

**Brasted Parish Council**  
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**Minutes of the Council Meeting**  
**Held on Monday 13 January 2025 at 7pm**

**Present:** Councillors: N McSheehy (Chair), G Bickerton, D Binsted, D Edgar, H Furness, S Heath

**In attendance:** Clerk: A Hanson, SDC Cllr N Williams (items, 1, 2, 9 only) & SDC Cllr M Alger, SDC Cllr S Robinson

**Public:** Two

<b>1</b>	<b>To receive and accept apologies for absence</b> C Rogowska – sickness, L O’Hara, L Wentzell (received after the meeting).	
<b>2</b>	<b>Open Session – public question time</b> Two members of the public attended to speak about the issue of the Forest School at Chapmans Wood (still operating despite refusal of planning permission in December 2023 and refused appeal in June 2024). Enforcement stated last year that a planning application was due to be submitted by the end of 2024 to regularise the position. No application has been received yet. The member so the public explained that the site creates a huge amount of noise and distress for residents. Use of the passing space on the road for parking has caused issues for emergency vehicles. Fires have been lit in the wood causing a hazard, there are also sanitation issues. NW agreed to raise this issue with Planning Enforcement at SDC and update the residents.	
<b>3</b>	<b>Declarations of Interest relevant to items on this Agenda</b> HF declared an interest in item 7.4 and will abstain.	
<b>4</b>	<b>Minutes of meeting on Monday 9 December 2024</b> Agreed and signed by Cllr McSheehy.	
<b>5</b>	<b>Matters arising not covered below</b> Clerk updated on correspondence from the pre-school received this afternoon. The owner has not attended tonight but was offered the opportunity to do so. It was agreed the parish council will not install a smoke detector (current fire risk assessment states it is not necessary due to the small size of the pavilion and multiple easy exits). Also confirmed the pre-school do not have exclusive access outside the agreed hire hours. The parish council agreed there is no change, unable to give notification of access outside pre-school hire hours, pre-school can revert to clearing away every night if they have data protection concerns and the charge reduced accordingly. The fitness company is behind on its rent. The grounds maintenance contractor was unable to mark the pitch over Christmas due to lack of staff. Hunter’s Lodge garage planning application has been withdrawn.	
<b>6</b>	<b>Recreation Ground &amp; Open Spaces</b> <b>6.1 Any general updates not covered below</b> None. <b>6.2 Archived PC documents held at village hall transferred to Pavilion – update</b> HF confirmed the shredding is bagged up and ready to go. Agreed the leather-bound book of acceptances from 1920’s can go to the Heritage Centre. NM to liaise with CR. <b>6.3 Legionella Log Book</b>	HF NM,CR

