## Brasted Parish Council Parish Council Office Tel: 01732 455374 Parish Council e mail: clerk@brastedpc.org.uk 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

1	To receive and accept apologies for absence	
	C Rogowska – sickness, L O'Hara, L Wentzell (received after the meeting).	
2	Open Session – public question time	
	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.	
3	Declarations of Interest relevant to items on this Agenda	
	HF declared an interest in item 7.4 and will abstain.	
4	Minutes of meeting on Monday 9 December 2024	
	Agreed and signed by Cllr McSheehy.	
5	Matters arising not covered below	
	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	Hunter's Lodge garage planning application has been withdrawn.	
6	Recreation Ground & Open Spaces	
	6.1 Any general updates not covered below	
	None.	
	6.2 Archived PC documents held at village hall transferred to Pavilion – update	
	HF confirmed the shredding is bagged up and ready to go. Agreed the leather-bound	HF
	book of acceptances from 1920's can go to the Heritage Centre. NM to liaise with CR.	NM,CR
	6.3 Legionella Log Book	,

		-			
	Contractor has completed some updating of the log book, but it is not wholly complete.	AH			
	Clerk to follow up.				
	6.4 Darent River signage				
	Deferred to next meeting.	AH			
	6.5 Net carbon neutral – update				
	Defer to next meeting.				
	6.6 Bench x 2 on Green – update				
	Benches have been delivered today. DE to arrange siting.	DE			
	6.7 Quarterly playground inspection				
	The latest report was noted (the first version received from Hags was incorrect).				
	6.8 Hags Quarterly inspection quote for 2025				
	The meeting reviewed the quotes from Hags and TMPI. Resolved: To accept the quote	AH			
	from TMPI for quarterly and annual inspections for 2025 (Proposed DE, seconded SH,				
	unanimously agreed).				
	6.9 Update on quote for wetpour around play equipment				
	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.				
	6.10 Recreation ground gate access				
	Agreed to monitor the use of the gate to the car park by SGN.				
	6.11 Bollard on recreation ground driveway – update				
	DE to raise with contractor.	DE			
	6.12 Thermal Imaging Camera – update				
	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.				
	6.13 Trees by White Hart - update				
	Clerk has spoken to the White Hart who have agreed to trim the trees by the zebra				
	crossing within 2 weeks.				
7	Planning				
	Planning applications awaiting comments to SDC:				
	7.1 Heverswood Lodge High Street Brasted Kent TN16 1HL Ref. No: 24/03146/HOUSE				
	Single storey side/rear extension. Alterations to fenestration. Internal alterations				
	The meeting unanimously agreed to support this application.				
	7.2 Former Brasted Station Coal Yard, Station Road, Brasted				
	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	SR			
	Enforcement for an update.	JN			
	7.3 Forest School, Chapmans Wood, Emmetts Lane				
	See public session above.				
	7.4 Kibbles Green Toys Hill Brasted Kent TN8 6NU 24/03300/HOUSE Demolition of				
	existing garage and single storey outshed. Proposed single storey extension,				
	external and internal alterations.				
	The meeting unanimously agreed to support this application (HF abstained).	<u> </u>			
8	Finance				
	8.1 Bank reconciliation & Management accounts at 31/12/24				
	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				

