at the recreation ground. Quotes to be discussed at the next PC meeting.</p> <p>6.6 Chart Lane Defibrillator – update & possible donation to be discussed Resolved: The parish council will purchase the defibrillator and cabinet using the capital expenditure reserve from the Pipers Green land sale (unanimously agreed).</p> <p>6.7 Proposed Coronation gate - update No update from JH.</p> <p>6.8 Policy on Dog Fouling at Brasted Recreation Ground JH has struggled to contact Environmental team at SDC (hopes to have an update at next meeting) and has reviewed policies from other councils.</p> <p>6.9 Research re alternatives to hanging baskets</p>	<p>JH</p> <p>JH</p> <p>JH</p> <p>DE</p> <p>AH</p> <p>LOH</p> <p>LOH</p> <p>LOH</p> <p>LOH</p> <p>AH</p> <p>AH</p> <p>AH</p> <p>JH</p> <p>JH</p>
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	<p>JH will apply for permits for hanging baskets and identify the lampposts that need permits and new brackets (current brackets cannot support hanging baskets). The High Street lampposts are not owned by Brasted. JH also needs to contact hanging basket supplier re permit application and installation of new brackets.</p> <p>6.10 Tennis courts – moss removal</p> <p>Agreed to proceed with the quote from Trevor May to apply moss treatment and no pressure washing. Also agreed to request that the damaged patch of tarmac is repaired.</p> <p>6.11 Freestanding Noticeboard Quote</p> <p>Resolved: The meeting considered the quotes and agreed to proceed with HSW for £860 + VAT for a new noticeboard in seasoned oak at the recreation ground (unanimously agreed).</p> <p>6.12 Parking Query updates:</p> <p>6.12.1 Durtnalls Car park No update from JH.</p> <p>6.12.2 White House No update from JH. JH will also speak to the company located past White Hart cottages and Catch 22.</p> <p>6.12.3 Kent Highways – parking ideas No update from JH.</p> <p>6.12.4 Parking survey No update from JH.</p> <p>6.12.5 White Hart Car park CW will speak to the General Manager this week when the White Hart reopens. Noted the car park is currently closed due to refurbishment works.</p> <p>6.12.6 Review of parking in Brasted No update. JH & DE to arrange to walk around Brasted to review parking.</p>	<p>JH</p> <p>JH</p> <p>AH</p> <p>DE</p> <p>JH</p> <p>JH</p> <p>JH</p> <p>JH</p> <p>JH</p> <p>CW</p> <p>JH,DE</p>
7	<p>Planning</p> <p>7.1 Repairs and works to roof and drainage of the Piggery. Outridge Farm Pipers Green Road Brasted Chart Kent TN16 1ND Ref. No: 24/00148/LBCALT Brasted Parish Council voted to Support this application.</p> <p>7.2 Replacement of 3 windows north elevation. Red Cottage High Street Brasted Kent TN16 1JB Ref. No: 24/00099/LBCALT Brasted Parish Council objects as the new windows are not in the same materials as existing subject to the agreement of the Conservation Officer.</p> <p>7.3 Erection of garage and outbuilding Hunters Lodge Toys Hill Brasted Kent TN16 1QG Ref. No: 24/00143/HOUSE Brasted Parish Council Objects to this application due to the size and height of the structure and the fact that it is in an AONB.</p> <p>7.4 Covers Farm – general update DE noted the update meeting at Westerham TC organised by Nick Chard to be held in March. It was agreed that if an Agenda is received in advance of the meeting, then the Clerk will circulate this to BPC.</p> <p>7.4.1 Count of HGV's through Brasted w/c 22/1/24 - update</p>	<p>AH</p>