	<p>Contractor has completed some updating of the log book, but it is not wholly complete. Clerk to follow up.</p> <p><b>6.4 Darent River signage</b> Deferred to next meeting.</p> <p><b>6.5 Net carbon neutral – update</b> Defer to next meeting.</p> <p><b>6.6 Bench x 2 on Green – update</b> Benches have been delivered today. DE to arrange siting.</p> <p><b>6.7 Quarterly playground inspection</b> The latest report was noted (the first version received from Hags was incorrect).</p> <p><b>6.8 Hags Quarterly inspection quote for 2025</b> The meeting reviewed the quotes from Hags and TMPI. <b>Resolved:</b> To accept the quote from TMPI for quarterly and annual inspections for 2025 (Proposed DE, seconded SH, unanimously agreed).</p> <p><b>6.9 Update on quote for wetpour around play equipment</b> Hags have increased the original quote accepted in November by £4k for works to enable the wetpour to be laid. Agreed to review this with the new supplier before proceeding. Hags have not responded to request for more information on the proposed works.</p> <p><b>6.10 Recreation ground gate access</b> Agreed to monitor the use of the gate to the car park by SGN.</p> <p><b>6.11 Bollard on recreation ground driveway – update</b> DE to raise with contractor.</p> <p><b>6.12 Thermal Imaging Camera – update</b> Clerk has researched this with STC. The meeting agreed not to proceed with purchasing its own camera but to advertise the SDC camera in the Brasted Diary, which is available for all Brasted residents to book for free.</p> <p><b>6.13 Trees by White Hart - update</b> Clerk has spoken to the White Hart who have agreed to trim the trees by the zebra crossing within 2 weeks.</p>	<p>AH</p> <p>AH</p> <p>DE</p> <p>AH</p> <p>DE</p>
<b>7</b>	<p><b>Planning</b> <b>Planning applications awaiting comments to SDC:</b></p> <p><b>7.1 Heverswood Lodge High Street Brasted Kent TN16 1HL Ref. No: 24/03146/HOUSE</b> <u>Single storey side/rear extension. Alterations to fenestration. Internal alterations</u> The meeting unanimously agreed to support this application.</p> <p><b>7.2 Former Brasted Station Coal Yard, Station Road, Brasted</b> A resident has raised the issue of recent works and caravans now sited here, the surface is now covered in gravel. The site is in Green Belt and Kent Downs National Landscape. Lawful Development Certificate refused in September. Reported to Enforcement on 1/1/25 who have opened a case. Using slip road of M25 to access site. SR will contact Enforcement for an update.</p> <p><b>7.3 Forest School, Chapmans Wood, Emmetts Lane</b> See public session above.</p> <p><b>7.4 Kibbles Green Toys Hill Brasted Kent TN8 6NU 24/03300/HOUSE</b> <u>Demolition of existing garage and single storey outshed. Proposed single storey extension, external and internal alterations.</u> The meeting unanimously agreed to support this application (HF abstained).</p>	<p>SR</p>
<b>8</b>	<p><b>Finance</b> <b>8.1 Bank reconciliation &amp; Management accounts at 31/12/24</b> The bank reconciliation and management accounts at 31/12/24 were circulated. DE signed the bank statement and bank reconciliation at 31/12/24 showing a balance of</p>	

£72,531.81. The management accounts at 31/12/24 show an overall net positive variance of £9,386.30 against budget.

## 8.2 Payments & Invoices for Approval

The Clerk has circulated all the payments and invoices. Two late payments to HMRC and Glasdon were added to the circulated list.

The following payments were submitted for approval:

OUTSTANDING				Total:
13.01.2025	77	£218.26	Dog waste bin	Glasdon
10.01.2025	76	£591.37	Quarterly HMRC payment	HMRC
09.01.2025	75	£378.00	External audit fee	Forvis Mazars
08.01.2025	74	£106.80	Bollards Recreation Ground	Jewson
08.01.2025	73	£106.80	Bollards Recreation Ground	Jewson
08.01.2025	72	£344.40	Pavilion repairs	Flare Electrical Ltd
08.01.2025	71	£66.29	Christmas Light Up expenses	
08.01.2025	70	£101.60	Pavilion bin collection	Sevenoaks District Council
08.01.2025	69	£240.00	e mails	Vision ICT
08.01.2025	68	£237.12	Dog Blns	Sevenoaks District Council
08.01.2025	67	£84.00	Playground inspection	Hags-Smp Ltd
08.01.2025	66	£120.00	Cleaning	
08.01.2025	65	£100.00	Community Grant	We Are Beams
04.01.2025	64	£48.62	Expenses	

The payments were all agreed. HF & NM to authorise online.

## 8.3 Credit Card Statement for Approval

The statement (dated 2 December 2024) circulated in advance to all councillors was approved.

## 8.4 Bank Payments 1/12/24 – 31/12/24

The following bank payments were circulated and agreed:

					Net	VAT	Gross
170	Christmas Tree	10/12/2024	Christmas Tree	Gareth Wanstall	500.00		500.00
171	Bin Collection	10/12/2024	Pavilion bin collection	Sevenoaks District Council	101.60		101.60
172	Legionella Works	10/12/2024	Legionella Monitoring	Water Hygiene Management	646.41	129.28	775.69
173	Christmas Tree	10/12/2024	Xmas Lights Repairs		45.98		45.98
174	Legionella Works	10/12/2024	Legionella hot isolation valve	Water Hygiene Management	398.12	79.62	477.74
175	Clerk Home Allowance Costs	10/12/2024	Clerk's Home Allowance costs		260.00		260.00
176	Dog Waste Bins	10/12/2024	Dog Blns	Sevenoaks District Council	197.60	39.52	237.12