			s for Appro		voices. Two la	ate payme	ents to HN	/IRC and
asdo	n were adde					ice payin		
ne fol	llowing payn	nents	were subm	nitted for app	proval:			
DUT	STANDING					Total:		
3.01	2025	77	£218.26	Dog waste	bin	Glasdo	า	
				Quarterly H	IMRC			
0.01	2025	76	£591.37	payment		HMRC		
9.01	.2025	75	£378.00	External au		Forvis N	Mazars	
0.04	2025	74	6106.00	Bollards Re	creation	1		
10.801	2025	74	£106.80	Ground Bollards Re	creation	Jewson		
)8.01	.2025	73	£106.80	Ground	ci cation	Jewson		
	2025	72	£344.40	Pavilion rep	pairs		ectrical Lt	d
				Christmas I			200.1001 20	
08.01	.2025	71	£66.29	expenses	5 -1-			
							aks Distrie	ct
	2025	70	£101.60	Pavilion bir	collection	Council		
)8.01	.2025	69	£240.00	e mails		Vision I		
				Dec Di			aks Distrie	ct
	2025	68	£237.12	Dog Blns Playground inspection		Council		
	2025	67	£84.00			Hags-Sr	np Ltd	
	2025	66	£120.00	Cleaning	<u> </u>	147 -		
	2025	65	£100.00	Community	/ Grant	we Are	Beams	
1/1 1/1		64	£48.62	Expenses				
	2025		arood UF	2. NINA +0+-	norice online			
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177	Dog Waste Bins	10/12/2024	Dog BIns	Sevenoaks District	187.20	37.44	224.64
178	Dog Waste Bins	10/12/2024	Dog BIns	Council Sevenoaks	187.20	37.44	224.64
179	DRIPS	10/12/2024	Subscription	District Council Darent River	20.00		20.00
	Didi S	10/12/2021	·	Preservation Society	20.00		20.00
180	Salary	10/12/2024	Clerk's back pay				
181	Cleaning	10/12/2024	Cleaning		210.00		210.00
182	E mail addresses	10/12/2024	e mails	Vision ICT	6.67	1.33	8.00
183	Grounds Maintenance	10/12/2024	Grounds Maintenance	Danny Cole	250.00		250.00
184	Legionella Works	10/12/2024	legionella descale	Water Hygiene Management	377.13	75.43	452.56
185	Repairs/Misc	10/12/2024	Bollards Recreation Ground		450.00		450.00
186	Repairs/Misc	10/12/2024	Padlock & Speaker		50.93		50.93
187	Electricity	02/12/2024	Pavilion electricity	EDF Electricity	50.00		50.00
188	Broadband	09/12/2024	Pavilion Broadband	British Telecom	34.95	6.99	41.94
189	Water	16/12/2024	Pavilion water	Castle Water	125.60	25.12	150.72
189	Water	16/12/2024	Pavilion water	Castle Water	82.01		82.01
190	Office Supplies/Station ery	16/12/2024	Clerk's stationery	Amazon Business EU Sarl	19.48	3.90	23.38
191	Sundry	16/12/2024	Printing	Kall Kwik	57.00		57.00
192	Sundry	16/12/2024	Printing	Kall Kwik	120.00		120.00
194	Court Maintenance	16/12/2024	Sprayer	Amazon Business EU Sarl	12.49	2.50	14.99
195	Sundry	16/12/2024	Courier	Speedy Same-Day Courier	56.87	11.37	68.24
196	Credit card charges	16/12/2024	Multi pay Lloyds card fee	Lloyds Bank	3.00		3.00
197	Streetlights electricity costs	18/12/2024	Streetlights	NPower	123.32	6.17	129.49
198	Clerk's phone lines	20/12/2024	Clerk's phone	British Telecom			
199	Clerk's phone lines	20/12/2024	Clerk's phone	British Telecom	37.65		37.65
200	Pavilion Gas	24/12/2024	Pavilion gas	EDF Gas	182.46	9.12	191.58
201	Salary	30/12/2024	Clerk's salary				
202	Payroll Fees	31/12/2024	Quarterly payroll agency fees	MI Payroll	60.00		60.00
203	Bank Charges	31/12/2024	Bank charges	Unity Trust Bank	6.00		6.00
	<b>/26 Budget – re</b> ed: To approve	-		come of £66.0	500 and e	xpenditur	e of
E83,77	8 (Proposed SH	, Seconded I	DE, unanimou	isly agreed). T	he curren	t bank ba	lance
				absorb the pr	ما ام مدم ما ام	المحمح المنا	Colt of

8.6 VAT Refunds 1/1/24 - 31/3/24 & 1/4/24 - 31/12/24

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	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.	
	8.7 Bank mandate	
	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 & 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.	
9	District & County Councillor Reports	
9	SDC Cllr Nigel Williams:	
	NW will raise the issue of Toys Hill Road & Emmetts Lane not gritted during the recent	NW
	snow with SDC and KCC Cllr Nick Chard.	
	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 & 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.	
	SDC Cllr Sandra Robinson:	
	A recent Sevenoaks ward boundary review (to ensure an equal number of registered	
	voters in each ward) has suggested that Westerham, Brasted & Sundridge could be	
	unified in one ward. However, this may not proceed due to the Unitary Mayoral Council.	
	SDC Cllr Michelle Alger:	
	The recycling waste questionnaire has now closed. Clear plastic recycling bags can be	
	used if the new green bags are not suitable.	
	Any issues with flooding and gritting can be raised with MA who will contact SDC.	
	DE suggested Station Road needs attention – either the drainage needs fixing or it needs	
	to be gritted as it is dangerous.	
10	Brasted Chart Update	
	NM confirmed the new dog waste bin has been received and will be fitted this week.	NM
11	Toys Hill Update	
	HF is meeting a carpenter to review the bench repair. HF will speak to the National Trust	HF
	ranger re the posts on the Green. BPC to purchase gravel for the work. National Trust to	
	supply wood.	
12	Sundridge & Brasted Social Club – update on lease	
	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.	
13	KCC Community Transport Grant	
	Agreed not to proceed with this.	
14	KCC Application for Devolution Priority Programme	
	Noted for information.	
15	VE Day 2025	
	Agreed DE/NM to approach the Stanhope Arms re this.	DE, NM
16	Emergency Plan Responses	
	Defer to next meeting as the Clerk is still receiving responses.	AH
17	Kent Highways	
	17.1 Updates from reported faults	
	Noted. The new lampposts have been reported to KCC. The one by The Bull has a new	
1	bright light.	

18	Correspondence	
	None.	
19	Information Exchange	
	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.	
20	Date of Next meeting	
	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
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