	This has not yet taken place. JH will carry this out on a Monday, Thursday & Friday (ie 3 days) for 8 hours each day. JH will send dates and times that this will be carried out. 7.4.2 Covers Farm leaflet distribution – update Agreed to pause on this until after the March meeting with Nick Chard.							JH																																																																																																																																
8	<p>Finance</p> <p>8.1 Payments for Approval</p> <p>The Clerk has circulated all the payments. 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>P23183</td> <td></td> <td>02Jan2024</td> <td>DD</td> <td>Direct Debit (EDF ENERGY)</td> <td>Pavilion electricity</td> <td>249.00</td> <td>0.00</td> </tr> <tr> <td>P23184</td> <td>06/12/2023</td> <td>02Jan2024</td> <td>SO</td> <td>S/O to: MI Payroll</td> <td>Payroll agency fee Oct - Dec 23</td> <td>60.00</td> <td>0.00</td> </tr> <tr> <td>P23185</td> <td></td> <td>04Jan2024</td> <td>DD</td> <td>Direct Debit (BT GROUP PLC)</td> <td>Pavilion broadband</td> <td>39.59</td> <td>6.60</td> </tr> <tr> <td>P23186</td> <td></td> <td>11Jan2024</td> <td>DD</td> <td>Direct Debit (EDF ENERGY)</td> <td>Pavilion gas</td> <td>100.00</td> <td>0.00</td> </tr> <tr> <td>P23187</td> <td>02/01/2024</td> <td>16Jan2024</td> <td>DD</td> <td>Direct Debit (LLOYDS BANK PLC)</td> <td>Monthly credit card fee</td> <td>3.00</td> <td>0.00</td> </tr> <tr> <td>P23188</td> <td>04/01/2024</td> <td>18Jan2024</td> <td>DD</td> <td>Direct Debit (NPOWER)</td> <td>Streetlights electricity December 2023</td> <td>130.96</td> <td>6.24</td> </tr> <tr> <td>P23189</td> <td></td> <td>22Jan2024</td> <td>DD</td> <td>Direct Debit (BT GROUP PLC)</td> <td>Clerk's phone</td> <td>34.93</td> <td>0.00</td> </tr> <tr> <td>P23190</td> <td></td> <td>29Jan2024</td> <td>SO</td> <td></td> <td>Clerk's salary January</td> <td></td> <td>0.00</td> </tr> <tr> <td>P23191</td> <td>19/01/2024</td> <td>12/02/2024</td> <td>BP</td> <td>Clarkson Wright & Jakes Sevenoaks District Council</td> <td>Social Club legal fees</td> <td>720.00</td> <td>120.00</td> </tr> <tr> <td>P23192</td> <td>30/01/2024</td> <td>12/02/2024</td> <td>BP</td> <td></td> <td>Pavilion bin collection Jan 2024</td> <td>101.60</td> <td>0.00</td> </tr> <tr> <td>P23193</td> <td>27/01/2024</td> <td>12/02/2024</td> <td>BP</td> <td>Streetlights</td> <td>Repair Lantern Col 13 Station Road</td> <td>420.00</td> <td>70.00</td> </tr> <tr> <td>P23194</td> <td>31/01/2024</td> <td>12/02/2024</td> <td>BP</td> <td>Vision ICT</td> <td>Webinar re web editing</td> <td>30.00</td> <td>5.00</td> </tr> <tr> <td>P23195</td> <td>09/02/2024</td> <td>12/02/2024</td> <td>BP</td> <td></td> <td>Pavilion cleaning 14/1/24 - 9/2/24</td> <td>225.00</td> <td>0.00</td> </tr> <tr> <td>P23196</td> <td>31/01/2024</td> <td>12/02/2024</td> <td>BP</td> <td>Envirocure</td> <td>Legionella Risk Assessment</td> <td>300.00</td> <td>50.00</td> </tr> <tr> <td>P23197</td> <td>08/02/2024</td> <td>12/02/2024</td> <td>BP</td> <td>SLCC</td> <td>Clerk's membership</td> <td>188.00</td> <td>0.00</td> </tr> </tbody> </table>							ID No	Date of invoice	Date of Payment	Payment method	Payee	Details	Total Cost (£)	Reclaim VAT (£)	P23183		02Jan2024	DD	Direct Debit (EDF ENERGY)	Pavilion electricity	249.00	0.00	P23184	06/12/2023	02Jan2024	SO	S/O to: MI Payroll	Payroll agency fee Oct - Dec 23	60.00	0.00	P23185		04Jan2024	DD	Direct Debit (BT GROUP PLC)	Pavilion broadband	39.59	6.60	P23186		11Jan2024	DD	Direct Debit (EDF ENERGY)	Pavilion gas	100.00	0.00	P23187	02/01/2024	16Jan2024	DD	Direct Debit (LLOYDS BANK PLC)	Monthly credit card fee	3.00	0.00	P23188	04/01/2024	18Jan2024	DD	Direct Debit (NPOWER)	Streetlights electricity December 2023	130.96	6.24	P23189		22Jan2024	DD	Direct Debit (BT GROUP PLC)	Clerk's phone	34.93	0.00	P23190		29Jan2024	SO		Clerk's salary January		0.00	P23191	19/01/2024	12/02/2024	BP	Clarkson Wright & Jakes Sevenoaks District Council	Social Club legal fees	720.00	120.00	P23192	30/01/2024	12/02/2024	BP		Pavilion bin collection Jan 2024	101.60	0.00	P23193	27/01/2024	12/02/2024	BP	Streetlights	Repair Lantern Col 13 Station Road	420.00	70.00	P23194	31/01/2024	12/02/2024	BP	Vision ICT	Webinar re web editing	30.00	5.00	P23195	09/02/2024	12/02/2024	BP		Pavilion cleaning 14/1/24 - 9/2/24	225.00	0.00	P23196	31/01/2024	12/02/2024	BP	Envirocure	Legionella Risk Assessment	300.00	50.00	P23197	08/02/2024	12/02/2024	BP	SLCC	Clerk's membership	188.00	0.00	
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	<p>The payments were unanimously agreed. SH & HF to authorise online.</p> <p>8.2 Ideas for Reserves expenditure & cricket nets costings</p> <p>SH confirmed costing for artificial cricket nets would be in the region of £8-10k. Grants may be available from ECB if applied for through Brasted CC. Meeting agreed SH would speak to Brasted CC to refine costings further.</p> <p>The noticeboard at the recreation ground is proceeding.</p> <p>Resolved: Agreed bench by White Hart bus stop would be repaired and moved to the middle of the Green to provide additional seating (unanimously agreed). JH to get data on numbers of people using the bus stop.</p> <p>8.3 Agreement re 2024/25 Budget</p> <p>Resolved: To agree the 2024/25 Budget with a precept of £38,817, total income of £62,067 and total expenditure of £79,488 (unanimously agreed). The shortfall between income and expenditure will assist with reducing reserves.</p>																																																																																																																																							