[illegible]

	<p>The clerk confirmed that VAT returns for 2024 had been submitted. £816.21 was received 10/12/24 for first quarter and £7,044.27 for quarters 2-4 received 8/1/25.</p> <p><b>8.7 Bank mandate</b></p> <p>The bank mandate forms to add Cllr Gary Bickerton to the bank mandate were circulated. BPC confirmed it has read and acknowledged that it is bound by the Terms &amp; Conditions for the bank's accounts. The parish council agreed the Unity Trust resolution, agreed to the telephone and Internet Banking declaration and agreed the declaration. Two existing bank signatories and GB signed the paperwork. The Clerk will send off the completed forms to the bank.</p>	
<b>9</b>	<p><b>District &amp; County Councillor Reports</b></p> <p><u>SDC Cllr Nigel Williams:</u></p> <p>NW will raise the issue of Toys Hill Road &amp; Emmetts Lane not gritted during the recent snow with SDC and KCC Cllr Nick Chard.</p> <p>Updated on the proposed Unitary Mayoral Council, not much detail on this at the moment. The parish councils may need to take on more responsibility but without additional powers. Parish &amp; Town Councils will stay, may lose SDC and KCC which will be replaced by the Mayoral Council. There will be more information on the bids at the end of February.</p> <p><u>SDC Cllr Sandra Robinson:</u></p> <p>A recent Sevenoaks ward boundary review (to ensure an equal number of registered voters in each ward) has suggested that Westerham, Brasted &amp; Sundridge could be unified in one ward. However, this may not proceed due to the Unitary Mayoral Council.</p> <p><u>SDC Cllr Michelle Alger:</u></p> <p>The recycling waste questionnaire has now closed. Clear plastic recycling bags can be used if the new green bags are not suitable.</p> <p>Any issues with flooding and gritting can be raised with MA who will contact SDC.</p> <p>DE suggested Station Road needs attention – either the drainage needs fixing or it needs to be gritted as it is dangerous.</p>	NW
<b>10</b>	<p><b>Brasted Chart Update</b></p> <p>NM confirmed the new dog waste bin has been received and will be fitted this week.</p>	NM
<b>11</b>	<p><b>Toys Hill Update</b></p> <p>HF is meeting a carpenter to review the bench repair. HF will speak to the National Trust ranger re the posts on the Green. BPC to purchase gravel for the work. National Trust to supply wood.</p>	HF
<b>12</b>	<p><b>Sundridge &amp; Brasted Social Club – update on lease</b></p> <p>Social Club have noted issues with the formatting of the lease which need adjusting. The Social Club have asked for the term of the lease to be 2025 – 2040, BPC agreed this was fine. Hopefully the revised lease will be ready for the February meeting.</p>	
<b>13</b>	<p><b>KCC Community Transport Grant</b></p> <p>Agreed not to proceed with this.</p>	
<b>14</b>	<p><b>KCC Application for Devolution Priority Programme</b></p> <p>Noted for information.</p>	
<b>15</b>	<p><b>VE Day 2025</b></p> <p>Agreed DE/NM to approach the Stanhope Arms re this.</p>	DE, NM
<b>16</b>	<p><b>Emergency Plan Responses</b></p> <p>Defer to next meeting as the Clerk is still receiving responses.</p>	AH
<b>17</b>	<p><b>Kent Highways</b></p> <p><b>17.1 Updates from reported faults</b></p> <p>Noted. The new lampposts have been reported to KCC. The one by The Bull has a new bright light.</p>	

<b>18</b>	<b>Correspondence</b> None.	
<b>19</b>	<b>Information Exchange</b> Noted that a few shops in the village are closing down. Noted that a property being used an Airbnb is not the responsibility of the parish council.	
<b>20</b>	<b>Date of Next meeting</b> Scheduled for Monday 10 February 2025 at 7pm at the Pavilion, Brasted Recreation Ground.	

The meeting closed at 8.42 pm.

Signed as a correct record ..... Chair      Date .....