	<p>8.4 New accounting system</p> <p>Quotes have been received from Rialtas and Scribe. Westerham TC & Chevening PC both use Rialtas and have offered to show/discuss this with the Clerk. The Clerk will do this and revert to the next meeting.</p>	
9	<p>District & County Councillor Reports</p> <p><u>SDC Cllr Sandra Robinson:</u> Unable to attend the meeting but submitted a hard copy report mainly relating to Covers Farm. SR is in the process of updating her leaflet for Brasted residents.</p> <p><u>SDC Cllr N Williams – Local Plan 2040:</u> Consultation is going into regulation 19 of Plan 2040 when the data from regulation 18 (public consultation) is reviewed and recommendations made. These are put to the DCAC on 26 March, then to Cabinet & full Council. No sites in Brasted, but there are sites in Westerham & Chevening. New development sites are also being raised eg Edenbridge. The Local Plan will probably go to the Inspector in the Summer with a decision later in the year. <i>Covers Farm:</i> Suggested waiting until after the meeting with Nick Chard in March before any further action.</p> <p><i>Parking:</i> Nigel offered to assist if there were any illegally parked vehicles in Brasted.</p>	
10	<p>Proposed Meeting Alterations</p> <p>10.1 Proposal for written reports from all councillors Agreed a Toys Hill update and a Chart update would be put as standing items on the Agenda going forward, rather than written reports.</p> <p>10.2 Proposal to alternate monthly meetings between Brasted pavilion and Toys Hill Village Hall Agreed meetings in June 2024 and March 2025 would be at Toys Hill.</p> <p>10.3 Proposal to reinstate Recreation Ground & open spaces committee Agreed not to proceed with this.</p>	AH
11	<p>Councillor's e mail issues (SH) Clerk has contacted Chevening PC's provider with the Spam and Phishing issues. Agreed to remain with current provider.</p>	
12	<p>Sundridge & Brasted Social Club lease – update The solicitor has requested information on the conveyance & title held by Sundridge with Ide Hill parish council.</p>	
13	<p>Clerk's new salary contract Resolved: Unanimously agreed the salary rate amendment to the Clerk's contract.</p>	
14	<p>Clerk's holiday Agreed to defer agreement on this until next meeting when a decision will be made on the new accounting system.</p>	
15	<p>Agreement re CPRE renewal (£36pa) Meeting agreed to proceed with this.</p>	
16	<p>Kent Highways</p> <p>16.1 Updates from reported faults Noted.</p> <p>16.2 Pavement tarmac issues DE confirmed bricks have been reinstated by the Tea Shop.</p> <p>16.3 Update on gates at Oxted No update from JH.</p> <p>16.4 Gates at entrance to village on A25 No update from JH.</p> <p>16.5 Rectory Lane Drain clearance schedule – update SDC have swept Rectory Lane thoroughly and the drains are now clear. Road sweeping will be needed again in the Autumn.</p>	JH JH

	<p>16.6 Heights of fences over bridges DE to put on Fault Report.</p> <p>16.7 Vandalised streetlight Clerk confirmed no 13 in Station Road has been vandalised and repaired.</p> <p>16.8 Sweeping of pavements in High Street SDC Street cleaners to be e mailed re this (from recreation ground down through High Street).</p> <p>16.9 Incorrect marking of double yellow lines in Rectory Lane Nigel Rowe from KCC Highways has visited the site and confirmed the work has not been carried out correctly. He is taking this up with the contractor.</p>	<p>DE</p> <p>AH</p>
17	<p>Correspondence</p> <p>17.1 Environment Agency re flooding A representative from the EA will attend the May meeting.</p> <p>17.2 E mail in favour of padel court One e mail has been received from a resident in response to the Brasted Diary request for information from residents keen for the PC to build a padel court.</p>	
18	<p>Information Exchange SH mentioned the accident on the A25 coming out of Church Road due to poor visibility. DE mentioned a burglary of quad bikes at Park Farm last week. A recent burglary at Chartwell was also mentioned. DE mentioned the clock on Brasted Church is now operational and chiming.</p>	
19	<p>Date of Next meeting Scheduled for Monday 11 March at 7pm.</p>	

The meeting closed at 9.23 pm.

Signed as a correct record Chairman Date